



# Solid Biofuel Supplier Accreditation Scheme

## Accreditation Renewal Form

To maintain accredited status, the following information is required on an annual basis:

1. Accredited Supplier		
<b>Name of company:</b>		
<b>Trading name or brand:</b>		
<b>Current accreditation details:</b> (where no expiry date is stated, accreditation will expire 12 months from the date of issue)	<b>Certificate No.:</b>	
	<b>Date of issue:</b>	
	<b>Expiry date:</b>	
<b>Main contact person:</b>		
<b>Position title:</b>		
<b>Telephone:</b>		
<b>Mobile:</b>		
<b>Email:</b>		

2. Quality Management System
<b>QMS Update</b> Provide an update on the QMS including improvements, reviews, audits and activities undertaken to keep it current. (If the QMS is certified by an international certifying body accepted by the Accreditation Scheme Administrator, a copy of the current certificate may be provided in lieu of detailed QMS information).
[text here]
<b>Significant changes to operations</b> Provide a brief report on any significant changes to the information in the original accreditation application.
[text here]

### 3. Maintaining your Quality Management System

#### Provide a brief update on staff training

[text here]

#### Provide details of any changes to training provision and provide a summary of training-related activities since the original accreditation

[text here]

### 4. Demonstration of continuous supply of contracted fuel

#### Sample Test Data (per wood fuel type)

Submission of three typical contract fuel specifications and two sets of delivery test records, supported by verification test reports for each.

(The Accreditation Scheme Administrator requires evidence, at least annually, of quality fuel production and delivery to the market).

[text here]

#### Ongoing quality management and customer service

Provide updated information on customer service performance, including details of any customer complaints or disputes and how they have been, or are being, resolved.

[text here]

#### Customer references

Provide contact details for two customers who can confirm satisfactory fuel supply.

[text here]

### 5. Privacy

The Accreditation Administrator will retain one copy of your renewal application documents in a confidential file.

All information is provided in confidence to the Accreditation Administrator. Your details, and any information you provide (except that which is publicly listed) will not be disclosed to any third party and they will be held securely.

## 6. Declaration and authorisation for accreditation

To be accredited a supplier must NOT have:

- I. had any complaints upheld against them in any court or dispute tribunal relating to any bioenergy-related business activity, or
- II. had any convictions for dishonesty, theft or similar offences in a court of law, or
- III. been the subject of any successful complaint to the Bioenergy Association Professional Standards and Complaints Committee within the past two years.

By signing this application, the applicant attests that the above statements are true. Where this is not the case, and where a complaint or conviction does not relate to a bioenergy business activity, a special application may be made to the Accreditation Administrator seeking an exemption from these criteria.

### Declaration

As a supplier of solid biofuel, I am applying for renewal of accreditation under the Solid Biofuel Supplier Accreditation Scheme. If accepted, I agree to continue to be bound by the rules and regulations of the Scheme as set out from time to time on the website - [www.usewoodfuel.org.nz/solid-biofuel-suppliers](http://www.usewoodfuel.org.nz/solid-biofuel-suppliers).

I confirm that, to the best of my knowledge, all information provided in this application is true and correct. For the purposes of assessing this application, I authorise the Accreditation Administrator, its representatives and appointed Scheme Assessors to use the information provided and to contact my referees and any other persons directly or indirectly associated with the information supplied.

**Applicant Full name:** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

## 7. Processing of Renewal Application

Applications for renewal of accreditation must be submitted to the Accreditation Administrator, together with the **renewal fee of \$400 plus GST**. The Accreditation Administrator will either confirm renewal of accreditation or request further information within five working days of receipt.

The annual renewal fee includes:

- Application processing costs, including:
  - Administration
  - Assessor fees (if required)
  - Assessor site audit (if required)
- Maintenance of the Solid Biofuels Supplier Accreditation Register published on [www.usewoodfuel.org.nz/resource/is53-register-of-solid-biofuel-suppliers](http://www.usewoodfuel.org.nz/resource/is53-register-of-solid-biofuel-suppliers)
- General record maintenance
- Promotion of the accredited supplier's details on the website.

The criteria for accreditation are set out in the [Solid Biofuel Supplier Accreditation Scheme Guidance Document](#). Upon confirmation of renewal, a new accreditation certificate will be issued within five working days.