

FSC Risk Determination for Desk Assessment

Purpose:

Due to travel restrictions as a result of the COVID-19 pandemic, FSC issued Derogation DER-2020-005 and INT-STD-40-003-05 allowing Central Office internal audits to be conducted as virtual assessments for adding new applicant sites for group/multi-site certificates where:

- a. the Participating Site is in an area with a health risk (demonstrated through verifiable public sources, e.g. official travel warnings or restrictions) due to coronavirus, or
- b. Central Office auditors are prevented from conducting an on-site audit due to travel restrictions imposed by organizational (certificate holder/Central Office) health and safety policies or public authorities.

This document will help our group management team gather information to determine whether an on-site assessment can be replaced with a desk audit according to requirements in DER-2020-005. Check all boxes that apply below.

Operation Type:

- Printers & related services

System and Processes:

- Exclusively handling certified products made of single input material (e.g., whole site deals with FSC 100%)
- All inputs to production are eligible inputs according to FSC Chain of Custody Standard and physical segregation is not required
- Only the FSC transfer system is used

Outsourcing Activities:

- Low-risk contractors are used (material is to be returned to member after outsourced activities, member maintains legal ownership throughout outsourced activities, outsourcing company is not processing the entire job)

NOTE: The following activities or scenarios are not covered under the RACG Group Certificate and/or will make assessment audits either Medium or High Risk and potentially ineligible to be done remotely:

- Use of either percentage or credit system with/without multiple product groups
- High-risk contractors as defined in Clause 9.2 of FSC STD-20-011
- Unresolved complaints/disputes regarding the organization's conformity to the requirements of FSC standards

The only authorized signatory is the Member's General Manager, Authorized Manager assigned by the GM, or Owner.

Company Name: _____

Contact Name: _____

Signature: _____

Date: _____

Title: _____

Return Form to Laura St. Peter laura@americangreenconsulting.com

For internal use only:

Risk Determination Low Risk Medium Risk High Risk

Desk Assessment Determination: Approved Not Approved