

# Checklist for Confirming the Legality of Timber and Timber Products

Date of Entry: \_\_\_\_\_

Transaction Content: \_\_\_\_\_

/ Supplier: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

/ Responsible Person: \_\_\_\_\_

## Checklist 1-1: Information to Be Collected as Raw Material Data

Internal Reference  
Number: \_\_\_\_\_

Item	Information from confirmed documents, etc. (Select applicable items.)	Remarks
<b>A</b>  Species of the tree used as raw material  <b>Tree species name:</b> _____	<input type="checkbox"/> <b>Delivery slip</b>	
	<input type="checkbox"/> <b>Sales contract</b>	
	<input type="checkbox"/> Document required for customs clearance (such as an <b>invoice</b> )	
	<input type="checkbox"/> <b>Information in C</b> that indicates the tree species	
	<input type="checkbox"/> Communicated <b>verbally</b>	
	<input type="checkbox"/> <b>Confirmed directly</b> by visual inspection, etc.	
	<input type="checkbox"/> Other (specify): _____	
	<input type="checkbox"/> We were not able to collect the information.	
<b>B</b>  Region where the tree used as raw material was logged  <b>Logging region name:</b> _____	<input type="checkbox"/> <b>Delivery slip</b>	
	<input type="checkbox"/> <b>Sales contract</b>	
	<input type="checkbox"/> Document required for customs clearance (such as an <b>invoice</b> )	
	<input type="checkbox"/> <b>Information in C</b> that indicates the logging region	
	<input type="checkbox"/> Communicated <b>verbally</b>	
	<input type="checkbox"/> Other (specify): _____	
	<input type="checkbox"/> We were not able to collect the information.	
<b>C</b>  Information certifying that there is a high probability that the tree used as raw material cannot be classified as timber or timber products associated with illegal logging (certification information) Note: Refer to the attachment.	<input type="checkbox"/> <b>Information on domestic timber</b> (specify): _____	
	<input type="checkbox"/> <b>Information on imported timber</b> (specify): _____	
	<input type="checkbox"/> No certificates, etc., were issued for logging (specify): _____	
	<input type="checkbox"/> We were not able to collect the information.	

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## Checklist 1-2: Other Information to Be Considered for Collection

Internal Reference  
Number: \_\_\_\_\_

Item	Information collected and compiled (Select applicable items.)	Remarks
D	Supplementary information on the tree species	<input type="checkbox"/> We improved the reliability by carrying out visual inspection, anatomical examination, DNA analysis, stable isotope analysis, etc., of the timber.
		<input type="checkbox"/> Based on information provided by the national government, we confirmed that the species are distributed in the indicated regions and that none of the species involved are subject to logging or trade prohibitions in the logging region.
		<input type="checkbox"/> Other (specify):
E	Supplementary information on the logging region	<input type="checkbox"/> We improved the reliability by confirming the satellite data of the logging site, etc.
		<input type="checkbox"/> We improved the reliability by carrying out an on-site investigation.
		<input type="checkbox"/> We improved the reliability by carrying out DNA analysis, stable isotope analysis, etc.
		<input type="checkbox"/> Other (specify):
F	Supplementary information on the certification information	<input type="checkbox"/> We made inquiries with the entity that received the notification and the issuer of the certificate, etc., to verify whether the notification had actually been received, and whether permits were issued for the documents, etc.
		<input type="checkbox"/> We confirmed that the possibility of corruption occurring at the entity that received notification of the certificate, etc., is low, and that laws and regulations concerning measures against illegal logging are in place.
		<input type="checkbox"/> Other (specify):
G	Information on the supplier	<input type="checkbox"/> We have concluded a contract, etc., that indicates that "legally logged timber and timber products will be supplied."
		<input type="checkbox"/> We have a track record of transactions and have never had any problems with the legality of timber or timber products.
		<input type="checkbox"/> The suppliers have obtained certification from third-party organizations (such as forest certification or Goho Wood supplier certification) regarding legality.
		<input type="checkbox"/> The suppliers have publicly disclosed their codes of conduct, initiatives, etc., concerning the legality of their timber and timber products.
		<input type="checkbox"/> We have made inquiries with the relevant persons to confirm whether there have been any problems in the past, etc.
		<input type="checkbox"/> We have a clear understanding of the supply chain for the procured timber and timber products, from the forest owners to the logging operators.
		<input type="checkbox"/> Other (specify):

## Checklist 2: Items to be Verified for Assessing the Risk of Illegal Logging of Timber and Timber Products

Internal Reference Number: \_\_\_\_\_

Once items ranked higher in terms of their "Contribution to Low-Risk Assessment" have been confirmed, checks on lower-ranked items can be skipped.

No.	Contribution to Low-Risk Assessment			Matters for Verification	Items in Checklists 1-1 and 1-2	Remarks
	High	Medium	Low			
<b>1. General Matters</b>						
(1)	<input type="checkbox"/>	All documents that have been collected remain valid, and their dates of issuance are appropriate.			C and F	
(2)	<input type="checkbox"/>	We have identified the raw material information (tree species, logging regions, and certificates) for all timber and timber products.			A, B, and C	
(3)	<input type="checkbox"/>	The timber and timber products are composed of a single tree species.			A and D	
(4)	<input type="checkbox"/>	We have identified the raw material information (tree species, logging regions, and certificates) for some of the timber and timber products.			A, B, and C	
<b>2. Tree Species</b>						
(1)	<input type="checkbox"/>	We have identified the name of the species of tree used as the raw material for the timber and timber products.			A and D	
(2)	<input type="checkbox"/>	We have identified a generic term with a clearly defined scope (such as SPF) for the tree species of the timber and timber products.			A and D	
(3)	<input type="checkbox"/>	The tree species of the timber and timber products are distributed in the indicated logging regions, and none of the species involved are subject to logging or trade prohibitions in the logging region.			D	
(4)	<input type="checkbox"/>	Only trees from plantations or artificial forests are used as raw materials.			A	
(5)	<input type="checkbox"/>	None of the tree species involved are known to have been illegally logged in the logging regions.			C and D	
<b>3. Logging Regions</b>						
(1)	<input type="checkbox"/>	We have identified the logging region of the trees used as raw materials for the timber and timber products.			B and E	
(2)	<input type="checkbox"/>	We have identified a broader logging region (e.g., Asia) but not the specific country.			B and E	
(3)	<input type="checkbox"/>	We confirmed the authenticity by investigating the actual logging site.			E	
(4)	<input type="checkbox"/>	We confirmed the authenticity by verifying satellite data, etc.			E	
<b>4. Certification Information</b>						
(1)	<input type="checkbox"/>	We were able to collect the relevant information to confirm the authenticity based on supplementary information.			C and F	
(2)	<input type="checkbox"/>	We were able to collect the relevant information.			C	
(3)	<input type="checkbox"/>	We have a clear understanding of the transactional relationships for the procured timber and timber products, from the forest owners and logging operators to the suppliers.			G	
(4)	<input type="checkbox"/>	The possibility of corruption occurring at the logging region is low, and laws and regulations concerning measures against illegal logging are in place.			F	
(5)	<input type="checkbox"/>	No illegal logging, illegal activities, etc., have been reported in the logging region.			F	
(6)	<input type="checkbox"/>	We confirmed that the harvested trees are not subject to laws and regulations (such as in cases where procedures for improvement cutting, etc., are not required for logging activities).			C and F	
<b>5. Information on the Supplier</b>						
(1)	<input type="checkbox"/>	We have concluded a contract, etc., with the supplier, indicating that "legally logged timber and timber products will be supplied."			G	
(2)	<input type="checkbox"/>	We have a track record of transactions with the supplier and have never had any problems with the legality of their timber or timber products.			G	
(3)	<input type="checkbox"/>	The supplier is a business operator that has obtained third-party certification, such as forest certification (FSC and PEFC).			G	
(4)	<input type="checkbox"/>	The supplier has publicly disclosed self-declarations on the legality of their timber and timber products, reports on initiatives, etc.			G	
<b>Based on the above checks, verify that the risk of illegal logging is at a negligible level and assess whether the timber can be confirmed to be legal.</b>						
<input type="checkbox"/>	We confirmed that the risk of illegal logging is at a negligible level and determined that the timber can be confirmed to be legal.					
<input type="checkbox"/>	We confirmed that the risk of illegal logging is at a non-negligible level and determined that the timber cannot be confirmed to be legal.					