

## FSC™ Chain of Custody Expert Training Course

### Classroom training agenda

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

12:00-13:00	FSC Chain of Custody Standards and Systems	60
<i>13:00-14:00</i>	<i>Lunch</i>	<i>60</i>
14:00-14:30	Transfer System	30
14:30-15:00	Percentage system	30
15:00-15:30	Credit system	30
<i>15:30-15:45</i>	<i>Coffee/tea break</i>	<i>15</i>
15:45-16:45	Exercise 3: Selecting appropriate CoC system	60
16:45-17:15	FSC Product Groups	30

Day	Time	Topics	Duration (minutes)
Day II	8:00-8:30	Recap from day I	30
	8:30-9:15	Exercise 4: FSC Product Groups	45
	9:15-10:15	FSC Controlled Wood Standard FSC-STD-40-005 V3-1	60
	10:15-10:30	<i>Coffee/tea break</i>	15
	10:30-11:30	Exercise 5: Risk assessment for mixing	60
	11:30-12:15	Chain of custody assessment process	45
	12:15-13:00	Evaluation of conformance (online webinar recap)	45
	13:00-14:00	<i>Lunch</i>	60
	14:00-15:00	Exercise 6: Preparing an audit plan	60
	15:00-16:00	Exercise 7: Reviewing CoC and CW procedures Part 1 (study)	60
	16:00-16:15	<i>Coffee/tea break</i>	15
	16:15-16:45	Exercise 7: Reviewing CoC and CW procedures Part 2 (present)	30
	16:45-17:00	Q&A	15

Day	Time	Topics	Duration (minutes)
Day III	8:00-8:30	Recap from day II	30
	8:30-10:00	Exercise 8: Evaluation of conformance	90
	10:00-11:00	Exercise 9: Preparation for the closing meeting	60
	<i>11:00-11:15</i>	<i>Coffee/tea break</i>	<i>15</i>
	11:15-12:45	Exercise 10: Conducting the closing meeting	90
	12:45-13:00	Introduction to CoC exam	15
	<i>13:00-14:00</i>	<i>Lunch</i>	<i>60</i>
	14:00-14:30	Time for exam preparation	30
	14:30-17:00	Exam	150
	<i>17:00-17:30</i>	<i>Closure of the course</i>	<i>30</i>