

NEPCon Evaluation of BioLesProm LLC Compliance with the SBP Framework: Public Summary Report

First Surveillance Audit

www.sustainablebiomasspartnership.org



Completed in accordance with the CB Public Summary Report Template Version 1.0

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

Document history

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Contents

1	Overview	1
2	Scope of the evaluation and SBP certificate	2
3	Specific objective	4
4	SBP Standards utilised	5
4.1	SBP Standards utilised	5
4.2	SBP-endorsed Regional Risk Assessment	5
5	Description of Biomass Producer, Supply Base and Forest Management	6
5.1	Description of Biomass Producer	6
5.2	Description of Biomass Producer's Supply Base	6
5.3	Detailed description of Supply Base	8
5.4	Chain of Custody system	8
6	Evaluation process	9
6.1	Timing of evaluation activities	9
6.2	Description of evaluation activities	9
6.3	Process for consultation with stakeholders	11
7	Results	12
7.1	Main strengths and weaknesses	12
7.2	Rigour of Supply Base Evaluation	12
7.3	Compilation of data on Greenhouse Gas emissions	12
7.4	Competency of involved personnel	12
7.5	Stakeholder feedback	12
7.6	Preconditions	12
8	Review of Biomass Producer's Risk Assessments	13
9	Review of Biomass Producer's mitigation measures	14
10	Non-conformities and observations	15
	Closed non-conformances	25
11	Certification decision	29

1 Overview

CB Name and contact: NEPCon OÜ, Filosoofi 31, 50108 Tartu, Estonia

Primary contact for SBP: Ondrej Tarabus ot@nepcon.net, +420 606 730 382

Report completion date: 28/Feb/2017

Report authors: Aliaksandr Zubkevich

Certificate Holder: BioLesProm LLC. Russia 162300, Vologda region, Verkhovazhje, Parkovaya street 24

Producer contact for SBP: Alexey Zenkov, vice director general. Mob.: +7 921 824 0008;
Email: zenkoval-2007@ya.ru

Certified Supply Base: Sourcing from Russia, Arkhangelsk and Vologda regions

SBP Certificate Code: SBP-01-31

Date of certificate issue: 23/Aug/2016

Date of certificate expiry: 22/Aug/2021

Indicate where the current audit fits within the certification cycle				
Main (Initial) Audit	First Surveillance Audit	Second Surveillance Audit	Third Surveillance Audit	Fourth Surveillance Audit
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 Scope of the evaluation and SBP certificate

The certificate scope covers the production site and office in Verkhovazhje, Vologda region, Russia.

The BP holds valid FSC Chain of Custody, covering pellet production.

The input material used by the organisation for biomass production (both as raw material for pellet production and feedstock used into dryer) contains secondary feedstock supplied from BP' own sawmill (FSC 100%) and from local FSC certified supplier with FSC Mix Credit claim. The biomass is transported by tracks to Saint Petersburg.

Supply Base Evaluation is not included into the scope of the evaluation. Supply base of wood feedstock is situated in the territory of 11 forestries and administrative districts of Vologda and Arkhangelsk regions in Northwest federal district of the Russian Federation

Scope decription: Production of wood pellets, for use in energy production, at BioLesProm LLC and transportation by truck to St Petersburg harbour. The scope of the certificate does not include Supply Base Evaluation.

Scope Item	Check all that apply to the Certificate Scope				Change in Scope (N/A for Assessments)	
Approved Standards:	SBP Standard #2 V1.0 SBP Standard #4 V1.0 SBP Standard #5 V1.0 http://www.sustainablebiomasspartnership.org/documents				<input type="checkbox"/>	
Primary Activity:	Pellet producer				<input type="checkbox"/>	
Input Material Categories:	<input type="checkbox"/> SBP-Compliant Primary Feedstock	<input checked="" type="checkbox"/> SBP-Compliant Secondary Feedstock			<input type="checkbox"/>	
	<input type="checkbox"/> Controlled Feedstock	<input type="checkbox"/> SBP non-Compliant Feedstock				
	<input type="checkbox"/> SBP-Compliant Tertiary biomass	<input type="checkbox"/> Post-consumer Tertiary Feedstock				
	<input type="checkbox"/> SBP-approved Recycled Claim	<input type="checkbox"/> Post-consumer Tertiary Feedstock				
	<input checked="" type="checkbox"/> FSC	<input type="checkbox"/> PEFC	<input type="checkbox"/> SFI	<input type="checkbox"/> GGL	<input type="checkbox"/>	

Chain of custody system implemented:	<input checked="" type="checkbox"/> Transfer	<input type="checkbox"/> Percentage	<input type="checkbox"/> Credit	<input type="checkbox"/>
Points of sales	<input type="checkbox"/> Harbour – Permanent storage (Storage site)	<input type="checkbox"/> Harbour – Temporally storage (Logistic site)	<input checked="" type="checkbox"/> Other point of sale (e.g. gate of the BP, boarder, railway station etc.)	<input type="checkbox"/>
Provide name of all points of sales			FCA S.Petersburg (harbour)	
Use of SBP claim:	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	<input type="checkbox"/>
SBE Verification Program:	<input type="checkbox"/> Low risk sources only	<input type="checkbox"/> Sources with unspecified/ specified risk		<input type="checkbox"/>
	New districts approved for SBP-Compliant inputs:			
Sub-scopes				<input type="checkbox"/>
Specify SBP Product Groups added or removed:				
Comments:				

3 Specific objective

The specific objective of this audit 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 Surveillance Audit 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 system;
- Interviews with responsible staff;
- Review of the records, calculations and conversion coefficients;
- Energy and emission data collection analysis.
- Review of measures undertaken to meet NCRs issued during evaluation.

4 SBP Standards utilised

4.1 SBP Standards utilised

Verification of SBP-compliant Feedstock, SBP Standard 2, Version 1.0, March 2015

Chain of Custody, SBP Standard 4, Version 1.0, March 2015

Collection and Communication of Data, SBP Standard 5, Version 1.0, March 2015

<http://www.sustainablebiomasspartnership.org/documents>

4.2 SBP-endorsed Regional Risk Assessment

Not applicable

5 Description of Biomass Producer, Supply Base and Forest Management

5.1 Description of Biomass Producer

BP is a timber harvesting and wood processing company located in the northern part of Vologda region, Russia. Company runs both pellet production and sawmilling, which supplies secondary feedstock with FSC 100% claim to the pellet plant (19% of the total volume). The rest 81% of the secondary feedstock came from neighbouring FSC certified sawmill with FSC Mix Credit claim. Total annual production capacity of pellet plant is 30000 tones.

The round wood used at both sawmills (logs for primary production) is originating from the European North of Russia (100%), Arkhangelsk and Vologda regions.

The BP has implemented FSC transfer system and all amount of produced biomass shall be sold with FSC MIX claim (SBP-compliant biomass).

The pellets are transported to Saint Petersburg harbour by tracks where the biomass is taken into possession by new owner.

5.2 Description of Biomass Producer's Supply Base

The total area of forest lands in Russia is 764 mln. ha, accounting for about 21% of the world standing timber. Coniferous species makes up 68,4%, hardwood broadleaved species – 2,4%, softwood broadleaved species – 19,3%. Other tree species makes up less than 1%.

In accordance with Russian legislation all forest lands are state owned. Legal entities can use forest areas in lease and short-term use. Lease relations are the dominant legal form of forest use. The lease term may continue from 10 to 49 years.

Entering into the lease agreement of forest lands or sale contracts of forest stands is carried out at the auction for selling the right to enter into such agreements. Forest areas for a lease must pass a state cadastral registration. According to the Forestry Code of the Russian Federation every forest user taking a lease forest land is obliged:

- to implement measures on forest protection and regeneration,
- to provide annual forest declaration,
- to prepare and implement a forest management plan,
- to provide a report on the timber harvest, forest protection and regeneration.

High quality reproduction of forest resources and protective forestation is a prerequisite for use of forests. All reforestation activities in leased forest areas are planned and carried out by forest users at their own expense in accordance with the forest management plans.

The forest complex of the Russian Federation, including forestry as well as wood harvesting and wood processing industries, plays an important role in Russian economy. About 60 000 of large-scale, medium-sized and small

enterprises in all regions of the country are involved in Russian forest complex. The total number of employees in the forest complex of Russia is about 1 mln. people.

Forest certification is an effective tool for combating illegal wood harvesting and wood trade. The system of FSC (Forest Stewardship Council) certification is widely used in Russia. Certified forests area in Russia is about 40 mln. ha, or 30% of the total number of forest under lease. The dynamics of forest certification in Russia shows the ever-increasing activity of wood companies, which indicates to the responsibility to ensure the legality of wood harvested and compliance with environmental and other requirements.

The supply base of LLC “BioLesProm”

Supply base of wood feedstock is situated in the territory of 13 forestries and administrative districts of Vologda and Arkhangelsk regions in Northwest federal district of the Russian Federation listed below. The total area of supply base is 7 498 000 ha.

Vologda region

Verkhovazhskiy

Babushkinskiy

Tarnogskiy

Totemskiy

Nuksenskiy

Syamzhenskiy

Arkhangelsk region

Velskiy

Shenkurskiy

Nyandomskiy

Konoshskiy

Ustyanskoe

Krasnoborskiy

Kotlasskiy

The supply base is situated in central taiga in the European part of Russia. The forest area has favorable conditions for natural regeneration of coniferous species (pine and spruce). The lay of the land is a hilly plain. Vologda and Arkhangelsk regions have intact forests and wetlands of international importance. The territory of Arkhangelsk region is among the global ecoregions of WWF Global 200 Ecoregions. Indigenous peoples vepsi live in Vologda region; pomori and nentsi live in Arkhangelsk region. However high conservation values and indigenous peoples listed above are situated outside of the supply base.

Annual allowable cut of LLC “BioLesProm” is 128 000 cubic meters. Long-term lease is for 49 years. In 2014 company certified its forests and received FSC certificate. Site quality of forest can range from the I to the V. On average site quality of forest is II-III. Clear cutting is 75,8% from the total cut area. Mainly mature forests are harvested. The company provides responsible forest regeneration. Protected wood species are not harvested. Company’s forests do not have species, which fall within the scope of CITES and IUCN. Naturally regenerated stands prevail during regeneration process. Artificial stands are planted on the limited plots of land of 10-15% of regeneration area. Maximum area of clear cutting is 50 ha however in fact it is much smaller.

Company’s sawmill residue is expected to be 16% of total feedstock volume. 84% of the feedstock is expected to be taken at the nearest FSC-certified sawmill. Company’s supplier has three certified forest management units. Currently the supplier is working on certification of the two more units.

Under current conditions company has an opportunity to produce pellets with SBP-complaint biomass claim. All own and acquired feedstock fall under the category of “SBP-compliant Secondary Feedstock”. In both cases sawdust and slabwood of coniferous species are used. In company’s own feedstock the proportion of species is about 70% of pine and 30% of spruce. Supplier’s proportion is vice versa - about 30% of spruce and 70% of pine. In this case this proportion is the same for sawdust and slab wood.

LLC “BioLesProm” is of a great socio-economic importance in Verkhovazhskiy district. 141 employee works there. The company is one of the biggest sawmill and logging companies in the district. It has the leading position in volume of pellet production in Vologda region. The company is engaged in charity events, provides financial support to sociocultural objects and organizations, sport organizations (rural areas, schools, museums, churches, veterans’ communities) and just those in need. All of these is witnessed by numerous diplomas and letters of gratitude.

Forest industry in Vologda and Arkhangelsk regions is one of the leading industries speaking from the perspective of working population involved and the volume of tax payments to all budget levels. These regions are Russian leaders in terms of development level of wood sawing, woodworking and pulp and paper production.

Detailed information about the 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.biolesprom.com/>

5.3 Detailed description of Supply Base

Total Supply Base area (ha):	7 498 000 ha
Tenure by type (ha):	100% state owned, 100% private management
Forest by type (ha):	Boreal 7 498 000 ha
Forest by management type (ha):	100% Natural
Certified forest by scheme (ha):	505 000 ha FSC-certified forest

5.4 Chain of Custody system

BP holds valid FSC CoC certificate, using FSC transfer system of claims. Incoming secondary feedstock may have the claims FSC 100% and FSC Mix Credit. Incoming material is mixed, and therefore all pellets are produced with FSC MIX claim. The system is based on non-acceptation of non-certified material.

6 Evaluation process

6.1 Timing of evaluation activities

Onsite audit was conducted on January 24, 2017 (8h). Audit activities included documents review at office, inspection of production facilities and staff interviews.

Activity	Location	Date/time
Opening meeting*	Office	24/01/2017 09.00-09.30
Documents and procedures review. Inputs review, GHG calculation review,	Office	24/01/2017 09.30-13.00
Break		24/01/2017 13.00-14.00
Chain of custody review (site tour); interview with the chief of pellet production	Production facilities	24/01/2017 14.00-14.30
Documents and procedures review; staff interview.	Office	24/01/2017 14.30-17.00
Closing meeting*	Office	24/01/2017 17.00-17.30
End of the evaluation		24/01/2017 17:30

6.2 Description of evaluation activities

Composition of audit team:

Auditor(s), roles	Qualifications
Aliaksandr Zubkevich Lead auditor Evaluation against all applicable requirements	Mr Aliaksandr Zubkevich has education of engineer-economist in timber industry. He had postgraduate study at the Belarusian State Technological University. A. Zubkevich has passed FSC CoC/ FM lead auditor training course, Legal Source, ISO 14001 and SBP training coursed. Previous experience in woodworking industry and SBP pre-assessments and assessments in Belarus.
Roman Kurakin Auditor in training	Mr. Kurakin graduated from Moscow state forest university with master degree in forestry engineering. He studied in postgraduate school at the Department of Technology and forest industry equipment. In 2011 completed Rainfores Alliance/NEPCon lead auditor course in forest management and Chain of Custody certification. Participated as an auditor in many Rainfores Alliance/NEPCon FM and CoC assessments and audits in Russia.

Impartiality commitment: NEPCon commits to using impartial auditors and our clients are encouraged to inform NEPCon management if violations of this are noted. Please see our Impartiality Policy here: <http://www.nepcon.org/impartiality-policy>

The audit visit was focused on management system evaluation: division of the responsibilities, document and system, input material classification (reception and registration), analysis of the existing FSC system and FSC system control points as well as GHG data availability, efforts to meet issued NCRs.

Description of the audit:

Audit started with an opening meeting attended by the SBP responsible person and the Director General of the organization.

Auditors introduced their self, provided information about audit plan, methodology, auditors qualification, confidentiality issues, and assessment methodology and clarified certification scope.

After that auditors went through all applicable requirements of the SBP standards nr.2, 4, 5 and instruction document 5a covering input clarification, existing chain of custody system, management system, CoC, recordkeeping/mass balance requirements, emission and energy data and categorisation of input and verification of SBP compliant biomass. During the process overall responsible person for SBP system, Director General were interviewed. The BP responsible is aware about new version of instruction documents. The BP will be ready according to new version to the next annual audit.

After a roundtrip around BP's pellet production was undertaken. During the site tour, reception process was observed, applicable records were reviewed, pellet production chief was interviewed and FSC system critical control points were analysed.

At the end of the audit finding were summarised and audit conclusion based on use of 3 angle evaluation method were provided to the Director General and SBP responsible person.

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 at the moment of the assessment last year. Use of the FSC transfer system. Effective recordkeeping system. Small number of the management staff and clearly designated responsibilities within the staff members. Use of own production waste (secondary feedstock) as well as the secondary feedstock from the only one external supplier

Weaknesses: See in NCR report part above.

7.2 Rigour of Supply Base Evaluation

Not applicable.

7.3 Compilation of data on Greenhouse Gas emissions

Prior the assessment held in year 2015 the organization has not recorded data on greenhouse gas emissions and has only started for purposes of the SBP certification. The data at the end of the assessment were complete and accurate, however there are some minor non-conformities to be addressed. For details see below. Additional information was collected by the BP during the time until the first surveillance audit. Quality of GHG data was improved. During the surveillance audit the organization has already implemented all the requirements for collection of energy data.

7.4 Competency of involved personnel

The SBP responsible person in the company is Vice Director General Alexey Zenkov. The SBP responsible person has shown good understanding of the requirements in relation to SBP certification and of the already implemented FSC CoC system.

7.5 Stakeholder feedback

No stakeholder comments are received

7.6 Preconditions

No preconditions to this certification were identified at the time of the this surveillance audit.

8 Review of Biomass Producer's Risk Assessments

Not applicable

9 Review of Biomass Producer's mitigation measures

Not applicable

10 Non-conformities and observations

NCR: 01/17	NC Classification: minor
Standard & Requirement:	SBP Standard # 2 requirement 2C 5.1 The SBR shall be formally updated every year. Each annual update shall provide actual values for the previous 12 months and forecast values for the following 12 months
Description of Non-conformance and Related Evidence:	
<p>The requirement is specified in “Instruction of SBP responsible”, section 4. The SBP has upload a new SBR version from December 2016 but the information included in the document is not updated. The BP has not included forecast for following 12 months, feedstock over the previous months or any other applicable change.</p> <p>Данное требование отражено в инструкции (Инструкция ответственного по SBP), раздел 4. Организация обновила в отчет о ресурсной базе. Однако в отчете организация не предоставила данные по прогнозируемым объемам на будущие 12 месяцев.</p>	
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.
Timeline for Conformance:	By the next annual surveillance audit, but not later than 12 months from report finalisation date
Evidence Provided by Organisation:	Pending
Findings for Evaluation of Evidence:	Pending
NCR Status:	Open

NCR: 02/17	NC Classification: minor
Standard & Requirement:	SBP Standard # 4 requirement 4B 1.7 Only the SBP logo artwork provided directly from the SBP secretariat shall be used.
Description of Non-conformance and Related Evidence:	
<p>Section 9, Annex 4 of SBP procedure describes this requirement. The BP use SBP trademarks on new internet site http://www.biolesprom.com/. But the BP didn't provide evidence that SBP logo artwork was provided directly from SBP secretariat.</p> <p>Раздел 9, Приложение 4 процедуры SBP включает данное требование. Организация использовала SBP торговые знаки на сайте http://www.biolesprom.com/. При этом не было предоставлено доказательств, что логотип SBP был получен от секретариата SBP напрямую.</p>	



Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.
Timeline for Conformance:	By the next annual surveillance audit, but not later than 12 months from report finalisation date
Evidence Provided by Organisation:	Pending
Findings for Evaluation of Evidence:	Pending
NCR Status:	Open

NCR: 03/17	NC Classification: minor
Standard & Requirement:	SBP Standard # 4 requirement 4B 3.3 When used on a non-white background a white space must be retained around the SBP logo artwork to clearly differentiate it from the background
Description of Non-conformance and Related Evidence:	
Section 11, Annex 4 of SBP procedure describes this requirement. The BP use SBP trademarks on new internet site http://www.biolesprom.com/ . White space is not retained around the SBP logo artwork to clearly differentiate it from the background. Раздел 9, Приложение 4 процедуры SBP включает данное требование. Организация использовала SBP торговые знаки на сайте http://www.biolesprom.com/ . При этом не было оставлено белое пространство вокруг логотипа, чтобы выделить логотип на заднем фоне.	



Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.
Timeline for Conformance:	By the next annual surveillance audit, but not later than 12 months from report finalisation date
Evidence Provided by Organisation:	Pending
Findings for Evaluation of Evidence:	Pending
NCR Status:	Open

NCR: 04/17	NC Classification: minor
Standard & Requirement:	SBP Standard # 4 requirement 4B 3.4 The following are specifically not allowed: (4B, 3.4) a) Changing the SBP logo artwork including its colors, transparency, font or its proportions. b) Making the SBP logo art work appear to be part of other information such as environmental claims not relevant to SBP certification. c) Changing the shape or color of the border or background. d) Rotating the SBP logo art work to anything other than a horizontal alignment
Description of Non-conformance and Related Evidence:	
Section 12, Annex 4 of SBP procedure describes this requirement. Section 11, Annex 4 of SBP procedure describes this requirement. The BP use SBP trademarks on new internet site http://www.biolesprom.com/ . The BP changed SBP logo artwork, colors, transparency. Раздел 9, Приложение 4 процедуры SBP включает данное требование. Организация использовала SBP торговые знаки на сайте http://www.biolesprom.com/ . При этом организация изменила цвета логотипа, его прозрачность.	



Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.
Timeline for Conformance:	By the next annual surveillance audit, but not later than 12 months from report finalisation date
Evidence Provided by Organisation:	Pending
Findings for Evaluation of Evidence:	Pending
NCR Status:	Open

NCR: 05/17	NC Classification: MAJOR
Standard & Requirement:	SBP Standard # 5A requirement 2.1.1 The BP shall determine a post-production end-point for biomass at which point the biomass is still in the legal ownership of the BP. For each reporting period this point will be given a unique reference number, the SBP GHG and profiling data scope reference number.
Description of Non-conformance and Related Evidence:	
Post-production end-point is S. Petersburg harbour where pellets are passed to their customer. BP procedures (Annex 1, section 4) include requirement on using SBP GHG and profiling data scope reference number. In revision period organization used SBP-01-31- 01 SBP GHG and profiling data scope reference number. The BP has prepared new SBP datasheet for new reporting period, but unique 2 digit integer unique to the reporting period and the post-production end-point for biomass remain the same - 01.	
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the

	root cause to eliminate and prevent recurrence of the non-conformance.
Timeline for Conformance:	1 month from report finalization (dd/mm/yyyy), or certificate will face immediate suspension
Evidence Provided by Organisation:	Updated SBP datasheet
Findings for Evaluation of Evidence:	During period of report preparation, the BP has updated SBP datasheet. Reviewing of new SBP datasheet confirmed that the BP used correct 2 digit integer unique to the reporting period and the post-production end-point for biomass.
NCR Status:	CLOSED

NCR: 06/17	NC Classification: minor
Standard & Requirement:	SBP Standard # 5A requirement 4.2.2 Ideally, there should be a measurement of moisture content for each delivery or batch of raw material (truck deliveries) and/or regular measurement for continuous delivery of raw material
Description of Non-conformance and Related Evidence:	
<p>According to procedure the BP shall measure the moisture of raw material once per day. There are 3 reasons for such frequency of measurement:</p> <ul style="list-style-type: none"> - BP does not store large volumes of feedstock prior to pellet production, i.e. all feedstock is processed in short time after reception - Moisture content for the feedstock from BP's sawmill and from external supplier are the same - Moisture content of the feedstock may vary only at different seasons of the year. <p>During audit the BP didn't provide auditor with evidence that in the revision period the BP measured moisture of raw material.</p>	
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.
Timeline for Conformance:	By the next annual surveillance audit, but not later than 12 months from report finalisation date
Evidence Provided by Organisation:	E-mail from the BP with video of moisture measurements log (where responsible for measurements show one side of log with measurements reviewed by auditor and back side of the log with measurements of moisture of raw materials and pellets which was not showed to auditor).
Findings for Evaluation of Evidence:	During the period from closing meeting to report finalisation the BP has sent e-mail to auditor with evidence of moisture measurements during revision period. The BP responsible explained that worker was under big stress during audit and forgot to show back side of the log with measurements of raw

	material and pellets. The video confirms that BP follow own procedure of moisture measurement (ones per day).
NCR Status:	Closed

NCR: 0717	NC Classification: Major
Standard & Requirement:	SBP Standard # 5A requirement 4.2.4 In the absence of continuous monitoring the legal owner will have to justify the frequency of moisture measurements to the auditor
Description of Non-conformance and Related Evidence:	
The BP didn't provide justification of the absence of continuous monitoring.	
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.
Timeline for Conformance:	3 month from report finalization (dd/mm/yyyy), or certificate will face immediate suspension
Evidence Provided by Organisation:	E-mail from the BP with video of moisture measurements log (where responsible for measurements show one side of log with measurements reviewed by auditor and back side of the log with measurements of moisture of raw materials and pellets which was not showed to auditor).
Findings for Evaluation of Evidence:	During the period from closing meeting to report finalisation the BP has sent e-mail to auditor with evidence of moisture measurements during revision period. The BP responsible explained that worker was under big stress during audit and forgot to show back side of the log with measurements of raw material and pellets. The video confirm that BP follow own procedure of moisture measurement (ones per day).
NCR Status:	Closed

NCR: 08/17	NC Classification: minor
Standard & Requirement:	SBP Standard # 5A requirement 4.2.5 All the measurements should be recorded in a database and a weighted average calculated.
Description of Non-conformance and Related Evidence:	
In accordance with procedure measurements shall be recorded by BP in special log and weighted average shall be calculated. But in fact there were no any log provided to auditors. It was said that organization started measurements before assessment but by some reason stop to do it later.	
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.

Timeline for Conformance:	By the next annual surveillance audit, but not later than 12 months from report finalisation date
Evidence Provided by Organisation:	E-mail from the BP with video of moisture measurements log (where responsible for measurements show one side of log with measurements reviewed by auditor and back side of the log with measurements of moisture of raw materials and pellets which was not showed to auditor).
Findings for Evaluation of Evidence:	During the period from closing meeting to report finalisation the BP has sent e-mail to auditor with evidence of moisture measurements during revision period. The BP responsible explained that worked was under big stress during audit and forgot to show back side of the log with measurements of raw material and pellets. The video confirm that BP follow own procedure of moisture measurement (ones per day). Average moisture was calculated
NCR Status:	Closed

NCR: 09/17	NC Classification: Major
Standard & Requirement:	SBP Standard # 5A requirement 4.4.1 The legal owner shall provide the data necessary to calculate the average moisture content of the processed feedstock leaving the plant
Description of Non-conformance and Related Evidence:	
<p>In accordance with procedure wood pellet moisture shall be measured minimum once per shift. BP considers this sufficient, because the main indicator of the management of production process is measurement of biomass after dryer. During audit organization, didn't provide evidence of recorded measurements done during revision period.</p> <p>В соответствии с процедурой измерение влажности пеллет должно происходить не менее одного раза за смену. Организация считает это достаточным, т.к. основным индикатором при производстве является влажность биомассы после сушки. Во время аудита организация не предоставила записи измерений влажности за прошедший период.</p>	
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.
Timeline for Conformance:	3 month from report finalization (dd/mm/yyyy), or certificate will face immediate suspension
Evidence Provided by Organisation:	E-mail from the BP with video of moisture measurements log (where responsible for measurements show one side of log with measurements reviewed by auditor and back side of the log with measurements of moisture of raw materials and pellets which was not showed to auditor).
Findings for Evaluation of Evidence:	E-mail from the BP with video of moisture measurements log (where responsible for measurements show one side of log with measurements reviewed by auditor and back side of the log with measurements of moisture of raw materials and pellets which

	was not showed to auditor). The video confirm that BP follow own procedure of moisture measurement (ones per shift). The calculations are consistent with data provided in GHG datasheet.
NCR Status:	Closed

NCR: 10/17	NC Classification: Minor
Standard & Requirement:	<p>SBP Standard # 5A requirement 7.1</p> <p>The BP shall categorise the feedstock into one or more Product Groups. A Product Group comprises feedstock which share basic input and output characteristics and thus can be combined for the purpose of the SBP Chain of Custody, mass balance calculations and invoice management. Details of the Product Groups are found in SBP Instruction Document Collection and Communication of Data. The Product Groups available are: (5a, 7.1)</p> <ol style="list-style-type: none"> 1. Primary Feedstock certified under an SBP approved Forest Management Scheme (specifically FSC) 2. Primary Feedstock certified under an SBP approved Forest Management Scheme (specifically PEFC-endorsed schemes) 3. SBP-compliant primary feedstock (excluding anything in Product Group 1 or 2 above) 4. Secondary Feedstock supplied under a claim under an SBP approved controlled feedstock claim (specifically FSC) 5. Secondary Feedstock supplied under a claim under an SBP approved controlled feedstock claim (specifically PEFC-endorsed schemes) 6. SBP-compliant secondary feedstock (excluding anything in Product Groups 4 and 5 above) 7. Other Feedstock. Includes all feedstock not included in 1-6 above
Description of Non-conformance and Related Evidence:	
<p>BP determined in SBP datasheet document one product group - Other Feedstock (Group 7, includes all feedstock not included in 1-6 above.). However according to SBP classification, the feedstock with FSC claims (100% and Mix Credit) shall be included in other group.</p> <p>Организация в документе SBP datasheet одну группу продукции – Другая биомасса (группа 7, включая всю биомассу не включенную в группу 1-6). Однако, организация неверно классифицировала группу продукции.</p>	
Corrective action request:	<p>Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above.</p> <p>Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.</p>
Timeline for Conformance:	By the next annual surveillance audit, but not later than 12 months from report finalisation date

Evidence Provided by Organisation:	PENDING
Findings for Evaluation of Evidence:	PENDING
NCR Status:	OPEN

NCR: 11/17	NC Classification: Minor
Standard & Requirement:	Standard #2: Verification of SBP-compliant feedstock 6.5 The BP shall record the place of harvesting and the identity of the primary wood processor responsible for the supply of inputs classified as SBP-compliant Secondary Feedstock.
Description of Non-conformance and Related Evidence:	
<p>Primary wood processor which supplies inputs as SBP-compliant secondary feedstock is either BioLesProm itself. http://info.fsc.org/details.php?id=a023300000ZZdajAAD&type=certificate&return=certificate.php , or Velskaya lesnaya kompaniya. Place of harvesting – Vologda and Akhrhangelsk regions. Allocation of harvest sites of BioLesProm is known; Allocation of FSC certified harvest sites of Velskaya lesnaya kompaniya is also known. Information about the forest management units (supply base) can also be found in the public versions of the reports in FSC DB www.info.fsc.org. Both companies are certified by NEPCon. But the BP have no records of origin of feedstock of FSC certified suppliers of Velskaya lesnaya kompaniya. Первичные производители, которые поставляют SBP соответствующую биомассу это либо Биолеспром http://info.fsc.org/details.php?id=a023300000ZZdajAAD&type=certificate&return=certificate.php либо Вельская лесная компания. Место заготовки – Вологодская и Архангельская области. Места заготовки Биолеспром известны. FSC сертифицированные лесозаготовительные участки Вельской лесной компании также известны. Информация о лесных участках также может быть найдена в публичных версиях отчетов в базе данных FSC www.info.fsc.org. Обе компании сертифицированы НЭПКон. Однако производитель биомассы не смог предоставить данные о местах происхождения материалов, поставленных Вилейской лесной компании ее FSC сертифицированными поставщиками.</p>	
Corrective action request:	<p>Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above.</p> <p>Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.</p>
Timeline for Conformance:	By the next annual surveillance audit, but not later than 12 months from report finalisation date

Evidence Provided by Organisation:	PENDING
Findings for Evaluation of Evidence:	PENDING
NCR Status:	OPEN

Closed non-conformances

NCR: 02/16	NC Classification: minor	
Standard & Requirement:	SBP Standard # 2, requirement 7.3, requirement 2C 4.1	
Description of Non-conformance and Related Evidence:		
BP used the previous version of Supply Base Report template when preparing to SBP assessment. During assessment report preparation, new version of Supply Base Report (version 1.1) have been developed by SBP. Организация использовала предыдущую форму отчета о ресурсной базе при подготовке к оценке SBP. Во время подготовки отчета об оценке SBP была разработана новая версия (1.1) отчета о ресурсной базе.		
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.	
Timeline for Conformance:	12 months	
Evidence Provided by Organisation:	The BP supply base report (version 1.1) The BP supply base report (version 1.2)	
Findings for Evaluation of Evidence:	The BP has prepared SBR using template version 1.2 prior to annual audit. To address NCR the BP has also updated SBR from version 1.0 to version 1.1 for past reporting period. Организация подготовила отчет о ресурсной базе используя версию 1.2 шаблона. Для того, чтобы закрыть данное несоответствие организация также обновила свой отчет о ресурсной базе за прошлый период до версии 1.1.	
NCR Status:	CLOSED	
Is the non-conformity likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

NCR: 04/16	NC Classification: minor
Standard & Requirement:	SBP Standard # 2, requirement 2C, 2.1
Description of Non-conformance and Related Evidence:	
<p>Sections 12 and 13 of the English version of Supply Base Report posted at BP's homepage http://biolesprom.ru/sertifikaty/ are represented in Russian language.</p> <p>Разделы 12 и 13 английской версии Отчета о ресурсной базе, размещенного на веб-сайте Организации http://biolesprom.ru/sertifikaty/ написаны на русском языке.</p>	
Corrective action request:	<p>Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above.</p> <p>Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.</p>
Timeline for Conformance:	12 months
Evidence Provided by Organisation:	Updated versions of SBR
Findings for Evaluation of Evidence:	<p>The BP has prepared SBR using template version 1.2 prior to annual audit. To address NCR the BP has also updated SBR from version 1.0 to version 1.1 for past reporting period. Review</p>

	of reports confirmed that they meet SBP standard requirements. All parts in English Организация подготовила отчет о ресурсной базе используя версию 1.2 шаблона. Для того, чтобы закрыть данное несоответствие организация также обновила свой отчет о ресурсной базе за прошлый период до версии 1.1. Проверка подготовленных отчетов подтвердила, что они отвечают требованиям стандарта.	
NCR Status:	CLOSED	
Is the non-conformity likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

NCR: 05/16	NC Classification: minor	
Standard & Requirement:	SBP Standard # 2, requirement 2C, 4.1	
Description of Non-conformance and Related Evidence:		
The Supply Base Report sections 12 and 13 in Russian and English do not contain sections numbering. The content page of Supply Base Report in English does not contain reference to pages numbers for different sections of the Report. Разделы 12 и 13 Отчета о ресурсной базе на русском и английском языках не содержат нумерацию данных разделов. В оглавлении Отчета о ресурсной базе на английском языке отсутствуют ссылки на номера страниц для всех разделов Отчета.		
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.	
Timeline for Conformance:	12 months	
Evidence Provided by Organisation:	Updated versions of SBR	
Findings for Evaluation of Evidence:	The BP has prepared SBR using template version 1.2 prior to annual audit. To address NCR the BP has also updated SBR from version 1.0 to version 1.1 for past reporting period. Review of reports confirmed that they meet SBP standard requirements. Организация подготовила отчет о ресурсной базе используя версию 1.2 шаблона. Для того, чтобы закрыть данное несоответствие организация также обновила свой отчет о ресурсной базе за прошлый периоде до версии 1.1. Проверка подготовленных отчетов подтвердила.	
NCR Status:	CLOSED	
Is the non-conformity likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

NCR: 07/16	NC Classification: minor
Standard & Requirement:	SBP Instruction 5A, requirement 3.7.1
Description of Non-conformance and Related Evidence:	
According to the information, provided in Batch Specific Data, the amount of used diesel during the reporting period was 3,45 l/tone. However, according to auditor's calculations the relevant amount is 3,495 l/tone (99820,4 liter / 28560 tone feedstock).	

Согласно информации в Batch Specific Data, расход дизельного топлива для доставки сырья за отчетный период составил 3,45 л/тонну сырья. Однако, согласно расчетам аудитора, расход составил 3,495 л/тонну (99820,4 л / 28560 тонн сырья).		
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.	
Timeline for Conformance:	12 months	
Evidence Provided by Organisation:	SBP datasheet	
Findings for Evaluation of Evidence:	The BP has revised calculation in SBP datasheet for previous period. Updated SBP datasheet has been sent to the their customer. The BP has prepared SBP datasheet for new reporting period. Review of SBP datasheet confirmed correctness of provided data and calculations.	
NCR Status:	CLOSED	
Is the non-conformity likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

NCR: 08/16	NC Classification: minor	
Standard & Requirement:	SBP Instruction 5A, requirement 5.1.2	
Description of Non-conformance and Related Evidence:		
Diesel use for pellets transportation from production site to S.Petersburg harbor is reported by BP in litres/t biomass. Расход дизельного топлива для доставки пеллет с места производства в порт Санкт-Петербург указан в отчете в литрах на тонну биомассы.		
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.	
Timeline for Conformance:	12 months	
Evidence Provided by Organisation:	SBP datasheet	
Findings for Evaluation of Evidence:	The BP has revised calculation in SBP datasheet for previous period. Updated SBP datasheet has been sent to the their customer. The BP has prepared SBP datasheet for new reporting period. Review of SBP datasheet confirmed correctness of provided data and calculations. The BP reported data both in MJ/t and litres/t biomass.	
NCR Status:	Closed	
Is the non-conformity likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

NCR: 09/16	NC Classification: minor
Standard & Requirement:	SBP Instruction 5A, requirement 6.1
Description of Non-conformance and Related Evidence:	

Biomass profiling information specifies that during the reporting period 16% of the feedstock was received with FSC 100% claim from own sawmill and 84% was received with FSC MIX claim from certified supplier. However, this is planned for the **next** reporting period. During the previous reporting period 01/07/2014-30/06/2015, the proportion of the feedstock by categories was the following: 56% - FSC 100%; 21% - FSC MIX; 23% - without FSC claim (section 1.2.7 of Supply Base Report).

В Biomass profiling information указано, что за отчетный период соотношение сырья на входе было следующим: 16% с заявлением FSC 100% от своего собственного лесопильного производства и 84% с заявлением FSC MIX от сертифицированного поставщика. Однако это план на **следующий** отчетный период. В истекшем отчетном периоде (01/07/2014-30/06/2015) соотношение сырья на входе было следующим: 56% - FSC 100%; 21% - FSC MIX; 23% - не сертифицированное (раздел 1.2.7 Отчета о ресурсной базе).

Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.
Timeline for Conformance:	12 months
Evidence Provided by Organisation:	SBP datasheet
Findings for Evaluation of Evidence:	The BP has revised profiling information in SBP datasheet for previous period. Updated SBP datasheet has been sent to the their customer. The BP has prepared SBP datasheet for new reporting period. Review of SBP datasheet confirmed correctness of provided data and calculations. Biomass profiling information specifies that during the reporting period 19% of the feedstock was received with FSC 100% claim from own sawmill and 81% was received with FSC MIX claim from certified supplier.
NCR Status:	Closed
Is the non-conformity likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

11 Certification decision

Based on Organisation's conformance with SBP requirements , the auditor makes the following recommendation:	
<input checked="" type="checkbox"/>	Certification approved: Upon acceptance of NCR(s) issued above
<input type="checkbox"/>	Certification not approved:
Based on auditor's recommendation and NEPCon quality review following certification decision is taken:	
NEPCon certification decision: The Biomass Producer has been certified by NEPCon as meeting the requirements of the specified SBP Standard, the certificate can be issued immediately after NEPCon will obtain the approval from SBP technical committee. The expiration of the certificate will be then 5 years.	
Certification decision by: Pilar Gorriá Serrano	
Date of decision: 3.04.2017	
Next surveillance audit should take place:	<input checked="" type="checkbox"/> within 12 months <input type="checkbox"/> more frequently (please specify)