**Guide**

Sample
SBP trader procedures

**February2021**

**How to use this document**

You may use this document for inspiration on how to develop and structure your own company-specific SBP trader procedures. Please be aware that this is a generic, fictional example and that you need to develop your own procedures that are specifically tailored to your company set-up and the scope of your certification.

**IMPORTANT**

This document is provided by Preferred by Nature as a generic example of SBP procedures. The company presented in these procedures is fictional and the specific system details are provided merely as examples.

These sample procedures have been designed to help you to comply with the SBP standards 4 (Standard #4 V1.0 Chain of custody), 5 (Standard #5 V1.0 Collection and Communication of Data), and instruction document 5E (Collection and Communication of Energy and Carbon Data v1.1) by providing an example of how procedures may be structured.

This is a support tool that you may use voluntarily as a basis for developing your own company-specific procedures. It cannot be applied directly. You always need to develop and tailor your own procedures.

Using this document is not mandatory for achieving certification and does not imply any guarantee or assurance regarding the conformance level of your actual company procedures.

Although we have made an effort to cover all Standard requirements, we do not provide any guarantee as to the completeness of these procedures.

**Please note that the sample procedures in this document cover ONLY THE Chain of Custody system and Standard 5.**

|  |  |
| --- | --- |
|  | NEPCon has adopted an “open source” policy to share what we develop to advance sustainability. This work is published under the [Creative Commons Attribution Share-Alike 3.0 license](http://creativecommons.org/licenses/by/3.0/). Permission is hereby granted, free of charge, to any person obtaining a copy of this document, to deal in the document without restriction, including without limitation the rights to use, copy, modify, merge, publish, and/or distribute copies of the document, subject to the following conditions: * The above copyright notice and this permission notice shall be included in all copies or substantial portions of the document. We would appreciate receiving a copy of any modified version.
 |
|  |

# Contents

[Contents 3](#_Toc64900451)

[**1.** **Introduction to the procedures manual** 4](#_Toc64900452)

[**2.** **Company background** 4](#_Toc64900453)

[**3.** **CoC requirements for SBP** 4](#_Toc64900454)

[**4.** **Inputs and purchase procedure** 5](#_Toc64900455)

[**5.** **Chain of custody control system** 5](#_Toc64900456)

[**6.** **Occupational health and safety** 6](#_Toc64900457)

[**7.** **Outputs** 6](#_Toc64900458)

[**8.** **Output claims** 6](#_Toc64900459)

[**9.** **Scope of activity for our SBP system** 6](#_Toc64900460)

[**10.** **Sales procedure** 6](#_Toc64900461)

[**11.** **Data transfer system (DTS)** 7](#_Toc64900462)

[**12.** **SREG** 7](#_Toc64900463)

[**13.** **Procedure for handling complaints** 7](#_Toc64900464)

[**14.** **Trademark use** 8](#_Toc64900465)

[**15.** **Corruption** 8](#_Toc64900466)

[**16.** **Training** 8](#_Toc64900467)

[**17.** **Keeping the records** 8](#_Toc64900468)

**SBP procedures**

**For Greensaw Ltd.**

1. **Introduction to the procedures manual**
	1. In order to ensure our fulfilment of all applicable SBP requirements, Greensaw Ltd has compiled this SBP manual. The manual is based on the SBP Standards 4 and 5. General manager is responsible for the maintenance and correct implementation of this manual.
	2. This manual is prepared to help our employees to:
* control the flow of materials and that all processes applicable SBP requirements are met; and
* ensure that we meet the requirements of SBP standards 4 and 5.
1. **Company background**
* Greensaw Ltd was established in 2005 and is a medium-sized trading company. The total turnover of the company in 2020 was 5 million EUR. There are currently 3 people working in company.
* Our activity includes trading of woodchips and pellets without physical possession. More information about the company is available in our latest annual report.
* We also have FSC certificate. NC-COC-012345
* Main outputs are: FSC 100%; FSC Mix Credit; FSC Controlled Wood
1. **CoC requirements for SBP**

We are approved against and SBP-approved Chainf of Custody system and we have valid FSC certificate. Look for our FSC CoC procedures in our FSC CoC manual.

**Table 1. Responsibilities of staff**

|  |  |
| --- | --- |
| **Area** | **Responsible** |
| Overall responsible personTraining and staff awareness | General manager |
| Supplier validation and material sourcingPurchasing of materialVerification of purchase documents | Purchase manager |
| Sales of materialSales documentsContractsTransport waybills | Sales manager |
| Volume controlAnnual volume summaryProduct Group list | General manager and purchase manager |
| Occupational Health and Safety | General manager |

 *Note: The overall responsible person is responsible for any areas not specified in this table.*

1. **Inputs and purchase procedure**
* Feedstock is received wit SBP claim: “SBP-Compliant Biomass” or “SBP-Controlled Biomass”
* Usually after loading vessels we will get purchase documents from supplier. Those include waybills, bill of lading, statements, invoice, measurement report.
* Our bookkeeper is responsible for checking documentation, so following things are checked: - SBP certificate validity and scope of supplier,
* SBP claim
* Purchase documents are saved in bookkeeping program
1. **Chain of custody control system**

All requirements of the relevant chain of custody control system specified in SBP approved CoC system shall be implemented for calculating outputs. Company is implementing transfer system.

1. **Occupational health and safety**

Since we are traders without physical possession, there are no risks for health and safety applicable.

1. **Outputs**

Biomass which is supplied with SBP claim shall also have following information described:

* The name and address of the buyer
* The date on which the invoice was issued
* A description of the product
* Quantity of the products sold with specific batch data

We also record the certificate numbers of the customer to which it supplies biomass, where applicable.

1. **Output claims**
* No SBP on-product trademark use is allowed.
* There are two SBP claims available: “SBP-compliant biomass”; “SBP-controlled biomass”
* SBP claim and SBP cert code will be also presented in SBP DTS system and if required by client also on the sales invoice
* Non-certified biomass is physically separated and are not mixed in any stage on purchasing and sales.
1. **Scope of activity for our SBP system**

We are trading biomass from Russian ports to Denmark ports.

1. **Sales procedure**

Sales manager is responsible for this procedure.

Sales invoices are including following information:

* Name and address of the buyer
* Invoice date
* Product description
* Incoterms
* Quantity of the products
* CoC certificate number
* Correct SBP claim. : “SBP-compliant biomass” or “SBP-controlled biomass”
* Reference to the product batch or shipping documentation.
* If in one vessel there are certified and not certified products then it will be identified on invoice and waybills.
* Sales manager also have to make sure that suppliers SAR end point and contract incoterms are in line with what has been agreed.
1. **Data transfer system (DTS)**

All quantities will be entered in DTS database which is on website: <https://radix-tree.org/>

There we will enter purchased and sold biomass quantities. Also details of supplier, certificate numbers.

Sales manager is responsible of controlling purchase information and details in DTS and making sure that correct information is entered from their side.

1. **SREG**

Greensaw LTD will fill SREG report which includes data which is needed in SREG.

* Start location
* End location
* Other relevant information (Vessel names etc)

Sales manager is responsible of collecting relevant information from transport companies, ports, service providers etc.

1. **Procedure for handling complaints**

Greensaw Ltd. shall ensure that complaints received regarding our conformity to the requirements applicable to the scope of our CoC certificate are adequately considered, including the following:

1. acknowledge receipt of the complaint to the complainant within two (2) weeks of receiving the complaint;
2. investigate the complaint and specify, within three (3) months, our proposed actions in response to the complaint. If more time is needed to complete the investigation, the complainant and Greensaw Ltd. certification body shall be notified;
3. take appropriate actions with respect to complaints and any deficiencies found in processes that affect conformity to the certification requirements;
4. notify the complainant and our certification body when the complaint is considered to be successfully addressed and closed.
5. **Trademark use**

Greensaw Ltd. Is not planning to use any SBP trademarks right now. If we plan to use SBP trademarks we will ask for approval from SBP.

1. **Corruption**

Greensaw LTD. Is in compliance with all EU regulations which are related to finance, corporate accountability and integrity. Greensaw Ltd. Will follow all regulations in which countries transaction occur. Greensaw Ltd. Hasn’t had any violations with laws and regulations and will continue this way.

1. **Training**

In case of hiring new employee we will conduct training according to FSC procedures. This will also cover SBP part. Training will be conducted by general manager. Trainings will be protocolled and will cover all procedures applicable to certain employee position.

New trainings will be conducted when there are any changes in FSC, SBP standards.

1. **Keeping the records**

Bookkeeper is responsible for keeping all FSC and SBP documentation and storage time will be at least 5 years.