



NEPCon OÜ Evaluation of GLHU Pruzhanski Ileshoz Compliance with the SBP Framework: Public Summary Report

First 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:	GLHU Pruzhanski Ieshoz
Company legal address:	Ul. Gorina-Koliady 9, 224140 Pruzhany, Belarus
Company contact for SBP:	Svetlana Naibich
Company contact email:	pruzany4@lesnoi.by
Company website:	N/A
SBP Certificate Code:	SBP-08-05
Date of certificate issue:	09 Jun 2020
Date of certificate expiry:	08 Jun 2025
Audit closing meeting date:	20 May 2021
Audit cycle:	First Surveillance Audit

2 Scope of the evaluation and SBP certificate

Scope Item	Check all that apply to the Certificate Scope	Change in scope (N/A for Assessments)
Primary Activity:	Biomass Producer	☐
Approved Standards:	SBP Standard 2: Verification of SBP-compliant Feedstock; SBP Standard 4: Chain of Custody; SBP Standard 5: Collection and Communication of Data Instruction; Instruction Document 5E: Collection and Communication of Energy and Carbon Data 1.4	☐
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:	Not applicable	☐
Public link: https://sbp-cert.org/documents/standards-documents/risk-assessments/		☐
Chain of custody system implemented:	FSC: NC-FM/COC-057802	☐
	Transfer	☐

2.1 Description of the company

Pruzhanski leshoz is a state forest management institution who manages state forests. The area of the forest fund managed by the GLHU Pruzhanski leshoz is 76,2578 thousand ha, including 70.2 thousand ha covered by forest. The pellet plant uses sawmill residues from their sawmill (sawdust and chips) and roudwood (fuel wood) both for pellet production and for the drier. The production capacity is 20000 tone pellets/year.

Pruzhanski leshoz holds valid FSC FM/CoC certificate covering round wood, firewood, as well as sawmill and pellet plant products. GLHU Pruzhanski leshoz uses for biomass production FSC 100%-certified secondary feedstock (25% of all feedstock) and FSC 100% primary feedstock (fuel wood -75%). All secondary feedstock is from organisation's own sawmill plant, the round wood for sawmill production comes from the forest of Pruzhanski leshoz only. Feedstock is moved from sawmill to production site of pellet plant by front loader of the organisation. The biomass is expected to be transported by rail to Belarusian/Latvian border, Bigosovo railway station and Belarusian/Lithuanian border, Gudogai railway station, Belarusian/Poland border Brest Central train station as well as sold at factory gate. Pellet plant was commissioned in 2020

2.2 Detailed description of the Chain of Custody system

The BP is included as a FMU in the multi-site certificate of Brest Regional Forest Board. Both sawmill and pellet plant are covered by the scope of the certificate.

<https://info.fsc.org/details.php?id=a024000000QgLYYAA3&type=certificate> . In addition to this Organisation is also handling PEFC certificate. FSC FM/COC certificate covering logging, primary (round timber sawmill processing) as well as secondary (chips and pellets production) wood processing. Secondary feedstock (sawdust) and primary feedstock with FSC 100% claim was used for pellet production and FSC transfer system of claims is implemented (all pellets have FSC 100% claim). No need in physical segregation of wood material as all material is both FSC and PEFC certified. Currently FSC accounting system is used for SBP material accounting

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
- DTS data review

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 and brief documents review</i>	office, Pruzhany	Aliaksandr Zubkevich	20 May 2021/09:00
<i>Documents and procedures review (feedstock inputs, SBR, CoC control system and critical points)</i>	office, Pruzhany	Aliaksandr Zubkevich	20 May 2021/09:20
<i>Chain of custody review</i>	Pellet mill, village Slobudka	Aliaksandr Zubkevich	20 May 2021/15:00

<i>Closing meeting</i>	office, Pruzhany	Aliaksandr Zubkevich	20 May 2021/16:30

Auditor qualification		
Auditor name	Role	Qualification
Aliaksandr Zubkevich	Lead auditor	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. The auditor has reviewed documents provided by the BP, reviewed data in DTS and Audit portal.

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, 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. The auditor reviewed data registered in DTS. Chain of Custody implementation was reviewed focusing in the Critical Control Points, in particular it was verified reception of the material and its classification, identification of feedstock origin, production process with the conversion factors associated, final product storage and sales.

After a roundtrip around BP's pellet production was undertaken. Roundtrip was conducted via mobile phone of the master of pellet plant. During the site tour, 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

Auditor has visited office in Pruzhany and production facilities in Slabudka village. In total were interviewed 4 people. Auditor randomly checked sales invoices for several months and compared them with data in DTS

4.4 CB stakeholder engagement

Stakeholder consultation was not conducted for this audit

4.5 Stakeholder feedback

None

5 Results

5.1 Main strengths and weaknesses

Strengths: Use of the FSC transfer system with FSC 100% input feedstock. Effective recordkeeping system. Small number of the management staff and clearly designated responsibilities within the staff members.

Weaknesses: No significant weaknesses identified by auditor

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 accounting system data

5.4 Competency of involved personnel

Overall, BP staff showed good understanding and knowledge of all applicable SBP requirements. The following key staff members are involved to SBP certification: SBP related staff responsibilities are presented in Section 4 of the SBP Procedure. Generally, very few staff members are involved into SBP certification: SBP responsible/ Head of Industrial Production department (maintaining of the management system, staff training, SAR, trademark use etc), chief of pellet plant (volumes acceptance, checking and recording), pellet shift master (moisture measurements, weight of biomass produced), accountant (performance of outcoming invoices and transport documents).

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-000588 (01/21)	NC Grading: Minor
Standard:	SBP Standard 2: Verification of SBP-compliant Feedstock
Requirement:	IN2C; 4.1 The report shall be concise, covering the most important features, and shall be completed using the latest version of the SBR template for Biomass Producers downloaded from the SBP website.
Description of Non-conformance and Related Evidence:	
The Supply Base Report was prepared on Audit portal. During review it was found out that the Supply Base Report does not contain all the information requested, in particular the share of the total harvested wood used in the energy sector. Отчет о ресурсной базе подготовлен в портале. В ходе проверки было обнаружено, что Отчет о ресурсной базе не содержит всей запрошенной информации, в частности, доли от общего объема заготовленной древесины, используемой в энергетическом секторе.	
Timeline for Conformance:	By the next surveillance audit, but no later than 12 months from report finalisation date
Evidence Provided by Company to close NC:	N/A
Findings for Evaluation of Evidence:	N/A
NC Status:	Open

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):	Pilar Gorría
Date of decision:	17 Aug 2021
Other comments:	N/A