



NEPCon OÜ Evaluation of POLIPROFSERVIS, Private Production Unitary Enterprise Compliance with the SBP Framework: Public Summary Report

First Surveillance Audit

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The promise of good biomass



Completed in accordance with the CB Public Summary Report Template Version 1.5

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

Certification Body (CB) Name:	NEPCon OÜ
Primary CB contact for SBP:	Ondrej Tarabus
Primary CB contact email:	otarabus@preferredbynature.org
Audit team leader:	Siarhei Minkevich
Audit team members:	none
Name of the Company:	POLIPROFSERVIS, Private Production Unitary Enterprise
Company legal address:	ul. Centralnaya, 29A, building 1, Minsk region, Slutsk region, 223638 d. Stary Gutkov, Belarus
Company contact for SBP:	Aliaksandr Mikhalkevich
Company contact email:	poliprofservis2015@yandex.ru
Company website:	N/A
SBP Certificate Code:	SBP-07-98
Date of certificate issue:	14 May 2020
Date of certificate expiry:	13 May 2025
Audit closing meeting date:	05 May 2021
Audit cycle:	First Surveillance Audit

2 Scope of the evaluation and SBP certificate

Scope Item	Check all that apply to the Certificate Scope	Change in scope (N/A for Assessments)
Primary Activity:	Biomass Producer	<input type="checkbox"/>
Approved Standards:	SBP Standard 2: Verification of SBP-compliant Feedstock; SBP Standard 4: Chain of Custody; SBP Standard 5: Collection and Communication of Data Instruction; Instruction Document 5E: Collection and Communication of Energy and Carbon Data 1.4	<input type="checkbox"/>
Includes Supply Base Evaluation (SBE):	No	<input type="checkbox"/>
Includes communication of Dynamic Batch Sustainability Data (DBSD)	Yes	<input type="checkbox"/>
Includes Group Scheme	No	<input type="checkbox"/>
Products	Pellets	<input type="checkbox"/>

Feedstock types:	Secondary	<input type="checkbox"/>
Feedstock origin (countries):	Belarus	<input type="checkbox"/>
SBP-endorsed Regional Risk Assessments used:	Not applicable	<input type="checkbox"/>
Public link: https://sbp-cert.org/documents/standards-documents/risk-assessments/		<input type="checkbox"/>
Chain of custody system implemented:	FSC: NC-COC-059692	<input type="checkbox"/>
	Transfer	<input type="checkbox"/>

2.1 Description of the 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 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). In general, BP can use the following tree species in the production of fuel pellets: *Picea abies* (L.); *Pinus sylvestris* (L.); *Bétula pendula* (L.), *Álnus glutinosa* (L.); *Pópulus trémula* (L.). However, in the reporting period *Pinus sylvestris* (L.) and *Picea abies* (L.) were only used in pellet production (tree species composition of the feedstock used). The secondary feedstock used for pellet production originates from Belarus and is both FSC (FSC 100%) and PEFC certified (100% PEFC). Some amount of feedstock in the reporting period is non FSC certified wood material. The BP ensures segregation technologies and produces both certified and not certified pellets. The BP implements FSC transfer system and produced biomass was sold with FSC 100% claim. Non certified feedstock is stored separately and is segregated during all the production and storage processes.

2.2 Detailed description of the 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 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. During the audit 2021 no NCRs were raised on the CoC procedure and performance of chain of custody system.

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. 1.4.

4 Evaluation process

4.1 Timing of evaluation activities

<i>Audit Level of Effort (LoE)</i>		
Activity	Auditors	Auditor hours
1. Preparation	Siarhei Minkevich	3,0
2. On-site (excl. travel time)	Siarhei Minkevich	12,0
3. Report writing	Siarhei Minkevich	16,0
4. Other	N/A	N/A

Audit Schedule			
Activity	Location	Auditor name	Date/time
<i>Opening meeting</i>	Office	Siarhei Minkevich	30 Apr 2021/09:00
<i>Documents and procedures review, staff interview.</i>	Office	Siarhei Minkevich	30 Apr 2021/09:15
<i>Chain of custody review; staff interview; document review</i>	Production facilities	Siarhei Minkevich	30 Apr 2021/10:15
<i>Documents and</i>	Office	Siarhei	30 Apr 2021/14:00

<i>procedures review, staff interview</i>		Minkevich	
<i>Review of updated documents, procedures and additional data, staff interview, closing meeting</i>	Office	Siarhei Minkevich	05 May 2021/13:00

Auditor qualification		
Auditor name	Role	Qualification
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

4.2 Description of evaluation activities

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.

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

After that audit team leader 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 audit special attention was paid to the following specific critical control points: reception, identification of material, segregation, volumes recording / accounting, conversion factor and sales. 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.

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.

4.3 Sampling methodology

Sampling of documents. Staff interview (SBP responsible, responsible for data gathering and analysis). Site audit covers all production facilities involved in SBP pellet production

4.4 CB stakeholder engagement

The stakeholder consultation before assessment 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.

4.5 Stakeholder feedback

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

5 Results

5.1 Main strengths and weaknesses

Strengths: Use of the FSC transfer system. FSC 100% secondary (sawdust) feedstock and FSC 100% biofuel (chips produced by chipping slabs) is used. Effective recordkeeping system. Small number of the management staff and clearly designated responsibilities within the staff members.

Weaknesses: See Non-conformities and observations

5.2 Rigour of Supply Base Evaluation

n/a

5.3 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.

5.4 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 and prior to this audit 2021, BP was supported by external consultant from partner organisation from Lithuania, who also has provided relevant training to BP staff.

6 Review of company's risk assessments

6.1 Overview of company's risk assessments and mitigation measures

n/a

6.2 Specified risk indicators and mitigation measures

Country/Area	Indicator	Specified risk description	Mitigation measure
N/A	N/A	N/A	N/A

7 Non-conformities and observations

NC number NC-000480	NC Grading: Minor
Standard:	Instruction Document 5E: Collection and Communication of Energy and Carbon Data 1.4
Requirement:	6.8.3 In all cases, the BP shall provide full information on power generation and use to the CB, and this shall be reported in the SAR. The metered values used for reporting shall cover not only the biomass production process but also non-biomass related process lines (for example, sawmill or other production facilities)
Description of Non-conformance and Related Evidence:	
<p>Organization has prepared data on the amount of electricity used. Monthly data of electricity consumption was used. Audit showed that the responsible employee showed in the Excel calculations and SAR “rounded” (not fully correct) monthly values, at the same time in invoices to be paid from the state electricity company a bit other values are indicated. Taking into account that there are minor differences between calculation data and the factual data from the state provider and these differences have not influenced significantly on the results of average electricity consumption per one tonne of pellets, auditor raised a minor non-conformance.</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:	N/A
Findings for Evaluation of Evidence:	N/A
NC Status:	Open

NC number NC-000500	NC Grading: Observation
Standard:	SBP Standard 4: Chain of Custody
Requirement:	5.3.1 All requirements of the relevant chain of custody control system specified in the SBP-approved CoC system shall be implemented to calculate outputs.

Description of Non-conformance and Related Evidence:	
<p>The following average conversion factor was established by BP: 2.12 solid m3 of secondary feedstock (sawdust) for production of 1 tone pellets and 0.26 solid m3 of slabs and firewood for drier per 1 tonne (seasonal variation can be – in summer time the consumption is less than in winter time). The director explained and confirmed by records that the conversion factor is received based on measurement of volume of input feedstock (volume of truck) and biomass produced and such calculation is conducted twice per year. Compared to the pellet productions of the similar scale, biofuels consumption of 0,26 solid m3/1 MT biomass, in auditor opinion, might be underestimated. Organization is recommended to implement other methods of measuring the amount of biofuels consumed by the burner to dry the feedstock. See Observation 01/21</p>	
Timeline for Conformance:	N/A
Evidence Provided by Company to close NC:	N/A
Findings for Evaluation of Evidence:	N/A
NC Status:	N/A

NC number NC-000501	NC Grading: Minor
Standard:	Instruction Document 5E: Collection and Communication of Energy and Carbon Data 1.3
Requirement:	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:	
<p>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.</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:	List of suppliers. Waybills data. Data of accounting computer program 1C. Calculation data for SAR. Online maps data. Updated SAR 2021.
Findings for Evaluation of Evidence:	Analysis of waybills, data of suppliers, materials of accounting program 1C, calculated data for SAR was carried out. In the reporting period organization has reviewed data on the suppliers, including the distances and delivery volume (per vehicle). Updated data of SAR was submitted. Analysis of updated data does not reveal errors in calculations; submitted data coincides with factual data of the organisation (average distances, volumes of the deliveries, etc.)
NC Status:	Closed

NC number NC-000502	NC Grading: Minor
Standard:	Instruction Document 5E: Collection and Communication of Energy and Carbon Data 1.3
Requirement:	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.
Description of Non-conformance and Related Evidence:	
<p>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.</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:	List of vehicles used in pellet plant. Data on fossil fuel accounting (per vehicles). Data on factual used fuel by machines of pellet plant (monthly)
Findings for Evaluation of Evidence:	List of vehicles used at pellet mill was submitted. In the reporting period three loaders were used only in pellet mill (they were not used in sawmill mill). Data on fossil fuel consumption was submitted (per vehicles). Data on fuel consumption of machines of pellet mill is given in the SAR; analysis of data has not found errors.
NC Status:	Closed

NC number NC-000503	NC Grading: Minor
Standard:	Instruction Document 5E: Collection and Communication of Energy and Carbon Data 1.3
Requirement:	<p>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.</p>
Description of Non-conformance and Related Evidence:	
<p>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.</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:	Data on feedstock moisture. Waybills.
Findings for Evaluation of Evidence:	<p>There is data available in the office on feedstock and pellets moisture (there is log of moisture data registration for feedstock and pellets as well as several Acts of measurements by an independent laboratory). Organization has been carrying out moisture measurements in the reporting period, data is available in journal. Audit has confirmed that system for assessing the moisture content of feedstock and finished product in the organization is implemented.</p>

NC Status:

Closed

8 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:	21 Jul 2021
Other comments:	N/A