



Preparing for an Audit

Preparation for a BSL Desk-Based Audit

Following guidance issued by the Government, it has been decided to **conduct only desk-based audits** until further advice is provided.

If you are selected for an audit, you will be contacted, usually with two weeks' notice to schedule in the audit. Depending on the circumstances, we can be flexible and reschedule the audit date.

The audit usually takes few hours during which the auditor (Woodsure) will ask for evidence to be provided. Once the audit is completed, you will be emailed a list of actions that are outstanding for you to complete.

Note, the BSL requires you to keep a record of the following, which you will be asked to provide prior, during or after an audit:

Producers, Producer-Traders and Traders

- The figures for your quarterly returns.
- Test records (these should be carried out even if you are only supplying fuel for your own use) for the moisture content of your raw material (except Traders) and your wood fuel.
- The distance the fuel travels to your customer(s) and the information you used to calculate this in your application(s) (if applicable).
- Copy of your Land Criteria evidence.
- Invoices/receipt produced for your customers (if applicable).
- Invoices for your raw material supply (if applicable).
- Invoices for any fuels being bought in (if applicable).
- A copy of the emissions certificate for your boiler (if applicable).

Self-Suppliers

- A copy of the emissions certificate for your boiler (if your boiler was installed before 24th September 2013).
- Records showing the amount of fuel used in your boiler.
- Records of your moisture content.
- A copy of your felling licence/management plan/alternative evidence to prove that you have the legal right to harvest the biomass.
- If using waste wood - any permits/exemption certificates you hold and a description of your fuel.