# FSC Controlled Wood Due Diligence System Public Summary

**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):** | **20 July 2022** |

1. **Suppliers**

*This table should be in line with section 4.b below. A separate risk assessment for mixing shall be provided for each type of the supply chain.*

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| **Organisations / participating sites, supplying area and source types** | **Non-certified material type sourced** | **The exact number of suppliers** | **Supplier type(s)** | **Average no. of tiers in the supply chains** | **The approximate or exact number of sub-suppliers** |
| *Name of organisation’s site. All applicable sites shall be included. Supplying area: the geographical area from which material is sourced: country, county, region, etc.). Source types, as defined in the FSC Risk Assessment like a natural forest, forest plantations, state forest, private forest, community forest, etc.* | *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 (FME),**Broker/trader without physical possession,* *Primary processor,**Secondary processor,**Distributor/wholesaler.* | *The average number of organisations within the supply chains, from forest to suppliers.* | *The total number of organisations that are sub-suppliers (indirect suppliers, or suppliers of your direct suppliers) within all supply chains. In general, here should be listed the number of the Forest management enterprise (FME).* |
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1. **Supply areas**

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| **Supply area and source types** | **Controlled wood category** | **Reference to risk assessment used,****Version, Date** | **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, if applicable, region and even sub-regions if the DDS is limited) 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. It should coverer all supplying areas and source types from chapter 2 above.**For broken chains, it should be mentioned that it is FSC certified supply area only.* |  | *If an NRA or CNRA is used, include the document title on FSC Document Centre. E.g. the title for the CNRA for Denmark is „* *FSC-CNRA-DK V1-0 EN\_2017-05-18“(see* [*https://fsc.org/en/document-centre/documents/resource/398*](https://fsc.org/en/document-centre/documents/resource/398)*).* *If an 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 (Low risk or Specified risk) and controlled wood category from the drop-down menu.**If the risk is differentiated and the DDS does not include any specified risk areas, Low risk shall be chosen. This is the case when specified risk areas are excluded and the DDS is limited for some regions as described in the first column.**For broken chain (FSC certified origin) the risk designation should be chosen as Low risk only.* |
| *EXAMPLE FOR DENMARK**Denmark, privately owned forests* | *1* | *FSC Centralized National Risk Assessment for Denmark, FSC-CNRA-DK V1-0 EN\_2017-05-18* | *Low risk* |
| *2* | *Low risk* |
| *3* | *Specified risk* |
| *4* | *Low risk* |
| *5* | *Low risk* |
| *EXAMPLE FOR DENMARK**Denmark, state-owned forests only* *Comments for users: the risk designation is differentiated; specified risk: only for privately owned forests without a green management plan* | *1* | *FSC Centralized National Risk Assessment for Denmark, FSC-CNRA-DK V1-0 EN\_2017-05-18* | *Low risk* |
| *2* | *Low risk* |
| *3* | *Low risk* |
| *4* | *Low risk* |
| *5* | *Low risk* |
| *EXAMPLE FOR DENMARK**Denmark, broken chain from FSC certified forest only* | *1* | *FSC Centralized National Risk Assessment for Denmark, FSC-CNRA-DK V1-0 EN\_2017-05-18* | *Low risk* |
| *2* | *Low risk* |
| *3* | *Low risk* |
| *4* | *Low risk* |
| *5* | *Low risk* |
| *EXAMPLE FOR DENMARK**Denmark, all source types**Comments for users: 4.a should indicate as supply area and source types: Denmark, privately owned forests, as the control measures need to be implemented only for privately owned forests.* | *1* | *FSC Centralized National Risk Assessment for Denmark, FSC-CNRA-DK V1-0 EN\_2017-05-18* | *Low risk* |
| *2* | *Low risk* |
| *3* | *Specified risk* |
| *4* | *Low risk* |
| *5* | *Low risk* |
|  | 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 risk*** *in the relevant risk assessment (****deleting rows for indicators that are Low risk****) 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 and source types:**  |
| **Indicator** | **Control Measures and desired outcome when applicable** | **Organisation’s findings from field verification if undertaken as control measures. Desk evaluation activities should be described** |
| *The number of the indicators designated as Specified risk in the applicable risk assessment.*  | *Describe the control measures implemented to mitigate the risk and describe their desired outcome. The desired outcome is compulsory if the organisation develops the control measures. The desired outcome is not needed if the control measures are provided by risk assessment.**If control measures are provided by an FSC risk assessment or are publicly available information for categories 2 and 3, expert consultation is not needed. The result of implementing the control measures shall be recorded in the next column.* | *This field shall be provided by the organisation and shall not reflect PbN findings. Summarise findings obtained during field verification of suppliers made by the organisation during the audit period. Or describe the activities from the desk evaluation when the control measures are based on a desk review and are not requesting a field verification.**Reflect the audit period or timeframe or the number of suppliers controlled. Please provide more detailed information to limit and specify the scope of the DDS evaluated.**Describe steps taken to address any non-conformities found, unless confidential.* *If information is deemed confidential and not published, provide a justification for this.* *Describe the activities conducted by the Organization to verify the effectiveness of the control measures.* ***Include:****- information on the cycle (how often the organisation conducts verification),* *- the number of audits,* *- justification of sampling intensity,* *- and the key results of the audits.* *If the Organization finds non-conformities, state steps that are taken to address them.**The sampling rate can be applied only for the number of suppliers, the control measures can’t be sampled, and each control measure must be checked for the sampled suppliers.* |
| Controlled wood category 1. Illegally harvested wood |
| 1.1 |  |  |
| 1.2 |  |  |
| 1.3 |  |  |
| 1.4 |  |  |
| 1.5 |  |  |
| 1.6 |  |  |
| 1.7 |  |  |
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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**

*This table should be in line with section 2 above. A separate risk assessment for mixing shall be provided for each type of the supply chain.*

*The general rule is that if there is some storage or manufacturing of controlled material by non-certified entities in the supply chain, risk should be designated as ‘****Risk identified’****. Only in cases when products are already labelled (tracing of certified products through non-certified entities in the supply chain) or somehow physically permanently marked (closed and tied packs of sawn timber) the risk may be classified as ‘****No risk identified’****.*

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| **Organisations / participating sites, supplying area and source types** | **Supply chain type** | **No. of tiers** | **Risk of mixing** | **Control measures** | **Organisation’s findings from field verification if undertaken as control measures. Desk evaluation activities should be described** |
| *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* | *‘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.*  | *«****Risk identified****»* *or* *«****No risk identified****» shall be used only.**If a risk is identified, summarise the risk assessment of mixing in this supply chain.**In case there is no risk identified, describe why the risk does not exist, provide justification.****Low risk of mixing shall not be used.*** | *If a risk is identified, state what actions are being taken to mitigate that risk. Describe the organisation's activities to verify the effectiveness of the control measures. Include information on the cycle (how often verification is conducted), the 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.**For no risk identified, it is not applicable.**This information shall also be provided in case of no sourcing of controlled materials during the audit period.* | *This field shall be provided by the organisation and shall not reflect PbN findings.**Summarise findings if field verification or desk evaluation was conducted.* *Describe steps taken to address any non-conformities found, unless confidential.* *If information is deemed confidential and not published, justify this.**For no risk identified, it is not applicable.**If no field verification is carried out, but control measures are designed, it should be justified here.*  |
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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 the table and write ”****N/A, technical experts were not required****”.*

*Do not mention the organisation’s experts/staff here, only external experts.*

*Expert consultation is needed for categories 2 and 3 if the Organization develops a control measure (CM). Expert consultation is not required for categories 2 and 3 if CMs are provided by the NRA or CNRA or by publicly available material developed by experts (who meet the requirements of Annex C).*

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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 the organisation has conducted, including information on:*

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

*Stakeholder (STK) consultation is needed from the organisation’s side if the DDS uses a control measure (CM) as STK consultation. If the DDS does not have any CM as an STK consultation, the organisation does not need an STK consultation. If the STK consultation is considered a CM, this must happen at least 6 weeks before harvesting controlled material.*

*STK consultation is not needed for categories 2 and 3 if the current NRA/CNRA is used. STK consultation is only required if it is considered one of the CM.*

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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, ocal/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. Please do not indicate the names of stakeholders here. Only type of stakeholder without contact details.* |  |  |  |
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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 full complaints procedure. The procedure should be copied and pasted from the organisation’s documents/procedure and shall satisfy the requirements of Section 7 of the standard (e.g., at least all points, indicated in Section 7 shall be provided here).*

***Example of the complaints procedure***

1. *The Quality Manager registers stakeholder complaints in the Complaint Register and informs the stakeholder of the receipt.*
2. *Verifies information contained in the complaint, informing stakeholders of the complaint procedure, and providing an initial response to complainants within a time period of two (2) weeks.*
3. *If the complaint relates to a particular risk from the NRA or CNRA, the complaint is forwarded to the responsible body according to the NRA's instructions, for the CNRA - according to the FSC's instructions.*

*NOTE: When a complaint is forwarded to a responsible body, Clauses d) - k) do not apply.*

1. *Conducting a preliminary assessment for determining whether the evidence provided in a complaint is or is not substantial by assessing the evidence provided against the risk of using material from unacceptable sources. If the information contained in the complaint is confirmed, the Quality Manager conducts a field inspection related to this case within 2 months. If the audit reveals non-compliance with the requirements for FSC Controlled Wood, the supplier is given time to correct the non-compliance. If the supplier has not corrected the identified non-compliance within the provided time, the contract with such supplier is terminated.*
2. *Dialogue with complainants that aims to solve complaints assessed as substantial before further actions are taken;*
3. *Forwarding substantial complaints to the certification body and relevant FSC National Office for the supply area within two (2) weeks of receipt of the complaint. Information on the steps to be taken by the organisation to resolve the complaint, as well as how a precautionary approach will be used, shall be included with the complaint;*
4. *Employing a precautionary approach towards the continued sourcing of the relevant material while a complaint is pending;*

*NOTE: This includes a description of how the precautionary approach is employed by the organisation when a complaint is active.*

*NOTE: A complaint is pending if it has been considered to be substantial (according to Clause d), and no effective corrective action (according to Clauses h) - k) has been taken yet.*

1. *Implementing a verification process (e.g. field verification and/or desk verification) for a complaint assessed as substantial by the organisation within two (2) months of their receipt;*
2. *Determining the corrective action to be taken by suppliers and the means to enforce its implementation by a supplier if a complaint has been assessed and verified as substantial. If corrective action cannot be determined and/or enforced, the relevant material and/or suppliers shall be excluded by the organisation;*
3. *Verifying whether corrective action has been taken by suppliers and whether it is effective;*
4. *Excluding the relevant material and suppliers if no corrective action is taken.*
5. *Informing the complainant, the certification body, and the relevant FSC National Office of the results of the complaint and any actions taken towards its resolution, and maintaining copies of relevant correspondence;*
6. *Recording and filing all complaints received and actions are taken.*

**Annexes**

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