



Application Form Wood Fuel Quality Assurance Scheme

Name of Organisation			
Address			
Contact Name		Function:	
Telephone number		Web URL (if any):	
Direct dial number		e-mail:	
Date of RFQ submission			
Documentation to be submitted for Stage 1 document review:			
C2: Tax clearance	<input type="checkbox"/>		
Insurance Policy	<input type="checkbox"/>		
Quality Policy	<input type="checkbox"/>		
Fuel Specification	<input type="checkbox"/>		
Quality Manual/Documents	<input type="checkbox"/>		
Health and Safety Statement	<input type="checkbox"/>		
Application Fee (€ 200)	<input type="checkbox"/>		
Type of fuel produced: Briquettes <input type="checkbox"/> , Pellets <input type="checkbox"/> , Logs <input type="checkbox"/> , Wood Chip <input type="checkbox"/> , Other <input type="checkbox"/>			
<i>Information for quotation / application purposes</i>			
Amount produced / year	Tonnes		
Locations (if more than above)			
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:			
Name:		Signature:	Date:
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			
OFFICE USE ONLY	Inspector:		Date received:

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