

FSC[®] – CONTROLLED WOOD DUE DILIGENCE SYSTEM PUBLIC SUMMARY

Organization:

Bégin & Bégin Inc. et Groupe NBG Inc.
76, Route 295 Lots-Renversés, Québec G0L 1V0

Code de certificat FSC

Bégin & Bégin : SAI-COC-001062 – Groupe NBG : QMI-COC-001876

Prepared by:

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Note: This public summary was prepared by the
Organization prior to the audit to comply with requirements 6.1 and 6.2 of FSC-STD-40-005 V3-1.
The information it contains has been verified by the audit team.

1 DUE DILIGENCE SYSTEM (DDS)

(This section was prepared by the organization prior to the audit and the information was verified by the audit team.)

1.1 Due Diligence System Development

The DDS was developed by:
<input checked="" type="checkbox"/> The organization
<input type="checkbox"/> An external party
Contact Information of the external party:

1.2 Description of changes made to the DDS since the last audit

<input checked="" type="checkbox"/> Check if non applicable (no changes were made since last audit)
Summary of changes made to the organization's DDS System (changes to suppliers structure, risk assessment, risk designation, mitigation/control measures, etc.):

1.3 Supply Chain Structure (per site)

Site name and ID:	
i) Nb. of suppliers	50/year
ii) Nb. of sub-suppliers	35
iii) Suppliers types	Primary producer
iv) Average length of non-FSC supply chain	2
v) Risk of mixing with non-eligible input	Low

1.4 Description of the Due Diligence System

Supply Area	Risk Designation	Risk Assessment
Quebec - Lower St-Lawrence River - Appalaches	Cat 1 : Low Risk	Quebec Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
New-Brunswick - Northern District	Cat 1 : Low Risk	NB Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
Maine - Northeastern district	Cat 1 : Low Risk	Maine Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	

1.5 Procedure for filling complaints

Procedure for filling complaints

Mécanisme de résolution des litiges

Si un élément en lien avec l'évaluation de risque est contesté par une tierce partie, la procédure qui suit sera mise en application par le directeur des opérations :

- Il communiquera avec l'individu ou l'organisation concernée dans un délai n'excédant pas 2 semaines après la réception de la plainte pour évaluer les preuves fournies et documenter le dossier au moyen de toutes données complémentaires pertinentes.
- Il évaluera dans un délai n'excédant pas 2 mois après la réception de la plainte que la contestation est fondée sur des faits crédibles et, le cas échéant, l'entreprise poursuivra les procédures de résolution du litige. Dans le cas contraire, l'entreprise expliquera par écrit qu'elle maintient le résultat obtenu lors de sa première évaluation de risque et les raisons qui motivent cette décision.
- Il vérifiera l'état de la situation auprès du ou des fournisseur(s) concerné(s) par le district d'approvisionnement visé par la plainte. Cette vérification permettra de compléter les informations et de valider ou d'invalider les fondements du litige. Ce ou ces fournisseur(s) devront prouver à l'entreprise que leurs produits sont de sources contrôlées. Celle-ci se réserve le droit de ne plus accepter leurs livraisons jusqu'à ce que la démonstration attendue ait été faite.
- Si les nouvelles informations recueillies permettent d'invalider les fondements de la plainte, il informera par écrit l'individu ou l'organisme étant à son origine que l'entreprise maintient le résultat obtenu lors de sa première évaluation de risque et il expliquera les raisons qui motivent cette décision. Autrement, si l'entreprise juge qu'elle est incapable de garantir que l'approvisionnement provenant du district visé est à faible risque, le responsable déclarera cette source comme non contrôlée. Ce bois sera dès lors refusé et ne pourra plus être livré à Bégin & Bégin inc. jusqu'à ce que des procédures de ségrégation du bois, approuvées par le registraire, aient été mises en place.
- Il avisera l'initiative nationale FSC Canada via info@fsccanada.org qu'une non-conformité avec les exigences de la norme FSC pour le bois contrôlé a été détectée dans une région considérée à risque faible.
- Il conservera toute documentation en lien avec les plaintes relatives à l'évaluation des risques de l'entreprise pour une période minimale de 5 ans.

Complaint Resolution Mechanism

If an element related to the risk assessment is contested by a third party, the following procedure will be implemented by the Director of Operations:

- It will contact the individual or organizations concerned within 2 weeks of receipt of the complaint to assess the evidence provided and document the file with any relevant additional information.
- It will assess within a period not exceeding 2 months after the receipt of the complaint that the dispute is based on credible facts and, where appropriate, the company will continue the procedures for resolving the dispute. If this is not the case, the company will explain in writing that it maintains the result obtained during its first risk assessment and the reasons for this decision.
- It will check the status of the situation with the supplier (s) concerned by the supply district to which the complaint relates. This verification will complete the information and validate or invalidate the basis of the dispute. This or these supplier (s) will have to prove to the company that their products are from controlled sources. The latter reserves the right to no longer accept their deliveries until the expected demonstration has been made.
- If the new information collected invalidates the basis of the complaint, it will inform in writing the individual or organization originally responsible for it that the company maintains the result obtained at the time of its first risk assessment and will explain the reasons that motivate this decision. Otherwise, if the company determines that it is unable to guarantee that the supply from the affected district is low risk, the manager will declare this source uncontrolled. This wood will therefore be refused and can not be delivered to Bégin & Bégin inc. until wood segregation procedures, approved by the Registrar, have been put in place.
- It will notify the FSC Canada National Initiative via info@fsccanada.org that a non-compliance with the requirements of the FSC Standard for Controlled Timber has been detected in a region considered low risk.
- It will keep all documentation related to the company's risk assessment complaints for a minimum of 5 years.

1.6 Contact Person for Complaints

Contact information of the person responsible for addressing complaints	
Name:	Jean-Marie Ouellet
Position:	Directeur de l'approvisionnement
Address:	76, Route 295 Lots-Renversés, Québec GOL 1V0
Phone:	418-899-6786
Email:	jmo@begin-begin.com

1.7 Control Measures Implemented

<input checked="" type="checkbox"/> Not applicable (All sourcing areas are low risk and risk of mixing is low)	
Risk Category	Control measures
1) Illegally harvested wood	
2) Wood harvested in violation of traditional and human rights	
3) Wood harvested from forest in which HCV are threatened by management activities	
4) Wood harvested in forest being converted to plantations or non-forest uses	
5) Wood from forest in which genetically modified trees are planted	
6) Risk of mixing in supply chain	

1.8 Summary of Stakeholder Consultation Process

<input checked="" type="checkbox"/> Not applicable (Stakeholders consultation is not required as a control measure)

1.9 Engagement of Experts by the Organization for Risk Assessment and Control Measures

<input checked="" type="checkbox"/> Not applicable (The organization's own control measures do not require the engagement of experts. See FSC-STD-40-005 V3 requirement 4.9)			
Name	Qualification	License/Registration	Scope of service

1.10 Field Verification by the Organization – Summary of Findings

<input checked="" type="checkbox"/> Not applicable (The organization’s control measures do not require field verification)	
Justification for sampling rate:	
Summary of findings:	
Steps taken to address identified non-conformities:	
Justification for exclusion of confidential information:	

1.11 Field Verification of Suppliers by the Organization – Summary of Findings

<input checked="" type="checkbox"/> Not applicable (The organization’s control measures do not require field verification of suppliers)	
Justification for sampling rate:	
Summary of findings:	
Steps taken to address identified non-conformities:	
Justification for exclusion of confidential information:	

1.12 Extension request for using approved FSC risk assessments

<input checked="" type="checkbox"/> Check if non-applicable. (The organization has not requested an extension of the 6 months deadline)	
Country:	
FSC Risk Assessment approval date:	
6 month timeline deadline:	
New deadline (up to 2 months extension):	
Circumstance beyond the control of the organization:	
Approved by (SAI Global Technical Manager):	

Annex A: Company Risk Assessment

IMPORTANT: Full risk assessment must be provided to the lead auditor as a standalone file. Summary are no longer accepted. The risk assessment will be published on the FSC Database once SAI Global approves it.