Supply Base Report Template for Biomass Producers

www.sustainablebiomasspartnership.org

Version 1.2

June 2016

**NOTE:**

**This template, v1.2, is effective as of the date of publication, that is, 23 June 2016. Template v1.1 may still be used for those audits undertaken prior to 23 June 2016 and where the certificate is issued to Certificate Holders before 1 October 2016.**

*For further information on the SBP Framework and to view the full set of documentation see* [*www.sustainablebiomasspartnership.org*](http://www.sustainablebiomasspartnership.org)

*Document history*

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# Overview

*On the first page include the following information:*

Producer name: [Name of organisation]

Producer location: [physical address. If multiple, specify head office wrt SBP certification]

Geographic position: [Lat E/W ### degrees ## minutes, Long N/S ### degrees ## minutes]

Primary contact: [Name of contact person for SBP, address, telephone, email]

Company website: [e.g. www.companyname]

Date report finalised: [Date of approval by senior management; format DD/MMM/YYYY]

Close of last CB audit: [Date and location of the closing meeting CB]

Name of CB: [CB Name]

Translations from English: [Yes/No/NA as appropriate]

SBP Standard(s) used: [e.g. Standard 1 version 1.0, Standard 2 version 1.1]

Weblink to Standard(s) used: <http://www.sustainablebiomasspartnership.org/documents>

SBP Endorsed Regional Risk Assessment: [Reference endorsed RRA or ‘not applicable’]

Weblink to SBE on Company website: [e.g. [www.bp.com](http://www.bp.com)]

|  |
| --- |
| **Indicate how the current evaluation fits within the cycle of Supply Base Evaluations** |
| **Main (Initial)****Evaluation** | **First****Surveillance** | **Second Surveillance** | **Third****Surveillance** | **Fourth****Surveillance** |
| **☐** | **☐** | **☐** | **☐** | **☐** |

# Description of the Supply Base

## General description

*Provide a general description of the supply base within the regional context including country of harvest. Include a comparison of the scale of harvesting compared to other forest based industries in the region. Provide a general description of the forest resources (land use and ownership status, socio-economic conditions, forest composition, profile of adjacent lands).*

*The description must include a description of the forestry management practices or land management practices used and the presence of any CITES or IUCN species.*

*Include an overview of the proportions of SBP feedstock product groups (Controlled Feedstock, SBP-compliant Primary Feedstock, SBP-compliant Secondary Feedstock, SBP-compliant Tertiary Feedstock, SBP non-compliant Feedstock) showing the proportions of each which are certified and uncertified. Provide an indication of the number of suppliers for each SBP feedstock product group. Include species mix.*

## Actions taken to promote certification amongst feedstock supplier

*Provide a description of actions taken to promote certification amongst feedstock supplier.*

## Final harvest sampling programme

*Provide a description of the process and results from the sampling programme undertaken to determine the proportion of final fellings which ends up in biomass compared to other end uses. This is only applicable for final fellings (not thinnings) from stands with an expected rotation length of more than 40 years.*

## Flow diagram of feedstock inputs showing feedstock type [optional]

*Insert flow diagram.*

## Quantification of the Supply Base

*Provide metrics for the Supply Base including the following. Where estimates are provided these shall be justified.*

##### Supply Base

1. Total Supply Base area (ha): cumulative area of all forest types within SB
2. Tenure by type (ha): privately owned/public/community concession
3. Forest by type (ha): boreal/temperate/tropical
4. Forest by management type (ha): plantation/managed natural/natural
5. Certified forest by scheme (ha): (e.g. hectares of FSC or PEFC-certified forest)

##### Feedstock

1. Total volume of Feedstock: tonnes or m3 - volume may be shown in a banding between XXX,000 to YYY,000 tonnes or m3 if a compelling justification is provided\*
2. Volume of primary feedstock: tonnes or m3- volume may be shown in a banding between XXX,000 to YYY,000 tonnes or m3 if a compelling justification is provided\*
3. List percentage of primary feedstock (g), by the following categories. - percentages may be shown in a banding between XX% to YY% if a compelling justification is provided\*. Subdivide by SBP-approved Forest Management Schemes:
	* Certified to an SBP-approved Forest Management Scheme
	* Not certified to an SBP-approved Forest Management Scheme
4. List all species in primary feedstock, including scientific name
5. Volume of primary feedstock from primary forest
6. List percentage of primary feedstock from primary forest (j), by the following categories. Subdivide by SBP-approved Forest Management Schemes:
	* Primary feedstock from primary forest certified to an SBP-approved Forest Management Scheme
	* Primary feedstock from primary forest not certified to an SBP-approved Forest Management Scheme
7. Volume of secondary feedstock: specify origin and type - the volume may be shown as a % of the figure in (f) and percentages may be shown in a banding between XX% to YY% if a compelling justification is provided\*.
8. Volume of tertiary feedstock: specify origin and composition - the volume may be shown as a % of the figure in (f) and percentages may be shown in a banding between XX% to YY% if a compelling justification is provided\*.

\* Compelling justification would be specific evidence that, for example, disclosure of the exact figure would reveal commercially sensitive information that could be used by competitors to gain competitive advantage. State the reasons why the information is commercially sensitive, for example, what competitors would be able to do or determine with knowledge of the information.

Bands for (f) and (g) are:

1. 0 – 200,000 tonnes or m3

2. 200,000 – 400,000 tonnes or m3

3. 400,000 – 600,000 tonnes or m3

4. 600,000 – 800,000 tonnes or m3

5. 800,000 – 1,000,000 tonnes or m3

6. >1,000, 000 tonnes or m3

Bands for (h), (l) and (m) are:

0%-19%

20%-39%

40%-59%

60%-79%

80%-100%

NB: Percentage values to be calculated as rounded-up integers.

# Requirement for a Supply Base Evaluation

|  |  |
| --- | --- |
| **SBE completed** | **SBE not completed** |
| **☐** | **☐** |

*Provide a concise summary of why a SBE was determined to be required or not required.*

# Supply Base Evaluation

## Scope

*Provide a concise summary of the scope of the evaluation.*

## Justification

*Provide a justification for the approach used in the evaluation.*

## Results of Risk Assessment

*Give a brief summary of the results of the risk assessment.*

## Results of Supplier Verification Programme

*Give a brief summary of the results of the SVP.*

## Conclusion

*Give a concise summary of the overall conclusions from the SBE as to whether the organisation meets SBP requirements. This summary should include a discussion of the main strengths and weaknesses of the supply base evaluation, and a statement about the confidence that the evaluators have that the Biomass Producer can ensure that all specified feedstock are in full compliance with SBP Standards.*

# Supply Base Evaluation Process

*Give a general description of the process for Supply Base Evaluation including any relevant consultations with stakeholders. Specify whether the SBE was performed ‘in house’ or whether an external party was contracted to perform the SBE. If the latter, give a full description of the competencies of the contracted party that includes a justification for the appointment of personnel to the evaluation team.*

*Although not required by SBP, it is likely that the verification system will also include a sampling plan for assessing forest operations within the Supply Base. If such a plan has been developed for monitoring suppliers, it should be described here.*

#  Stakeholder Consultation

*Give a general description of the process of Stakeholder Consultation, including stakeholders contacted and method of communication.*

## Response to stakeholder comments

*Provide a summary of all stakeholder comments received and how the comments were taken into consideration in the SBE process.*

*Comment 1:*

*Response 1:*

*Comment 2:*

*Response 2:*

# Overview of Initial Assessment of Risk

*Briefly describe the results of the Risk Assessment. This represents the initial evaluation of risk done prior to the SVP and prior to any mitigation measures.*

*This section provides an opportunity to detail how the BP’s management system is effective in reducing risk.*

*List the result for each Indicator in Table 1.*

*Where multiple sub-scopes are involved, prepare a separate overview table for each sub-scope showing the initial risk ratings for each Indicator.*

Table 1. Overview of results from the risk assessment of all Indicators (prior to SVP)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Indicator** | **Initial Risk Rating** |  | **Indicator** | **Initial Risk Rating** |
| **Specified** | **Low** | **Unspecified** |  | **Specified** | **Low** | **Unspecified** |
| 1.1.1 |  |  |  |  | 2.3.1 |  |  |  |
| 1.1.2 |  |  |  |  | 2.3.2 |  |  |  |
| 1.1.3 |  |  |  |  | 2.3.3 |  |  |  |
| 1.2.1 |  |  |  |  | 2.4.1 |  |  |  |
| 1.3.1 |  |  |  |  | 2.4.2 |  |  |  |
| 1.4.1 |  |  |  |  | 2.4.3 |  |  |  |
| 1.5.1 |  |  |  |  | 2.5.1 |  |  |  |
| 1.6.1 |  |  |  |  | 2.5.2 |  |  |  |
| 2.1.1 |  |  |  |  | 2.6.1 |  |  |  |
| 2.1.2 |  |  |  |  | 2.7.1 |  |  |  |
| 2.1.3 |  |  |  |  | 2.7.2 |  |  |  |
| 2.2.1 |  |  |  |  | 2.7.3 |  |  |  |
| 2.2.2 |  |  |  |  | 2.7.4 |  |  |  |
| 2.2.3 |  |  |  |  | 2.7.5 |  |  |  |
| 2.2.4 |  |  |  |  | 2.8.1 |  |  |  |
| 2.2.5 |  |  |  |  | 2.9.1 |  |  |  |
| 2.2.6 |  |  |  |  | 2.9.2 |  |  |  |
| 2.2.7 |  |  |  |  | 2.10.1 |  |  |  |
| 2.2.8 |  |  |  |  |  |  |  |  |
| 2.2.9 |  |  |  |  |  |  |  |  |

# Supplier Verification Programme

## Description of the Supplier Verification Programme

*Give a general description of the Supplier Verification Program (SVP) including the criteria used for monitoring suppliers (e.g. supplier characteristics, risk factors, or local circumstances) as applicable. Describe how the control system in place will ensure that all Feedstock remains in compliance with SBP Standards. If applicable, explain how the sampling frequency and intensity was chosen, and why certain suppliers were grouped together for sampling purposes.*

## Site visits

*Describe any field assessments of Indicators.*

## Conclusions from the Supplier Verification Programme

*Summarise conclusions from the SVP.*

# Mitigation Measures

## Mitigation measures

*Describe any mitigation measures taken to address specified risks associated with Indicators.*

## Monitoring and outcomes

*Describe how the Indicators are being monitoring and what the outcomes are (if known) from that monitoring.*

# Detailed Findings for Indicators

Detailed findings for each Indicator are given in Annex 1.

# Review of Report

## Peer review

*If an external peer review of this report was done prior to finalisation, describe the process that was followed and the competency of the parties involved.*

## Public or additional reviews

*If another type of external review was done prior to finalisation of this report (e.g. publication for comments by stakeholders, NGOs, or other independent third parties), describe the process here.*

# Approval of Report

|  |
| --- |
| **Approval of Supply Base Report by senior management** |
| **Report Prepared by:** | ***[name]*** | ***[title]*** | ***[date]*** |
| **Name** | **Title** | **Date** |
| **The undersigned persons confirm that I/we are members of the organisation’s senior management and do hereby affirm that the contents of this evaluation report were duly acknowledged by senior management as being accurate prior to approval and finalisation of the report.**  |
| **Report approved by:** | ***[name]*** | ***[title]*** | ***[date]*** |
| **Name** | **Title** | **Date** |
| **Report approved by:** | ***[name]*** | ***[title]*** | ***[date]*** |
| **Name** | **Title** | **Date** |
| **Report approved by:** | ***[name]*** | ***[title]*** | ***[date]*** |
| **Name** | **Title** | **Date** |

# Updates

Note: Updates should be provided in the form of additional pages, either published separately or added to the original public summary report.

## Significant changes in the Supply Base

*Provide a description of any significant changes to the supply base.*

## Effectiveness of previous mitigation measures

*For each mitigation measure identified during the evaluation, give a detailed account of whether the measures were shown to be effective or not.*

## New risk ratings and mitigation measures

*Provide an update of risk ratings for all relevant Indicators.*

## Actual figures for feedstock over the previous 12 months

*Using the categories in Section 2.5 ‘Quantification of the Supply Base’ (above), give an update on the actual figures for the previous 12 month period. Volume may be shown in a banding between XXX,000 to YYY,000 tonnes or m3 if a compelling justification is provided\**

## Projected figures for feedstock over the next 12 months

*Using the categories in Section 2.5 ‘Quantification of the Supply Base’ (above), give an updated projection for the coming 12 month period. Volume may be shown in a banding between XXX,000 to YYY,000 tonnes or m3 if a compelling justification is provided\**

\* Compelling justification would be specific evidence that, for example, disclosure of the exact figure would reveal commercially sensitive information that could be used by competitors to gain competitive advantage. State the reasons why the information is commercially sensitive, for example, what competitors would be able to do or determine with knowledge of the information.

Bands are:

1. 0 – 200,000 tonnes or m3

2. 200,000 – 400,000 tonnes or m3

3. 400,000 – 600,000 tonnes or m3

4. 600,000 – 800,000 tonnes or m3

5. 800,000 – 1,000,000 tonnes or m3

6. >1,000, 000 tonnes or m3