



FSC DUE DILIGENCE SYSTEM (DDS) TRAINING



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Course Title: FSC Due Diligence System (DDS) Training

Course Validity: 1 Day

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with a clear understanding of the FSC Controlled Wood (CW) system, designed to prevent the use of unacceptable wood sources in FSC-labelled products. It covers the five CW categories, risk assessment requirements, due diligence systems, supplier verification and documentation controls. Participants will learn how organisations can meet FSC-STD-40-005 requirements and strengthen supply chain assurance for responsible sourcing.

OBJECTIVE(S):

- Understand the structure and requirements of the FSC Due Diligence System
- Learn how to gather supplier and material information effectively
- Understand risk assessment methods and interpretation
- Learn how to implement mitigation measures for identified risks
- Strengthen organisational compliance with FSC-controlled sourcing

TARGET GROUP(S):

- Procurement and supply chain teams
- Sustainability and ESG personnel
- Compliance and certification teams
- Quality assurance and documentation staff
- Managers, supervisors and project leaders
- Anyone involved in FSC sourcing or risk evaluation

ENTRY REQUIREMENT(S):

- Able to read, write, and communicate in Malay/English

TOPIC(S):

1. Introduction to FSC Due Diligence Requirements
2. DDS Component 1 – Information Gathering
3. DDS Component 2 – Risk Assessment (Supplier, Origin & Material)
4. DDS Component 3 – Risk Mitigation Measures
5. Supplier Verification & Evidence Collection
6. Documentation, Record-Keeping & Traceability
7. National & Company Risk Assessments
8. Audit Requirements & Common DDS Non-Conformances
9. Strengthening DDS for Compliance & Assurance

LIST OF REFERENCE BOOK(S):

- FSC Controlled Wood Standard (FSC-STD-40-005)
- FSC Due Diligence & Risk Assessment Guidelines
- Supply Chain Sustainability Manuals

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories

METHODOLOGY(S):

- Lecture
- Group discussions
- Case studies

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 9:45 am	Topic 1: Overview of FSC DDS & Key Requirements
9:45 am – 10:30 am	Topic 2: DDS Component 1 – Information Gathering
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 3: DDS Component 2 – Risk Assessment Processes
11:30 am – 12:30 pm	Topic 4: DDS Component 3 – Risk Mitigation Measures
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 5: Supplier Verification & Evidence Documentation
2:30 pm – 3:30 pm	Topic 6: Traceability, Records & DDS Documentation
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 7: Common NCs, Audit Preparation & DDS Strengthening