

SBP

Sustainable Biomass Partnership

NEPCon Evaluation of Begoml Forestry Enterprise 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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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: 23/July/2017
Report authors: Aliaksandr Zubkevich
Certificate Holder: State Forestry Institution “Begoml Forestry Enterprise”
Producer contact for SBP: Artem Grigorjevich Zemchenok, quality engineer
Certified Supply Base: sourcing from territory of State Forestry Institution “Begoml Forestry Enterprise”
SBP Certificate Code: SBP -01-57
Date of certificate issue: 03/Feb/2017
Date of certificate expiry: 02/Feb/2022

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 pellet production site and office in Begoml, Republic of Belarus. Supply Base of State Forestry Institution “Begoml Forestry Enterprise” is the only forest area of State Forestry Institution “Begoml Forestry Enterprise”.

State Forestry Institution “Begoml Forestry Enterprise” is situated in the south-west part of Vitebsk Region. The enterprise comprises nine forest districts, production and logging facilities and a base nursery. The company is involved in forestry, wood harvesting, wood machining and trade both within the country and abroad. It is responsible for 74.3 thousand ha of forest territory.

The Organisation holds valid FSC FM/Chain of Custody certificate with FSC transfer system in the scope. State Forestry Institution “Begoml Forestry Enterprise” for the production of fuel pellets uses only the FSC 100% certified wood which grows in the territory of forest fund of the entity. The following categories of raw materials are used for production: Wood logs, wood offcuts, wood chips, sawdust.

Description of the scope: The certificate scope covers production of wood pellets, for use in energy production, at State Forestry Institution “Begoml Forestry Enterprise” and transportation by rail to Belarusian/Latvian border, Bigosovo railway station. 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 checked="" 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	- - -	- - -	-DAF Bigosovo railway station	
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 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 system;
- Interviews with responsible staff;
- Review of the records, calculations and conversion coefficients; and
- GHG data collection analysis.

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

Instruction documents:

5A: Collection and Communication of Data, 1.1, October 2016

5B Energy and GHG Data, 1.1, October 2016

5C Static Biomass Profiling data version 1.1, October 2016

<http://www.spbo-cert.org/documents>

4.2 SBP-endorsed Regional Risk Assessment

Not applicable. Supply Base Evaluation is not covered by the Scope of the Evaluation

5 Description of Biomass Producer, Supply Base and Forest Management

5.1 Description of Biomass Producer

State Forestry Institution “Begoml Forestry Enterprise” is situated in the south-west part of Vitebsk Region. The enterprise comprises nine forest districts, production and logging facilities and a base nursery. The company is involved in forestry, wood harvesting, wood machining and trade both within the country and abroad. It is responsible for 74.3 thousands ha of forest territory.

The Organisation holds valid FSC FM/Chsin of Custody certificate with FSC transfer system in the scope. State Forestry Institution “Begoml Forestry Enterprise” for the production of fuel pellets uses only the FSC 100% certified wood which grows in the territory of forest fund of the entity. The following categories of raw materials are used for production of pellets: Wood logs, wood offcuts, wood chips, sawdust

The following categories of raw materials are used for drier: Wood chips (slab wood and offcuts)

5.2 Description of Biomass Producer’s Supply Base

The supply base of the organization is the total territory of State Forestry Institution “Begoml Forestry Enterprise”.

Forests are the dominant vegetation type on the territory of State Forestry Institution “Begoml Forestry Enterprise”. The territory of the FE is covered by forests of temperate biome. According to the Belarusian forest vegetation zonation the territory is located in the zone of broadleaves-spruce forest of Oshmyany-Minsk region of Minsk-Borisov forest complex massive. In general, pine is dominating specie on the territory of the FE. The structure of the FME includes eight forest districts. It is responsible for 74.3 thousand ha of forest resources including 63.2 thousand ha of woodlands. Forests of the 1st group occupy 23.9 thousand ha, while forests of the 2nd group occupy 50.4 thousand ha. 53 years is the average forest age.

The age class distribution of forests of Begoml FE is as follows and presented on graph below:

Young stands – 27%;

Medium stands – 38%;

Pre-mature stands – 28%;

Mature and over mature stands – 7%.

Forests age structure is not optimal taking into account overstated number of medium stands and understated number of mature forests.

The main objective of forest management in the State Forestry Institution “Begoml Forestry Enterprise is to provide the continuous, stable, sustainable, cost-effective, multi-purpose, environmentally responsible and socially oriented forest management that to meet the needs of society in raw materials and to preserve and enhance the ecological functions of forests and to conserve biodiversity in forest ecosystems.

For details see the BP internet site <http://www.begomlles.by/ru/2017-god>

5.3 Detailed description of Supply Base

Total Supply Base area (ha): 63'236 ha
 Tenure by type (ha): 63'236 ha state ownership, 0 million ha private forests and 0 million ha other ownership types.
 Forest by type (ha): 63'236 ha temperate forests
 Forest by management type (ha): 63'236 ha managed semi-natural
 Certified forest by scheme (ha): FSC - total certified area 63'236ha
 PEFC – total certified area 63'236 ha

Quantitative description of the Supply Base can be found in the Supply Base Report of the Biomass Producer <http://www.begomlles.by/ru/2017-god>

5.4 Chain of Custody system

The Organisation holds valid FSC FM/COC certificate (SGS-FM/COC-007101). Critical control points of the FSC CoC system were evaluated also during SBP assessment.

The Organisation has implemented FSC transfer system. The input material used by the Organisation for biomass production contains secondary feedstock (wood industry residues) and primary feedstock (forest residues). All feedstock is FSC certified and originates only from forest area of the BP.

6 Evaluation process

6.1 Timing of evaluation activities

Onsite audit was conducted on May 29, 2017 (8h). Audit activities included documents review at office, inspection of production facilities and staff interviews.

Action	Place	Auditor	date/ time
Introduction meeting (Apr at 9.00-9.15)	Office of State Forestry Institution "Begoml Forestry Enterprise"	Aliaksandr Zubkevich	29.05.2017 9.00-9.15
Analyse of the organization SBP system; Staff interview; Documents review procedure, instructions, training minutes, group products list, suppliers list and etc. Analyse of FSC COC system. Checking of critical points. Review of GHG date calculation, interview with staff Visit of pellet factory and laboratory, staff interview, review of records List of reviewed processes (visited departments): 1) purchase and acceptance of raw material 2) moisture measurement of raw material and products (operator); 3) production and accounting (bookkeeping); 4) Use of resources (electrician, mechanic); 5) Realisation and sales. Work with clients	Office of State Forestry Institution "Begoml Forestry Enterprise" Pellet factory		10.15-12.30; 13.30-17.30

<p>Lunch time 12.30-13.30</p>	<p>Office of State Forestry Institution "Begoml Forestry Enterprise"</p>		
<p>Final meeting 17.00-17:30</p>	<p>Office of State Forestry Institution "Begoml Forestry Enterprise"</p>		

6.2 Description of evaluation activities

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 the collection of the energy and emission data.

Description of the audit evaluation:

All SBP related documentation connected to the SBP as well as FSC system of the organisation, including SBP Procedures, GHG related data, Supply Base Reports, were evaluated during the audit.

Auditor was welcomed in the company. Audit started with an opening meeting attended by the director.

Auditor introduced himself, provided information about audit plan, methodology, auditor qualification, confidentiality issues, and assessment methodology and clarified verification scope. During the opening meeting the auditor explained CB's approval related issues.

After that auditor went through all applicable requirements of the SBP standards nr.2, 4, 5 and instruction documents 5a, 5b, 5s 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 feedstock/ biomass. During the process, overall responsible person for SBP system and as well as other persons having key responsibilities within the system were interviewed.

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

At the end audit findings were summarised and audit conclusion based on use of 3 angle evaluation method were provided to the representative of the company.

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-assessment and assessments in Belarus.

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>

6.3 Process for consultation with stakeholders

No Consultation was conducted for this surveillance audit.

7 Results

7.1 Main strengths and weaknesses

Strength: Use of production residuals. All elements of SBP system are implemented at the time of the assessment. Use of the FSC transfer system and control of all incoming materials at the level of sawdust reception and production process.

Weaknesses: See the non-conformities below

7.2 Rigour of Supply Base Evaluation

Not applicable.

7.3 Compilation of data on Greenhouse Gas emissions

Prior the assessment held in year 2016 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 quality engineer. 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 were received.

7.6 Preconditions

No preconditions to this certification were identified at the time of 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 Instruction 5a, ver. 1-1 requirement 4.1 Transactions shall be recorded in the DTS
Description of Non-conformance and Related Evidence:	
<p>In accordance with procedure Transactions shall be recorded in the DTS. But due to technical reason the BP staff didn't get access to DTS and transaction was not recorded in DTS during revision period.</p> <p>В соответствии с процедурой все транзакции должны быть введены в DTS. Однако по техническим причинам организация не смогла получить доступ к DTS и транзакции не были введены в систему.</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

Please list of the non-conformities which are likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks?

Note: use NCR numbers:

CLOSED NON-CONFORMANCES

NCR: 01/16	NC Classification: Minor	
Standard & Requirement:	Standard #2: Verification of SBP-compliant feedstock (Version 1.0), requirement 7.3 The SBR shall be completed using the latest version of the SBR template, which is available from the SBP website.	
Report Section:	Appendix A p.2.2	
Description of Non-conformance and Related Evidence:		
Organization used old SBR template (version 1.1). Организация использует устаревшую версию отчета о ресурсной базе (версию 1.1.)		
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 from the audit closing date	
Evidence Provided by Organisation:	Updated SBR http://www.begomlles.by/ru/2017-god Обновленный отчет о ресурсной базе	
Findings for Evaluation of Evidence:	The BP has updated the SBR using newest template from SBP site. Организация обновила отчет о ресурсной базе, используя последнюю версию	
NCR Status:	CLOSED	
Comments (optional):		
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: 02/16	NC Classification: Minor	
Standard & Requirement:	Standard #2: Verification of SBP-compliant feedstock (Version 1.0), requirement 4.1 The report shall be concise, covering the most important features, and shall be completed using the latest versions of the SBR Template for Biomass Producers downloaded from the SBP website.	
Report Section:	Appendix A p.2.8	

Description of Non-conformance and Related Evidence:	
<p>The Supply Base Report meet the requirements of SBP and cover most important features. However, organization used outdated template Организация использует устаревшую версию отчета о ресурсной базе (версию 1.1.)</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 from the audit closing date
Evidence Provided by Organisation:	<p>Updated SBR http://www.begomlles.by/ru/2017-god Обновленный отчет о ресурсной базе</p>
Findings for Evaluation of Evidence:	<p>The BP has updated the SBR using newest template from SBP site. The SBP is concise and cover the most important data.</p> <p>Организация обновила отчет о ресурсной базе, используя последнюю версию. Отчет включает наиболее важную информацию.</p>
NCR Status:	CLOSED
Comments (optional):	
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 certificate can be maintained	
Certification decision by: Ondřej Tarabus	
Date of decision: 23.07.2017	
Next surveillance audit should take place:	<input checked="" type="checkbox"/> within 12 months <input type="checkbox"/> more frequently (please specify)

12 Surveillance updates

12.1 Evaluation details

Please see in a section: p.6.2. Description of evaluation activities.

12.2 Significant changes

No changes

12.3 Follow-up on outstanding non-conformities

See information about the NCR reviewed during the surveillance audit is section 10 of the report. 10. Non-conformities and observations

12.4 New non-conformities

There are no new non-conformities identified as a results of the surveillance audit.

12.5 Stakeholder feedback

No comments or comments from the stakeholders had been received.

12.6 Conditions for continuing certification

No preconditions are identified. List of open NCR is available is section 10. Non-conformities and observations of the report

12.7 Certification recommendation

It is recommended to maintain certification of the organisation.

13 Evaluation details

Primary Responsible Person: (Responsible for control system at site(s))	Artem Grigorjevich Zemchenok, quality engineer
Auditor(s):	Aliaksandr Zubkevich - Lead auditor
People Interviewed, Titles:	Artem Grigorjevich Zemchenok, quality engineer Glazko A, chief of pellet production Golovchits G, chief powerman Dolbnya N, deputy chief bookkeeper\ Bogdanov S, operator of pellet factory
Brief Overview of Audit Process for this Location:	See in section 6.2, Description of evaluation activities in the main part of the report.
Comments:	N/A