

# NEPCon Evaluation of GLHU "Zhitkovichsky leshoz" Compliance with the SBP Framework: Public Summary Report

Scope Change 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](http://www.sbp-cert.org)*

### *Document history*

*Version 1.0: published 26 March 2015*

*Version 1.1: published 30 January 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:	23/Sep/2020
Report authors: :	Aliaksandr Zubkevich
Name of the Company: 247960, Republic of Belarus	GLHU "Zhitkovichsky leshoz", Oktyabrskaya, 62, Zhitkovichi, Gomel region,
Company contact for SBP:	Balbutskaya Valentina Ivanovna, Logging and processing engineer, <a href="mailto:opp-leshoz@mail.ru">opp-leshoz@mail.ru</a> +375 2353 2-48-28
Certified Supply Base: Gomel region, Belarus	sourcing from forest area managed by GLHU "Zhitkovichsky leshoz" in
SBP Certificate Code:	SBP-07-94
Date of certificate issue:	30/Apr/2020
Date of certificate expiry:	29/Apr/2025

This report relates to the Scope Change Audit

## 2 Scope of the evaluation and SBP certificate

The certificate scope covers the office and production site in Zhitkovichi, Gomel region, Belarus.

Scope description: Production of wood pellets in Zhitkovichi, Gomel region, Belarus, for use in energy production and its transportation by rail to Belarusian/Latvian border, Bigosovo railway station, and factory gate (FCA Zhitkovichi). 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
- New plant was commissioned. GHG data was analysed for both pellet plants

## 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

GLHU "Zhitkovichsky leshoz" is consist of the following forestriess: Berezhnyanskoye, Milevichskoye, Zalyutichskoye, Lyakhovichskoye, Khvoikovskoye, Leninskoye, Yurkevichskoye, Belovskoye, Zhitkovichskoye, Lyudenevichskoye, Berezhenskoye, 2 sawmills and pellet production. GLHU "Zhitkovichsky leshoz" is located in the western part of the Gomel region on the territory of the Zhytkovichy administrative region. The total area of the forestry establishment is 117.8 thousand hectares, including 96.8 thousand hectares of forested area.

The Organisation holds valid FSC FM/Chain of Custody certificate with FSC transfer system in the scope and all above mentioned forestries and sites are covered by the scope of the certificate. The BP 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: sawdust.

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

The old pellet plant was commissioned in 2008, new pellet plant was commissioned in 2020 and is situated at the same location. Annual production capacity of both pellet plant is 25800 tonnes in total. Pellets from both plants are mixed after production and are produced from the same feedstock.

### 5.2 Description of Company's Supply Base

GLHU "Zhitkovichsky leshoz" is consist of the following forestriess: Berezhnyanskoye, Milevichskoye, Zalyutichskoye, Lyakhovichskoye, Khvoikovskoye, Leninskoye, Yurkevichskoye, Belovskoye, Zhitkovichskoye, Lyudenevichskoye, Berezhenskoye, 2 sawmills and pellet production. GLHU "Zhitkovichsky leshoz" is located in the western part of the Gomel region on the territory of the Zhytkovichy administrative region. The total area of the forestry establishment is 117.8 thousand hectares, including 96.8 thousand hectares of forested area.

The distribution by age group is 26.6 per cent among young forests, 39.8 per cent among middle-aged forests, 21.4 per cent among ripening forests, and 12.2 per cent among mature and overmature forests.

Distribution by dominant species: softwood 47.9%, hard-wooded broad-leaved species 5.0%, soft-wooded broadleaved species 47.1%. In forests of the forestry establishment, the forest is dominated by pine trees - 45,861 hectares (47.5 per cent), birch trees - 29,934 hectares (30.4 per cent) and Black alder - 14,708 hectares (15.2 per cent).

All felled areas are planted in the spring or are left for natural growth. All plants are treated annually.

The main objective of forest management of the Zhitkovichsky leshoz is the organization of a continuous, sustainable, economically efficient, multi-purpose, rational ecologically responsible, Social management of forests and forest management to meet the needs of society for forest raw materials, taking into account the conservation and enhancement of forest ecological functions and the conservation of forest biological diversity. On the territory of the Zhitkovichi leshoz there are specially protected territories such as biological reserves of local importance "Turovsky meadow", "Zalyutichsky", "Milevichsky", the hydrological reserve "Bulev Mokh", the republican reserve "Old Zhaden", the landscape reserve "Middle Pripjat".

The conservation of rare and endangered species of plants and animals is of great importance in leshoz. There are protective obligations for each species of these plants and animals. Data on rare species are entered in



the passports of the beat indicating their habitats. The Ileshoz enterprise carries out all necessary measures to ensure the conservation of rare and endangered species of plants and animals.

Among animals listed in the Red Book of the Republic of Belarus on the territory of the Zhitkovichi forestry live: greater spotted eagle, Big Bittern and Lutok.

There are no endangered species of animals and plants on the territory of the Zhitkovichi forestry according to CITES (the Convention on International Trade in Endangered Species of Wild Fauna and Flora).

## 5.3 Detailed description of Supply Base

Total Supply Base area (ha): 117773.0  
Tenure by type (ha): public 117773.0  
Forest by type (ha): temperate 117773.0  
Forest by management type (ha): managed natural 117773.0  
Certified forest by scheme (ha): 117773.0 FSC-certified forest

Detailed information about BP's supply base may be found in their Supply Base Report available in Internet: <http://www.ztklestur.by/%D1%81%D0%B5%D1%80%D1%82%D0%B8%D1%84%D0%B8%D0%BA%D0%B0%D1%86%D0%B8%D1%8F-fsc/%D1%81%D0%B5%D1%80%D1%82%D0%B8%D1%84%D0%B8%D0%BA%D0%B0%D1%86%D0%B8%D1%8F-pefc-2>

## 5.4 Chain of Custody system

The BP is included as a FMU in the single certificate with multiple FMU of Gomel Regional Forest Board. In the scope of the certificate are included both sawmills and pellet plant.

<https://info.fsc.org/details.php?id=a02330000VAnOeAAL&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 24.04.2020 (8 h). Evaluation activities included documents review at office, inspection of production facilities and staff interviews. Document review was conducted during 3 hours on 23.04.2020. New pellet plant on the same site was commissioned in 2020. Scope change audit was conducted 17.09.2020 to review changes in GHG data and updating SAR.

Activity	Location	Date/time
Review of documented provided prior to audit	Minsk	23.04.2020
Opening meeting and brief documents review.	Office	24.04.2020 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	24.04.2020 09.30-13.00
Chain of custody review (site tour); staff interview	Production facilities	24.04.2020 13.00-14.00
Documents and procedures review (SAR and energy use primary data); staff interview	Office	24.04.2020 14.00-16.30
Closing meeting	Office	24.04.2020 16.30-17.00
Scope change audit	Office and production facilities	17.09.2020 10:00-17:00

### 6.2 Description of evaluation activities

Composition of audit team:

Auditor(s), roles	Qualifications
Aliaksandr Zubkevich Lead auditor Evaluation against all applicable requirements	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, ISO 14001 and SBP training coursed. Previous experience in woodworking industry and SBP pre-assessment and assessments in Belarus.

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 including SBP Procedure, SAR and GHG data calculations, Supply Base Report 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.

Lead auditor introduced himself, 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.

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>

Scope change audit.

The auditor went through instruction document 5E covering input clarification, recordkeeping/mass balance requirements, emission and energy data and categorisation of input and verification of SBP-compliant biomass. During the process, roundtrip around the production facilities was undertaken, overall responsible person for SBP system and other staff were interviewed

## 6.3 Process for consultation with stakeholders

The stakeholder consultation was carried out on 11.03.2020 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. Effective recordkeeping system. Small number of the management staff and clearly designated responsibilities within the staff members.

Weaknesses: No significant weaknesses identified by auditor. See also Minor NCR 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; diesel for feedstock handling, shipping and for biomass transportation to customer. Electricity consumption value is based on theoretical calculation; diesel consumption value is based on diesel consumption monitoring as well as on theoretical calculations.

### 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/ Logging and processing engineer (maintaining of the management system, staff training, trademark use, DTS), mechanical engineer (moisture measurements, volumes of biomass registering, quality issue), bookkeeper (accounting 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.

<b>NC number</b> 2/20	<b>NC Grading:</b> Minor
<b>Standard &amp; Requirement:</b>	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.
<b>Description of Non-conformance and Related Evidence:</b>	
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	
<b>Timeline for Conformance:</b>	By the next surveillance audit, but no later than 12 months from report finalisation date
<b>Evidence Provided by Company to close NC:</b>	Updated SBRs
<b>Findings for Evaluation of Evidence:</b>	The BP has updated and sent SBR to auditor after closing meeting but before audit report finalization. The review of report confirmed that SBR is concise and cover most important data. Организация обновила отчет о ресурсной базе и выслала его аудитору после заключительной встречи, но до завершения отчета по аудиту. Изучение отчета подтвердило, что отчет актуален и включен все необходимые данные.
<b>NC Status:</b>	Closed



## 11 Certification decision

<b>Based on the auditor’s recommendation and the Certification Body’s quality review, the following certification decision is taken:</b>	
<b>Certification decision:</b>	Certification approved
<b>Certification decision by (name of the person):</b>	Olesja Puiso
<b>Date of decision:</b>	April 29, 2020, Scope change audit decision September 23, 2020
<b>Other comments:</b>	<i>Click or tap here to enter text.</i>