



## **FSC CHAIN OF CUSTODY (COC) TRAINING**



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor



+603 8022 8330



+603 8022 8201



info@mtbmgroup.com



mtbmgroup.com

**Course Title:** FSC Chain of Custody (CoC) Training

**Course Validity:** 2 Days

**Validity:** Not Applicable

**HRD Corp Scheme:** Claimable

## **INTRODUCTION**

This training provides participants with an in-depth understanding of the Forest Stewardship Council (FSC) Chain of Custody (CoC) requirements. It explains how certified materials must be tracked, verified and documented throughout the supply chain—from forest to finished product. Participants will learn CoC system requirements, material categories, volume control, due diligence systems and audit preparation. The course equips organisations with the capability to establish, implement and maintain an FSC CoC system that complies with certification standards and customer expectations.

## **OBJECTIVE(S):**

- Understand FSC principles, system structure and certification requirements.
- Learn how FSC Chain of Custody ensures material traceability.
- Identify FSC material categories and labelling rules.
- Implement CoC procedures, documentation and volume control systems.
- Understand the FSC Due Diligence System (DDS) for risk management.
- Prepare for FSC certification audits and surveillance requirements.
- Strengthen organisational transparency and responsible sourcing practices.
- Ensure continuous compliance with FSC policies and customer requirements.

**TARGET GROUP(S):**

- Sustainability and ESG Teams
- Procurement, Supply Chain and Purchasing Personnel
- Production, Warehouse and Logistic Teams
- Quality, Compliance and Documentation Personnel
- FSC CoC Managers and Coordinators
- Anyone involved in controlled wood, sourcing or material traceability

**ENTRY REQUIREMENT(S):**

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

**TOPIC(S):**

1. Introduction to FSC and Responsible Forest Management
2. Overview of FSC Chain of Custody Certification
3. FSC Material Categories and Claims (FSC 100%, Mix, Recycled)
4. CoC Control Systems: Transfer, Percentage and Credit System
5. Volume Control, Material Accounting and Transaction Verification
6. FSC Due Diligence System (DDS) and Risk Assessment
7. Supplier Evaluation, Acceptance and Controlled Wood Requirements
8. Documentation, Record-Keeping and Labelling Requirements
9. Internal Audits, Nonconformities and Certification Preparation
10. Case Studies and CoC Implementation Exercises

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

- FSC Chain of Custody Standard (FSC-STD-40-004)
- FSC Controlled Wood Standard (FSC-STD-40-005)
- FSC Core Labour Requirements
- FSC Trademark Use Guide
- ISO 9001 and ISO 14001 (for system reference and integration)

**LIST OF TEACHING AID(S):**

- LCD projector
- FSC CoC sample documents and forms
- Material flow diagrams
- Case study worksheets
- Flip chart or whiteboard

**METHODOLOGY(S):**

- Interactive lecture
- Group discussion
- Case studies
- Practical exercises
- Document walkthrough and audit simulation

## TRAINING SCHEDULE

### Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 10:15 am	Topic 1: FSC Introduction and Forest Management
10:15 am – 10:30 am	<b>Morning Tea Break</b>
10:30 am – 12:30 pm	Topic 2–3: CoC Certification and Material Categories
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 3:30 pm	Topic 4: CoC Control Systems (Transfer, Percentage and Credit)
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Topic 5: Volume Control and Material Accounting

## TRAINING SCHEDULE

### Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 10:15 am	Topic 6: FSC Due Diligence System and Risk Assessment
10:15 am – 10:30 am	<b>Morning Tea Break</b>
10:30 am – 12:30 pm	Topic 7–8: Supplier Evaluation, Documentation and Labelling
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 3:30 pm	Topic 9: Internal Audits and Certification Preparation
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Topic 10: Case Studies and CoC Implementation Exercises