

## Publically Available Information for FSC Controlled Wood Certificate Holders

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### INSTRUCTIONS

FSC® requires that organizations track their controlled material and publish specific findings. This form helps you meet the requirements in Section 6 of FSC-STD-40-005 V3-0 “Publically Available Information”.<sup>1</sup>

<b>Organization Name</b>	Carter Holt Harvey Building Products Limited
<b>FSC COC Certificate Number</b>	<ul style="list-style-type: none"> <li>o Carter Holt Harvey Building Products Limited Nelson Sawmill FSC Mix Credit SCS-COC-001321 Expires 20/12/2022 FSC Controlled Wood Material SCS-CW-001321 Expires 20/12/2022</li> <li>o Carter Holt Harvey Building Products Limited Whangarei Sawmill FSC Mix Credit SCS-COC-001317 Expires 30/01/2023 FSC Controlled Wood Material SCS-CW-001317 Expires 30/01/2023</li> <li>o Carter Holt Harvey Building Products Limited NZ Kawerau Sawmill FSC Mix Credit SCS-COC-000403 Expires 1/02/2022 FSC Controlled Wood Material SCS-CW-000403 Expires 1/02/2022</li> </ul>

<b>Name of Authorized Representative (Contact information for person or position responsible for addressing complaints)</b>	<ul style="list-style-type: none"> <li>o Carter Holt Harvey Building Products Whangarei Sawmill: Tyler.Fuller@chhwoodproducts.co.nz</li> <li>o Carter Holt Harvey Building Products Kawerau Sawmill: Mike.Denny@chhwoodproducts.co.nz</li> <li>o Carter Holt Harvey Building Products Nelson Sawmill: Ben.Vlaming@chhwoodproducts.co.nz</li> </ul>
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<sup>1</sup> This document is meant as guidance only, utilization of templates and guidance documents is no guarantee of conformity with FSC requirements. It is your organization’s responsibility to conform to relevant FSC requirements.

**Procedure for filing complaints**

*Note: for further details on complaints procedure, see section 7 in FSC-STD-40-005 V3-0*

- Complaints should be directed in writing (e-mail) in the first instance to the Site FSC CoC administrator for the supplying mill. see list above
- The complainant will receive an e-mail acknowledgement that their complaint has been received.
- The complaint will be acknowledged within two days of receipt and a copy of the complaints procedure will be included with the acknowledgement e-mail.
- CHH Woodproducts NZ's audit body will also be copied on the e-mail acknowledging the complaint.
- The acknowledgement e-mail should also include any requests for further information or evidence that may be required to investigate the complaint.
- Evidence related to the complaint will be gathered and assessed by the Site CoC Administrator within 2 weeks of the complaint being received.
- After consideration of the evidence relating to the complaint a formal initial response to the complaint will be e-mailed to the complainant within two weeks of the complaint being received.
- The initial response will summarise the findings of the assessment, including our determination on whether the complaint is valid. It will also include a summary of further actions (if any) to be undertaken by the site. Copy of the response e-mail will be provided to SCS via CHH Woodproducts NZ audit body. The complainant will also be advised that they are entitled to take the complaint directly to SCS if they disagree with the findings of the CHH Woodproducts NZ assessment.
- In the event that evidence is considered relevant and that a potential problem exists; then the Site CoC Administer will ensure that field verification is conducted within 2 months of receipt of the complaint.
- Field verifications will be conducted by personnel with sufficient expertise and knowledge to be able to conduct the verification in accordance to the standard (Annex 3 of FSC-STD-40-005 V2.1). CHH Woodproducts NZ verifications will be undertaken by the Technical & Development Manager or by their duly appointed delegate.
- If the field verification concludes that the wood does not meet the requirements of FSC Controlled Wood standard Annex 3, or FSC certified wood, or if the field verification is not conducted within 2 months of receipt of the complaint, then the supply will be excluded from our

	<p>FSC Product Groups and no claims about this material will be made until the supply has been proven to comply with the FSC Controlled Wood requirements. Furthermore, the Carter Holt Harvey Woodproducts Technical and Development Manager will notify SCS of the results of the verification within 2 weeks of its completion.</p> <ul style="list-style-type: none"><li>• Records of all complaints received and actions taken will be kept for a minimum of 5 years and made available to SCS upon request.</li><li>• Where there are two complaints upheld against a supplier within a three year period, CHH Woodproducts Technical &amp; Development Manager will engage a suitably qualified independent third party to undertake a detailed risk assessment of the supplier in question.</li></ul>
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<b>Risk Assessment Summary</b> In the case that there are multiple risk assessments, copy and paste this table below for each assessment.	
<b>Description of Supply Area</b>	Radiata Pine grown in plantations in New Zealand
<b>Reference to the applicable Risk Assessment</b>	Risk Assessment is covered as follows: The Draft FSC Centralised National Risk Assessment - New Zealand, May 2016 applies to Category 1 Controlled Wood. Categories 2-5 are assessed against FSC-CW-RA-016-NZ  NZ Plantation Grown Radiata pine is rated as low risk under these assessments.
<b>Submit applicable risk assessment (excluding confidential information) in a separate document</b>	
<b>Risk Designations Summary</b> For any category not rated as "Low" please fill in control measures by risk assessment indicator	<b>Sub-category</b>
In order to select a checkbox, "double-click" on the box, and select default value as "checked".	
<b>Overall Risk Designation for the Supply Area</b>	<input type="checkbox"/> Unspecified (see below for unspecified risk designations) <input checked="" type="checkbox"/> Low
<b>1. Illegally harvested wood</b> Overall Risk Designation: <input type="checkbox"/> Unspecified <input checked="" type="checkbox"/> Low Control Measures per indicator (if applicable)	1.1 <input type="checkbox"/> Unspecified <input checked="" type="checkbox"/> Low 1.2 <input type="checkbox"/> Unspecified <input checked="" type="checkbox"/> Low 1.3 <input type="checkbox"/> Unspecified <input checked="" type="checkbox"/> Low 1.4 <input type="checkbox"/> Unspecified <input checked="" type="checkbox"/> Low
<b>2. Wood harvested in violation of traditional and human rights</b> Overall Risk Designation: <input type="checkbox"/> Unspecified <input checked="" type="checkbox"/> Low Control Measures per indicator (if applicable)	2.1 <input type="checkbox"/> Unspecified <input checked="" type="checkbox"/> Low 2.2 <input type="checkbox"/> Unspecified <input checked="" type="checkbox"/> Low 2.3 <input type="checkbox"/> Unspecified <input checked="" type="checkbox"/> Low 2.4 <input type="checkbox"/> Unspecified <input checked="" type="checkbox"/> Low 2.5 <input type="checkbox"/> Unspecified <input checked="" type="checkbox"/> Low
<b>3. Wood harvested from forests in which high conservation values are threatened by management activities</b> Overall Risk Designation: <input type="checkbox"/> Unspecified <input checked="" type="checkbox"/> Low Control Measures per indicator (if applicable)	3.1 <input type="checkbox"/> Unspecified <input checked="" type="checkbox"/> Low  3.2 <input type="checkbox"/> Unspecified <input checked="" type="checkbox"/> Low
<b>4. Wood harvested from areas being converted from forests and other wooded ecosystems to plantations or non-forest uses</b> Control Measures (if applicable)	4.1 <input type="checkbox"/> Unspecified <input checked="" type="checkbox"/> Low

<p><b>5. Wood harvested from forests in which genetically modified trees are planted</b> Control Measures (if applicable)</p>	<p>5      <input type="checkbox"/> Unspecified   <input checked="" type="checkbox"/> Low</p>
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<b>Stakeholder Consultation Summary</b>	
<input checked="" type="checkbox"/> N/A No stakeholder consultations conducted	
<p><b>Summary of the consultation process(es) performed according to Annex B of FSC-STD-40-005 V3</b></p>	

## Expert Engagement Summary

N/A No expert engagement conducted

**Information on the engagement of one or more experts in the development of control measures in accordance with Annex C of FSC-STD-40-005 V3**

*Note: For individual experts this includes the names of the experts, their qualifications, their license/registration number (if applicable), and the scope of their services. For publically available expertise, the specific sources of information shall be cited.*

## Summary of Field Verification (undertaken as a control measure)

N/A No field verifications conducted as control measures

**A summary of the organization's findings from field verification undertaken as a control measure, and steps taken by the organization to address identified non conformities where they occurred, unless confidential. The organization shall provide a justification for the exclusion of confidential information.**

*Note: The confidential nature of the information may be determined by the legislation that the organization must be in compliance with. Commercially sensitive information, and the names of individual landholders may be treated as confidential.*