

Forest Certification UPDATE



DOMTAR INC (WINDSOR MILL)

DESCRIPTION OF COMPANY

Domtar Windsor mill's sustainable forest management area:

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 area under the plan was 159 354 ha (393 772 acres).

BACKGROUND

During the period of September 23 to 24, 2015, Domtar, at its Windsor paper mill, underwent a surveillance and updating audit to the Sustainable Forestry Initiative (SFI®) Standard 2015-2019. The registration cycle is over 3 years with surveillance audits conducted annually. This report summarizes the audit process and results of the SAI Global 24 months surveillance (S2) and upgrade audit.

SCOPE OF CERTIFICATION

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

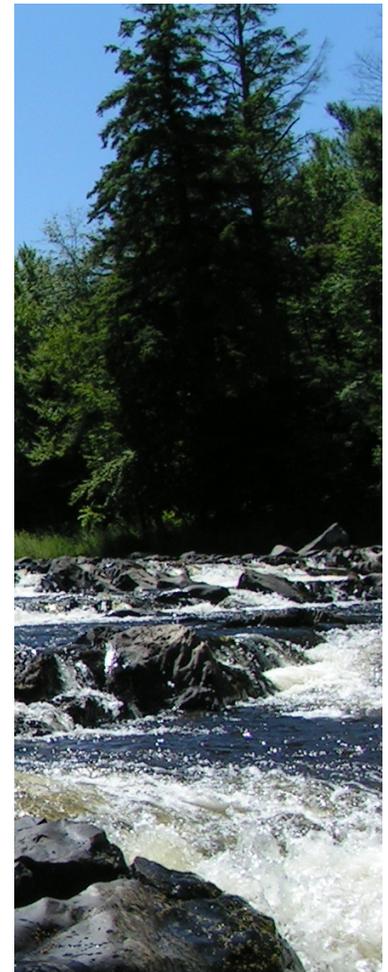
The SFI 2015-2019 Forest Management Standard meets and exceeds the requirements of the earlier SFI 2010-2014 SFI Standard (Section 2), therefore fiber sold under this certificate counts as 100% SFI and 100% PEFC certified forest content.

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.

EXECUTIVE SUMMARY

The Sustainable Forestry Initiative® (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) for registrations to SFI 2015-2019 Forest Management Standard and SFI 2015-2019 Fiber Sourcing Standard. This ensures the integrity and credibility of the audit process.



The audit assessed active and completed harvest operations through interviews with Domtar Windsor’s staff and contractors. The audit also assessed the SFIS and supporting EMS documentation, records at the Domtar’s office of its paper mill in Windsor, Province of Québec. The audit used site visits and interviews with contractors logging private timber sales to assess the Domtar procurement system.

The two regions (Eastern Township and Beauce) where forest management activities apply were visited and a representative sample of activities, supervisors and operators were interviewed.

THE AUDITORS

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

AREAS OF NON-CONFORMANCE

Two minor non-conformances were raised during this surveillance audit.

Type	Performance Measure #	Description
Minor	1.3	Portions of the territory were converted to non-forest use. <i>Des portions du territoire ont été convertis à des usages non forestiers.</i>
Minor	8.1	There is no written commitment to recognize and respect the rights of Indigenous Peoples. <i>Il n’y a pas d’engagement à respecter les traités et droits autochtones.</i>

OPPORTUNITIES FOR IMPROVEMENT

No opportunity for improvement was raised during this audit.

CORRECTIVE ACTION PLANS

Domtar has developed corrective action plans to address the root causes of the non-conformities identified during the audit. The root cause analysis and proposed corrective actions have been reviewed by SAI Global Lead auditor to ensure that they are appropriate, and fully address the identified deficiencies. At the next annual audit a follow-up on the implemented corrective actions will be

SFI 2015-2019 Forest Management Standard Periodic Assessments

Major non-conformances:	0
Minor non-conformances:	2
Opportunities for Improvement:	0
Positive Aspects:	6

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 and subsequently 60 days or registration cannot be achieved/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.

Opportunity for Improvement

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

Positive Aspects

Areas that are deemed to be of best practices.

done to confirm that the corrective actions were appropriate and effective in ensuring the non-conforming situation will not reoccur. The two non-compliances were in fact corrected, reviewed and closed before the end of the audit.

COMPLAINTS

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

POSITIVE ASPECTS

- Reforestation of slashing areas (decrease in non-productive areas);
Reboisement des aires d'ébranchage (diminution des superficies non productives);
- Recovery of biomass for the paper mill boilers;
Récupération de la biomasse pour les chaudières de l'usine;
- Use of an on-line application (Mirador) to inform users of the location of the harvesting sites, consultation of the management plan, navigation and virtual tour of the territory;
Application Mirador pour informer les utilisateurs des sites de coupes futures, consultation du plan d'aménagement, navigation et visite virtuelle du territoire;
- Dynamism and proactivity of Domtar in terms of research and development projects;
Dynamisme et proactivité de Domtar vis à vis des projets de recherche et développement;
- Availability of work instructions on site (in the machinery and complete binder in service trucks);
Disponibilité des instructions de travail sur le terrain (dans les machines et cartables complets dans les camions de service);
- Concern to manage the impacts of climate change on its activities by participating in the development and publication of a guide to minimize erosion cause by forest roads.
Préoccupation à gérer les incidences des changements climatiques sur ses activités par sa participation à l'élaboration et la publication d'un guide pour contrer l'érosion des chemins forestiers.

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

Objectives Audited

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

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			

CERTIFICATION DECISION SFI 2015-2019 FOREST MANAGEMENT STANDARD

Surveillance and upgrade Audit

Based on the results of this surveillance audit it has been determined that the management system of **Domtar usine de Windsor** is effectively implemented and meets the requirements relative to the scope of registration and audit criteria. The action plans related to the non-conformances have been reviewed and considered acceptable. As applicable, any major non-conformance has been closed and implementation of action plan for minor non-conformance will be reviewed at the next surveillance audit. Therefore, a recommendation to maintain/upgrade the registration is made to SAI Global.



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.

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