Sustainable Biomass Partnership

NEPCon Evaluation of SWOODS Export Compliance with the SBP Framework: Public Summary Report

www.sustainablebiomasspartnership.org

Completed in accordance with the CB Public Summary Report Template Version 1.0

For further information on the SBP Framework and to view the full set of documentation see www.sustainablebiomasspartnership.org

Template document history

CB Public Summary Report Template Version 1.0: published 26 March 2015

Contents

1 Overview

CB Name and contact:	NEPCon OÜ, Filosoofi 31, 50108 Tartu, Estonia
Primary contact for SBP:	Ondrej Tarabus, ot@nepcon.net, +420 606 730 382
Report completion date:	01/Nov/2015
Report authors:	Ondřej Tarabus
Certificate Holder:	SWOODS Export FLLC, Demina 11a, 222518, Borisov, Belarus
Producer contact for SBP:	Tatyana Aniskevich, Manager of the Quality Department, tatyana.aniskevich@swse.by, +375 177 765031/+375 177 757750
Certified Supply Base:	Sourcing from Republic of Belarus
SBP Certificate Code:	SBP-01-05
Date of certificate issue:	09/Feb/16
Date of certificate expiry:	08/Feb/21

Indicate where the current audit fits within the certification cycle				
Main (Initial) Audit	**First Surveillance Audit**	**Second Surveillance Audit**	**Third Surveillance Audit**	**Fourth Surveillance Audit**
☑	☐	☐	☐	☐

2 Scope of the evaluation and SBP certificate

The certificate scope covers the production site in Borisov, Belarus.

The Organisation holds valid FSC Chain of Custody certificate with FSC Controlled wood in the scope. The FSC certificate contains the sawmill and pellet production

The Organisation is sourcing logs for their own sawmill production. BP is using primary and secondary production residues which have not been used in their own sawmill. No secondary feedstock, is sourced from external suppliers.

Secondary and tertiary feedstock: sawdust and wood chips are used for the pellet production. Sawdust, woodchips and bark are used for biomass drying.

All input materials delivered to the pellet production plant are FSC certified, FSC Controlled wood or included in the Organisation’s FSC Controlled wood verification system. Feedstock used in the biomass production originates from Belarus.

Supply Base Evaluation is not included into the scope of the evaluation.

Scope of evaluation is indicated in the table below:

<table>
<tr><th>Scope Item</th><th colspan="4">Check all that apply to the Certificate Scope</th><th>Change in Scope
(N/A for Assessments)</th></tr>
<tr><td>Certificate Type</td><td colspan="2">☑ Single</td><td colspan="2">☐Multi-site</td><td>☐</td></tr>
<tr><td>Approved Standards</td><td colspan="4">SBP Standard #2 V1.0, SBP Standard #4 V1.0, SBP Standard #5 V1.0

http://www.sustainablebiomasspartnership.org/documents</td><td>☐</td></tr>
<tr><td>Primary Activity</td><td colspan="4">Pellet Producer</td><td>☐</td></tr>
<tr><td rowspan="5">Input Material Categories</td><td colspan="2">☐ SBP-Compliant Primary Feedstock</td><td colspan="2">☑ SBP-Compliant Secondary Feedstock</td><td rowspan="5">☐</td></tr>
<tr><td colspan="2">☑ Controlled Feedstock</td><td colspan="2">☐ SBP non-Compliant Feedstock</td></tr>
<tr><td rowspan="3">☑ SBP-Compliant Tertiary biomass</td><td colspan="3">☑ Pre-consumer Tertiary Feedstock</td></tr>
<tr><td colspan="3">☐ Post-consumer Tertiary Feedstock</td></tr>
<tr><td colspan="3">☐ SBP-approved Recycled Claim</td></tr>
<tr><td rowspan="2">Chain of Custody system implemented</td><td>☑ FSC</td><td>☐ PEFC</td><td>☐ SFI</td><td>☐ GGL</td><td>☐</td></tr>
<tr><td>☐ Transfer</td><td colspan="2">☑ Percentage</td><td>☐ Credit</td><td>☐</td></tr>
<tr><td>Use of SBP Claim</td><td colspan="2">☑ Yes</td><td colspan="2">☐ No</td><td>☐</td></tr>
</table>

SBP Verification Program	☐ Low risk sources only	☐ Sources with unspecified/ specified risk	☐
	New districts approved for SBP-Compliant inputs:		
Sub-scopes			☐
Specify SBP Product Groups added or removed:			
Comments:			

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; and
- GHG data collection analysis.

4 SBP Standards utilised

4.1 SBP Standards utilised

Standard 2 Verification of SBP-compliant Feedstock, Version 1.0, 26 March 2015

Standard 4 Chain of Custody, Version 1.0, 26 March 2015

Standard 5 Collection and Communication of Data, Version 1.0, 26 March 2015

Instruction document 5A Collection and Communication of Data version 1.0. March 2015 was used for the evaluation as well.

http://www.sustainablebiomasspartnership.org/documents/standards-documents/standards

4.2 SBP-endorsed Regional Risk Assessment

Not applicable. Supply Base Evaluation is not included in the scope of the evaluation.

5 Description of Biomass Producer, Supply Base and Forest Management

5.1 Description of Biomass Producer

BP is a biomass producer with a production site situated in Borisov, Belarus

BP is sourcing both secondary and tertiary feedstock from its own primary and secondary production.

Logs for the primary production (sawmill) are bought from state sales agent or local forestry management units. In both cases logs are delivered directly from the forest with harvesting permit. Logs originate from Belarus.

All incoming feedstock is either FSC certified, FSC Controlled or controlled according to the existing FSC Controlled wood verification program. FSC Controlled wood verification program is applicable for feedstock originating from Belarus. Origin information at FMU level (forestry) is available on the delivery documents.

The BP implements the FSC percentage system. Biomass is transported by railway transport and sold at Belarusian-Latvian border, Bigosovo railway station.

5.2 Description of Biomass Producer's Supply Base

The supply base of SWOODS is Belarus. All the material which is used in the biomass production comes from the sawmill, which is a part of the same organization. This sawmill sources from Belarus only.

In Belarus, forest land covers 9,5 million ha. Forests are quite evenly spread over the country's six regions with the average value of the forest cover (ratio between the stocked forest land and the total land) being 39.3%. Area of agricultural area is 8,7 million ha.

The area covered by forest is increasing. The expansion happens both naturally and by afforestation of infertile land unsuitable for agriculture. Within the last decade, the timber production in Belorussia has fluctuated approx., 11 million m^3 (http://www.mlh) by 2015.

Forest area of Belarus consists of: forests - 7,89 million ha, other wooded land 0,91 million ha.

The main wood species in Belarus are: pine 50.4%, spruce 9.2%; birch 23.1%; black alder 3.3%; grey alder 3.3 %: aspen 2.1%; other species 3.3%.

The forests in the Republic of Belarus are state property. Forests under the jurisdiction of the Ministry of Forestry (Minleshoz) cover 86% of the forest fund. Besides, a significant share of the forest fund is managed by the Administration of the President of the Republic of Belarus (8%) and by the Ministry of Emergency Situations of the Republic of Belarus (2%).

Belorussia 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 Belorussia.

Forest regeneration is carried out annually over an area of 32,000 ha, including 81% of the forest planting and seeding and 19% by natural regeneration. There are two strictly protected Nation reserves and four National parks present in Belarus at the moment. Area of National reserves accounts 2,98 million ha and area of National parks is 3,98 million ha.

Forestry and the forest industry are essential parts of the republic's economy. The share of forest sector in GNP is 4-5%, 3.2% of local inhabitants are employed in forest sector.

All forest area is certified by PEFC certification scheme: 7,7 million ha (83 forestrys) and FSC certification scheme 5,0 million ha (61 forestrys).

5.3 Detailed description of Supply Base

Total Supply Base area (ha):	9,5 million ha
Tenure by type (ha):	9,5 million ha state ownership, 0 million ha private forests and 0 million ha other ownership types
Forest by type (ha):	9,5 million ha temperate forests
Forest by management type (ha):	9,5 million ha managed natural
Certified forest by scheme (ha):	FSC – total certified area 5,0 million ha PEFC – total certified area 7,7 million ha

Quantitative description of the Supply Base can be found in the Supply Base Report of the Biomass Producer.

5.4 Chain of Custody system

The Organisation holds valid FSC Chain of Custody with FSC Controlled wood in the scope of the certificate. Critical control points of the FSC CoC system were evaluated also during SBP assessment.

The Organisation has implemented FSC percentage system. All the input materials are received either with FSC certified claim, FSC Controlled wood claim or the material is covered by organisation's own Controlled wood verification system. The Controlled wood system includes only material from Belarus (Belarusian state forest enterprises that belong to the Ministry of Forestry and the Ministry of Defence). The organization does not use any imported material. Incoming wood reception register and supplier list are maintained. All material is checked during the arrival and correctly recorded in the internal system. No physical separation is needed. Based on the proportion of certified and controlled wood material the proportion of the SBP-compliant and SBP-controlled biomass is calculated.

6 Evaluation process

6.1 Timing of evaluation activities

Pre-assessment was carried out on 6/Oct/2015.

The assessment was carried out on 15 and 16 October. One and half days were needed for the onsite audit and two additional days for the documentation review.

6.2 Description of evaluation activities

The assessment 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 the collection of the energy and emission data.

Description of the assessment evaluation:

All SBP related documentation connected to the SBP as well as FSC CoC/ CW system of the organisation, including SBP Procedures, GHG related data, Supply Base Reports, were evaluated during the assessment. The latest FSC system description (report from annual FSC COC audit 2015) was reviewed by the auditor prior to the verification.

Auditor was welcomed in SWOODS export company. Audit started with an opening meeting attended by the quality Manager, representative of connected company Vakaru Mediena.

Auditor introduced himself, provided information about audit plan, methodology, auditor qualification, confidentiality issues, and assessment methodology and clarified verification 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 documents 5a covering input clarification, existing chain of custody and controlled wood system, management system, CoC, recordkeeping/mass balance requirements, emission and energy data and categorisation of input and verification of SBP compliant and SBP Controlled feedstock/ biomass. During the process overall responsible person for SBP system and as well as other persons having key responsibilities within the system were interviewed.

After that, roundtrip around BP’s pellet production was undertaken. During the site tour reception process were observed, applicable records were reviewed, pellet factory staff was interviewed and FSC system critical control points were analysed.

At the end of the audit findings were summarised and audit conclusion based on use of 3 angle evaluation method were provided to the representative of the SWOODS export company.

6.3 Process for consultation with stakeholders

The stakeholder consultation was carried out on 15/Sep/2015 by sending direct email to different stakeholder categories: state institutions, local NGOs, authorities, government bodies, forest owners associations, academic and research institutions. No comments from the stakeholders were received.

7 Results

7.1 Main strengths and weaknesses

Strengths: Use of the own production residuals, logs used in the primary production of the factory are delivered directly from the forest. All elements of SBP system are implemented at the time of the assessment. Use of the FSC percentage system and control of all incoming materials at the level of log reception.

Weaknesses: See the non-conformities below (NCR report Section 10).

7.2 Rigour of Supply Base Evaluation

Not applicable.

7.3 Compilation of data on Greenhouse Gas emissions

Prior the assessment the organization has not recorded data on greenhouse gas emissions and has only started for purposes of the SBP certification. Some data required for the GHG calculation were not supported by weak evidence as the organization did not collect all information on regular basis before the decision to go for SBP certification was taken. However, there are all required data and the newly established system is well implemented and the responsible workers are aware about their requirements.

7.4 Competency of involved personnel

Auditor(s), roles	Qualifications
Ondřej Tarabus Lead auditor Evaluation against all applicable requirements	Czech citizen, graduated in University of Life Sciences Prague, The Faculty of Forestry. He has participated in several FSC assessments in Czech Republic, Slovakia, Italy, Germany, Vietnam, Egypt, Spain, Romania, Bosnia and Herzegovina, Austria, etc. and FSC FM audits in Czech Republic and Lithuania. Ondřej Tarabus successfully completed SBP training course and he has practical experience with carbon footprint certification as well as biofuels certification.
Aliaksandr Zubkevich Trainee auditor	Mr Alexander Zubkevich has education of engineer-economist in timber industry. He had postgraduate study at the Belarusian State Technological University. Alexander Zubkevich trained with several programs in Poland and Sweden, where he prepared the scientific reports. He also wrote a number of papers and articles on forest sector development in Belarus. To 2005 Mr. Zubkevich headed the Republican NGO involved in environmental issues and education in ecology. A. Zubkevich has training for lead auditors for forest management and chain of custody in 2007 and in 2010 in St. Petersburg, organized by NEPCON together with

	Smartwood. Alexander Zubkevi participated in assessments and audits in Belarus, Ukraine, Latvia, Estonia, Bulgaria, Poland and Russia. Currently Mr. Zubkevich works for NEPCON as a representative in the Republic of Belarus.
Siarhei Minkevich Trainee auditor	Belarusian citizen, graduated from the Belarusian State Technological University (Minsk), the Faculty of Forestry. Siarhei holds comprehensive experience as an FSC Chain of Custody and Forest Management Auditor (FM, CoC audits in Russia, Ukraine and Belarus), has practical experience working as a forest inventory engineer during the forest inventory seasons 2005 − 2007 − field forest stand level inventory works in Belarus. He holds a PhD Degree in Specialty 06.03.02 Forest mensuration and Forest inventory (2003), docent degree (Ass. Prof.) in Specialty Forestry (2010). Siarhei has worked as a guest researcher at the Forest Biometry Department of Freiburg University, Germany, Department of Forest Resources Management, Swedish University of Agricultural Sciences (SLU), Center of Biostochastics (SLU) (PostDoc), National Forest Inventory Department of the Finnish Forest Research Institute (Metla).

7.5 Stakeholder feedback

No stakeholder comments were received.

7.6 Preconditions

No preconditions to this certification were identified at the time of the main assessment.

8 Review of Biomass Producer's Risk Assessments

Not applicable.

9 Review of Biomass Producer's mitigation measures

Not applicable.

10 Non-conformities and observations

NCR: 01/15	NC Classification: Minor	
Standard & Requirement:	SBP Standard 2 (v1.0), requirement 15.2	
Description of Non-conformance and Related Evidence:		
The BP's management system is appropriate to the type, range and volume of work performed. However, the translation of the procedure into Russian was is not in some cases very clear.		
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.	
Timeline for Conformance:	By the next annual surveillance audit.	
Evidence Provided by Organisation:	PENDING	
Findings for Evaluation of Evidence:	PENDING	
NCR Status:	**OPEN**	
Comments (optional):		
Is the non-conformity likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks?		Yes ☐ No ☒

NCR: 02/15	NC Classification: Minor	
Standard & Requirement:	SBP Standard 4 (v1.0), requirement 6.2.1	
Description of Non-conformance and Related Evidence:		
The requirement to use the latest version of the standard nr.5 is not clearly designated in the BP procedures. Requirement for the procedure review is stated in the procedures, but no minimal review intensity is mentioned in the procedures.		
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.	
Timeline for Conformance:	By the next surveillance audit.	
Evidence Provided by Organisation:	PENDING	
Findings for Evaluation of Evidence:	PENDING	
NCR Status:	**OPEN**	
Comments (optional):		
Is the non-conformity likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks?		Yes ☐ No ☒

NCR: 03/15	**NC Classification: Minor**
Standard & Requirement:	SBP Standard/ Interpretation 5a (v1.0), requirement 3.1.1
Description of Non-conformance and Related Evidence:	
The BP is applying EC and UK feedstock classification. The classification is mentioned in the GHG and profiling information under the section feedstock used. However, no information about the EC feedstock type is mentioned there. Further on the company did not fully follow the classification EC/UK classification as the material was specified as chips and sawdust instead of slab wood and sawmill residues as mention under the section feedstock used.	
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.
Timeline for Conformance:	By the next surveillance audit.
Evidence Provided by Organisation:	PENDING
Findings for Evaluation of Evidence:	PENDING
NCR Status:	**OPEN**
Comments (optional):	
Is the non-conformity likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks?	Yes ☐ No ☒

NCR: 04/15	NC Classification: Minor	
Standard & Requirement:	SBP Standard/ Interpretation 5a (v1.0), requirement 3.2.4	
Description of Non-conformance and Related Evidence:		
Feedstock types used for biomass drying are mentioned in the GHG data and Biomass profiling data sheet. The volume of material used as well as the moisture is recorded per class of feedstock. However, the energy used by the tractor filling up the dryer with bark, chips and sawdust was not recorded separately.		
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.	
Timeline for Conformance:	By the next surveillance audit.	
Evidence Provided by Organisation:	PENDING	
Findings for Evaluation of Evidence:	PENDING	
NCR Status:	**OPEN**	
Comments (optional):		
Is the non-conformity likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks?		Yes ☐ No ☒

NCR: 05/15	NC Classification: Minor	
Standard & Requirement:	SBP Standard/ Interpretation 5a (1.0), requirement 3.7.6.	
Description of Non-conformance and Related Evidence:		
The material used in the dryer is transported by tractor. However, this amount of diesel used is not recorded separately. The organization has implemented this requirement just after the pre-assessment and the data are therefore just an assumption based on the amount of material used and diesel consumed.		
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.	
Timeline for Conformance:	By the next surveillance audit.	
Evidence Provided by Organisation:	PENDING	
Findings for Evaluation of Evidence:	PENDING	
NCR Status:	**OPEN**	
Comments (optional):		
Is the non-conformity likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks?		Yes ☐ No ☒

NCR: 06/15	NC Classification: Minor	
Standard & Requirement:	SBP Standard/ Interpretation 5a (v1.0), requirement 4.1.1	
Description of Non-conformance and Related Evidence:		
Recordkeeping of the organisation is done in m^3. The secondary feedstock used in the pellet production is recorded based on the amount of material entering to the production (each load) and in parallel also calculation is done on basis of roundwood material entering to the sawmill using the known conversion factors. The input material from the furniture production is recorded based on production orders where the waste amount from the primary production is recorded. Once a month there is done inventory of material stored and in case the difference between the warehouse records and the results of the inventory would be higher than 10% evaluation would have to take place. However, the data given from the accounting system and the data taken for the calculation are not identical (there is a slight difference equal to 0,1%). The difference is probably caused due to different data recorded in excels and registers (for example input register, which is used at the acceptance place to record the round wood received, registers only amount which goes through the store and does not include volumes which are directly transported from conveyor belt collection place to production.		
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.	
Timeline for Conformance:	By the next surveillance audit.	
Evidence Provided by Organisation:	PENDING	
Findings for Evaluation of Evidence:	PENDING	
NCR Status:	**OPEN**	
Comments (optional):		
Is the non-conformity likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks?		Yes ☐ No ☒

NCR: 07/15	NC Classification: Minor	
Standard & Requirement:	SBP Standard/ Interpretation 5a (v1.0), requirement 4.5.1	
Description of Non-conformance and Related Evidence:		
The data of the electricity used in the production process is reported in kwh (per reporting period kWh/t biomass) special meter is used with the aim to calculate the electricity specifically for the biomass production. Electricity used for chipping is not added as it is considered still as primary production process. However the data provided in the GHG and profiling information did not match with the meter readings, the difference is around 0,1%.		
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.	
Timeline for Conformance:	By the next surveillance audit.	
Evidence Provided by Organisation:	PENDING	
Findings for Evaluation of Evidence:	PENDING	
NCR Status:	**OPEN**	
Comments (optional):		
Is the non-conformity likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks?		Yes ☐ No ☒

NCR: 08/15	NC Classification: Minor	
Standard & Requirement:	SBP Standard/ Interpretation 5a (v1.0), requirement 4.12.1	
Description of Non-conformance and Related Evidence:		
BP use sawdust, bark and chips in the drier. The moisture of the sawdust and chips is measured together with the moisture of material used in the pellet production and the bark is measured separately but the moisture measurement was implemented just after the pre-assessment and the data are not containing the average for the whole reporting period.		
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.	
Timeline for Conformance:	By the next surveillance audit.	
Evidence Provided by Organisation:	PENDING	
Findings for Evaluation of Evidence:	PENDING	
NCR Status:	**OPEN**	
Comments (optional):		
Is the non-conformity likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks?		Yes ☐ No ☒

NCR: 09/15	NC Classification: Minor	
Standard & Requirement:	SBP Standard/ Interpretation 5a (v1.0), requirement 4.2.5.	
Description of Non-conformance and Related Evidence:		
The organization has used the data of the produced pellets based on the sales invoices and did not take into account the data from the production logs. The difference is cca 3% but the organization claims that the production logs data are not calibrated and therefore are not as exact as the accounting data.		
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.	
Timeline for Conformance:	By the next survival audit	
Evidence Provided by Organisation:	PENDING	
Findings for Evaluation of Evidence:	PENDING	
NCR Status:	**OPEN**	
Comments (optional):		
Is the non-conformity likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks?		Yes ☐ No ☒

NCR: 10/15	**NC Classification: Minor**
Standard & Requirement:	SBP Standard/ Interpretation 5a (v1.0), requirement 6.1
Description of Non-conformance and Related Evidence:	
The information about the proportion of biomass, which was certified under any of the FM schemes is included in the profiling data, however the number is rounded and does not contain the exact data for the reporting period.	
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.
Timeline for Conformance:	By the next surveillance audit.
Evidence Provided by Organisation:	PENDING
Findings for Evaluation of Evidence:	PENDING
NCR Status:	**OPEN**
Comments (optional):	
Is the non-conformity likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks?	Yes ☐ No ☒

NCR: 11/15	NC Classification: Minor	
Standard & Requirement:	SBP Standard/ Interpretation 5a (v1.0), requirement 9.4	
Description of Non-conformance and Related Evidence:		
The responsible person is aware about the requirement of linking the batch by using the unique bath code. The SBP sales and output procedure as well as SBP procedure describes how the sales documentation shall be issued. During the first certification period it is planned that BP will use just one batch (one sales point). The organization has used the same code for batch code and GHG and profiling information code. However, the document "Feedstock, production and energy calculation FLLC "SWOOD export" does not contain the indication that the mentioned code covers both these information.		
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.	
Timeline for Conformance:	By the next surveillance audit.	
Evidence Provided by Organisation:	PENDING	
Findings for Evaluation of Evidence:	PENDING	
NCR Status:	**OPEN**	
Comments (optional):		
Is the non-conformity likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks?	Yes ☐ No ☒	

OBS: 01/15	Standard & Requirement:	SBP standard nr.2 requirement 15.6
Description of findings leading to observation:	Quality manager of the Organisation is responsible for review of Organisation's procedures and has authority to make appropriate improvements and changes in management system. Responsibilities are designated into the documented procedures of the BP. There is internal audit planned by the quality manager and the management review shall then be done by the managing director taking into account the results of this internal audit. The system not fully implemented as the internal audit did not take place yet.	
Observation:	The organization should do the internal audit and the management review to avoid future possible non-conformities.	

OBS: 02/15	Standard & Requirement:	SBP standard nr.4 requirement 4B, requirement 1.9
Description of findings leading to observation:	Requirement is designated in section 9.5 of the SBP procedure, however it does not exactly repeat requirement under 4B. 1.9.	
Observation:	It is recommended by the auditor to update trademark related section of the SBP procedures and make sure it exactly repeat requirements of 4b 1.9	

OBS: 03/15	Standard & Requirement:	SBP standard nr.4 requirement 4B, requirement 6.1
Description of findings leading to observation:	No description of forest management practices except for reference to SBR report. It is designated into the SBP procedures of the BP, that SBR report will be submitted together with other documents however this could be easily forgotten.	
Observation:	In order to avoid future possible non/conformities the organization shall provide the description of the forest management practices on biomass profiling information.	

OBS: 04/15	Standard & Requirement:	SBP standard/ Instruction document 5a requirement 9.1
Description of findings leading to observation:	Batch specific data report is not prepared as the organization claims that for the current version of the standard it is not required. Therefore the organization has decided to use as a sustainability characteristics only the data mentioned in the GHG profiling information. The sustainability characteristics of the batch specific data should be defined by the organization using the recommended information	
Observation:	It is recommended to use the recommended sustainability characteristics as define by the current version of the SBP standards and instruction document 5a.	

OBS: 05/15	Standard & Requirement:	SBP standard/ Instruction document 5a requirement 4.1.3
Description of findings leading to observation:	All input material used in the production is delivered by conveyor belt of pipe. There is not in-line measuring nor invoice as the supplier is the same company. However, the input material is calculated according the production orders from the primary production (where the not used material is recorded) and the data are compared with the figures obtained from the monthly inventory of material.	
Observation:	The continuous measurement of the input material should be implemented for the material coming by the conveyor belt.	

11 Certification decision

Based on Organisation's conformance with SBP requirements, the auditor makes the following recommendation:	
☑	Certification approved: Upon acceptance of NCR(s) issued above
☐	Certification not approved:
Based on auditor's recommendation and NEPCon quality review following certification decision is taken:	
NEPCon certification decision: **The Biomass Producer has been certified by NEPCon as meeting the requirements of the specified SBP Standard, the certificate can be issued immediately after NEPCon obtains the approval from SBP Technical Committee. The expiration of the certificate will be then 5 years.**	
Certification decision by: **Olesja Puisho**	
Date of decision: **02/Dec/2015**	

Post Script:

SWOODS Export has been certified by NEPCon as of 9 February 2016 as meeting the requirements of Sustainable Biomass Partnership (SBP) v1.0, 26 March 2015 Standards 2, 4 and 5.

The expiration date of the certificate is 8 February 2021.

12 Surveillance updates

Note: Surveillance updates shall be provided to SBP as specified in SBP Standard 3: Certification Systems: Requirements for Certification Bodies.