



NEPCon OÜ Evaluation of UE BELLESEXPORT Compliance with the SBP Framework: Public Summary Report

First Surveillance Audit

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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:	Aliaksandr Zubkevich
Audit team members:	Aliaksandr Zubkevich
Name of the Company:	UE BELLESEXPORT
Company legal address:	Ul. Skryganova 6-403, Minsk region, 220073 Minsk, Belarus
Company contact for SBP:	Olga Krynko
Company contact email:	krynko@bellesexport.by
Company website:	bellesexport.by
SBP Certificate Code:	SBP-08-14
Date of certificate issue:	14 Jul 2020
Date of certificate expiry:	13 Jul 2025
Audit closing meeting date:	15 Jul 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; 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:	N/A	☐
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:	PEFC, FSC: FSC SCS-COC-008158 PEFC BY/11208.02.075.0300008	☐
	Transfer	☐

2.1 Description of the company

UE BELLESEXPORT is a trader without physical possession of wood pellets with its legal address in Minsk, Belarus. The Trader holds valid FSC CoC and PEFC CoC certificates. UE BELLESEXPORT represents all biomass producers under the authority of the Ministry of Forestry of the Republic of Belarus. Biomass may be delivered by rail to different endpoints at the border of the Republic of Belarus, on DAP delivery conditions. FCA delivery conditions are also possible. All end points are covered with the supplier's SBP certificate scope. The trader does not complete SREG.

2.2 Detailed description of the Chain of Custody system

The Trader holds valid FSC CoC <https://info.fsc.org/details.php?id=a0240000005sU0hAAE&type=certificate> and PEFC CoC <https://www.pefc.org/find-certified/details?cbResetParam=1&CID=C-CEU2BH&LID=&EID=E-AZIC90> certificates covering trade with biomass (wood pellets) without physical possession. Approved claims covered by FSC CoC certificate are FSC 100% and FSC Mix. To date the Trader purchases and sells all pellets with an FSC 100% claim, since all the biomass producers hold valid FSC FM/CoC certificates. Approved claim covered by PEFC certificate is 100% PEFC certified. All the biomass producers hold valid PEFC FM and PEFC CoC certificates. The Trader may purchase and sell non-certified biomass. Batches with different inputs (i.e. SBP-compliant biomass and other biomass) will be provided with separate contracts and trade documentation.

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 records, calculations;
- Review of the transportation, storage and deliverance processes.

4 Evaluation process

4.1 Timing of evaluation activities

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

Audit Schedule			
Activity	Location	Auditor name	Date/time
<i>Opening meeting</i>	Minsk	Aliaksandr Zubkevich	15 Jul 2021/10:00
<i>Documents and procedures review (feedstock inputs, CoC control system and critical points, compliance with legal requirements, H&S). Staff</i>	Minsk	Aliaksandr Zubkevich	15 Jul 2021/10:10

<i>interview</i>			
<i>Closing meeting</i>	Minsk	Aliaksandr Zubkevich	15 Jul 2021/14:00

Auditor qualification		
Auditor name	Role	Qualification
Aliaksandr Zubkevich	Leas 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 was focused on management system evaluation: division of the responsibilities, document and system, input material classification (reception and registration), analysis of the existing FSC and PEFC systems and its control points.

Description of the audit evaluation:

All SBP related documentation connected to the SBP as well as FSC and PEFC CoC systems of the Trader, including SBP Procedure and FSC system description was provided by the company prior to the audit, which started with an opening meeting attended by the SBP responsible person.

Audit team leader introduced himself, provided information about audit plan, methodology, auditor qualification, confidentiality issues, and audit methodology and clarified certification scope. During the opening meeting the audit team leader explained the CB's approval related issues.

After that auditor went through all applicable requirements of the SBP standards 4, 5 and instruction document 5E covering COC Critical Control Points: input clasification, existing chain of custody system, records keeping requirements and sales; management system, categorisation of input and verification of SBP-compliant biomass. During the process, overall responsible person for SBP system and other staff were interviewed. Also, FSC and PEFC systems critical control points were analysed.

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

4.3 Sampling methodology

Auditor has visited office located in Minsk. During audit all responsible for SBP certification were interviewed. Documents (invoices, waybill) for several months were reviewed.

4.4 CB stakeholder engagement

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

4.5 Stakeholder feedback

None

5 Results

5.1 Main strengths and weaknesses

Strengths: use of the FSC and PEFC transfer systems; small number of the management staff and clearly designated responsibilities within the staff members.

Weaknesses: none.

5.2 Rigour of Supply Base Evaluation

Not applicable

5.3 Collection and communication of data

UE BELLESEXPORT is a trader without physical possession. The Trader does not complete SREG since all end points are covered with the supplier's SBP certificate scope. The Trader commits to provide its suppliers' SARs to the SBP certified customers upon request.

5.4 Competency of involved personnel

Overall, Trader's staff showed good understanding of knowledge of all applicable SBP requirements. Generally, only the following staff members are involved into SBP certification:

- Director (anti-bribery policy and code of conduct, EUTR requirements);
- Deputy director (Chain of custody, appointment of SBP responsible, H&S implementation, trade and tax legislation);
- Head of the foreign economic relations department and (or) Deputy head engineer of the foreign economic relations department / SBP responsible person (SBP procedures and systems updates, suppliers' evaluation, tendering, trademarks, staff training, complaints);
- Head of wood product export department and (or) Deputy head of wood product export department (Certified wood products supply contracts, sales, registration of inputs and outputs, DTS);
- Legal department (Complaints, trade and tax legislation).

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):	Pilar Gorría Serrano
Date of decision:	05 Oct 2021
Other comments:	N/A