

## FSC™ Chain of Custody Expert Training Course

### Classroom training agenda

Day	Time	Topics	Duration (minutes)
Day I	8:15 AM-8:30 AM	Course registration	15
	8:30 AM-8:45 AM	Course introduction	15
	8:45 AM-9:00 AM	Introduction to Chain of Custody	15
	9:00 AM-9:30 AM	Exercise 1: Presentations	30
	9:30 AM-9:45 AM	Online module recap: FSC CoC auditor qualifications and behaviour	15
	9:45 AM-10:45 AM	Exercise 2: Interviewing skills	60
	10:45 AM-11:00 AM	Online module recap: Standard FSC-STD-40-004 – Management System	15
	11:00 AM-11:15 AM	<i>Coffee/tea break</i>	15
	11:15 AM-11:30 AM	Online module recap: FSC Core Labour Requirements	15
	11:30 AM-12:00 PM	Online module recap: Introduction to Chain of Custody certification, Multi-site and group certification, Sourcing of reclaimed material, FSC Project Certification and Outsourcing.	30

12:00 PM-1:00 PM	FSC Chain of Custody Standards and Systems	60
<i>1:00 PM-2:00 PM</i>	<i>Lunch</i>	<i>60</i>
2:00 PM-2:30 PM	Transfer System	30
2:30 PM-3:00 PM	Percentage system	30
3:00 PM-3:30 PM	Credit system	30
<i>3:30 PM-3:45 PM</i>	<i>Coffee/tea break</i>	<i>15</i>
3:45 PM-4:45 PM	Exercise 3: Selecting appropriate CoC system	60
4:45 PM-5:15 PM	FSC Product Groups	30

Day	Time	Topics	Duration (minutes)
Day II	8:00 AM-8:30 AM	Recap from day I	30
	8:30 AM-9:15 AM	Exercise 4: FSC Product Groups	45
	9:15 AM-10:15 AM	FSC Controlled Wood Standard FSC-STD-40-005 V3-1	60
	10:15 AM-10:30 AM	<i>Coffee/tea break</i>	15
	10:30 AM-11:30 AM	Exercise 5: Risk assessment for mixing	60
	11:30 AM-12:15 PM	Chain of custody assessment process	45
	12:15 PM-1:00 PM	Evaluation of conformance (online webinar recap)	45
	1:00 PM-2:00 PM	<i>Lunch</i>	60
	2:00 PM-3:00 PM	Exercise 6: Preparing an audit plan	60
	3:00 PM-4:00 PM	Exercise 7: Reviewing CoC and CW procedures Part 1 (study)	60
	4:00 PM-4:15 PM	<i>Coffee/tea break</i>	15
	4:15 PM-4:45 PM	Exercise 7: Reviewing CoC and CW procedures Part 2 (present)	30
	4:45 PM-5:00 PM	Q&A	15

Day	Time	Topics	Duration (minutes)
Day III	8:00 AM-8:30 AM	Recap from day II	30
	8:30 AM-10:00 AM	Exercise 8: Evaluation of conformance	90
	10:00 AM-11:00 AM	Exercise 9: Preparation for the closing meeting	60
	11:00 AM-11:15 AM	<i>Coffee/tea break</i>	15
	11:15 AM-12:45 PM	Exercise 10: Conducting the closing meeting	90
	12:45 PM-1:00 PM	Introduction to CoC exam	15
	1:00 PM-2:00 PM	<i>Lunch</i>	60
	2:00 PM-2:30 PM	Time for exam preparation	30
	2:30 PM-5:00 PM	Exam	150
	5:00 PM-5:30 PM	<i>Closure of the course</i>	30