**Wood Energy Supplier Accreditation Scheme Accreditation Renewal**

The following information is required annually to maintain accredited status:

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| 1. **Accredited Supplier** | |
| **Name of company:** |  |
| **Trading name or brand:** |  |
| **Current accreditation certificate number and issue and expiry dates**  (if not stated expiry is 12 months after issue) |  |
| **Main contact person:** |  |
| Position title: |  |
| Tel: |  |
| Mobile: |  |
| Email: |  |

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| 1. **Quality Management System** | |
| **QMS Update** | **Provide an update on the QMS including improvements, reviews, audits etc and activities to keep it current.** |
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| **Significant changes to operations** | **Provide a brief report on any significant changes to the information in the original accreditation application.** |
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| 1. **Implementing your Quality Management System** |
| **A brief update on staff training** |
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| **Detail any changes in the training being provided and provide a summary of activities since original accreditation.** |
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| 1. **Demonstration of continuous supply of contracted fuel** | |
| **Sample Test Data** | **(Per wood fuel type) Submission of one typical contract fuel specification and two sets of delivery test records with supporting verification test reports. (The Scheme Administrator requires evidence at least annually of quality fuel production and its delivery to the market.)** |
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| **Ongoing Quality Management / Customer Service** | **Provide updated details of the success of customer service plus details of complaints or disputes with customers and how they have or are being resolved.** |
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| **Customer Reference** | **Provide contact details for two customers who can provide a reference of satisfactory fuel supply.** |
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| 1. **Privacy** |

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

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

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| 1. **Declaration and authorisation for Registration** |

To be accredited a supplier must not have:

1. had any complaints upheld against them in any court or dispute tribunal relating to any bioenergy related business activity, or
2. had any conviction for dishonesty, theft or similar crimes in a court of law, or
3. been the subject of any successful complaint to the Bioenergy Association Professional Standards and Complaints Committee within the last two years.

In signing this application the applicant is attesting that these statements are true. Where this is not the case and the complaint or conviction does not relate to a bioenergy business activity a special application may be made to the Accreditation Administrator for exemption from this criteria.

**Declaration**

As a supplier of Solid Biofuel I am applying for renewal of accreditation under the Solid Biofuel Supplier Registration Scheme. If accepted I agree to continue to be bound by the rules and regulations of that accreditation as set out from time to time on the website [www.usewoodfuel.org.nz](http://www.usewoodfuel.org.nz). I confirm that my responses to all questions in this application are correct to the best of my knowledge.

For the purposes of assessment of this application, I authorise the Accreditation Administrator representatives and appointed Scheme Assessors to use all information provided by me in making this application and contact my referees and other persons directly or indirectly associated with the information that I have supplied.

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

(Applicant)

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

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| 1. **Processing of renewal application** |

The application for renewal of accreditation should be sent to the Wood Fuel Supplier Accreditation Administrator along with a renewal fee payment of $400 plus GST. The Accreditation Administrator will confirm renewal of the accreditation or seek further information within five working days.

The Annual Renewal Fee includes the following:

* Application processing costs
  + Administration
  + Assessor fees (if required)
  + Assessor Site Audit (if required)
* Maintenance of the Accredited Wood Fuel Supplier Register
* General Record Maintenance
* Promotion of the registered supplier’s details on the website

The criteria for accreditation are set out in the Scheme Guidance Document.

On confirmation of renewal of accreditation a new accreditation certificate will be provided within five working days.