



FSC SUPPLIER EVALUATION & 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: FSC Supplier Evaluation & Monitoring Training

Course Validity: 1 Day

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with essential knowledge on supplier evaluation and monitoring requirements under FSC (FM, CoC and CW). It covers supplier risk assessment, documentation validation, due diligence expectations, traceability controls, supplier engagement and continuous monitoring strategies. Participants will learn how to ensure suppliers meet FSC criteria and how to maintain supply chain integrity through structured evaluation systems.

OBJECTIVE(S):

- Understand FSC supplier evaluation and monitoring requirements
- Learn how to perform supplier due diligence and risk assessments
- Understand documentation and traceability needs for supplier compliance
- Learn how to monitor suppliers through audits, checklists and verification
- Strengthen supplier engagement and long-term FSC compliance

TARGET GROUP(S):

- Procurement and supply chain teams
- Compliance and sustainability personnel
- Quality assurance and documentation staff
- Forest managers and certification teams
- Managers, supervisors and project leaders
- Anyone involved in supplier approvals or FSC monitoring

ENTRY REQUIREMENT(S):

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

TOPIC(S):

1. Overview of FSC Supplier Requirements (FM, CoC, CW)
2. Supplier Due Diligence Processes
3. Supplier Risk Assessment & Categorisation
4. Supplier Documentation Review & Verification
5. Supplier Traceability & Volume Tracking Controls
6. Monitoring Tools: Audits, Checklists & Performance Scorecards
7. Supplier Engagement & Capacity Building
8. Common Supplier NCs & Strengthening Approaches
9. Best Practices for Continuous Supplier Monitoring

LIST OF REFERENCE BOOK(S):

- FSC Chain of Custody Standard (FSC-STD-40-004)
- FSC Controlled Wood Standard (FSC-STD-40-005)
- FSC Supplier Verification Guidelines
- Sustainable Procurement & 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 Supplier Requirements
9:45 am – 10:30 am	Topic 2: Supplier Due Diligence & Documentation Review
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 3: Supplier Risk Assessment & Categorisation
11:30 am – 12:30 pm	Topic 4: Supplier Traceability & Volume Tracking Controls
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 5: Monitoring Tools – Audits, Checklists & Scorecards
2:30 pm – 3:30 pm	Topic 6: Supplier Engagement & Capacity Development
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 7: Common NCs & Strengthening Supplier Compliance