NEPCon Evaluation of IKEA Industry Poland sp. z.o.o. Oddział Wielbark Poland Compliance with the SBP Framework: Public Summary Report

Second Surveillance Audit

www.sbp-cert.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.sbp-cert.org

Document history

Version 1.0: published 26 March 2015

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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: 30/Aug/2017

Report authors: Ondřej Tarabus

Certificate Holder: IKEA Industry Wielbark Poland

Producer contact for SBP: Toasz Karczewski, Lean and Quality Manager, +79218551855, tomasz.karczewski@ikea.com

Certified Supply Base: Sourcing from Polish state forests (only the FSC certified part)

SBP Certificate Code: SBP-01-03

Date of certificate issue: 20/Jan/2016

Date of certificate expiry: 19/Jan/2015

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**
☐	☐	X	☐	☐

2 Scope of the evaluation and SBP certificate

The organization is a furniture producer. The production steps include the saw mill, glue board production and furniture production. All the input material is at least FSC Controlled wood. There are two materials leaving the production as a residue - wet wood chips from the saw mill (which are sold to other customers) and dry wood chips and sawdust from the glue board production and furniture production which is used of biomass production and is in the scope of this certification.

The organization holds valid FSC CoC certificate with FSC credit system and wood pellets are in the scope of the certificate.

The input to the biomass production is coming only from the internal production. Most of the material comes from Poland but there are some external suppliers who delivery semi-finished product which are used in the furniture production, but this material is physically separated and does not enter to the pellet production and is not under the scope of this certification.

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

Wood pellets are sold at the organization gate and transport is arranged by the customer.

Description of the scope: Production of wood pellets, for use in energy production, at IKEA Industry Wiebark. The scope of the certificate does not include Supply Base Evaluation.

Scope Item	Check all that apply to the Certificate Scope	Change in Scope (N/A for Assessments)
Approved Standards:	*SBP Standard #2 V1.0 SBP Standard #4 V1.0; SBP Standard #5 V1.0* http://www.sustainablebiomasspartnership.org/documents	☐
Primary Activity:	Pellet producer	☐
Input Material Categories:	☐ SBP-Compliant Primary Feedstock ☐ SBP-Compliant Secondary Feedstock ☐ Controlled Feedstock ☐ SBP non-Compliant Feedstock ☒ SBP-Compliant Tertiary biomass: ☒ Pre-consumer Tertiary Feedstock; ☐ Post-consumer Tertiary Feedstock; ☐ SBP-approved Recycled Claim	☐
Chain of custody system implemented:	☒ FSC ☐ PEFC ☐ SFI ☐ GGL	☐
	☐ Transfer ☐ Percentage ☒ Credit	☐

Points of sales **Provide name of all points of sales**	☐Harbour – Permanent storage (Storage site)	☐Harbour – Temporally storage (Logistic site)	☐Other point of sale (e.g. gate of the BP, boarder, railway station etc.)	☐
Use of SBP claim:	☒ Yes	☐ No		☐
SBE 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;
- GHG data collection analysis;

4 SBP Standards utilised

4.1 SBP Standards utilised

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

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

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

Instruction-Document-5A-Collection-and-Communication-of-Data-v1-1-Oct16

Instruction-Document-5B-Energy-and-GHG-Data-v1-1-Oct16

Instruction-Document-5C-Static-Biomass-Profiling-v1-1-Oct16

http://www.sustainablebiomasspartnership.org/documents

4.2 SBP-endorsed Regional Risk Assessment

Not applicable. Supply Base Evaluation is not covered by the Scope of the Evaluation.

5 Description of Biomass Producer, Supply Base and Forest Management

5.1 Description of Biomass Producer

The organization is a furniture producer. The production steps include the saw mill, glue board production and furniture production. The absolute majority of the material is received with FSC Mix Credit claim and the internal procurement policy specification for input material is that all material must be at least FSC Controlled wood. There are two materials leaving the production as a residue - wet wood chips and wet sawdust from the saw mill (which are sold to other customers) and dry wood chips and dry sawdust from the glue board production and furniture production, which is used of biomass production. The biomass production itself therefore does not contain any drying process.

The input to the biomass production is coming only from the internal production. Most of the material comes from Poland but there are some external suppliers who delivery semi-finished product which is used in the furniture production but this material is physically separated and does not enter to the pellet production and is not under the scope of this certification. There are three silos used for storage for dry feedstock. Two are used for pellet production and one is used for storage of sawdust from sawdust from semi-finished products (this production runs only one night a week for few hours) and sawdust with paint.

Pellets are then directly transported to the customer. The point of sale is when the material is leaving the production site.

5.2 Description of Biomass Producer's Supply Base

In general, the sawmill procurements can be categorized as follows:

- Polish State Forests FSC certified stemwood (FSC 100%) is procured for furniture production.
- Industrial wood residues are used for pellet production, the sawmill is integrated with the pellet production facility (same location).
- Only Scots pine is used (*Pinus sylvestris*, L.)

Polish State Forest

There is a constant increase of the forest area in Poland. According to 2013 data from the Central Statistical Office, forest area covers app. 9.3 million hectares, which is 29.4% of the country's territory. Forestry and the related industrial branches are important elements of the national economy. The State Forest Service gives employment to many people. It is the main supplier of wood processing plants. It cooperates closely with local communities and non-governmental organizations. In recent years, Polish State Forestry has achieved excellent economic results, because of the relatively good price for wood on the international market.

Buying timber from the Polish State Forests, our company is sure that the raw material is being procured in a legal manner, not prejudicial nature.

Forest planning and forest operations in Poland

For foresters and most other stakeholders in Poland the non-production forest functions have become the most important. The Polish State Forest implements sustainable forest management. Foresters acquire wood within the limits set by 10-year forest management plans, approved by the Minister of the Environment.

The Polish timber resources have grown from year to year and doubled in half a century. Wood stocks in the forests managed by the State Forests continue to grow. In 1991, it was 190 cubic meters/ha.; 20 years later, in 2011 – 254 cubic meters/ha. According to international statistics, Polish forests belong in this respect to European leaders. Not only considering wood stock, but also the forest area increase. In the mid-twentieth century, they occupied slightly over one-fifth of Poland; nowadays nearly than one-third.

In terms of spatial structure by species, coniferous species dominate in Polish forests, occupying 72.8% of the total forest area. Among coniferous species, pine covers the largest area.
http://industry.ikea.pl/index/kontakt.html

5.3 Detailed description of Supply Base

Total Supply Base area (ha):	6.306.239 ha. State Polish Forests that are FSC certified (claim FSC 100%), and from which timber may be harvested.
Tenure by type (ha):	100% public ownership (State Polish Forest Service). The total Supply Base: 6.306.239 ha.
Forest by type (ha):	Temperate forests. The total Supply Base: 6.306.239 ha.
Forest by management type (ha):	Managed Natural forests. The total Supply Base: 6.306.239 ha
Certified forest by scheme (ha):	6.306.239 ha. FSC certified (100%)

Quantitative description of the Supply Base can be found in the Biomass Producer's Public Summary Report
http://industry.ikea.pl/index/kontakt.html

5.4 Chain of Custody system

The organizaiton hold valid FSC CoC certificate with FSC credit system and wood pellets are in the scope of the certificate.

The input to the biomass production is 100% coming from the internal production. Most of the material comes from Poland but there are some external suppliers who delivery semi-finished product which can not be traced back to the forest (however this material is still at least FSC CW) and therefore it is physicaly separated. Physical separation is based on using of second silo where is stored input material which is not used for biomass production but reather is sold as sawdust or wood chips directly from that silo. The material used for biomass production can be taken only from the silo number one. The physical separation is a simple process based on changing the flow of the material from the conveyor belt to individual silos. The responsalbe workers are aware about this procedures and the same system is already implemented for material containining some chemical substances.

The biomass production use already dry material as a residue from the secondary production. The material is delivered by the conveyor belt to the silo and from there by another conveyor belt from the silo to the production.

Wood pellest are sold at the organization gate and transport is aranged by the customer.

6 Evaluation process

6.1 Timing of evaluation activities

The annual audit was carried out on 30th August. One day was needed for the onsite audit and one additional day for the documentation review.

Activity	Location	Auditor(s)	Date/time
Opening meeting*	Office,	OT, MW	30/08/2017 08.00-08.30
Documents and procedures review. Inputs review	Office,	OT, MW	8:30-10.30
Interview with Purchasing department representative	Purchasing department	OT, MW	10:30-11:30
Break			11:30-12:00
Interview with Sales department representative	Sales department	OT, MW	12:00-13:00
GHG calculation review	Office,	OT, MW	13:00-16:00
Internal team meeting	Office,	OT, MW	16:00-16:30
Closing meeting	Office,	OT, MW	16:30-17:00

- OT – Ondrej Tarabus, MW – Michal Wajnberger

6.2 Description of evaluation activities

Auditor team was welcomed in IKEA Industry head office site. Audit started with an opening meeting attended by Lean & Quality Manager, purchasing manager and biomass production responsible person.

Lead auditor introduced the audit team, provided information about audit plan, methodology and aim of the audit. CB's accreditation related issues and confidentiality issues were covered as well.

After that auditor went trough all applicable requirements of the standard covering management system, CoC, recordkeeping/mass balance requirements, emission and energy data and verification of SBP compliant and SBP Controlled feedstock. During the process overall responsible person for SBP system and over responsible staff having key responsibilities within the system was interviewed.

As a part of the audit auditor visited raw material storage and production. 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.

During the closing meeting auditor explained the results of the audit and further actions were discussed.

Audit team composition:

Auditor(s), roles	Qualifications
Ondrej 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 assessment s 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.
Michael Wajnber Trainee auditor	Michał's main duties in NEPCon are auditing of FM and CoC certificate holders against FSC and PEFC standards, quality review of the reports from FSC FM and CoC audits, FM and CoC client support. He is also responsible for preparation of cost proposals and service agreements for FM clients. Michał is a contact person for FM clients from Poland and foreign countries, who possess FSC FM certificate. His previous experience include work for State Forest Enterprise as Forest Officer. Michał's educational background is Forest Management and Administration of Computer Networks. He has passed NEPCon's courses for FSC, PEFC and LegalSource auditor as well as the SBP lead auditor training.

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

Consultation was not conducted for this surveillance audit.

7 Results

7.1 Main strengths and weaknesses

Strengths: SBP system elements are implemented at the time of the audit. The SBP responsible person as well as the whole team who participated on the implementation of the system have proved very good understanding of the SBP requirements. The organization purchasing policy put pressure on purchasing mostly only FSC certified material and for the pellet production, only waste from the primary production is used.

Weaknesses: The recording of some of the energy data is of poor quality and the responsible person find difficult to collect them. See also the NCR section of the report.

7.2 Rigour of Supply Base Evaluation

Not applicable

7.3 Compilation of data on Greenhouse Gas emissions

The organization does not have many data to collect as only tertiary feedstock is used and the only supplier share the same location with the pellet production. However, collection of the required data was the main challenge for the company while getting ready for the audit. There have to be implemented some new record keeping measures to improve the quality of the data. The data at the end of the audit were complete and accurate using the last SBP template.

7.4 Competency of involved personnel

The main responsible person for the SBP system is Tomasz Karczewski, the lean and quality manager of the organization. He put together team of 4 people (Agneszka Fijolek, Piotr Jaworski, Lukasz Tymendorf, Marcin Lazicki and himself) to implement all the individual requirements. This team has covered all the aspects of the certification from the purchasing of the raw material, through the pellet production, record keeping, and collection of energy data to issue of sales documents. The organization has allocated sufficient capacity for the implementation of the system.

7.5 Stakeholder feedback

No stakeholder comments received.

7.6 Preconditions

Not applicable

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

10.1 Open Non-Conformity Reports (NCRs)

NCR number: 17563 NCR 01/17	**NC grading:**	**Major** ☐	**Minor** ☒
Standard & Requirement:	Standard #2 V1.0 - Verification of SBP-compliant feedstock - 6.3		
Description of Non-conformance:			
The place of harvesting is known based on the harvesting permits received in the primary production. There are two traders supplying material as well (NetWood and Zaklad Transportu i spedycji Lasow Panstwowych w Gizycku) the material comes either directly from the forest with harvesting permit or the trader provides self-declaration, where the origin is provided. Zaklad Transportu i spedycji Lasow Panstwowych w Gizycku is a state owned company trading with rounwood from State forest and all material is FSC 100% thus the risk that the material comes from outside SB is low. NetWood is delivering part of the material with the harvesting permits and all material is FSC 100%. There is a supplier audit with focus on origin planned, but not yet done. As there exists some risk (even low one) and the supplier audit was not done yet it is considered as minor NCR.			
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.		
NCR conformance deadline:	By next audit, but not later than 12 months after report finalisation date		
Client evidence:			
Evaluation of Evidence:			
NCR Status:	**Open**		
Comments (optional):			

NCR number: 17564 NCR 02/17	**NC grading:**	**Major** ☐	**Minor** ☒
Standard & Requirement:	Standard #2 V1.0 - Verification of SBP-compliant feedstock - 7.1		
Description of Non-conformance:			
The SBR is on organization website: http://www.ikea.com/ms/pl_PL/img/D3_Supply_Base_Report_IKEA.PDF The new updated version of the SBR was not published at the moment of the audit.			
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.
NCR conformance deadline:	3 months after report finalisation date
Client evidence:	The organization has provided updated SBR in the meantime between the audit report was completed and the audit report review was finished.
Evaluation of Evidence:	The updated SBR was reviewed and the link where the SBR is uploaded provided by the company was verified. As the updated SBR was uploaded (both English and Polish version) this non-conformity can be closed.
NCR Status:	**Closed**
Comments (optional):	

NCR number: 17565 NCR 03/17	**NC grading:**	**Major** ☐	**Minor** ☒
Standard & Requirement:	Instruction Document 5B - Energy and GHG Data V-1.1 - 5.4.1		
Description of Non-conformance:			
Fuel consumption is recorded in the IT system. The oil is used only in the pellet production and thus is based on the purchasing invoices for oil. No vehicles are used in the production (transportation by conveyor belt). Total amount has been calculated for the 12 months' period. However, the BP has used wrong conversion factor for recalculation of the l of heating oil used to MJ.			
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.		
NCR conformance deadline:	By next audit, but not later than 12 months after report finalisation date		
Client evidence:			
Evaluation of Evidence:			
NCR Status:	**Open**		
Comments (optional):			

10.2 Observations

OBS number: 17566 **OBS 01/17**	**Standard & Requirement:**	Standard #4 V1.0 - Chain of Custody - 5.1.2
Description of findings leading to observation:	During the evaluation of the critical control points it was revealed that the list of suppliers is not present at the gate where the FSC material is received and the delivery note is verified and accepted. During the audit it was confirmed that all incoming materials were delivered by the FsC certified supplier having materials they are selling in its FSc certificate scope.	
Observation:	The organization should keep a list of suppliers at the gate where the material is received in order to allow the responsible workers to verify the certificate status of the material at the entrance.	

OBS number: 17567 **NCR 02/17**	**Standard & Requirement:**	Standard #4 V1.0 - Chain of Custody - 5.4.1
Description of findings leading to observation:	All sales invoices were presented during the audit. Required information (including SBP code and SDI) were included. However, the certification number of the BP is missing on the invoice. The cert. number is part of the SDI and the customer can link the BP using this code.	
Observation:	The BP should add the certificate number to the invoice.	

Please list of the non-conformities which are likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks?

Note: use NCR numbers: N/A

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 maintained.**	
Certification decision by: Oļesja Puišo	
Date of decision: 27.11.2017	
Next surrveilance audit should take place:	☒ within 12 months ☐ more frequently (please specify)

12 Surveillance updates

12.1 Evaluation details

Please see in a section: p.6.2. Description of evaluation activities

12.2 Significant changes

No changes.

12.3 Follow-up on outstanding non-conformities

NCR number: 13035 NCR 03/16	**NC grading:**	**Major** ☐	**Minor** ☒
Standard & Requirement:	Instruction Document 5A - Collection and Communication of Data - 2.1.2		
Description of Non-conformance:			
The relevant GHG and profiling data are determined for the end-point. Only one end point is designated by the organization which is the EXW. While checking the sales invoices it was revealed that the FCA incoterms were mentioned. It is not clear what/whose would be clearance responsibility even thought is clear that the end point is gate of the BP.			
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.		
NCR conformance deadline:	By next audit, but not later than 12 months after report finalisation date		
Client evidence:	The organization has identified the root cause of this non-conformity in changes of the definition of the incoterms. The sales invoices were corrected to contain the right incoterms.		
Evaluation of Evidence:	The sales invoices were evaluated during the audit. It was revealed that the organization has corrected the incoterms just after the last audit. It was revealed that at some limited time period the incoterms were changed by the headquarter to FCA again which was realized after some few invoices and corrected again and measured were taken not to repeated this mistake again (the internal system was updated).		
NCR Status:	**Closed**		
Comments (optional):			

NCR: 01/16	NC Classification: Major	
Standard & Requirement:	SBP Standard # 2 requirement Instruction note 2C point 3.1	
Report Section:	Appendix A p 7.1.	
Description of Non-conformance and Related Evidence:		
The new updated version of the SBR was not published at the moment of the audit.		
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above.	
Timeline for Conformance:	12 months from the audit closing date	
Evidence Provided by Organisation:	The updated version of the SBR was published on http://www.inter.ikea.com/en/inter-ikea-group/ikea-industry-polish/ just after the audit. The organization was expecting the CB to approve the report first.	
Findings for Evaluation of Evidence:	The public version of the SBR was evaluated and the audit team came to the conclusion that updated version of the SBR is now public.	
NCR Status:	**Closed**	
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: 02/16	NC Classification: Minor	
Standard & Requirement:	SBP Standard # 4 requirement 5.4.1.	
Report Section:	Appendix B p 4.6.	
Description of Non-conformance and Related Evidence:		
The sales invoices were presented the audit. All required information (including SBP code and SBP claim) were included. However, the batch code was missing in all invoices and therefore the customer could not link the material to the specific batch. Considering the fact that the organization has only one batch code this is considered as minor NCR.		
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above.	
Timeline for Conformance:	12 months from the audit closing date	
Evidence Provided by Organisation:	The sales invoice template was provided with updated information about the batch code.	
Findings for Evaluation of Evidence:	The updated sales invoice was verified. There were all required information. During the verification of the sales invoices it was revealed that the content of the invoice is correct.	
NCR Status:	**Closed**	
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: 03/16	NC Classification: Minor	
Standard & Requirement:	SBP instruction document # 5a requirement 2.1.2	
Report Section:	Appendix C p 2.2.	
Description of Non-conformance and Related Evidence:		
The relevant GHG and profiling data are determined for the end-point. Only one end point is designated by the organization which is the EXW. While checking the sales invoices it was revealed that the FCA incoterms were mentioned.It is not clear what/whose would be the clearance responsibility even thought is clear that the end point is gate of the BP.		
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above.	
Timeline for Conformance:	12 months from the audit closing date	
Evidence Provided by Organisation:	The organization has identified the root cause of this non-conformity in changes of the definition of the incoterms. The sales invoices were corrected to contain the right incoterms.	
Findings for Evaluation of Evidence:	The sales invoices were evaluated during the audit. It was revealed that the organization has corrected the incoterms just after the last audit. It was revealed that at some limited time period the incoterms were changed by the headquarter to FCA again which was realized after some few invoices and corrected again and measured were taken not to repeated this mistake again (the internal system was updated).	
NCR Status:	**Closed**	
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: 01/15	NC Classification: Minor
Standard & Requirement:	SBP Standard # 2 requirement 6.2
Report Section:	Appendix A p 1.3
Description of Non-conformance and Related Evidence:	
Absolut majority of material comes from the furniture factory located at the same area and owned by the same owner. The furniture factory receives the material in form of roundwood together with harvesting permit where the place of harvesting is stated. As the furniture company is the same organization as the pellet producer, all the informations are available. There are only 3 additional suppliers whoes are not forest owners and deliver some material as well. This trade is based on exchange of material as for the furniture material can´t use large logs and therefore these are exchanged for thin wood. The volume is very low (less than 1%) but there is no record of harvesting place for this material nor it is proved that the material comes from the area within suply base. The material is also received with FSC claim. The organization has implemented a plan of how the place of harvesing is checked (internal audit at the supplier level to verify that the supplier do not purchase from other suppliers than State forest)	

for this kind of material, however it is ongoing process and at the time of the assessment it was not fully implemented and the records from the supplier audits were missing.		
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above.	
Timeline for Conformance:	12 months from the report closing	
Evidence Provided by Organisation:	The organization has eliminated the purchases from this supplier in order to close this non-conformity. All material comes directly from the state forest or some traders with Roundwood who deliver the delivery note from the state forest.	
Findings for Evaluation of Evidence:	The delivery notes from the last reporting period were evaluated and it was revealed that all the deliveries are accompanied delivery notes from State forest which provides assurance that all the material comes from Poland only.	
NCR Status:	**Closed**	
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 # 2 requirement 19.3	
Report Section:	Appendix A p 12.3	
Description of Non-conformance and Related Evidence:		
The Supply Base Report was reviewed by organization Biomass Consult, the comments are available and the organization took this comment into account while composing the final draft of the document. However, the independency of the peer reviewer was not proved as the preer review was done by one of the team member of the SBR process.		
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above.	
Timeline for Conformance:	12 months from the report closing	
Evidence Provided by Organisation:	The SBR was reviewed by Przemyslaw Rojek (State forest directorate - representative of the main forest owner delivering the material to the BP) and the response was received on 15th July 2015. No comments were included just information that all the data are fine. The organization has also contacted Greenpeace and the FSC responsible person from IKEA but at the moment of the audit no reply from them was received.	
Findings for Evaluation of Evidence:	The organization has presented the updated version of the SBR and the communication between the reviewer and them.	
NCR Status:	**Closed**	
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 # 4 requirement 5.2.2	
Report Section:	Appendix B p 2.1	
Description of Non-conformance and Related Evidence:		
The organization is sourcing only FSC certified material. During the evaluation of the purchasing invoices and delivery notes it was revealed that in one of the delivery document reviewed was missing the FSC claim and even though it was received as FSC certified.		
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above.	
Timeline for Conformance:	12 months from the report closing	
Evidence Provided by Organisation:	The organization has presented all invoices and delivery notes from the last audit period and training for the responsible person for purchasing and reception of the material.	
Findings for Evaluation of Evidence:	Extensive sample of the delivery documents was evaluated during the audit and no single one was with wrong or missing claim or code. Furthermore, training records and interview with responsible workers has revealed good understanding of their responsibilities.	
NCR Status:	Closed	
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 # 5 requirement 7.2
Report Section:	Appendix C p 1.4
Description of Non-conformance and Related Evidence:	
The organization procedure includes description of how the informaiton relevant to each batch of pellets will be passed to the next legal owner. The system at the moment of the assessment was set up for one customer only. In case there would be more customers in the future (which is not foreseen) the responsible person was not fully aware how the infromation would change.	
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above.
Timeline for Conformance:	12 months from the report closing
Evidence Provided by Organisation:	The organization has presented the updated SBP procedure.
Findings for Evaluation of Evidence:	Updated SBP procedure was evaluated and point 3.7 contain all the information how the sales process would be managed in case there is change of client. Based on the interview with the responsible person the knowledge of the process is good and the person know how to proceed in case of change of the client or route.

NCR Status:	**Closed**	
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 instruction document # 5a requirement 4.14.1	
Report Section:	Appendix C p 4.15.1	
Description of Non-conformance and Related Evidence:		
The pellet production is clearly recorded and the organization has provided documents to justify the amount reported. However during the evaluation of the individual figures the data of the total pellet production did not match– reported, invoiced and profilling information did contain slighlty different figures. The differece was less than 1%.		
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above.	
Timeline for Conformance:	12 months from the report closing	
Evidence Provided by Organisation:	The organization has presented the amount of pellets produced with additional information about the recording of the quantity.	
Findings for Evaluation of Evidence:	The total amount of pellets produced was evaluated together with the methodology how this figure is obtained. It was revealed that the organization is measuring the quantity of the pellets produced in the production but this figure is not accurate due to quality of measurement. Therefore it was decided to use the sales figures and take into consideration the amount of biomass that the beginning and end of the reporting period.	
NCR Status:	**Closed**	
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 instruction document # 5a requirement 8.1 a	
Report Section:	Appendix C p 9.1	
Description of Non-conformance and Related Evidence:		
The sustainablity characteristics in the batch specific information does not include the specification of that the gross definition of the feedstock input type.		
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above.	
Timeline for Conformance:	12 months from the report closing	
Evidence Provided by Organisation:	The organization has presented updated document “Profiling, Batch and Energy data” with the specification of that the gross definition of the feedstock input type.	
Findings for Evaluation of Evidence:	Updated “Profiling, Batch and Energy data” was evaluated and it was revealed that the information about the specification of that the gross definition of the feedstock input type is included.	
NCR Status:	**Closed**	
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 ☒

12.4 New non-conformities

There are three new non-conformities identified as a results of the surveillance audit. See p. 10

12.5 Stakeholder feedback

No comments or comments from the stakeholders had been received.

12.6 Conditions for continuing certification

No preconditions are identified. List of open NCR is available is section 10. Non-conformities and observations of the report

12.7 Certification recommendation

It is recommended to maintain certification of the organisation.

13 Evaluation details

Primary Responsible Person: (Responsible for control system at site(s))	Tomasz Karczewski - Lean and Quality manager
Auditor(s):	Ondřej Tarabus - lead auditor Michal Wainberger - trainee auditor
People Interviewed, Titles:	Tomasz Karczewski - Lean and Quality manager Ywona Kasakawska - Logistics Łukasz Tymendorf - Log Purchase Manager; FSC Manager Marcin Łazicki - Pellet Production Manager Radosław Gan - Production Manager Marcin Rogowski - Supervisior Production Milana Kobus - Sales department Krzysztof Monkiewicz – specialist of raw material Pawel Debek - specialist of raw material Krystian Gawrys – main operator Magdalena Fraczkowska – specialist of invoicing Artur Czarzasty – supply specialist Izabela Golota - supply specialist Agnezska Fijolek – quality manager Wioleta Krajewska – JPS leader
Brief Overview of Audit Process for this Location:	See point 2.3
Comments:	N/A