

Supplier Questionnaire

Supplier Name: _____

Business number: _____

Contact Name: _____

Telephone: _____ Email: _____

Questionnaire completed by:

Name _____ Position _____

Signature _____ Date Completed _____

Sources of Wood Supply:

1. Please list the genus/species and original country(s) of harvest for the products supplied to our company below (please use attached sheet for additional products).

Product	Genus and species contained in product	Original Country(s) of Harvest	Area(s) of Harvest

2. What proportion of the logs or wood you process is derived from your own concessions /forests? (please tick)

0%

 1% - 25%

 26% - 50%

 51% - 75%

 76% - 100%

3. Do you require your suppliers to provide a statement of compliance regarding legality of harvest of the wood you purchase from them?

Yes **No**

4. If yes, do you have 100% participation from your suppliers?

Yes **No**

5. Please list any evidence collected regarding the legality of harvest of wood products and the organisations that provided them.

6. Does your company have a written system for the approval of suppliers? Yes No

7. If yes, does the system include information from your suppliers confirming compliance with the following components?

a. legal rights to harvest in the area from where wood is supplied: Yes No

b. legal rights to harvest the species supplied : Yes No

c. compliance with all relevant forest harvesting laws: Yes No

d. payment of all royalties and taxes: Yes No

8. Does your company have a system for the tracing the sources of the logs or wood you purchase? Yes No

9. If yes, are records maintained? Yes No

Certification/ Legality Verification:

10. Is your company certified by any of the following Certification or Timber Legality Assurance schemes? (please tick all that apply):

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> FSC | <input type="checkbox"/> LEI | <input type="checkbox"/> LVS by Certisource | <input type="checkbox"/> LHV by SCS |
| <input type="checkbox"/> OLB by Bureau Veritas | <input type="checkbox"/> PEFC | <input type="checkbox"/> PEFC/MTCC | <input type="checkbox"/> PEFC/SFI |
| <input type="checkbox"/> RIL by TFF | <input type="checkbox"/> SVLK | <input type="checkbox"/> TLTV by SGS | <input type="checkbox"/> VLC by Rainforest Alliance |
| <input type="checkbox"/> VLO by Rainforest Alliance | <input type="checkbox"/> Other (please say which) _____ | | |

11. Are certificates available that independently verify that the timber products you supply to our company are derived in accordance with all forestry laws and regulations? Yes No

Does your company hold any Chain of Custody certification? If so, please identify the Certification Body and number(s):

1 _____ 2 _____ 3 _____



Which products supplied to us under each Certification / Legality Assurance Scheme

Product	Scheme	Number	Period of validity

Has your company ever been denied certification or been disassociated from a Certification or Legality Assurance scheme? Yes No

If yes, please list the scheme(s) that denied you certification/ disassociated your company and the reasons they provided:

General:

May we conduct audits of your facilities Yes No

May we contact your suppliers for more information? Yes No

Are you able to equate (with any degree of certainty) the wood materials that come into your facility (from a given source) with the product that goes out (by product and supplier?) Yes No

Are you willing to establish a written compliance plan, review it with us, and train your employees and suppliers to follow it? Yes No

Please email the completed questionnaire back to us at [\[YOUR ADDRESS@YOURCOMPANY.COM\]](mailto:[YOUR ADDRESS@YOURCOMPANY.COM]). You can also fax it to [\[+61XXXXXXXXX\]](tel:[+61XXXXXXXXX]).

Please do not hesitate to contact us if there is any part that you do not understand or if you need further clarification. Thank you.

Office Use Only

As a result of this survey what is the status of the supplier?

- Approved More Information Required Site Audit Required
- Supplier discontinued

Additional wood sources:

Please list the genus/species and original country(s) of harvest for the products supplied to our company below.

Product	Genus and species contained in product (include all that could be in each product)	Original Country(s) of Harvest	Region / Forest Harvesting Unit

Evidence

Please provide any evidence you have of legal harvesting of the timber supply. For example:

- Forest concession licenses
- Harvesting permits from Forest management or other applicable authority
- Records of any site or forest audits or verification audits
- Receipts for royalty payments
- Log transport/delivery documents
- Monitoring books which record volumes in and volumes out.

Product Certification

Which products supplied to us under each Certification / Legality Assurance Scheme

Product	Scheme	Number	Period of validity

Sub-supplier information

Please provide details of all the suppliers to you of these products.

Product	Sub-supplier 1	Sub-supplier 2	Sub-supplier 3