



CanopyStyle Verification Information Form

1. COMPANY CONTACT INFORMATION

Company Legal Name:					
Date:		Jurisdiction of Company:			
Type of Legal Entity:					
Primary Contact:		Title:			
Contract Signer*:		Title:			
Mailing Address:					
City:		State/Prov:		Country:	
Email(s):				Post. Code:	
Tel:		Fax:		Website:	

*The contract signer must have sufficient legal authority to represent the company.

2. EVALUATION TYPE

Main Evaluation (initial evaluation)	<input type="checkbox"/>
Surveillance Audit	<input type="checkbox"/>

3. BUSINESS BACKGROUND

3a. BUSINESS TYPE (check all that apply)

Please state the nature of your enterprise:

MMCF Producer	<input type="checkbox"/>	
Pulp Producer	<input type="checkbox"/>	
Forest Manager	<input type="checkbox"/>	
Forest Stewardship Council (FSC) Certification	<input type="checkbox"/>	If checked provide FSC Certification Code(s)

3b. COMPANY OWNED OR MANAGED FACILITIES AND PRODUCTS

MMCF Viscose Producers

Facility name	Address:	Viscose Staple Fiber, Viscose Filament Yarn,	Trademarked products (please provide the name of the product)	FSC Certification code (if applicable)

Pulp Producers

Facility	Address:	Tree Species of Inputs	FSC Certification code (if applicable)

Forest Management Units

Facility	Address:	Chips or Logs and Tree Species	Area (ha)	FSC Certification code (if applicable)

Appendix: Verification Application Notes

1. COMPANY CONTACT INFORMATION

The Company making the application should be the same Company to whom the Verification Evaluation will be performed. The Company may consist of several entities (such as a forest source and processing facilities) which can be included in the scope of the verification. Information on these is given in section 3b. The scope of the assessment may also include other companies in the supply chain (listed in section 3b).

2. EVALUATION TYPE

The main evaluation is the first evaluation that the company has undertaken. The surveillance audit is an audit that takes place after the main evaluation and is done at least annually. The application should be filled out for each type of evaluation so that the scope of the audit can be properly developed. If there is updated information from the previous audit it can be captured in the application.

3. BUSINESS BACKGROUND

Please check all business-type boxes in section 3a applicable to the Company making the application, even if not all the Company facilities will be included in the scope of the assessment. The Company facilities and products that will be included in the verification scope should be listed in section 3b. The Gross Annual Sales information gives us an idea of the scale of your operation.

4. COMPANY OWNED OR MANAGED FACILITIES AND PRODUCTS

The information tables are separated by producer type: e.g. Viscose, pulp and Forest Management Unit (chips or logs). Please fill out the ones applicable to your company. Viscose producers should indicate whether they are a staple fiber or filament yarn product and the name of the trademarked product. The pulp producers should provide the tree species of chips or logs received as inputs. The Forest Management Unit should identify whether they are selling chips or logs (or both) and the tree species. The column FSC code refers to whether the facility or the FMU is holding a valid FSC certification.

NEXT STEP

Thank you for taking the time to complete the Application. The information you provided will help us provide you with an effective and efficient verification service. If you should have any queries on the Application or Canopy verification evaluation please contact the auditing body assigned to conduct your audit.



The MMCF Company's Responsibilities in Preparing for a CanopyStyle Verification Audit

While the CanopyStyle verification audit was developed and is maintained by Canopy and the CanopyStyle leaders for Forest Conservation, an independent, 3rd party auditing body will be in charge of evaluating a MMCF company's (herein referred to as "company") commitments to the CanopyStyle initiative.

To date, NEPCon has been confirmed to meet all the criteria to be an auditing body for the CanopyStyle Initiative. NEPCon is the auditing body with the breadth and depth of forest knowledge and experience to carry out this specific audit. NEPCon has offices in all main regions in the world where viscose production facilities exist, meet all the criteria under the CanopyStyle framework and are accredited by Accreditation Service International (ASI) for Forest Stewardship Council (FSC) Sustainable Biomass Program (SBP) and Roundtable on Sustainable Palm Oil (RSPO) certification. We are pleased with the choice and satisfied that their capabilities will give us the assurance we need to assess the risk level of forest product sourcing practices with confidence. The number of designated auditing bodies may expand over time, if and when new auditors qualify.

The credibility of the evaluation depends on transparency, cooperation, clear communications, and the independence of the evaluation process. Additionally, credibility requires full adherence to confidentiality of stakeholder input and sensitive business and employee information gathered through interviews and documents.

The audited company shall provide all necessary documents for review in a timely manner, and facilitate timely engagement with, and review of, their suppliers when necessary. As such, the suppliers (dissolving pulp producers, forest management companies, concession holders, etc.) of the audited company may be required to provide documented information and be visited by the auditors. In such a case the company will be notified in advance by the auditing body of the need of supplier documents and/or site visit. The company shall obtain permission from suppliers for the site visit.

The company and their suppliers undergoing CanopyStyle verification shall allow audit teams full access to visit or inspect any parts, location or aspects of an operation and documents and interviews with employees relevant to the Guidelines and/or or action plan or complaint evaluation.

Audit evidence collected and interviews recorded by the auditors will be shared with the company, auditing body and Canopy. Confidentiality will be maintained for information not required to be, or volunteered to be, made public.

The verification process shall be transparent. This means that the verification form, scope, process, audit plan, audit locations and full final report will be publicly available. The final audit report will be posted on both the company website and the auditing body website within 6 months from the audit's closing meeting.

- The only information that can be excluded from the public is:
 - Sensitive Financial data
 - Identities of workers and community members who were interviewed for the audit
- The company shall obtain permission from suppliers to include their name and location in the public report. If permission is not granted, country and region of the supplying forest shall be identified and included in the report.

[] I have read this document and agree to publicly disclose the full audit report on my company's website and give permission to the auditing body to post the final audit report online.

[] I agree to publicly disclose the names of my suppliers in the final public audit report (I will attain permission from suppliers for disclosure).

I understand our company's responsibilities outlined herein and agree to full cooperation with Canopy and the auditing body.

Signed:

By: _____.

Name: _____ Title: _____.

Organisation: _____ Date: _____.

Please return this signed section to the auditing body prior to the start of the verification audit

Evaluation Preparation Checklist.

The main objective for auditors is to collect objective evidence that demonstrates that the company meets its commitment to the CanopyStyle verification guidelines. Objective evidence is obtained through documents, interviews and observations. This evaluation preparation checklist is designed to help the company understand the kinds of evidence it needs to provide the auditors so that an accurate, credible and objective evaluation can be carried out.

Evaluation phase	Responsibilities of the Company
Pre-audit	<p>Main evaluation:</p> <ul style="list-style-type: none"> • Fill out the information form, attach the supplier information, raw material input and volume from the previous year and send to the auditing body and Canopy; <p>Surveillance audit:</p> <ul style="list-style-type: none"> • Send the updated supplier list, inputs and volumes since the previous audit. • Fill out the information form to provide updated information about any changes with the company such as changes in ownership, sites, management, subsidiaries, production, etc. <p>All scheduled audit types</p> <ul style="list-style-type: none"> • Designate the audit contact person to liaise with the auditing body and audit team. • Provide the auditing body and Canopy with a risk assessment of their suppliers, based on forest of origin and Forest Mapper. • Agree with the auditing body on the scope of the audit. • Sign the service agreement with the auditor, and notify Canopy when this has been completed. • Send documents requested by the auditing body. • Prepare to host the auditing body by arranging logistics, designating the needed staff to be present during the audit, making sure that relevant documents are available. <p>Documents could include:</p> <ul style="list-style-type: none"> ○ Import/bills of lading ○ Receipts ○ Sales ○ Shipping ○ Inventory ○ Human Resource records ○ Production records ○ Maps ○ Input Sources ○ Forest Management Unit (forest of origin) ○ Forest Stewardship Council (FSC) certificates ○ FSC reports ○ Company policies and standard operating procedures (SOP) ○ Summary of yearly input and output volumes

	<ul style="list-style-type: none"> ○ Contracts with suppliers, or memo's requiring them to be compliant with your policy ○ Correspondence with suppliers requesting forest of origin information. • In addition include all documents needed as per the audit indicators, on alternative fibers, GHG reduction, advocacy, pollution control, conservation solutions, trainings etc... • Evidence that a controversial source has been removed, contract cancellation or memo's explaining why termination of supply is required. • Inform suppliers about the audit so that they are prepared to provide documentation and the potential for being audited. • Inform facility/field staff of the pending audit.
Field/Site Inspection	<p>Sites to be visited and evaluated are selected based on the scope, risk, and stratified sample.</p> <p>Opening meeting</p> <ul style="list-style-type: none"> • All relevant staff should be present • Introduce the staff to the auditors • Review and confirm the audit plan and audit scope with the auditors. • Confirm the logistics and itinerary for the audit • Provide requested documents to the auditors for their review. Document gathering, and review will proceed throughout the evaluation based on specific needs. <p>Facility/field visit</p> <ul style="list-style-type: none"> • Provide a staff for the guiding the auditors during the facility/field inspection. • Employees and suppliers, and in some cases community members, will be interviewed privately and in groups. Confidentiality of the interviews will be maintained. Management will not interfere or be part of these interviews • Provide necessary safety training, guidance and equipment to the auditors. • Provide transportation for the auditors • Provide requested documents <p>Closing meeting</p> <p>The closing meeting is to inform the company of the preliminary audit findings.</p> <ul style="list-style-type: none"> • All relevant staff should be present • Provide clarifications and feedback to auditors where appropriate.
Desk Audit	<p>A desk audit involves communication via phone or internet between the auditor(s) and company.</p> <ul style="list-style-type: none"> • All pre-audit considerations listed above apply • The contact person represents the company • Key staff are prepared to be interviewed individually or conference call • Send documents requested by the auditing body.

<p>Report</p>	<ul style="list-style-type: none"> • The <u>only</u> information to be excluded from the public report is: <ul style="list-style-type: none"> ○ Sensitive Financial data, ○ Identities of workers and community members who were interviewed for the audit • The company shall obtain permission from suppliers to include their name and location in the public report. If permission is not granted, country and region of the supplying forest shall be identified and included in the report. • The company has fifteen (15) business days from the day the auditing body submits the draft report to the company to review the draft report and return it to the auditing body. • The report finalisation will take a minimum of 70 business days and a maximum of four calendar months from the closing meeting. • The final audit report will be made public together by the company, the auditing body and Canopy, on a date agreed to by all parties, but no longer than 6 months from the closing meeting. • The final audit report will be posted on both the company website and the auditing body website.
<p>Recommendations</p>	<ul style="list-style-type: none"> • Recommendations in the report are made by Canopy to improve performance with the Guidelines. • Using the recommendations, the company shall develop an action plan with a timeline to address commitments that are in progress or not met.