# FSC Controlled Wood Due Diligence System Public Summary

*Note: Guidance on how to use this document is in grey italic font and will be deleted from the final version*

**1. General information**

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| **Organisation name:** |  |
| **FSC certificate code:** |  |
| **Contact person:** |  |
| **Due diligence system prepared/assisted by:** | *Include details of internal staff and any external parties engaged in the development of the DDS* |
| **Date approved/last reviewed:** |  |

**2. Suppliers**

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| --- | --- | --- | --- | --- |
| **Participating site** | **Exact number of suppliers** | **Supplier type** | **Approximate or exact number of sub-suppliers** | **Average no. of tiers in the supply chains** |
| *Name of organisation’s site* | *Number of suppliers directly supplying material to the site* | *E.g. primary, secondary.* | *Total number of organisations within all supply chains* | *Average number of organisations within the supply chains, from forest to suppliers.* |
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**3. Supply areas**

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| --- | --- | --- | --- | --- |
| Supply area | Controlled wood category | Risk assessment used | Reference to risk assessment | 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 National Risk Assessment* * *FSC Centralised National Risk Assessment* * *Company risk assessment* * *Extended company risk assessment* | *For FSC risk assessment, refer to title of document on the FSC Document Centre (*<https://ic.fsc.org/en/document-center>*) and provide the link to the risk assessment.*  *Company risk assessments and extended company risk assessments must be appended to this summary report. For these, state the Annex in which they can be found.* | *Choose one of the following for each supply area:*   * *Low risk* * *Unspecified risk* * *Specified risk* |
|  | 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
|  | 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
|  | 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

**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 Measures** |
| *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 control measures implemented to mitigate the risk and describe their desired outcome.*  *Describe the activities 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.* |
| Controlled wood category 1. Illegally harvested wood | | |
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| Controlled wood category 2. Wood harvested in violation of traditional and human rights | | |
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| Controlled wood category 3. Wood from forests in which high conservation values are threatened by management activities | | |
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| Controlled wood category 4. Wood from forests being converted to plantations or non-forest use | | |
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| Controlled wood 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. | Supply area | Supply chain type | No. of tiers | Risk of mixing | Control measures |
| --- | --- | --- | --- | --- | --- |
| *Number each supply chain* | *State the relevant supply area* | *Describe the supply chain e.g.*   * *Wood 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. 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 write ”N/A”.*

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| --- | --- | --- | --- | --- |
| Name | License/Registration # | Scope of service | Source of information | Qualification |
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**6. Stakeholder consultation processes**

*Summarise all stakeholder consultation processes that the organisation you have 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”***

**7. Findings from field verification undertaken as a control measure**

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| Description of field verification undertaken as a control measure | Summary of findings | Steps taken to address any non-conformities, unless confidential | Justification for excluding confidential information |
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**8. 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. The procedure must satisfy the requirements of Section 7 of the standard.*

**Annexes**

*Include all company risk assessments and extended company risk assessments as annexes.*