

NEPCon Evaluation of Kopyl State Forest Experiential Enterprise Compliance with the SBP Framework: Public Summary Report

Main (Initial) Audit

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Completed in accordance with the CB Public Summary Report Template Version 1.4

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

Document history

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Table of Contents

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

1 Overview

CB Name and contact:	NEPCon OÜ, Filosoofi 31, 50108 Tartu, Estonia
Primary contact for SBP:	Ondrej Tarabus ot@nepcon.org, +420 606 730 382
Current report completion date:	10/Feb/2020
Report authors:	Aliaksandr Zubkevich
Name of the Company:	Kopyl State Forest Experiential Enterprise, Promyshlennaay str. 3a, Kopyl, 223927, Republic of Belarus
Company contact for SBP:	Anatoly Asipovich, Quality Engineer, leskhozcopyl@yandex.ru , +375171925363
Certified Supply Base:	sourcing from forest area managed by Kopyl State Forest Experiential Enterprise
SBP Certificate Code:	SBP-07-55
Date of certificate issue:	13/Feb/2020
Date of certificate expiry:	12/Feb/2025

This report relates to the Main (Initial) Audit

2 Scope of the evaluation and SBP certificate

The certificate scope covers the office and production site in Kopyl, Minsk region, Belarus.

Scope description: Production of wood pellets in Kopyl, Minsk region, Belarus, for use in energy production and its transportation by rail to Belarusian/Latvian border, Bigosovo railway station, Belarusian/Lithuanian border, Gudogai railway station and factory gate (FCA). The scope of the certificate does not include Supply Base Evaluation. The scope includes communication of Dynamic Batch Sustainability Data.

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
- Assess compliance against Instruction Document 5E: Collection and Communication of Energy and Carbon Data

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

Kopyl State Forest Experiential Enterprise is situated in the south-western part of Minsk region on the territory of 4 administrative districts: Kopyl, Stolbtsy, Nesvizh, Slutsk.

The enterprise comprises five forest districts, production and logging facilities and a base nursery. The company is involved in forestry, wood harvesting, wood processing and trade both within the country and abroad. It is responsible for 35.5 thousand ha of forest territory.

The Organisation holds valid FSC FM/Chain of Custody certificate with FSC transfer system in the scope. Kopyl State Forest Experiential Enterprise" for the production of 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 chips (chipped slab wood and offcuts as a part of sawmill production), sawdust.

The following categories of raw materials are used for drier: Wood chips (slab wood and offcuts). The BP implements FSC transfer system and produced biomass is sold with FSC 100% claim.

Pellet plant was commissioned in November 2019.

5.2 Description of Company's Supply Base

Kopyl State Forest Experiential Enterprise of the Minsk State Forestry Production Association of the Ministry of Forestry of the Republic of Belarus was established July 1, 1970.

The main directions and forestry activities:

- Forestry - includes the organization of forest management aimed at efficient use of forest resources, protection, preservation and reproduction of forests; the conservation and creation of highly productive ,biologically stable forests and forest fauna on the fixed territory, whose activities are carried out at the expense of budget funds and revenues from forestry activities.
- commercial (self-supporting) - includes the development of forest fund, production of wood products, wood removals from the forest to industrial warehouses and other consumer warehouses to meet the needs of internal and external markets, as well as the development of secondary forest management and harvesting of secondary forest.

The production enterprise structure of the enterprise consists of 5 forestry and production workshop for wood processing. Total forest area managed by Kopyl State Forest Experiential Enterprise is 35.5 thousand hectares, including forest land - . 34.1 thousand hectares, forested land - 32.6 hectares.

According to the 2016 of forest management the total area of forestry since 2008 has increased by 858.2 ha (2.5%), forest land area increased by 446 ha (1.3%). Forested areas, stocks of wood on a root, including ripe planting, consistently increasing.

Over the past 10 years, the stock of wood on the root in forestry increased by 758 thousand cubic meters. (10.6%) and reached 7,940 million cubic meters. The stock of ripe and overripe wood is 636 thousand cubic meters for 10 years increased by 8.1%, including in the coniferous plantations - . 36.6%.

Kopyl State Forest Experiential Enterprise is located in the south-western part of Minsk region on the territory of 4 administrative districts: Kopyl, Stolbtsy, Nesvizh, Slutsk.

The length of the territory forestry from north to south - 61 km, from west to east - 47 km.

According to forest vegetation zoning, the forests of Kopyl State Forest Experiential Enterprise belong to the subzone of hornbeam-oak-dark coniferous forests.

5.3 Detailed description of Supply Base

Total Supply Base area (ha): 35.5 thousand ha
Tenure by type (ha): public 35.5 thousand ha
Forest by type (ha): temperate 35.5 thousand ha
Forest by management type (ha): managed natural 35.5 thousand ha
Certified forest by scheme (ha): 35.5 thousand ha FSC-certified forest

Detailed information about BP's supply base may be found in their Supply Base Report available in Internet:
<https://kopyllh.by/sertifikacziya/sertifikacziya-sbp/>

5.4 Chain of Custody system

The BP holds valid FSC Chain of certificate

<https://info.fsc.org/details.php?id=a023300000gPvAxAAK&type=certificate>

The Organisation has implemented FSC transfer system. The input material used by the Organisation for biomass production as well as for drier contains secondary feedstock – sawdust and wood industry residues for pellet production. All feedstock is FSC certified and originates only from forest area of the BP, which FSC certified.

6 Evaluation process

6.1 Timing of evaluation activities

Onsite assessment was conducted on 22.01.2020 (8 h). Evaluation activities included documents review at office, inspection of production facilities and staff interviews. Document review was conducted during 4 hours on 20.01.2020.

Activity	Location	Date/time
Review of documented provided prior to audit	Minsk	20.01.2020
Opening meeting and brief documents review.	Office	22.01.2020 9.00-09.30
Documents and procedures review (feedstock inputs, SBR, CoC control system and critical points, compliance with legal requirements, H&S), staff interview.	Office	22.01.2020 09.30-13.00
Chain of custody review (site tour); staff interview	Production facilities	22.01.2020 13.00-14.00
Documents and procedures review (SAR and energy use primary data); staff interview	Office	22.01.2020 14.00-16.30
Closing meeting	Office	22.01.2020 16.30-17.00

6.2 Description of evaluation activities

Composition of audit team:

Auditor(s), roles	Qualifications
Aliaksandr Zubkevich Lead auditor	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,

Evaluation against all applicable requirements	ISO 14001 and SBP training coursed. Previous experience in woodworking industry and SBP pre-assessment and assessments in Belarus.
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The evaluation 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.

Description of the audit evaluation:

All SBP related documentation connected to the SBP as well as FSC CoC system of the organisation, including SBP Procedure, SAR and GHG data calculations, Supply Base Report and FSC system description was provided by the company prior the beginning of the assessment. Assessment started with an opening meeting attended by the representatives from Organisation’s management and staff.

Audit team leader introduced audit team, provided information about audit plan, methodology, auditor qualification, confidentiality issues, and assessment methodology and clarified certification 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 document 5E 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 and other staff were interviewed.

After a roundtrip around BP’s pellet production was undertaken. During the site tour, applicable records were reviewed, staff was interviewed and FSC system critical control points were analysed. Audit continued in office in Kopyl where data in accountant program was verified.

At the end of the assessment findings were summarised and assessment conclusions based on use of 3 angle evaluation method were provided to the management and SBP responsible person.

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

The stakeholder consultation was carried out on December, 2019 by sending direct email to different stakeholder categories (more than 120 recipients). No comments from the stakeholders have been received. List of informed stakeholders includes such groups of stakeholders as FSC National Initiative, environmental and social NGOs, FSC-certified companies in the region, scientific and educational entities, indigenous peoples’ communities (where applicable), state forestry authorities, trade unions etc.

7 Results

7.1 Main strengths and weaknesses

Strengths: Use of the FSC transfer system. Effective recordkeeping system. Small number of the management staff and clearly designated responsibilities within the staff members.

Weaknesses: No significant weaknesses identified by auditor.

7.2 Rigour of Supply Base Evaluation

Not applicable.

7.3 Collection and Communication of Data

The following energy sources are used by BP: electricity for pellet production; diesel for feedstock handling, shipping and for biomass transportation to customer. Electricity consumption value is based invoicing from supplier; diesel consumption value is based on diesel consumption monitoring.

7.4 Competency of involved personnel

Overall, BP staff showed good understanding of knowledge of all applicable SBP requirements. The following key staff members are involved to SBP certification: SBP related staff responsibilities are presented in Section 3 of the SBP Procedure. Interviewed staff was well familiar with their responsibilities. Generally, very few staff members are involved into SBP certification: SBP responsible/quality engineer (maintaining of the management system, staff training, trademark use), master of pellet plant (moisture measurements, volumes of biomass registering), bookkeeper (fuel consumption recording) deputy chief accountant (registering of outgoing invoices and transport documents), foreign economic engineer – DTS system. Prior and during SBP assessment, BP was supported by external consultant, who also have provided relevant training to BP staff.

7.5 Stakeholder feedback

No feedback from stakeholders have been received prior, during and after this assessment.

7.6 Preconditions

None

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.

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 01/20	NC Grading: Minor
Standard & Requirement:	Standard #2: Verification of SBP-compliant feedstock 7.3. The SBR shall be completed using the latest version of the SBR template, which is available from the SBP website. .
Description of Non-conformance and Related Evidence:	
Not the latest template of Supply Base Report has been used by BP. The name Sustainable Biomass Partnership is used instead of Sustainable Biomass Program in few cases. Название Sustainable Biomass Partnership было использовано в некоторых случаях вместо Sustainable Biomass Program.	
Timeline for Conformance:	By the next surveillance audit, but no later than 12 months from report finalisation date
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 2/20	NC Grading: Minor
Standard & Requirement:	Standard #2: Verification of SBP-compliant feedstock 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.

Description of Non-conformance and Related Evidence:	
<p>The Supply Base Report do not cover all information required by SBP, for example, information about the presence of any CITES or IUCN species.is not included in the report. Отчет о ресурсной базе не включает всю требуемую SBP информацию, например, о наличии видов, включенных в списки CITES или IUCN</p>	
Timeline for Conformance:	By the next surveillance audit, but no later than 12 months from report finalisation date
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

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):	OlesjaPuiso
Date of decision:	11/Feb/2020
Other comments:	<i>Click or tap here to enter text.</i>