SBP

Sustainable Biomass Program

NEPCon Evaluation of Private Production Unitary Enterprise "Poliprofservis" Compliance with the SBP Framework: Public Summary Report

Main (Initial) Audit

www.sbp-cert.org

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

Version 1.0: published 26 March 2015

Version 1.1: published 30 January 2018

Version 1.2: published 4 April 2018

Version 1.3: published 10 May 2018

Version 1.4: published 16 August 2018

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1 Overview

CB Name and contact:	NEPCon OÜ, Filosoofi 31, 50108 Tartu, Estonia
Primary contact for SBP:	Ondrej Tarabus otarabus@nepcon.org, +420 606 730 382
Current report completion date:	08/May/2020
Report authors: :	Siarhei Minkevich
Name of the Company:	Private Production Unitary Enterprise “Poliprofservis”, Legal and production site address: 29A /1 Tsentralnaya str.,village Staryy Gutkov, Slutsk district, 223638, Minsk region, Republic of Belarus.
Company contact for SBP:	Mikhalkevich Aliaksandr, Vice-Director. Mob.: +375291666140; Email: poliprofservis2015@yandex.ru
Certified Supply Base:	Republic of Belarus
SBP Certificate Code:	SBP-07- 98
Date of certificate issue:	14/May/2020
Date of certificate expiry:	13/May/2025

This report relates to the Main (Initial) Audit

2 Scope of the evaluation and SBP certificate

Scope of certificate includes production of wood pellets for use in energy production and its transportation by different means of transport to different end points in Belarus. The scope of the certificate does not include Supply Base Evaluation. The scope of the certificate 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 and assessment of compliance with ID 5E ver. 1.0.

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

Private Production Unitary Enterprise “Poliprofservis” is a secondary processor (biomass producer) with production capacity of 4800 tone pellets/year, located in Minsk region, Belarus. Organisation was established in 2008, and pellet production works since 2015, has 24 staff members. The BP holds valid FSC CoC certificate covering biomass and sawmill production (sawdust pellets and sawmill products), and uses FSC 100%-certified secondary feedstock (wet sawdust) for production of certified pellets. All feedstock is purchased from external suppliers which are state forest management enterprises (in Belarus normally each state forest management enterprise has its own sawmill) as well as FSC certified private companies. Feedstock is delivered to production site by tractor and truck of the organisation as well as by trucks of contractors. Biomass is delivered to the customer by means of railway service (railway wagons). Occasionally the deliveries can be made by the trucks (however it is not common mean of deliveries for export, but more typical transport for the internal market).

5.2 Description of Company’s Supply Base

Private Production Unitary Enterprise “Poliprofservis” is a private enterprise founded in 2008, and their main activity is wood processing. In 2015 the company opened a production line of wood pellets. The timber supply base for the pellets production processes is located in the Republic of Belarus.

The company produces wood pellets from SBP-compliant secondary feedstock – sawdust (wood processing industry waste). In the production process, for drying process, the company also uses firewood, sawdust, bark and other small fraction residues (wood processing industry waste). The company also receives non-compliant secondary feedstock – sawdust, that is used for production of wood pellets intended for internal market.

SBP-compliant secondary feedstock – 38% (sawdust - wood processing industry waste)

SBP-non compliant secondary feedstock – 56% (sawdust, slabs - wood processing industry waste)

SBP-non compliant primary feedstock – 6% (firewood)

The factory of wood pellets has approximately 11 feedstock suppliers.

The wood species - Alnus glutinosa; Betula pendula; Fraxinus excelsior; Picea abies; Pinus sylvestris; Populus tremula; Quercus robur.

In the Republic of Belarus forests are one of the main renewable natural resources and the major national wealth. The woods and forest resources are of great importance for sustainable social and economic development of the country, ensuring its economic, energy, ecological and food security. For a number of the key indicators characterizing forest fund (woodiness of the territory, the area of the woods and stock of growing wood in terms of per capita), Belarus is among the top ten forest states of Europe.

Forests in the Republic of Belarus are the exclusive property of the State, which means that all produced timber origins from state managed forests. The Forest Code (Forest Code of the Republic of Belarus of 2015 No.

332-Z) states that Belarusian forests are divided into 4 categories according to the management purpose: conservation forests, recreation and health forests, protective forests, and managed forests. Harvesting of timber is allowed depending on the management and protection regime assigned based on the forest category.

Forestry of Belarus, successfully implementing the principles of sustainable multipurpose forest management, is important for stable functioning of the forest sector of the country and contributes to the development of allied industries of economy, making a significant contribution to the implementation of the signed international treaties at the global level in the field of environmental protection. Its economic, environmental and social role has been steadily increasing. All this gives grounds to say that in modern conditions the forestry sector from traditional commodity industry turns into infrastructural and one of the key sectors of the national economic complex, especially in the rural areas of the country.

As a result of purposeful work on reproduction of the woods and forest growing, positive dynamics of forest fund is reached.

So from 1994 the key quantitative and qualitative indexes of the forests improved:

- forest area increased by 889,2 thousand hectares from 7371,7 to 8260,9 thousand hectares;
- the area under forest of the Republic reached 39.8 per cent (increased by 4.3%);
- the total stock of standing timber increased by 702,8 million cubic meters and amounted to 1796,0 million cubic meters (including in Mature and overmature stands - 250,4 million cubic meters and constituted – 296,0 million cubic meters);
- the stock per 1 ha. of forested land increased by 69 cubic meters and amounted to 217 cubic meters per 1 ha.; the stock of mature and overmature plantings increased by 54 cubic meters and reached 267 cubic meters per 1 ha.;
- average age of plantings increased from 44 to 56 years.

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. When harvesting wood, according to the forest legislation of the Republic of Belarus, individual species listed in the Red Book and their habitats are subject to conservation. Cutting of valuable, endangered and protected tree species is prohibited.

Forest certification is an effective tool to combat illegal logging and illegal timber trafficking. Two schemes of forest certification have found their place in the Republic of Belarus - the forest certification system FSC (Forest Stewardship Council) and the forest certification system of the National Conformity Certification System, recognized by the Pan-European Forest Certification Council (PEFC). Taking into account the requirements of the international scheme of the Forest Stewardship Council (FSC), 9.4 million hectares of forest fund are certified (98% of the total forest fund). PEFC certified forest management and forest management systems of 105 legal entities conducting forestry on an area of 8.8 million hectares of forest fund.

5.3 Detailed description of Supply Base

Total Supply Base area (ha):	9,582 mln ha
Tenure by type (ha):	9,582 mln ha
Forest by type (ha):	temperate 9,582 mln ha
Forest by management type (ha):	managed natural 9,582 mln ha

Certified forest by scheme (ha):	9,027 mln ha FSC-certified forest 8,8 mln. ha PEFC certified forest

Detailed information about BP's supply base may be found in their Supply Base Report available in Internet at https://www.facebook.com/groups/PoliprofservisSBRreports#_=_ and will be uploaded to SBP website in company profile as SBP certificate holder.

5.4 Chain of Custody system

BP holds valid FSC CoC certificate https://info.fsc.org/details.php?id=a02f300000jT5qcAAC&type=certificate covering the primary (round timber sawmill processing) as well as secondary (pellet production) wood processing. Only secondary feedstock (sawdust) with FSC 100% claim will be used for pellet production and FSC transfer system of claims is implemented (all pellets will have FSC 100% claim). Some amount of biomass is produced from non-certified secondary feedstock, and in this case, BP ensures physical segregation of such non-certified wood material from certified wood material at all stages.

6 Evaluation process

6.1 Timing of evaluation activities

Onsite assessment was conducted on April 22, 2020 (app. 7 working hours). Assessment activities included documents review at office, inspection of production facilities and staff interviews.

Activity	Location	Date/time
Opening meeting	Office	22/04/2020 08.30-08.45
Chain of custody review (site tour); staff interview; document review	Production facilities	22/04/2020 08.45-10.45
Documents and procedures review (feedstock inputs, SBR, CoC control system and critical points, compliance with legal requirements, H&S), staff interview.	Office	22/04/2020 10.45-13.00
Documents and procedures review (SAR and energy use primary data); staff interview	Office	22/04/2020 14.00-16.45
Closing meeting	Office	22/04/2020 16.45-17.10

6.2 Description of evaluation activities

Composition of audit team:

Auditor(s), roles	Qualifications
Siarhei Minkevich, SBP auditor	NEPCon SBP lead auditor, FSC FM/COC and FSC CoC/CW lead auditor. He has successfully passed SBP lead auditor training in Germany in September 2019 and participated in several SBP assessments in Belarus and Lithuania.

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 in the beginning of the assessment, which started with an opening meeting attended by the representatives from Organisation's management and staff.

Auditor 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.

A roundtrip around BP's pellet production was undertaken. During the site tour, applicable records and documents were reviewed, staff was interviewed and FSC system critical control points were analysed.

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.

At the end of the audit, findings were summarised, and audit 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 February 13, 2020 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; FSC 100% secondary feedstock is sourced. Effective recordkeeping system. Small number of the management staff and clearly designated responsibilities within the staff members.

Weaknesses: please see minor NCR in section 10 below.

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; biofuel for burner; diesel for feedstock delivery and handling; diesel for biomass handling (from production line to warehouse), shipping and transportation to customer. Diesel consumption value by vehicles used at pellet plant is based on calculation of fuel consumption per vehicle and data obtained in accountancy; electricity consumption value by pellet plant is based on invoices issued by electricity supplier on a monthly basis.

7.4 Competency of involved personnel

Overall, BP staff showed good understanding of knowledge of all applicable SBP requirements. Generally, very few staff members are involved into SBP certification: SBP responsible person/director (SBP procedures and systems updates, SBR, complaints, conversion factor updates, DTS), logistician and production master (SAR and energy use data collection). Prior to and during SBP assessment, BP was supported by external consultant from partner organisation, who also has provided relevant training to BP staff.

7.5 Stakeholder feedback

No comments received from stakeholders prior to, during or after this assessment.

7.6 Preconditions

None.

8 Review of Company's Risk Assessments

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 / Незначительное несоответствие
Standard & Requirement:	SBP Instruction Document 5E V.1.1, 6.4.3 For each Feedstock Group the following parameters are recorded: a) ID b) Feedstock Type c) Origin d) Physical Description e) Country of harvest (new row for each country) f) Raw mass as received in metric tonnes g) Moisture as received (weighted average, single figure) h) Weighted average distance (km) , i) Maximum distance (km) j) Type of vehicle used k) Fuel or driving force used by the vehicle, l) Weighted average truckload, m) Any pre-processing (chipping, drying, none)
Description of Non-conformance and Related Evidence:	
Audit showed that there are errors in calculating the distances of delivery of feedstock. For some suppliers, delivery distances were copied from data for other suppliers. For example, the distance of the delivery of feedstock from the site of the supplier of OOO Solnechnaya dubrava from village Sorogi is 9 km one way (data of waybill 614 of 01/16/2020; this is also confirmed by checking on online maps). In the organization's calculations, the distance is 25 km (the same as for the other two suppliers). The check showed that sometimes the delivery of raw materials is carried out by a tractor with one trailer (2.5 dense m3) (for instance, data of waybill 614), however, in the calculations everywhere the delivery volume is 5 m3 (two full trailers). The non-conformance is considered minor, since in general the data provided is correct. Проверка показала, что в расчете расстояний доставки сырья имеются ошибки. Для некоторых поставщиков расстояния доставки были скопированы с данных для других поставщиков. Например, расстояние доставки сырья с площадки поставщика ООО «Солнечная дубрава» в д. Сороги - 9 км в	

одну сторону (данные путевого листа 614 от 16.01.2020; это подтверждает и проверка по онлайн картам). В расчетах же организации указано расстояние 25 км (одинаково, как и для двух других поставщиков). Проверка показала, что иногда доставка сырья осуществляется трактором с одним прицепом (2,5 плотных м3) (например, данные путевого листа 614), однако в расчетах везде указан объем доставки 5 м3 (два полных прицепа). Несоответствие считается незначительным, так как в целом предоставленные данные корректны.	
Timeline for Conformance:	By the next surveillance audit, but no later than 12 monhts from report finalisation date До следующего ежегодного аудита, но не позднее 12 месяцев с даты утверждения отчета
Evidence Provided by Company to close NC:	-
Findings for Evaluation of Evidence:	-
NC Status:	Open

NC number 02/20	**NC Grading:** Minor / Незначительное несоответствие
Standard & Requirement:	SBP Instruction Document 5E V.1.1, 6.5.1 The BP shall operate a management system including logbooks or electronic code/card systems to allocate the use of fossil fuel to processing or transport. 6.5.2 Allocation of fossil fuel for production should be based on appropriate metering. The fuel allocation system is especially important where the storage is not dedicated to biomass production and some vehicles or machinery unrelated to the biomass production may also use the fossil fuel from the same storage. In some cases, a practical alternative is to measure and record the specific (hourly) fossil fuel consumption of all the machinery/vehicles used, and the number of operating hours.
Description of Non-conformance and Related Evidence:	
The fuel distribution system takes into account the consumption of fossil fuels by vehicles and mechanisms related to the pellet plant and the production of lumber (without separation). The organization provided data on fossil fuels (consumption by a front loader (tractor) and two forklifts). The calculations are based on the number of working hours of the loaders and the average fuel consumption of the machines used. The average fuel consumption per machine hour is calculated by dividing the amount of fuel used per month by the number of machine hours worked by the loader per month. Written confirmation of timing data for the hours of operation of the tractor and loaders in the accounting period were not provided. Verification showed that there are errors in the calculations. Fuel consumption is not justified by actual measurements.	

The non-conformance is considered minor, since the calculation methodology and fuel consumption data were provided, however, such data require clarification. Система распределения топлива учитывает потребление ископаемого топлива транспортными средствами и механизмами, связанными с пеллетным заводом и производством пиломатериалов (без разделения). Организация предоставила данные по ископаемому топливу (потребление фронтальным погрузчиком (трактор) и двумя вилочными погрузчиками). Расчеты основаны на количестве рабочих часов погрузчиков и среднем потреблении топлива используемыми машинами. Среднее потребление топлива на машино-час рассчитывается путем деления объема использованного топлива за месяц на количество отработанных машино-часов погрузчиком в месяц. Письменные подтверждения хронометражных данных по часам работы трактора и погрузчиков в учетном периоде не были предоставлены. Проверка показала, что в расчетах имеются ошибки. Потребление топлива не обосновано материалами фактических замеров. Несоответствие считается незначительным, поскольку методика расчетов и данные о потреблении топлива были предоставлены, однако такие данные требуют уточнения.	
Timeline for Conformance:	By the next surveillance audit, but no later than 12 monhts from report finalisation date До следующего ежегодного аудита, но не позднее 12 месяцев с даты утверждения отчета
Evidence Provided by Company to close NC:	-
Findings for Evaluation of Evidence:	-
NC Status:	Open

NC number 03/20	**NC Grading:** Minor / Незначительное несоответствие
Standard & Requirement:	SBP Instruction Document 5E V.1.1, 6.9.3 At least one of the following options shall be used for the drying process, where applicable: Option 1 – Specify energy use of dryer, when applicable. - If a heat meter is installed, calculate how much heat energy from the boiler is provided to the dryer and provide details of the calculation; - Specify heat consumption in kWh per metric tonne dried feedstock and the corresponding period for this evaluation. Option 2 – Specify input moisture content of feedstock. - The preferred method in 6.9.2 is the weighted average moisture content based on moisture evaluation per shipment for all Feedstock Group.

	- When measurement of moisture of incoming feedstock is not determined on receipt of feedstock, the moisture content shall be measured and recorded as soon as possible in the production process. For example, in the case of the receipt of logs, moisture should be measured after debarking and processing to chips. - In the absence of moisture monitoring as specified above, the methodology used and the values recorded shall be justified to the CB, and the justification shall be recorded in the SAR.
Description of Non-conformance and Related Evidence:	
The organization's office has data on the assessment of the moisture content of the pellets (there are several measurement protocols of an independent laboratory). There are several records for assessing the moisture content of sawdust (four values per month). The organization does not have its own moisture meter or other measuring device. The audit showed that the organization has not established a system for the continuous assessment of the moisture content of feedstock and finished products. The auditor raised minor non-conformity report, since in general the organization took measures to assess the moisture content of feedstock and pellets, there is data on the moisture value of pellets and experimental data on the moisture content of dried feedstock; nevertheless, a holistic system for assessing the moisture content of feedstock and finished product in the organization at the time of the assessment was not implemented. В офисе организации имеются данные по оценке влажности пеллет (имеются несколько протоколов измерений в независимой лаборатории). Имеются несколько записей по оценке влажности опилок (по четыре значения в месяц). Собственного влагомера или другого измерительного устройства организация не имеет. Проверка показала, что в организации не налажена система постоянной оценки влажности сырья и готовой продукции. Аудитор составил отчет о незначительном несоответствии, так как в целом в организации приняты меры по оценке влажности сырья, имеются данные по влажности готовых топливных гранул и экспериментальные данные оценки влажности сырого сырья; тем не менее целостная система оценки влажности сырья и продукции в организации на момент оценки не была внедрена.	
Timeline for Conformance:	By the next surveillance audit, but no later than 12 monhts from report finalisation date До следующего ежегодного аудита, но не позднее 12 месяцев с даты утверждения отчета
Evidence Provided by Company to close NC:	-
Findings for Evaluation of Evidence:	-
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):	Nikolai Tochilov
Date of decision:	08/May/2020
Other comments:	*Click or tap here to enter text.*