


T +44 (0) 7778 134141 E david@checkmarktraining.com W checkmarktraining.com	check palm	✓	check agriculture	✓	checkmark training	
	check forest	✓	check audits	✓		

RSPO – endorsed RSPO P&C 5-day Lead Auditor course.

Monday 27th to Friday 31st August 2018

Location: Abidjan. Ivory Coast.

Palm Club Hôtel, Abidjan T : 00225 22 40 53 00

Course leader: David Ogg. david@checkmarktraining.com

Course tutor: Brou Hermann hermann@checkmarktraining.com

1. Introduction.

It is an RSPO requirement that ALL members of an RSPO P&C Audit team have successfully completed an RSPO endorsed P&C Lead Auditor Course. (RSPO P&C Systems – June 2017).

- ✓ The course is primarily for the potential P&C Lead Auditors and audit team members and all training material will be presented in such a way as to show its relevance to the audit process.
 - Delegates from other backgrounds may apply and may be accepted if there is enough room on the course.
- ✓ The course duration is 40 contact hours comprising the following:
 - Days 1, 2 and 4. Lecture based training and workshops. (24hrs)
 - Day 3. Practical day in an oil palm plantation and mill. (10hrs).
 - Day 5. Course summary and 3 hr written exam. (6hrs).
- ✓ “Registered Delegates” are those delegates who comply with the pre-requisites and have paid the course fee in full in advance of the course.

2. Pre-requisites and pre-course course study and exam.

It is a requirement that all delegates possess basic knowledge. (RSPO P&C Training Syllabus 10 November 2016).

- ✓ **ALL delegates** will study pre-course training material and will demonstrate knowledge by achieving a minimum of 70% in a pre-course exam covering a range of subjects relating to RSPO certification.
 - Full details of the course content are in document 1.0 CMT RSPO LA Course Introduction.
- ✓ The following soft copies of 4 RSPO training volumes will be provided to all registered delegates:
 - **Volume 1.** RSPO P&C Certification for Oil Palm Growers and Oil Mills.
 - **Volume 2.** RSPO P&C Certification for Group Managers, Independent Growers and Smallholders.
 - **Volume 3.** RSPO Supply Chain Certification for the Palm Oil and Palm Kernel Supply Chains.
 - **Volume 4.** RSPO P&C and Supply Chain Certification for the Certification Bodies and Auditors.
- ✓ All delegates who demonstrate successful completion of the course by achieving the necessary pass rate for the written examination will receive an individual certificate.
- ✓ Course fees include all applicable training material, refreshments and lunch each day, transport to the mock audit site and individual certificate as applicable.
 - Course fees do not include accommodation or travel to and from the training centre or hotel.

3. Course fee.

Fee per individual delegate:

- **USD 1,000**
- **10% Discount for any company sending 3 or more delegates.**

Please complete the registration form on the next page and return to:

david@checkmarktraining.com



8-0180-16-000-00



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Main contact details:	
Company name:	
Contact person:	
Business/ invoice address:	
Office telephone:	
Mobile telephone:	
e-mail:	
Reference for invoice:	

Details of delegates:		
The name will also appear on the certificate and so it is important to be clear and accurate.		
	Name	Email address.
1		
2		
3		
4		
5		
6		

TERMS AND CONDITIONS Training materials are provided to participants prior to the course. Participant cancellations received more than two weeks before the training will be refunded 50% of the registration fee. After that time, the registration fee is non-refundable. If you are unable to attend the training for any reason, it is possible to send a different person in your place. Participants who have not paid the full registration fee shall not be eligible to receive certificates of attendance upon successful course completion. Should the training have to be cancelled or postponed by CheckMark Training, registered participants will be reimbursed the full registration fee paid. CheckMark Training is not liable for costs associated with participant travel and lodging.

