



## **FFSC DOCUMENTATION & PROCEDURES 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 Documentation & Procedures Training

**Course Validity:** 1 Day

**Validity:** Not Applicable

**HRD Corp Scheme:** Claimable

## **INTRODUCTION**

This training provides participants with detailed guidance on the documentation and procedural requirements necessary for FSC certification, including Forest Management (FM), Chain of Custody (CoC) and Controlled Wood (CW) standards. It covers document structures, record-keeping systems, SOP development, supplier verification, traceability procedures and audit evidence preparation. Participants will learn how to organise, maintain and implement FSC-compliant documents effectively.

## **OBJECTIVE(S):**

- Understand FSC documentation and record-keeping requirements
- Learn how to develop SOPs, forms and controlled documents for FSC standards
- Understand traceability, material control and supplier documentation
- Identify common documentation gaps during FSC audits
- Strengthen organisational documentation systems for FSC certification

**TARGET GROUP(S):**

- Compliance and sustainability personnel
- Procurement and supply chain teams
- Quality assurance and documentation staff
- Forest managers and production personnel
- Supervisors, managers and project leaders
- Anyone involved in FSC document preparation or implementation

**ENTRY REQUIREMENT(S):**

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

**TOPIC(S):**

1. Overview of FSC Documentation Requirements (FM, CoC, CW)
2. Controlled Document System – Procedures, Policies & Forms
3. Record-Keeping Requirements & Retention Rules
4. Supplier Documentation, Verification & Due Diligence
5. Traceability, Material Control & Volume Tracking
6. SOP Development for FSC Implementation
7. Preparing Audit Evidence & Managing NC Documentation
8. Best Practices for FSC Document Organisation

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

- FSC Chain of Custody Standard (FSC-STD-40-004)
- FSC Controlled Wood Standard (FSC-STD-40-005)
- FSC Forest Management Documentation Guidelines
- Responsible Forestry & Supply Chain 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 Documentation Requirements
9:45 am – 10:30 am	Topic 2: Document Control System & Procedures
10:30 am – 10:45 am	<b>Morning Tea Break</b>
10:45 am – 11:30 am	Topic 3: Record-Keeping, Supplier Docs & Due Diligence
11:30 am – 12:30 pm	Topic 4: Traceability, Material Control & Volume Records
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 2:30 pm	Topic 5: SOP Development & FSC Implementation Procedures
2:30 pm – 3:30 pm	Topic 6: Audit Evidence & NC Documentation
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Topic 7: Best Practices for FSC Documentation Management