



Australian Government

Department of Agriculture,
Fisheries and Forestry

Timber Legality Framework Risk Assessment Template for Processors

Verifying FSC or PEFC certification

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Disclaimer

This template has been prepared to assist timber product importers understand, implement and comply with the requirements of the Illegal Logging Prohibition Act 2012 and the Illegal Logging Prohibition Regulation 2012 with respect of their due diligence obligations. 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.

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Acknowledgement of Country

We acknowledge the Traditional Custodians of Australia and their continuing connection to land and sea, waters, environment and community. We pay our respects to the Traditional Custodians of the lands we live and work on, their culture, and their Elders past and present.

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Read before completing

This is a step-by-step guide on how to use the Timber Legality Framework (TLF) method to assess the risk that your raw log/s was illegally logged.

There are five steps to follow:

- 1) Check the supplier's certification number
- 2) Check if the certificate is valid for the period of supply
- 3) Check if the products or species being supplied are listed
- 4) Check if the product is certified
- 5) Consider any other information that may indicate illegality of harvest

This template provides you with questions to consider and options to address common problems. Use the blank space at each step to detail any risks you identify, and record your risk conclusion on the final page of this template.

Before beginning your risk assessment: Consider all the information you have been able to gather.

This includes assessing information gathered in supplier questionnaires or gathered during the due diligence process.

Consider:

- Have you been able to obtain sufficient information to inform your risk assessment?
- Do the classification of species, quantities, and qualities match across the documentation?
- Can the claims made in the information gathered be verified with evidence?

IMPORTANT: If you have been unable to obtain enough information about the species of timber and where it has come from, it will be difficult to conclude that there is low or nil risk of illegal logging associated with the raw log/s.

Step 1: Check the supplier's certification number

Consider:

- Is your supplier's certificate number legitimate?
- Is your supplier the certificate holder?

Certified suppliers should have a unique FSC or PEFC certificate code or number quoted on their certificate (e.g. TT-COC-1234, BMT-PEFC-2334 or SGS-COC-12244). You can verify this code or number by searching on the relevant scheme's website:

- [Forest Stewardship Council \(FSC\)](#)
- [PEFC International](#)

When you have found the certificate details online, check that they match the details given by your supplier. Check that the supplier name and address details match those listed on the website.

For further information:

- [FSC Forest management certification standard](#)
- [FSC chain of custody standard](#)
- [PEFC sustainable forest management standard](#)
- [PEFC chain of custody standard](#)

Detail what you have considered and any risks you have identified in Step 1 that the raw logs were illegally logged, if any:

Troubleshooting

- If the number or code has been typed incorrectly (and you cannot find it online) contact your supplier. Ask them to email you a link to the online certificate or contact the scheme and ask about the certificate codes given by the supplier.
- If the details of your supplier do not match those on the certificate, you should seek to confirm the authenticity of the certificate. This may involve contacting the scheme, or your supplier.

- If your supplier has claimed the product is FSC or PEFC certified but it is not their name on the certificate, the chain of custody may be broken. You need to get more information from your supplier, or the scheme to verify the authenticity.

Step 2: Check if the certificate is valid for the period of supply

The expiry date of the supplier's certificate should be listed on the FSC or PEFC's websites.

Consider:

- Is the certificate valid for the period of supply?

Detail what you have considered and any risks you have identified in Step 1 that the raw logs were illegally logged, if any:

Troubleshooting

- If the certificate appears to have expired or is currently suspended, you should ask why this has occurred. You may need to discuss this with the supplier or directly with the scheme.

Step 3: Check if the raw logs being supplied are listed

Certified suppliers can supply both certified and non-certified products. You will need to check that the products being supplied are the same as those on your supplier’s FSC or PEFC certificate.

Consider:

- Are the logs being supplied listed on the certificate’s record?

Detail what you have considered and any risks you have identified in Step 3 that the raw logs were illegally logged, if any:

Troubleshooting

- If the logs you are purchasing are not covered by your supplier’s certification, you should ask the supplier if there is a mistake on the record. If this is the case, you should also ask for written confirmation from the certification body.

Step 4: Check if the raw logs are certified

After completing all the steps above, it is still possible the supplier has not provided you with certified logs.

Consider:

- Is the certificate number quoted on your invoice(s) and delivery notes? The description should list the logs as FSC or PEFC certified.
- Does the log supplied match the log that was requested?

When importing raw logs under a Timber Legality Framework, the certification claim must be provided on sales and delivery documents such as the invoice or delivery notes. The product description should be the same as the logs that are listed as FSC or PEFC certified %, FSC Mix Credit, FSC Controlled Wood

Detail what you have considered and any risks you have identified in Step 4 that the raw logs were illegally logged, if any:

Troubleshooting

- If the product does not match what was promised or if the certification claim is not on the invoice, you may need to discuss this with the supplier or directly with the scheme.

Step 5: Consider any other information that may indicate illegality

Consider:

- Is there any other information you know or ought reasonably to know that may indicate the timber was illegally logged?
 - This includes any other information that may be publicly available on the supplier’s website, about the supplier or their sub-suppliers within the supply chain or information about previous incidents of illegal logging relevant to that product, species or region the importer is sourcing from.
- Have there been any media articles, third party reports, or government statements that would bring the legality of your product(s) into question?
- Is there any other information you know or should know, that would call into question the legality of the product(s)?
- Is the species [threatened or vulnerable](#)?

For additional resources, please visit the [‘Resources for processors’](#) page on our website.

Detail what you have considered and any risks you have identified in Step 5 that the raw logs were illegally logged, if any:

Final Risk Conclusion

Risk identification (check one)

LOW/NONE

GREATER THAN LOW

Justification (Detail the basis for arriving at your risk conclusion)

RISK ASSESSMENT COMPLETED BY: _____

DATE: _____

IMPORTANT:

If you have assessed the risk using the Timber Legality Framework and decided that your log/s is a low or nil risk of being illegally harvested, you have completed your due diligence risk assessment. You must document your risk conclusion before processing the raw log/s.

If you have assessed the risk as anything greater than low, you must complete another risk assessment using another option (State Specific Guidelines or Regulated Risk Factors). Where neither the Timber Legality Framework or State Specific Guidelines assessment options conclude that the risk is low or nil, you must complete a Regulated Risk Factors assessment.