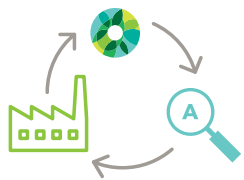


# CANOPISTYLE AUDIT PROCESS

## 1 Your policy



Your Company is committed via its policy to eliminate Ancient and Endangered Forests, and controversial sources from your supply chain



Initial contact made between your Company, Canopy and Auditing Body to review the CanopyStyle Audit Framework

## 2 Preparing for the audit



Your Company fills out information form, suppliers list and sends to Canopy and Auditing Body



Your Company and Auditing Body sign a service agreement. Your Company signs audit preparation form and sends to Auditing Body



Auditing Body prepares an audit plan and sends to your Company



Using ForestMapper, your Company develops a risk assessment and prepares all documents for the audit (see audit preparation form)

## 3 The audit takes place



On-site audit or desk audit initiated with opening meeting and document review



Desk audit, on-site facility inspection and interviews. The auditors will consult documents such as invoices, import documents, contracts, purchase orders, standard operating procedures, chain of custody COC reports, etc.

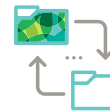


Closing meeting

## 4 Audit report



Auditors write draft report and Auditing Body reviews (20 days from closing meeting)



Canopy reviews draft report and provides input to Auditing Body, which responds and prepares draft report for your Company. A set of recommendations are included by Canopy. (25 business days)



Your Company reviews the draft report and sends comments to Auditing Body (15 business days)



Auditing Body and Canopy respond to your Company's comments (10 Business days)



The collection of audit findings ends. The report is finalized.

## 5 Releasing the report publicly



Canopy and your Company discuss and review recommendations (30 business days)



Public Report is posted on your Company and Auditing Body websites (within 4 months of the completion of field work)



Audit report is publicly launched and a tri-party media release between your Company, the Auditing Body and Canopy is issued



CanopyStyle Audits are required annually.

Please contact [canopy@canopystyle.org](mailto:canopy@canopystyle.org) for more information.

<https://canopyplanet.org/resources/canopystyleaudit/>