*Enter CB Name* Evaluation of *Enter Company name* Compliance with the SBP Framework: Public Summary Audit Report

Draft

Choose audit type here

www.sbp-cert.org

Version 1.5

March 2019

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

*Document history*

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# Overview

CB Name and contact: *Click here to enter CB name and postal address.*

Current report completion date: *Click here to enter a date.*

Report authors: *Click here to enter name(s) of persons who contributed to the report*

Company contact for SBP: *Click here to enter name of contact person at organisation, contact details.*

Certified Supply Base: *Click here to enter name of SB and location.*

SBP Certificate Code: *Click here to enter SBP Certificate Registration Code.*

Date of certificate issue: *Click or tap to enter a date.*

Date of certificate expiry: *Click or tap to enter a date.*

This report relates to the *Choose an item.*

# Scope of the evaluation and SBP certificate

|  |  |  |
| --- | --- | --- |
| **Scope**  | **Check all that apply to the Certificate Scope** | **Change in Scope** |
| **Approved Standards:** | [ ]  Standard 1: Feedstock Compliance Standard (v1.0, 26 March 2015)[ ]  Standard 2: Verification of SBP-compliant Feedstock (v1.0, 26 March 2015)[ ]  Standard 4: Chain of Custody (v1.0, 26 March 2015)[ ]  Standard 5: Collection and Communication of Data (v1.0, 26 March 2015)[ ]  Instruction Document 2D: SBP Requirements for Group Schemes v1.1[ ]  Instruction Document 5E: Collection and communication of Energy and GHG data v1.0 section 5.2 Dynamic Batch Sustainability Data<https://sbp-cert.org/documents/standards-documents/standards>  |[ ]
| **Primary Activity:****Sub-activity:** | Choose activity from dropdown.Choose activity from dropdown. |[ ]
| **Products** | [ ]  Chips[ ]  Pellets |[ ]
| **Feedstock types:** | [ ]  Primary Feedstock[ ]  Secondary Feedstock[ ]  Tertiary Feedstock |[ ]
| **Supply Base Evaluation in the scope** | [ ]  Yes | [ ]  No |[ ]
|  | Countries/Regions included in the SBE: Click or tap here to enter text. |  |
| **Other Notes:** Click or tap here to enter text. |

*Click here to provide a concise summary of the scope of this evaluation. Evaluated scope should match the scope of the SBP certificate that was issued to the Company (in the case of surveillance of a certified organisation), or it should match the scope of certification that was requested by the producer (in the case of an applicant organisation). If the scope of this evaluation does not match the scope indicated in the Company’s Public Summary Report, explain the reason for any such discrepancy here*

*Objective: to demonstrate that all SBP standard requirements have been met and that the Biomass Producer’s management systems and controls can be evidence across the entire supply base and scope of certification.*

# Evaluation process

## Timing of evaluation activities

*Click or tap here to give the dates and locations of all evaluation activities (e.g. pre-assessment, desktop review, head office audit, supplier audit, site audit, etc). Identify the persons involved and give the approximate duration for each activity. A tabular format may be used.*

## Description of evaluation activities

*Please specify the total Level of Effort (LoE) in person-days for each step of the evaluation. One person-day equivalents to 8 hours of work for one person.*

*Preparation:* Click here to enter value.

*On-site auditing:* Click here to enter value.

*Reporting and following up:* Click here to enter value.

*Click or tap here to give a general description outlining each step of the evaluation. If applicable, include pre-evaluation visits. The description should indicate what was audited, what audit methods were used, and where time allocation was significant. Make specific reference to the evaluation of any critical control points (CCPs) that were identified.*

## Process for consultation with stakeholders

*Click or tap here to provide a general description of the process for consultation with stakeholders.*

# Results

## Main strengths and weaknesses

*Click or tap here to give an overview of results from this evaluation. Identify and discuss the main strengths and weaknesses with respect to the Company’s overall conformity with the relevant SBP Standard(s).*

## Rigour of Supply Base Evaluation

*Click or tap here to provide comment on the rigour with which the Supply Base Evaluation was performed. Determine whether the current definition of scope, as adopted by the Company, was adequate for the specific characteristics of the Supply Base and management systems in place*.

## Collection and Communication of Data

*Click or tap here to analyse and describe the adequacy (in terms of completeness and accuracy) of the Company’s efforts to compile the required data on energy use*.

## Competency of involved personnel

*Click or tap here to identify whether the organisation that performed the Supply Base Evaluation was internal or external to the Company. Provide commentary on the competency of the personnel assigned to perform the SBE. Describe their knowledge of SBP requirements. Document any relevant experience they may have in relation to evaluating the Company’s compliance with the SBP Standards. Provide commentary on the competency of key personnel tasked with implementing the Company’s management and control systems relating to SBP compliance. Describe their knowledge of SBP requirements and any relevant experience.*

## Stakeholder feedback

*Click or tap here to present the comments or concerns raised by stakeholders about the Company, including any comments that were received before or after the main evaluation. Stakeholder comments may be grouped together by common issues of concern for greater clarity. Describe the corresponding follow-up action taken by the Certification Body and any conclusions reached*.

## Preconditions

*Click or tap here to describe any preconditions that the Certification Body may have issued. If applicable, describe the actions taken by the Company to close out those preconditions prior to issuing a certificate*.

# Review of Company’s Risk Assessments

*Describe how the Certification Body assessed risk for the Indicators.*

# Review of Company’s mitigation measures

*Click or tap here identify any mitigation measures taken to address specified risks. Describe how the Company monitored the mitigation measures and whether the measures were shown to be effective in addressing risk*.

# Non-conformities and observations

*Identify all non-conformities and observations raised/closed during the evaluation (a tabular format below may be used here). Please use as many copies of the table as needed. 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** *Enter number* | **NC Grading:** *Choose grading.* |
| **Standard & Requirement:** | *Click to enter SBP standard and requirement reference* |
| **Description of Non-conformance and Related Evidence:** |
| *Click or tap here to enter NC description.* |
| **Timeline for Conformance:** | *Choose NC timeline.* |
| **Evidence Provided by Company to close NC:** | *Click or tap here to enter description provided by Company to close the NC.* |
| **Findings for Evaluation of Evidence:** | *Click or tap here to enter findings for evaluation of evidence by the auditor.* |
| **NC Status:** | *Choose status.* |

# Certification decision

|  |
| --- |
| Based on the auditor’s recommendation and the Certification Body’s quality review, the following certification decision is taken: |
| Certification decision:  | *Choose certification decision.* |
| Certification decision by (name of the person):  | *Click or tap here to enter text.* |
| Date of decision:  | *Click or tap to enter a date.* |
| Other comments: | *Click or tap here to enter text.* |