

FSC-STD-40-005 V3-1

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Canada

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SAI-CW-002514

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 V3-0.
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

Changes to the DDS
<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 (one for each site)

Site name and ID:	
i) Nb. of suppliers	687
ii) Nb. of sub-suppliers	1062 (Mainly loggers)
iii) Suppliers type	Primary
iv) Average length of non-FSC supply chain	3 suppliers
v) Risk of mixing with non-eligible input	Low risk

1.4 Description of the Due Dilligence System (DDS)

Supply Area	Risk Designation	Risk Assessment
Quebec (Montérégie and Outaouais)	Cat 1 : Low Risk	CANADA Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
New-Brunswick	Cat 1 : Low Risk	CANADA Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
South Ontario	Cat 1 : Low Risk	CANADA Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
Maine	Cat 1 : Low Risk	US Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	

	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
Vermont	Cat 1 : Low Risk	US Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
New Hampshire	Cat 1 : Low Risk	US Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
Massachusetts	Cat 1 : Low Risk	US Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
Rhode Island	Cat 1 : Low Risk	US Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
Connecticut	Cat 1 : Low Risk	US Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
New York	Cat 1 : Low Risk	US Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
Pennsylvania	Cat 1 : Low Risk	US Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
New Jersey	Cat 1 : Low Risk	US Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
Delaware	Cat 1 : Low Risk	US Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
Maryland	Cat 1 : Low Risk	US Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	

Alabama	Cat 1 : Low Risk	US Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
Iowa	Cat 1 : Low Risk	US Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
Illinois	Cat 1 : Low Risk	US Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
Indiana	Cat 1 : Low Risk	US Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
Kentucky	Cat 1 : Low Risk	US Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
Michigan	Cat 1 : Low Risk	US Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
Missouri	Cat 1 : Low Risk	US Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
North Carolina	Cat 1 : Low Risk	US Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
Ohio	Cat 1 : Low Risk	US Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
Tennessee	Cat 1 : Low Risk	US Risk Assessment
	Cat 2 : Low Risk	
	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
Virginia	Cat 1 : Low Risk	US Risk Assessment
	Cat 2 : Low Risk	

	Cat 3 : Low Risk	
	Cat 4 : Low Risk	
	Cat 5 : Low Risk	
West Virginia	Cat 1 : Low Risk	US 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
<p>Upon receipt of a complaint, the company will initiate the following procedures:</p> <ol style="list-style-type: none"> a) Confirm receipt of the complaint and receive it in the complaints register (FOR-03). Requests for information and clarification can be made at this time to the complainant. b) Provide an initial response to the complainant within a maximum period of two (2) weeks. If the complaint is found to be unfounded, the company will inform the complainant in writing explaining why it is making such a finding, while offering the complainant the opportunity to provide new information. c) Share complaints related to risk designations with the author of the risk assessment (for the National Risk Assessment (ANR), the name of the person responsible is included in the ANR). d) Determine whether the evidence referred to in a complaint is substantial or not by analyzing the evidence with respect to the risk of using materials from unacceptable sources e) If the complaint is found to be substantial, a precautionary approach will be applied to the materials involved in the ongoing complaint. For example, fiber would be excluded from the manufacturing processes of certified products. f) Submit substantial complaints to the certification body and FSC Canada within two (2) weeks of receipt of the complaint. Information on the steps to be taken by the organization to resolve the complaint and the application of the precautionary approach must be included in the complaint. g) If the complaint is found to be justified, corrective actions are determined and implemented within two (2) months of its receipt. If no corrective action can be identified and / or its implementation unguaranteed, the equipment and / or supplier will be excluded by the company. h) The effectiveness of the implementation of corrective actions towards suppliers must be verified. They will regain the status of Controlled Supplier once they have demonstrated compliance with the FSC Controlled Timber Requirements. i) (J) Inform the complainant, the certification body and FSC CANADA when it is determined that the actions taken have adequately resolved the complaint. j) K) All documentation relating to complaints will be kept for a minimum period of 5 years.

1.6 Contact information of the person responsible for addressing complaints

Contact information of the person responsible for addressing complaints	
Name:	Guillaume Genest
Position:	Procurement Manager/Dir. Achats Primewood Inc.

Address:	1150, rue Labonté Drummondville, Québec J2C 5Y4 Canada
Phone:	T. 819.478.7721 M. 514.467.4845
Email:	wgenest@primewood.com

1.7 Control measures implemented

Control Measures <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

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

Experts Qualification <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

Field Verification <input checked="" type="checkbox"/> Not applicable (The organization's control measures do not require field verification)
FMU...

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

Supplier verification	
<input checked="" type="checkbox"/> Not applicable (The organization's control measures do not require field verification of suppliers)	
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

Extension Request	
<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 requested (up to 2 months extension):	
Circumstance beyond the control of the organisation:	
Approved by (SAI Global Technical Manager):	

Annex A: Company Risk Assessment

IMPORTANT: Complete risk assessment must be provided to the lead auditor as a standalone file. Summary are no longer accepted. Confidential information can be removed.