



NEPCon Evaluation of UE BELLESEXPORT 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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1 Overview

CB Name and contact:	NEPCon OÜ, Filosoofi 31, 50108 Tartu, Estonia
Primary contact for SBP:	Ondrej Tarabus ot@nepcon.org, +34 605 638 383
Current report completion date:	06/Jul/2020
Report authors:	Mikhail Rai
Name of the Company:	UE BELLESEXPOR, Belarus, 220073, Minsk, Skryganova st 6, of. 403
Company contact for SBP:	Olga Krynko, Lead engineer of the foreign economic relations department. Mob.: +375172591834, email: krynko@bellesexport.by
Certified Supply Base:	Not applicable for trader
SBP Certificate Code:	SBP-08-14
Date of certificate issue:	14/Jul/2020
Date of certificate expiry:	13/Jul/2025

This report relates to the Main (Initial) Audit

2 Scope of the evaluation and SBP certificate

Scope of the certificate includes trading of wood pellets for use in energy production, including transport from different Biomass Producers in Belarus to different end points at the Belarus border.

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 the biomass trader's management procedures;
- 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;
- Review of the transportation, storage and deliverance processes.

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

UE BELLESEXPOR is a trader without physical possession of wood pellets with its legal address in Minsk, Belarus. The Trader holds valid FSC CoC and PEFC CoC certificates. UE BELLESEXPOR represents all biomass producers under the authority of the Ministry of Forestry of the Republic of Belarus.

Biomass may be delivered by rail to different endpoints at the border of the Republic of Belarus, on DAP delivery conditions. FCA delivery conditions are also possible. All end points are covered with the supplier's SBP certificate scope. The trader does not complete SREG.

5.2 Description of Company's Supply Base

Not applicable.

5.3 Detailed description of Supply Base

Not applicable.

5.4 Chain of Custody system

The Trader holds valid FSC CoC <https://info.fsc.org/details.php?id=a0240000005sU0hAAE&type=certificate> and PEFC CoC <https://www.pefc.org/find-certified/company/393080> certificates covering trade with biomass (wood pellets) without physical possession.

Approved claims covered by FSC CoC certificate are FSC 100% and FSC Mix. To date the Trader intends to purchase and sell all pellets with an FSC 100% claim, since all the biomass producers hold valid FSC FM/CoC certificates.

Approved claim covered by PEFC certificate is 100% PEFC certified. All the biomass producers hold valid PEFC FM and PEFC CoC certificates.

The Trader also intends to purchase and sell non-certified biomass. Batches with different inputs (i.e. SBP-compliant biomass and other biomass) will be provided with separate contracts and trade documentation.

6 Evaluation process

6.1 Timing of evaluation activities

Desk-based assessment was conducted on June 26, 2020 (app 6,5 working hours). Assessment activities included documents review at NEPCon office and staff interviews via Skype.

Activity	Location	Date/time
Opening meeting	Office NEPCon, via Skype	26/06/2020 09.00-09.30
Documents and procedures review (feedstock inputs, CoC control system and critical points, compliance with legal requirements, H&S).	Office NEPCon, via Skype	26/06/2020 09.30-13.00
Staff interview	Office NEPCon, via Skype	26/06/2020 14.00-16.00
Closing meeting	Office	26/06/2020 16.00-16.30

6.2 Description of evaluation activities

Composition of audit team:

Auditor(s), roles	Qualifications
Mikhail Rai, audit team leader	NEPCon SBP lead auditor. He has successfully passed SBP auditor training in Berlin in September 2019; previous experience with several SBP assessments and annual audits in Russia.

The desk-based evaluation was focused on management system evaluation: division of the responsibilities, document and system, input material classification (reception and registration), analysis of the existing FSC and PEFC systems and its control points.

Description of the audit evaluation:

All SBP related documentation connected to the SBP as well as FSC and PEFC CoC systems of the Trader, including SBP Procedure and FSC system description was provided by the company prior to the assessment, which started with an opening meeting via Skype, attended by the SBP responsible person.

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

After that auditor went through all applicable requirements of the SBP standards 4, 5 and instruction document 5E covering input clarification, existing chain of custody system, management system, recordkeeping requirements, categorisation of input and verification of SBP-compliant biomass. During the process, overall responsible person for SBP system and other staff were interviewed. Also, FSC and PEFC systems critical control points were analysed.

At the end of the audit, findings were summarised, and audit conclusions based on use of 3 angle evaluation method were provided to the 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

No stakeholder consultations conducted prior, during and after this assessment (n/a for trader).

7 Results

7.1 Main strengths and weaknesses

Strengths: use of the FSC and PEFC transfer systems; small number of the management staff and clearly designated responsibilities within the staff members.

Weaknesses: none.

7.2 Rigour of Supply Base Evaluation

Not applicable

7.3 Collection and Communication of Data

UE BELLESEXPOR is a trader without physical possession. The Trader does not complete SREG since all end points are covered with the supplier's SBP certificate scope. The Trader commits to provide its suppliers' SARs to the SBP certified customers upon request.

7.4 Competency of involved personnel

Overall, Trader's staff showed good understanding of knowledge of all applicable SBP requirements. Generally, only the following staff members are involved into SBP certification:

- Director (anti-bribery policy and code of conduct, EUTR requirements);
- Deputy director (Chain of custody, appointment of SBP responsible, H&S implementation, trade and tax legislation);
- Head of the foreign economic relations department and (or) Deputy head engineer of the foreign economic relations department / SBP responsible person (SBP procedures and systems updates, suppliers' evaluation, tendering, trademarks, staff training, complaints);
- Head of wood product export department and (or) Deputy head of wood product export department (Certified wood products supply contracts, sales, registration of inputs and outputs, DTS);
- Legal department (Complaints, trade and tax legislation).

Prior to and during SBP assessment, BP was supported by external consultant, who also has provided relevant training to BP staff

7.5 Stakeholder feedback

No stakeholder consultations conducted prior, during and after this assessment (not applicable for traders).

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.*

No NCRs and/or Observations raised during this assessment.

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:	06/Jul/2020
Other comments:	<i>Click or tap here to enter text.</i>