

# SFI 2015-2019 – Public Summary Report

## Port Hawkesbury Paper LLC

### DESCRIPTION OF COMPANY

Located on the shores of the Strait of Canso in Nova Scotia (Canada), PORT HAWKESBURY PAPER LP is a producer of supercalendered paper, and on an annual basis they can produce 360,000 tonnes per year. In order to ensure a constant fiber supply, the woodland staff manages approximately 523,000 hectares on Crown land and has short term agreements with private landowners for wood harvesting and forest management treatments. Woodchips from sawmill procurements is a minor contribution to the mill's fibre supply.

### AUDIT

During the period of 12-16 September 2016 underwent a recertification audit to the Sustainable Forestry Initiative® (SFI®) 2015-2019 Forest Management (FM) Standard and the SFI 2015-2019 Fiber Sourcing (FS) 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 Daniel Simonds, audit team leader, and Hervé Bescond audit team member. The auditors are Professional Foresters and certified auditors.

### REGISTRATION TYPE

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

### MULTI-SITE / GROUP EVALUATION

Not applicable.

# SFI 2015-2019 Forest Management Standard

## SCOPE OF CERTIFICATION

- Forest management activities – planning, harvesting, transportation and silviculture on Nova Scotia Crown Lands licensed to Port Hawkesbury Paper (as identified in the Forest Utilization Agreement – FULA).

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:	5
Field review:	2
Sites	Number inspected
Roads	6
Harvesting Blocks	11

Silviculture Sites	4
Operations visited: 12 sites – including open market, stumpage, and company lands.	

**SUMMARY OF FINDINGS**

Definitions for findings can be found in Appendix 1.

**Areas of non-conformance**

NC#	Type	Performance Measure #	Description	Corrective Action Plans
2016-01	Minor	3.2.1	An observation has been done of a fuel tank that has not been inspected according to the relevant work instructions.	pending

**Opportunities for improvement**

Not applicable.

**Exceptional practices**

- The clear and articulate strategy to conform to the requirements of FM Indicator 10.3.1 (regional climate change monitoring).
- The organization’s leadership position with the Maritime SFI Implementation Committee.

**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	Major/Minor	11.1.4	closed
2015-02	Major/Minor	FM: 11.2.2 FS: 6.2.2	closed

**CERTIFICATION DECISION SFI 2015-2019 FOREST MANAGEMENT STANDARD**

**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. The action plan(s) related to the non-conformance has been reviewed and considered

acceptable. As applicable, the implementation of an action plan for minor non-conformance will be reviewed at the next surveillance audit. Therefore, a recommendation for registration is made to SAI Global.

# SFI 2015-2019 Fiber Sourcing Standard

## PROGRAM PARTICIPANT'S FIBER PROCUREMENT AND/OR MANUFACTURING OPERATIONS

### SCOPE OF CERTIFICATION

- Sourcing of fiber from private wood suppliers (including silviculture treatments) and wood chips from the Province of Nova Scotia.

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 4, Table 1. The evidence of compliance observed is listed in Appendix 4, Table 2.

A sample of field review sites were chosen from a list of active sites and sites where activities were completed 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.

The multi-site / group sampling approach used for this audit is outlined in Appendix 2.

### 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.

### MANUFACTURING UNITS SUPPLIED AND ASSESSMENT TIME

See FM audit above.

### SUMMARY OF FINDINGS

Definitions for findings can be found in Appendix 1.

#### ***Areas of non-conformance***

Not applicable.

#### ***Opportunities for improvement***

Not applicable.

#### ***Exceptional practices***

Not applicable.

**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)
2015-02	Major/Minor	FM: 11.2.2 FS: 6.2.2	closed

**CERTIFICATION DECISION SFI 2015-2019 FIBER SOURCING STANDARD**

**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. The action plan(s) related to the non-conformance has been reviewed and considered acceptable. As applicable, the implementation of an action plan for minor non-conformance will be reviewed at the next surveillance audit. 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	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	X
Objective 8	Recognize and Respect Indigenous Peoples' Rights	X
Objective 9	Legal and Regulatory Compliance	X
Objective 10	Forestry Research, Science and Technology	X
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

**Table 2 Evidence Observed**

Environmental management system (EMS) Manual	X	Cutblock size calculations	X
Written policies	X	Employee observation forms (species at risk, invasive plants, other values)	X
Standard Operating Procedures (SOPs) for best management practices	X	Pre-work discussions/meeting records	X
EMS and SFI field handbook	X	Monitoring records for non-timber values	X
Training records (staff and contractors)	X	Utilization records	X

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

Post-harvest inspection records	X	
Government compliance records	X	

**Appendix 4: EVIDENCE OF CONFORMITY TO SFI 2015-2019 FIBER SOURCING STANDARD**

**Table 1 Objectives Audited**

<b>Fiber Sourcing Within the United States and Canada</b>		
Objective 1	Biodiversity in Fiber Sourcing	X
Objective 2	Adherence to Best Management Practices	X
Objective 3	Use of Qualified Resource and Qualified Logging Professionals	X
Objective 4	Legal and Regulatory Compliance	X
Objective 5	Forestry Research, Science, and Technology	X
Objective 6	Training and Education	X
Objective 7	Community Involvement and Landowner Outreach	X
Objective 8	Public Land Management Responsibilities	X
Objective 9	Communications and Public Reporting	X
Objective 10	Management Review and Continual Improvement	X

<b>Fiber Sourcing Outside the United States and Canada</b>		
Objective 11	Promote Conservation of Biological Diversity, Biodiversity Hotspots and High-Biodiversity Wilderness Areas	n/a
Objective 12	Avoidance of Controversial Sources including Illegal Logging	n/a
Objective 13	Avoidance of Controversial Sources including Fiber Sourced from Areas without Effective Social Laws	n/a

**Table 2 Evidence Observed**

Environmental management system (EMS) Manual	X	SFI Annual Report	X
Written policies	X	SFI and company websites	X
Standard Operating Procedures (SOPs) for best management practices	X	SFI brochure	X
EMS and SFI field handbook	X	SFI Implementation committee (participation/support)	X
Training records (staff and contractors)	X	External audit field inspections	X
SFI/EMS training agenda	X	External audit interviews (office and field)	X
Cutting/harvesting permits	X	Education/community involvement records	X
Operational plans (annual, cutblock level)	X	Records of public inquiries and complaints	X
Wet/adverse weather plans or guidelines	X	Stakeholder communications records	X
Reforestation plans	X	Logging agreements and/or contracts	X
Best management practices monitoring records	X	Wood producer training programs	X
Evaluation of best management practices	X	Wood producer information package	X
Government compliance records	X	Policies provided to wood producers	X
Pre-work discussions/meeting records	X	Education and outreach to forest landowners	X
Monitoring records for non-timber values	X	List of qualified logging professional/certified logging professional	X
Utilization records	X	Agreements for purchased stumpage	X
Laws, legislation, regulations records	X	Program to assess and address risk of Illegal logging	X
Corrective action logs	X	Research and discussion papers	X
Support for research and science	X	Climate change information and/or meeting minutes	X



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](mailto:certification.americas@saiglobal.com) for more information.

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