

## Public Summary of Reliance Forest Fibre (RFF)

### Due Diligence System –2020

RFF are required to provide to their certification body a written summary of their due diligence system (DDS) with the following information:

**Description of Supply Area:** RFF have sourced and will continue to source roundwood logs directly from various forest managers in Tasmania.

**Risk Designation:** LOW risk for Tasmania controlled wood categories 1, 2, 5 and UNSPECIFIED risk for category 3 where high conservation values are threatened by management activities and category 4 where native forests are being converted to plantations or non-forest use.

**Applicable Risk Assessment:** Australia has one risk assessment referred to as National Risk Assessment FSC-NRA-AU V1-0. This is available through the FSC Australia website.

In addition, all organisations must align their DDS to Category 1 (illegally harvested wood) of FSC-CNRA-AUv1.0 (draft May 2017) in accordance with ADV-40-005-21.

**RFF Risk Assessment:** – RFF are required to undertake a risk assessment to assess the risk of material being mixed with unacceptable sources (controlled wood categories) in the supply chains during transport, processing and storage. Table 1 illustrates this risk assessment for suppliers and sub-suppliers.

**Table 1- Mixing risk assessment**

Process	Risk	Risk Mitigation Measures	Evidence
Transport of logs directly from forest (all suppliers)	LOW	<ul style="list-style-type: none"> <li>• Roundwood loads delivered to Bell Bay are transported directly from the forest and hauled to the facility.</li> <li>• every harvest operation is authorised by RFF through the notification or issuance of an Operation Number. This identifies the contractors, the coupe, and the certification status (if any).</li> <li>• each harvest operation must have an approved Forest Practices Plan (FPP). This will identify if any conversion is taking place and confirmed HCV 4 and HCV 6.</li> <li>• Certified suppliers to AS4708 or a field audit for confirmed HCV 4 or HCV 6 minimum once per supplier.</li> </ul>	<p>Delivery documentation with required information</p> <p>FPPs and supporting documentation</p> <p>Compliance reports completed by a Forest Practices Officer</p> <p>Valid AS4708 certificates</p> <p>Field audits on properties with HCV 4/HCV 6 and supplier not certified</p>
Transport of Logs on rail	LOW	<ul style="list-style-type: none"> <li>• Some logs are transported by rail for a portion of the transport from forest to Bell Bay.</li> </ul>	<p>Delivery documentation, dockets,</p>

		<ul style="list-style-type: none"> <li>• RFF have a services/outsourcing agreement with Tasrail for the unloading, loading and delivery of logs to Bell Bay.</li> <li>• At all times RFF logs will be kept separate from all other logs being handled in the Tasrail log yard by Tasrail.</li> <li>• RFF will supply Tasrail with updated coupe and operation numbers details as they are authorised.</li> <li>• The Loader Operator who unloads trucks once they enter the rail facility, checks that the delivery documentation contains an active Operations Number. RFF's procedure <i>Receiving Deliveries by (RAIL)</i> details the material receipt and storage process, including the process to follow if the material cannot be verified.</li> <li>• Loader operator will maintain a Loadermans record of all loads unloaded at the Tasrail yard and supply a copy of this and the weighbridge weights to RFF on a weekly basis which RFF will compare with docket hardcopies once received.</li> <li>• A manifest of logs loaded onto the train will be drawn by Tasrail and supplied prior or at the time of the rail deliveries into RFF Bell Bay.</li> </ul>	<p>loaderman sheets and rail manifest.</p> <p>Tasrail log yard management system</p>
Entry to the Bell Bay facility	LOW	RFF's procedure <i>Receiving Deliveries by (TRUCK)</i> details the material receipt and storage process, including the process to follow if the material cannot be verified.	Delivery documentation with required information. Cross checking weighbridge data with hard copies.
Processing and storage at the Bell Bay facility	LOW	<ul style="list-style-type: none"> <li>• secure facility – unauthorised entry restricted.</li> <li>• material that cannot be verified is unloaded in a segregated area until identification of the origin can be established.</li> </ul>	<i>Receiving Deliveries by (RAIL), Receiving Deliveries by (TRUCK)</i> Procedures

**Procedure for Filing Complaints:** complaints regarding RFF's due diligence system can be made to Steve Barrett – RFF's Mill Manager at [steve.barrett@relianceff.com.au](mailto:steve.barrett@relianceff.com.au) .

Stakeholders shall include as much information regarding the nature of the complaint so that RFF is able to assess and respond. All complaints are handled in accordance with RFFs's *Complaints Handling Procedure*, which is available upon request and provided to a Complainant as a matter of course.

**Control Measures:** As Tasmania has specified risk for the origin of material in relation to controlled wood categories 3.4, 3.6 and 4, RFF must implement risk mitigation measures. Table 2 is a summary of the control measures by risk assessment indicator.

**Table 2 Risk Mitigation Measures and Desired Outcome**

<b>Risk Assessment indicator</b>	<b>Control Measure in Place</b>	<b>Desired Outcome</b>
3.4 HCV 4	<ol style="list-style-type: none"> <li>1 Examine the FPP for confirmed HCV4.</li> <li>2. Certified suppliers to AS4807.</li> <li>3. Field audits for non-certified suppliers and confirmed HCV 4.</li> </ol>	<ol style="list-style-type: none"> <li>1. HCV 4 is identified and mapped on the FPP.</li> <li>2. Certified suppliers are already implanting systems to ensure HCV 4 is protected.</li> <li>3. Field audits confirm prescriptions to manage HCV 4 are implemented.</li> </ol>
3.6 HCV 6	<ol style="list-style-type: none"> <li>1. Certified FFPs identify registered cultural heritage.</li> <li>2. Certified suppliers to AS4807.</li> <li>3. Field audits for non-certified suppliers and confirmed HCV 6.</li> </ol>	<ol style="list-style-type: none"> <li>1. HCV 6 is identified and mapped/identified on the FPP and in the field.</li> <li>2. Certified suppliers are already implanting systems to ensure HCV 6 is protected.</li> <li>3. Field audits confirm prescriptions to manage HCV 4 are implemented.</li> </ol>
4.1	<ol style="list-style-type: none"> <li>1. Certified FPP.</li> </ol>	<ol style="list-style-type: none"> <li>1. The certified FPP confirms material is from a plantation and no conversion is planned.</li> </ol>

**Verification Audits:**

RFF are not required to do field verification audits as per the new NRA unless indicator 3.4 HCV 4 and 3.6 HCV 6 are assessed at the Operation Number Request process of reviewing of the FPP indicates that control measure/s as specified in table 2 is/are required.

No verification audits were required during current audit period.