



4C Online Training

General Description and Agenda

Content

Day I:

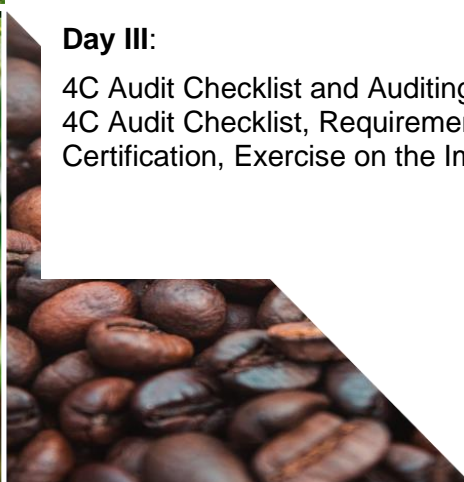
Relevant Topics in Coffee Certification, Important Terms, Concepts and Certification Types of the 4C System, Business Partner Map (BPM), Exercise on the BPM

Day II:

4C Risk Assessment Procedure and Sample Size Calculation, Exercises on the Risk Assessment for the Coffee Production and CoC certification

Day III:

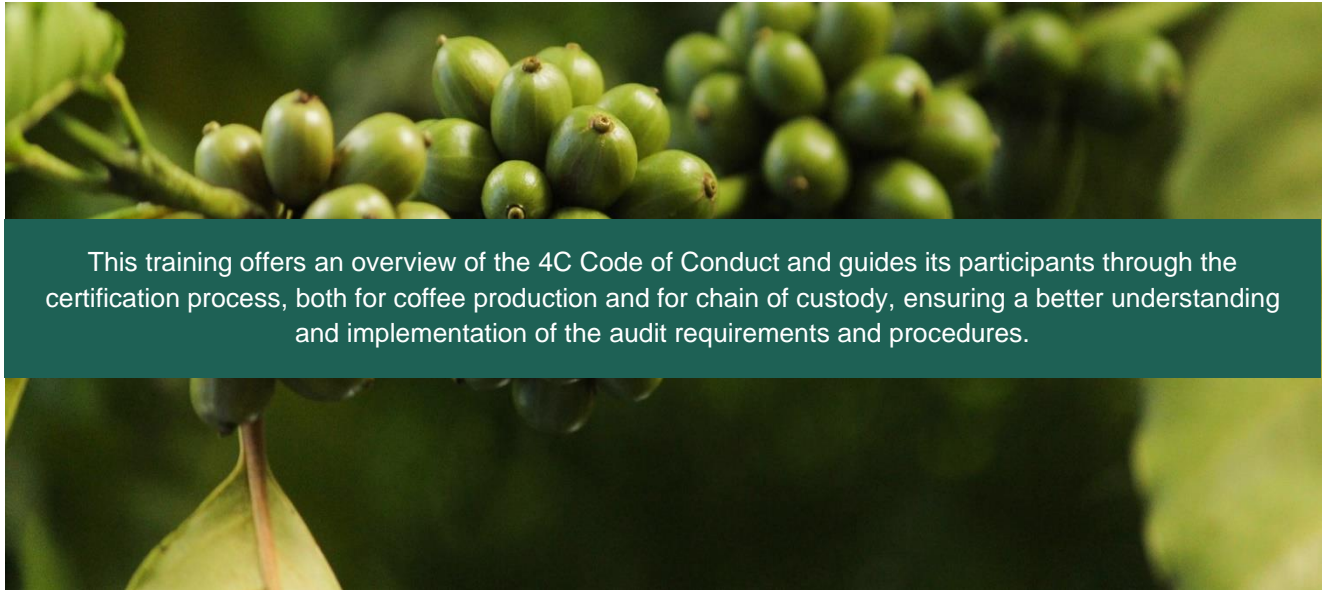
4C Audit Checklist and Auditing Method, Exercise on the 4C Audit Checklist, Requirements for Maintenance of 4C Certification, Exercise on the Improvement Plan (IP)





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 **developments in the 4C System**



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 in Coffee Certification, Important Terms, Concepts and Certification Types of the 4C System, Business Partner Map (BPM), Group Work on BPM (GW I BPM)

Day II

4C Risk Assessment Procedure and Sample Size Calculation, GW II Risk assessment for Coffee Production, GW III BPM and Risk Assessment for CoC

Day III

4C Audit Checklist and Auditing Method, GW IV Audit Checklist, Requirements for Maintenance of 4C Certification, GW V Improvement Plan (IP)

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

13-15 August 2024, Working language: **English** with simultaneous translation into **Vietnamese**

Relevant Topics in Coffee Certification, Important Terms, Concepts and Certification Types of the 4C System, Business Partner Map (BPM)

Day I, 13 August 2024

Time (Berlin Time)	Topic
09:00 – 09:10	Welcome
09:10 – 10:10	Relevant Topics in Coffee Certification
10:10 – 10:25	Questions and Answers
10:25 – 10:40	Important Terms, Concepts and Certification Types of the 4C System
10:40 – 10:45	Questions and Answers
10:45 – 11:00	Coffee Break ☕
11:00 – 11:10	Business Partner Map (BPM)
11:10 – 11:15	Questions and Answers
11:15 – 12:40	GW I BPM
12:40 – 12:50	Day Closing and Feedback

Day II 



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4C Risk Assessment Procedure and Sample Size Calculation for Coffee Production and CoC certification

Day II, 14 August 2024

Time (Berlin Time)	Topic
09:00 – 09:05	Welcome
09:05 – 09:35	4C Risk Assessment Procedure and Sample Size Calculation
09:35 – 09:45	Questions and Answers
09:45 – 10:55	GW II Risk Assessment for Coffee Production
10:55 – 11:15	Coffee Break ☕
11:15 – 12:30	GW III BPM and Risk Assessment CoC
12:30 – 12:45	Questions and Answers
12:45 – 12:50	Day Closing and Feedback


Day III 



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

Day III, 15 August 2024

Time (Berlin Time)	Topic
09:00 – 09:05	Welcome
09:05 – 09:55	4C Audit Checklist and Auditing Method
09:55 – 11:00	GW IV Audit Checklist
11:00 – 11:15	Coffee Break 
11:15 – 11:40	Requirements for the Maintenance of 4C Certificate
11:40 – 11:45	Questions and Answers
11:45 – 13:00	GW V Improvement Plan (IP)
13:00 – 13:10	Day Closing and Feedback