

GUIDELINE ON CONSULTATION FEES FOR THE CERTIFICATION PREPARATION OF FRESH FRUIT BUNCH (FFB) DEALERS (DF)

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REMINDER

- This document serves as a non-binding and provided solely for reference. By using these benchmarks, FFB Dealers (DF) and consultants acknowledge and agree that MSPO bears no legal liability whatsoever, whether in contract, tort, or otherwise, for any claim, cost, loss, or damage arising from reliance on or use of this guideline.
- The examples below are non-exhaustive, non-prescriptive, and may vary depending on the size, complexity, and readiness of each DF operation. Not all documents listed will apply to every DF, and consultants may adopt different approaches based on practical needs.
- This document does not represent mandatory requirements, a checklist, or an official MSPO compliance guide, and should not be interpreted as such.

1. BACKGROUND

The implementation of this guideline aligns with MSPO's strategic objective to promote sustainable palm oil production and strengthen the expansion of MSPO Certification Scheme. By providing transparent fee benchmarks and ensuring fair pricing for consultancy services, the guideline is expected to facilitate industry-wide adoption of MSPO standards, particularly for DF category. This guideline aims to:

- Provide an indicative range for common consultancy services.
- Assist DF in evaluating quotations from consultants.
- Promote fair, transparent, and value-based engagements.

2. INDICATIVE CONSULTANCY FEE (RANGE)

No.	Service Item	Indicative Range (RM)	Scope
1	Initial Assessment and Gap Analysis	RM 500 - RM 3,600	A comprehensive review of current practices and a gap analysis against MS2530:2022 requirements.
2	Documentation Development	RM 3,500 - RM 9,000	Creation or update of required documents, including SOPs, manuals, policies, and traceability systems.
3	Training for Staff/Worker	RM 1,000 - RM 2,000	Training on MS2530:2022 requirements, compliance practices, and documentation procedures.
4	Internal Audit (Pre-Certification)	RM 1,000 - RM 2,000	Conducting a mock audit and identifying areas for corrective action before certification.
5	Full package	RM 8,750 - RM 11,800	May vary by complexity, size, and geographical location.

Note for Item No. 2:

The fee range varies according to (i) the complexity and nature of the documentation (manual vs. system-based), (ii) the extent of consultant involvement such as workshops or validation sessions, and (iii) whether the task involves new document development or revision of existing documents as further detailed in Annex 1.

3. ENCOURAGED MODELS FOR COST-SHARING (OPTIONAL)

To support smaller or remote DF, the following models are encouraged:

- Group Consultancy - several DFs jointly engage a consultant and share the cost.
- Association-Led Procurement - industry associations or groups negotiate standardised consultancy rates on behalf of their members.

4. IMPORTANT DISCLAIMER

This guideline is indicative and advisory only. They do not represent mandatory charges or fee caps. Actual consultancy fees may vary depending on factors such as DF scale, site conditions, document readiness, and the experience of the service provider. The guidelines do not regulate or fix consultancy fees, and all engagements remain strictly contractual between DF and consultants. DF are encouraged to obtain multiple quotations and evaluate consultants not only on price but also on credibility, experience, and scope of services.

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ANNEX 1

DETAILED BREAKDOWN OF DOCUMENTATION DEVELOPMENT FOR MSPO MS 2530-4-3:2022

INTRODUCTION

Documentation development is a vital component in establishing and maintaining an effective management system under the Malaysian Sustainable Palm Oil (MSPO) Certification Scheme.

For Fresh Fruit Bunch (FFB) Dealers, proper documentation serves as verifiable evidence of compliance with the MS 2530-4-3:2022 standard and ensures that sustainable practices are implemented consistently across all stages of the supply chain.

Well-organized documentation enhances transparency, accountability, and traceability, while facilitating monitoring, evaluation, and continuous improvement within operations. The following table outlines the key documentation areas and examples of supporting records required for MSPO compliance among FFB Dealers.

Table 1: Summary of Documentation Development Requirements

No.	Clause / Focus Area	Examples of Documents / Records
1	General Requirements	<ul style="list-style-type: none">• Company profile & organization chart• MSPO Policy statement• Business registration & MPOB license• Document & record control procedure
2	Management Commitment and Responsibility	<ul style="list-style-type: none">• Appointment letter for MSPO coordinator• Management review minutes• Internal communication record• Training plan & attendance
3	Traceability System	<ul style="list-style-type: none">• Traceability SOP (purchase-transport-delivery)• Supplier (FFB seller) list• FFB purchase record / logbook• Weighbridge tickets, DO, invoices• Supply chain map
4	Social Responsibility, Health, Safety & Employment Conditions	<ul style="list-style-type: none">• Social policy• Employment contracts (if any workers)• OSH policy and risk assessment• Accident & PPE records• SIA summary• Community engagement record
5	Environmental Sustainability	<ul style="list-style-type: none">• Environmental policy• Waste management plan• Scheduled waste & domestic waste records• Fuel / energy usage log• HCV or biodiversity awareness note
6	Good Management Practices	<ul style="list-style-type: none">• SOPs for daily operations (FFB receiving, weighing, storage, transport)• Vehicle maintenance record• Cleaning & hygiene record• Supplier compliance check form
7	Continuous Improvement	<ul style="list-style-type: none">• Continuous Improvement Plan (CIP)• Internal audit checklist & report• Corrective action record (CAR form)• Training evaluation & feedback form
8	Compliance & Certification Documentation	<ul style="list-style-type: none">• Legal register• MSPO audit report & certificate• Permits & licenses (Local council, DOE if applicable)• Copy of MS 2530-4-3:2022 standard

This document is intended solely as an explanatory reference to support understanding of potential consultancy scope. It does not constitute a compliance checklist, minimum documentation requirement, or official MSPO guidance, and should not be used as a basis to determine audit outcomes or consultancy pricing.