


MALAYSIAN PALM OIL BOARD



MPOB CERTIFICATION BODY STANDARD OPERATING PROCEDURE

06

SUSPENSION OF CERTIFICATE


	MALAYSIAN PALM OIL BOARD CODES OF PRACTICE	Rev. No	3
	STANDARD OPERATING PROCEDURE	Eff. Date	01/04/2023
	Suspension of Certificate	Doc. Name	MPOB/CoP/SOP/06

OBJECTIVE : To ensure process of suspension the certification comply to the policies and procedures as defined by MPOB Codes of Practice.


SCOPE : This procedure covers step to be taken for suspending certification.

RECORD : Certification Agreement, SOP for Revocation of Certification,

NO.	PROCEDURE	RESPONSIBILITY	INTERFACE
1.	The MPOB shall have a policy and documented procedure (s) for suspension or revoke (withdrawal) of certification, and shall specify the subsequent actions by the certification body.		1. SOP for Revocation of Certification 2. Certification Agreement
2.	<p>The MPOB shall suspend certification in cases when, for example;</p> <ul style="list-style-type: none"> ▪ The client's certified management system has persistently or seriously failed to meet certification requirement, including requirements for the effectiveness of the management system. ▪ The certified client does not allow surveillance or recertification audits to be conducted at the required frequencies. ▪ The certified client has voluntarily requested a suspension. ▪ The certified clients did not submit Corrective Action as agreed timeline. 	<p>Certification Manager</p> <p>Evaluation Committee (EC)</p>	
3.	List of certified clients suggested for suspension will be presented in EC Meeting for approval. The certified clients will be notified through officially.		
4.	The certified clients have the rights to appeal from suspension within 30 days from letter issued		

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5.	Upon request by any party, the MPOB shall correctly state the status of certification of a client's management system as being suspended or withdrawn.		
6.	The suspension would not exceed 6 months.		

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