



**BUREAU
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**Bureau Veritas Certification
North America, Inc.
SFI Audit Report**

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Company Name	Thilmany LLC
Contact Person	Kent Mikkelson
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PQC Code	E01E

Contract Number:	US.1276853	Certification Audit:		Re-Certification Audit:		X	Surveillance: (Indicate visit # or Pre-Assessment)	
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Audit Summary

Introduction

A renewal audit of the fiber sourcing program at Thilmany, LLC was conducted on August 22, 2012. The audit was conducted by Gregory Bassler, Lead Auditor.

Audit Scope, Objectives and Process

The scope of the one day renewal audit was “Wood procurement activities for Kaukauna, WI location”. The objective was to verify the effectiveness of Thilmany, LLC’s SFI fiber sourcing program and conformance to the Requirements of the SFI 2010-2014 Standard. All Objectives, Performance Measures and Indicators pertinent to fiber sourcing were reviewed.

Audit Plan

The opening meeting of the Fiber Sourcing (Procurement) renewal audit for Thilmany LLC was held at the Kaukauna, WI office on Wednesday, August 22, 2012. Kent Mikkelson, Senior Procurement Forester and Melanie Sander, Procurement Admin. Assistant were in attendance. The Lead Auditor, Gregory Bassler, introduced himself and reviewed the scope, objectives and audit plan. Non-conformances and the requirements for clearing them, opportunities for improvement, and notable practices were also discussed at the opening meeting. The closing meeting time was confirmed and was to be held at the Thilmany, LLC office 4:30 PM later that day.

The renewal audit consisted of a document review and a field audit of selected procurement sites. The field audit of wood procurement sites was conducted immediately following the opening meeting on Wednesday. The document review portion of the audit was completed in the afternoon. Kent Mikkelson guided the field portion of the audit and was very knowledgeable of the operations at each site.

The Thilmany LLC SFI Procurement Program Handbook, Document #SFI-01 (v. July 2011), SFI office documents and field files were used to verify conformance. The renewal audit was conducted under environmental auditing methodologies identified in the SFI 2010-2014 Audit Procedures and Auditor Qualifications and Accreditation (Section 9 of the Requirements for the SFI 2010-2014 Program) and standard Bureau Veritas Certification protocols and forms were applied throughout the verification. Field files for each site were reviewed and used to determine effectiveness of the Thilmany, LLC fiber sourcing program. A copy of the audit plan is maintained on file by Bureau Veritas Certification.

Company Information

Thilmany Papers is a manufacturer of specialty paper products serving the Packaging, Pressure Sensitive and Industrial and Technical markets. With over 125 years of paper making experience, Thilmany Papers leads the industry in building solutions for customers. Thilmany LLC operates two facilities located in Kaukauna

and DePere, WI. Thilmany LLC currently uses conifer chips (74%) and hardwood chips (26%) in manufacturing of various grades of paper products. Fiber is procured through gatewood (84%) and market pulp (16%). The majority of the gatewood is purchased as roundwood (68%) and the remaining is residual chips. Fiber is primarily sourced from the United States and Canada.

Audit Results

Thilmany LLC has a well written and organized handbook that documents evidence of conformance for each objective. The handbook references additional evidence found in the main SFI files which are arranged by objectives and indicators. Adequate documents and records were found for all objectives and indicators. Thilmany LLC Procurement Foresters had completed 32 Landowner surveys last year exceeding their goal of 24. Logger training records, purchase agreements and landowner surveys along with field observations were used to verify conformance.

A total of 4 gatewood sites were visited during the field portion of the audit. One site was County owned and the remaining sites were private, non-industrial landowners. The County site and one private landowner site were certified. Two sites had active harvesting operations and the remaining was recently completed. All contractors were trained and current with their training requirements. All operations were found to be in compliance with the State of Wisconsin BMP's.

Thilmany LLC did not have any substitution or modifications to any of the Indicators. A review of previous audits was conducted to verify the effectiveness of previous audit findings and to evaluate Thilmany LLC's past performance. There were no previous non-conformances and opportunities for improvement found in the surveillance audit conducted last year. There were no trends in the SFI implementation of the field audit or document review that would indicate that any particular area needs special attention. An SF 61 has been completed and contains specific information and audit notes.

Findings

Previous non-conformances:

Thilmany, LLC had no previous non-conformances.

Non-conformances:

No non-conformances were issued during the renewal audit.

Opportunities for Improvement:

No opportunities for improvement were uncovered during the renewal audit.

Notable Practices:

NP's are practices and actions that are exemplary and indicate a strong commitment to the SFI intent and to continual improvement of their program. No Notable Practices were identified during the renewal audit.

Logo/label use:

Thilmany LLC uses the SFI logo for promotional use and all use is in conformance with logo use requirements. Thilmany, LLC does not use the BVC logo.

SFI reporting:

The SFI website was reviewed and verified the previous audit report was submitted and posted.

Conclusions

The Closing Meeting for the renewal was held at the Kaukauna, WI office on Wednesday, August 22, 2012. Kent Mikkelson, Senior Procurement Forester and Melanie Sander, Procurement Admin. Assistant were in attendance. The audit findings were presented and discussed at the closing meeting. Confidentiality of the audit results was also assured. Bureau Veritas Certification recommends continued certification for Thilmany LLC.

Renewal Audit Schedule

Date: Wednesday, August 22, 2012

Time		Activity	Bureau Veritas Repr.	Company Repr.
06:45	AM	Arrive on Site	Bassler	
07:00	AM	Opening Meeting	Bassler	Mikkelson
07:15	AM	Conduct field audit of selected wood procurement sites.	Bassler	Mikkelson
12:00	PM	Lunch –in the field		
02:00	PM	Conduct document review, Objectives 8 - 20 of the SFI 2010-2014 Standard. Review Handbook and Evidence.	Bassler	Mikkelson
04:30	PM	Review findings	Bassler	Mikkelson
05:00	PM	Closing Meeting		

SEE SF61/SF71 FOR AUDIT NOTES

Summary of Audit Findings:						
Audit Date(s):		From: August 22, 2012			To: August 22, 2012	
Number of SF02's Raised:			Major:		0	Minor: 0
Is a follow up visit required:		Yes	No	X	Date(s) of follow up visit:	
Follow-up visit remarks:						
Team Leader Recommendation:						
Corrective Action Plan (s) Accepted		Yes	No		Date:	n/a
Proceed to/Continue Certification		Yes	X	No	Date:	August 22, 2012
All NCR's Cleared		Yes	No		Date:	n/a
Standard audit conducted against:						
1)	SFI 2010-2014		3)			
2)			4)			
Team Leader (1):		Team Members (2, 3, 4...)				
Gregory Bassler RABQSA, EMS-LA		2)				
		3)				
		4)				
		5)				
Scope of Supply: (scope statement must be verified and appear in the space below)						
"Wood procurement activities for Kaukauna, WI location".						
Proposed Date for Next Audit Event						
August 2013						
Audit Report Distribution						
Client: Thilmany LLC- Kent Mikkelson Senior Procurement Forester, kent.mikkelson@thilmany.com						
BVC – Customer Service Representative – Melani Potts, melani.potts@us.bureauveritas.com						

Clause	Audit Report
Opening Meeting	<p>Participants: Kent Mikkelson, Senior Procurement Forester; Melanie Sander, Procurement Admin.</p> <p>Discussions: Assistant and Gregory Bassler, Lead Auditor were in attendance.</p> <ul style="list-style-type: none"> ➤ Introductions ➤ Scope of the audit ➤ Audit schedule/plan ➤ Nonconformance types – Major / Minor ➤ Review of previous non-conformances - 0. ➤ Process approach to auditing and audit sampling ➤ Confidentiality agreement ➤ Termination of the audit ➤ Appeals process ➤ Closing meeting timing
Closing Meeting	<p>Participants: Kent Mikkelson, Senior Procurement Forester; Melanie Sander, Procurement Admin.</p> <p>Discussions: Assistant and Gregory Bassler, Lead Auditor were in attendance.</p> <ul style="list-style-type: none"> ➤ Introductions and appreciation for selecting Bureau Veritas Certification. ➤ Review of audit process - process approach and sampling. ➤ Review of OFIs and System Strengths ➤ Non-conformances - 0 ➤ Date for next audit. ➤ Reporting protocol and timing