

SBP

Sustainable Biomass Program

SCS Global Services' Evaluation of Shaw Resources Eastern Embers Compliance with the SBP Framework: Public Summary Report

First Surveillance Audit

www.sbp-cert.org



Completed in accordance with the CB Public Summary Report Template Version 1.3

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

Document history

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1 Overview

CB Name and contact: SCS Global Services, 2000 Powell ST STE 600, Emeryville CA 94608

Primary contact for SBP: Sarah Harris, +1 (510) 452-8012, sharris@SCSglobalservices.com

Current report completion date: 09/Feb/2018

Report authors: Ellen Kincaid and Tucker Watts (Observed)

Name of the Company: Shaw Resources (A Division of The Shaw Group Limited) Eastern Embers Pellet Facility

Company contact for SBP: Julie Griffiths

Certified Supply Base: Nova Scotia, New Brunswick, Prince Edward Island

SBP Certificate Code: SBP-04-16

Date of certificate issue: 30/Aug/2017

Date of certificate expiry: 29/Aug/2022

This report relates to the First Surveillance Audit

2 Scope of the evaluation and SBP certificate

This certificate covers production of wood pellets, for use in energy production, at Shaw Resources, Eastern Embers and transport to the Port of Belledune, New Brunswick for storage, aggregation, vessel loading and shipping. The certification scope does not include a Supply Base Evaluation.

The scope of the audit included an on-site visit to the pellet mill in Milford, Nova Scotia, Canada, a walkthrough of the Port of Belledune, review of procedures, records and interviews with staff.

3 Specific objective

The specific objective of this surveillance audit was to confirm that the Biomass Producer's management system is capable of ensuring that all requirements of SBP Standards 2: Verification of SBP-compliant Feedstock, 4: Chain of Custody, and 5: Collection and Communication of Data (including Instruction Documents 5A: Collection and Communication of Data, 5B: Energy of GHG Data, 5C: Static Biomass Profiling Data) are implemented across the entire scope of certification. This was achieved by collecting assessment information, generating assessment findings, preparing the assessment report SBP Public Summary, and verifying the SAR and Biomass Profiling Datasheet through empirical data.

The following critical control points were identified and audited:

- 1) Feedstock procurement. Procurement procedures, PEFC due diligence system and operations were audited. Further information on the critical control point are given in section 5.
- 2) Receiving of feedstock and storage: Material is received at the plant via truck and segregated according to physical characteristics, e.g. sawdust and shavings.
- 3) Accounting of volumes: Accomplished via a PEFC Credit Ledger. See section 5.4 for more information.
- 4) Documentation of transactions. Accomplished via the DTS and invoices
- 5) Collection and reporting of energy and greenhouse gas data. BP is certified to SBP Standard 5 and has been audited to that standard.

4 SBP Standards utilised

4.1 SBP Standards utilised

Please select all SBP Standards used during this evaluation. All Standards can be accessed and downloaded from <https://sbp-cert.org/documents/standards-documents/standards>

- SBP Framework Standard 1: Feedstock Compliance Standard (Version 1.0, 26 March 2015)
- SBP Framework Standard 2: Verification of SBP-compliant Feedstock (Version 1.0, 26 March 2015)
- SBP Framework Standard 4: Chain of Custody (Version 1.0, 26 March 2015)
- SBP Framework Standard 5: Collection and Communication of Data (Version 1.0, 26 March 2015)

4.2 SBP-endorsed Regional Risk Assessment

Not applicable

5 Description of Company, Supply Base and Forest Management

5.1 Description of Company

Shaw Resources operates two wood pellet manufacturing plants, one in Belledune, New Brunswick and one in Milford, Nova Scotia with a corporate/central office in Milford, Nova Scotia. The Belledune pellet plant was also assessed to the SBP Framework, but it has a separate SBP certificate and related documents. Shaw Resources holds a multi-site certification to the Programme for the Endorsement of Forest Certification (PEFC) Chain of Custody (COC) Standard and for the central office and two pellet plants.

The subject of this certificate, the Eastern Embers, NS plant (Eastern Embers), procures secondary feedstock in New Brunswick (NB), Nova Scotia (NS), and Prince Edward Island (PEI) and transports their finished pellets to the Port of Belledune, NB.

Eastern Embers purchases 100% secondary feedstock within the scope of their PEFC COC and Due Diligence management system; however, the majority of the secondary feedstock is sourced from suppliers without COC certification. Therefore, certified feedstock will be classified SBP-compliant secondary feedstock and un-certified feedstock will be classified as SBP-controlled secondary feedstock.

5.2 Description of Company's Supply Base

Shaw Resources Eastern Embers supply base area is considered the Canadian provinces of New Brunswick, Nova Scotia, and Prince Edward Island. Eastern Embers does not procure any primary feedstock. Instead, only secondary feedstock is procured from sawmill residues such as sawdust and shavings within the supply base area.

The majority (99%) of sawmill residues are supplied by sawmills within a 100 km economic haul distance from both Crown and private woodlots from Nova Scotia. Smaller amounts of sawmill residues may originate from New Brunswick (<8%) and Prince Edward Island (<1%).

Each of the 3 provinces where fiber is procured, have provincial acts and legislation which aid in the protection of the region's forests, land titles and use, and also to ensure the scaling and transportation of logs and wood fibre is documented.

Forest management plans are required on Crown lands and highly encouraged on all private lands. Silviculture program funding and guidance are available to private woodlot owners to assist with forest management.

Additional detail is provided in Shaw Resources Eastern Embers Supply Base Report (SBR), which can be found on their website at the following address: <https://shawresources.ca/about-shaw/why-shaw/>

5.3 Detailed description of Supply Base

Eastern Embers manufactures and supplies wood pellets to the Atlantic Canada region and internationally. Raw material is primarily sourced from Nova Scotia with a small percentage of residual feedstock originating from New Brunswick (<8%) and a negligible amount from Prince Edward Island (<1%), in Canada. Sawmill residuals (i.e. sawdust and shavings) supplied by locally sourced sawmills is the only feedstock used in wood pellet processing at Eastern Embers. Currently, about 37-39% of Eastern Embers secondary feedstock originates from certified forests and would be classified as SBP-compliant, whereas the other ~61-63% of secondary feedstock originates from non-certified forests and would be considered SBP-controlled.

Nova Scotia Forestry

In Nova Scotia, the Department of Natural Resources (NSDNR) has the authority over forestry on Crown lands. NSDNR staff monitors and enforces activities on Crown lands to prevent unauthorized harvest. Companies with Crown allocations must pay stumpage royalties for timber products harvested.

The majority of primary wood products supplied to industry in Nova Scotia are from privately owned woodlots, so the provincial government implements and develops forest management programs to encourage and assist private woodlot owners to manage their land more effectively.

The Nova Scotia Registry of Buyers is a registry where businesses and individuals register to acquire primary forest products for processing. The registry provides reliable data to help understand the demand and estimate sustainable harvest levels, as well as aiding in the long-term management of Nova Scotia forests. An annual report is released by the Registry of Buyers, which outlines the volumes of wood harvested throughout the province. Registered buyers are required to contribute to a silviculture program (i.e. Sustainable Forest Fund) based on a rate per volume basis. Silviculture and training programs are implemented by NSDNR to encourage the sustainable use of Nova Scotia Forests. The provincial government is currently enhancing silviculture programs to ensure the continued sustainability of forestlands in Nova Scotia.

Nova Scotia's Code of Forest Practice provides the guidelines for sustainable forest management, which are mandatory on Crown lands (administered by NSDNR), and highly encouraged on private woodlots. The Code is implemented through various provincial and federal legislation and regulations. The Nova Scotia Forests Act was implemented to develop a healthy productive forest capable of yielding high volumes of high quality product and is directed towards both private woodlot owners and Crown lands in the province. The enforcement division of NSDNR completes regular visits to areas being harvested on both Crown and private lands to ensure that both the Forests Act and the Crown Lands Act are being followed.

New Brunswick Forestry

The New Brunswick provincial government proclaimed the Crown Lands and Forests Act in 1982, and this is the legal foundation of Crown forest management in New Brunswick. The Act divides NB's Crown land into 10 timber licences; each license is leased through a 25 year forest management agreement to a large forest based company called a Licensee. On a 5 year cycle, the New Brunswick Department of Natural Resources assesses how the licensee has managed the Crown forest during the previous five years, and if satisfactory, will renew the agreement for another 5 year period. Each licensee must produce a forest management plan that covers a 25 year period, and must be sustainable over an 80 year planning horizon. Annual operating plans are also required of licensees and are monitored by the government to ensure that each licensee is following the regulations and standards. All forest operations on Crown land must be ISO 14001 certified and certified under an independent sustainable Forest Management System (i.e. CSA, FSC, SFI), making NB the first jurisdiction in the world to require certification of licensee operations.

The provincial government sets the annual allowable cut (AAC) for both Crown and private woodlots based on on-going research on forest inventory. Data obtained from aerial photography analysis and ground sample plots chart the province's timber growth and yield and are updated on an annual cycle using a computerized geographical information system.

All feedstock originating from private sources in New Brunswick is monitored through 1 of 7 regional marketing boards. The marketing boards provide forest management assistance to private woodlot owners such as calculating timber inventory, harvesting layout, management plan development and programs that encourage the improved management of woodlots. Private woodlot owners operating under regional marketing boards can also obtain annual subsidies for silvicultural programs.

Prince Edward Island Forestry

A very small percentage (<1%) of secondary feedstock originates from Prince Edward Island (PEI). Most of PEI's forests are privately owned (87%). The provincial government provides technical advice and assistance to land owners. Most of PEI's commercial softwood is sold to mills in NB and NS. As required by the Forest Renewal Program Regulations, commercial softwood harvested from private and public lands are subject to a cord fee. The fee is reinvested into forest management programs on both private and public lands.

5.4 Chain of Custody system

Shaw Resources Eastern Embers has implemented the requirements of the PEFC CoC Standard. A database is used to gather and control feedstock information such as supplier name, scale tickets, fiber type, certification, and district of origin. Eastern Embers has appropriate control mechanisms to verify the input material sources, calculate output volumes, certification claims and trademark/logo approval. Additionally, Shaw Resources Eastern Embers conducts an annual management review of the commitments, programs and procedures to evaluate the overall effectiveness of the SBP management system. Material volume accounting is accomplished through the PEFC credit ledger which has been reviewed during the audit

Shaw Resources Eastern Embers has a management system and documented procedures that are fully capable of determining feedstock compliance. Secondary feedstock is tracked through the process from the district of origin, through production to the final bill of sale. Finished pellets are transported via truck from Shaw Resources Eastern Embers to the Port of Belledune where they are stored and then loaded onto vessels.

6 Evaluation process

6.1 Timing of evaluation activities

Audit Activity	Date/ Location	Person's involved	Approx. Duration
Port of Belledune walkthrough	January 15, 2018	SCS Global Services: Ellen Kincaid – SBP lead auditor The Shaw Group: Julie Griffiths – Environmental Specialist and Environmental Management System Representative Eric Cook – plant manager Pascale Stever – Administrator for ESC (port) Keith Culligan - quality and safety coordinator	1 hour
Onsite audit of Eastern Embers	January 18-19, 2018	SCS Global Services: Ellen Kincaid – SBP lead auditor Tucker Watts – Technical expert & forester The Shaw Group: Julie Griffiths – Environmental Specialist and Environmental Management System Representative Anna-Marie Hutchinson - Accountant Deanna Cavanaugh - sales and marketing supervisor Rob Williams - site surpervisor Jo-Anne Horne - safety coordinator Scott Smith - purchaser - on vacation/ phoned in Donald White- Pellet Mill Operator Charlene Singer - receptionist	12 hours
Closing meeting		SCS Global Services: Ellen Kincaid – SBP lead auditor The Shaw Group: Julie Griffiths – Environmental Specialist and Environmental Management System Representative	20 minutes

6.2 Description of evaluation activities

The audit included on-site visits and walkthroughs of the pellet mill and port of Belledune. Further audit methods that were used include a review of procedures governing the SBP and COC processes, review of

records pertaining to feedstock procurement, volume accounting, energy data reporting, staff training, etc. Interviews were conducted with relevant staff. See table above for audit activity timing.

6.3 Process for consultation with stakeholders

Not applicable

7 Results

7.1 Main strengths and weaknesses

The strength of Shaw Resources SBP program is their integration of the SBP requirements with their existing fiber sourcing management system and procedures designed to meet the requirements of applicable laws and regulations in the supply base and the requirements of PEFC COC Standard. Shaw Resources staff have demonstrated a strong knowledge of the forestry industry practices, have a good awareness of the suppliers operating in the region and have limited the number of suppliers from which they purchase fiber.

Weaknesses were identified in the BP's reporting of energy data in the SAR. Please refer to section 10 for details.

7.2 Rigour of Supply Base Evaluation

Not applicable

7.3 Collection and Communication of Data

The auditors confirm that Shaw Resources has a sufficient data collection and record keeping system. During the audit it was reviewed how energy demand along the life cycle of the pellets including the sourcing of feedstock input from the forest, production at the facility, transportation to the port and storage and handling at the port. SCS concluded that Shaw Resources Eastern Embers has the competency to analyze and accurately report the required data on energy required throughout their operations. Several nonconformities and observations were issued to SBP ST5 and highlight areas that need improvement.

7.4 Competency of involved personnel

Shaw Resources assigned personnel with appropriate skills and competency to implement and execute the management and control systems relating to SBP compliance. Staff interviewed during the assessment were found to be knowledgeable of the SBP requirements.

7.5 Stakeholder feedback

Not applicable

7.6 Preconditions

No preconditions to continued certification have been identified. Findings identified with regards to the Audit Report on Energy and GHG Data (SAR) shall be addressed before the SAR can be submitted to approval.

8 Review of Company’s Risk Assessments

Describe how the Certification Body assessed risk for the Indicators. Summarise the CB’s final risk ratings in Table 1, together with the Company’s final risk ratings. Default for each indicator is ‘Low’, click on the rating to change. Note: this summary should show the risk ratings before AND after the SVP has been performed and after any mitigation measures have been implemented.

Not applicable.

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

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

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

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

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

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

9 Review of Company's mitigation measures

Not applicable

10 Non-conformities and observations

Identify all non-conformities and observations raised/closed during the evaluation (a tabular format below may be used here). Please use as many copies of the table as needed. For each, give details to include at least the following:

- applicable requirement(s)
- grading of the non-conformity (major or minor) or observation with supporting rationale
- timeframe for resolution of the non-conformity
- a statement as to whether the non-conformity is likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks.

NC number 1	NC Grading: Observation
Standard & Requirement:	SBP ST 4, CHK4, 5.2.3
Description of Non-conformance and Related Evidence:	
SBR – Section 2; Description of the Supply Base states that pellets not sourced within suppliers PEFC certificates would be considered “SBP Controlled”. Entire supply base is covered by the PEFC DDS, so is being received as PEFC Controlled Sources, however that is not made explicitly clear in the SBR and could lead to confusion that Eastern Embers has not conducted a Risk Assessment covering their entire supply base. Section 13.2 mentions a “previous SBE” without clarification that a reduction of scope has occurred and now there is no SBE. This could lead to confusion as to the scope of the certificate.	
Timeline for Conformance:	<i>Choose NC timeline.</i>
Evidence Provided by Company to close NC:	<i>Click or tap here to enter description provided by Company to close the NC.</i>
Findings for Evaluation of Evidence:	<i>Click or tap here to enter findings for evaluation of evidence by the auditor.</i>
NC Status:	Open

NC number 2	NC Grading: Minor
Standard & Requirement:	ID 5B, 5.5.1
Description of Non-conformance and Related Evidence:	
Percentage electricity from network not added to SAR.	
Timeline for Conformance:	Other Before SAR can be submitted to SBP approval

Evidence Provided by Company to close NC:	Evidence reviewed: updated SAR. Findings: Percentage electricity from network has been added to SAR. CAR is closed
Findings for Evaluation of Evidence:	Evidence reviewed: updated SAR. Findings: Percentage electricity from network has been added to SAR. CAR is closed
NC Status:	Closed

NC number 3	NC Grading: Observation
Standard & Requirement:	ID 5A, 2.2.1
Description of Non-conformance and Related Evidence:	
Although legal ownership of the Pellets ends at the port prior to boarding the ships, the BP has filled out the Sea Transport section. If this section is left in then the Harbour of Departure needs to be checked and the SDI needs to be added.	
Timeline for Conformance:	Choose NC timeline.
Evidence Provided by Company to close NC:	Reviewed updated SAR
Findings for Evaluation of Evidence:	Sea transport table has been left blank as it is not applicable. Observation addressed adequately.
NC Status:	Closed

NC number 4	NC Grading: Minor
Standard & Requirement:	ID 5B, 6.1.1
Description of Non-conformance and Related Evidence:	
The SDI needs to be added to the transport section of the SAR.	
Timeline for Conformance:	Other Before SAR can be submitted to SBP approval
Evidence Provided by Company to close NC:	Reviewed updated SAR.
Findings for Evaluation of Evidence:	The correct SDI was added to the transportation section. CAR is closed
NC Status:	Closed

NC number 5	NC Grading: Observation
Standard & Requirement:	ID 5B, 4.1.3
Description of Non-conformance and Related Evidence:	
Input material only used for fuel and not diverted from feedstock has its own Feedstock classification. This feedstock is combined with feedstock diverted from pellet production to be used for fuel. Material purchased for burner fuel should have no feedstock classification and be described in the fuel section.	

Feedstock diverted and used as fuel in the dryer may remain a separate feedstock or be combined with other feedstock classification as per interpretation by SBP.	
Timeline for Conformance:	
Evidence Provided by Company to close NC:	Click or tap here to enter description provided by Company to close the NC.
Findings for Evaluation of Evidence:	Click or tap here to enter findings for evaluation of evidence by the auditor.
NC Status:	Open

NC number 6	NC Grading: Minor
Standard & Requirement:	ID 5B, 3.1.1
Description of Non-conformance and Related Evidence:	
For fuel consumption in SAR includes an amount purchased for burner fuel. In the “origins” box in the SAR template, there is no addition of “feedstock diverted from pellet production”, although according to interview with plant manager, this type of material is also used. The SAR has not been signed by the organization	
Timeline for Conformance:	Other Before SAR can be submitted to SBP approval
Evidence Provided by Company to close NC:	Reviewed updated SAR.
Findings for Evaluation of Evidence:	The SAR has been reviewed. For Biofuel 1 the appropriate box was marked applicable: “diverted from biomass process”. Furthermore, another use of biofuel has been reported as Biofuel 2: here, unusable pellets are returned to the dryer. The SAR was signed by the organization. CAR is closed.
NC Status:	Closed

NC number 7	NC Grading: Major
Standard & Requirement:	ID 5B, 2.1.1 a
Description of Non-conformance and Related Evidence:	
The Eastern Embers location is burning pellets that are unsuitable for sale for heating in the mill. This energy use is not accounted for in the SAR. In addition, the energy use in MJ/metric tonne pellet is not added to the SAR.	
Timeline for Conformance:	3 months from the report finalisation
Evidence Provided by Company to close NC:	Revised SAR
Findings for Evaluation of Evidence:	Review of updated SAR with both MJ/metric tonne pellet and energy from burning pellets to heat the mill. An email from the plant manager with an estimate is the most accurate method available to measure the

	amount of pellets burned for heat. Review of email with plan on how this energy use will be measure accurately in the future. The calculations and information added are accepted to address the CAR, however have been included in the incorrect section and are listed under Fossil fuel. They should be reported under section Biofuel primary energy. CAR remains open. The calculations and data were now provided in the correct section under Biofuels. CAR is closed.
NC Status:	Closed

NC number 8	NC Grading: Minor
Standard & Requirement:	ID 5B, 5.1.5
Description of Non-conformance and Related Evidence:	
Procedure states that the “Plant Operator Log Sheet” needs to have the input of “Propane Rec’d” from the invoices of the tank being filled up. The is not followed by the Plant operator so is very difficult to summarize the amount of propane used.	
Timeline for Conformance:	By the next surveillance audit, but no later than 12 monhts from report finalisation date
Evidence Provided by Company to close NC:	Revised log sheet
Findings for Evaluation of Evidence:	Review of explanation email from Julie, the propane was correctly entered into the Plant Operator Log Sheet, there were fewer deliveries than expected which led to confusion as to whether the Plant operator was inputting the data correctly.
NC Status:	Closed

NC number 9	NC Grading: Minor
Standard & Requirement:	ID 5B, 3.2.7
Description of Non-conformance and Related Evidence:	
In the calculation of the diesel usage in the large tank, the dates were not entirely lined up when the Reporting Period selection was made. This resulted in a 4% decrease in the estimated diesel usage of the tank (47,882.5 vs the correct number of 49,647.5). This is estimated to have only a negligible effect on overall greenhouse gas emissions, so is rated as a Minor CAR.	
Timeline for Conformance:	Other Before SAR can be submitted to SBP approval process.
Evidence Provided by Company to close NC:	Updated SAR.
Findings for Evaluation of Evidence:	Updated SAR reviewed: the diesel calculations have been lined up with the reporting period and are in line with the auditor’s results. Calculations have been verified. CAR is closed.

NC Status:	Closed
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11 Certification decision

Based on the auditor's recommendation and the Certification Body's quality review, the following certification decision is taken:	
Certification decision:	Certification approved
Certification decision by (name of the person):	Sebastian Häfele
Date of decision:	21/May/2018
Other comments:	