# FSC Controlled Wood Due Diligence System Summary Template

**Organisation Name:**

**Contact person:**

**Date published:**

*Note: Guidance on how to use this document is in italic font*

**1. Supply area(s)**

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| --- | --- | --- |
| Description of supply area | Risk assessment used | Risk designation |
| *The description should allow the identification of an area with a homogeneous risk designation in the applicable risk assessment for each controlled wood category. It should normally include a country of origin.* | *Choose one of the following for each supply area:** *FSC Risk Assessment (refer to title of document on the FSC Document Centre (*<https://ic.fsc.org/en/document-center>*) and provide the link)*
* *Company risk assessment*
* *Extended company risk assessment*

***Note: You must append all company risk assessments and extended company risk assessments to this summary report.*** | *Choose one of the following for each supply area:** *Low risk*
* *Unspecified risk*
* *Specified risk*
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**2. Description of source types**

*Describe the source of the material you are sourcing. Characteristics that you can use to do this include:*

* *The forest type, e.g. whether the forest is a plantation or a natural forest*
* *Species*
* *The legal status of the forest, for example whether it is protected or production forest*
* *The ownership of the forest, for example whether it is privately or state owned*
* *The management of the forest, for example whether it is managed by private companies or by the state.*

**3. Complaints procedure**

We encourage stakeholders who have suggestions for improvements, comments, or complaints related to our controlled wood due diligence system to contact [ORGANISATION CONTACT NAME AND CONTACT DETAILS] by mail, email, or phone. We commit to follow up on stakeholder input as soon as we receive it and to provide stakeholders with feedback within 2 weeks.

*Provide the organisation’s complaints procedure.*

**4. Risk assessment and mitigation**

**4.a Risk mitigation for the origin of the material**

*Copy the table for each supply area. List each indicator that is designated specified or unspecified risk in the relevant risk assessment (adding more rows as needed) and complete the table.*

*If you only source from low risk areas, delete the table and state “Not required, all supply areas are low risk”.*

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| Supply area |
| **Indicator** | **Risk** | **Control Measure** | **Verification** |
| Category 1. Illegally harvested wood |
| *Number and text of the indicator (e.g. 1.3 Management and harvesting planning)* | *Describe the risk, as found in the applicable risk assessment.* | *Describe the action(s) being taken to mitigate the risk and describe its desired outcome.* | *Describe the activities that you have conducted to verify the effectiveness of the control measures. Include information on the cycle (how often you conduct verification), number of audits, justification of sampling intensity, and the key results of the audits. If you found non-conformities, state steps taken to address them.* |
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| Category 2. Wood harvested in violation of traditional and human rights |
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| Category 3. Wood from forests in which high conservation values are threatened by management activities |
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| Category 4. Wood from forests being converted to plantations or non-forest use |
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| Category 5. Wood from forests in which genetically modified trees are planted |
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**4.b Risk assessment and mitigation for mixing in the supply chain**

| No. | Origin | Supply chain type | No. of tiers | Risk of Mixing | Control Measure | Verification |
| --- | --- | --- | --- | --- | --- | --- |
|  | *State the relevant supply area* | *Describe the supply chain e.g.** W*ood delivered and purchased directly from concession holder to Organisation’s log yard*
* *Wood delivered and purchased directly from concession holder to Organisation’s log yard, but purchased through a round wood trader.*
* *Wood delivered from forest to railway terminal and transported by train to organisation.*
 | *‘Tiers’ indicates the legal entities taking ownership of the wood from harvesting to the organisation purchasing it. If there is only 1 tier, it means that wood is purchased directly from the concession holder.*  | *Summarise the risk assessment of mixing in this supply chain. Justify any conclusions.* | *If risk is identified, state what actions are being taken to mitigate that risk.* | *Describe the activities that have been conducted by the organisation to verify the effectiveness of the control measures. Include information on the cycle (how often verification is conducted), number of audits, justification of sampling intensity, and the key results of the audits. If non-conformities were found, state steps taken to address them.* |
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**5. Stakeholder consultation processes**

*Summarise all stakeholder consultation processes that the organisation has conducted, including information on:*

* *Applicable area*
* *List of the stakeholder groups invited to participate in the consultation*
* *Summary of comments received from stakeholders (only publish actual comments with prior consent from the stakeholder)*
* *Description of how the comments were taken into account*
* *Justification for concluding that the material sourced from the area is low risk*

*If no stakeholder consultation processes were required or used, state “Not required”*

**6. Technical experts used in the development of control measures**

*List all technical experts used for developing control measures.*

*If none were required or used, delete table and state ”Not required”.*

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| Qualification | License/Registration # | Scope of service  | Source of information | Qualification |
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