

SBP

Sustainable Biomass Program

Control Union Certifications B.V. Evaluation of Total Gas & Power Ltd Compliance with the SBP Framework: Public Summary Report

First 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

© Copyright The Sustainable Biomass Program Limited 2018

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:	Control Union Certifications; Meeuwenlaan 4-6; P.O.Box 161, 8000AD Zwolle, Netherlands.
Primary contact for SBP:	Andrea Ferrazzo
Current report completion date:	28/Nov/2018
Report authors:	ing. Koen Jongste
Name of the Company:	Total Gas & Power Limited, 10 Upper Bank Street, London, E14 5BF, United Kingdom
Company contact for SBP:	Hans Meijer
Certified Supply Base:	N/A
SBP Certificate Code:	SBP-06-12
Date of certificate issue:	10/Jan/2018
Date of certificate expiry:	10/Jan/2023

This report relates to the First Surveillance Audit

2 Scope of the evaluation and SBP certificate

Wood pellet trader without own storage. Back to back trading, where they can sometimes take ownership (little risk) during the sea voyage. The scope is matching with the application form and only includes SBP standards 4 and 5. No discrepancies were found

3 Specific objective

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

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 <https://sbp-cert.org/documents/standards-documents/standards>

- 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

Not Applicable: Total Gas & Power Limited acts as a trader of biomass (Wood Pellets)

5 Description of Company, Supply Base and Forest Management

5.1 Description of Company

Total Gas & Power Ltd, based in London, is the commodity trading company of French and publicly listed Total SA. TGPL procures the internal demand for non-oil energy commodities for the Total group of companies, for example liquefied natural gas, power, biomass etc. and executes an asset-backed trading strategy.

In 2015 Total has committed itself to 20% of its portfolio being sustainable within 20 years and is working hard to achieve this. Part will be realised by investing in sun power, battery storage, sustainable biomass as feedstock for power and heat.

The biomass trading activity is part of the Dry Bulk Trading Department.

5.2 Description of Company's Supply Base

Not Applicable: Total Gas & Power Limited acts as a trader of biomass (Wood Pellets).

5.3 Detailed description of Supply Base

Not Applicable: Total Gas & Power Limited acts as a trader of biomass (Wood Pellets).

5.4 Chain of Custody system

Wood pellet trader without storage. Back to back trading, where they can sometime also take ownership (little risk) during the sea voyage. They use FSC CoC as underlying CoC system. Certificate SGSCH-COC-020135, registration number FSC-C133497 (valid from 2016-12-21 till 2021-12-20)

6 Evaluation process

6.1 Timing of evaluation activities

Preparation 20-11-2018 (email on scope and planning Andrea Ferrazzo (certifier), Desktop review 20-11-2018 ing Koen Jongste (lead auditor) on handbook and information send), Office audit 28-11-2018 ing Koen Jongste (lead auditor), GHG paper audit and evidence review 28-11-2018 ing Koen Jongste (lead auditor), reporting 28-11-2018 ing Koen Jongste (lead auditor),. Site visit was from 09:00 -17:00 according the (adjusted) audit plan below:

Opening meeting 09:00-09:10
Agreement on Scope 09:10-09:15
Checking the documents at hand 09:15-09:25
Checking the availability of basic certification requirements 09:25-09:30
Presentation company and processes and procedures 09:30-09:45
Management system 09:45-10:00
DTS system 10:00-10:30
Chain of Custody registrations 10:30-11:00
Chain of Custody Input (claims) 11:00-11:30
Chain of Custody Output claims 11:30-12:00
Suppliers 12:00-12:30
Lunch break 12:30-13:30
Complaints procedures 13:30-13:45
Business integrity, social, health and safety requirements 13:45-14:15
Trademarks 14:15-15:00
GHG calculations 15:00-16:30
Closing meeting 16:30-17:00

6.2 Description of evaluation activities

2. Critical control points, summary

See timing above.

Preparation Scope, main audit Office visit, in depth review of procedures, documents and templates, random check suppliers documentation, Visual inspection, checking knowledge level, Interview, documents, records, Reporting and review

Identified CCP and Evaluation CCP:

Front Office Contracting Phase: purchase and sales trades are made. Checking of Valid certificates in case of SBP Procedures in place. Training done. Interview confirms understanding of the system.

Front Office: Putting purchase and sales into the system: correctly input of all requirements in the system for operations to know what to expect Procedures in place. Training done. Interview confirms understanding of the system. Checked and confirmed by liability officer prior to execution phase.

Operations: Execution phase: receiving of the material and all accompanying documents. Filling out DTS system and adding SREG information Procedures in place. Training done. Interview confirms understanding of the system.

No experience with DTS: no trades have been made, received training.

Back office: Final invoices sent. (Logo's or claims) Procedures in place. Training of supervisor done (and she trained her staff). Interview confirms understanding of the system

People interviewed

Senior Dry Bulk Trader of Total Gas & Power Limited

Dry Bulk Trading Operator of Total Gas & Power Limited of Total Gas & Power Limited

Middle Office Supervisor of Total Gas & Power Limited

Assistant facility manager of Total Gas & Power Limited

Senior Back Office analyst of Total Gas & Power Limited

6.3 Process for consultation with stakeholders

Not applicable, The company is a Biomass Trader

7 Results

7.1 Main strengths and weaknesses

The audit was conducted in an open and positive environment. Company was well prepared for the audit both in knowledge as in manual and management system. No issues were found that could be raised as non-compliance to the requirement of the standard. The depth procedures and record keeping are thought to be more than sufficient for the size and complexity of the company. No SBP material was traded yet. Have experience in trading FSC material.

7.2 Rigour of Supply Base Evaluation

Not Applicable: Total Gas & Power Limited acts as a trader of biomass (Wood Pellets)

7.3 Collection and Communication of Data

No SBP material was traded yet. Did follow training and show understanding during interview. Procedures in place. Have experience in trading FSC material.

Standard 5 in their scope. No SBP material traded yet. During interview, procedure and the SREG template with notes and filled out with basic numbers show they understand what will be expected and how to do it. They will be using their SREG for transport GHG only in case they buy FOB and sell CIF. They will use the websites NETPAS.net and AXSMARINE.com for the required sea transport data.

7.4 Competency of involved personnel

No SBP material traded yet so the staff does not have much experience with SBP. They are ENplus, FSC CoC and PEFC CoC certified and have experience with certification systems. The staff working at the identified control points all have participated in an in house PEFC, FSC and SBP training on 27-10-2017 and 22-11-2018 with subjects: SBP, SREG, GHG data, FESC/PEFC/SBP manual version 1.1, SBP presentation. Interview confirmed their understanding of the system. No experience with DTS, nbut understanding was shown during interview. They did show general knowledge of the system and know where to log in and where to find the manual.

7.5 Stakeholder feedback

Not Applicable: Total Gas & Power Limited acts as a trader of biomass (Wood Pellets)

7.6 Preconditions

No issues identified

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 after the SVP has been performed and after any mitigation measures have been implemented.

Not Applicable: Total Gas & Power Limited acts as a trader of biomass (Wood Pellets)

Table 1. Final risk ratings of Indicators as determined BEFORE the SVP and any mitigation measures.

Indicator	Risk rating (Low or Specified)		Indicator	Risk rating (Low or Specified)	
	Producer	CB		Producer	CB
1.1.1	Low	Low	2.3.3	Low	Low
1.1.2	Low	Low	2.4.1	Low	Low
1.1.3	Low	Low	2.4.2	Low	Low
1.2.1	Low	Low	2.4.3	Low	Low
1.3.1	Low	Low	2.5.1	Low	Low
1.4.1	Low	Low	2.5.2	Low	Low
1.5.1	Low	Low	2.6.1	Low	Low
1.6.1	Low	Low	2.7.1	Low	Low
2.1.1	Low	Low	2.7.2	Low	Low
2.1.2	Low	Low	2.7.3	Low	Low
2.1.3	Low	Low	2.7.4	Low	Low
2.2.1	Low	Low	2.7.5	Low	Low
2.2.2	Low	Low	2.8.1	Low	Low
2.2.3	Low	Low	2.9.1	Low	Low
2.2.4	Low	Low	2.9.2	Low	Low
2.2.5	Low	Low	2.10.1	Low	Low
2.2.6	Low	Low			
2.2.7	Low	Low			
2.2.8	Low	Low			
2.2.9	Low	Low			
2.3.1	Low	Low			
2.3.2	Low	Low			

Table 2. Final risk ratings of Indicators as determined AFTER the SVP and any mitigation measures.

Indicator	Risk rating (Low or Specified)	
	Producer	CB
1.1.1	Low	Low
1.1.2	Low	Low
1.1.3	Low	Low
1.2.1	Low	Low
1.3.1	Low	Low
1.4.1	Low	Low
1.5.1	Low	Low
1.6.1	Low	Low
2.1.1	Low	Low
2.1.2	Low	Low
2.1.3	Low	Low
2.2.1	Low	Low
2.2.2	Low	Low
2.2.3	Low	Low
2.2.4	Low	Low
2.2.5	Low	Low
2.2.6	Low	Low
2.2.7	Low	Low
2.2.8	Low	Low
2.2.9	Low	Low
2.3.1	Low	Low
2.3.2	Low	Low

Indicator	Risk rating (Low or Specified)	
	Producer	CB
2.3.3	Low	Low
2.4.1	Low	Low
2.4.2	Low	Low
2.4.3	Low	Low
2.5.1	Low	Low
2.5.2	Low	Low
2.6.1	Low	Low
2.7.1	Low	Low
2.7.2	Low	Low
2.7.3	Low	Low
2.7.4	Low	Low
2.7.5	Low	Low
2.8.1	Low	Low
2.9.1	Low	Low
2.9.2	Low	Low
2.10.1	Low	Low

9 Review of Company's mitigation measures

Not Applicable: Total Gas & Power Limited acts as a trader of biomass (Wood Pellets)

10 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.

No non-conformities were identified.

NC number <i>Enter number</i>	NC Grading: <i>Choose grading.</i>
Standard & Requirement:	<i>Click to enter SBP standard and requirement reference</i>
Description of Non-conformance and Related Evidence:	
<i>Click or tap here to enter NC description.</i>	
Timeline for Conformance:	<i>Choose NC timeline.</i>
Evidence Provided by Company to close NC:	<i>Click or tap here to enter description provided by Company to close the NC.</i>
Findings for Evaluation of Evidence:	<i>Click or tap here to enter findings for evaluation of evidence by the auditor.</i>
NC Status:	<i>Choose status.</i>

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):	Andrea Ferrazzo
Date of decision:	11/Jan/2019
Other comments:	<i>Click or tap here to enter text.</i>