Draft

SBP Supply Base Report: Enter Company name

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www.sbp-cert.org

Version 1.4

March 2019

*For further information on the SBP Framework and to view the full set of documentation see* [*www.sbp-cert.org*](http://www.sbp-cert.org)

*Document history*

*Version 1.0: published 26 March 2015*

*Version 1.1 published 22 February 2016*

*Version 1.2 published 23 June 2016*

*Version 1.3 published 14 January 2019*

*Version 1.4 published …………*

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# Overview

*On the first page include the following information:*

Producer name: [Name of organisation]

Producer location: [physical address. If multiple, specify head office wrt SBP certification]

Geographic position: [Lat E/W ### degrees ## minutes, Long N/S ### degrees ## minutes]

Primary contact: [Name of contact person for SBP, address, telephone, email]

Company website: [e.g. [www.companyname](http://www.companyname)]

Date of previous report: [ DD/MMM/YYYY]

Date this report finalised: [DD/MMM/YYYY]

Close of CB audit: [Date and location of the closing meeting CB]

Name of CB: [CB Name]

Translations from English: [Yes/No/NA as appropriate]

SBP Standard(s) used: [e.g. Standard 1 version 1.0, Standard 2 version 1.1]

Weblink to Standard(s) used: <https://sbp-cert.org/documents/standards-documents/standards>

SBP Endorsed Regional Risk Assessment: [Reference endorsed RRA or ‘not applicable’]

Weblink to SBE on Company website: [e.g. [www.bp.com](http://www.bp.com)]

# Description of the Supply Base and Feedstock

## General description of the Supply Base

*Provide a brief description*

*Example: The supply base is located in country X and covers Xha of [forest type]. Species extracted from the supply base are: xx, zz, yy*

### Supply Base data

1. Total Supply Base area (ha): cumulative area of all forest types within SB
2. Tenure by type (ha): privately owned/public/community concession
3. Forest by type (ha): boreal/temperate/tropical
4. Forest by management type (ha): plantation/managed natural/natural
5. Certified forest by scheme (ha): (e.g. hectares of FSC or PEFC-certified forest)

### National level description

*Provide a brief description*

*(Example) Applicable forestry laws, standards and practices:*

### Regional level description

*Provide a brief description*

*(Example) Supply base stretches across X counties: Z and Y. Regional differentiation of applicable laws and standards relates to the following risks and is addressed by:*

### Supply chain description

*Provide a brief description*

*(Example) Current supply chain links a number of small forest owners as well as state owned areas. Complexity of the supply chains is considered low and company X has systems in place to manage procurement, sustainability assessments and operational activities.*

### Forestry and land management practices

*Provide a brief description*

## Significant changes in the Supply Base since the last Supply Base Report

*Provide a description of any significant changes to the supply base.*

## General description of Feedstock

### Feedstock input characteristics by product groups

(Example)

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of feedstock** | **Percentage of content in total supplies for the reporting period** | **Quantity of suppliers** | **Species composition** |
| Controlled Feedstock | 82% | 20 | Spruce 54% Pine 46% |
| SBP-compliant Primary Feedstock | 0% | 0 | - |
| SBP-compliant Secondary Feedstock | 18% | 20 | Spruce 54% Pine 46% |
| SBP-compliant Tertiary Feedstock | 0% | 0 | - |

## Flow diagram of feedstock inputs showing feedstock type [optional]

*Insert flow diagram.*

## Feedstock defintions used

*Include a justification for any feedstock group definition used in the SBP Audit Report on Energy and GHG data (e.g. High / Low grade roundwood)*

## Non woody feedstock inputs

*Provide a brief description of any non woody inputs in biomass.*

*Include the following information for all non-woody inputs, including pellet binders.*

*A) type: fossil origin, agricultural residue, other (specify):*

*B) metric tonnes of pellets / year:*

*C) share by volume or weight (in %):*

## Feedstock data for last 12 months

a. Total volume of Feedstock: tonnes or m3 - volume may be shown in a banding between XXX,000 to YYY,000 tonnes or m3 if a compelling justification is provided\*

b. Volume of primary feedstock: tonnes or m3- volume may be shown in a banding between XXX,000 to YYY,000 tonnes or m3 if a compelling justification is provided\*

c. List percentage of primary feedstock (g), by the following categories. - percentages may be shown in a banding between XX% to YY% if a compelling justification is provided\*. Subdivide by SBP-approved Forest Management Schemes:

* + Certified to an SBP-approved Forest Management Scheme
  + Not certified to an SBP-approved Forest Management Scheme

d. List all species in primary feedstock, including scientific name

e. Volume of primary feedstock from primary forest

1. List percentage of primary feedstock from primary forest (j), by the following categories. Subdivide by SBP-approved Forest Management Schemes:
   * Primary feedstock from primary forest certified to an SBP-approved Forest Management Scheme
   * Primary feedstock from primary forest not certified to an SBP-approved Forest Management Scheme
2. Volume of secondary feedstock: specify origin and type - the volume may be shown as a % of the figure in (f) and percentages may be shown in a banding between XX% to YY% if a compelling justification is provided\*.
3. Volume of tertiary feedstock: specify origin and composition - the volume may be shown as a % of the figure in (f) and percentages may be shown in a banding between XX% to YY% if a compelling justification is provided\*.

\* Compelling justification would be specific evidence that, for example, disclosure of the exact figure would reveal commercially sensitive information that could be used by competitors to gain competitive advantage. State the reasons why the information is commercially sensitive, for example, what competitors would be able to do or determine with knowledge of the information.

Bands for (f) and (g) are:

1. 0 – 200,000 tonnes or m3

2. 200,000 – 400,000 tonnes or m3

3. 400,000 – 600,000 tonnes or m3

4. 600,000 – 800,000 tonnes or m3

5. 800,000 – 1,000,000 tonnes or m3

6. >1,000, 000 tonnes or m3

Bands for (h), (l) and (m) are:

0%-19%

20%-39%

40%-59%

60%-79%

80%-100%

NB: Percentage values to be calculated as rounded-up integers.

## Projected figures for feedstock over the next 12 months

*Give an updated projection for the coming 12 month period. Volume may be shown in a banding between XXX,000 to YYY,000 tonnes or m3 if a compelling justification is provided\**

Bands are:

1. 0 – 200,000 tonnes or m3

2. 200,000 – 400,000 tonnes or m3

3. 400,000 – 600,000 tonnes or m3

4. 600,000 – 800,000 tonnes or m3

5. 800,000 – 1,000,000 tonnes or m3

6. >1,000, 000 tonnes or m3

\* Compelling justification would be specific evidence that, for example, disclosure of the exact figure would reveal commercially sensitive information that could be used by competitors to gain competitive advantage. State the reasons why the information is commercially sensitive, for example, what competitors would be able to do or determine with knowledge of the information.

# Supply Base Evaluation

|  |  |
| --- | --- |
| **SBE completed** | **SBE not completed** |
| **☐** | **☐** |

*Provide a concise summary of why a SBE was determined to be required or not required.*

# Supply Base Evaluation Process

## Scope

*Provide a concise summary of the scope of the evaluation.*

## Justification

*Provide a justification for the approach used in the evaluation.*

## Results of Risk Assessment

*Give a brief summary of the results of the risk assessment.*

## Results of Supplier Verification Programme

*Give a brief summary of the results of the SVP.*

## Conclusion

*Give a concise summary of the overall conclusions from the SBE as to whether the organisation meets SBP requirements. This summary should include a discussion of the main strengths and weaknesses of the supply base evaluation, and a statement about the confidence that the evaluators have that the Biomass Producer can ensure that all specified feedstock are in full compliance with SBP Standards.*

# Stakeholder Consultation

*Give a general description of the process of Stakeholder Consultation, including stakeholders contacted and method of communication.*

## Response to stakeholder comments

*Provide a summary of all stakeholder comments received and how the comments were taken into consideration in the SBE process.*

*Comment 1:*

*Response 1:*

*Comment 2:*

*Response 2:*

# Overview of Initial Assessment of Risk

*Briefly describe the results of the Risk Assessment.*

This section indicates the level of risk identified in the Supply Base independent of the actions of the BP. Any action taken by the BP whether as a result of the identification of the risk or as part of the ongoing management system of the BP is reported in Section 9, Mitigation Measures.

*List the result for each Indicator in Table 1.*

Table 1. Overview of results from the risk assessment of all Indicators (independent of the actions of the BP)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Indicator** | **Initial Risk Rating** |  | **Indicator** | **Initial Risk Rating** | |
| 1.1.1 | Choose an item. |  | 2.3.1 | Choose an item. | |
| 1.1.2 | Choose an item. |  | 2.3.2 | Choose an item. | |
| 1.1.3 | Choose an item. |  | 2.3.3 | Choose an item. | |
| 1.2.1 | Choose an item. |  | 2.4.1 | Choose an item. | |
| 1.3.1 | Choose an item. |  | 2.4.2 | Choose an item. | |
| 1.4.1 | Choose an item. |  | 2.4.3 | Choose an item. | |
| 1.5.1 | Choose an item. |  | 2.5.1 | Choose an item. | |
| 1.6.1 | Choose an item. |  | 2.5.2 | Choose an item. | |
| 2.1.1 | Choose an item. |  | 2.6.1 | Choose an item. | |
| 2.1.2 | Choose an item. |  | 2.7.1 | Choose an item. | |
| 2.1.3 | Choose an item. |  | 2.7.2 | Choose an item. | |
| 2.2.1 | Choose an item. |  | 2.7.3 | Choose an item. | |
| 2.2.2 | Choose an item. |  | 2.7.4 | Choose an item. | |
| 2.2.3 | Choose an item. |  | 2.7.5 | Choose an item. | |
| 2.2.4 | Choose an item. |  | 2.8.1 | Choose an item. | |
| 2.2.5 | Choose an item. |  | 2.9.1 | Choose an item. | |
| 2.2.6 | Choose an item. |  | 2.9.2 | Choose an item. | |
| 2.2.7 | Choose an item. |  | 2.10.1 | Choose an item. | |
| 2.2.8 | Choose an item. |  |  |  |  |
| 2.2.9 | Choose an item. |  |  |  |  |

# Mitigation Measures

*A mitigation measure is any action taken by the BP to reduce an indicator’s risk level to low, in line with Standard 2, section 16.*

## Mitigation measures

*Describe any mitigation measures taken to address specified risks associated with Indicators.*

## Monitoring and outcomes

*Describe how the Indicators are being monitoring and what the outcomes are (if known) from that monitoring.*

## Effectiveness of previous mitigation measures

*For each mitigation measure identified during the previous evaluation, give a detailed account of whether the measures were shown to be effective or not.*

## New risk ratings and mitigation measures

*Provide an update of risk ratings for all relevant Indicators.*

# Detailed Findings for Indicators

Detailed findings for each Indicator are given in Annex 1.

# Review of Report

## Peer review

*If an external peer review of this report was done prior to finalisation, describe the process that was followed and the competency of the parties involved.*

## Public or additional reviews

*If another type of external review was done prior to finalisation of this report (e.g. publication for comments by stakeholders, NGOs, or other independent third parties), describe the process here.*

# Approval of Report

|  |  |  |  |
| --- | --- | --- | --- |
| **Approval of Supply Base Report by senior management** | | | |
| **Report Prepared by:** | ***[name]*** | ***[title]*** | ***[date]*** |
| **Name** | **Title** | **Date** |
| **The undersigned persons confirm that I/we are members of the organisation’s senior management and do hereby affirm that the contents of this evaluation report were duly acknowledged by senior management as being accurate prior to approval and finalisation of the report.** | | | |
| **Report approved by:** | ***[name]*** | ***[title]*** | ***[date]*** |
| **Name** | **Title** | **Date** |
| **Report approved by:** | ***[name]*** | ***[title]*** | ***[date]*** |
| **Name** | **Title** | **Date** |
| **Report approved by:** | ***[name]*** | ***[title]*** | ***[date]*** |
| **Name** | **Title** | **Date** |