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Timber Trade Federation

Responsible Purchasing Policy

Document 10 version 1

Risk Assessment using Choice Tables and Associated Objective Evidence

Supplier name:

Date:

Part A. What are your supplier’s environmental & timber procurement policies?

RPP – Environmental and Timber Procurement Policies Choice Table		
Choice nos.	Description	Selection [X]
1	Has no clear environmental policy for purchasing timber. If someone is selling it and it’s the right species and dimensions then they’ll buy it. Generally a lack of any documented objective evidence to support claims.	
2	Has a timber procurement policy but the policy is unclear and many of the people in the company are not familiar with it. Does not acknowledge that purchasing illegal timber is an issue to be tackled.	
3	Has a timber procurement policy that addresses most of the critical issues but it could be better worded and better communicated. Possibly has some of custody certificates.	
4	Is trying hard to address the critical issues through its procurement policy, environmental action plan and makes sure that all within the company know what is required. Has an overarching environmental policy. The critical issues are periodically discussed with external stakeholders. Has chain-of-custody certificates.	
5	Has a clearly defined timber procurement policy (as part of an overall environmental policy) developed following consultation with internal and external stakeholders. The policy and related action plans form an important part of management systems. All employees are aware of policy and it is clearly communicated throughout the Purchasing Department. Has ISO 9000 and/or ISO14000 series certificates and chain-of-custody certificates. Is a member of an organisation promoting sustainable forestry. Generally documentation supplied as objective evidence.	
<p>Objective evidence:</p> <p>+ve</p> <ul style="list-style-type: none"> • Copy of environmental policy • Copy of timber procurement policy • Copy of environmental action plan • Names of NGO’s that consulted with • Examples of staff training documentation <p>-ve</p> <ul style="list-style-type: none"> • Unable to produce any policies • Copies of policies have just been cut and pasted from others • No evidence of consultation with stakeholders • Takes time to produce an irrelevant or poor policy 		

Part B. What are your supplier’s relations with their suppliers?

RPP – Supplier Relations Choice Table		
Choice nos.	Description	Selection [X]
1	Have no real significant or long term established relationships with the organisations that supply them with raw material. Lack of documented objective evidence to support any claims.	
2	They have developed a long-term relationship with some suppliers and do discuss environmental demands with them.	
3	They have ‘preferred’ suppliers that they have well established relationships with and make sure they are up-to-date with the latest market and environmental developments. They make every attempt to make sure they know the location of the source forest.	
4	They have a documented system for evaluating their ‘preferred’ suppliers. They have regular communications regarding developments and they really think of them as an extended part of their Purchasing department	
5	Have a documented system of evaluating their ‘preferred’ suppliers or they directly manage forest concession areas. They have developed joint projects to meet future demands from clients. Documentation supplied as objective evidence.	
<p>Objective evidence:</p> <p>+ve</p> <ul style="list-style-type: none"> • Independently verified Chain-of-Custody certificates • Copies of documents explaining current environmental requirements • Copies of documents defining preferred suppliers • Copies of documented supplier evaluation system <p>-ve</p> <ul style="list-style-type: none"> • Inability to produce any documentation indicating source forests 		

Part C. What are your supplier’s relations with their stakeholders?

RPP – Stakeholder Relations Choice Table		
Choice nos.	Description	Selection [X]
1	They do not feel the need to communicate with any communities that surround their business or businesses. They do not want to communicate with any national or international NGO’s. Lack of documented objective evidence to support claims.	
2	They do occasionally communicate with the local communities that surround their business or any other groups that contact them but they only do this as a reaction – usually connected with a complaint.	
3	They communicate on regular basis with their local stakeholders particularly when they are approached with a problem – so it is reactive rather than proactive. They occasionally communicate with NGO’s in a reactive manner.	
4	They know exactly who the surrounding communities are and what their concerns are as a result of regular communication. They have some ongoing relationships with NGO’s.	
5	They have a comprehensive stakeholder engagement process. They conduct an independent audit of impacts on the local communities for all their operations. They actively seek regular communications with NGO’s. Documentation supplied as objective evidence.	
<p>Objective evidence:</p> <p>+ve</p> <ul style="list-style-type: none"> • Can provide documents demonstrating regular communication with NGO’s • Documents showing working with organisations like TFT or WWF’s GFTN • Copies of reports showing the assessment of impacts on local communities <p>-ve</p> <ul style="list-style-type: none"> • No appropriate documentation 		

Part D1. What does your supplier manage their wood raw material supply chain?

RPP – Independently Validated Certificates Choice Table		
Choice nos.	Description	Selection [X]
1	Have no independently awarded certificates covering the legality and sustainability of their timber products. Supplies come from unknown source forests. The supply chain is very complex and long with plenty of potential for illegal timber to mix be part of it. Lack of documented objective evidence to support any claims.	
2	They are in the process of working towards certification but have yet to be awarded any certificates. The supply chain is poorly defined.	
3	At least part of the supplies have been certified by an independent certification organisation. The certificates relate to the legality of the timber but certificate does not cover sustainability. There is a chain-of-custody or alternatively the capacity of the regulatory agencies is very high. There is a reasonable degree of knowledge about the supply chain.	
4	At least part of the supplies have been certified by an independent certification organisation. The certificates relate to the sustainability of the timber. There is a chain-of-custody or the capacity of the regulatory agencies is very high. The supply chain is well documented. The remaining supplies are certified as legal.	
5	Their forest management and chain-of-custody activities are fully certified by independent, internationally recognised certification companies against a credible standard. The supply chain is well understood and tightly controlled. Documentation supplied as objective evidence.	
<p>Objective evidence:</p> <p>+ve</p> <ul style="list-style-type: none"> • Legitimate copies of forest management certificates • Legitimate copies of any other certificates • Evidence – reports etc – demonstrating that supplier has initiated sustainable management systems • It is internationally accepted that regulatory capacity of the forest service is very high <p>-ve</p> <ul style="list-style-type: none"> • No intention of being involved with any independent certification programme • Has never heard of any of the standard forest management certificates • It is internationally accepted that regulatory capacity of the forest service is significantly compromised 		

Part D2. How does your supplier source timber and timber products?

RPP – Wood Raw Material Supplies Choice Table		
Choice nos.	Description	Selection [X]
1	Buys any wood that is on offer. If someone is selling it they assume that it's legal. The majority of the source forests are unknown. Lack of documented objective evidence to support claims.	
2	Generally buys wood that is thought to be legal when available, however, there are often occasions when recognised sources dry up and any timber available has to purchased. The majority of product comes from known and unknown source forests.	
3	Has a policy of only buying timber that has been certified as legal, but very occasionally has to source raw material from unknown sources. Supplier company has a good idea of where most of its wood raw material comes from and much of it is independently verified as legal.	
4	Has a policy of only buying timber from sources that are certified as legal and will, whenever possible, buy material from sources that are independently certified as legal. A significant % of the forest they source from are working towards a 'sustainable' certificate.	
5	Only buys wood that originates from recognised officially approved suppliers who can demonstrate objective evidence of legal ownership, including where appropriate independently awarded certificates for sustainable management. They know exactly where every stick of wood raw material comes from. Documentation supplied as objective evidence.	
<p>Objective evidence:</p> <p>+ve</p> <ul style="list-style-type: none"> • Appropriate Chain of Custody and Forest Management certificates • Appropriate Legality certificates • Reports from independent experts on steps being taken to gain a certificate <p>-ve</p> <ul style="list-style-type: none"> • No certificates available • No official or independent proof of legality 		

RPP Signatory name:

Supplier name:

Date:

RPP Choice Table - Risk assessment matrix						
Choice table number	Choice selected					Score
	Higher risk ←-----→Lower risk					
A. Supplier's policy regarding timber procurement	1	2	3	4	5	
B. Supplier's work with their suppliers	1	2	3	4	5	
C. Supplier's relationship with NGO's in locality	1	2	3	4	5	
D1. Supplier's forest management/chain-of-custody certificates	1	2	3	4	5	
D2. Type of organisations supplier buys timber from	1	2	3	4	5	
TOTAL SCORE						



RPP Choice Table - Risk assessment matrix - Total Score								
Overall Risk Level	TOTAL SCORE							Overall Risk Level
Higher risk	5	6	7	8	9	10	11	Higher risk
Medium risk	12	13	14	15	16	17	18	Medium risk
Lower risk	19	20	21	22	23	24	25	Lower risk

Comments