



Australian Government

Department of Agriculture,
Fisheries and Forestry

Country Specific Guideline Risk Assessment Template for Importers

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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 Country Specific Guideline (CSG) method to assess the risk that your regulated timber product/s was illegally logged.

There are four steps to follow:

- 1) Decide if a CSG applies to the product you are importing
- 2) Assess the information you have gathered against the CSG
- 3) Consider any factors that the CSG may not account for
- 4) 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?
- Does the information cover all timber components (including any paper components) of your product?
- 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 that it was illegally logged.

Step 1: Decide if a CSG applies to the product you are importing

Check that your product is covered by a [Country Specific Guideline](#).

The CSG method can only be used for regulated timber products that:

- are harvested wholly and manufactured in the CSG country; and
- are directly exported to Australia OR shipped via a third country and not unpacked

The CSG method cannot be used:

- where the timber is processed in, or exported from, a third country; or
- when dealing with products containing timber sourced from multiple countries.

Consider:

- Does the information and documentation clearly identify the country of harvest?
- Is the timber in your product wholly harvested in the CSG country?
- Is the country of harvest also the exporting country?
- Is the country of harvest also the country of manufacture?

Detail what you have considered and any risks you have identified in Step 1 that the product may contain illegally logged timber:

Troubleshooting

- If you find that a CSG does not apply to your product, you must choose a different risk assessment method (Timber Legality Framework or Regulated Risk Factors).

Step 2: Assess the information you have gathered against the CSG

Compare the information and documents you gathered from your supplier with those shown in the CSG.

If the CSG specifies other documents that you do not have, you should try to obtain these. You do not need to gather all documents listed in the CSG, however, you will need enough information to help you undertake a reasonable risk assessment.

Consider:

- Have you checked the information, or obtained the documents, that the CSG suggests could support that the harvest was legal?
- Does the information you have gathered on your product match the information and documentation in the CSG?

Detail what you have considered and any risks you have identified in Step 2 that the product may contain illegally logged timber:

Troubleshooting

If your supplier cannot provide you with documentation, check the CSG for any guidance on the type of documents available, the issuing authority, and how to obtain copies.

Step 3: Consider any factors that the CSG may not account for

CSGs may not provide information on broader factors that can indicate whether timber was legally harvested (such as local corruption, fraud and the effectiveness of forestry laws in the country). Also, they may not reflect the latest developments in forestry laws. This information needs to be drawn on from other sources to inform your risk assessment.

Consider:

- What is the likelihood of the timber product being mixed with timber that is not assessed as low risk?
- Do the documents gathered appear to be genuine and have they been generated by the appropriate government entity or other body? See Preferred by Nature’s Guide to Identifying Fake Documents
- Are there any inconsistent or missing documents?
- Is the timber in your product the subject of a logging ban or restriction in the CSG country?
- Is the CSG country affected by armed conflict?
- Is there any information to suggest the CSG country is fragile, or there is a high risk of corruption? Consider the Corruption Perception Index and/or the Worldwide Governance Indicators.
- Has the department published any Illegal Logging E-Updates on its website in respect to the country in question?

Detail what you have considered and any risks you have identified in Step 3 that the product may contain illegally logged timber:

Troubleshooting

- If the documents seem suspicious, try to confirm their authenticity by contacting the issuing authority or asking your supplier for more information.
- Cross check the information on any suspicious documents with other documentation.
- If you are still unsure, contact the illegal logging hotline 1800 657 313.

Step 4: 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)?

Some resources which may assist with this step include:

- [Chatham House – Illegal Logging Portal](#)
- [Forest Trends – Illegal Deforestation and Associated Trade \(IDAT\) Risk Tool](#)
- [World Resources Institute – Global Forest Watch](#)
- [Transparency International – Corruption Perception Index](#)
- [Environmental Investigation Agency \(EIA\)](#)

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

Detail what you have considered and any risks you have identified in Step 4 that the product may contain illegally logged timber:

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 Country Specific Guideline option and decided that your product is a low or nil risk of containing timber that was illegally harvested, you have completed your due diligence risk assessment. You must document your risk conclusion before proceeding to import the timber products.

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