



4C Online Training

General Description and Agenda

Content

Day I:

4C History and Code of Conduct, Terms and Concepts of the 4C System, 4C Certification Scopes, Audit Types and Document Library, Certification Process, Business Partner Map (BPM)

Day II:

Business Partner Map (BPM) for Chain of Custody, Risk Assessment and Sample Size, Audit Checklist and Auditing Method

Day III:

Requirements for Maintenance of 4C Certification, Improvement Plan (IP), Integrity Program, Commercial Reporting, Collaborations to increase the demand for 4C audits, Upcoming 4C Trainings and Events



4C Online Training

4C IS A GLOBAL LEADING COFFEE CERTIFICATION SCHEME which applies strict requirements on economic, social and environmental conditions for coffee production and processing, aiming to establish sustainable, trustworthy and fair coffee supply chains.

This training offers an overview of the 4C Code of Conduct and guides its participants through the certification process, both for coffee production and for chain of custody, ensuring a better understanding and implementation of the audit requirements and procedures.



Benefits at a glance



Get familiar with the **4C Certification**, including **Chain of Custody**



Learn how to successfully implement **sustainability requirements**

- Companies -



Master the application of **audit requirements and procedures**

- Auditors -



Boost your proficiency in **assessing deforestation and biodiversity risks**



Discover the new **4C Add-ons**:
Climate Friendly, Food Security and Gender Equality



TARGET GROUPS:

- Auditors
- Companies,
including existing Managing Entities of 4C Units and interested producer cooperatives and associations, traders and exporters, as well as roasters, retailers and brand owners
- NGOs and research bodies
- Authorities
- Other interested parties



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TRAINING DAYS

Day I

4C Code of Conduct, Terms and Concepts of the 4C System, 4C Certification scopes and Audit Types, Certification Process, BPM

Day II

BPM for Chain of Custody, Risk Assessment, Sample Size, Audit Checklist and auditing method

Day III

Requirements for the maintenance of 4C Certification, IP, Integrity Program, Commercial Reporting, Collaborations to increase the demand for 4C audits

Please find a detailed agenda for each day below



FEES

Regular Fee*:

Complete training (3 days): 745,00 EURO

The complete training is mandatory for new auditors, evaluators and certifiers.

*Not including VAT (applies only to companies located in Germany)

Group discount scheme is available.

For more detail, see our website or contact info@4c-services.org

Early Bird Discount
of 15% if booking at
least 30 days ahead




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AGENDA

07-09 March 2023, Working language: **English** with simultaneous translation into **Spanish and Portuguese**

4C History and Code of Conduct, Terms and Concepts of the 4C System, 4C Certification Scopes, Audit Type and Document Library, Certification Process, BPM

Day I, 07 March 2023

Time (Berlin Time)	Topic
14:00 – 14:10	Welcome and Introduction
14:10 – 14:50	4C Code of Conduct: History, Characteristics, and Highlights
14:50 – 15:50	Terms and Concepts of the 4C System
15:50 – 16:00	Questions and Answers
16:00 – 16:20	Coffee break 
16:20 – 16:40	4C Certification Scopes, Audit Types and Document Library
16:40 – 17:40	Certification Process
17:40 – 18:15	Business Partner Map (BPM)
18:15 – 18:30	Questions and Answers
18:30 – 19:45	GROUP WORK I
19:45 – 20:00	Open Question and Day Closing

Day II 



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BPM for Chain of Custody, Risk Assessment, Sample Size, Audit Checklist and auditing method

Day II, 08 March 2023

Time (Berlin Time)	Topic
14:00 – 14:10	Welcome and Refreshment BPM
14:10 – 15:15	GROUP WORK II
15:15 – 16:30	Risk Assessment and sample size
16:30 – 16:40	Questions and Answers
16:40 – 17:10	Coffee Break ☕
17:10 – 18:40	GROUP WORK III
18:40 – 19:40	Audit checklist and auditing method
19:40 – 19:50	Questions and Answers
19:50 – 20:00	Day Closing

Day III 



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Requirements for the maintenance of 4C Certification, IP, Integrity Program, Commercial Reporting, Collaborations to increase the demand for 4C audits

Day III, 09 March 2023

Time (Berlin Time)	Topic
14:00 – 14:10	Welcome and Refreshment Audit Checklist
14:10 – 15:20	GROUP WORK IV
15:20 – 16:10	Requirements for maintenance of 4C certification
16:10 – 16:25	Questions and Answers
16:25 – 16:55	GROUP WORK V
16:55 – 17:25	Coffee Break ☕
17:25 – 17:45	Integrity Program
17:45 – 18:45	Commercial reporting
18:45 – 19:00	Questions and Answers
19:00 – 19:15	GROUP WORK VI
19:15 – 19:30	Collaborations to increase the demand for 4C audits
19:30 – 19:40	Upcoming 4C Trainings and Events
19:40 – 20:00	Day Closing and Feedback