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# **Timber Trade Federation Responsible Purchasing Policy**

**Document 9 version 1**

**Questionnaire**

**Supplier name:**

**Date:**

## Responsible Purchasing Policy

### Questionnaire

Please first read **Document 6 - Questionnaire Explanation and Guidelines** - to understand the reasoning behind these questions. Thank you for your co-operation.

<b><i>Your general company information</i></b>		Please see pg 3 of Doc 6 Explanation & Guidelines	
<b>Your information</b>			<b>Remarks</b>
1.	Company name		
2.	Address		
3.	Telephone		
4.	Facsimile		
5.	Website URL	www.	
6.	Name of Managing Director		
7.	Name of <i>Mycompany</i> Account Manager		
8.	Email address		
9.	Mobile phone no		
10.	Name of Environmental Manager		
11.	Email address		
12.	Number of years as supplier to <i>Mycompany</i>		

<b>Part A Your environmental &amp; timber procurement policies</b> <small>Please see pg 4 of Explanation &amp; Guidelines</small>				
<b>Question</b>		<b>Yes/No</b>	<b>Objective evidence required</b>	<b>Remarks</b>
13.	Does your company have an <b>internationally recognised management standard</b> addressing company quality or environmental performance e.g. ISO 9000 or 14001?		Copy of policy	
14.	Does your company hold internationally recognised chain-of-custody certificates?		Copy of appropriate C-o-C certificate(s)	
15.	Does your company have an <b>'overall' environmental policy</b> ?		Copy of policy	
16.	Did your company consult with any external organizations during the formulation of this overall environmental policy?		Name of organizations(s)	
17.	Does your company have a <b>timber procurement policy</b> with environmental guidelines?		Copy of policy	
18.	Does your company <b>provide formalised training on the timber procurement policy</b> for your staff?			<b>Explanation:</b>

<b>Part A Your environmental &amp; timber procurement policies</b> Please see pg5 of Explanation & Guidelines (cont.)				
<b>Question</b>		<b>Yes/No</b>	<b>Objective evidence required</b>	<b>Remarks</b>
19.	Is your company a <b>member of an organization</b> that requires you to promote sustainable forestry?			<b>Explanation:</b>
20.	What is your company <b>policy on illegal timber</b> and <b>what actions</b> are being taken to prevent it entering the supply chain?		<b>Explanation:</b>	
21.	Additional Questions			

<b>Part B Your supplier relations</b>		Please see pg 6 of Explanation & Guidelines	
<b>Question</b>	<b>Yes/No</b>	<b>Objective evidence required</b>	<b>Remarks</b>
22.	Does your company have a system for defining 'preferred suppliers' status?		Copy of document defining 'preferred supplier' status
23.	Does your company develop long-term relationships with its suppliers?		<b>Explanation:</b>
24.	How do you communicate your timber purchasing policy to your suppliers?		<b>Explanation:</b>
25.	Does your company work with its priority suppliers to develop joint projects to meet the future environmental demands of the market or support any specific supplier activities relating to sustainable and or legal forest management?		<b>Explanation:</b>
26.	Does your company have a means of discouraging suppliers providing timber products that have no known geographical origin?		Copy of documents showing how suppliers are regulated
27.	Additional Questions		

<b>Part C Your stakeholder relations</b>				
Please see pg 7 of Explanation & Guidelines				
<b>Question</b>		<b>Yes/No</b>	<b>Objective evidence required</b>	<b>Remarks</b>
28.	Does your company engage in activities or maintain communications with any local, national or international non-Government Organisations?		Names of individuals and organizations	
29.	How regular is this engagement or communication?		<b>Explanation:</b>	
30.	Does your company engage in activities or maintain communications with the local communities surrounding your premises?		Names of individuals and community groups.	
31.	How regular is this engagement or communication?		<b>Explanation:</b>	
32.	Does your company make any kind of assessment of its impacts on the surrounding population?		<b>Explanation:</b>	
33.	Is the assessment of impacts undertaken by an independent assessor and what has resulted?		<b>Explanation:</b>	
34.	Additional Questions			

<b>Part D Your supply chain management</b>		Please see pg 8 of Explanation & Guidelines	
<b>Question</b>	<b>Yes/No</b>	<b>Objective evidence required</b>	<b>Remarks</b>
35.	Does your company supply <i>Mycompany</i> with <b>ANY</b> timber/wood products for which there is <b>NO</b> Chain-of-Custody (C-o-C) certificate ie do you sell <i>Mycompany</i> any uncertified timber or timber products?		<b>Explanation:</b>
36.	Are you and your suppliers working towards C-o-C certification for the non-certified timber/wood products that you supply to <i>Mycompany</i> ?		Copy of pre-audit report
37.	For these uncertified products are you able to independently verify that they are legal?		Copy of document that independently verifies legality
38.	Does your company supply <i>Mycompany</i> with <b>ANY</b> timber/wood products from <b>UNKNOWN</b> source forests ie where the forests cannot be pinpointed on a map?		Copy of document that verifies source forest(s)
39.	Additional Questions		

***Part E Your supply chains***

Please see pg 9 of Explanation & Guidelines

To assist in understanding your company's individual supply chain/s please enclose typical flowchart diagrams for the principle timber and timber products you supply us.



***Part F What timber and wood products you have supplied from January 2004***

Please see pg 10 of Explanation & Guidelines

Please refer to the **Source Forest Status Definitions** (in Document 6) and then indicate the volume (to the nearest whole m<sup>3</sup>) and the current source forest status for the timber and timber products grouping that you supply to *Mycompany*.

Please note there are four different tables to complete (where appropriate):

**Table F1 Softwood**

**Table F2 Hardwood**

**Table F3 Panel Products**

**Table F4 Manufactured Joinery (doors, windows, joinery)**







