



Australian Government

Department of Agriculture,
Fisheries and Forestry

State Specific Guideline Risk Assessment Template For Processors

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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 State Specific Guideline (SSG) method to assess the risk that your law log/s was illegally logged.

There are four steps to follow:

- 1) Decide if an SSG applies to the raw log you are processing
- 2) Assess the information you have gathered against the SSG
- 3) Consider any factors that the SSG 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?
- 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: Decide if an SSG applies to the raw log you are processing

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

Consider:

- Does the information and documentation clearly identify the country of harvest?

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 you find that an SSG 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 SSG

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

If the SSG 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 SSG, 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 SSG suggests could support that the harvest was legal?
- Does the information you have gathered on your product match the information and documentation in the SSG?

Detail what you have considered and any risks you have identified in Step 2 that the raw logs were illegally logged, if any:

Troubleshooting

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

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

SSGs may not reflect the latest developments in forestry laws. You may need to consult the websites of relevant agencies for updates.

Consider:

- 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 the subject of a logging ban or restriction?

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 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, or information about previous incidents of illegal logging relevant to that species or the area where the log was harvested.
- Have there been any media articles, third party reports, or government statements that would bring the legality of your logs into question?
- Is there any other information you know or should know, that would call into question the legality of the logs?
- 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 4 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 ASESMENT COMPLETED BY: _____

DATE: _____

IMPORTANT:

If you have assessed the risk using the State Specific Guideline option and decided that your raw log 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 proceeding to process the raw log/s.

If you have assessed the risk as greater 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 State Specific Guidelines assessment options conclude that the risk is low or nil, you must complete a Regulated Risk Factors assessment.