



TRACEABILITY & DUE DILIGENCE SYSTEM 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: Traceability & Due Diligence System Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides essential knowledge on establishing and managing traceability and due diligence systems in supply chains. Participants will learn how to trace product origins, assess supplier risks, manage documentation, and implement compliance controls. The course strengthens understanding of responsible sourcing requirements, supply chain transparency and international due diligence expectations.

OBJECTIVE(S):

- Understand the fundamentals of traceability and responsible sourcing
- Learn how to design and implement a due diligence system
- Identify supplier risks and compliance requirements
- Strengthen documentation, verification and chain-of-custody controls
- Understand traceability tools, tracking methods and audit readiness
- Improve organisational ability to fulfil regulatory and customer requirements
- Support transparency and sustainability across supply chains

TARGET GROUP(S):

- Supply chain, procurement and compliance teams
- ESG and sustainability personnel
- Manufacturing, sourcing and quality departments
- Exporters, importers, traders and distributors
- Organisations implementing responsible sourcing frameworks

ENTRY REQUIREMENT(S):

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

TOPIC(S):

1. Introduction to Traceability and Due Diligence Concepts
2. Supply Chain Mapping, Product Flow and Risk Identification
3. Traceability Models, Tracking Methods and Data Requirements
4. Supplier Due Diligence, Screening and Verification Processes
5. Documentation, Record-Keeping and Chain-of-Custody Controls
6. Compliance Requirements, Standards and Regulatory Expectations
7. Monitoring, Internal Audits and Non-Compliance Handling
8. Improvement Measures and Reporting for Traceability Systems

LIST OF REFERENCE BOOK(S):

- Due Diligence System (DDS) Guidelines
- Chain-of-Custody & Traceability Standards
- Responsible Sourcing & Risk Assessment Manuals
- International Supply Chain Compliance Frameworks

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories

METHODOLOGY(S):

- Lecture
- Case studies
- Group discussions
- Demonstrations
- Documentation review

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 9:45 am	Topic 1: Traceability & Due Diligence Concepts
9:45 am – 10:30 am	Topic 2: Supply Chain Mapping & Risk Identification
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 3: Traceability Models & Data Requirements
11:30 am – 12:30 pm	Topic 4: Supplier Due Diligence & Verification
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Case Study: Traceability Gaps & Failures
2:30 pm – 3:30 pm	Documentation Exercise: Mapping Product Flow
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Workshop: Designing a Traceability Process

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 5: Documentation & Chain-of-Custody Controls
9:45 am – 10:30 am	Topic 6: Compliance Standards & Regulatory Expectations
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 7: Monitoring, Audits & Non-Compliance Handling
11:30 am – 12:30 pm	Practical: Mock Supplier Assessment
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 8: Reporting & System Improvement Measures
2:30 pm – 3:30 pm	Group Exercise: Creating a Due Diligence Plan
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Final Review, Q&A & Closing