CANOPYSTYLE AUDIT PROCESS

1. **Company policy developed**
   - Your company is committed via its policy to eliminate Ancient and Endangered Forests, and controversial sources from your supply chain.

2. **Company prepares for audit**
   - Your company fills out information form, suppliers list and sends to Canopy and Auditing Body.

3. **Audit conducted**
   - 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.

4. **Audit report drafted, reviewed and finalized**
   - Auditors write draft report and Auditing Body reviews (20 business 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 (20 business days).

5. **Audit report released publicly**
   - Within 15 business days of the company receiving the report, Canopy, the auditor and your company have a tri-party closing call. After this, your company provides permission to publish the report (within 15 business days of tri-party closing call).
   - Public Report is posted on your company and Auditing Body websites (within 5 months of the completion of field work).
   - Audit report is publicly released and news is shared with media and the marketplace.

These are estimated timelines for when audits are conducted under business as usual circumstances.

Please contact canopy@canopystyle.org for more information. https://canopyplanet.org/resources/canopystyleaudit/