



FSC CHAIN OF CUSTODY (COC) IMPLEMENTATION 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 Chain of Custody (CoC) Implementation Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides comprehensive guidance for implementing the FSC Chain of Custody (CoC) system in organizations involved in processing, trading, manufacturing or distributing FSC-certified materials and products. Participants will learn the full FSC CoC requirements, from material sourcing, product group definition, volume control, segregation, credit systems, supplier verification, sales documentation, labelling, and trademark usage.

The course also covers internal control mechanisms, risk mitigation, auditor expectations, and compliance documentation to ensure successful certification and continual alignment with FSC-STD-40-004, FSC-STD-40-003 and FSC-STD-50-001.

OBJECTIVE(S):

- Understand the FSC system, key principles and certification structure
- Learn the requirements of FSC-STD-40-004 for Chain of Custody
- Identify and classify FSC material categories (FSC 100%, FSC Mix, FSC Recycled, Controlled Material)
- Understand Product Groups, material sourcing and supplier verification requirements
- Learn how to implement and manage CoC control systems: Transfer, Percentage & Credit systems
- Develop documentation and record-keeping required for compliance
- Understand FSC trademark & labelling rules (FSC-STD-50-001)

TARGET GROUP(S):

- Compliance and sustainability personnel
- CoC system owners and documentation controllers
- Procurement, purchasing and supply chain teams
- Production, warehouse and logistics personnel
- Sales and marketing personnel (for trademark usage)
- Quality assurance and internal audit team

ENTRY REQUIREMENT(S):

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

TOPIC(S):

1. Overview of FSC Non-Conformities (FM, CoC, CW)
2. Classification of Major vs Minor NCs
3. Identifying NCs & Understanding Audit Requirements
4. Root Cause Analysis Techniques (5 Why, Fishbone)
5. Developing Corrective & Preventive Actions
6. Documentation, Evidence & Closure Requirements
7. Monitoring CAP Implementation & Progress Tracking
8. Common Weak Corrective Actions & How to Avoid Them
9. Best Practices for 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 & Risk Assessment Requirements
- FSC Trademark Use Standard (FSC-STD-50-001)
- FSC Transaction Verification & Audit Requirements

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories

METHODOLOGY(S):

- Lecture
- Group discussions
- Practical implementation exercises
- Documentation review 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 System & Certification
9:45 am – 10:30 am	Topic 2: Overview of FSC CoC (FSC-STD-40-004)
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 3: FSC Material Categories & Definitions
11:30 am – 12:30 pm	Topic 4: Supplier Verification & Purchase Requirements
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 5: Product Groups & Documented Procedures
2:30 pm – 3:30 pm	Topic 6: CoC Control System – Transfer
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 7: Percentage & Credit System + Exercise

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: Volume Control, Batch Records & Conversion Factors
9:45 am – 10:30 am	Topic 9: Material Identification & Segregation
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 10: Sales Documentation & Transaction Verification
11:30 am – 12:30 pm	Topic 11: Labelling & Trademark Usage Requirements
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 12: Risk Assessment & Controlled Material Requirements
2:30 pm – 3:30 pm	Topic 13: CoC Documentation, Records & Internal Controls
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 14: Internal Audit, Certification Prep & Best Practices