

Section 2: Fuel

Woodfuel to be covered under the Woodsure Certification Scheme:

* FUEL TYPE	Firewood	<input type="checkbox"/>
	Briquettes	<input type="checkbox"/>
	Woodchip	<input type="checkbox"/>
	Hog Fuel	<input type="checkbox"/>
	Pellets Produced ⁽¹⁾	<input type="checkbox"/>
	Pellets Traded ⁽¹⁾	<input type="checkbox"/>

Section 3: Woodsure Scheme Fee Structure

Prices effective from 1st May 2019 - *All prices listed are exclusive of VAT*

APPLICATION AND ANNUAL FEES	
One off, new supplier application fee.	£102
Annual registration including routine site audit ⁽²⁾ , listing, fuel test ⁽³⁾ and certification	£321 ⁽⁴⁾
TOTAL	£423

OR Annual fee for an existing ENplus[®] Producer/Trader:

Existing ENplus [®] Pellet certified producer or trader ⁽¹⁾ listing with Woodsure	£102
TOTAL	£102

ADDITIONAL SCHEME FEES IF APPLICABLE:

ADDITIONAL WOODSURE FEES	
Each additional fuel test (delivered to Tewkesbury ⁽⁵⁾)	£51
Each extra depot, listing, certification and additional annual fuel test ⁽⁶⁾	£102
Audit failures requiring a second site visit ⁽⁷⁾	£204 ⁽⁴⁾
Failures requiring a repeat fuel test for each specification sample tested ⁽⁸⁾	£51

Section 4: Business Procedures Declaration

This confirms you have these compulsory, operational procedures in place.

You will be required to submit a **Quality Manual** for this scheme - templates and forms can be downloaded if needed from:

www.woodsurre.co.uk/how-to-apply

* I can provide proof of legality and sustainability of firewood	<input type="checkbox"/>
* I have processes in place to check product specification (e.g. particle size, moisture content)	<input type="checkbox"/>
* I have documented my quality production processes and provided proof of this to Woodsure in a Quality Manual (see url above)	<input type="checkbox"/>
* I have a system in place to deal with customer complaints	<input type="checkbox"/>
* I have Product and Public Liability Insurance to cover the business activities	<input type="checkbox"/>

Section 5: Declaration

Woodsure will handle personal data given to it by accredited businesses and applicants in accordance with its Data Protection policy and the General Data Protection Regulation (GDPR).

I understand that the information I have given on this form and in support of my application will be recorded and retained by Woodsure, in accordance with GDPR. It may be used for the following purposes: to process my application and manage my registration in accordance with the Rules and Conditions of Registration; to publish my contact details as a Woodsure Supplier.

- * I agree to Woodsure visiting all depots to be included in the scheme by prior arrangement and will answer any questions and provide documentation as requested by Woodsure. All information and documentation received will be treated as confidential.
- * I have read and agree to the Terms and Conditions for the scheme and apply for certification.

_____	(Print name of Main Contact)
Signed: _____	Date: _____

Please tick if you would like to apply for a Grown in Britain licence. (Your details will be passed to the GiB team who will issue their application pack)	<input type="checkbox"/>
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SEND THIS FORM TO:

Woodsure, Severn House, Unit 5 Newtown Trading Estate, Green Lane, Tewkesbury GL20 8HD
or email to info@woodsurre.co.uk

Contact us on **01684 278188** for further information

Notes:

- (1) For producers of wood pellets, we require independent laboratory testing to confirm compliance with BSENISO 17225 part 2 or evidence of ENplus® approval. An ENplus® producer or trader seeking Woodsure registration can register with evidence of a valid ENplus® certification. No additional audit or testing is required whilst compliant and certified with ENplus®. For further details see the Woodsure rules and conditions for participation.
- (2) **Site audit:** This will be the registered main site. Additional sites or depots, see (6), may be audited separately. Following a successful new application and site audit, future audits will be on a risk-based approach. During a site inspection your auditor will take a representative fuel sample(s) for testing.
- (3) **Fuel test:** Verification of fuel specification is a requirement of the scheme. Please refer to the sample preparation documentation when independently providing samples. Woodsure will test up to 3 supplied unique samples, or up to 3 fuel specification checks during the annual registration period for a single annual registration. Where a supplier provides and lists multiple fuels, additional tests may be required and charged, see (5). Woodsure testing considers: wood chip particle size, physical characteristics for all fuels, moisture content (wet basis) for all fuels. Woodsure is a non-accredited facility, but applies the appropriate testing standards and equipment.
- (4) Additional fees may be added to cover travelling expenses.
- (5) **Additional testing:** Suppliers who wish to utilise an independent non-accredited verification of their fuel in addition to the routine tests, or suppliers with multiple fuels requiring testing under the scheme. The supplier is responsible for the collection and delivery to Tewkesbury of these samples.
- (6) **Additional depots:** Site audits will be determined on the total amount of facilities registered together with a risk-based approach. (Contact Woodsure for details). Registration of additional depots, warehouse, bagging facilities etc. include an annual fuel specification check during the annual registration period. These depots are considered to be in close proximity to the main site and will be audited during the main site audit; if this is not possible, or they are remote, additional expenses may be charged.
- (7) Any actions following a site audit will normally be verified remotely. Where an additional site visit is needed or requested this will be charged separately.
- (8) Fuel tests that fail will require retesting. Retests may be considered under Note (3), otherwise they may be charged.



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