

## COURSE INFO

### RSPO Lead Auditor (Principles & Criteria) Training Course

24-28 November 2014

Hotel Melia, Kuala Lumpur, Malaysia

## COURSE OUTLINE

### DAY 1: 24<sup>th</sup> November 2014

Time	Modules
0800	Registration of Participants
0830	<b>Morning Programmes:</b> Introduction to the course, Overview of Palm Oil and RSPO, Certification System, Principles & Criteria Standard, Auditing in RSPO Context
1230	Lunch
1330	<b>Afternoon Programme:</b> Implementation of BMP, Labour issues in RSPO
1730	End of Day One

### DAY 2: 25<sup>th</sup> November 2014

Time	Modules
0830	<b>Morning Programmes:</b> Environmental Considerations in RSPO P&C, Participatory methods and consultation in RSPO P&C, New Plantings and the RSPO, RSPO RED
1230	Lunch
1330	<b>Afternoon Programme:</b> Supply chains requirements for CPO Mills, Auditing in the context of RSPO Part I, Mock Audit Preparation
1730	End of Day Two

### DAY 3: 26<sup>th</sup> November 2014

Time	Module Objective
0630-1700	<p><b>Mock-audit</b></p> <p>Participants will be divided into groups. Each group will be observed by a course tutor.</p> <p>Each group will be tasked to look at the host plantation's implementation a specific part of the P&amp;C within the confines of the mock-audit. Each group will have the opportunity to feedback to the host plantation at the end of the day.</p> <p>The mock audit will be held at a plantation site located outside Kuala Lumpur.</p>

#### DAY 4: 27<sup>th</sup> November 2014

Time	Module Objective
0830	<b>Morning Programmes:</b> Revisit Audit activity, Partial Certification, FPIC
1200	Lunch
1300	<b>Afternoon Programme:</b> Smallholders Group Certification, HCV Concepts, HCV Assessment Process, RSPO Certification Process
1730	End of Day Four

#### DAY 5: 28<sup>th</sup> November 2014

Time	Module Objective
0815	<b>Morning Programmes:</b> Q&A, Pop Quiz
0900	Exam Hall Preparation
0915	<b>Written Examination</b>
1215	Lunch
1300	<b>Finalise and Submission of written mock audit report</b>
1600	<b>Feedback and Course Evaluation</b>
1700	Training Conclude

#### Notes:

- All participants are expected to have some basic knowledge of the RSPO Principles & Criteria (P&C). You can download P&C from this link:  
<http://www.rspo.org/file/revisedPandC2013.pdf>

# REGISTRATION FORM

## Payment Details:

### 1. Telegraphic Transfer or Cheques are payable to:

Account Name: **Wild Asia Sdn Bhd**  
 Account Number: 201 - 228467 - 101  
 Bank Name: HSBC Bank Malaysia Berhad  
 Bank Address: No. 2 Leboh Ampang, 50100 Kuala Lumpur, Malaysia  
 Bank Swift Code: HBMBMYKL

### 2. Training Fees:

Early bird rate (register and pay before October 7<sup>th</sup>, 2014) RM 4,200  
 Normal fee (Must be paid before attending the course) RM 4,400

PAYMENT OF FEES:	No. of participants	Cost per person	Total Payment (RM)
<b>Early Bird Rate</b> (pay before Oct 7 <sup>th</sup> , 2014)			
<b>Normal Fee</b> (Closing date Nov 7 <sup>th</sup> , 2014)			

### Important notes:

- **All bank charges will be borne by the payee.**
- All training fees are inclusive of GST fee, Admin fee, training materials, refreshments and, lunches.
- A cancellation fee of 25% of the course fee will be charged if notice is given more than 30 days of the course date. 50% of the course fee will be charged for any cancellation up to 7 days before the training date. No refunds will be given thereafter.
- Please email proof of payment to [training@wildasia.org](mailto:training@wildasia.org) for records.
- Accommodations and transportation to the venue will be your own responsibilities.

## Details of Participants

Please type clearly in the grey field.

### Participant 1:

<b>*Name with Title</b> (Mr./Mrs./Dr./etc.) (underline surname)			
<b>*Organisation:</b>			
<b>Position Held:</b>		<b>* Food Restriction/ Allergies:</b>	
<b>*Identification</b> (IC or Passport No.)		<b>Nationality:</b>	
<b>*Mailing Address</b>			
<b>Telephone:</b>		<b>*Mobile No:</b>	
<b>*Email</b>		<b>Fax</b>	
<b>What are your relevant knowledge and experience of this topic?</b>			
<b>What are your expectation of the courses</b>			

### Participant 2:

<b>*Name with Title</b> (Mr./Mrs./Dr./etc.) (underline surname)			
<b>*Organisation:</b>			
<b>Position Held:</b>		<b>* Food Restriction/ Allergies:</b>	
<b>*Identification</b> (IC or Passport No.)		<b>Nationality:</b>	
<b>*Mailing Address</b>			
<b>Telephone:</b>		<b>*Mobile No:</b>	
<b>*Email</b>		<b>Fax</b>	
<b>What are your relevant knowledge and experience of this topic?</b>			
<b>What are your expectation of the courses</b>			