

NEPCon Evaluation of SIA AKZ Compliance with the SBP Framework: Public Summary Report

Fourth Surveillance Audit

www.sbp-cert.org



Completed in accordance with the CB Public Summary Report Template Version 1.4

For further information on the SBP Framework and to view the full set of documentation see www.sbp-cert.org

Document history

- Version 1.0: published 26 March 2015
- Version 1.1: published 30 January 2018
- Version 1.2: published 4 April 2018
- Version 1.3: published 10 May 2018
- Version 1.4: published 16 August 2018

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Table of Contents

| 1 Overview |
|------------|
|------------|

- 2 Scope of the evaluation and SBP certificate
- 3 Specific objective
- 4 SBP Standards utilised
- 4.1 SBP Standards utilised
- 4.2 SBP-endorsed Regional Risk Assessment
- 5 Description of Company, Supply Base and Forest Management
- 5.1 Description of Company
- 5.2 Description of Company's Supply Base
- 5.3 Detailed description of Supply Base
- 5.4 Chain of Custody system
- 6 Evaluation process
- 6.1 Timing of evaluation activities
- 6.2 Description of evaluation activities
- 6.3 Process for consultation with stakeholders

7 Results

- 7.1 Main strengths and weaknesses
- 7.2 Rigour of Supply Base Evaluation
- 7.3 Compilation of data on Greenhouse Gas emissions
- 7.4 Competency of involved personnel
- 7.5 Stakeholder feedback
- 7.6 Preconditions
- 8 Review of Company's Risk Assessments
- 9 Review of Company's mitigation measures
- 10 Non-conformities and observations
- 11 Certification recommendation



1 Overview

| CB Name and contact: | NEPCon OÜ, Filosoofi 31, 50108 Tartu, Estonia |
|---------------------------------|--|
| Primary contact for SBP: | Ondrej Tarabus ot@nepcon.org, +420 606 730 382 |
| Current report completion date: | 05/Sep/2019 |
| Report authors: : | Ģirts Karss, Ēriks Lidemanis |
| Name of the Company: | AKZ SIA, Matrozu iela 15, Riga, LV-1048, Latvia |
| Company contact for SBP: | Germans Savickis, sales manager, +371 25915552, germans.savickis@akz.lv |
| Certified Supply Base: | Sourcing from Republic of Latvia, Republic of Lithuania |
| SBP Certificate Code: | SBP-01-02 |
| Date of certificate issue: | 29/Sep/2015 |
| Date of certificate expiry: | 28/Sep/2020 |

This report relates to the Fourth Surveillance Audit



2 Scope of the evaluation and SBP certificate

The certificate scope covers the production site in Aizkraukle, office in Riga and storage place in Riga Mangalsala harbour.

The Organisation holds valid FSC Chain of Custody certificate, covering both the sawmill and the pellet mill.

The organisation is using for biomass production only secondary and tertiary feedstock: own wood industry residues coming from the Organisation's sawmill and planning mill. No feedstock for production is sourced from external suppliers, except for the heating chips used for biomass drying.

All inputs delivered to the sawmill (and later on the residues from this production used for biomass production and for biomass driers) are FSC certified, FSC controlled wood, controlled materials included in the Organisation's FSC Controlled wood verification system or PEFC certified feedstock (at the moment PEFC feedstock does not give any input into SBP mass-balance account). The material used in the biomass production originates from Latvia and Lithuania.

The organization has sales department selling and buying lumber. The sales department is responsible for these activities. The flows are totally different and are divided into the recordkeeping system.

The Sawmill of the organisation is using logs as a raw materials for its production. The origin of the round wood at the stump level is verified at the reception process based on: cutting licence number indicated in the supplier documentation, compartment or sub-compartment information in delivery documentation.

Scope description: Production of wood pellets, for use in energy production, at AKZ Aizkraukle pellet mill and transportation to Riga harbour. The scope of the certificate does not include Supply Base Evaluation.

Scope of evaluation is indicated in the table below:



| Scope Item | Check all that apply to the Certificate Scope | | | | Change in Scope (N/A for Assessments) | | |
|-------------------------------------|---|-----------|---|---|--|--|--|
| Approved Standards: | SBP Standard # http://www.sus | | | | | | |
| Primary Activity: | Pellet producer | | | | | | |
| Input Material Categories: | SBP-Compliant Primary Feedstock | | SBP-Compliant Secondary Feedstock | | | | |
| | Controlled Feedstock SBP-Compliant Tertiary biomass | | SBP non-Compliant Feedstock | | | | |
| | SBP-appro Recycled Clain | L Post-co | | nsumer Tertiary Feedstock | | | |
| Chain of custody system | K FSC | × F | PEFC | SFI | | | |
| implemented: | Transfer | 1 | | age 🛛 Credit | | | |
| Points of sales | Harbour – Permanent stor (Storage site) | rage | Harbour Temporally (Logistic site | storage sale (e.g. gate of the | | | |
| Provide name of all points of sales | - | | - FOB RIGA (Mangalsala | | - | | |
| Use of SBP claim: | X Yes | | | | | | |
| SBE Verification Program: | Low risk sources only New districts approved for SBP-Co | | | Sources with unspecified/ specified risk ompliant inputs: | | | |
| Sub-scopes | | | | - | | | |



Specify SBP Product Groups added or removed:

Comments:



3 Specific objective

The specific objective of this evaluation was to confirm that the Biomass Producer's management system is capable of ensuring that all requirements of specified SBP Standards are implemented across the entire scope of certification.

The scope of the evaluation covered:

- review of the BP's management procedures;
- review of the production processes, production site visit;
- review of FSC system control points, analysis of the existing FSC CoC / CW system;
- interviews with responsible staff;
- review of the records, calculations and conversion coefficients;
- GHG data collection analysis and review of applicable reports, SAR analysis and review;
- review of the BP's management procedures, including requirements designated in SBP standards Standard #1 V1.0, Standard #2 V1.0;
- review of updated Supply Base Report;
- storage site visits in Riga port;
- review of the reports and records



4 SBP Standards utilised

4.1 SBP Standards utilised

Please select all SBP Standards used during this evaluation. All Standards can be accessed and downloaded from <u>https://sbp-cert.org/documents/standards-documents/standards</u>

- □ SBP Framework Standard 1: Feedstock Compliance Standard (Version 1.0, 26 March 2015)
- SBP Framework Standard 2: Verification of SBP-compliant Feedstock (Version 1.0, 26 March 2015)
- SBP Framework Standard 4: Chain of Custody (Version 1.0, 26 March 2015)
- SBP Framework Standard 5: Collection and Communication of Data (Version 1.0, 26 March 2015)

4.2 SBP-endorsed Regional Risk Assessment

SBE is not included in the scope of the evaluation.



5 Description of Company, Supply Base and Forest Management

5.1 Description of Company

The organization is a biomass producer with a production site situated in Aizkraukle, Latvia, office in Riga and storage site in Riga (Mangalsala harbour, Riga freeport). The biomass production is located at the same site as the sawmill (under the same ownership) which is the only supplier of raw material to the biomass producer.

The organization is employing appr. 250 employees, 7 of them are employed in the pellet production site.

For production of pellets the BP is sourcing secondary and tertiary feedstock provided by the organisation's own sawmill. The sawmill is using logs for its production and is providing pellet mill with wood industry residues.

The roundwood used in the sawmill (logs for primary production) is originating from Latvia and Lithuania. The volume of the secondary/ tertiary feedstock (sawdust, woodchips, bark, shavings) delivered from the sawmill to the pellet production (both for production purposes and use into driers) is recorded on regular basis. For use into driers the organisation is also buying forest residues delivered by external suppliers and coming from Latvian forests. The volume of incoming material and volume of materials used is recorded.

The Organisation is implementing the FSC credit system for feedstock coming under FSC certified and FSC Controlled wood system, Incoming material is either FSC certified, FSC Controlled Wood or Controlled according to the organisation's own controlled wood verification program. Company owns PEFC certificate as well. However, PEFC feedstock is not accounted per use of the SBP mass-balance system.

The amount of the biomass produced according to FSC credit system might be sold as SBP-compliant or SBP- controlled.

After the production, the pellets are transported to the BP's storage site in Mangalsala Riga.

5.2 Description of Company's Supply Base

The BP is sourcing secondary feedstock only. Feedstock originates from Latvia and Lithuania. Forests within the Supply Base are temperate. The dominating species are pine and spruce. Other main wood species growing in the supply base area are: birch, alder, ash, aspen, oak. FSC certified feedstock is sourced from: Latvia (mainly Latvian State Forests), Lithuania (mainly Lithuanian State Forests).



Latvia:

3.2 million ha of forest, agricultural lands 1,87 million ha. Woodneness of Latvia amount 51%.

The area covered by forest is increasing. The expansion happens both naturally and by afforestation of infertile land unsuitable for agriculture.

Forests lands consists of forests 91,3%, marshes 5.3%, open areas 1,1%), flooded areas 0,5% and objects of infrastructure 1,8%

The main wood species are pine 34.3%, birch 30.8% and spruce 18.0%. Other wood species are aspen 7.4%, aspen 5.4%, black alder 3%, ash 0.5% and oak 0.3%.

46.3% of whole forest area is owned by state, other 53.7 are private forests and other forest ownership types. Management of the state-owned forests is performed by the public limited company Latvijas Valsts Meži, established in 1999. The enterprise ensures implementation of the best interests of the state by preserving value of the forest and increasing the share of forest in the national economy.

Historically, extensive use of forests as a source of profit began later than in many other European countries, therefore a greater biological diversity has been preserved in Latvia. For the sake of conservation of natural values, a total number of 674 protected areas have been established. Part of the areas have been included in the European network of protected areas Natura 2000. Most of the protected areas are state-owned.

In order to protect highly endangered species and biotopes located without the designated protected areas, if a functional zone does not provide that, micro reserves are established. According to data of the State Forest Service (2015), the total area of micro reserves is 40 595 ha. Identification and protection planning of biologically valuable forest stands is carried out continuously.

On the other hand, for preservation of biological diversity during forest management activities, general nature protection requirements binding to all forest managers have been developed. They stipulate that at felling selected old and large trees, dead wood, undergrowth trees and shrubs, land cover around micro-depressions are to be preserved, thus providing habitat for many organisms.

Latvia has been a signatory of the CITES Convention since 1997. CITES requirements are respected in forest management, although there are no species included in the CITES lists in Latvia.

Areas where recreation is one of the main forest management objectives add up to 8 % of the total forest area or 293 000 ha (2012). Observation towers, educational trails, natural objects of culture history value, picnic venues: they are just a few of recreational infrastructure objects available to everyone free of charge. Special attention is devoted to creation of such areas in state-owned forests. Recreational forest areas include national parks (excluding strictly protected areas), nature parks, protected landscape areas, protected dendrological objects, protected geological and geomorphologic objects, nature parks of local significance, the Baltic Sea dune protection zone, protective zones around cities and towns, forests within administrative territory of cities and towns. Management and governance of specially protected natural areas in Latvia is co-ordinated by the Nature Conservation Agency under the Ministry for Environmental Protection and Regional Development.

5% of Latvian inhabitants are employed in forestry, wood-working industry, furniture production Industry.



The share of forestry, wood-working industry and furniture production amounted to 6 % GDP in 2012, while export yielded 1.7 billion euro (17 % of the total amount).

All Latvian State forests are FSC and PEFC certified. Small forest groups of FSC forest owners exist in Latvia. Total FSC and PEFC certified are is appr. 1,4 million Ha

Lithuania

Agricultural land covers more than 50 percent of Lithuania. Forested land consists of about 28 percent, with 2.17 million ha, while land classified as forest corresponds to about 30 percent of the total land area. The southeastern part of the country is most heavily forested, and here forests cover about 45 percent of the land. The total land area under the state Forest Enterprises is divided into forest and non-forest land. Forest land is divided into forested and non-forested land. The total value added in the forest sector (including manufacture of furniture) reached LTL 4.9 billion in 2013 and was 10% higher than in 2012.

Forest land is divided into four protection classes: reserves (2 %); ecological (5.8 %): protected (14.9 %); and commercial (77.3 %). In reserves all types of cuttings are prohibited. In national parks, clear cuttings are prohibited while thinnings and sanitary cuttings are allowed. Clear cutting is permitted, however, with certain restrictions, in protected forests; and thinnings as well. In commercial forests, there are almost no restrictions as to harvesting methods.

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Lithuania is situated within the so-called mixed forest belt with a high percentage of broadleaves and mixed conifer-broadleaved stands. Most of the forests - especially spruce and birch - often grow in mixed stands. Pine forest is the most common forest type, covering about 38 percent of the forest area. Spruce and birch account for about 24 and 20 percent respectively. Alder forests make up about I2 percent of the forest area, which is fairly high, and indicates the moisture quantity of the sites. Oak and ash can each be found on about 2 percent of the forest area. The area occupied by aspen stands is close to 3 percent

Lithuania has been a signatory of the CITES Convention since 2001. CITES requirements are respected in forest management, although there are no species included in the CITES lists in Lithuania.

All state forests owned forests are is FSC certified.

Detailed information about each supply base region (general description of the forest resources and forest management practices within the Supply Base) is publicly available at the BP's homepage:

http://www.akz.lv/sites/default/files/izejmaterialu_piegazu_parskats_lv.pdf

http://www.akz.lv/sites/default/files/supply_base_report_en.pdf



5.3 Detailed description of Supply Base

Total Supply Base area (ha): 5.583 million. ha

Tenure by type (ha): 2.75 million ha in state ownership, 2.57 million ha private owned.

Forest by type (ha): 5.583 million ha Temperate forest according to FSC classification

Forest by management type (ha): 5.583 million ha managed natural forests

Certified forest by scheme (ha): FSC, total certified area 2.53 million ha for Latvia and Lithuania

Quantitative description of the Supply Base can be found in the Biomass Producer's Public Summary Report

https://www.akz.lv/sites/default/files/izejmaterialu_piegazu_parskats_lv_1.3.pdf http://www.akz.lv/sites/default/files/supply_base_report_en_1.3.pdf

5.4 Chain of Custody system

The Organisation holds FSC chain of custody (COC/CW) certificate FSC-C008827, covering also the biomass production. There are FSC procedures in place including the description of the FSC/SBP systems implemented and other documents.

In addition to FSC Chain of Custody system, the BP holds a PEFC chain of custody certificate TT- PEFC-COC90. The PEFC certified material does not give any input into SBP mass-balance account. PEFC CoC system is not used for SBP.

The Organisation is implementing a FSC credit system. FSC Credit system is used for materials received as FSC certified, FSC Controlled wood and feedstock verified according to the Organisation's own Controlled wood verification system. Non-controlled material is not accepted

The organisation is using secondary feedstock - co-products and tertiary feedstock of timber primary processing originating from the Organisation's own sawmill and planning mill.

List of active suppliers exist, certification status of each supplier is verified on regular basis.

The Organisation is implementing FSC credit system calculation. The volume of the incoming feedstock received from the sawmill production is recalculated into the volume of pellets based on conversion coefficient and volume into tone coefficient.

In case of the FSC and/ or SBP sales the volume of sold pellets is withdrawn from the existing credit account.n additional to this AKZ sales department is performing broker activities and selling and buying lumber. The flows are are divided both physically and into the recordkeeping system.



6 Evaluation process

6.1 Timing of evaluation activities

The surveillance audit took place on June 14, 2019

Totally 1.5 day was spent for this evaluation: 1.0 days onsite and 0.5 day documented evidence review prior and after the surveillance audit.

| Activities/ timing | Place | Auditors | Date |
|---|--|----------|------------|
| 09.00- 09.15 Opening meeting | Office in production site: Jaunceltnes street 7, Aizkraukle, LV-5101 | GK, EL | 14.06.2019 |
| 09.15- 11.00 SBP Management system review, discussion of the changes taking part in a system Review of the documents and evidences related to implementation of the SBP standards 2,4. Office staff interview Review of the FSC and PEFC system control points | Office in production site: Jaunceltnes street 7, Aizkraukle, LV-5101, Latvia | | |
| 11.30- 12.30 Factory visit Verified processes and involved departments Procurements and reception (office manager/ logistic specialist, tractor drivers) Moisture measurements (operators/ laboratory); Production and production records/ (accountancy/ production staff Energy related recordkeeper (mechanics/ mechatronics); Sales and client communication (sales department) | Factory Jaunceltnes street, Aizkraukle, LV-5101, Latvia | GK, EL | 14.06.2019 |
| Review of the documents and evidences related to implementation of the SBP standards 2,4. Review of the documents and evidences related to implementation of the SBP standard 5 and instruction document 5A. Office staff interview | Office in production site: Jaunceltnes street 7, Aizkraukle, LV-5101, Latvia | GK, EL | 14.06.2019 |
| 14.00- 15.00 | Port facilities: | GK, EL | 14.06.2019 |





| Port, warehouse visits, interview to personnel responsible for pellet reception, distribution in warehouses and trans shipping | B Port, Traleru street 2A, Riga | | |
|---|--|--------|------------|
| 15.30 – 16.30 Review of the purchasing and sales documents and evidences related to implementation of the SBP standards 2,4 Interview to responsible person for exports | Head office Matrozu iela 15, Riga, LV-1048, Latvia | GK, EL | 14.06.2019 |
| 16.30-17.00 Closing meeting Presentation of the audit results | Head office Matrozu iela 15, Riga, LV-1048, Latvia | GK, EL | 14.06.2019 |

6.2 Description of evaluation activities

The surveillance audit visit was focused on evaluation of BP's overall management system, including review of documents and system, input material classification (reception and registration), analysis of the existing FSC and PEFC chain of custody systems and evaluation of critical control points as well as analysis and review of GHG data.

Description of the surveillanceevaluation:

The audit began with an opening meeting in AKZ SIA office in Aizkraukle. Opening meeting was attended by production manager, biomass sales manager and the overall responsible person for FSC/PEFC chain of custody systems.

Auditors introduced themselves, provided information about audit plan, methodology, auditor qualification, confidentiality issues, surveillance audit methodology and clarified verification scope. During the opening meeting auditors explained CB's accreditation related issues related to the audit.

After the opening meeting auditors went through all applicable requirements of the SBP standards nr.2, 4, 5 and instruction documents 5A, 5B and 5C covering input clarification, existing chain of custody and controlled wood system, management system, CoC, recordkeeping/mass balance requirements, emission and energy data and categorisation of input and verification of SBP compliant and SBP Controlled feedstock/ biomass. During the process overall responsible person for SBP system and over responsible staff having key responsibilities within the system were interviewed.

After the document review, a roundtrip to BP's pellet production was undertaken. During the site tour applicable records were reviewed, pellet factory staff was interviewed and FSC system control points were analysed.

In the second half of the day, a site visit to port facilities was paid. Auditors interviewed responsible person for pellets reception and handling, took a roundtrip to port warehouse facilities, evaluated the pellet handling process, including machinery for pellet handling in warehouses and port territory and pellet loading onto the vessels (cranes).



Organization's head office in Riga was visited after the port visit. Procurement and sales documents were verified. Responsible staff – overall responsible person for FSC/PEFC CoC system and the sales manager were interviewed and short closing meeting was conducted. Findings of the surveillance audit have been summarised and presented to the responsible BP staff – certification manager and sales manager. Audit finding were summarised based on use of 3 angle evaluation method were provided to the responsible persons.

Auditor team composition:

| Auditor(s), roles | Qualifications |
|--|---|
| Ģirts Karss Lead auditor (Standards #2 and #5), | Works for NEPCon since 2011 Girts Karss holds MSc in Environmental Science from the Lund University and the University of Latvia. He has passed the Rainforest Alliance lead assessor training course in FSC Forest Management and FSC Chain of Custody operations and obtained the FSC lead auditor qualification. In 2016 Girts had acquired the SBP auditor qualification and participated in a number of SBP assessments, scope change and annual audits including SBE (Supply Base Evaluation) in Latvia. |
| Ēriks Lidemanis Auditor (Standard #4) | Joined NEPCon in 2017. Holds bachelor degree from Latvia University of Agriculture Forest Faculty (forest management). Previous work experience in wood processing industry and roundwood measurement. Ēriks has passed the NEPCon lead assessor training course in FSC Chain of Custody operations and obtained the FSC CoC auditor qualification. Ēriks is working as FSC Chain of Custody auditor. In 2019 Ēriks acquired SBP auditor qualification and had participated in SBP audits in Latvia. |

6.3 Process for consultation with stakeholders

No Consultation was conducted for this surveillance audit.



7 Results

7.1 Main strengths and weaknesses

Strength: Main SBP system elements are implemented. All the material used for production of pellets is being sourced from the company's own production (sawmill) as co-products/ production waste. All logs used in the sawmill are at least FSC Controlled wood / PEFC Controlled Sources (either purchased as FSC certified, FSC Controlled wood or controlled through the company's PEFC Controlled wood verification system). The organization is operating a small number of management staff with clearly designated responsibilities.

Weaknesses: See the Non-conformance Reports.

7.2 Rigour of Supply Base Evaluation

N/A

7.3 Collection and Communication of Data

The organization had waived the previous audit period. The organization had recorded data on greenhouse gas emissions for the SBP certification and during the first audit period, which has been reviewed during the first surveillance audit in 2017. Additional information was collected by the BP during the second surveillance audit. Quality of GHG data was improved. The available data collected at the time of second surveillance audit had been updated and provided prior the third surveillance audit and verified and validated at the time of audit. The data is complete, accurate and is based on the records from the internal recordkeeping system.

7.4 Competency of involved personnel

The personnel involved in the management and maintenance of SBP system was identified and interviewed during the audit. Those include: sales manager, certification manager (responsible for the responsible person for FSC/PEFC certification systems), and the production manager. Interviewed staff demonstrated awareness of their responsibilities within SBP system. Overall responsible staff was familiar with the SBP system requirements.

7.5 Stakeholder feedback

Not applicable. No stakeholder consultation was conducted.



7.6 Preconditions

Not applicable for surveillance audits



8 Review of Company's Risk Assessments

Describe how the Certification Body assessed risk for the Indicators. Summarise the CB's final risk ratings in Table 1, together with the Company's final risk ratings. Default for each indicator is 'Low', click on the rating to change. Note: this summary should show the risk ratings before AND <u>after</u> the SVP has been performed and after any mitigation measures have been implemented.

Not applicable, SBE not included in the scope



9 Review of Company's mitigation measures

Not applicable



10 Non-conformities and observations

Identify all non-conformities and observations raised/closed during the evaluation (a tabular format below may be used here). <u>Please use as many copies of the table as needed</u>. For each, give details to include at least the following:

- applicable requirement(s)
- grading of the non-conformity (major or minor) or observation with supporting rationale
- timeframe for resolution of the non-conformity
- a statement as to whether the non-conformity is likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks.

| NC number 01/19 | NC Grading: Major |
|-------------------------|---|
| Standard & Requirement: | Standard 2: Verification of SBP-compliant Feedstock |
| | 2 Woody fuel used during the drying process of biomass shall meet the SBP requirements for SBP-compliant feedstock or Controlled feedstock. |

Description of Non-conformance and Related Evidence:

According to interview with responsible persons and as can be concluded by reviewing documents related to sourcing of fuel for biomass drying, the organization is using chips produced from logging residues (forest chips) for biomass drying purpose. Forest chips are supplied by several suppliers and this type of feedstock is not included in any of organization's chain of custody system Due Diligence systems – neither FSC Controlled Wood Due Diligence system nor PEFC Due Diligence System. Thus, it is concluded that the organization's current practice in sourcing woody fuel – chips from logging residues do not meet SBP requirements to use at least Controlled feedstock for drying of the biomass. A major NCR raised.

| Timeline for Conformance: | 3 months from the report finalisation (by 09.12.2019) |
|--|---|
| Evidence Provided by Company to close NC: | Pending |
| Findings for Evaluation of Evidence: | Pending |
| NC Status: | Open |



11 Certification decision

 Based on the auditor's recommendation and the Certification Body's quality review, the following certification decision is taken:

 Certification decision:
 Certification approved

| Certification decision by (name of the person): | Olesja Puiso |
|---|----------------------------------|
| Date of decision: | 09/Sep/2019 |
| Other comments: | Click or tap here to enter text. |