

# Example Sourcing Questionnaire

Suitable for companies trading mainly in solid timber, furniture, and sheet materials.

## **[COMPANY NAME] SUPPLIER QUESTIONNAIRE**

### Guidance on completing this questionnaire

The survey consists of three parts:

**Part A** identifies some company-level information and only needs to be completed once for each company.

**Part B** asks questions about your company's forest products purchasing policy, and like Part A, only needs to be completed once for each company.

**Part C** asks for detailed information about the forest sources used in the products that your company supplies, or wishes to supply. Please answer all questions in the format provided. This will help us evaluate the source of the wood used in these products, as well as the balance between recycled and virgin material used.

**Part D** allows you to group together the sources identified in Part C and to indicate the volume of material supplied in a calendar year and only needs to be completed once.

**Part E** allows you to identify which of these groupings is used in each product supplied and only needs to be completed once.

### PART A: YOUR COMPANY DETAILS

---

<b>A 1</b>	Supplier Code:	
	Full Company Trading Name:	
<b>A 2</b>	Company Full Postal Address:	
	Postal / Zip Code:	
	Country:	
<b>A 3</b>	Name of Managing Director / Chief Executive:	
<b>A 4</b>	Environmental Contact:	
	Company Telephone Number:	
	Company Fax Number:	
<b>A 5</b>	Country Dialling Code:	

**I certify that to the best of my knowledge, the information provided in this Questionnaire is correct.**

**Name:**

**Signature:**

**Position:**

**Date:**

## PART B: YOUR FOREST PRODUCTS PURCHASING POLICY

<b>Your Company Policy:</b>			
<b>Question number</b>	<b>Question</b>	<b>Response</b>	<b>Note</b>
<b>B1</b>	Has your company an official written procurement policy for forest products?	<b>(YES/NO)</b>	A forest products purchasing policy is a clear indication that our suppliers have similar values and aspirations to our organization.
<b>B2</b>	<p>If yes, does your policy include reference to: Promoting traceability of what is in your supply chain? (YES/NO): Sourcing only legal timber?</p> <p>Only sourcing from forests that are being converted to other land use when this is appropriate?</p> <p>Not sourcing from forests with threatened high conservation values?</p> <p>A commitment to continuously increasing the amount of forest products you trade that comes from credibly certified forests?</p>	<p><b>(YES/NO)</b></p> <p><b>(YES/NO)</b></p> <p><b>(YES/NO)</b></p> <p><b>(YES/NO)</b></p> <p><b>(YES/NO)</b></p>	Our policy is very clear. We expect our suppliers to have clear policies that are similar to our own.
<b>B3</b>	Is a copy of your policy enclosed with your response?	<b>(YES/NO)</b>	
<b>B4</b>	Is your company a participant in a Forest & Trade Network? Or is your company involved in a program that will assist them toward sourcing from well-managed forests such as those supported by GFS, ProForest, RA/SmartSource, TFT, TTF's RPP program?	<b>(YES/NO)</b>	Forest & Trade Network membership is a clear way of demonstrating commitment to responsible purchasing or production of forest products.
<b>B5</b>	If yes, in which country?:		
<b>B6</b>	<p>Does your company have chain-of-custody certification from a certification body?</p> <p>Which organization endorsed the certification? (for example, FSC, PEFC, CSI, etc.):</p> <p>Please give details of the COC certificate, including reference number:</p>	<p><b>(YES/NO)</b></p> <p><b>(Organization)</b></p> <p><b>(COC number)</b></p>	Chain-of-custody certification allows the organization to clearly segregate material that is certified and allows us as a purchaser to ensure that what is delivered is what was specified.
<b>B7</b>	Other relevant standards: Does your company have other forms of certification,	<b>(Standard)</b>	ISO or similar management systems provide good frameworks for delivering improved environmental

**Your Company Policy:**

Question number	Question	Response	Note
	such as ISO 9000 or ISO 14000, which place emphasis on product traceability? Please give brief details below:		performance.
<b>B8</b>	Does your company have a system to manage its supply chain and to promote the responsible purchasing of forest products?  Please give brief details below and please attach further documentation if required.	<b>(YES/NO)</b>	We require our suppliers to be able to demonstrate that their policies are delivered through a management system that routinely evaluates the environmental status of forest products and that continually strives to improve performance.
<b>B9</b>	Does your company provide formalized training on the timber procurement policy for your staff?	<b>(YES/NO)</b>	Companies that train their staff about their policies are better at delivering those policy objectives. Please describe this program.
<b>B10</b>	Does your company have a system for defining "preferred suppliers" status?	<b>(YES/NO)</b>	Preferred suppliers are those that your company has identified as having the capability to supply the timber/wood products with the characteristics that you require and may have set out in a timber purchasing policy.
<b>B11</b>	Does your company develop long-term relationships with its suppliers?	<b>(YES/NO)</b>	Our company wants to reduce the risk associated with purchasing timber from illegal or badly managed forest. Experience suggests that companies that deal with known suppliers are less likely to deal in risky product.
<b>B12</b>	How do you communicate your timber purchasing policy to your suppliers?		Suppliers normally form a part of a long and complex supply chain. They may well be so disconnected from the end user that they do not know or cannot hear what the marketplace is demanding in terms of environmental and social performance. Suppliers therefore need to be kept up to date with environmental best practice so that they can react accordingly and supply you with what we need. Your timber purchasing policy should make it clear what we need.
<b>B13</b>	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>(YES/NO)</b>	The more your company supports suppliers in their efforts to prevent illegal timber or wood products from entering the supply chain, the greater the chance of excluding such products from the supply chain.
<b>B14</b>	Does your company have a	<b>(YES/NO)</b>	Your supplier needs a systematic

<b>Your Company Policy:</b>			
<b>Question number</b>	<b>Question</b>	<b>Response</b>	<b>Note</b>
	means of discouraging suppliers providing timber products that have no known geographical origin?		means of preventing illegal timber/wood products (stolen timber, or timber originally cut from protected areas or similar areas otherwise precluded by law) from entering the supply chain. If they do not have a system or do not directly know where their wood comes from, then there is an increased risk of illegal material entering the supply chain that we are a part of.
<b>B15</b>	Are you and your suppliers working toward traceability or chain-of-custody certification for the timber/wood products that you supply?	<b>(YES/NO)</b>	We like to know where our timber/timber products come from. We then have a head start on proving its legality to our clients. Traceability (a set of technologies, procedures, and documents that are used to manage the wood supply chain, usually defined in terms of documentation, identification, and segregation) does this. Proof of a preaudit report provides the necessary evidence of this.
<b>B16</b>	For these products, are you able to independently verify that they are legal?	<b>(YES/NO)</b>	We are committed to only buying independently verified legal timber. If the timber and timber products that you supply us does not meet these requirements, we need to know.

## **PART C: PRIMARY SOURCES OF FOREST PRODUCTS**

---

Please duplicate this sheet and complete for ALL sources used to supply our products.

<b>Your Sources:</b>			
<b>Question number</b>	<b>Question</b>	<b>Response</b>	<b>Note</b>
<b>C1</b>	Reference Number of Source		If a mill has a number of forests supplying it, enter each forest in sequence; for example, Mill 1 / Forest 1; M1 / F2 etc.
<b>C2</b>	Name of Forest Management Unit or Primary Mill: Location / Region: Country:	<b>(Forest name)</b> <b>(Mill name)</b> <b>(Region)</b> <b>(Country)</b>	
<b>C3</b>	Type of Ownership / Operation:	<b>(State owned)</b> <b>(Private company)</b> <b>(Public company)</b>	

<b>Your Sources:</b>			
<b>Question number</b>	<b>Question</b>	<b>Response</b>	<b>Note</b>
		<b>(Community)</b>	
<b>C4</b>	Details of Forest Management Unit / Primary Mill  Name of Company:  Company's Full Postal Address:  Name of Managing Director:  Phone number: Fax. number:		
<b>C5</b>	Does this source comply with our purchasing policy?  If not, what steps will be taken to ensure future compliance?	<b>(YES/NO)</b>	
<b>C6</b>	Is this source already certified or progressing to certification?  If certified, or if certification is in progress, please give details of scheme:	<b>(Certified – certificate details)</b>  <b>(Progressing – GFTN / TFT / SGS CSP / other)</b>	
<b>C7</b>	Please give details of measures you have taken to check whether this source is complying with our policy?	<b>(Letter / contract / visit / audit)</b>	
<b>C8</b>	Are you aware of any concerns or issues that have been publicly raised about this source?  Please give brief details;	<b>(YES/NO)</b>  <b>(NGO campaigns, press, prosecutions)</b>	
<b>C9</b>	How would you categorize this source?  Insufficient detail to assess and / or <b>noncompliant</b> with our purchasing policy?  <b>Known</b> and compliant with our policy?  <b>Is a known licensed source?</b>	<b>Choose one only</b>  <b>(YES/NO)</b>  <b>(YES/NO)</b>  <b>(YES/NO)</b>	You are confident the source is identifiable?  Traceable with a high level of confidence that there was a legal right to harvest the timber?

<b>Your Sources:</b>			
<b>Question number</b>	<b>Question</b>	<b>Response</b>	<b>Note</b>
	<b>Progressing to credible certification?</b>	<b>(YES/NO)</b>	Source is working with WWF Forest & Trade Networks or other similar mechanisms to achieve credible certification?
	<b>Credibly Certified?</b>	<b>(YES/NO)</b>	This source is certified under a credible certification scheme?
<b>C10</b>	Do you have any proof that the harvesting company had the legal right to harvest the wood?	<b>(YES/NO)</b>	Please provide brief details of the information you hold. We may ask for more details in future.
<b>C11</b>	Do you have any proof that the harvesting company had the legal right to transport the timber?	<b>(YES/NO)</b>	Please provide brief details of the information you hold. We may ask for more details in future.
<b>C12</b>	Do the source country's regulatory authorities have a well-established reputation for adequately controlling illegal logging?	<b>(YES/NO)</b>	
<b>C13</b>	Do the source country's regulatory and governance authorities have a reputation for honest and reputable practices?	<b>(YES/NO)</b>	
<b>Additional questions for paper companies only</b>			
<b>C14</b>	Paper grade and name:	<b>(Grade)</b> <b>(Name)</b>	
<b>C15</b>	Bleaching process used:	<b>(TCF)</b> <b>(ECF)</b> <b>(Other – named)</b> <b>None</b>	

PART D: FOR TIMBER AND TIMBER PRODUCT PRODUCERS  
YOUR FOREST PRODUCTS INVENTORY

<b>Group</b> - Use where products are made from more than one primary source / mill	<b>Species Used</b> (Trade Name & Latin name)	<b>Ref. of Forest Source</b> (from Part C1)	<b>Quantity of this timber type supplied to us within the last calendar year</b> (Please state unit of volume used.)
1	Pine ( <i>Pinus sylvestris</i> )	M1/F1	100 m3
1	Pine ( <i>Pinus sylvestris</i> )	M1/F2	100 m3
1	Pine ( <i>Pinus sylvestris</i> )	M1/F3	2000 m3
2	Birch ( <i>Betula spp.</i> )	M2/F1	1000 m3
3	Spruce ( <i>Picea abies</i> )	M3/F1	50 m3
3	Spruce ( <i>Picea abies</i> )	M3/F2	50 m3

PART E: FOR TIMBER AND TIMBER PRODUCT PRODUCERS  
DETAILS OF PRODUCTS SUPPLIED BY YOU

<b>Product Code:</b> Our order code or your product code	<b>Product Description:</b>	<b>Group used for this product</b> (from D)
12345678	Sawn wood	1
91011121	Birch flooring	2
314151617	Softwood flooring	3
181920212	Softwood flooring	3

PART F: FOR PAPER PRODUCERS ONLY  
YOUR FOREST PRODUCTS INVENTORY

<b>Group</b> - Use where products are made from more than one mill	<b>Species Used</b> (Trade Name & Latin name)	<b>Ref. of Forest Source</b> (from Part C1)	<b>Quantity of this timber type supplied to us within the last calendar year</b> (Please state unit of volume used.)
1	Pine ( <i>Pinus sylvestris</i> )	M1/F1	100 tons
1	Pine	M1/F2	100 tons

	<i>(Pinus sylvestris)</i>		
1	Pine <i>(Pinus sylvestris)</i>	M1/F3	2000 tons
1	Birch <i>(Betula spp)</i>	M1/F1	1000 tons
2	Post consumer recycled fiber	M2/-	1000 tons
3	Eucalyptus <i>(Eucalyptus grandis)</i>	M3/F1	50 tons

**PART G: FOR PAPER PRODUCERS ONLY**  
**DETAILS OF PRODUCTS SUPPLIED BY YOU**

---

<b>Product Code: Our order code or your product code</b>	<b>Product Description:</b>	<b>Group used for this product (from D)</b>
12345678	Copier paper	1
91011121	Copier paper	1
314151617	Copier paper	2
181920212	Kraft paper	3