# FSC Controlled Wood Due Diligence System Public Summary

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

**1. General information**

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| **Organisation name:** |  |
| **FSC certificate code:** |  |
| **Organisation’s DDS contact person:** |  |
| **DDS prepared/assisted by:** | *Include details of internal staff and any external parties engaged in the development of the DDS. State whether the DDS was or was not developed with the assistance of an external person/organisation.* |
| **Date last reviewed/updated (by the organisation):** |  |

**2. Suppliers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Participating site** | **Non-certified material type sourced** | **Exact number of suppliers** | **Supplier type(s)** | **Average no. of tiers in the supply chains** | **Approximate or exact number of sub-suppliers** |
| *Name of organisation’s site. All applicable sites shall be included.* | *Describe the type of product supplied e.g. logs, sawn logs, chips, wood pulp, etc.* | *Number of suppliers directly supplying material to the site* | *E.g.*  *Forest management enterprise,*  *Broker/trader without physical possession,*  *Primary processor,*  *Secondary processor,*  *Distributor/wholesaler.* | *Average number of organisations within the supply chains, from forest to suppliers.* | *Total number of organisations that are sub-suppliers (indirect suppliers, or suppliers of your direct suppliers) within all supply chains* |
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**3. Supply areas**

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| --- | --- | --- | --- |
| **Supply area** | **Controlled wood category** | **Reference to 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. This is a geographic description (including country of origin) and may also include a functional scale/source type, where the risk assessment differentiates risk based on characteristics such as type of forest (e.g. natural forest or plantation), ownership (e.g. state or private-owned), etc.* |  | *If an NRA or CNRA is used, include the document title on FSC Document Centre. E.g. the title for the CNRA for Poland is “FSC-CNRA-PL V1-1“ (see* <https://ic.fsc.org/en/document-center/id/238>*).*  *If a company risk assessment or extended company risk assessment is used, write this and refer to the Annex containing the risk assessment.* | *Select the relevant risk designation for the supply area and controlled wood category from the drop-down menu.* |
|  | 1 |  | Choose an item. |
| 2 |  | Choose an item. |
| 3 |  | Choose an item. |
| 4 |  | Choose an item. |
| 5 |  | Choose an item. |
|  | 1 |  | Choose an item. |
| 2 |  | Choose an item. |
| 3 |  | Choose an item. |
| 4 |  | Choose an item. |
| 5 |  | Choose an item. |
|  | 1 |  | Choose an item. |
| 2 |  | Choose an item. |
| 3 |  | Choose an item. |
| 4 |  | Choose an item. |
| 5 |  | Choose an item. |

**4. Risk assessment and mitigation**

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

*Copy the table for each supply area. Add information about control measures for each indicator that is designated* ***specified or unspecified risk*** *in the relevant risk assessment (****deleting rows for indicators that are low risk or aren’t found in the applicable risk assessment****) and complete the table.*

*If you only source from low risk areas, delete the table and state “****N/A, all supply areas are low risk****”.*

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| --- | --- | --- |
| **Supply area:** | | |
| **Indicator** | **Control Measures** | **Findings from field verification if undertaken as a control measure** |
| *Number of the indicators designated specified or unspecified risk in the applicable risk assessment. Note that the number of applicable indicators will change depending on the type of risk assessment used, and not all will be applicable to company risk assessments and ’old’ national risk assessments.* | *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.* | *Summarise findings, if field verification was conducted.*  *Describe steps taken to address any non-conformities found, unless confidential.*  *If information is deemed confidential and not published, provide a justification for this.* |
| Controlled wood category 1. Illegally harvested wood | | |
| 1.1 |  |  |
| 1.2 |  |  |
| 1.3 |  |  |
| 1.4 |  |  |
| 1.5 |  |  |
| 1.6 |  |  |
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| 1.17 |  |  |
| 1.18 |  |  |
| 1.19 |  |  |
| 1.20 |  |  |
| 1.21 |  |  |
| Controlled wood category 2. Wood harvested in violation of traditional and human rights | | |
| 2.1 |  |  |
| 2.2 |  |  |
| 2.3 |  |  |
| 2.4 |  |  |
| 2.5 |  |  |
| Controlled wood category 3. Wood from forests in which high conservation values are threatened by management activities | | |
| 3.1 |  |  |
| 3.2 |  |  |
| 3.3 |  |  |
| 3.4 |  |  |
| 3.5 |  |  |
| 3.6 |  |  |
| Controlled wood category 4. Wood from forests being converted to plantations or non-forest use | | |
| 4.1 |  |  |
| Controlled wood category 5. Wood from forests in which genetically modified trees are planted | | |
| 5.1 |  |  |

**4.b Risk assessment and mitigation for mixing in the supply chain**

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| **Participating site** | **Supply chain type** | **No. of tiers** | **Risk of mixing** | **Control measures** | **Findings from field verification if undertaken as a control measure** |
| *This table shall be filled for each applicable participating site (listed in the table in Section 2)* | *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.*   *and state the relevant supply area, or state that the material previously had an FSC claim but was coursed from a non-FSC certified (chain of custody) supply chain.* | *‘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 conclusions.*  *NOTE: As per requirement 3.5 of FSC-STD-40-005 V3-1, material can only be used as controlled wood when there is low risk for origin and NO RISK of mixing with non-eligible inputs in the supply chains. Therefore, conclusions shall be either “no risk” or that risk is present. Control measures are required for instances where risk is present.* | *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.* | *Summarise findings, if field verification was conducted.*  *Describe steps taken to address any non-conformities found, unless confidential.*  *If information is deemed confidential and not published, provide a justification for this.* |
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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, technical experts were not required****”.*

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| --- | --- | --- | --- | --- |
| **Name** | **License/Registration #** | **Qualification** | **Scope of service** | **Source of information** |
|  |  |  | *State the relevant supply area(s) and indicator(s) for which expertise was used in the development of control measures* | *For publicly available expertise, provide the citation for the specific source(s) of information used* |
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**6. Stakeholder consultation processes**

*Summarise all stakeholder consultation processes that you have conducted, including information on:*

*If no stakeholder consultation processes were required or used, state “****N/A, stakeholder consultation not required****”*

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| --- | --- | --- | --- | --- | --- |
| **Supply area** | **Relevant controlled wood category** | **List of stakeholder groups invited to participate** | **Summary of comments received from stakeholders** | **Description of how stakeholder comments were taken into account** | **Justification for concluding that the material sourced from the area was low risk** |
|  |  | *List all types of stakeholders contacted. E.g. Forest owners/managers, Forest contractors, Representatives of forest workers and forest industries, FSC certificate holders, Local/regional/national/international social NGOs, Forest workers, trade unions, local communities, indigenous and traditional peoples, local/regional/national/international environmental NGOs, FSC-accredited certification bodies, National and state forest agencies, Experts with expertise in controlled wood categories, Research institutions and universities, FSC regional offices/network partners/working groups* |  |  |  |
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**7. 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.*

**Annex**

***Include all company risk assessments and extended company risk assessments as annexes or refer to file name if attached separately.***