

INTERNAL AUDIT REPORT

The Company's CoC Procedures shall be subject to ongoing review by internal audits of each element of the system in accordance with the accompanying schedule and using The Wood Shop Consultancy CoC Checklist as a guide (available as a free download from www.timberconsultancy.co.uk).

The findings of each audit shall be recorded on an Internal Audit Report, as below, which shall be completed by the CoC Manager and formally reviewed by the Company's top management at least annually.

| Chain of Custody Internal Audit Report | |
|--|------|
| Date of Audit | |
| Auditor Name | |
| Activity Audited | |
| Audit Findings (including any Non Conformities) | |
| Corrective Action | |
| Signed (Auditor) | Date |
| Completed by (CoC Manager) | Date |

CHAIN OF CUSTODY INTERNAL AUDIT SCHEDULE

| Activity | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|-------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Documented Procedures | | | | | | | | | | | | |
| Quality Management | | | | | | | | | | | | |
| Material Sourcing | | | | | | | | | | | | |
| Material Receipt, Storage etc | | | | | | | | | | | | |
| Sales and Delivery | | | | | | | | | | | | |
| Volume Control | | | | | | | | | | | | |
| Use of Trademarks | | | | | | | | | | | | |
| Outsourcing | | | | | | | | | | | | |