



Solid Biofuel Supplier Registration Scheme

Supplier Application Form

Information Box 1: About this Form

- This form is to be submitted as part of a number of items of evidence for initial registration under the **Solid biofuel Supplier Registration Scheme**.
- Use the **Solid Biofuel Supplier Registration Scheme Guidance Document** (SBSRS 01) to assist you as you complete this form.
- The Bioenergy Association is the designated '*Registration Administrator*'.
- Further details about the scheme can be found here - www.usewoodfuel.org.nz/solid-biofuel-suppliers

Note - Information provided as part of the scheme is confidential to the Registration Administrator and the Supplier Assessor who will be contracted to assess applications for registration. Your details are not disclosed to any other party

1. About you – contact details

Name of company:	
Trading name or brand:	
Website address:	
Main contact person (full name):	
Position title:	
Tel:	
Mobile:	
Email:	
Physical address:	
Postal address (if different)	
Deputy contact person (full name):	
Position title:	
Tel:	
Mobile:	
Email:	
Physical address:	
Postal address (if different)	

Categories under which registration is sought (please indicate [YES or NO])

Category	Description	Yes / No
1	Supplier of wood chip	
2	Supplier of wood pellets	
3	Supplier of hog fuel	
4	Supplier of urban wood fuels	
5	Supplier of compressed firelogs and briquettes	
6	Supplier of torrefied wood	
7	Supplier of herbaceous biofuels	
8	Supplier of residential firewood	

Do you have registration from any other certifying body¹ eg DINplus, ENplus, Goodchips? (please 'tick') If Yes, please provide details of the products covered and attach relevant documentation as evidence of certification.

YES NO

Give a brief outline of your company and your activities so that the Registration Administrator understands the nature of your business for which you are seeking registration. You may wish to include the following aspects – note your Company Mission Statement; How many employees are directly involved in your solid biofuel activities; Which products/services do you offer; Who are your suppliers / customers? *(Provide a snapshot only – details are to be provided elsewhere in this application)*

Are you the producer ² of the supplied fuel?	
Do you purchase fuel wholesale from a producer for on-sale and supply?	
If purchasing from a producer what quality assurance requirements do you have of your fuel producer? How are these set out contractually?	
What methods do you have for biomass fuel storage and general fuel management?	
Describe your positioning in the market? Are you open to the public with a retail outlet? How do you promote your products for sale?	

¹ Where accreditation/certification from a recognised certifying body for production and supply of biomass fuel is held by the applicant the information sought in section 3 may not be required by the Registration Administrator. Please discuss this with the Administrator before finalizing this application. Depending on the alternative certification held less information may need be supplied and the Registration Administrator will not duplicate the enquiries that have already been made by the certifying body.

² A producer of the fuel is the party who chips/hogs/shreds the biomass to make it into a useable fuel.

2. Information required for Registration

Information Box 2: Information required for Registration

The following questions relate to your processes and procedures, what you do and how you do it and in particular how you work to deliver a quality product. The information identified is required for a successful application. Please answer all the questions and where requested, provide explanations and supply the requested evidence. Where you are unable to provide the information please advise why this is the case and indicate your plans (and timescale) to address the issue. The Registration Administrator may issue you with a 'Limited' registration subject to your commitment to provide the missing information within an agreed timeframe. Avoid leaving blank spaces or unanswered questions.

Part A – Quality Management System

This section establishes the existence of your procedures to ensure that your process is quality driven. See the [Scheme Guidance Document](#) (SBSRS 01) for more information. Please answer all questions. If your processes for specific product are certified by an independent certifying body please provide evidence of current certification instead of the QMS documentation requested below.

- **QMS Documentation**

Do you have a formal QMS in place currently? (please 'tick')

YES	<input type="checkbox"/>
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NO	<input type="checkbox"/>
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If 'YES' please attach a copy to your application

If 'NO', please explain below what management policies and procedures you do have in place. Outline the reasons why you do not have a formal QMS and your plans to develop and implement a formal QMS noting a timescale for implementation. List the management procedures you have in place and attach the relevant documentation

Your QMS (or alternative) should address the following issues. Please indicate if it does and how. Provide separate evidence (including copies of documents) supporting each yes responses. If you answer 'no' to any of these issues please note your intentions (and timescale) to address them.

Issue	Covered (yes / no)	Explanation
1. Person appointed to manage the quality system		
2. What feedstock and product specifications are used		
3. Product testing undertaken		
4. Do you provide customers with a product Certificate of Quality. If so please attach a copy.		
5. Product handling and storage including moisture exclusion and protection from the weather,		
6. Batch identification, segregation, traceability and storage.		
7. Test methods and equipment a. Maintenance of equipment and calibration b. Type of tests performed in house c. Use of external test laboratories d. Laboratory or test room registration status and QC tester qualifications/experience.		
8. If you purchase biomass material to be made into fuel or product made by another party how you manage quality related issues, eg your contractual agreements to contractors for services and management of complaints etc—How do you ensure that you have received a quality fuel from your producer i.e. how is 'quality' addressed in your contractual Terms and Conditions?		
9. How you work with your customers on quality related issues including for example to customers - the provision of information, advice, and management of complaints etc; to contractors – your contractual agreements for services.		
10. What processes do you have in place to manage non-conforming fuel?		

- **QMS Internal Review**

Outline your internal review procedures regarding your QMS. If these are not established, note 'not established' and advise when will they be and how?

- **QMS External Audit**

Has your QMS been audited? (please 'tick')

 YES

 NO

If 'yes' please attach the auditor's summary comments here.

If 'no', please explain in the space below when the QMS is scheduled to have an external audit.

Part B – Staff Training

Outline the biomass fuel supply training procedures and initiatives that you have in place noting the frequency of training, topics and how many staff members are trained and on what aspects of your activities. Reference your QMS and provide supporting evidence as appropriate.

Part C – Ensuring Product Quality

The Scheme Guidance Document SBSRS 01 sets out information on the requirements for sampling and testing.

Provide the following information supported by relevant documentation/evidence:

1.	An outline of how retail samples are selected (e.g. site and season) and sampling frequency.	
2.	Tests undertaken	
3.	Any examples of the need to rectify product and lessons learned.	
4.	Representative examples of test results.	
5.	Facilities for dealing with customer complaints and claims relating to quality.	
6.	An outline of the sampling and testing you carry out.	

7.	An outline of your testing facilities; tests you can carry out on your production site and independent laboratories you use for non urgent tests.	
8.	Ability to investigate changes to your processes by laboratory trials, either on a standalone basis or with partners.	
9.	Participation in any QA audits, e.g. ISO 9001 and the areas they cover or other quality assurance activities associated with sampling and testing.	
10.	Information on retained samples and records kept.	
11.	Any recent examples of product failing to meet specification but detected and able to be rectified before leaving your production facility.	
12.	Information on your ability to quarantine and reprocess or dispose of faulty product.	
13.	Any examples of incidents you may have experienced in the last year such as product released to the marketplace which was later found to be outside contracted specification, the reasons for this and the actions you took to identify and rectify the problem.	
14.	A representative sample of sets of results for your normal batch release tests carried out during the past year.	

3. References

In support of your application for Solid Biofuel Supplier Registration please provide the details of five customers or contractors/clients as referees. The Registration Administrator will contact two of these referees to source feedback on your procedures, your operations and their overall experience of doing business with you. Ensure you have at least one referee for each fuel type you supply and for which you wish to be registered.

The Registration Administrator will contact these referees. Provision of their details confirms your approval of this contact taking place.

Referee name	
Company	
Contract details	
Relationship	
Fuel supplied	

Referee name	
Company	
Contract details	
Relationship	
Fuel supplied	

Referee name	
Company	
Contract details	
Relationship	
Fuel supplied	

Referee name	
Company	
Contract details	
Relationship	
Fuel supplied	

4. Information required for Registration listing

The Registration Administrator will maintain the names, contact information, and the details of the product supplied by Registered Solid Biofuel Suppliers on the Scheme website www.usewoodfuel.org.nz/solid-biofuel-suppliers so that your registration and services offered can be promoted to potential customers.

To assist with appropriate promotion on www.usewoodfuel.org.nz of your specific activity, please provide no more than 200 words to outline your product or the service you offer, who you are and what you do so that this information can be included in your web profile. Please also provide your logo as a high-resolution jpeg file.

[Enter your 200 words here]

By signing this application you authorise the Registration Administrator to publish your name, contact details and other information provided by you on the Solid Biofuel Supplier Registration Scheme website if you are accredited

5. Privacy

The Registration Administrator will retain one copy of your application documents on file. For your application to be processed, all questions must be answered.

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

6. Declaration and authorisation for Registration

To be registered 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 conviction for dishonesty, theft or similar crimes 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 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 Registration Administrator for exemption from this criteria.

Declaration

As a supplier of Solid Biofuel I am applying for registration under the Solid Biofuel Registration Scheme. If accepted I agree to be bound by the rules and regulations of that registration as set out from time to time on the website 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 Registration 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** _____
(Applicant)

7. Processing this application

Please ensure you enclose all details / evidence required to support your application.

See box below for details to send your completed application and payment covering the application and initial assessment fee. Any enquiries should be directed to the Registration Administrator

<p>Postal address: Registration Administrator Solid Biofuel Supplier Registration Scheme, c/o Bioenergy Association, PO Box 6104, Moturoa, New Plymouth 4344</p>	<p>Payment options: Credit Card: Email executive@bioenergy.org.nz requesting credit card payment details. Please note that a \$4 service fee will apply.</p>
<p>Email: executive@bioenergy.org.nz Any enquiries should be directed to the Registration Administrator</p>	<p>Direct Credit: Bank: Westpac Branch: Cuba St Account Number: 03- 0510-0812287-00 Swift Code: WPAC NZ 2W Use SBSRS and your organisation as the reference</p>