

Instructions for using this form:

1. Save this PDF on your computer and ensure it is open in Adobe Reader ([click here to download Adobe Reader](#) if you do not already have it).

**Note:** The form will not function properly if opened in anything other than Adobe Reader. Therefore, please ensure the form is not open in a window of your internet browser or another program when you do the following steps.

2. Fill in the document code. Ensure the correct version number is included. Forms missing this information will not be processed.
3. Use a new request number for each complaint, dispute, or change request. This means if you have multiple issues with the same indicator, you will repeat the same indicator on multiple lines.
4. Choose which section or indicator is the subject of your complaint, dispute, or change request from the dropdown menu in the column titled “Section or indicator”.
5. Describe your complaint, dispute, or change request related to the corresponding section or indicator.
6. Provide evidence supporting your complaint, dispute, or change request. Publicly available information is preferred, but personal knowledge or experience will be considered as well. Evidence is required for consideration of the change request.

**Note:** You are not limited to the space shown on the fields. They will scroll as you type or paste text you typed in a word processor.

7. Push the “Submit Form” button and follow the on-screen instructions.

OR

8. Save the filled-in form on your computer.
9. Attach the saved form to an email with the subject “change request for [document code]”.
10. Send the email with the filled-in form and any other attachments to [controlledwood@fsc.org](mailto:controlledwood@fsc.org).

If you have questions or comments about the form, please contact William Cook ([w.cook@fsc.org](mailto:w.cook@fsc.org)).

We take your privacy seriously. Please read [our privacy statement](#) for more details on how your personal data will be handled.



## Change request for FSC risk assessments (CNRAs or NRAs)

Name:

E-mail address:

Organization (if applicable):

Stakeholder group:

Document code (e.g. FSC-CNRA-XX V1-0):

Submit Form

Request number	Section or indicator	Complaint, dispute, or change requested	Evidence to support complaint, dispute, or change request
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## Change request for FSC risk assessments (CNRAs or NRAs)

Name:

Email address:

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Document code (e.g. FSC-CNRA-XX V1-0):

Request number	Section or indicator	Complaint, dispute, or change requested	Evidence to support complaint, dispute, or change request
1	Cat1 intro	There is an error in Table 1. It should say 10956 m3.	FAO Global forest resources assessment 2015
2	1.1	The URL link for the legal database no longer works. It should be updated.	N/A
3	1.1	News indicates a widespread risk of corruption. Change risk designation to specified risk.	<a href="http://www.XYZnews.com/environment/widespread-corruption">www.XYZnews.com/environment/widespread-corruption</a>
4	5.1	I know there are instances of GMOs used. Change risk designation to specified risk.	First-hand knowledge/experience
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