



## Management System Certification Audit Summary Report

<b>Organization:</b>	Rayonier NZ Ltd – trading as Matariki Forests Trading Limited				
<b>Address:</b>	PO Box 9238, Newmarket, Auckland				
<b>Standard(s):</b>	AS/NZS 4708:2021 PEFC-ST-2001-2020 PEFC Trademark rules	<b>Accreditation Body(s):</b>	OUA		
<b>Representative:</b>	Andy Fleming				
<b>Site(s) audited:</b>	Canterbury, Napier, Bay of Plenty.	<b>Date(s) of audit(s):</b>	5th to 7th and 12th to 14th September and 5 Oct 2023		
<b>EAC Code:</b>	06	<b>NACE Code:</b>	02	<b>Type of certificate:</b>	Single with Multisite
<b>Effective No. of Personnel:</b>	102		<b>No. of Shifts:</b>	1	
<b>Lead auditor:</b>	Carol Rivera		<b>Additional team member (s):</b>	Gabriel Aranaboldi (auditor) Brett Gilmore (auditor)	
<b>Additional Attendees and Roles:</b>	-				
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### 1. AUDIT OBJECTIVES:

The objectives of this audit were:

To determine conformity of the management system, or parts of it with audit criteria and its

- ability to ensure applicable statutory, regulatory and contractual requirements are met,
- effectiveness to ensure the client can reasonably expect to achieve specified objectives
- Ability to identify as applicable areas for potential improvement

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## 2. SAMPLING JUSTIFICATION

	Mandays	Metodología de muestreo y base teórica
Re assessment	15 Mandays	<p>The audit was done in two separate weeks. The first week the team did the document review and field visits in Napier or Hawkes Bay (Lead assessor and auditor) and one more auditor did the filed visits in Canterbury. – Sites were selected according to the operations on and post damage areas after the cyclone,</p> <p>The second week the Lead assessor did the document review in Bay of Plenty and the auditor the filed visits in this area.</p> <p>The sampling was done based on the FMS Audit Duration Calculator v2, where 3 FMUs of a total of 5 had to be visited. The selected FMUs were Canterbury, Hawkes Bay and Bay of Plenty. The number of blocks to be visited in each FMU was also taken from this spreadsheet, for Canterbury ( closest city Rangiora) and Hawkes Bay close city Napier 3 active and 1 inactive block was visited in each region and for Bay of Plenty ( closes city Tauranga) 2 actives and 1 inactive.</p> <p>For Canterbury total blocks are 15, active blocks were 5 and inactive block 10 selected sample blocks 3 active and 1 inactive</p> <p>For Hawkes Bay total blocks 20 – active blocks were 8 inactive blocks were 12 – selected sampling 3 active and 1 inactive.</p> <p>For Bay of plenty – total 14 blocks – total active locks were 4 and total inactive were 10- the selected blocks were 2 active and 1 inactive.</p>
1 <sup>st</sup> surveillance visit		
2 <sup>nd</sup> surveillance visit		

## 3. SCOPE OF CERTIFICATION:

**Forest Management of plantations in the Southland, Otago, Auckland, Canterbury, Hawkes Bay, Bay of Plenty and Northland regions of New Zealand for the production of softwood and hardwood timber, with outsourcing for marketing and sale of their products.**

Has this scope been amended as a result of this audit?  Yes  No

This is a multi-site audit and an Appendix listing all relevant sites and/or remote locations has been established (attached) and agreed with the client.  Yes  No

List of Forest Management Units (FMU) and forests under the scope.

Description of FMUs:				
Description	Ownership	Area (ha)	Longitude E/W	Latitude N/S
<b>Northland Region:</b>				
Glenbervie	CFL	9,321	172°30'88	60°57'20"
Hunua	Forestry Right	696	178°98'96"	58°98'37"
Mahurangi North	Freehold	6,637	174°48'53"	59°78'70"
Orere	Forestry Right	300	179°63'52"	59°02'94"

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Description of FMUs:				
Description	Ownership	Area (ha)	Longitude E/W	Latitude N/S
Paparimu	Forestry Right	334	179°04'79"	58°89'13"
Pouto Topu	JV	766	169°99'18"	59°83'50"
Riverhead	CFL	3,705	174°08'98"	59°34'12"
	Forestry Right	1,045	174°08'98"	59°34'12"
Topuni	Freehold	1,953	172°91'69"	59°91'38"
Woodhill	JV	3,194	172°41'88"	59°32'47"
Ararimu	JV	92	173°91'04"	59°38'885"
Regional Total		28,042		
<b>Bay of Plenty Region:</b>				
Athenree	CFL	1,310	185°67'64"	58°49'29"
Blue Mountains	Freehold	2,699	198°75'35"	57°75'33"
Kauaeranga	CFL	350	183°17'10"	58°89'58"
Kawerau	Forestry Right	207	192°13'72"	57°82'70"
	Lease	542	192°13'72"	57°82'70"
Maramarua	CFL	5,697	179°95'11"	58°68'60"
Meremere	Lease	954	199°01'93"	57°77'61"
Ngatimanawa	Lease	334	192°63'71"	57°32'75"
Omataroa	Forestry Right	7,726	193°98'33"	57°78'54"
	Lease	1,491	197°40'17"	57°55'36"
Oponae	Freehold	1,363	197°40'17"	57°55'36"
Tairua	CFL	12,602	185°27'02"	58°89'81"
Waerenga	Freehold	403	180°73'79"	58°60'17"
Waihou North, Central and South	CFL	1,924	183°98'13"	58°64'69"
Regional Total		37,604		
<b>Hawkes Bay Region:</b>				
Arapawanui	Freehold	827	194°08'80"	56°47'89"
Chrystals	Freehold	206	193°67'13"	56°59'07"
Crohane	Freehold	2,412	191°42'82"	56°53'34"
Dinneens	JV	356	190°51'06"	56°52'34"
Esk	JV	836	192°31'37"	56°47'92"
Glengarry	Freehold	2,118	191°90'58"	56°41'42"
Hampton	Forestry Right	91	193°70'88"	56°80'68"
	Freehold	2,639	193°70'88"	56°80'68"
Lakeview	Freehold	290	193°38'99"	56°55'56"
McVicars	Lease	256	190°86'41"	56°54'04"
Ohurakura	Freehold	1,118	192°03'11"	56°51'06"
Ridgemount	Freehold	558	194°42'73"	56°50'10"

Description of FMUs:				
Description	Ownership	Area (ha)	Longitude E/W	Latitude N/S
Ruatoitoi	Freehold	159	194°29'21"	56°43'54"
Rukumoana	Freehold	1,864	191°87'73"	56°45'63"
Skeets	Freehold	205	192°69'83"	56°51'08"
Turangakuma	Freehold	643	191°01'28"	56°65'53"
Waikoau	Freehold	2,491	192°85'84"	56°54'04"
Willow Flat	Freehold	3,088	193°89'37"	56°76'25"
<b>Total</b>	<b>Regional</b>	<b>20,232</b>		
<b>Canterbury Region:</b>				
Ashley	Forestry Right	6,770	156°53'96"	52°19'01"
Balmoral	Forestry Right	2,258	157°65'97"	52°57'53"
Bottle Lake	Lease	830	157°56'22"	51°88'00'
Chaney's	Lease	531	157°34'63"	51°92'54"
Coalgate	Freehold	508	151°41'09"	51°88'22"
Dalethorpe	Freehold	1,730	150°45'75"	51°95'30"
Eyrewell	Forestry Right	80	154°37'72"	51°91'79"
Glen Arlie	Freehold	1,116	150°74'64"	51°85'46"
Hanmer	Forestry Right	5,120	159°13'43"	52°91'20"
Lowmount	Freehold	1,624	150°30'86"	51°84'12"
Mount Thomas	Forestry Right	2,106	154°89'29"	52°20'21"
Okuku	Forestry Right	5,273	155°35'97"	52°27'88"
Omihi	Forestry Right	1,334	158°58'65"	52°32'30"
Oxford	Forestry Right	400	151°75'16"	52°08'57"
Wyndale	Freehold	701	150°96'40"	51°92'62"
<b>Regional Total</b>		<b>30,379</b>		
<b>Southland Region:</b>				
Arthurton	Forestry Right	392	130°28'10"	48°82'35"
Athenaeum	Lease	217	136°32'12"	48°78'53"
Blackmount	Forestry Right	12	118°93'13"	49°14'95"
	Freehold	3,602	118°95'13"	49°23'95"
Castledent	JV	1,241	133°79'38"	49°16'14"
Castledowns	Freehold	3,284	122°93'60"	49°12'34"
Catlins	Freehold	1,992	132°88'89"	48°52'56"
Etalvale	Freehold	285	122°09'92"	49°14'62"
Glendhu	Freehold	7,065	134°44'80"	49°17'65"
Hillfort	Freehold	993	128°65'47"	48°44'27"
Hokonui	Freehold	2,603	126°16'16"	48°71'07"
Longwood	CFL	631	120°88'29"	48°75'65"
	Freehold	5,209		

Description of FMUs:				
Description	Ownership	Area (ha)	Longitude E/W	Latitude N/S
Manukaawa	Freehold	589	135°34'26"	48°92'65"
Mccrosties	Lease	1,310	136°26'56"	48°74'30"
Rowallan	Freehold	2,903	118°38'87"	48°84'41"
Slopedown	CFL	488	130°10'01"	48°58'44"
	Forestry Right	76	123°06'94"	48°98'16"
	Freehold	5,058	130°10'01"	48°58'44"
Taringatura	Freehold	1,404	123°06'94"	48°98'16"
Te Tipua	Freehold	167	126°64'70"	48°69'20"
Westdome	Freehold	2,946	122°95'02"	49°42'94"
Wether Hills	Freehold	678	123°60'02"	49°17'97"
Regional Total		43,345		
Grand Total		159,602		

#### 4. CURRENT AUDIT FINDINGS AND CONCLUSIONS

The audit team conducted a process-based audit focusing on significant aspects/risks/objectives. A sampling process was used, based on the information available at the time of the audit. The audit methods used were interviews, observation of activities and review of documentation and records.

The structure of the audit was in accordance with the audit plan included as an annex to this summary report.

The audit team concludes that the organization/  has  has not established and maintained its

management system in line with the requirements of the standard and demonstrated the ability of the system to systematically achieve agreed requirements for products or services within the scope and the organization's policy and objectives.

Number of nonconformities identified/ 2 Major 10 Minor

Therefore, the audit team recommends that, based on the results of this audit and the system's demonstrated state of development and maturity, management system certification be:

Granted/  Continued /  Withheld /  Suspended\* until satisfactory corrective action is completed

\*(Suspended = Subjected to) **After the Follow up audit in which the Major NCs were closed**

#### 5. PREVIOUS AUDIT RESULTS

The results of the last audit of this system have been reviewed, in particular to assure appropriate correction and corrective action has been implemented to address any nonconformity identified. This review has concluded that:

Any nonconformity identified during previous audits has been corrected and the corrective action continues to be effective. (Refer to Section 6 for details)

The management system has not adequately addressed nonconformity identified during previous audit activities and the specific issue has been re-defined in the nonconformity section of this report.

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## 6. AUDIT FINDINGS

The audit team conducted a process-based audit focusing on significant aspects/risks/objectives. The audit methods used were interviews, observation of activities and review of documentation and records.

The management system documentation demonstrated conformity with the requirements of the audit standard and provided sufficient structure to support implementation and maintenance of the management system.  Yes  No

The organization has demonstrated effective implementation and maintenance / improvement of its management system and is capable of achieving its policy objectives, as well as and the intended results of the respective management system(s).  Yes  No

The organization has demonstrated the establishment and tracking of appropriate key performance objectives and targets and monitored progress towards their achievement.  Yes  No

The internal audit program has been fully implemented and demonstrates effectiveness as a tool for maintaining and improving the management system.  Yes  No

The management review process demonstrated capability to ensure the continuing suitability, adequacy, effectiveness of the management system.  Yes  No

Throughout the audit process, the management system demonstrated overall conformance with the requirements of the audit standard.  Yes  No

Certification claims are accurate and in accordance with SGS guidance and the organization is effectively controlling the use of certification documents and marks.  N/A  Yes  No/No

## 7. NON-CONFORMITIES

### 7.1 Closure of open nonconformities identified during the previous evaluation

<b>Nonconformity</b>	N° <u>4</u> of <u>4</u>	<input type="checkbox"/> Major	<input checked="" type="checkbox"/> Minor	<input type="checkbox"/> False Claim
Department / Function:	Management plan	Standard Reference:	NZS AS 4708-2014 1.2.1	
Document Ref.:	Various			
Details of Nonconformity:	<b>The forest manager does not have a Forest Management Plan that delivers the police commitments.</b> It cannot be evidence if documents are current, updated or revised, some of them don't have the version numbers nor the revision date, for example: operational prescriptions, Rayonier public use guidelines, Social impact assessment 2022 BOP, Southland; etc. CAR 04 is raised.			
Close out evidence and conclusion:	The company has set up the last review date for all documents in Promapp system, however when documents are printed out the version of the document is not coming up, so, it is still not possible to control at field that the documents used are in the last available version. CAR M01 is raised from CAR 04 (2022)			
Status of nonconformity	<input type="checkbox"/> Closed <input checked="" type="checkbox"/> Not closed, raised to Major nonconformity (see 7.2 below)			

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	<input type="checkbox"/> Not closed, timeline extended (see 7.2 below)
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## 7.2 New Nonconformities

<b>Nonconformity</b>	N° <u>1</u> of <u>12</u>	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	<input type="checkbox"/> False Claim
Department / Function:	Documented information	Standard Reference:	PEFC NZ STANDARD:2021 Cluse 7.3.5	
Document Ref.:	-			
Details of Nonconformity:	<p><b>The forest manager does not control documented information required by the forest management system and by this standard.</b></p> <p>The company has set up the last review date for all documents in Promapp system, however when documents are printed out the version of the document is not coming up, so, it is still not possible to control at field that the documents used are in the last available version. CAR M01 is raised from CAR 04 (2022)</p>			
Proposed Action Plan	<p>Action plan as follow: Review of the documents to identify which templates are missing the latest version details. Confirm all the latest version and send those to the contractors and staff.</p> <p>Set a review withing the Promapp system to control if everyone is using the same version, Evidence and Actions taken, 25 Oct 2023 – audit system review – this includes the CARs review of the SGS audit 2023.Review of the latest procedures/prescription have been reviewed and share with all the regions, the latest procedures are under the company SharePoint (Promapp)</p> <p>After the audit was completed – review of the procedures and templates was done, for example for the harvesting team latest harvesting prescription is called HB23.1 dated 17 Oct 2023 this has been used in the operation since the changes after the audit.</p> <p>Evidence of this document use for another regions example:</p> <p>Harvest Plan for sale area 612-030-02 used the latest harvesting template – Region Bay of plenty – Omataroa Forest – dated of the plan 27 Oct 2023</p> <p>Harvest Plan for sale area 609-096-3 used the latest harvesting template – Region Bay of plenty – Tairua Forest – dated of the plan 26 Oct 2023</p> <p>Harvest Plan for sale area 907-046-01S used the latest harvesting template – Region Canterbury – Ashely Forest – dated of the plan 2 Nov 2023</p> <p>Another example if the latest template for Planting those are done per region – latest version called BOP23.1 dated 17 Oct 2023 for Hawkes bay HB23.1 dated 17 Oct 2023 (this document has not changes done after the audit – the only things that have been done is adding the document details).As part of the measure to avoid this issue to happen again the company implemented a monitoring as of procedure and templates for operations. Bookings under Promapp .Internal environmental audit performance procedure is book for 20 Dec 2023</p> <p>The next PEFC internal audit review is book for 25 April 2024 book under Promapp –</p>			
Status of nonconformity	<input type="checkbox"/> Open <input checked="" type="checkbox"/> Closed on date: 10 Nov 2023			

<b>Nonconformity</b>	N° <u>2</u> of <u>12</u>	<input type="checkbox"/> Major	<input checked="" type="checkbox"/> Minor	<input type="checkbox"/> False Claim
Department / Function:	Leadership	Standard Reference:	PEFC NZ STANDARD:2021 Cluse 5.2	

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Document Ref.:	Environmental policy
Details of Nonconformity:	<p><b>Senior management does not establish, implement and maintain a sustainable forest management policy, within the defined scope of its forest management system.</b></p> <p>It was observed the objectives are not clearly identified within the environmental policy version June 2023 and the document is referring to the old version of the PEFC standard – NZS AS 4708:2014.</p>
Proposed Action Plan	<p>RMF will review the policy and ensure that it provides a framework for setting sustainability objectives, a commitment to fulfil its compliance obligations, acknowledgement of the positive contribution of stakeholders and a commitment to proactive engagement with stakeholders, and a commitment to continual improvement. Bookings under Promapp Internal environmental audit performance procedure is book for 20 Dec 2023</p> <p>The next PEFC internal audit review is book for 25 April 2024 book under Promapp</p>
Status of nonconformity	<input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed on date:

<b>Nonconformity</b>	N° <u>3</u> of <u>12</u>	<input type="checkbox"/> Major	<input checked="" type="checkbox"/> Minor	<input type="checkbox"/> False Claim
Department / Function:	Stakeholder communication & engagement	Standard Reference:	PEFC NZ STANDARD:2021 Cluse 7.4.3	
Document Ref.:	-			
Details of Nonconformity:	<p><b>The forest manager does not externally communicate the audit report summaries provided by the certification body corresponding to the current period of certification and there is not a document communication process.</b></p> <p>Although communications are done there is not a documented communication process; it was also evidenced that the audit report summary provided by the certification body in the website is for the audit done in 2020. Promapp now indicated under PEFC audit – external communications for PEFC V.38</p>			
Proposed Action Plan	Changes made to the audit process to include a more detail description of what is required to be made public. All external communication requirements under the new standard have been added to the process. FSC / PEFC Audits Version 38.0			
Status of nonconformity	<input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed on date:			

<b>Nonconformity</b>	N° <u>4</u> of <u>12</u>	<input type="checkbox"/> Major	<input checked="" type="checkbox"/> Minor	<input type="checkbox"/> False Claim
Department / Function:	Scope of the management system	Standard Reference:	PEFC NZ STANDARD:2021 Cluse 4.3	
Document Ref.:	-			
Details of Nonconformity:	<p><b>The forest manager does not maintain the scope of forest management and defined forest area as documented information.</b> The scope is defined and reflected in the stage 2 report, however, it is not clearly documented in the company's documents.</p>			
Proposed Action Plan	RMF will review the public summary report and include the scope of its operations.			
Status of nonconformity	<input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed on date:			

<b>Nonconformity</b>	N° <u>5</u> of <u>12</u>	<input type="checkbox"/> Major	<input checked="" type="checkbox"/> Minor	<input type="checkbox"/> False Claim
Department / Function:	Management Objectives	Standard Reference:	PEFC NZ STANDARD:2021 Cluse 6.2	
Document Ref.:	-			
Details of Nonconformity:	<p><b>The management objectives are not always measurable and updated as appropriate.</b> Despite the company is monitoring its performance there is not clear evidence of how the company measures the targets link to their objectives.</p>			
Proposed Action Plan	Agenda item at quarterly reviews/annual reviews. Regional and strategic objectives The company will provide a clearer link between the Objectives and KPI's to ensure it complies			



	with the standard
Status of nonconformity	<input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed on date:

<b>Nonconformity</b>	N° <u>6</u> of <u>12</u>	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	<input type="checkbox"/> False Claim
Department / Function:	Performance evaluation	Standard Reference:	PEFC NZ STANDARD:2021 Cluse 9.2	
Document Ref.:	Internal audit report 2023			
Details of Nonconformity:	<b>The forest manager does not internal audits at planned intervals to provide information on whether the forest management system and operational activities conform with the requirements of this standard.</b> The company has an internal audit done for its system; however the internal audit was done as per the old STD in this case some of the section of the new PEFC STD have not been covered.			
Proposed Action Plan	The company has included in their system a review with the new PEFC standard, this was book and <b>completed on 25 Oct 2023</b> . The report was sent to the auditor on the 5 Nov 2023 – CARs raised during the SGS 2023 surveillance were include. To avoid this to happen reviews have been implemented under their monitoring system in Promapp. Internal environmental audit performance procedure is book for 20 Dec 2023  The next PEFC internal audit review is book for 25 April 2024 book under Promapp –			
Status of nonconformity	<input type="checkbox"/> Open <input checked="" type="checkbox"/> Closed on date: 10 Nov 2023			

<b>Nonconformity</b>	N° <u>7</u> of <u>12</u>	<input type="checkbox"/> Major	<input checked="" type="checkbox"/> Minor	<input type="checkbox"/> False Claim
Department / Function:	Performance evaluation	Standard Reference:	PEFC NZ STANDARD:2021 Cluse 9.3	
Document Ref.:	Rayonier Matariki Forests PEFC Internal Management Systems Review: April 2023.			
Details of Nonconformity:	<b>Senior management does not review the forest manager's forest management system at least annually to ensure its continuing suitability, adequacy and effectiveness.</b>  Although Management system review done April 2023 covers almost all the sections, PEFC CARs raised in 2022 and conclusions have not been including in this review.			
Proposed Action Plan	Include review of PEFC CARS explicitly in Management review. The company has included in their system a review with the new PEFC standard, this was book for 25 Oct 2023.  The next PEFC internal audit review is book for 25 April 2024 book under Promapp – another internal environmental audit performance procedure is book for 20 Dec 2023			
Status of nonconformity	<input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed on date:			

<b>Nonconformity</b>	N° <u>8</u> of <u>12</u>	<input type="checkbox"/> Major	<input checked="" type="checkbox"/> Minor	<input type="checkbox"/> False Claim
Department / Function:	Forest Ecosystem Health	Standard Reference:	PEFC NZ STANDARD:2021 Cluse 11.2.5	
Document Ref.:	-			
Details of Nonconformity:	<b>Where fertilisers are used, the forest manager does not justify their use and minimise any adverse impacts.</b>  Although there is a fertiliser decision model used based on the impact to the plantation and costs this one does not cover the potential impact of the use of fertilizers.			
Proposed Action Plan	Rayonier will be expanding it's ESRA program to include Fertilisers- internal environmental audit performance procedure is book for 20 Dec 2023			
Status of nonconformity	<input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed on date:			

<b>Nonconformity</b>	N° <u>9</u> of <u>12</u>	<input type="checkbox"/> Major	<input checked="" type="checkbox"/> Minor	<input type="checkbox"/> False Claim
Department /	Forest ecosystem Health	Standard	PEFC NZ STANDARD:2021	

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Function:		Reference:	Cluse 11.2.4
Document Ref.:	-		
Details of Nonconformity:	<p><b>Pesticide use but not in accordance with the instructions given by the producer and/or regulators and be implemented with the appropriate equipment by trained personnel.</b></p> <p>It was observed that none of the staff members involve in chemical operations at Canterbury office have a growsafe certificate.</p>		
Proposed Action Plan	<p>Pesticide requirements had been met, but Rayonier will strengthen systems by including Growsafe training in development plan for all Foresters.</p> <p>internal environmental audit performance procedure is book for 20 Dec 2023</p>		
Status of nonconformity	<input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed on date:		

<b>Nonconformity</b>	N° <u>10</u> of <u>12</u>	<input type="checkbox"/> Major	<input checked="" type="checkbox"/> Minor	<input type="checkbox"/> False Claim
Department / Function:	Social and economic benefits	Standard Reference:	PEFC NZ STANDARD:2021 Cluse 11.7.2	
Document Ref.:	-			
Details of Nonconformity:	<p><b>Forest managers does not foster a safe working environment by developing systems which ensure that work is carried out in a safe and healthy manner and ensuring health and safety management conforms to relevant laws and codes of practice.</b></p> <p>While the Forest Manager does foster a safe working environment (evidenced by a TIR well below the industry average) by developing systems which ensure that work is carried out in a safe and healthy manner and ensuring health and safety management conforms to relevant laws and codes of practice, there were two instances during the field visits that yarders did not meet compliance for safe access and guarding" For example, access onto the Marshall's harvest line required high-stepping about a metre onto the machine without use of steps or a guard rail. Original manufacturers' guarding was removed from hydraulic area requiring 'delicate' footing. There was evidence of paint removed by boots over an extended period of time.</p>			
Proposed Action Plan	<p>A risk assessment was completed for both machines that were highlighted in the audit. Remedial action was taken to fix the guarding that had been removed on the hauler.</p> <p>A review of the existing machine access and egress procedures is being undertaken. The new procedures will include access and egress for maintenance personnel.</p> <p>Company audits of all mobile plant in progress</p>			
Status of nonconformity	<input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed on date:			

<b>Nonconformity</b>	N° <u>11</u> of <u>12</u>	<input type="checkbox"/> Major	<input checked="" type="checkbox"/> Minor	<input type="checkbox"/> False Claim
Department / Function:	Social and economic benefits	Standard Reference:	PEFC NZ STANDARD:2021 Cluse 11.7.3	
Document Ref.:	-			
Details of Nonconformity:	<p><b>Forest managers does not ensure that its practices and those of its contractors and sub-contractors comply with the fundamental ILO conventions.</b></p> <p>The company had not a formal documented position around unions although in practice management say workers are free to join.</p>			
Proposed Action Plan	<p>RMF will develop a policy to ensure that ensures contractors and their staff are aware of their freedom to join a union. The next PEFC internal audit review is book for 25 April 2024 book under Promapp –</p>			
Status of nonconformity	<input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed on date:			

<b>Nonconformity</b>	N° <u>12</u> of <u>12</u>	<input type="checkbox"/> Major	<input checked="" type="checkbox"/> Minor	<input type="checkbox"/> False Claim
Department / Function:	Social and economic benefits	Standard Reference:	PEFC NZ STANDARD:2021 Cluse 11.7.6	
Document Ref.:	-			
Details of	<b>The forest manager does not monitor, ensure, and demonstrate that wages of workers</b>			

Nonconformity:	<b>meet or exceed at the least legal minimum wage or, where applicable collective bargaining agreements or, a living wage where this is considered higher than the legal minimum wages.</b> It was evidenced the company does not have a system in place to check the contractors' workers are being paid the living wages.
Proposed Action Plan	RMF will either engage a third party or conduct a national survey itself to determine that it meets the criteria of the standard. The next PEFC internal audit review is book for 25 April 2024 book under Promapp –
Status of nonconformity	<input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed on date:

Nonconformities detailed here shall be addressed through the organization's corrective action process, in accordance with the relevant corrective action requirements of the audit standard, including actions to analyse the cause of the nonconformity and prevent recurrence, and complete records maintained.

- Corrective actions to address identified major nonconformities shall be carried out immediately **including a cause analysis**, and SGS notified of the actions taken within 30 days. An SGS auditor will perform a **follow up visit** within 90 days to confirm the actions taken, evaluate their effectiveness, and determine whether certification can be granted or continued.
- Corrective actions to address identified major nonconformities shall be carried out immediately, **including a cause analysis**, and **records with supporting evidence sent to the SGS auditor** for close-out within 90 days.
- Corrective Actions to address identified minor non conformities **including a cause analysis**, shall be documented on a action plan and sent by the client to the auditor within 90 days for review. If the actions are deemed to be satisfactory they will be followed up at the next scheduled visit.
- Corrective Actions to address identified minor non-conformities **including a cause analysis**, have been detailed on an action plan and the intended action reviewed by the Auditor, deemed to be satisfactory and will be followed up at the next scheduled visit.
- Appropriate **cause analysis** and immediate **corrective and preventive** action taken in response to each non-conformance as required.

Note:- Initial, Re-certification and Extension audits – recommendation for certification cannot be made unless check box 4 is completed. For re-certification audits the time scales indicated may need to be reduced in order to ensure re-certification prior to expiry of current certification.

Note: At the next scheduled audit visit, the SGS audit team will follow up on *all* identified nonconformities to confirm the effectiveness of the corrective actions taken.

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## 8. General Observations & Opportunities for Improvement

- **OBSERVATIONS:**

- **N° 01- 11.2.2:** It was observed that document Disease, Pest and Abiotic Issues and Management does not indicate a version or dated for the latest update.
- **N° 02- 11.2.3:** It was observed that while the company use a comparison of data collected yearly is not a formal process to evaluate the results.

- **OPPORTUNITIES OF IMPROVEMENT:**

- **N° 01- 7.5.2:** it should be assessed the possibility that the process's owner or expert receive a notification when a document linked to the process is updated by someone else.

- **STRENGTHS: not identified.**

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**End of public report**

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## 9. LIST OF INDIVIDUALS WHO WERE INTERVIEWED BY AUDITORS OR WHO CONTRIBUTED INFORMATION IN WRITING.

Name of person/Organisation	Contributed in writing	Interviewed	Stakeholder comment
Contractor 1	x		<p>Realistic client. Fair and has good communication at all levels. Proactive at asking for feedback prior to implementing new procedures or training requirements.</p> <p>Environmental concern for the district we live and work in. Example of this is the extra safety procedures placed on public road at Otau Mt Rd to ensure increased safety for residents and contractors.</p> <p>Planning- All information required is available. Meeting with forest managers on a regular basis. Schedule of operations for all users of the forest area are sent out weekly by forest manager.</p> <p>Road building and maintenance- Built and maintained to a very high standard. Regular maintenance ensures minimal environment impacts from adverse weather.</p> <p>Health and safety of employees- Taken very seriously. Upskilling of staff offered and required for example fire training courses and certificates in Forest Operations Level 3</p> <p>Relationship with the local community- Ongoing communication with local community. Example 31/7/23 Otau Mt Rd resident had concrete trucks coming to pour site. RMF provided pilot vehicle on the road to communicate with all road users during this time to keep all road users safe.</p>
Neighbour	x		Matariki have been good neighbours for us up at Willow Flat, Hawke's Bay.
Neighbour	x		In the last 6 months there has been communication lapses from the organisation and having major boundary issues eg gorse growing over fences. Calls and emails are not being returned.
Earth moving Contractors 2		x	Good relationship with the company
Truckdriver Contractor 3		x	Work constructively with company
Harvesting Contractor 4		x	company supervisor good to work with
Harvesting Contractor 5		x	Been with the company for decades
NGO	x		Strong relationship with Rayonier
Council	x		Generally no issues with the company and staff

### 10. Opening and Closing Meeting Attendance Record

Name	Position	Opening	Closing
See attendance sheet as part of the audit pack.			