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

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Company Name	Pollard Lumber Company
Contact Person	Bert Pollard
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PQC Code	E01E
Contract Number	US.2145881

Certification Audit:		Re-Certification Audit:	X	Surveillance Audit:	#	Scope extension audit:	
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Audit Summary

Introduction

This report summarizes the results of the recertification audit conducted on Pollard Lumber Company's SFI program for fiber sourcing. Steve Tomlin, Bureau Veritas Certification Lead Auditor conducted the audit April 11 and 12, 2016.

Audit Scope, Objectives and Process

The scope of the audit is "The procurement of wood for lumber production". The audit was conducted against the SFI 2015-2019 Fiber Sourcing Standard Objectives 1 through 7, 9 and 10. The objective of the audit was to verify that the Program Participant's SFI Program is in conformance with the applicable SFI Objectives, Performance Measures, and Indicators, and verify whether the Program Participant has effectively implemented its SFI Standard program requirements on the ground. There was no substitution, modification or addition of indicators. Bureau Veritas Certification protocols and forms were applied throughout the audit as provided by the most recent version of the Bureau Veritas Certification SFI Auditor Handbook available on the auditor access website.

Audit Plan

Date: Monday, April 11, 2016

Time	Activity	BVC Repr.	Company Repr.
08:00 AM	Opening Meeting	Tomlin	Pollard
08:30 AM	Site selection for the field audit		
09:00 AM	Document & Records review, interviews		
12:00 PM	Lunch		
01:00 PM	Commence field audit BMPs & FECV protection (purchased stumpage)		
04:30 PM	Daily debrief		
05:00 PM	Depart site		

Policy states its commitment to the use of trained loggers and is distributed annually to all suppliers. Examination of the SC and GA trained logger lists confirmed that all loggers used by Pollard on the field audited tracts are currently trained to SFI requirements. Certified loggers do not currently exist in GA or SC. Pollard provides either the SC or GA Landowner Guide to every landowner at closing, except those in their landowner assistance program where all activities are under their control.

Objective 4 - Legal and Regulatory Compliance: Web links and information in the SFI handbook provide access to relevant laws and regulations. BMP monitoring of purchased stumpage tracts ensures compliance with water quality regulations. No adverse regulatory action information is in evidence. No Pollard operations have been audited by the GA or SC forestry commissions in the past year. Pollard sources its logs from SC and GA, which do not have significant illegal logging concerns. All contracts require legal compliance. All tracts being harvested are field checked at least once each week, and often more frequently. The Fiber Sourcing Policy, mailed annually to all suppliers, also requires legal compliance. Due to the close monitoring of all purchases, there is no significant risk. Observed evidence of written policies addressing compliance with relevant social laws and regulations. The Employee Handbook contains information on employee policies and practices, non-discrimination, sexual harassment, safety, benefits, etc.

Objective 5 - Forestry Research, Science and Technology: Observed evidence of Pollard's contribution towards research in the areas of forest health and productivity, water quality, and chemical efficiency and biodiversity. Observed evidence of Pollard's use of or participation in the development of regeneration and growth-and-yield assessments, BMP compliance, and biodiversity conservation information for family forest landowners. Pollard has gathered documents concerning the potential effects of climate change on wildlife and wildlife habitat, and is knowledgeable about climate change and its potential effects on forest health and productivity. They have not identified any need for significant change in its operations at this time.

Objective 6 - Training and Education: Pollard distributes its Fiber Sourcing Policy and SFI commitment letter to all affected personnel, including mill management, and wood suppliers annually. Documented procedures, observations during field audits, and interviews of primary employees and certified logging professional results, indicated that all understood their roles and responsibilities in achieving the SFI objectives. All procurement personnel and professional loggers were confirmed to be TOP trained in SC or MTH trained in GA. Observations and interviews indicated all affected employees to be highly qualified.

Objective 7 - Community Involvement and Landowner Outreach: Pollard is an active member of both the GA and SC SIC. Pollard is a member and/or financial contributor to the South Carolina Forestry Association, the Georgia Forestry Association, the Central Savannah River Land Trust, the Low Country Open Land Trust, the Warnell School of Forestry, and the Audubon Society, each of which assist landowners in protecting forestlands and wildlife that are valued by the community. Pollard is involved with a Nature Conservancy conservation easement, and sponsors numerous tours and fishing trips on managed ponds/lakes and forestland. An example is an annual father-son fishing competition for charity purposes held for the past 20 years with an attendance of approximately 600. Pollard has made financial contributions to the Saluda County Forestry Association and the educational activities of the Silver Bluff Audubon Center and Sanctuary. The Georgia & South Carolina SIC landowner education publications were confirmed to contain all required information. Pollard distributes these brochures to landowners from whom they purchase wood, and maintains distribution records. Pollard's procurement foresters are aware of potential FECV G1 and G2 plants, animals and communities, as well as T&E species, which may occur on tracts of timber they purchase, and take protective actions as necessary. These occurrences are very rare. Both publications encourage certification, and are distributed to landowners in their respective states from whom Pollard purchases timber.

Objective 8 - Public Land Management Responsibilities: Not applicable.

Objective 9 - Communications and Public Reporting: Pollard's 2015 audit report contains all the information required by this indicator and was posted to the SFI, Inc. website. Their 2015 SFI Progress Report was submitted in a timely manner. Pollard maintains all necessary records for preparing its annual progress reports to SFI, Inc., and maintains copies of all past reports.

Objective 10 - Management Review: Pollard has a procedure in place to periodically review SFI program performance, including a system to collect and review relevant information to management. Pollard conducts a formal management review on an annual basis. Informal management reviews occur on an ongoing basis to address specific issues.

Objective 11 - Promote Conservation of Biological Diversity, Biodiversity Hotspots and High-Conservation Wilderness Areas: Not applicable.

Objective 12 - Avoidance of Controversial Sources including Illegal Logging: Not applicable.

Objective 13 - Avoidance of Controversial Sources including Fiber Sourced from Areas without Effective Social Laws: Not applicable.

Findings

Previous non-conformances:

No non-conformances were issued during the previous audit.

Non-conformances:

No non-conformances were issued during this audit.

Opportunities for Improvement:

One opportunity for improvement was issued against SFI FS Indicator 2.1.2., which requires written agreements for the use of BMPS. Purchased stumpage contracts meet this requirement, but a de minimis amount of logs received are marketwood purchases from suppliers who use Pollard's wood procurement policy as their agreement. It would more clearly indicate that this document serves as an agreement per the intent of the standard if the suppliers were required to sign and return it to Pollard.

Notable Practices:

No notable practices were issued during this audit.

Logo/label use:

Pollard Lumber Company does not use the SFI label or logo or the Bureau Veritas Certification logo.

SFI reporting:

The SFI website was checked and the previous audit report was posted.

Conclusions

Audit results indicate that Pollard Lumber Company continues to implement an SFI fiber sourcing system that meets the requirements of the SFI 2015-2019 Fiber Sourcing Standard. The lead auditor recommended continued certification at the closing meeting on April 12, 2016

SEE SF61 FOR AUDIT NOTES

Summary of Audit Findings:									
Audit Date(s):		From: April 11, 2016				To: April 12, 2016			
Number of SF02's Raised:			Major:		0		Minor:		0
Is a follow up visit required:		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Date(s) of follow up visit:			
Follow-up visit remarks:									
Team Leader Recommendation:									
Corrective Action Plan(s) Accepted		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	Date:	
Proceed to/Continue Certification		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>	Date:	4/12/2016
All NCR's Closed		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	Date:	
Standard audit conducted against:									
1)	SFI 2015-2019 Fiber Sourcing			3)					
2)				4)					
Team Leader (1):			Team Members (2,3,4...)						
Steve Tomlin RF, CF, EMS(LA)			2)						
			3)						
			4)						
			5)						
Scope of Supply: (scope statement must be verified and appear in the space below)									
The procurement of wood for lumber production.									
Accreditation's		ANAB							
Number of Certificates		1							
Proposed Date for Next Audit Event									
Date	April 11-12, 2017								
Audit Report Distribution									
Bert Pollard - bertpollard@pollardlumber.com									
Dawn Komnick - Dawn.komnick@us.bureauveritas.com									

Clause	Audit Report
Opening Meeting	Participants: Bert Pollard, Robert Petrie Discussions: <ul style="list-style-type: none"> ➤ Introductions ➤ Scope of the audit ➤ Audit schedule/plan ➤ Nonconformance types – Major / Minor ➤ Review of previous nonconformances - 0. ➤ Process approach to auditing and audit sampling ➤ Confidentiality agreement ➤ Termination of the audit ➤ Appeals process ➤ Closing meeting timing
Closing Meeting	Participants: Bert Pollard, Lee Dickert Discussions: <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 ➤ Nonconformances - 0 ➤ Date for next audit. ➤ Reporting protocol and timing