

Publicly Available Information for Organizations Certified to the FSC Controlled Wood Standard (FSC-STD-40-005)¹

Organization Name	Thai Paper Co.,Ltd.
FSC COC Certificate Number	SCS-COC-007238 CW Code: SCS-CW-007238 Trademark License Code: FSC-C014429

1. Procedure for Filing Complaints

Name of Authorized Representative / Position Responsible	Ms.Surapa Ruthirunkorn / Product Optimization and Supply Plannning manager
Contact Detail (Contact information for person or position responsible for addressing complaints)	Mr. Nakorn Saiyart (nakorsa@scg.com) Ms.Surapa Ruthirunkorn (suraparu@scg.com) Ms.Fontip Sornsuras (fontips@scg.com) Ms. Onuma Krudsuk (onumak@scg.com)
Procedure for filing complaints	<p>Note: The complaint procedure shall indicate the <u>timelines</u> and <u>processing steps</u> when a complaint is received. For further details on complaints procedure, see section 7 in FSC-STD-40-005</p> <ol style="list-style-type: none"> 1.Acknowledging receipt of complaints; 2.Informing stakeholders of the complaint procedure, and providing an initial response to complainants within a time period of one (1) weeks; 3.Forwarding complaints related to risk designations in the relevant FSC risk assessment to the responsible body (for an NRA: as indicated in the NRA; for a CNRA: FSC); <p>NOTE: When a complaint is forwarded to a responsible body, the following clauses do not apply.</p> <ol style="list-style-type: none"> 4.Conducting a preliminary assessment to determine whether evidence provided in a complaint is or is not substantial, by assessing the evidence provided against the risk of using material from unacceptable sources; 5.Dialogue with complainants that aims to solve complaints assessed as substantial before further actions are taken;

¹ 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.

	<p>6. Forwarding substantial complaints to the certification body and relevant FSC National Office for the supply area within two (2) weeks of receipt of the complaint. Information on the steps to be</p> <p>7. taken by the organization in order to resolve the complaint, as well as how a precautionary approach will be used, shall be included with the complaint;</p> <p>8. Employing a precautionary approach towards the continued sourcing of the relevant material while a complaint is pending;</p> <p>NOTE: This includes a description of how the precautionary approach is employed by the organization when a complaint is active. NOTE: A complaint is pending if it has been considered to be substantial (according to Clause 4), and no effective corrective action (according to Clauses 8 - 11) has been taken yet.</p> <p>9. Implementing a process (e.g. field verification and/or desk verification) to verify a complaint assessed as substantial by the organization, within 30 Day of its receipt;</p> <p>10. Determining the corrective action to be taken by suppliers and the means to enforce its implementation by a supplier if a complaint has been assessed and</p> <p>11. verified as substantial. If a corrective action cannot be determined and/or enforced, the relevant material and/or suppliers shall be excluded by the organization;</p> <p>12. Verifying whether corrective action has been taken by suppliers and whether it is effective;</p> <p>13. Excluding the relevant material and suppliers from the organization's supply chain if no corrective action is taken;</p> <p>14. Informing the complainant, the certification body, and the relevant FSC National Office of the results of the complaint and</p> <p>15. any actions taken towards its resolution, and for maintaining copies of relevant correspondence; and</p> <p>16. Recording and filing all complaints received and actions taken.</p>
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2. Summary of Organization's Due Diligence System

Information regarding an organization's due diligence system must be made publically available. This publically available information may be provided within this summary document, or as separate documentation. Please selection an option below.

☐ DDS Summary is provided in a separate Annex. Provide name of document or summary location:

(e.g. <http://www.xxcompany.com/dds> or Annex XXX, written summary of DDS XXX)

☒ DDS summary is provided in this document. Complete sections 3 through 8.

3. Description of the Supply Area(s) and Respective Risk Designation(s)

Description of Supply Area	CW Category	Risk Designation	Type of Risk Assessment	Reference of Risk Assessment
Northern, Western, Northeastern, Central of Thailand Thailand	Category 1	Specified Risk	<input checked="" type="checkbox"/> FSC risk assessment <input type="checkbox"/> Extended Company Risk Assessment ²	FSC-CNRA-TH-V1-0
	Category 2	Specified Risk		
	Category 3	Specified Risk		
	Category 4	Specified Risk		
	Category 5	Low Risk		

Description of Supply Area	CW Category	Risk Designation	Type of Risk Assessment	Reference of Risk Assessment
	Category 1	Choose an item.	<input type="checkbox"/> FSC risk assessment <input type="checkbox"/> Extended Company Risk Assessment	
	Category 2	Choose an item.		
	Category 3	Choose an item.		
	Category 4	Choose an item.		
	Category 5	Choose an item.		

NOTE:

- The description of the supply area should allow the identification of the area with a homogeneous risk designation in the applicable risk assessment for each controlled wood category.
- The risk designation provided in the table is the designation provided by the risk assessment PRIOR to the application of control measures.

Please copy and paste tables to insert more source area(s) as needed.

² If an organization is using an Extended Company Risk Assessment, the ECRA must also be submitted with this public summary.

4. Description of the Supply Chain Risk Assessment and Respective Risk Designation(s)

Supply chain sourcing area / Supply chain actor	Description of Risk Assessment (risk of mixing material with non-eligible inputs in the supply chain/s during transport, processing, and storage)	Risk Level (Low/Specified)
Northern, Western, Northeastern, Central of Thailand	<p>Zero risk of mixing material with non-eligible inputs in the supply chains.</p> <p>Procurement and Risk assessment –request ID card , verify source of wood logs , Woods must not come from the following area.</p> <ol style="list-style-type: none"> 1.Area which contrary to tradition and human right 2.Conservative area 3.Genetically modified organism(GMO) 4.Illegal woods 5.Forest area that use for advantage <p>Remark : Uncontrolled wood will be unavailable to purchase.</p> <p>Transportation –Controlled by delivery document , weigh ticket.</p> <p>Processing –Controlled by conversion factor of production.</p> <p>Storage -Use backhoe, crane, and trailer for transporting woods to designated storage area with a necessary information such as quantity, date etc.</p>	Low Risk

5. Control Measures Implemented by the Organization

☐ **Not Applicable - All risk designations from the supply area risk assessments and supply chain risk assessments are low risk. *Skip to section 6.***

Sourcing Area/Supply chain area	Indicator with specified risk	Description of Control measure
Northern, Western, Northeastern, Central of Thailand / Farmers , Agents	1.1 Land tenure and	<ol style="list-style-type: none"> 1. Collect ID Card and information of the location of log harvesting 2. Check the location of log harvesting on map and land title. <ul style="list-style-type: none"> - In case of source of wood log located in forest area : Not buy

and Woodchip suppliers	management rights:	<p>Woods must not come from the following area</p> <ul style="list-style-type: none"> • Illegally harvested wood • Wood harvested in violation of traditional and human rights • Wood from forests where high conservation values are threatened by management activities • Wood from forests being converted to plantations or non-forest use • Wood from forests in which genetically modified trees are planted <p>National reserve forest (FIO)</p> <ul style="list-style-type: none"> - Check harvesting permit , forest plantation registration , Management plan , Action plan <p>FSC Certified</p> <ul style="list-style-type: none"> - Certificate & transportation document
	1.3 Management and harvesting planning: Specified risk for public plantations in forest reserves.	<p>N/A as the logs coming from private land outside of forest reserves area and FSC certified supplier's plantation</p> <p>National reserve forest (FIO)</p> <ul style="list-style-type: none"> - Check harvesting permit , forest plantation registration , Management plan , Action plan <p>FSC Certified</p> <ul style="list-style-type: none"> - Certificate & transportation document
	1.4 Harvesting Permits: N/A for non restricted species outside forest reserves and non-restricted species in registered plantation.	<p>N/A as the logs are non-restricted species from private land outside of forest reserves area and FSC certified supplier's plantation</p> <p>National reserve forest (FIO)</p> <ul style="list-style-type: none"> - Check harvesting permit , forest plantation registration , Management plan , Action plan <p>FSC Certified</p> <ul style="list-style-type: none"> - Certificate & transportation document
	1.9 Protected species and sites:	<ol style="list-style-type: none"> 1. Check from IUCN Red & CITES List Species The company buy and sales only Eucalyptus 2. Check source of wood log doesn't in forest area by map , (same 1.1) - source of wood log located in forest area : Not buy

	1.11 Health and safety: Specified	<ol style="list-style-type: none"> 1. Respect the SCG Policy (code of conduct , Life saving rules) 2. Provide training about Health & safety for woodchip mill staff , woodchip supplier staff , farmer , lumber man and harvesting team 3. Provide health and safety policy to woodchip supplier staff , farmer , lumber man and harvesting team.
	1.12 Legal employment:	<ol style="list-style-type: none"> 1. Respect Thai legal employment / ILO 2. Provide the SCG Employment Policy for related suppliers. 3. Register alien workers and respect Thai legal employment
	1.16 Classification of species, quantities, qualities Specified For unrestricted species this indicator is NA.	N/A
	1.17 Trade and Transport	<ol style="list-style-type: none"> 1. Check legal about trade and transportation, Eucalyptus doesn't require permit for transportation 2. Check permission for export legally 3. Check legal weight transportation, Eucalytus transport follow legal weight by weight ticket
	1.19 Customs regulations	<p>Respect customers regulation</p> <ol style="list-style-type: none"> 1.Export permission issue before sales 2.Issue CO all transaction
	1.20 CITES	<ol style="list-style-type: none"> 1. Check species from IUCN Red & CITES List Species. The company buy and sales only Eucalyptus 2. Check source of wood log doesn't in forest area by map , (same 1.1) - source of wood log located in forest area : Not buy
	2.2. Labor rights are respected including rights as specified in ILO Fundamental	<p>Respect labor rights by</p> <ol style="list-style-type: none"> 1. No forced labor 2. No child labor 3. No discrimination (gender) 4. Respect Alian worker rights 5. Respect of freedom of association/collective bargain

	Principles and Rights at work.	
	2.3 The rights of Indigenous and Traditional Peoples are upheld.	Check the location of indigenous people from website https://www.sac.or.th/databases/ethnic-groups/page/2 http://ipf.or.th/wp-content/uploads/2015/09/map.jpg
	3.1 HCV 1 3.2 HCV 2 3.3 HCV 3 3.4 HCV 4 3.5 HCV 5	Training TPC & Wood chip supplier (Private land) 1. Request ID Card and asking the source of wood log 2. Check source of wood log doesn't in forest area by map , - source of wood log located in forest area : Not buy 3. Check from http://www.intactforests.org/world.webmap.html In Conservation are in West , North and NE of Thailand. In case FIO we checked - Check harvesting permit , forest plantation registration , Management plan , Action plan
	4.1 Legislation:	TPC & Wood chip supplier (Private land) 1. Request ID Card and asking the source of wood log 2. Check source of wood log doesn't in forest area by map , - source of wood log located in forest area : Not buy 3. Check from http://www.intactforests.org/world.webmap.html In Conservation are in West , North and NE of Thailand. When we buy from FIO ; We check 1. Check permission of harvesting 2. Check management plan and action plan

Note: Please copy and paste additional tables as needed.

6. Stakeholder Consultation Summary

☒ Not Applicable - The organization did not engage in a formal stakeholder consultation process. *Skip to section 7.*

The areas for which the stakeholder consultation has been conducted (e.g. geo-reference data, state, province, supply unit)	(e.g. geo-reference data, state, province, supply unit)	
Stakeholder engagement date(s):		
Means of Contact, please check all that apply		
<input type="checkbox"/> Face to face meetings <input type="checkbox"/> Personal contacts by phone <input type="checkbox"/> Email, or letter <input type="checkbox"/> Notice published in the national and/or local press	<input type="checkbox"/> Notice published on relevant websites <input type="checkbox"/> Local radio announcements <input type="checkbox"/> Local customary notice boards <input type="checkbox"/> Social media broadcast	
List of the stakeholder groups invited by the organization to participate in the consultation, please check all that apply		
<input type="checkbox"/> Economic interests <input type="checkbox"/> Social interests <input type="checkbox"/> Environmental interests <input type="checkbox"/> FSC-accredited certification bodies active in the country <input type="checkbox"/> National and state forest agencies	<input type="checkbox"/> Experts with expertise in controlled wood categories <input type="checkbox"/> Research institutions and universities <input type="checkbox"/> FSC regional offices, FSC network partners, registered standard development groups and NRA working groups in the region	
Summary of the stakeholder comments received and considerations		
Stakeholder comment		
Consideration		
Stakeholder comment		
Consideration		
The organization's justification for concluding that the material sourced from these areas can be used as controlled material or sold with the FSC Controlled Wood claim		

Note: Comments shall only be published with prior consent from the consulted stakeholder and not associated with stakeholder's personal identifiable information.

7. Expert Engagement Summary

☒ **Not Applicable** - The organization did not engage experts in the development of control measures. *Skip to section 8.*

Expert A	
Qualification	
Scope of Service	

Expert B	
Qualification	
Scope of Service	

NOTE: For individual experts this includes the experts' qualifications and the scope of their services. The personal identifiable information such as names of experts, their license/registration numbers (if applicable) shall only be included with given consent from experts. For publicly available expertise, the specific sources of information shall be cited.

Note: Please copy and paste additional tables as needed.

8. Field Verification Summary

☒ **Not Applicable** - The organization did not conduct field verification as a control measure.

Findings from field verification	
Steps taken by the organization to address identified non-conformities	

Findings from field verification	
Steps taken by the organization to address identified non-conformities	

Note: Please copy and paste additional tables as needed.

The confidential nature of the information may be determined by the legislation that the organization must comply with. Commercially sensitive information, and the names of individual landholders, shall be treated as confidential information.	
<input type="checkbox"/> Not Applicable - The organization has not excluded confidential information.	
The organization's justification for the exclusion of confidential information.	