

## GENERAL DESCRIPTION OF THE ORGANIZATION

Taken from the website <http://www.remabec.com/fr-ca/arbec/>

Arbec Forest Products Inc. oversees seven softwood plants (sawing, planing, and finger-joining), which are cornerstones of Groupe Rémabec's manufacturing division. These facilities are distributed among three regions of Québec: Mauricie, Saguenay-Lac-Saint-Jean and Côte-Nord. Arbec plants provide 770 direct jobs and a yearly timber production capacity of 700 million board feet.

Groupe Rémabec's manufacturing division adheres to a chain-of-custody certification in line with an internationally recognized standard, as validated by independent auditors. Groupe Rémabec seeks to demonstrate its commitment to responsible forest management with independent chain-of-custody audits of its planning, forestry practices and products. That is how Groupe Rémabec's manufacturing division participates in the sound management of our forest environments to the benefit of present and future generations.

The plants in this division include:

- **Arbec, Saint-Roch inc.**, Saint-Roch-de-Mékinac (Québec)
  - Number of employees: 115
  - Production : 126 million board feet of dimension 1x3, 1x4, 1x6, 2x3, 2x4 and 2x6
- **Arbec, Parent inc.**, Parent (Québec)
  - Number of employees: 125
  - Production : 178 million board feet of dimension 1x3, 1x4, 2x3, 2x4 and 2x6
- **Arbec, Saint-Séverin Inc.**, Proulxville (Québec)
  - Number of employees: 62
  - Production : 157 million board feet of dimension 2x3, 2x4 and 2x6
- **Arbec, Trois-Rivières inc.**, Trois-Rivières (Québec)
  - Number of employees: 50
  - Production : 101 million board feet of dimension 2x4 and 2x6
- **Arbec, Port-Cartier inc.**, Port-Cartier (Québec)
  - Number of employees: 173
  - Production : 163 million board feet of dimension 1x3, 1x4, 2x3, 2x4 and 2x6
- **Arbec, l'Ascension inc.**, L'Ascension (Québec)
  - Number of employees: 207
  - Production : 230 million board feet of dimension 1x3, 1x4, 2x3, 2x4 and 2x6
- **Arbec, Dolbeau Inc.** Dolbeau-Mistassini (Québec)
  - Number of employees: 37
  - Production: 50 million board feet of dimension 2x3, 2x4 and 2x6

## AUDIT PROCESS, OBJECTIVES AND SCOPE

### MULTISITE AUDIT PROCESS<sup>1</sup>

The sampling approach for this audit was as follows:

<i>Sites<sup>3</sup></i> <i>(Fibre sourcing)</i>	<i>Sites Sampled (section 3)</i> <i>Maintenance Audit 1</i>
– Central function	X
– Arbec, L'Ascension Inc. plant	
– Arbec, Dolbeau Inc. plant	
– Arbec, Port-Cartier inc. plant	
– Arbec, Saint-Roch plant	
– Arbec, Parent plant	X
– Arbec, Trois-Rivières inc. plant	
– Arbec, Saint-Séverin Inc. plant	X

<sup>1</sup> Since the multi-site organization has an internal audit program deemed reliable, the minimum sampling size for the maintenance audit was calculated according to this formula:  $1:0.6\sqrt{(n)}$ .

<sup>2</sup> The central office is audited annually and is not included in "n."

<sup>3</sup> The centralization of fibre supply management at the La Tuque Office allowed for a diversified sampling of providers supplying the plants included in the multisite

On June 4, 5, 6 and June 18, 2018, the Bureau de normalisation du Québec (BNQ) conducted a maintenance audit 2 according to the applicable requirements of SFI 2015–2019, Chapter 3 (fibre sourcing) for ARBEC BOIS D'ŒUVRE INC. It should be noted that an audit according to Chapter 2 (Forest Management) and Chapter 4 (Chain of Custody) took place in the same week and that hours of these days were devoted to it. The BNQ audit team consisted of Étienne Ouellet. (lead auditor), and Étienne Ouellet (team member auditor).

The hours spent on the audit of Chapter 3, on the dates mentioned above, both on and off-site, can be detailed as follows for both auditors 1 day for audit preparation, 2 days for the audit and 1 day for audit closure.

The evaluation of the SFI program was conducted in accordance with the BNQ audit plan and procedures. The BNQ SFI's lead auditor and the team member auditor interviewed the participants and verified the program documentation.

In general, the staff consulted included the Senior Environmental Advisor and the Supply Coordinator who were audited for most of the Chapter 3 audit.

The Chapter 3 audit was conducted primarily at the La Tuque Office as fibre supplies are managed from this site. The audit focussed mainly on the actions taken towards suppliers to ensure compliance with the requirements for the supply of the factories included in the certificate. The main elements of verification were the harvest contracts, followed by the purchase of timber (forest certification clause), the transmission of information to the producer unions and loggers, the private forest management plans, the management review. Etc. The details of compliance for all applicable requirements are presented in the "Summary of Audit Results - Fibre Sourcing" section.

<sup>1</sup> Note that this certification is related to a multi-site organization and not a group organization.

**AUDIT OBJECTIVES**

The objectives of this certification audit (SFI 2015–2019, Chapter 3) for each of the certificates were the following: to assess the Program Participant's conformance with the SFI 2015–2019 Standard (Principles, Policies, Objectives, Performance Measures and Indicators) objectives 1 through 10 (excluding objectives 11, 12 and 13) and with the "Interpretations for the SFI® 2015–2019 Program Requirements (Standards, Rules for Label Use, Procedures and Guidance)", to verify the Participant's conformance with the program's requirements and to verify the application of the Program across all targeted Forest Management Units (FMUs) and sites where fibre sourcing is realized (sawmills and paper mills in reference to the scope).

**AUDIT OBJECTIVES**

**SFI 2015–2019 – Fibre Sourcing (Chapter 3) (Certificate No.: 51535-1-04)**

Fibre sourcing for the following sawmills: Arbec, Saint-Roch Plant, Arbec, Parent Plant, Arbec, Saint-Séverin Plant, Arbec, Trois-Rivières Plant, Arbec, Port-Cartier Plant, Arbec, L'Ascension Plant and Arbec, Dolbeau Plant.

**SUMMARY OF AUDIT FINDINGS**

**GENERAL DESCRIPTIONS OF EVIDENCE AND COMPLIANCE BY OBJECTIVE**

Références aux exigences de la norme SFI 2015-2019 Chapter 3 (Objectives)		Summary identification of processes, procedures and records reviewed
1	<b>Biodiversity in Fibre Sourcing</b>	<ul style="list-style-type: none"> <li>- Mauricie Wood Producers Training 2018-2019</li> <li>- Suppliers declaration form for private forest supplies</li> <li>- Forest producer visit form</li> </ul>
2	<b>Adherence to Best Management Practices</b>	<ul style="list-style-type: none"> <li>- Standard contract for the purchase of roundwood private forest</li> <li>- Forest producer visit form</li> <li>- Awareness and monitoring of sound management practices</li> <li>- Non-conformities register (Procurement)</li> </ul>
3	Use of Qualified Management Resources and Qualified Logging Professionals	<ul style="list-style-type: none"> <li>- Standard contract for the purchase of roundwood private forest</li> <li>- Brochure - Sustainable forest management, tools and reflections</li> <li>- SFI qualified loggers list</li> </ul>
4	Legal and Regulatory Compliance	<ul style="list-style-type: none"> <li>- SFI Timber Supply Policy</li> <li>- Forest producer visit form</li> <li>- Various collective agreements</li> <li>- Commitment to SFI values and principles _Manufacturing division</li> <li>- Arbec inc. commitment</li> </ul>
5	Forestry Research, Science and Technology	<ul style="list-style-type: none"> <li>- Research Collaboration Agreement</li> <li>- RDAll-Cegep-CEDFOB-ARBEC-RESOLU-BOISACO research agreement</li> <li>- Research and development 2018</li> <li>- CSFIQ action plans</li> <li>- Mauricie Wood Producers Training 2018-2019</li> </ul>



Bureau de normalisation  
du Québec

BNQ is a member of the National Standards System (NSS).

**ARBEC BOIS D'ŒUVRE INC.**  
**PROGRAMME SUSTAINABLE FORESTRY INITIATIVE® (SFI) 2015-2019**  
**PUBLIC REPORT (MAINTENANCE 2 – 2018)**  
**CHAPTER 3 – FIBRE SOURCING**

Références aux exigences de la norme SFI 2015-2019 Chapter 3 (Objectives)		Summary identification of processes, procedures and records reviewed
6	Training and Education	<ul style="list-style-type: none"> <li>- Commitment to SFI values and principles Manufacturing division</li> <li>- Arbec inc. commitment</li> <li>- SFI Timber Supply Policy</li> <li>- Training presence lists</li> <li>- Mauricie Wood Producers Training 2018-2019</li> <li>- Standard contract for the purchase of roundwood private forest</li> <li>- CSFIQ Minimum training requirements</li> <li>- SFI Rémabec training program</li> <li>- CSFIQ action plans</li> </ul>
7	Community Involvement and Landowner Outreach	<ul style="list-style-type: none"> <li>- Membership fee CSFIQ_ArbecBoisDoeuvre 2018</li> <li>- Membership fee CSFIQ_PFA 2018</li> <li>- Membership fee CSFIQ_Remabec 2018</li> <li>- Brochure - Sustainable forest management, tools and reflections</li> <li>- Mauricie Wood Producers Training 2018-2019</li> <li>- Participation in forest associations' congresses</li> <li>- Participation in the SPBM Forest Days</li> <li>- Training in collaboration with the Dolbeau Mistassini CFP</li> <li>- CSFIQ - Response procedure to external demands</li> <li>- CSFIQ - Processing of requests for non-compliant practices</li> </ul>
8	Public Land Management Responsibilities	<ul style="list-style-type: none"> <li>- TLGIRT minutes</li> <li>- TLGIRT rules and operating procedures</li> </ul>
9	Communications and Public Reporting	<ul style="list-style-type: none"> <li>- Public Summary Report (December 2017)</li> <li>- Progress report Arbec Bois d'oeuvre 2017</li> <li>- Progress report Produits forestiers Arbec 2017</li> <li>- Industries John Lewis Ltee 2017 Annual Survey</li> <li>- Boiserie SAVCO 2017 Annual Survey</li> </ul>
10	Management Review and Continuous Improvement	<ul style="list-style-type: none"> <li>- Management review minutes SFI Multisite 2018</li> <li>- Management review attendance sheet SFI 2018</li> <li>- SFI fibre sourcing program</li> </ul>

## **BEST PRACTICES OBSERVED FIBRE SOURCING**

- Development of comprehensive and diversified awareness and training tools for wood lot owners
- Accompaniment of wood lot owners by the procurement manager
- Maintenance of documentation supporting the SFI program
- Follow-up of nonconformities in general (internal-external audit, others)
- Training in general are well done and well followed
- The organization's approach to CFP Dolbeau's "recognition program" to train qualified and eventually certified operators
- The availability of staff during the audit

## **OBSERVATIONS NOTED FIBRE SOURCING**

- Presence of some tree branches of significant size (cut in autumn 2017) in a permanent watercourse Awanoek sector.
- Unlocked fuel nozzle for a 447L mobile tank (in a van). The tank was accessible to all and could have been emptied at any time.
- RADF is not part of the "Nimonik" tracking system.
- The amount of research and development supports does not convey what is actually achieved by the organization.
- The monitoring of information generated from regional climate models is not clearly demonstrated and documented.

## **MINOR OR MAJOR CORRECTIVE ACTION REQUESTS (CARS)**

**CAR-MIN-02/18: Fibre sourcing (chapter 3) – Objective 4. Legal and Regulatory Compliance. To comply with applicable federal, provincial, state and local laws and regulations. Performance Measure 4.1. Program Participants shall comply with applicable federal, provincial, state and local forestry and related social and environmental laws and regulations and take steps to avoid illegal logging.**

Section "5. AUTHORIZATION OF FORESTRY WORK" of Supplier's declaration form for private forest supplies requires suppliers to declare this: "The territory from which the timber is sourced is subject to an authorization granted by a competent body (example: management plan, silvicultural prescription signed by a forest engineer, municipal permit): Yes  No  If yes, I declare that the affected wood has been harvested in accordance with the authorization obtained."

However, no verification has been made on obtaining such an authorization, with regard to what is required by the municipal regulations applicable to the harvested area.

## **CERTIFICATION DECISION**

The BNQ's SFI Lead Auditor report was produced and submitted to the client on June 21, 2018. Following the closure of non-conformities above mentioned and following the deposit of proofs of correction by the program participant, the result of internal evaluation of BNQ confirmed the decision to certification under the SFI program fibre sourcing on August 24, 2018.