

LDF Certification Program Guidelines

- 1. Submission of the member's application for certification**
 - 1.1. Register the member on the wood origins.com platform
 - 1.2. Submission of the application form to QWEB
- 2. Registration of the member's data on the platform**
 - 2.1. Wood supply and species characteristics
 - 2.2. Summary of operations
- 3. Audit process on the platform**
 - 3.1. Validation of the member's compliance with the requirements by QWEB
 - 3.2. Confirmation of audit dates
 - 3.3. Corrective actions, if relevant
 - 3.4. Drafting of audit reports
- 4. Confirmation of certification**
 - 4.1. Issuance of Certificate of Compliance to Member
 - Name and contact information of the member
 - Name of representative
 - Scope of Certificate
 - Date of issuance of certificate
 - Certificate Expiry Date
 - Certification seal with unique certification number
 - 4.2. Publication of certificate holders on the QWEB website
- 5. Proof of certification for export**
 - 5.1. Affixing the member's certification seal to export shipping documents.
 - 5.2. Audit and Decertification
 - 5.3. LDF certification shall be for a period of 3 years
 - 5.4. The member's continued certification shall be confirmed by annual audits
 - 5.5. QWEB reserves the right to schedule additional audits of the Member's activities
 - 5.6. QWEB may suspend or revoke a member's certification for failure to comply with program requirements or for withdrawal of the member's membership in QWEB.
- 6. Audit and Decertification**
 - 6.1. LARQ certification shall be for a period of 3 years
 - 6.2. The member's continued certification shall be confirmed by annual audits
 - 6.3. QWEB reserves the right to schedule additional audits of the Member's activities
 - 6.4. QWEB may suspend or revoke a member's certification for failure to comply with program requirements or for withdrawal of the member's membership in QWEB.