



NEPCon OÜ Evaluation of Kopyl State Forest Experiential Enterprise Compliance with the SBP Framework: Public Summary Report

Second Surveillance Audit

www.sbp-cert.org



The promise of good biomass



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

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

Document history

Version 1.0: published 26 March 2015

Version 1.1: published 30 January 2018

Version 1.2: published 4 April 2018

Version 1.3: published 10 May 2018

Version 1.4: published 16 August 2018

Version 1.5: published 22 October 2020

© Copyright The Sustainable Biomass Program Limited 2020

Table of Contents

1	Overview
2	Scope of the evaluation and SBP certificate
2.1	Description of the company
2.2	Detailed description of the Chain of Custody system
3	Specific objective
4	Evaluation process
4.1	Timing of evaluation activities
4.2	Description of evaluation activities
4.3	Sampling methodology
4.4	CB stakeholder engagement
4.5	Stakeholder feedback
5	Results
5.1	Main strengths and weaknesses
5.2	Rigour of Supply Base Evaluation
5.3	Collection and communication of data
5.4	Competency of involved personnel
6	Review of company's risk assessments
6.1	Overview of company's risk assessments and mitigation measures
6.2	Specified risk indicators and mitigation measures
7	Non-conformities and observations
8	Certification decision

1 Overview

Certification Body (CB) Name:	NEPCon OÜ
Primary CB contact for SBP:	Ondrej Tarabus
Primary CB contact email:	otarabus@preferredbynature.org
Audit team leader:	Aliaksandr Zubkevich
Audit team members:	Aliaksandr Zubkevich
Name of the Company:	Kopyl State Forest Experiential Enterprise
Company legal address:	Ulitsa Zaozernaya 2, d.35., Minsk region, 223927 Kopyl, Belarus
Company contact for SBP:	Sergey Uldinovich
Company contact email:	leskhozkopyl@yandex.ru
Company website:	http://www.kopyllh.by/
SBP Certificate Code:	SBP-07-55
Date of certificate issue:	13 Feb 2020
Date of certificate expiry:	12 Feb 2025
Audit closing meeting date:	28 Jan 2022
Audit cycle:	Second Surveillance Audit

2 Scope of the evaluation and SBP certificate

Scope Item	Check all that apply to the Certificate Scope	Change in scope (N/A for Assessments)
Primary Activity:	Biomass Producer	☐
Approved Standards:	SBP Standard 2: Verification of SBP-compliant Feedstock; SBP Standard 4: Chain of Custody; SBP Standard 5: Collection and Communication of Data Instruction; Instruction Document 5E: Collection and Communication of Energy and Carbon Data 1.5	☐
Includes Supply Base Evaluation (SBE):	No	☐
Includes communication of Dynamic Batch Sustainability Data (DBSD)	Yes	☐
Includes Group Scheme	No	☐
Products	Pellets	☐

Feedstock types:	Primary, Secondary	☐
Feedstock origin (countries):	Belarus	☐
SBP-endorsed Regional Risk Assessments used: Public link: https://sbp-cert.org/documents/standards-documents/risk-assessments/	Not applicable	☐
Chain of custody system implemented:	FSC: SGS-FM/COC-011036	☐
	Transfer	☐

2.1 Description of the company

Kopyl State Forest Experiential Enterprise is situated in the south-western part of Minsk region on the territory of 4 administrative districts: Kopyl, Stolbtsy, Nesvizh, Slutsk. The enterprise comprises five forest districts, production and logging facilities and a base nursery. The company is involved in forestry, wood harvesting, wood processing and trade both within the country and abroad. It is responsible for 35.5 thousand ha of forest territory. The Organisation holds valid FSC FM/Chain of Custody certificate with FSC transfer system in the scope. Kopyl State Forest Experiential Enterprise" 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: wood chips (chipped slab wood and offcuts as a part of sawmill production), roundwood (dead wood, low quality stem), sawdust. The following categories of raw materials are used for drier: Wood chips (made from roundwood (fuel wood, low quality stem). The BP implements FSC transfer system and produced biomass is sold with FSC 100% claim. Pellet plant was commissioned in November 2019

2.2 Detailed description of the Chain of Custody system

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 and primary feedstock (law grade stem wood, fuel wood). All feedstock is FSC certified and originates only from forest area of the BP, which FSC certified.

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

4 Evaluation process

4.1 Timing of evaluation activities

<i>Audit Level of Effort (LoE)</i>		
Activity	Auditors	Auditor hours
1. Preparation	Aliaksandr Zubkevich	2,0
2. On-site (excl. travel time)	Aliaksandr Zubkevich	8,0
3. Report writing	Aliaksandr Zubkevich	8,0
4. Other	N/A	N/A

<i>Audit Schedule</i>			
Activity	Location	Auditor name	Date/time
<i>Opening meeting</i>	Kopyl, office	Aliaksandr Zubkevich	28 Jan 2022/9:00
<i>Documents review, staff interview</i>	Kopyl, office	Aliaksandr Zubkevich	28 Jan 2022/9:20
<i>Pellet mill visit, staff interview</i>	pellet mill, Kopyl	Aliaksandr Zubkevich	28 Jan 2022/15:00
<i>Closing meeting</i>	Kopyl, office	Aliaksandr Zubkevich	28 Jan 2022/16:40

Auditor qualification		
Auditor name	Role	Qualification
Aliaksandr Zubkevich	Audit team leader	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.

4.2 Description of evaluation activities

The evaluation visit was focused on management system evaluation: division of the responsibilities, document and system, input material classification (reception and registration), analysis of the existing FSC system and FSC system control points as well as GHG data availability.

Description of the audit evaluation:

Audit started with an opening meeting attended by the representatives from Organisation's management and staff.

Audit team leader introduced himself, provided information about audit plan, methodology, 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, management system, CoC, recordkeeping, 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.

Chain of Custody implementation was reviewed focusing in the Critical Control Points, in particular it was verified reception of the material and it's classification, identification of feedstock origin, production process with the conversion factors associated, final product storage and sales. 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, emission and energy data and categorisation of input and verification of SBP-compliant biomass. The data in DTS was reviewed. During the process, overall responsible person for SBP system and other staff were interviewed.

After a roundtrip around BP's pellet production was undertaken. During the site tour, applicable records were reviewed, staff was interviewed and FSC system critical control points were analysed.

At the end of the audit findings were summarised and assessment conclusions based on use of 3 angle evaluation method were provided to the management and SBP responsible person.

4.3 Sampling methodology

During audit 4 responsible for SBP staff member were interviewed. Auditor sampled documents for December 2021, August 2021. During audit were visited office and pellet mill.

4.4 CB stakeholder engagement

The stakeholder consultation was not carried out for this audit.

4.5 Stakeholder feedback

No feedback from stakeholders have been received prior, during and after this audit.

5 Results

5.1 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: there are no witnesses identified

5.2 Rigour of Supply Base Evaluation

Not applicable.

5.3 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 invoicing from supplier; diesel consumption value is based on diesel consumption monitoring.

5.4 Competency of involved personnel

Overall, BP staff understand applicable SBP requirements. Interviewed staff was familiar with their responsibilities. Generally, very few staff members are involved into SBP certification: SBP responsible/quality engineer (maintaining of the management system, staff training, trademark use), master of pellet plant (moisture measurements, volumes of biomass registering), bookkeeper (fuel consumption recording) deputy chief accountant (registering of outcoming invoices and transport documents), foreign economic engineer – DTS system.

6 Review of company's risk assessments

6.1 Overview of company's risk assessments and mitigation measures

Not applicable

6.2 Specified risk indicators and mitigation measures

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

7 Non-conformities and observations

NC number NC-001028 (04/21)		NC Grading: Minor
Standard:	Instruction Document 5E: Collection and Communication of Energy and Carbon Data 1.5	
Requirement:	6.5.3 The BP shall justify the data and methodology used for reporting energy and carbon data and this shall be recorded in the SAR and verified by the CB.	
Description of Non-conformance and Related Evidence:		
The BP has justified data and methodology like diesel consumption calculation, electricity consumption calculation, but justification was not recorded in the SAR		
Timeline for Conformance:	By the next surveillance audit, but no later than 12 months from report finalisation date	
Evidence Provided by Company to close NC:	SAR with justifications	
Findings for Evaluation of Evidence:	The BP has provide SAR for reporting period. The BP has justified data and methodology like diesel consumption calculation, electricity consumption calculation, justification was recorded in the SAR	
NC Status:	Closed	

8 Certification decision

Based on the auditor's recommendation and the Certification Body's quality review, the following certification decision is taken:	
Certification decision:	Certification approved
Certification decision by (name of the person):	Nikolai Tochilov
Date of decision:	28 Apr 2022
Other comments:	N/A