



4C Online Training

General Description and Agenda

Content

Day I:

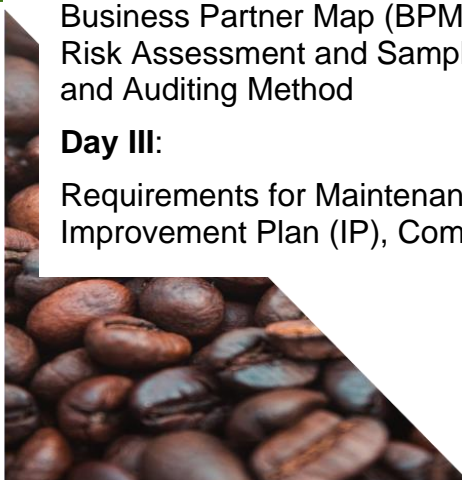
Relevant Topics in Coffee Certification, 4C History and Code of Conduct, Key Terms and Concepts of the 4C System, 4C Certification Scopes, Audit Types and Document Library, Certification Process, Business Partner Map (BPM)

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), Commercial Reporting





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.

Soil and water conservation - deforestation - gender equality
biodiversity - transparency - food security - chemical use
regenerative agriculture - labour conditions
reducing Carbon Footprint - sustainable practices
human rights - Traceability - waste management

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

Relevant Topics, 4C History and Code of Conduct, Key Terms and Concepts of the 4C System, 4C Certification Scopes, Audit Types and Document Library, Certification Process, 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), Commercial Reporting

Please find a detailed agenda for each day below



FEES

Regular Fee*:

Complete training (3 days): 785,00 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

19-21 March 2024, Working language: **English** with simultaneous translation into **Spanish** and **Portuguese**

Relevant Topics, 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, 19 March 2024

Time (Berlin Time)	Topic
14:00 – 14:15	Welcome and Introduction
14:15 – 14:50	Relevant Topics in Coffee Certification
14:50 – 15:05	History of 4C and Characteristics of the 4C Code of Conduct
15:05 – 15:35	Key Terms and Concepts of the 4C System
15:35 – 15:45	Questions and Answers
15:45 – 16:05	4C Certification Scopes, Audit Types and Document Library
16:05 – 16:35	Coffee break ☕
16:35 – 17:25	4C Certification Process
17:25 – 18:00	Business Partner Map (BPM)
18:00 – 18:15	Questions and Answers
18:15 – 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, 20 March 2024

Time (Berlin Time)	Topic
14:00 – 14:05	Welcome
14:05 – 14:55	4C Risk Assessment and Sample Size
14:55 – 15:10	Questions and Answers
15:10 – 15:15	Refresher BPM
15:15 – 16:30	GROUP WORK II
16:30 – 17:00	Coffee Break 
17:00 – 18:55	GROUP WORK III
18:55 – 19:35	Audit checklist and Auditing Method
19:35 – 19:50	Questions and Answers
19:50 – 20:00	Day Closing


Day III 



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Requirements for the maintenance of 4C Certification, Improvement Plan, Commercial Reporting

Day III, 21 March 2024

Time (Berlin Time)	Topic
14:00 – 14:15	Welcome and Refresher Audit Checklist
14:15 – 15:25	GROUP WORK IV
15:25 – 16:15	Requirements for Maintenance of 4C certification
16:15 – 16:25	Questions and Answers
16:25 – 16:55	Coffee Break 
16:55 – 18:40	GROUP WORK V
18:40 – 19:40	Commercial Reporting
19:40 – 19:50	Multiple-choice Exercise
19:50 – 20:00	Day Closing and Feedback