

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

Organization:

McRae Lumber Co. Ltd
P.O Box 160
384A Hay Creek Rd.
Whitney, Ontario
K0J 2M0
FSC-C117010

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	2
ii) Nb. of sub-suppliers	0
iii) Suppliers types	Contractors
iv) Average length of non-FSC supply chain	1 degree
v) Risk of mixing with non-eligible input	none

1.4 Description of the Due Diligence System

Supply Area	Risk Designation	Risk Assessment
Algonquin Park Forest	Cat 1: Low risk	FSC Risk Assessment Algonquin Park Oct 2017
	Cat 2: Low risk	
	Cat 3: Low risk	
	Cat 4: Low risk	
	Cat 5: Low risk	
Private Wood	Cat 1: Low risk	FSC Risk Assessment private wood 2017
	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

Complaints can be received verbally or through email at jamesmcrae@mcraelumber.ca. In the case of comments or complaints from stakeholders that are related to the DDS, the following process shall be implemented:

- a) Acknowledge receipt of the complaint;
- b) Informing stakeholders of the complaint procedure, and providing an initial response to complainant within a time period of two (2) weeks;
- c) Forwarding complaints related to risk designations in the relevant FSC risk assessment to the responsible body (for an NRA: as indicated in the NRA; for a CNRA: FSC);
NOTE: When a complaint is forwarded to a responsible body, Clauses 7.2. d) - k) do not apply.
- d) Conducting a preliminary assessment to determine whether evidence provided in a complaint is or is not substantial, by assessing the evidence provided against the risk of using material from unacceptable sources;
- e) Dialogue with complainants that aims to solve complaints assessed as substantial before further actions are taken;
- f) Forwarding substantial complaints to the certification body and relevant FSC National Office for the supply area within two (2) weeks of receipt of the complaint. Information on the steps to be taken by the organization in order to resolve the complaint, as well as how a precautionary approach will be used, shall be included with the complaint;
- g) Employing a precautionary approach towards the continued sourcing of the relevant material while a complaint is pending;
NOTE: This includes a description of how the precautionary approach is employed by the organization when a complaint is active.
NOTE: A complaint is pending if it has been considered to be substantial (according to Clause 7.2 d), and no effective corrective action (according to Clauses 7.2 h) - k) has been taken yet.
- h) Implementing a process (e.g. field verification and/or desk verification) to verify a complaint assessed as substantial by the organization, within two (2) months of its receipt;
- i) Determining the corrective action to be taken by suppliers and the means to enforce its implementation by a supplier if a complaint has been assessed and verified as substantial. If a corrective action cannot be determined and/or enforced, the relevant material and/or suppliers shall be excluded by the organization;
- j) Verifying whether corrective action has been taken by suppliers and whether it is effective;
- k) Excluding the relevant material and suppliers from the organization's supply chain if no corrective action is taken;
- l) Informing the complainant, the certification body, and the relevant FSC National Office of the results of the complaint and any actions taken towards its resolution, and for maintaining copies of relevant correspondence; and
- m) Recording and filing all complaints received and actions taken.

1.6 Contact Person for Complaints

Contact information of the person responsible for addressing complaints	
Name:	Jamie McRae
Position:	Management
Address:	P.O. Box 160, 384A Whitney, Ontario K0J 2M0
Phone:	613-637-5352
Email:	jamesmcrae@mcraelumber.ca

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:	
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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.