

SFI 2015-2019 – Public Summary Report

DOMTAR INC (WINDSOR MILL)

DESCRIPTION OF COMPANY

Domtar is a private-sector company listed on the stock exchange. Its head office is located in Montréal, Québec. Domtar Windsor is one of the group's divisions in southern Québec, and exists mainly to manage a major pulp and paper plant. Domtar's Forestry department is responsible for ensuring a reliable supply of timber from a range of sources, including the company's private forests.

The company SFI representative is Mr. Christian Guimont, For. Eng.

AUDIT

During the period of August 15 and 16 Domtar Windsor underwent a Reregistration audit to the Sustainable Forestry Initiative® (SFI®) 2015-2019 Forest Management (FM) Standard.

The registration cycle is over three years with surveillance audits conducted annually. The audit assessed active and/or completed harvest operations through interviews with the company staff and contractors. The audit also assessed the SFI documentation and records at the company's office including stakeholder and First Nations communication.

The SFI program third-party audit was undertaken by SAI Global. SAI Global is an independent third party registrar that is accredited by the ANSI-ASQ National Accreditation Board (ANAB) Standard ensuring the integrity and credibility of the audit process.

THE AUDIT TEAM

The SAI Global audit team who performed the audit consisted of François Grimard, audit team leader, and Fabrice Lantheaume, audit team member. Mr. Grimard is a Professional Forester while Mr. Lantheaume is a biologist with a master in Forestry. Both are certified lead auditors.

REGISTRATION TYPE

Certificate Type	SFI 2015-2019 Forest Management Standard	SFI 2015-2019 Fiber Sourcing Standard
Single site	✓	

MULTI-SITE / GROUP EVALUATION

Not applicable.

SFI 2015-2019 Forest Management Standard

FOREST LAND AND MANGEMENT PLAN INCLUDED IN THE AUDIT SCOPE

The area covered by the SFIS program includes Domtar's operating areas in Beauce and Eastern Townships regions in the Province of Québec, Canada.

Domtar's operation consists of road construction and maintenance, harvesting, log hauling and silviculture activities. At the time of the audit the total surface area of Domtar's private forestland under the SFIS program was 159 354 ha (393 772 acres).

SCOPE OF CERTIFICATION

Forest management activities – planning, harvesting, transportation and silviculture on the company's private forest lands located in Beauce and Eastern Townships.

The SFI 2015-2019 Forest Management Standard meets and exceeds the requirements of the earlier SFI 2010-2014 SFI Standard (Section 2), therefore fiber sold under this certificate counts as 100% SFI and 100% PEFC certified forest content.

Activités d'aménagement forestier - planification, récolte, transport et silviculture sur les forêts privées de l'entreprise situées en Beauce et en Estrie.

La norme de gestion forestière SFI 2015-2019 respecte ou surpasse les exigences de la précédente norme SFI 2010-2014 (section 2). Par conséquent, toute fibre vendue en vertu de ce certificat est considérée 100% certifiée SFI et 100% certifiée PEFC.

There has been no modification to the scope since the last public summary report.

AUDIT PROCESS

During this audit, the audit team evaluated the company against the objectives listed in Appendix 3, Table 1. The evidence of compliance observed is listed in Appendix 3, Table 2.

A sample of field review sites were chosen from a list of active sites and sites where forest management activities occurred since the last audit. The site choice also considered activity type, and risk factors, related to the audit objectives selected for review, as well as the opportunity to verify implementation of corrective actions for previous non-conformities.

SUBSTITUTE INDICATORS

No substitute indicators were evaluated during this audit.

COMPLAINTS

No complaints have been received; therefore the complaint handling process could not be verified.

SITES INSPECTED AND ASSESSMENT TIME

Audit Activity	Duration in days
Off-site preparation and on-site office review:	3
Field review:	2
Sites	Number inspected
Roads	5+
Harvesting Blocks	3
Silviculture Sites	5+
<p>Operations visited:</p> <p>Eastern Townships: Watopeka, Bishopton and Bury operations sites</p> <p>Harvesting operations. Forests with Exceptional Conservation Value (FECV), Hazardous Material Management, Log hauling, Hybrid Poplar plantations, culvert installation, etc.</p> <p>Beauce : Dorset and Marlow operations sites</p> <p>Site preparation, sludge spreading, brush clearing, harvesting, Hybrid Poplar plantations, white-tailed deer yard, various forest stands managed over the past years.</p>	

SUMMARY OF FINDINGS

Definitions for findings can be found in Appendix 1.

Areas of non-conformance

Not applicable. No non-conformance raised during this audit.

Opportunities for improvement

- Clause 15.1.3

The minutes of the next management review meeting scheduled on 26 August 2016 should indicate progress and any changes or improvements needed for the continuous improvement of the compliance to the SFI standard. (Minutes not available at the time this report was written).

Le compte-rendu de revue de direction de la prochaine rencontre prévue le 26 août 2016 devra clairement faire état des progrès et des changements ou améliorations nécessaires à l'amélioration continue de la conformité à la norme. (compte-rendu non disponible à l'heure d'écrire ce rapport).

Exceptional practices

Clause 10.1: Involvement in many projects of research and training.

Clause 10.1 : Implication dans de nombreux projets de recherche et de formation.

Clause 15.1.2: Internal audit process and report.

Clause 15.1.2: Processus et rapport d'audit interne.

Clause 1.1.5 New method for monitoring commercial thinning operations (comments from forest workers).

Clause 1.1.5 Nouvelle méthode de suivi en continu dans les traitements d'éclaircies commerciales (appréciation provenant des travailleurs).

Status of previous audit non-compliances

The status of previous audit non-conformances is as follows:

NC#	Type	Performance Measure #	Status (closed/upgraded to major)
2015-01	Minor	1.3	Closed
2015-02	Minor	8.1	Closed

CERTIFICATION DECISION SFI 2015-2019 FOREST MANAGEMENT STANDARD

Initial / Re-registration Audit

Based on the results of this re-registration audit it has been determined that the management system is effectively implemented and meets the requirements relative to the scope of registration and audit criteria, therefore, **a recommendation for registration is made to SAI Global.**

Appendices

Appendix 1: DEFINITIONS

Major Non-Conformances

Pervasive or critical to the achievement of the SFI objectives

All major non-conformances require an action plan to be implemented by the auditee within 90 days of an initial audit or registration cannot be achieved. Subsequently for surveillance audits, an action plan shall be implemented by the auditee within 60 days for the registration to be maintained.

Minor Non-Conformances

Isolated incidents that are non-critical but must be addressed before the next surveillance audit to maintain compliance to the SFI standard. Non resolved minor non-conformance will be escalated to a major non-conformance.

Opportunity for Improvement

Are not non-conformances but are comments on specific areas where improvements can be made.

Exceptional practices

Areas that are deemed to be of outstanding practices.

Appendix 2: MULTI-SITE / GROUP SAMPLING APPROACH

This multi-site / group organization maintains an internal audit program determined to be reliable, in this case SAI Global sampling approach is as follow where n = number of sites:

- i. $\sqrt{(n)}$ for initial certification audits
- ii. $0.6 \sqrt{(n)}$ for surveillance audits
- iii. $0.8 \sqrt{(n)}$ for re-registration audits

The central office function is audited annually.

OR

This multi-site / group organization did not maintain its internal audit program. SAI Global applies the following sampling where n = number of sites:

$\sqrt{(n)}$

The central office function is audited annually.

Appendix 3: EVIDENCE OF CONFORMITY TO THE SFI 2015-2019 FOREST MANAGEMENT STANDARD

Table 1 Objectives Audited

Objective 1	Forest Management Planning	✓
Objective 2	Forest Health and Productivity	✓
Objective 3	Protection and Maintenance of Water Resources	✓
Objective 4	Conservation of Biological Diversity	✓
Objective 5	Management of Visual and Recreational Benefits	✓
Objective 6	Protection of Special Sites	✓
Objective 7	Efficient Use of Forest Resources	✓
Objective 8	Recognize and Respect Indigenous Peoples' Rights	✓
Objective 9	Legal and Regulatory Compliance	✓
Objective 10	Forestry Research, Science and Technology	✓
Objective 11	Training and Education	✓
Objective 12	Community Involvement and Landowner Outreach	✓
Objective 13	Public Land Management Responsibilities	✓
Objective 14	Communications and Public Reporting	✓
Objective 15	Management Review and Continual Improvement	✓

Table 2 Evidence Observed

Environmental management system (EMS) Manual	✓	Cutblock size calculations	✓
Written policies	✓	Employee observation forms (species at risk, invasive plants, other values)	✓
Standard Operating Procedures (SOPs) for best management practices	✓	Pre-work discussions/meeting records	✓

EMS and SFI field handbook	✓	Monitoring records for non-timber values	
Training records (staff and contractors)	✓	Utilization records	
SFI/EMS training agenda	✓	Laws, legislation, regulations records	✓
Health and safety manual and/or employee policy manual	✓	Annual management review records	✓
Timber supply review	✓	Internal audit records	✓
Maps (pre-harvest, harvest, post-harvest, and silviculture)	✓	Corrective action logs	✓
Timber development standards		Education/community involvement records	✓
Non-timber values impact assessments (riparian, visual, recreation, biodiversity, cultural heritage, other:)	✓	Records of public inquiries and complaints	✓
GIS inventories (soils, forest, land classification, non-timber values)	✓	Stakeholder communications records	✓
Long term management plans and sustainable harvest level calculation	✓	Agreements and communications with Indigenous communities	✓
Cutting/harvesting permits	✓	Multi-licensee and/or government meeting minutes	
Operational plans (annual, cutblock level)	✓	Logging agreements and/or contracts	✓
Wet/adverse weather plans or guidelines	✓	Wood producer training programs	
Reforestation plans		Wood producer information package	
Pest management plan		SFI Annual Report	✓
Fire preparedness plan	✓	SFI and company websites	✓
Spill prevention and response plan	✓	SFI brochure	
Silviculture surveys and reports	✓	SFI Implementation committee (participation/support)	✓
Standards for seed use		Climate change information and/or meeting minutes	
Chemical use/spray records and applicator certification	✓	Research and discussion papers	✓
Tree improvement reports		Support for research and science	✓

Green-up records	✓	External audit field inspections	✓
Free to grow records	✓	External audit interviews (office and field)	✓
Planting program records	✓		
Harvest inspection records	✓		
Road and bridge inspection records	✓		
Pre-harvest inspection records	✓		
Post-harvest inspection records	✓		
Government compliance records			



SAI Global forestry specialist group registers/certifies forest companies to ISO 14001, OHSAS 18001, CSA Z809 and CSA Z804 SFM, SFI Forest Management, SFI CoC, SFI Fiber Sourcing, SFI Certified Sourcing Label, PEFC CoC, FSC® Forest Management, FSC® CoC.

The group, led by Sylvain Frappier, Technical Manager - Forestry, consists of a highly qualified team of professional foresters, technical and industry experts.

Contact certification.americas@saiglobal.com for more information.

M. Christian Guimont, ing.f.
Coordonnateur, Planification et Certification forestière
Domtar Inc.
Usine de Windsor
609, Rang XII
C.P. 1010
Windsor, Québec J1S 2L9
Phone: 819-845-2771
e-mail: christian.guimont@domtar.com

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