

# FSC<sup>®</sup> – CONTROLLED WOOD DUE DILIGENCE SYSTEM PUBLIC SUMMARY

## **Organization:**

Groupe Crête inc.  
1617 route 117, Saint-Faustin-Lac-Carré, QC, J0T 1J2  
FSC Certificate code : SAI-COC-001863, SAI-CW-001863

## **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

<b>The DDS was developed by:</b>
<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"/> <b>Check if non applicable</b> (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: <b>Groupe Crête div. Saint-Faustin</b>	
i) Nb. of suppliers	20
ii) Nb. of sub-suppliers	0
iii) Suppliers types	Primary
iv) Average length of non-FSC supply chain	Wood from woodlot managers
v) Risk of mixing with non-eligible input	low

Site name and ID: <b>Groupe Crête Chertsey</b>	
i) Nb. of suppliers	13
ii) Nb. of sub-suppliers	0
iii) Suppliers type	Primary
iv) Average length of non-FSC supply chain	Wood from woodlot managers
v) Risk of mixing with non-eligible input	low

Site name and ID: <b>Maxi-Forêt</b>	
i) Nb. of suppliers	10
ii) Nb. of sub-suppliers	0
iii) Suppliers type	Secondary
iv) Average length of non-FSC supply chain	Secondary transformation
v) Risk of mixing with non-eligible input	low

## 1.4 Description of the Due Diligence System

Supply Area	Risk Designation	Risk Assessment
Ontario South-east Ecoregions:	Cat 1: Low risk	Groupe Crête company risk assesment
Eastern Great Lakes lowland forests (NAD0407)	Cat 2: Low risk	
	Cat 3: Low risk	

Eastern forest-boreal transition (NAD0406)	Cat 4: Low risk	Groupe Crête company risk assesment
	Cat 5: Low risk	
Quebec Ecoregions:  Eastern Great Lakes lowland forests (NAD0407) Eastern forest-boreal transition (NAD0406)	Cat 1: Low risk	
	Cat 2: Low risk	
	Cat 3: Low risk	
	Cat 4: Low risk	
	Cat 5: Low risk	

### 1.5 Procedure for filling complaints

<b>Procedure for filling complaints</b>
<p><b>Groupe Crête div. St-Faustin, Groupe Crête Chertsey and Maxi-Forêt :</b></p> <ul style="list-style-type: none"> <li>• Acknowledge the receipt of the complaint to the complainant within 2 weeks.</li> <li>• If the complaint concerns a risk designation, the party responsible for the risk assessment will be notified of the complaint. Should the risk be a NRA, it is not possible for Groupe Crête inc. to act upon the complaint. The complainant will be notified that the responsible party has been forwarded the risk designation complaint.</li> <li>• We will investigate the complaint and develop proposed actions if the complaint is deemed substantial. If it is not deemed substantial, the complainant will be notified and a dialogue held to determine if there is any further action.</li> <li>• The deemed important complaint will be forwarded to the certification body and FSC National office within 2 weeks of receipt of complaint. If the substance of the complaint is not complete within 2 weeks, the complaint will be forwarded noting that it is still considered in progress.</li> <li>• The precautionary approach will be used if we continue to source out the concerned materials while a complaint is active.</li> <li>• A verification process to address resolution of the complaint will be developed within 2 months of the receipt of the complaint. A field verification will be carried out. Corrective actions will be a component of this process. A process to further verify compliance with the effectiveness of the corrective actions will be developed at this stage.</li> <li>• If no resolution is available, supply will be excluded from the supply chain or controlled wood will be dropped from the mill's certification.</li> <li>• The complainant and the auditing body will be notified when the complaint is successfully closed. This may include the option that the complaint is unfounded and no further action is deemed necessary.</li> <li>• All records regarding any type of complaint and actions taken will be filed.</li> </ul>

### 1.6 Contact Person for Complaints

<b>Contact information of the person responsible for addressing complaints</b>	
Name:	<b>Groupe Crête div. St-Faustin :</b> Geneviève Forget
Position:	Ventes et contrôle
Address:	1617 route 117, Saint-Faustin-Lac-Carré, QC, J0T 1J2
Phone:	819-688-5550
Email:	Genevieve.forget@groupecrete.com
<b>Contact information of the person responsible for addressing complaints</b>	
Name:	<b>Groupe Crête Chertsey :</b> Sylvie Beauregard
Position:	Ventes et logistiques
Address:	8227 route 125, Chertsey, QC, J0K 3K0

Phone:	450-882-2555
Email:	Sylvie.beauregard@groupecrete.com
<b>Contact information of the person responsible for addressing complaints</b>	
Name:	<b>Maxi-Forêt</b> : Directeur général (Jean-René Jacob)
Position:	Directeur général
Address:	700 boul. Roland-Godard, Saint-Jérôme, QC, J7Y 4C5
Phone:	450-431-6699
Email:	jeanrenejacob@maxiforet.com

1.7 Control Measures Implemented

<input checked="" type="checkbox"/> <b>Not applicable</b> (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"/> <b>Not applicable</b> (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"/> <b>Not applicable</b> (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

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1.10 Field Verification by the Organization – Summary of Findings

<input checked="" type="checkbox"/> <b>Not applicable</b> (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"/> <b>Not applicable</b> (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"/> <b>Check if non-applicable.</b> (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.