



ECOVADIS CORRECTIVE ACTION PLAN (CAP) 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: EcoVadis Corrective Action Plan (CAP) Training

Course Validity: 1 Day

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with practical skills to develop effective Corrective Action Plans (CAPs) based on EcoVadis assessment results. It covers analysing EcoVadis scorecards, identifying gaps, performing root cause analysis, designing corrective and preventive actions, and preparing documentation for improvement monitoring. Participants will learn how to strengthen organisation-wide sustainability performance in alignment with EcoVadis methodology and customer expectations.

OBJECTIVE(S):

- Understand EcoVadis CAP requirements and expectations
- Learn how to interpret scorecards and identify improvement areas
- Understand root cause analysis and developing effective corrective actions
- Learn to document, track and monitor CAP implementation
- Strengthen sustainability performance through targeted improvement plans

TARGET GROUP(S):

- Sustainability and ESG teams
- Compliance and CSR personnel
- HR, HSE and operations staff
- Procurement and supply chain teams
- Managers, executives and project leaders
- Any personnel responsible for CAPA and improvement initiatives

ENTRY REQUIREMENT(S):

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

TOPIC(S):

1. Overview of EcoVadis CAP Expectations
2. Reviewing Scorecards & Identifying Key Gaps
3. Root Cause Analysis Techniques (5 Why, Fishbone, Issue Mapping)
4. Developing Corrective & Preventive Action Plans
5. Setting Timelines, Responsibilities & Monitoring Structures
6. Documentation, Evidence & Progress Tracking
7. Managing Cross-Departmental CAP Execution
8. Common CAP Weaknesses & Strengthening Techniques

LIST OF REFERENCE BOOK(S):

- EcoVadis Methodology Documentation
- Root Cause Analysis Guidelines
- Continuous Improvement & CAPA Frameworks

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories

METHODOLOGY(S):

- Lecture
- Group discussions
- Case studies
- Practical CAP development exercises

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 9:45 am	Topic 1: Understanding EcoVadis CAP Requirements
9:45 am – 10:30 am	Topic 2: Analysing Scorecards & Identifying Key Gaps
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 3: Root Cause Analysis Techniques
11:30 am – 12:30 pm	Topic 4: Developing Effective Corrective & Preventive Actions
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 5: CAP Documentation, Evidence & Monitoring
2:30 pm – 3:30 pm	Topic 6: Cross-Departmental Implementation & Tracking
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 7: Common CAP Mistakes & Best Practice Execution