

UGG CERTIFICATION SDN BHD		UGG-SOP(MSPO)-15
		DATE: 01/04/2025
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DOCUMENT AUTHORIZATION & REVISION HISTORY

Revision No.	Description of Change	Date of Release	Prepared By	Approved By
00	Initial Document	01/03/2024		
01	Change company name to UGG Certification Sdn Bhd	01/04/2025		

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1 PURPOSE

- 1.1 To establish a procedure for decision making responsibility and authority for awarding certification of audited client for specified certification scheme.

2 SCOPE

- 2.1 This procedure is applicable to all certification audits for MSPO MS2530-2022 schemes.

3 RESPONSIBILITY

- 3.1 General Manager who is issued the UGG Registered Certificates.
- 3.2 All Managers who makes independent certification decision
- 3.3 All Managers who will do the report review.

4 REFERENCE

- 4.1 ISO 17021-1:2015- Conformity assessment- Requirements for bodies providing audit and certification of management systems
- 4.2 ISO17065:2012 - Conformity assessment- Requirements for bodies certifying products, processes and services
- 4.3 MSPO Certification Scheme Document- Date: 5 January 2023

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5 PROCEDURE

5.1 General

- 5.1.1 Certification marks related to the MSPO Certification Scheme can be fixed to a product to indicate that the product originated from an oil palm planted area certified to the requirements of the MSPO Certification Standard. The MSPO Logo is a registered Trademark in 4 different categories in colour variant or monochrome with the no. 2014000761, 2014000763 to 2014000769, under the ownership of the scheme owner. It is vital that the logo is used correctly to safeguard the integrity and credibility of the MSPO Certification Scheme. This section provides the authoritative basis for the scheme owner in managing the use of the MSPO Logo and to guide users on the use of the MSPO Logo.
- 5.1.2 The MSPO Certification Scheme is a single-issue labelling scheme, the claims of which only concern sustainable oil palm management. Sustainable oil palm management is the process of managing oil palm planted areas to achieve one or more clearly specified objectives of management with regard to the production of a continuous flow of desired palm oil products without undue reduction of its inherent values and future productivity, and without undue undesirable effects on the physical and social environment. The MSPO Logo only places a claim on the oil palm products that is covered within the scope of MSPO certification.
- 5.1.3 The MSPO Logo is a copyright material and Trademark [™] registered by the scheme owner. The use of MSPO Logo and related MSPO claims in Malaysia and globally is regulated and governed by the scheme owner. Unauthorised use of this copyright material is prohibited and may lead to legal action.
- 5.1.4 Role of Accredited Certification Body
- 5.1.4.1 The ACB which undertakes an audit of a management unit and grants certificate is responsible for the verification of the use of MSPO Logo and related claims by the relevant Logo User. Verification audits are carried out by the ACB to ensure compliance with the use of the MSPO Logo and related claims.
- 5.1.4.2 ACBs shall raise Major Non-conformity if found unapproved and/or non-conforming uses against the requirements of the MSPO Logo and its Trademark by the Certificate Holders and report unapproved and/or non-conforming uses against the requirements of the MSPO Logo and its Trademark to the scheme owner within 7 working days. The scheme owner will evaluate the unapproved and/or non-conforming uses of the MSPO Logo to determine whether further action, including legal action, is required.
- 5.1.4.3 Upon its client organisation who has undertaken to enter into a Logo Usage License Agreement with the scheme owner, ACBs need to ensure the following:
- The Logo User shall make available the up-to-date agreement between the Logo User and scheme owner to the ACBs during the audit for verification or as and when needed;
 - The Logo User complies with the use of the MSPO Logo and related claims;
 - Examines the system by means of which the Logo User keeps records on how the logo is used and, in the case of products, the production volumes of products marked with the Logo; and

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- d) Includes the unapproved and/or non-conforming uses against the requirements in this document of the MSPO Logo in the audit report OR audit summary report.

5.1.5 There are four groups of Logo Users. These user groups comprise both certificate holders and non-certificate holders, which are as follows:

a) Group A – Scheme Owner

MPOCC, as the scheme owner for the MSPO Certification Scheme, is permitted to use the MSPO Logo for educational and other communication purposes. It is the only authority responsible for the issuance of licenses for the use of the MSPO Logo.

b) Group B – MSPO Part 2 and 3 Certificate Holders

Group B comprises owners and managers of oil palm plantations including smallholdings with a valid MSPO Standard Part 2 or Part 3 certificate. The certificate shall be issued by an independent third-party ACB. The Logo Users under this group are allowed to apply only for off-product logo usage.

c) Group C – MSPO Part 4 Certificate Holders

Group C comprises palm oil mills, dealers and processing facilities which process, manufacture, supply and/or export palm oil products as holders of the MSPO Standard Part 4 certificates. The certificate shall be issued by an independent third-party ACB meeting the accreditation requirements of AB. The Logo Users under this group are allowed to apply on-product and off-product logo usage.

d) Group D – Other Groups

- i. Group D comprises accredited certification bodies operating MSPO Certification Scheme, and other organisations or bodies that are approved by the scheme owner to promote or advertise the MSPO Certification Scheme for awareness, promotional and educational purposes. The Logo Users under this group are allowed to apply only for off-product logo usage.
- ii. Logo usage by parent company OR HQ for any management units under company on their limitation, whereby the parent company OR HQ can produce the materials for the subsidiaries. However, if there is any document related to the subsidiaries only, they need to have their own logo license.

5.1.6 Logo Usage and Claims

a) When the MSPO Logo is used, the following essential elements must be fulfilled:

- i. The MSPO Logo shall be reproduced according to the measurements, colours, trademark claims and other specifications detailed in the MSPO Logo Reproduction Tool Kit, which the scheme owner makes available to the approved logo users.
- ii. A logo license registration number provided by the scheme owner shall be included.

b) The logo can be used in two different ways:

- i. On-product usage includes:
 - Claim on the product(s) label (e.g. PET bottle, plastic packaging, boxes, drums)

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ii. Off-product usage includes:

Claim which are not on the product(s) label. This includes, but is not limited to:

- Claims in the traceability documentation (e.g. invoice, packaging list and bill of lading)
- Claims in general documentation (e.g. company or product brochure)
- Claims in signage (e.g. at an organisation's premises or at the boundary of oil palm estates)

c) On-Product Use

i. For on-product use, Logo Users must indicate the traceability model of either the option of segregation or mass balance based on their scope of certification and/or of the content of the MSPO certified material in the product.

ii. The logo for on-product use shall adhere to MSPO Logo Reproduction Tool Kit.

iii. Specific Requirements for 'MSPO Certified' Label.

Supply Chain Model (based on scope of certification) Segregation	MSPO Logo or Claim	Content of MSPO certified material	Label Implies
Segregation	 MSPO/1-1-1 SEGREGATION	100%	The product must contain 100% of MSPO certified material used in the final product.
Mass Balance 70%	 MSPO/1-1-1 MASS BALANCE	>70%	The product must contain a minimum of 70% of MSPO certified material from the total of palm oil material used in the final product
Mass Balance 30%	"This product contains Malaysian sustainable palm oil (MSPO)"	>30%	The product must contain a minimum of 30% of MSPO certified material from the total of palm oil material used in the product. Usage within this category is only limited to claims and the use of the MSPO logo is not permitted.