NEPCon OÜ Evaluation of PROMLESTRANS LLC 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

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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:	Natalia Zaladinova
Audit team members:	Natalia Zaladinova
Name of the Company:	PROMLESTRANS LLC
Company legal address:	Bezbokova Street, 7/1 pom. 1, 664056 Irkutsk, Russia
Company contact for SBP:	Alena Goryunova
Company contact email:	goryunovaaa@pltrade.moscow
Company website:	N/A
SBP Certificate Code:	SBP-08-19
Date of certificate issue:	17 Sep 2020
Date of certificate expiry:	16 Sep 2025

Audit closing meeting date:	30 Sep 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:	Trader	☐
Approved Standards:	SBP Standard 4: Chain of Custody; SBP Standard 5: Collection and Communication of Data Instruction	☐
Includes Supply Base Evaluation (SBE):	No	☐
Includes communication of Dynamic Batch Sustainability Data (DBSD)	No	☐
Includes Group Scheme	No	☐
Products	Pellets	☐

Feedstock types:	N/A	☐
Feedstock origin (countries):	N/A	☐
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: FC-COC-001515	☐
	Transfer	☐

2.1 Description of the company

Organization is a trader without physical possession of wood with its legal address in Irkutsk, Russia. Its representative office in Russia is located in Magistralniy, Irkutsk oblast sourcing the biomass from one pellet producer in Magistralniy, Russia, Irkutsk oblast. The material is delivered by suppliers by train to S.Petersburg sea port and sold to organization, which then sells it to its customers. Delivery conditions are FCA, S.Petersburg sea port (Incoterms 2010).

2.2 Detailed description of the Chain of Custody system

The Organization has implemented the FSC transfer system with biomass (wood pellets) in the scope of the certificate - FC-COC-001515 https://info.fsc.org/details.php?id=a02f300000m2tNaAAI&type=certificate . The process covers trade with biomass (FSC 100%, FSC Mix Credit), without physical possession. Non-certified biomass (other biomass) is not accepted.

3 Specific objective

The specific objective of this evaluation was to confirm that the biomass trader'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 biomass trader's management procedures;

- Review of FSC system control points, analysis of the existing FSC CoC system;

- Interviews with responsible staff;

- Review of the sales and purchases reports, DTS system.

4 Evaluation process

4.1 Timing of evaluation activities

Audit Level of Effort (LoE)		
Activity	***Auditors***	**Auditor hours**
1. Preparation	Natalia Zaladinova	2,0
2. On-site (excl. travel time)	Natalia Zaladinova	6,0
3. Report writing	Natalia Zaladinova	6,0
4. Other	N/A	N/A

Audit Schedule			
Activity	**Location**	**Auditor name**	**Date/time**
Opening meeting	Desk audit	Natalia Zaladinova	30 Sep 2021/0.25
Documents and procedures review . Staff interview	Desk audit	Natalia Zaladinova	30 Sep 2021/5.5
Closing meeting	Desk audit	Natalia Zaladinova	30 Sep 2021/0.25

Auditor qualification		
Auditor name	**Role**	**Qualification**
Natalia Zaladinova	Lead auditor	NEPCon SBP lead auditor. She successfully passed SBP auditor training course in December 2016 in Amsterdam and participated in a number of SBP assessments and annual audits in Russia.

4.2 Description of evaluation activities

This was a desk audit conducted via phone. Prior to the audit the Organization provided the auditor with documentation related to SBP certification. The auditor reviewed and analyzed the received documents, interviewed responsible staff members and finally provided preliminary results of the audit. The auditor conducted opening meeting by telephone and explained audit plan, goals and tasks of the audit. The closing meeting was also conducted by telephone during which the auditor communicated preliminary results of the audit. The correct use of DTS was also assessed during the audit.

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.

4.3 Sampling methodology

Documents and procedures review (feedstock inputs, CoC control system and critical points, compliance with legal requirements, H&S, DTS system).

4.4 CB stakeholder engagement

No stakeholder consultations conducted prior, during and after this audit (n/a for trader).

4.5 Stakeholder feedback

No stakeholder consultations conducted prior, during and after this audit (n/a for trader).

5 Results

5.1 Main strengths and weaknesses

Organisation is a trader without physical possession, implementing transfer system of FSC and SBP claims, therefore it is relatively simple certification. Organisation has effective bookkeeping system, so all operations on biomass purchase and sales are clearly identifiable. No energy used for pellets handling etc. Auditor did not identify any weaknesses in Organisation's management systems

5.2 Rigour of Supply Base Evaluation

Not applicable

5.3 Collection and communication of data

The Organization is forwarding the material by railroad. Energy (electricity and diesel) used to deliver the material is identified by the Organization. Organization is forwarding the energy use data received from its supplier to its customer.

5.4 Competency of involved personnel

All staff involved into SBP certification and interviewed during audit showed good understanding of the requirements in relation to SBP certification and of the FSC CoC 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

N/A

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):	Olesja Puiso
Date of decision:	29 Dec 2021
Other comments:	N/A