

# SBP

Sustainable Biomass Partnership

# NEPCon Evaluation of Profitsystem Ltd Branch No. 2 Compliance with the SBP Framework: Public Summary Report

## First Surveillance Audit

[www.sustainablebiomasspartnership.org](http://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](http://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](mailto:ot@nepcon.net), +420 606 730 382

Report completion date: 27/Aug/2017

Report authors: Aliaksandr Zubkevich

Certificate Holder: JOINT LIMITED LIABILITY COMPANY “PROFITSYSTEM”, 27 Dostoevskogo str., 220040 Minsk, Republic of Belarus

Producer contact for SBP: Alexey Phedorinchik, sales department chief, +375 29 337 59 90, [phedorinchik@gmail.com](mailto:phedorinchik@gmail.com)

Certified Supply Base: sourcing from Republic of Belarus

SBP Certificate Code: SBP -01-34

Date of certificate issue: 15/Sep/2016

Date of certificate expiry: 14/Sep/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

Profytsystem JLLC is a manufacturer of machine-rounded wood products. The company has its head office located in the city of Minsk, and three production sites in Berezino, Ivatsevichi and Pleshchenitsy. The certificate scope covers the production site in Ivatsevichi as well as head office in Minsk, Belarus.

The Organisation holds valid FSC Chain of Custody certificate with FSC transfer system in the scope. The FSC certificate contains the sawmill as well as pellet production. The FSC certificate is multisite and include all 3 production sites.

The Organisation is sourcing wood logs for machine-rounded wood production. BP is using only secondary feedstock from their primary production.

Secondary feedstock: sawmill residues (sawdust and chips) is used for the pellet production as well as for biomass drying.

All inputs materials delivered to the pellet production plant from their own primary production and all material was FSC certified. Non certified feedstock was stored separately and sold to other customers. Feedstock used in the biomass production originates only from Belarus.

Scope of the evaluation is indicated in the table below:

The certificate scope covers production of wood pellets, for use in energy production, at Profitsystem Ltd branch № 2 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)
<b>Approved Standards:</b>	SBP Standard #2 V1.0 SBP Standard #4 V1.0 SBP Standard #5 V1.0 <a href="http://www.sustainablebiomasspartnership.org/documents">http://www.sustainablebiomasspartnership.org/documents</a>		<input type="checkbox"/>
<b>Primary Activity:</b>	Pellet producer		<input type="checkbox"/>
<b>Input Material Categories:</b>	<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	

<b>Chain of custody system implemented:</b>	<input checked="" type="checkbox"/> FSC	<input type="checkbox"/> PEFC	<input type="checkbox"/> SFI	<input type="checkbox"/> GGL	<input type="checkbox"/>
	<input checked="" type="checkbox"/> Transfer	<input type="checkbox"/> Percentage		<input type="checkbox"/> Credit	<input type="checkbox"/>
<b>Points of sales</b>	<input type="checkbox"/> Harbour – Permanent storage (Storage site)	<input type="checkbox"/> Harbour – Temporarily storage (Logistic site)	<input checked="" type="checkbox"/> Other point of sale (e.g. gate of the BP, boarder, railway station etc.)		<input type="checkbox"/>
	- - -	- - -	-DAP Bigosovo railway station		
<b>Provide name of all points of sales</b>					
<b>Use of SBP claim:</b>	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No		<input type="checkbox"/>
<b>SBE Verification Program:</b>	<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:				
<b>Sub-scopes</b>					<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;
- 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.sustainablebiomasspartnership.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

Profytsystem JLLC is a manufacturer of machine-rounded wood products. The company has its head office located in the city of Minsk, and three production sites in Berezino, Ivatsevichi and Pleshchenitsy. The certificate scope covers the production site in Ivatsevichi as well as head office in Minsk, Belarus.

The Organisation holds valid FSC Chain of Custody certificate with FSC transfer system in the scope. The FSC certificate contains the sawmill as well pellet production. The FSC certificate is multisite and include 3 production sites. All documents and information are circulated to the head office. Head office are responsible for FSC and SBP standards compliance.

The Organisation is sourcing logs for machine-rounded wood production. BP is using own primary production residues.

Logs for the primary production (sawmill) are purchased from state sales agent or local forestry management units. In both cases logs are delivered directly from the forest with harvesting permit. Logs are originating from Belarus.

All incoming feedstock used for production of FSC certified products is FSC certified. Origin information at FMU level (forestry) is available on the delivery documents. The BP has used also non-certified material. This material was stored separately and sold others customers.

The BP is implementing FSC transfer system. Biomass is transported by railway transport and are sold at Belarusian – Latvian border, Bigosovo railway station.

### 5.2 Description of Biomass Producer's Supply Base

The supply base of the organization is Belarus. Incoming feedstock is sawdust from own sawmill located in the same region, Belarus.

In Belarus, forest land covers 9.5 million ha. Forests are quite evenly spread over the country's six regions with the average value of the forest cover (ratio between the stocked forest land and the total land) being 39.3% . Area of Agricultural area 8.7 million ha.

The area covered by forest is increasing. The expansion happens both naturally and by afforestation of infertile land unsuitable for agriculture. Within the last decade, the timber production in Belarus has fluctuated approx., 11 million cubic metres (<http://www.mlh>. by 2015.)

Forest area of Belarus consists: forests- 7,89 million ha, Other wooded land 0.91 million ha.

The main wood species in Belarus are: pine 50,4%, spruce 9,2%; birch 23,1%; black alder 3,3%; grey alder 3,3 %: aspen 2,1%; other species 3,3%.

The forests in the Republic of Belarus are state property. Forests under the jurisdiction of the Ministry of Forestry (Minleshoz) cover 86% of the forest fund. Besides, a significant share of the forest fund is managed by the Administration of the President of the Republic of Belarus (8%) and by the Ministry of Emergency Situations of the Republic of Belarus (2%).

Belarus has been a signatory of the CITES Convention since 1995. CITES requirements are respected in forest management, although there are no species included in the CITES lists in Belarus.

Forest regeneration is carried out annually over an area of 32,000 ha, including 81% of the forest planting and seeding and 19% by natural regeneration. There are 2 strictly protected Nation reserves and 4 National parks present in Belarus at the moment. Area of National reserves accounts 2,98 million ha and area of National parks is 3,98 million ha.

Forestry and the forest industry are essential parts of the republic's economy. The share of forest sector in GNP is 4-5% , 3.2% of local inhabitants are employed in forest sector.

All forest area is certified by PEFC certification scheme: 7,7 million. ha (83 forestry's) and FSC certification scheme app 8.3 million. ha (94 forestry's)

For details see the BP internet <http://www.ps.by/o-kompanii/cert/sertificate2/>

### 5.3 Detailed description of Supply Base

Total Supply Base area (ha): 9.5 million ha

Tenure by type (ha): 9,5 million ha state ownership, 0 million ha private forests and 0 million ha other ownership types.

Forest by type (ha): 9.5 million ha temperate forests

Forest by management type (ha): 9.5 million ha managed semi-natural

Certified forest by scheme (ha): FSC - total certified area 8.3 million ha

PEFC – total certified area 8,1 million ha

### 5.4 Chain of Custody system

The Organisation holds valid FSC Chain of Custody certificate (NC-COC-013425). Critical control points of the FSC CoC system were evaluated also during SBP assessment.

The Organisation has implemented FSC transfer system. Almost all (more than 90%) input materials are received with FSC certified claim. The input material used by the Organisation for biomass production contains only secondary feedstock - for pellet production and for dryer. Secondary feedstock (sawdust) is sourced from own sawmill. The organization does not use any imported material. Incoming material reception register and supplier list are maintained. All material is checked during the arrival and correctly recorded in the internal system. Physical separation is implemented – FSC certified material is stored in special place and processed separately in time when production line is cleaned of non-certified product.

## 6 Evaluation process

### 6.1 Timing of evaluation activities

Onsite audit was conducted on April 12 (4 h) in head office in Minsk, April 18, 2017 (4h) on pellet factory. Audit activities included documents review at office, inspection of production facilities and staff interviews. Additionally, the energy data were updated after the audit and the audit continued with desk based evaluation on June 16<sup>th</sup>.

Action	Place	Auditor	date/ time
Introduction meeting (Apr at 9.00-9.15)	Head Office (Minsk)	Aliaksandr Zubkevich	12.04.2017 9:00-15:00
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. Purchase and accounting departments staff interview and documents review Realisation and sales. Work with clients (sales department). Review of GHG date calculation, interview with staff	Head Office (Minsk)		12:00-13:00 lunch time
Visit of pellet factory and laboratory, staff interview, review of records List of reviewed processes (visited departments): 1) acceptance of raw material (purchase department) 2) moisture measurement of raw material and products (operator, laboratory); 3) production and accounting (bookkeeping);	Ivatshevichi branch	Aliaksandr Zubkevich	18.04.2017 9:00-15:00

4)Use of resources (electrician, mechanic);			
Review of the additional documentation provided by the company (SAR updated)	Head Office (Minsk)	Aliaksandr Zubkevich	16.06.2017 9:00-14:00

## 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. The company has its head office (located in the city of Minsk), as well as three production sites in city Berezino, city Ivatsevichi and Pleshchenitsy. The production of pellets the same on all three sites. All information and documents are collected in the head office and were reviewed by auditor for all three sites during one day.

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, 5c 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 of the audit findings were summarised and audit conclusion based on use of 3 angle evaluation method were provided to the representative of the company.

Review of the additional documentation provided by the company (updated SAR) was done on 16<sup>th</sup> of June 2017.

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 Deputy Head of Marketing and Logistics of head office. 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

<b>NCR: 01/17</b>	<b>NC Classification: minor</b>
<b>Standard &amp; Requirement:</b>	Standard #2: Verification of SBP-compliant feedstock 7.1 The BP shall prepare a Supply Base Report (SBR) which shall be made readily accessible on the BP's website. Commercially sensitive and confidential information may be excluded from the SBR
<b>Description of Non-conformance and Related Evidence:</b>	
The BP has prepared updated SBR, but has no made it publicly available on own website. The organization has the procedure to send the SBR to the SBP to be published on their website.	
<b>Corrective action request:</b>	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.
<b>Timeline for Conformance:</b>	By the next annual surveillance audit, but not later than 12 months from report finalisation date
<b>Evidence Provided by Organisation:</b>	Pending
<b>Findings for Evaluation of Evidence:</b>	Pending
<b>NCR Status:</b>	<b>Open</b>

<b>NCR: 02/17</b>	<b>NC Classification: minor</b>
<b>Standard &amp; Requirement:</b>	Instruction-Document-5A-Collection-and-Communication-of-Data-v1-1-Oct16, requirement 2.1.3  Each Legal Owner shall operate a management system to ensure that data recorded is consistently compliant with the requirements specified in SBP Standards and Instruction documents

<b>Description of Non-conformance and Related Evidence:</b>	
<p>The organization has management system in place. The SBP procedure was prepared and implemented. Data recorded is in compliant with latest relevant SBP Standards and Instruction documents. However, procedures provides misleading information. which may lead to misinterpretation of the customer. Interviewed staff demonstrated understanding of the standard requirements. The procedure contains wrong references on old version of instruction 5a, in procedure used outdated terms and definitions, some parts of procedure not relevant for the organization</p>	
<b>Corrective action request:</b>	<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>
<b>Timeline for Conformance:</b>	By the next annual surveillance audit, but not later than 12 months from report finalisation date
<b>Evidence Provided by Organisation:</b>	Pending
<b>Findings for Evaluation of Evidence:</b>	Pending
<b>NCR Status:</b>	<b>Open</b>

**CLOSED NON-CONFORMANCES**

<b>NCR: 02/16</b>	<b>NC Classification: Minor</b>
<b>Standard &amp; Requirement:</b>	SBP Standard/ Interpretation 5a (ver. 1.0), requirement 4.2.5 All the measurements should be recorded in a database and a weighted average calculated.
<b>Report Section:</b>	Appendix C p.5.2,4
<b>Description of Non-conformance and Related Evidence:</b>	
<p>The moisture measurement data for 1) raw material before drier; 2) raw material after the drier and 3) final products are done. Records are kept in the production in form of paper records. Some data for the 2014 were lost (as there was not requirement for keeping that records). Due to paper records the BP didn't calculate weighted average, but calculated simply averaged based on records from the last couple of months.</p>	

<b>Corrective action request:</b>	<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>
<b>Timeline for Conformance:</b>	12 months from the audit report closing date
<b>Evidence Provided by Organisation:</b>	Moisture measurement records
<b>Findings for Evaluation of Evidence:</b>	During audit was found that the BP continue recording of moisture measurements in paper journal. The responsible is calculating average each month and then average per year.
<b>NCR Status:</b>	<b>CLOSED</b>
<b>Comments (optional):</b>	
<b>Is the non-conformity likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

## 11 Certification decision

Based on Organisation's conformance with <b>SBP requirements</b> , 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:	
<p><b>NEPCon certification decision:</b></p> <p>The Biomass Producer has been certified by NEPCon as meeting the requirements of the specified SBP Standard, the certificate can be maintained.</p>	
Certification decision by: Ondřej Taraubs	
Date of decision: <b>27/08/2017</b>	
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 two new non-conformities identified as a results of the surveillance audit. See p.10

### 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))	Phedorinchik Alexey, Deputy Head of Marketing and Logistics
Auditor(s):	Aliaksandr Zubkevich - Lead auditor
People Interviewed, Titles:	Phedorinchik Alexey, Deputy Head of Marketing and Logistics Ogrenich Sergei, chief engineer of Ivatsevichi branch Vatkevich V, Ivatsevichi branch manager Leshko A, sorting site master Kvartalny V, Ivatsevichi branch production manager Procurat S, Ivatsevichi branch sales manager
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