

# Policy Manual for Segregated Management and Document Management

Date created: January 1st, 2010  
Company name: Omoku Rinzai Co., Ltd.

This Policy Manual sets forth the policy on the segregated management required for the supply of timber certified as thinned timber in accordance with the Guideline on the Certification of Thinned Timber issued by the Forestry Agency.

## Scope

This Policy covers the handling of timber certified as thinned timber inside company mills.

## Segregated Management Manager

- A Segregated Management Manager will be appointed to appropriately manage separately.
- The Segregated Management Manager will have the responsibility to manage timber certified as thinned timber separately and inspect the actual situation.

## Implementing Segregated Management

- When delivering raw lumber, the delivery statement, etc. will be used to check that the lumber has been certified as from thinned timber.
- When storing raw lumber and chips that have been certified as from thinned timber, each storage location shall be clearly labeled to ensure that they are not mixed with other raw lumber or chips.
- When shipping out chips that have been certified as from thinned timber, the fact that these chips are from thinned timber shall be stated on the delivery statement, etc.

## Document Management

- Along with reporting the shipping and delivery track record of raw lumber and chips that have been certified as from thinned timber, the management books shall be made public each year.
- Provisions shall be listed as appropriate in order to understand the information related to the shipping, delivery, or stock of raw lumber and chips that have been certified as from thinned timber.
- Certificates, delivery statements, management books, and other related documents will be stored for a period of five years.