



## **RBA SUPPLIER COMPLIANCE & MONITORING 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:** RBA Supplier Compliance & Monitoring Training

**Course Validity:** 1 Day

**Validity:** Not Applicable

**HRD Corp Scheme:** Claimable

## **INTRODUCTION**

This training provides participants with the knowledge and skills required to ensure supplier compliance with the Responsible Business Alliance (RBA) Code of Conduct. It covers supplier onboarding requirements, due diligence, risk assessment, monitoring activities, documentation controls and handling non-compliance. Participants will learn how to establish a robust supplier monitoring system that aligns with RBA expectations and customer requirements.

## **OBJECTIVE(S):**

- Understand RBA requirements for supplier compliance and monitoring
- Learn how to conduct supplier risk assessments and due diligence
- Understand documentation and evidence requirements for supplier compliance
- Learn monitoring methods including audits, checklists and continuous improvement
- Identify common supplier non-conformances and how to manage them effectively

**TARGET GROUP(S):**

- Procurement and supply chain teams
- Compliance and sustainability personnel
- QA/QC and supplier quality teams
- HSE and HR personnel
- Managers, executives and project leads
- Any team responsible for supplier oversight and monitoring

**ENTRY REQUIREMENT(S):**

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

**TOPIC(S):**

1. Overview of RBA Supplier Requirements
2. Supplier Onboarding, Screening & Risk Categorisation
3. Due Diligence Requirements & Documentation Review
4. Supplier Monitoring Tools: Checklists, Self-Assessments & Audits
5. Supplier Performance Evaluation & Scorecard Development
6. Managing Non-Conformances, CAPA & Escalation Processes
7. Supplier Engagement, Training & Capacity Building
8. Continuous Monitoring & Improvement Expectations
9. Common Supplier NCs and RBA Audit Red Flags

**LIST OF REFERENCE BOOK(S):**

- RBA Code of Conduct
- Supplier Management & Audit Guidelines
- RBA VAP Manual
- Responsible Sourcing & ESG Standards

**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 RBA Supplier Compliance Requirements
9:45 am – 10:30 am	Topic 2: Supplier Onboarding, Screening & Risk Assessment
10:30 am – 10:45 am	<b>Morning Tea Break</b>
10:45 am – 11:30 am	Topic 3: Due Diligence & Documentation Controls
11:30 am – 12:30 pm	Topic 4: Monitoring Tools – Audits, Checklists & Assessments
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 2:30 pm	Topic 5: Supplier Evaluation, Scorecards & Compliance Tracking
2:30 pm – 3:30 pm	Topic 6: Managing NCs & CAPA for Supplier Issues
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Topic 7: Continuous Improvement & Supplier Engagement Best Practices