



FSC INTERNAL AUDITOR TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

Course Title: FSC Internal Auditor Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This course provides participants with the competencies required to perform effective internal audits for FSC certification systems including Chain of Custody (CoC), Controlled Wood, and related FSC requirements. Participants will learn audit principles, planning, execution, evidence gathering, reporting of findings, and follow-up of corrective actions in accordance with ISO 19011 audit guidelines and FSC certification rules. This training prepares internal auditors to evaluate compliance, identify gaps, improve documentation control, and ensure the organization maintains continual readiness for external FSC audits.

OBJECTIVE(S):

- Understand FSC certification structure and audit requirements
- Learn internal audit principles based on ISO 19011
- Develop an audit plan, checklist and sampling methods
- Understand FSC CoC and Controlled Wood requirements to audit against
- Learn how to identify non-conformities and verify evidence
- Strengthen audit reporting, documentation and CAP follow-up
- Improve organizational compliance and readiness for FSC certification audits

TARGET GROUP(S):

- Internal auditors and audit committee members
- Compliance, sustainability, and CoC personnel
- Quality management and documentation teams
- Procurement, warehouse, production and supply chain teams
- Certification coordinators and management representatives
- Anyone involved in auditing FSC CoC or Controlled Wood requirements

ENTRY REQUIREMENT(S):

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

TOPIC(S):

1. Introduction to FSC Certification & System Structure
2. FSC Chain of Custody (FSC-STD-40-004) & Controlled Wood (FSC-STD-40-005) Requirements
3. Internal Audit Fundamentals Based on ISO 19011
4. Audit Planning: Scope, Criteria, Audit Programme & Sampling
5. Developing Internal Audit Checklists for FSC Requirements
6. Conducting the Audit: Opening Meeting, Interviews, Process Walkthrough
7. Evidence Gathering Techniques: Observation, Documentation Review, Tracing & Verification
8. Identifying Nonconformities (Major/Minor), Observations & OFIs
9. Audit Reporting, CAP Review, Verification of Corrective Actions
10. Maintaining Audit Records & Ensuring Continual FSC Compliance

LIST OF REFERENCE BOOK(S):

- FSC Chain of Custody Standard (FSC-STD-40-004)
- FSC Controlled Wood Standard (FSC-STD-40-005)
- FSC Due Diligence System Requirements
- FSC Trademark Standard (FSC-STD-50-001)
- ISO 19011: Guidelines for Auditing Management Systems
- FSC Audit & Certification Requirements

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories

METHODOLOGY(S):

- Lecture
- Group discussions
- Audit simulation exercises
- Documentation review & role-play audit sessions

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 9:45 am	Topic 1: Introduction to FSC Certification & System Structure
9:45 am – 10:30 am	Topic 2: Overview of FSC CoC & Controlled Wood Requirements
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 3: Internal Audit Fundamentals (ISO 19011)
11:30 am – 12:30 pm	Topic 4: Audit Planning, Scope, Sampling & Checklists
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 5: Conducting the Audit & Interview Techniques
2:30 pm – 3:30 pm	Topic 6: Evidence Collection & Documentation Review
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 7: Identifying NCs, Observations & OFIs

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1 & Q&A
9:00 am – 9:45 am	Topic 8: Audit Reporting & NC Classification
9:45 am – 10:30 am	Topic 9: Corrective Action Review & Verification
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 10: Role-Play Audit Simulation (Practical Audit Exercise)
11:30 am – 12:30 pm	Group Audit Findings Presentation
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Consolidating Audit Reports & Record-Keeping Requirements
2:30 pm – 3:30 pm	Best Practices for Continual FSC Compliance
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Final Assessment, Q&A & Closing