## Application Form
### Wood Fuel Quality Assurance Scheme

### Name of Organisation

### Address

### Contact Name | Function:
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### Telephone number | Web URL (if any):
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### Direct dial number | e-mail:
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### Date of RFQ submission

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**Documentation to be submitted for Stage 1 document review:**

- C2: Tax clearance
- Insurance Policy
- Quality Policy
- Fuel Specification
- Quality Manual/Documents
- Health and Safety Statement
- Application Fee (€ 200)

### Type of fuel produced:  
- Briquettes ☐,  
- Pellets ☐,  
- Logs ☐,  
- Wood Chip ☐,  
- Other ☐

### Information for quotation / application purposes

<table>
<thead>
<tr>
<th>Amount produced / year</th>
<th>Tonnes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locations (if more than above)</td>
<td></td>
</tr>
</tbody>
</table>

### Number of people involved in the above business:

### Working hours (Mon – Fri):

### Country of origin of wood

### Approx. number of customers

### Anticipated date for assessment:

### Name of Consultant (if used)

### Additional information:

### Signature agreeing to comply with NSAI Contract Agreement CD-00-01 and WFQA Addendum CND-53-01:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

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*Completed forms may be faxed to (01) 807 3825 or send to Cathy Martin, NSAI, 1 Swift Square, Northwood, Santry, Dublin 9 or Email: cathy.martin@nsai.ie*

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**OFFICE USE ONLY**  
Inspector:  
Date received:
Four Step Route to Certification

**Step 1 - Application**
- Company implements system
- Applies to NSAI
- Application Acknowledged
- Confirmation that fee and documentation received
- Application assigned to Inspector

**Step 2 - Document Review**
- Application assessed by Inspector
- Liaison with applicant on issues arising (if any)
- Dates agreed for site assessment

**Step 3 – Site Visit**
- Site visit by NSAI inspector
- Findings reported at close of visit
- Sample taken for analysis
- Actions taken to address findings from site visit as appropriate
- Inspector confirms acceptability of actions

**Step 4 – Certification**
- Results received from WIT
- Action required if analysis fails to meet supplier’s fuel specification
- Final report issued
- Certification decision and certificate issued

Standards are available from ILI, Northumberland House, 42/44 Northumberland Road, Dublin 4. Tel: 01- 857 67 30 or 01- 857 67 31   email: info@standards.ie