



AFA Timber Due Diligence System Template for Importers.

This template has been prepared to assist Australasian Furnishing Association (AFA) members understand, implement and comply with the requirements of the *Illegal Logging Prohibition Act 2012 and the Illegal Logging Prohibition Regulation 2012*. It does not constitute legal advice. Timber product importers may elect to seek their own legal advice in relation to the legislation and related matters.

We would like to acknowledge previous contributions to timber industry guidance documents that have been relied on in part to create this document. Special thanks go to contributions by FWPA, TDA, ATIF, Responsible Wood, the Customs Brokers and Forwarders Council of Australia Inc. and the Department of Agriculture and Water Resources.

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SAMPLE

1. Introduction

This document is aimed to provide guidance and a template for members of the AFA to develop a documented Due Diligence System and meet the requirements of the *Illegal Logging Prohibition Act 2012* (the Act) and the requirements of the *Illegal Logging Prohibition Regulation 2012* (the Regulation)

2. Creating the system

The requirement of the Regulation is that the system be in writing. The attached document provides the basis for an operating manual to meet this requirement. It should be considered as a starting point and may need to be modified to meet the needs of your business. Contained within the various sections are several comments and sections in **RED** which should be edited or deleted as appropriate.

SAMPLE

(COMPANY XYZ)

DUE DILIGENCE SYSTEM MANUAL

ISSUED (Insert Date: XX-XX-XXXX)

Authorised by:

Title:

Contact Details:

1. Introduction

This manual forms the documented Timber Due Diligence System for (Company/Business XYZ). It sets out the process used to assess the risk of illegally logged timber being present in the timber or regulated timber containing products that we import into Australia. This includes products which may be used as loose or fitted furniture, furnishing, cabinetry and components constructed from or including any timber materials. In setting out this system it demonstrates how (Company/Business XYZ) meets the requirements of the *Illegal Logging Prohibition Regulation 2012*.

Company Details

(Company Name/Business Name Address Street & Postal
Company Australian Business Number (ABN) or Australian Company Number (ACN)
– principle business activity)

2. Company Policy

It is the policy of (Company/Business XYZ) that we maintain a documented system for Due Diligence as required by the *Illegal Logging Prohibition Regulation 2012*.

We shall carry out Due Diligence on all imported regulated timber or wood-based products as required by the Regulation prior to importing the product for the first time, and whenever the source of the timber changes and review existing risk assessments annually. Only low risk products will be imported.

The principle contact person for maintaining the Due Diligence System is:

Person Name

Persons Position

Contact Details: Postal Address, telephone number, email address.)

3. Definitions

The Act:	<i>Illegal Logging Prohibition Act 2012</i>
The Regulation:	<i>Illegal Logging Prohibition Regulation 2012</i>
Due Diligence	process of documenting assessing and reducing the risk of a regulated timber product containing illegally logged timber.
Illegal logging:	felling of trees and extracting logs from a forest or plantation without the requisite approvals under the relevant laws of the country in which the forest or plantation in question is located.
Australian grown logs	logs that are grown domestically and require due diligence to be conducted on the legality of their origins prior to processing (milling).
Risk Assessment.	Process of assessing the risk of a regulated timber product containing illegally logged timber
Risk Mitigation:	Process of reducing risk of a regulated timber products containing illegally logged timber.
Domestic processor	An entity which processes domestically grown raw logs into another form. Is defined further under section 15(1) of the <i>Illegal Logging Prohibition Act 2012</i> .
Due diligence	In the context of Australia's illegal logging laws, the process of assessing and managing the risk that a timber product includes, or is derived from, illegally logged timber.
Illegal logging	Defined in the <i>Illegal Logging Prohibition Act 2012</i> as timber that has been 'harvested in contravention of laws in force in the place (whether or not in Australia) where the timber was harvested'.
State Specific Guideline	A document negotiated with Australian state governments that assists domestic processors to better understand the legal frameworks in that jurisdiction and how they can minimise the risk of dealing with illegal timber products from that country.
Timber legality framework	An independent third-party certification scheme, or licence, that is listed in Schedule 2 of the <i>Illegal Logging Prohibition Regulation 2012</i> .
Timber products	For the purposes of this document, includes all timber and wood-based products.

4. Roles & Responsibilities

The following members of staff have the identified responsibilities within the Due Diligence System

Responsibility	Role (Note: roles can be the same person or a mix of people)
Overall Management for the DDS	(Insert job title)
Gathering Information	(Insert job title)
Performing Risk Assessment including Reviews	(Insert job title)
Risk Mitigation	(Insert job title)
Customs Notification	(Insert job title)
Management of Records	(Insert job title)

5. Records

The following items form the primary records of the Due Diligence System.

- The written Timber Due Diligence System Manual - (this manual)
- The completed Due Diligence Eligibility Forms
- Information gathered from Suppliers about the regulated timber products
- Records of Risk Assessments made against a country specific guideline, a timber legality framework, or the regulated risk factors risk assessment processes.
- Records of any Risk Mitigation activities undertaken

6. Performing Due Diligence

Prior to importing regulated products Due Diligence shall be performed on the product/s to ensure that there is low risk that the product/s contain/s illegally logged timber. A flow chart of the due diligence process is shown in Appendix 1. If the risk is not low, risk mitigation shall be performed to lower the risk. If after the mitigation step the risk cannot be classified as low the product **will not** be imported and where appropriate an alternative low risk supplier will be found. A further flow chart describing the process for complex products is included in Appendix 2

Due Diligence Process Step 1- Determine that the product being imported is regulated.

Prior to performing Timber Due Diligence on the product/s it is necessary to establish if Due Diligence is required. Regulated timber products are determined by their Tariff Code listed in Schedule 1 of the Regulation. Secondly determine if the product is exempt from the regulation. The assessment of eligibility shall be performed by (insert responsible job title)

The assessment of exemption should be performed and recorded on the product/s Due Diligence Eligibility Record Form (blank attached in Appendix 3). If the finding is that the product is exempt the form should be signed and filed for 5 years.

Due Diligence Process Step 2- Gather information.

To be able to assess the risk of the product containing illegally logged timber certain prescribed information shall be gathered.

The (insert responsible job title) shall send a covering letter (blank attached in Appendix 4) and a blank supplier questionnaire (blank attached in Appendix 5) to the supplier prior to importing a new regulated timber product requesting that they provide the appropriate information. It may be necessary to contact the person directly to inform them that the questionnaire is being sent and answer any questions that they may have.

The questionnaire should be in part filled out by (insert responsible job title) to identify the product under investigation and if there are known species present these should be identified on the form. Care should be taken at this step as the product such as furniture, furnishing, cabinetry and components may contain multiple timber species from various supply chains. All timber species and or supply chains present in the production and distribution of the product/s must be included in the questionnaire response.

The information should be gathered prior to initial shipment or if the source of timber in the product changes, and it should also be reviewed annually or if there is a potential change in risk and revised if necessary if continuing supply is anticipated.

Once the supplier questionnaire has been returned the (Insert responsible job title) will decide if there is sufficient information provided by the supplier. This will be recorded at the bottom of the supplier questionnaire. If there is sufficient information the data will be used to carry out a risk assessment. If insufficient information is provided a further request for information will be made to the supplier.

If the supplier cannot or will not supply adequate information (Insert responsible job title) shall assess the practicability of gathering further information. If it is not practicable the assessment shall consider the risk of illegally logged material being present in the product and if there are other mitigation steps that can be taken.

Ultimately the decision to import the product may require advice from other sources including legal advice. The alternative may be to identify other low risk sources of supply.

Due Diligence Process Step 3- Risk Assessment.

The risk assessment pathway will depend on the source of the timber contained within the product/s being assessed. The options for assessing risk can be based on an applicable country specific guideline, a timber legality framework or regulated risk factors. The decision on which pathway to use will be made by (Insert responsible job title) and shall be based on whichever is the simplest and most appropriate method. In some cases, further information or clarification of information from the supplier may be required before the risk assessment can be completed.

In the case of timber products that may contain timber from many sources a risk assessment must be performed on each component and if the product/s is being imported as an assembled unit the risk assessment should ensure that each component is low risk. A flow chart is included in Appendix 2 which describes the process for multi-component products. If low risk cannot be confirmed for all components of the product the product must be classified as having a potential risk and appropriate risk mitigation activities undertaken.

A record of the risk assessment decision shall be made on the risk assessment record sheet as detailed in Appendix 6.

Using Country Specific Guidelines (CSG)

The Regulation sets out requirements to assess legality based on the country of origin of the timber contained in the product. It should be noted that the country specific guideline only applies to the country where the timber was harvested, and this may be different to the country where the product is made. In the case where the country of origin and manufacture is different the CSG method cannot be used for risk assessment.

A list of these guidelines is published in the Regulation as Schedule 2. The guidelines themselves are published on the internet and are located on the Department of Agriculture and Water Resources website: <http://www.agriculture.gov.au/forestry/policies/illegal-logging/information-resources>

The (Insert responsible job title) shall gather and assess the information obtained against the country specific guidelines as well as the other information required by the Regulation to determine the risk that the product/s contains illegally logged timber.

The record of the risk assessment shall be made on the risk assessment checklist attached in Appendix 7A and 7D and the decision summarised and authorised on the risk assessment record sheet in Appendix 6.

In some cases, the product/s may contain timber from multiple countries, in this case the CSG risk assessment pathway cannot be used and other risk assessment methods must be utilised.

If the key information and documents contained in the country specific guidelines cannot be obtained an alternative risk assessment method must be used.

If the risk is low the product/s can be imported. If the risk cannot be classified as low risk mitigation must be undertaken.

Using a timber legality framework.

The Regulation also sets out that the risk assessment can use a timber legality framework. These are listed in the regulation in schedule 2 and include:

- Forest Stewardship Council (FSC) forest management certification standard
- FSC chain of custody standard
- Programme for the Endorsement of Forest Certification (PEFC) sustainable forest management certification standard
- PEFC chain of custody standard.

In the supplier questionnaire an answer 'yes' to questions regarding product certification may indicate that the use of this method is appropriate. Care should be taken in understanding what is certified.

The timber inputs may be certified but the finished product/s may not be. Further, a certified supplier may deal in both certified and uncertified products. Their certification is no guarantee that we are purchasing certified product.

This method can only be used if the certification applies to the product itself, and the supplier is certified to handle certified product. Guidance on this issue is provided in the AFA Due Diligence guidance document (Appendix 2) as well as the Department website: <http://www.agriculture.gov.au/forestry/policies/illegal-logging>

Further investigation may be required and the fact that certified inputs are used cannot be relied on as an indicator of low risk.

Checks shall be made on any claim of certification under PEFC or FSC as sometimes false claims are made. Copies of certification certificates shall be obtained, and any claim of certification shall be included on any invoice or delivery documents provided by the supplier. Checks must be made at the relevant website of any certification claims. This includes the checking of the certification scope to ensure the product is covered by the certification. The appropriate checks are listed in the checklist in Appendix 7B.

Checks on certification claims can be made at:

PEFC: <https://www.pefc.org/find-certified/certified-certificates>

FSC: <https://info.fsc.org/certificate.php>

The (Insert responsible person role) shall assess the information obtained against the timber legality framework as well as any other relevant information and assess the risk that the product contains illegally logged timber. The record of the risk assessment shall be made on the risk assessment checklist attached in Appendix 7B and 7D and the decision summarised and authorised on the risk assessment record sheet in Appendix 6.

If the requirements of the timber legality framework cannot be obtained an alternative risk assessment method must be used.

If the risk is low the product/s can be imported. If the risk cannot be classified as low risk, mitigation must be undertaken.

Using regulated risk factors,

If the previous risk assessment options are not applicable, the following regulated risk factors process can be used by considering:

- The information gathered in the supplier questionnaire.
- The prevalence of illegal logging in the country of origin of the timber contained in the product.
- The prevalence of illegal harvesting in the area the species of tree from which the product is made.
- Prevalence of armed conflict in the area.
- The complexity of the product.
- Any other information known to us such as if the timber inputs are certified.

Potential sources of the information required above are listed in [Appendix 7C](#).

The (Insert responsible person role) shall assess the information obtained against the risk factors listed above and any other information they have gathered and assess the risk that the product contains illegally logged timber, or the logs have been illegally harvested.

The record of the risk assessment shall be made on the risk assessment checklist attached in Appendix 7C and 7D and the decision summarised and authorised on the risk assessment record sheet in Appendix 6.

If the risk is low the product/s can be imported, or the logs can be processed. If the risk cannot be classified as low risk mitigation must be undertaken. Refer to Section 7.

7. Risk Mitigation

If the risk is not classified as low during the risk assessment process risk mitigation shall take place.

(Insert responsible person role) shall be responsible for undertaking risk mitigation. Risk mitigation will involve obtaining further information or undertaking further steps to reduce the risk rating of the supply to low.

These steps may involve but are not limited to:

- Obtaining more information about the product
- Carrying out a desktop audit of the supply chain
- Carrying out an onsite audit of the supply chain
- Using a third party to assess the supply chain
- Carrying out an on-site audit of the forest harvest unit
- Appointing a third-party auditor to carry out a forest harvest unit audit
- Replacing the supplier with a low risk supplier
- Replacing the product with a low risk product.

(Insert responsible person role) shall develop and document the risk mitigation action plan on the risk mitigation plan record sheet. Refer to Appendix 8.

If the risk mitigation process cannot reduce the risk assessment to low, the product **shall not** be imported.

8. Risk Assessment Conclusion

Once the risk assessment and the risk mitigation are concluded a final decision on the risk relating to the imported material shall be recorded on the risk assessment record sheet attached in Appendix 6. The decision to import shall be communicated to the supplier.

9. Customs Declaration (Delete if not an importer of regulated timber product)

Once the Due Diligence process is completed a customs declaration in the form of a Community Protection Question (CPQ) stating that the consignment conforms to the Due Diligence requirements of the regulation must be made.

The (Insert responsible person role) must inform customs or authorize the customs broker to answer the CPQ.

Product	Answer to CPQ
Regulated Timber if risk is low risk	Yes
Recycled Material	Yes
Consignment <\$1000 value	Yes
Doesn't include timber elements	Yes

If the consignment is not a regulated product as identified by the tariff code for the product the CPQ will not be asked.

A blank statement to be completed and forwarded to our customs broker is attached in Appendix 9.

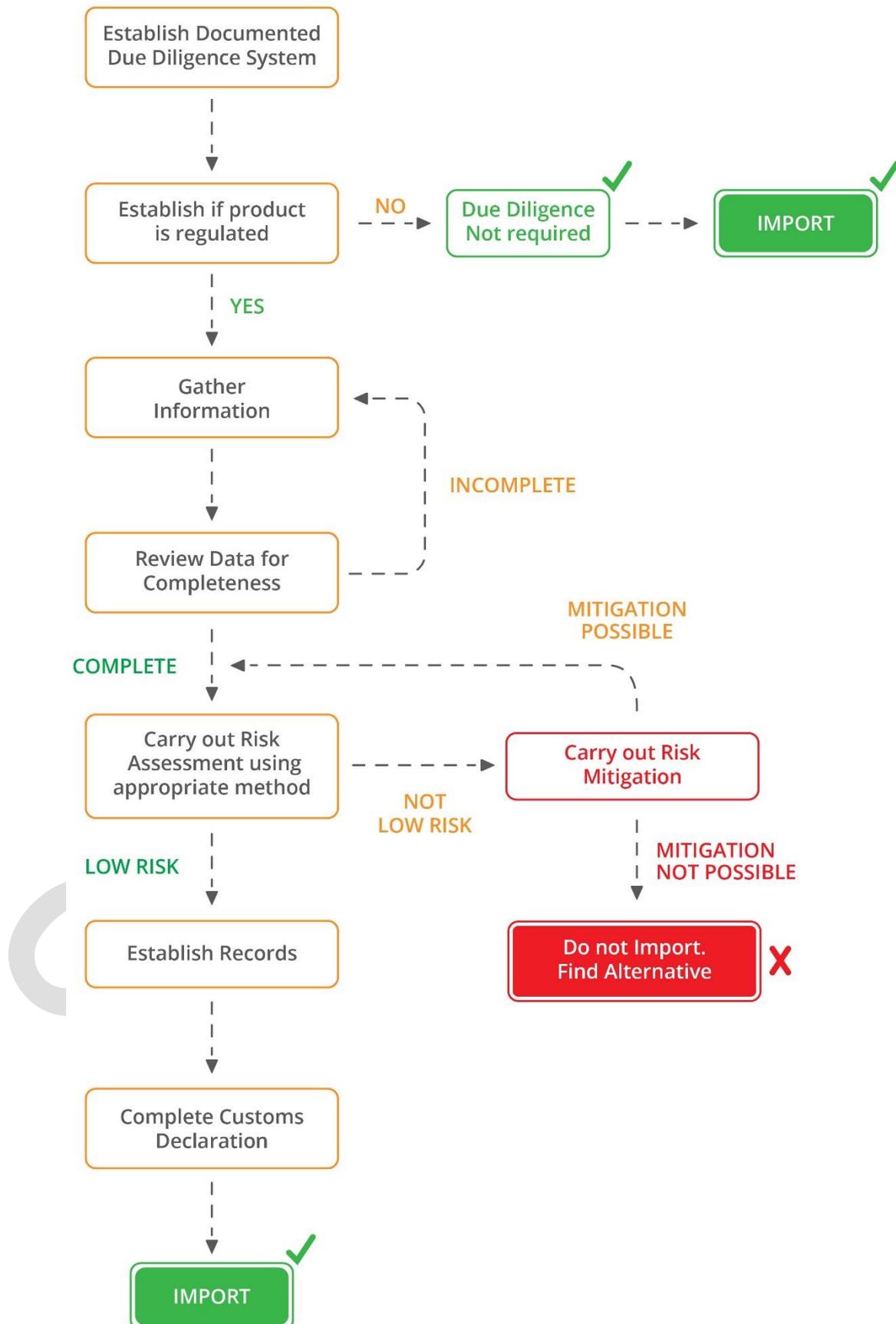
10. Finalising Due Diligence Process

Once the process of Due Diligence is completed the (Insert responsible person role) shall ensure that all records are compiled and retained for 5 years.

SAMPLE

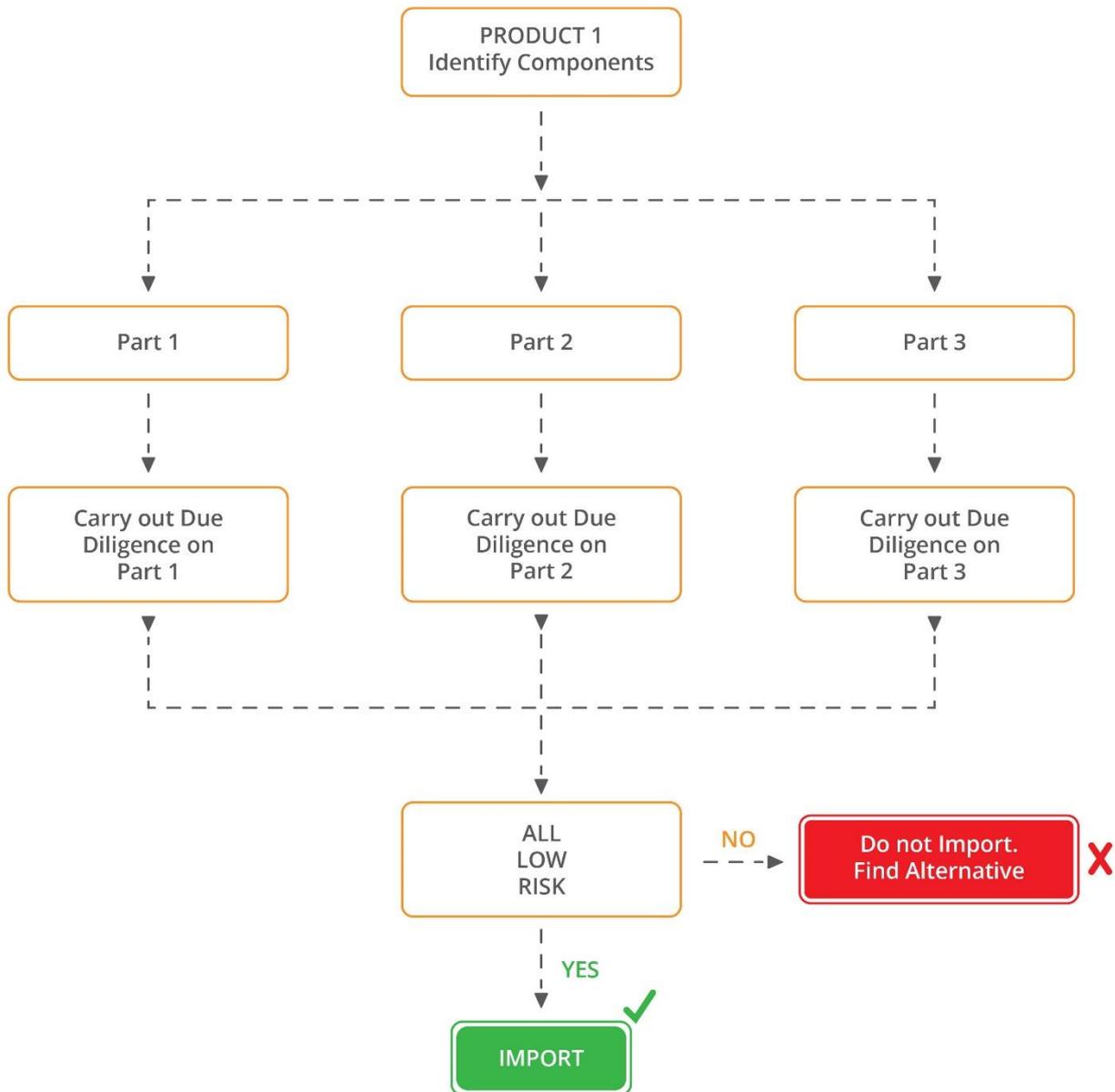
Appendix 1

Due Diligence process for regulated timber imports-



Appendix 2

Risk Assessment for multi-component product.



* The Due Diligence includes Risk Mitigation. If low risk cannot be achieved for all component/parts after risk mitigation the product must not be imported.

Appendix 3

DUE DILIGENCE ELIGIBILITY RECORD FORM

1. Product Name/Description.....

2. Is the product a regulated product: YES/ NO

To complete, review the list of regulated products in schedule 1 of the *Illegal Logging Prohibition Amendment Regulation 2012 (the Regulation)*. If the relevant tariff code is not listed in schedule 1 it is exempt from the Regulation. The exemption also applies to materials that some may consider wooden but are not such as bark, cork, osier, vegetable parchment, rice, bamboo and rattan.

3. Is the product made from timber or does it contain timber? Yes/No (If it does not contain timber it is exempt.)

4. Combined Value of the regulated timber products in the imported consignment: \$.....
(If less than \$1000 the product is exempt from the Due Diligence Requirements)

5. Is the product made from recycled wood? YES/NO

The timber is classified as recycled if the material has been, or has been part of, another product or at the time the material was removed from another product, that product was no longer used for its intended purpose and is considered to be waste; and the material has been used as raw material in the regulated timber product

(If the timber is classified as recycled the product is exempt from the Due Diligence Requirements)

6. Eligibility

If the product does not fall within the regulated tariff codes; does not contain timber elements; the timber in the combined consignment does not exceed \$1000 in value; or it is made from recycled material; the product is exempt from the Regulation.

The product has been assessed as exempt from the Due Diligence.

The product has been assessed as requiring Due Diligence.

Authorised.....

Date.....

Name.....

Appendix 4

SUPPLIER REQUEST LETTER - For Importers – (Delete if not an importer)

(PLACE ON YOUR COMPANY LETTERHEAD)

(DATE)

(SUPPLIER REP NAME REP. POSITION)

(SUPPLIER COMPANY NAME SUPPLIER ADDRESS)

Subject: Request for information to satisfy Australian Illegal Logging Prohibition legislation

Dear (SUPPLIER REP NAME),

(OUR COMPANY/BUSINESS) is firmly committed to only purchasing legally harvested timber products. We expect the same commitment from all our suppliers.

Your answers to the attached questions help us meet our requirements under Australia's Illegal Logging Prohibition legislation. This requires us, as importers, to undertake a process of due diligence to assure ourselves that all timber and timber products we import have been harvested in compliance with legislation and regulations in the country where the timber was harvested.

This legislation is mandatory and places similar requirements on us to those required on importers into the United States (under the Lacey Act) and member countries of the European Union (under their European Union Timber Regulation). provide as much of the requested information as you can. If you are not able to supply some of the information, please indicate why the information is not presently available.

We appreciate you taking the time to complete these questions to ensure our ongoing business.

Yours sincerely, Best regards, (SIGNATURE)

(SIGNATORY NAME)

(SIGNATORY POSITION)

Appendix 5

SUPPLIER QUESTIONNAIRE. Delete questions if they are not applicable for domestically grown raw logs)

Supplier Questionnaire

Supplier Name:

Business number:

Contact Name:

Telephone: _____ Email: _____

Questionnaire completed by:

Name _____

Position _____

SAMPLE

Sources of Wood Supply:

Date Completed

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 (listed for each major timber component)	Original Country(s) of Harvest (listed for each major timber component)	Area(s) of Harvest (listed for each major timber component)
Type of product and trade name of the product			

2. Country where product is manufactured.
3. Does your product/s listed above contain any recycled wood material?
4. If yes what proportion is recycled.....%
5. What percentage of the wood contained in the products being supplied is derived from your own concessions/forests? (please tick)

0%
 1%-25%
 26% - 50%
 51% - 75%
 76% -100%
6. Do you require your suppliers to provide a statement of compliance regarding the legality of harvest of the wood you purchase from them? Yes No
7. If yes, please supply statements from relevant suppliers for this product.
8. Does your company have a written system for the approval of suppliers? Yes No
9. 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 were 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

10. Does your company have a system for the tracing the sources of the logs or wood you purchase?

Yes No

11. If yes, are records maintained?

Yes No

Certification/ Legality Verification:

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

FSC **PEFC**

13. 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

14. Does your company hold any Chain of Custody certification?

Yes No

If so, please identify the Certification Body and number(s):

1 _____ 2 _____

3 _____

15. Is the product that you supply us covered within the scope of this certification?

Yes No

16. Which of the product/s supplied to us are covered under which Certification / Legality Assurance Scheme?

Product	Component	Scheme	Number	Period of validity
Product xyz	Arm			
	Seat			
	etc			

Please provide copies of all certifications and or legality documents that relate to the product supplied to us

17. 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:

18. General:

If the products are not certified please provide any evidence you have related to the legal harvesting of the logs used to manufacture the timber products supplied. For example:

- Forest concession licences details
- Harvesting permit details from forest management or other applicable government authority
- Records of any site or forest audits or verification audits
- Receipt references for royalty or other mandatory payments
- Log transport/delivery document details
- Details of monitoring records relating to log volumes in and sawn/processed/manufactured volumes out turn.

Would you grant permission to conduct audits of your facilities **Yes** **No**

Would you grant permission to contact your suppliers for more information? **Yes** **No**

Are you able to demonstrate (with a degree of certainty) that the wood materials that come into your facility (from a given source) are contained within the product/s 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 to **(YOUR ADDRESS@YOURCOMPANY.COM)**. Or fax to **(+61XXXXXXXXXX)**.

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?

- More Information Required Sufficient information supplied

Authorised (Name & Title)

.....

Name: (signature)

.....

Date

Appendix 6

RISK ASSESSMENT RECORD SHEET

1. Supplier Name.....

2. Product.....

3. Date of Assessment.....

4. Method of Risk Assessment:

Country Specific/ State specific guideline- Please attach appropriate checklist and evidence

Timber legality Framework- Please attach appropriate checklist and evidence

Other- Please attach appropriate checklist and attach evidence

5. Risk Assessment Conclusion

(Comments and main evidence relied on for conclusion insert more sheets if required):

Conclusion

Low Risk –suitable supplier OK to Import or process

Not Low Risk –risk mitigation required

Unable to classify or potential risk supplier- Do not import or process

Authorised.....

Name.....

Date.....

Appendix 7A

RISK ASSESSMENT CHECKLIST- TIMBER LEGALITY FRAMEWORK METHOD

PRODUCT/COMPONENT.....

If the product consists of multiple timber components add separate checklists for each component.

RISK FACTOR	EVALUATION	EVIDENCE
Check if supplier's certificate number is legitimate	Yes/No	(Consult: PEFC: https://www.pefc.org/find-certified/certified-certificates FSC: https://info.fsc.org/certificate.php)
Check supplier is the certificate holder	Yes/No	
Check the certificate is valid for the period of supply	Yes/No	
Check the product that is supplied is the product that was promised	Yes/No	
Is there any other evidence that the timber contained in the product is illegally logged.	Yes/No	

Ensure that all evidence is attached to the risk assessment Conclusion: Low risk Requires risk mitigation

Authorised:

Name:

Date:

Appendix 7B

RISK ASSESSMENT CHECKLIST- COUNTRY SPECIFIC GUIDELINE

PRODUCT/COMPONENT.....

If the product consists of multiple timber components add separate checklists for each component.

RISK FACTOR	EVALUATION	EVIDENCE
Is 100% of product/component covered by the CSG/SSG? i.e. Has all the timber been harvested in the country covered by the CSG.	Yes/No	
Does the information provided / to be provided match that set out in the CSG/SSG?	Yes/No	(Consult: : http://www.agriculture.gov.au/forestry/policies/illegal-logging/information-resources)
Is there any other evidence that the timber contained in the product is illegally logged?	Yes/No	

Ensure that all evidence is attached to the risk assessment Conclusion: Low risk Requires risk mitigation

Authorised:

Name:

Date:

Appendix 7C

RISK ASSESSMENT CHECKLIST- REGULATED RISK FACTORS METHOD

PRODUCT/COMPONENT.....

If the product consists of multiple timber components add separate checklists for each component.

RISK FACTOR	EVALUATION	EVIDENCE
Prevalence of Illegal logging in area of harvest?	Yes/No	(Consult: <i>Chatham House - Illegal Logging Information website</i> www.illegal-logging.info/ <i>Environmental Investigation Agency (EIA) - US/Washington</i> www.eia-global.org <i>Environmental Investigation Agency (EIA) - UK/London</i> www.eia-international.org <i>Forest Legality Alliance</i> www.forestlegality.org <i>Global Forest Registry</i> www.globalforestregistry.org <i>Global Witness</i> www.globalwitness.org <i>Interpol - Environmental Crimes Unit- Project LEAF</i> www.interpol.int <i>The Forest Trust (TFT)</i> www.tft-earth.org <i>Transparency International</i> http://cpi.transparency.org <i>WWF Global Forest and Trade Network (GFTN)</i> http://gftn.panda.org)
Prevalence of Illegal logging of species in area of harvest?	Yes/No	(Consult as above)
Any armed conflict in area of harvest?	Yes/No	(Consult: <i>Conflict Map.org</i> - a news aggregator for armed conflict worldwide - www.conflictmap.org/ and/or <i>Global Witness</i> – an NGO - www.globalwitness.org)
Complexity of the product?	Single product or species/multiple species and components	
Consider any other information	Yes /No	

Ensure that all evidence is attached to the risk assessment

Risk Assessment Conclusion: Low risk Requires risk mitigation

Authorised:

Name:

Date:

Appendix 7D

RISK ASSESSMENT CHECKLIST- OTHER RISK FACTORS

PRODUCT/COMPONENT.....

If the product consists of multiple timber components add separate checklists for each component.

RISK FACTOR	EVALUATION	EVIDENCE
Is the harvesting of the species of tree from which the timber in the product is derived prohibited in the place where the timber has been harvested, for example Rosewoods, Sandalwood and other CITES listed species.		(Consult CITES at https://www.cites.org/eng/app/appendices.php .)
Is the harvesting of the timber in the place is authorised by legislation (including regulations)—whether the requirements of the legislation have been met for the harvesting of the timber;		(Evidence of authorisation to harvest)
if payment is required for the right to harvest the timber—whether that payment has been made		(Receipts, taxes paid etc)
Does the supplier have legal rights of use and tenure in relation to the place in which the timber is harvested— whether the harvest of the timber is inconsistent with the law establishing or protecting those rights.		(Evidence of tenure. An example of the sorts of documents relevant to Vietnam can be found at: https://flegttools.files.wordpress.com/2014/12/inf-06-forestry-risk-profile-vietnam-annex-ii-en-v1-0-01jun15.pdf)

Ensure that all evidence is attached to the risk assessment

Risk Assessment Conclusion: Low risk Requires risk mitigation

Authorised:

Name:

Date:

Appendix 8

Risk Mitigation Plan

Identified Risk	Proposed Action	Result

Risk conclusion after mitigation actions completed Low Risk. Still Potential Risk

Authorised:

Name:

Date:

Appendix 9

Regulated Timber Product

Importer Authority for Customs Broker to answer Illegal Logging Prohibition CPQ

With reference to the *Illegal Logging Prohibition Act 2012* and the *Illegal Logging Prohibition Regulation 2012* (Illegal Logging Prohibition legislation)

I / we (insert timber product importer name and ABN number) authorise (insert customs broker or other agent's name and ABN) to answer **YES** to the following Community Protection Question (# 510):

HAS THE IMPORTER COMPLIED WITH THE DUE DILIGENCE REQUIREMENTS OF THE ILLEGAL LOGGING PROHIBITION ACT 2012 AND ASSOCIATED REGULATIONS? (IF PRODUCT IS EXEMPT OR DOES NOT CONTAIN TIMBER, ANSWER YES.)

as I/we declare I/we have undertaken the due diligence requirements of the Illegal Logging Prohibition legislation for the regulated timber products that are the subject of this declaration.

The timber products covered are the following: (insert product(s) 4-digit (or greater) tariff code; supplier name and address or attach as appropriate)

.....

This declaration operates for consignment number(s) (#####)

I / we absolve (insert customs broker or other agent name and ABN) from any liability in relation to this declaration.

.....
Name of importer representative Signature of importer representative Date of declaration

For further information contact:

(Contact name and telephone number of regulated timber product importing person/company in relation to this declaration).

Regulated timber product covered by this declaration:

Tariff code	Consignment identification	Consignment description

Additional comments if required:

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