



PURCHASING PROTOCOL WOOD MANAGERS

January 2024



RESPONSIBLE WOOD PURCHASING PROTOCOL

INTRODUCTION:

MADERACRE SAC is a forestry company dedicated to the management of natural forests to produce sawn timber. It currently manages a forest management unit consisting of eight concession contracts covering an area of 220,335 hectares, all managed under FSC standards. This ensures that MADERACRE SAC supplies its industry with 100% FSC-certified material.

In addition to its own sources, the company also considers sourcing wood from external suppliers, which may be certified, controlled, or uncontrolled, but always from forests managed in compliance with the legal requirements of the national and regional forestry authorities.

MADERACRE has developed and implements the following procedures to verify that the wood it purchases comes from a secure source and is suitable for processing and marketing. This guarantees its customers that the company is a trustworthy supplier of wood products.

OBJECTIVES:

- Verify that the wood sourced from external suppliers comes from a legal source by ensuring full traceability from the forest of origin.
- Provide assurance to our customers that the company is a reliable supplier of wood products.

SCOPE:

This protocol must be implemented by the commercial and logistics departments whenever the company needs to procure roundwood or sawn timber to meet its raw material requirements. It must always be applied as a prerequisite before purchasing any wood.

All involved personnel are required to be familiar with and adhere to the content and procedures outlined in this document.

VERIFICATION PROCESS:

Below are the steps to follow to verify the legal origin of the wood:

STEP 1: Documentary Verification:

The commercial department must request and verify the following documentation:

- Company Name
- RUC (Taxpayer Registry Code): The commercial department must verify and confirm that the supplier is active in SUNAT's records.
- Resolution approving the General Forest Management Plan (PGMF)
- Resolution approving the Operational Plan (OP) that identifies the source of the wood.



- Copy of the Forest Transport Guide (GTF) for the enabling title.

The authenticity of the supplier's documentation must be verified by cross-checking it with SUNAT and the relevant forestry authority, if necessary.

Only wood will be purchased directly from the holder of an enabling title (or from a company within the same economic group). Wood from third parties will not be purchased.

STEP 2: Verification of the source in the SIGO System (OSINFOR):

The commercial department verifies whether the source appears in the SIGO System lists. Based on the findings, the following actions apply:

- ✓ If the OP source is on the GREEN LIST and the supplier has no entries in the RED LIST, the purchase may proceed.
- ✓ If the OP source does not appear in any SIGO list and the supplier has no OPs on the RED LIST, the supplier is classified as an indeterminate risk. MADERACRE must conduct a traceability audit before proceeding with the purchase.
- ✓ If the OP source is on the GREEN LIST, but the supplier has OPs on the RED LIST, the supplier is considered medium risk, requiring a traceability audit before proceeding with the purchase.
- ✓ If the OP source is on the RED LIST, the purchase will not proceed.

STEP 3: Traceability Audit in the Forest:

This procedure is conducted by the Forest Evaluation and Monitoring department. It applies only when the wood to be purchased is still in situ within the cutting plot (PC) of the enabling title—whether standing, felled at the stump, or already dragged to a collection yard. If the wood is no longer in the PC, the purchase will not proceed.

The traceability audit consists of verifying that the wood in question originates from the declared PC and OP, with no risk of mixing with other sources. The following must be checked:

- Species
- Individual identity code assigned in the forest census
- Location according to UTM coordinates
- Dasometric parameters

If the evaluation results are positive, the purchase may proceed. Otherwise, the purchase will not be made.



PURCHASE OF FSC WOOD ®

The commercial department, complying with all forestry regulations, must request the following from suppliers of certified wood:

- FSC forest certificate®
- Chain of custody certificate from the warehouse, depot, or sawmill where the wood or by-products are located.

If the purchase is made at the collection yard of the certified forest, only the FSC forest certificate is required. The validity of both documents must be confirmed in the FSC certificate database: www.fsc-info.org.

REPORTING ILLEGAL ACTIVITIES

The commercial department must request a report on illegal logging from the timber supplier for the forests under its management during the supply period. The report must include:

- Date of record
- Estimated date of activity
- Species and number of affected trees
- Affected area

INFORMATION MANAGEMENT:

The dispatch department, in coordination with the commercial department, must store all collected information digitally in a folder named "Responsible Purchases", located within the company's commercial document management system. Likewise, physical copies must be stored in a file cabinet with the same name. Sub-folders must be created per year and, within them, by supplier.

This information must be readily available whenever required by the company, forestry authorities, or clients as proof that MADERACRE has exercised due diligence in verifying the legality of its timber sources.