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**LegalSource™ Certification
Assessment
Report for:
Solid Parkiet s.c.
in
Wojnicz, Polska**

Report Finalized: 24th November 2014
Report Format: Public Summary
Audit Dates: 02 September 2014
Audit Team: Piotr Nowak

Type of certificate: Single
Certificate code: NC-LS-017279
Certificate issued: 24 November 2014
Report based on Standard(s): LegalSource Standard [ver.1.0]

Organisation Contact: Ewa Szczupak
Address: ul. Wolicka 7, 32-830
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1. INTRODUCTION

The purpose of this report is to document conformance with the requirements of the LegalSource standard by Solid Parkiet s.c., hereafter referred to as "Organisation". The report presents findings of NEPCon auditors who have evaluated organisation systems and performance against the applicable requirements. Section below provides the audit conclusions and any necessary follow-up actions by the organisation through non-conformity reports (NCR).

Dispute resolution: If NEPCon clients encounter organisations or individuals having concerns or comments about NEPCon and our services, these parties are strongly encouraged to contact relevant NEPCon regional office. Formal complaints and concerns should be sent in writing.

2. AUDIT CONCLUSIONS

Audit Recommendation

Based on Organisation's conformance with LegalSource requirements, the auditor makes the following recommendation:

- Certification approved:
 No NCRs issued
-

Additional comments: The scope of the LegalSource certificate and material procurement due diligence system of Organisation is limited to the internal EU market. Organization sources its wood entirely from Poland. No import takes place. For LegalSource production, only FSC-certified FMUs are used as original source of the wood.

Non-conformity Reports (NCRs)

Note: NCRs describe evidences of Organisation non-conformances identified during audits. NCRs include defined timelines for the Organisation to demonstrate conformance. MAJOR NCRs issued during assessments/reassessments shall be closed prior to issuance of certificate. MAJOR NCRs issued during surveillance audits shall be closed within timeline or result in suspension.

During evaluation no non-conformity reports were issued.

Observations

Note: Observations are issued for the early stages of a problem which does not of itself constitute a non-conformance, but which the auditor considers may lead to a future non-conformance if not addressed by the organization; observations may lead to direct non-conformances if not addressed.

- No observations

Actions taken by Organisation Prior to Report Finalization

After the on-site evaluation, organization has made minor corrections to the list of suppliers. No other specific actions required or taken.

3. AUDIT PROCESS

Audit Team

Auditor(s)	Qualifications
Piotr Nowak	<p>Internal NEPCon Course in Wood Legality, LegalSource auditing and certification, Jaroszowice, Poland 2012</p> <p>National Forest Management auditor course of PEFC FM for Polish State Forestry at Forestry University SGGW Warsaw, Poland 2011</p> <p>International auditor training course of Forest Management, Chain of Custody and Controlled Wood in Riga (Estonia) 2010 and Kraków (Poland) 2011</p> <p>Management Faculty in Ecology & Management Academy, Warsaw 1998.</p> <p>Forestry Technical Management study at 5 years Forestry Technical High School, Warcino, Poland accomplished 1989 - 1994.</p> <p>Health and safety, chainsaw operator and wood processing training courses and experience.</p> <p>Auditor COC for wood industry in Poland, Romania and Hungary. FM auditor in RDSF in Poland.</p> <p>Employee of NEPCon Sp. z o.o. Contact: pn@nepcon.net, mob. +48 603 366 495</p>

Description of Audit Process

The evaluation process was initiated in early summer 2014 via an initial overview of suppliers and sources of the raw material. Up until the certification assessment, organization has overviewed and selected suppliers based on regularity of deliveries, cooperation effectiveness, source of the wood. The actual assessment process started on 2 September 2014 at the factory site location - Wojnicz, near Tarnów, Poland.

The owners of the company, daily management staff, ISO responsible person and auditor were present at opening meeting. Organization was informed about data and information protection policy as well as the methodology of the auditing and approval process.

At this second stage, the following procedures and documents were initially assessed:

- company establishment documents
- DDS procedures
- ISO 9001 procedures
- material ordering system
- checking of the incoming material
- purchase policy of the company
- purchase policy "info to clients" template
- supplier declarations signed
- purchase and sale example documents from previous deliveries confirming origin of the wood.

During the field visit, the organization's site was visited to confirm management quality, scope of production, species used and stored, quantities, source of material, knowledge of staff.

Received material storage areas, sawing and production lines and halls, drying compartments and final product storage sites. Key workers were interviewed in connection to general understanding of due diligence procedures, receiving, storing, production and final sale of wood.

Afterwards, a visit and detailed evaluation of two sampled suppliers was made. Suppliers were selected with short 1-2 hours notice before arrival of auditor and Solid Parkiet management. During supplier's audit the roundwood, source supply transport documents (forestry receipts) and invoices were checked.

After returning to main office of Solid Parkiet, the closing meeting was conducted where additional details were taken and preliminary audit conclusions were provided verbally.

4. COMPANY DETAILS

Contacts

Primary contact for Coordination with NEPCon

Primary Contact, Position:	Anna Budyń – Świerczek - co-owner
Address:	ul. Wolicka 7, 32 – 830 Wojnicz, Polska
Tel/Fax/Email:	+48146787500/+48146787501/solidparkiet@solidparkiet.pl

Certificate Scope

Scope item	Check all that apply to the certificate scope		Change in scope (N/A for assessments)
Certificate type:	<input checked="" type="checkbox"/> Single site	<input type="checkbox"/> Group certification	<input type="checkbox"/>
Activity:	Primary: Secondary manufacturer	Additional: -	<input type="checkbox"/>
Supplier scope	<input type="checkbox"/> No supplier verification included in scope (only low risk sources)	<input checked="" type="checkbox"/> Supplier verification included in scope	<input type="checkbox"/>

Please describe scope shortly: The LegalSource certificate scope of Organisation covers the production of solid wood floor planks made of native broad-leaved species: *Quercus robur*, *Quercus petraea*, *Fraxinus excelsior*, *Betula pendula*, *Betula pubescens*, *Fagus sylvatica*, *Acer pseudoplatanus*, *Prunus avium* and two foreign species *Quercus rubra*, *Robinia pseudoacacia*, sourced locally however.

Solid Parkiet sources all of its wood material from southern regions of Poland (Podkarpackie, Małopolskie, Śląskie). Nearly all round wood sourced by sawmills (as suppliers to Solid Parkiet) derives from FSC certified forests. The proportion of FSC-certified supply entering these sawmills may vary between 95 - 100%. The rest comes from non-certified small private forests located in the same regions of Poland.

Organization has implemented a Due Diligence System (DDS) and Chain of Custody (CoC) system despite all material coming from sawmills and FMUs is located within the EU. These systems seek to avoid the 0-5% from supplier sawmills which derive from non FSC-certified FMUs. Solid Parkiet ensures that, for LegalSource production and claims, only applies to FSC 100% certified wood is used.

Within Solid Parkiet, the sawn timber is segregated, stored, dried, and placed at production unit. Further the final product (flooring board) is packed and sold in German and other western European markets.

Organisation Scope

Number of sites included in this certificate: 1

Sites that qualify for desk audits: N/A

Type of legal entity (of certificate holder): Spółka cywilna (Private partnership company)

Jurisdiction of primary legal entity: Poland

Table 1: Site details

Site	Address Tel/Fax/Email	Type of operation	LegalSource product groups (include brief description)	Visited during this audit (mark the length in hours and auditor if applicable)
Solid Parkiet s.c.	ul. Wolicka 7, 32 – 830 Wojnicz, Poland +48146787500/+48146787501/solidparkiet@solidparkiet.pl	Secondary manufacturer Exporter	Floor Parquet 4409 29 91 Floor Lam-parquet 4409 29 91 Solid wood floor panels 4409 29 91 Lamela 4408 90 15 European oak (<i>Quercus robur</i> , <i>Quercus petraea</i>) European ash <i>Fraxinus excelsior</i> , Red oak <i>Quercus rubra</i> , <i>Robinia pseudoacacia</i> , <i>Betula pendula</i> , <i>Betula pubescens</i> , <i>Fagus silvatica</i> , <i>Acer pseudoplatanus</i> , <i>Prunus avium</i>	Piotr Nowak 7 hours at 3 sites (Solid Parkiet and 2suppliers).

Table 2: LegalSource Scope

Site	Inputs to Product Groups	Product placed on the market
Solid Parkiet s.c. ul. Wolicka 7, 32 – 830 Wojnicz, Polska	Square edged timber (friezes). This material is considered to be FSC-certified supplied by non-certified suppliers. So according to FSC CoC requirements, it is not FSC certified input although the material is accompanied by forestry dispatch tickets with a full FSC claim on. <i>Quercus robur</i> , <i>Quercus petraea</i> , <i>Fraxinus excelsior</i> , <i>Quercus rubra</i> , <i>Robinia pseudoacacia</i> , <i>Betula pendula</i> , <i>Betula pubescens</i> , <i>Fagus silvatica</i> , <i>Acer pseudoplatanus</i> , <i>Prunus avium</i>	Floor Parquet 4409 29 91 Floor Lam-parquet 4409 29 91 Solid wood floor panels 4409 29 91 Lamela 4408 90 15 European oak (<i>Quercus robur</i> , <i>Quercus petraea</i>) European ash <i>Fraxinus excelsior</i> , Red oak <i>Quercus rubra</i> , <i>Robinia pseudoacacia</i> , <i>Betula pendula</i> , <i>Betula pubescens</i> , <i>Fagus silvatica</i> , <i>Acer pseudoplatanus</i> , <i>Prunus avium</i>