

CWB & CPG PROTOCOL FOR CARRYING OUT VALUE CHAIN AUDITS

SCHEDULING AUDITS

1. CPG sends CWB the audit schedule 1 month before the first audit is to take place.
2. CWB notifies members about the scheduled audit date telephonically, via WhatsApp, & email.
 - a. **To avoid an unexpected or failed audit the member must provide CWB with a new proposed date & time for the audit within 14 days of initial contact.**

2 WEEKS BEFORE THE AUDIT

3. **Member informs CWB via email if the scheduled audit must be postponed.**
 - b. Audit can only be postponed once.
 - c. If no notice was received CWB will automatically consider it as confirmation of member availability for the audit.

1 WEEK BEFORE THE AUDIT


4. Auditor contacts member telephonically & via email to confirm the date and expected time of arrival.

DAY OF THE AUDIT

5. Auditor contacts the member to inform them if their arrival time is delayed.
6. **Member notifies CWB immediately if the auditor failed to make contact or failed to show up at the scheduled time.**

AFTER THE AUDIT

7. The auditor sends the audit report & invoice to CWB within 1 week of when the audit took place.
8. CWB sends the audit report to the members weekly.
9. Wagyu accounts invoices the member for the audit.

Subject:	CWB & CPG protocol for carrying out value chain audits		
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