**Four States Timberland Owners Association**

**Audit Evaluation Process**

Members of the Four States Timberland Owners Association are subject to both internal and external audits as a part of their membership. This document briefly describes the audit evaluation process. These audits are to make sure we are in compliance with all Forest Stewardship Council principles and indicators required to maintain our forest certification. Individuals performing these audits will be either Domtar employees, or employees from the certification body (CB), ASI or FSC. Any additional personnel that might be accompanying the above listed entities will need prior approval to access any Four States Timberland Owners Association member’s properties.

**Audit Process**

* Documentation review – Documentation relevant to the management of a property is reviewed. Documents to be reviewed include, but are not limited to, management plans, annual reports, harvest activities, etc.
* Site Selections – Properties are selected based on past management activities and/or special considerations that may need to be addressed to protect cultural, archeological, or ecological sites.
* Field Visits – Site visits are necessary to make sure proper documentation is in place, to demonstrate what operations took place on the property and to ensure conformance with the FSC standards.
* Audit Conclusion – Summary of the audit process and discussions of what was noted during the audit. These can include opportunities for improvement, any Minor or Major non-conformances, and any best practices.
* Audit follow-up – Major non-conformances will be closed within 90 days of audit conclusion and Minor non-conformances will be closed before the next annual audit process.

This is just a brief summary of the audit evaluation process, and should you have any additional questions or concerns you can contact the Four States Timberland Owners Association at 870-898-2711 Ext. 26733.