

## 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](http://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.

<b>Chain of Custody Internal Audit Report</b>	
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												