

Application

to become a listed body for the inspection of pellet producer and trader for ENplus certification

In accordance to the ENplus handbook, only inspection bodies that are listed with EPC are accepted for verification within the ENplus system. Listed inspection bodies have to be accredited according to EN ISO 17020 and pay the fees to be listed by EPC on the official homepage (www.pelletcouncil.eu).

All auditors have to be announced to the EPC (enplus@pelletcouncil.eu) before their first audit. In the case of an organisation that performs work as both inspection and testing body, it has to apply and be listed twice. Listing fees have to be paid after EPC has confirmed that the requirements for listing have been fulfilled. Payment is a prerequisite for being listed.

In case of any questions please contact:

Jakob Bosch (Phone: +49 30 6881599 56; Email: bosch@pelletcouncil.eu)

In order get listed, please complete this form and send

- an electronic version to enplus@pelletcouncil.eu
- 2 signed paper copies to AEBIOM office:

AEBIOM – European Biomass Association
Place du Champ de Mars 2
1050 Brussels
Belgium

Information about the Company

Company name: _____

Company name in English: _____

VAT number: _____

Address: _____

City, Postcode & Country: _____

Contact person (first name and surname): _____

Phone: _____

Fax: _____

Email: _____

Web: _____

- My organisation wishes to be listed as **inspection body** on the EPC website. I have read the current version of the ENplus handbook and I confirm that my organisation complies with the registration requirements stated under §8.1
- My organisation operates a laboratory for the analysis of wood pellets (please complete the application form for testing bodies as well).
- My organisation does not operate a laboratory for the analysis of wood pellets and therefor collaborates with the following testing body listed by EPC:

- My organisation is involved into another certification program for wood pellets or offers other services related to wood pellets.

Name & short description

Accreditation:

- My organisation is accredited according to EN ISO 17020
- The scope of the accreditation includes EN 14961-2 and EN 15234-2 and/or the ENplus handbook.
- My organisation has started the application process to become accredited according to EN ISO 17020 with a scope on EN 14962-2 and EN 15234-2 or the ENplus handbook.

Please describe the relevant scopes of accreditation your company holds (add a proof of accreditation) or will apply for. EPC may allow reasonable exceptions for the scope of accreditation. In case your company is not accredited yet please indicate the month that you expect it to be accredited:

Sites

Number of offices etc. situated at different locations which are active within ENplus :

Please complete the information sheet in the appendix for every location.

Auditors

Number of auditors carrying out inspections within the ENplus scheme: _____

Please complete the information sheet in the appendix for every auditor.

Terms and Conditions

Preface

The European Biomass Association (hereafter named AEBIOM) provides producers and traders of wood pellets with a certification system through which these can provide proof for the special quality of the pellets resp. the appropriate handling of wood pellets according to the „Handbook for the certification of wood pellets for heating purposes“ (hereinafter named Handbook, the current version published on the internet site www.enplus-pellets.eu) of the European Pellet Council (hereafter named EPC).

The certification program is implemented by the EPC being organized within AEBIOM. Hereafter the names EPC and AEBIOM are used synonymous. AEBIOM/EPC provides acknowledged national licensers (NL) with the right to organise ENplus in their country and to grant the ENplus seal to companies applying the requirements defined in the current version of the handbook.

Listed inspection bodies have to inspect applying and already certified producers and traders with bagging stations. Based on the results of the inspection, a listed certification body evaluates if an inspected company meets the requirements defined in the current version of the ENplus handbook or not.

Only inspection bodies listed with AEBIOM/EPC are allowed to be active within the ENplus scheme.

In signing this application, the applying inspection body (hereafter named the applicant) acknowledges the provisions of the current version of the Handbook that determines the relationship between the inspection body and AEBIOM/EPC and their contractual partners.

Listing

The applicant acknowledges all duties and obligations established in the current version of the Handbook. In order to be able to be listed, the applying inspection body has to hold an accreditation according to ISO 17020 with a scope on EN 14961-2 and EN 15234-2 or the current version of the handbook. The European Pellet Council may allow reasonable exceptions.

Furthermore all auditors carrying out audits within the ENplus scheme have to fulfil the requirements defined in the current version of the handbook and have to be acknowledged by AEBIOM/EPC.

In case fuel analyses are carried out by an in-house laboratory, the inspection body will have to apply for becoming listed testing body as well. In case the inspection body collaborates with an external testing body, this company has to be listed by AEBIOM/EPC.

Confidentiality and non-disclosure

EPC hereby agrees to non-disclosure of all customer-related information, received through contact with the listed inspection body if this information is not available elsewhere, if the customer (applicant or certified company) releases AEBIOM/EPC from its non-disclosure obligation or if obliged by law to forward this information.

The applying inspection body hereby accepts to treat all documents given by AEBIOM/EPC with confidentiality, if these are not publicly available or intended for publishing.

Obligations of the Applicant

The compliance of applying and already certified companies with all requirements defined in the current version of the handbook has to be assessed carefully during audits.

The applicant hereby undertakes to provide all relevant documents and information to AEBIOM/EPC and their contractual partners, as required by the current version of the handbook. He has to assure

that the transfer of information is not contradictory to the assignments in his contract with companies applying for or holding an ENplus certification.

The inspection body has to pay the annual listing fee according to the current version of the schedule of fees.

AEBIOM/EPC is allowed to ask for additional information if needed.

Liability

The applicant exempts AEBIOM/EPC from all claims from third parties that are made because of product defects or service deficiency. AEBIOM/EPC is only liable to the applicant – as long as there is no violation of essential contractual duties or injury to life, limb or health – only for intent or gross negligence. In case of culpable violation of essential contractual duties that do not rest on intent or gross negligence, liability is limited to the reasonably foreseeable damages typically associated with this contract. Damage claims for contractual termination of the use contract, withdrawal or suspension of the right for use of the certification are excluded.

Place of Jurisdiction

Place of jurisdiction is Brussels. The terms are subject to Belgium law.

Final Provisions

Rights and obligations from this contract can only be passed on to a third party upon agreement of the respective contract partner. In the case of a universal succession or a legal succession according to the transformation act the rights and obligations of the contract are passes without agreement.

Amendments or supplements to this contract are to appear in written form to become valid and have to be expressly designated as such.

Your personal data are stored according to Belgian law and are used in automated processes. They are used only for processing this contract.

.....
Place, Date

.....
Signature/Stamp Applicant

Filled in by AEBIOM:

Application approved

Application rejected

.....
Place, Time

.....
Signature

Attachments

- Proof of accreditation according to EN ISO 17020
- Data sheet for every auditor
- Data sheet for every location
- Draft of the contract with the customers
- Draft checklist for the audits of producers and traders

Appendix: auditor data sheet

Please complete this template for every auditor that will carry out inspections within the ENplus scheme.

Basic information

First name: _____

Surname: _____

Phone: _____

Email: _____

Languages: _____

Location the auditor is mainly working for :

Initial ENplus auditor training

(Please don't confuse the initial auditor training with the auditor workshops)

Organising institution: _____

Date: _____

Confirmation of participation at three audits of pellet productions

Date	Lead auditor (name & company)	Scheme*

* ENplus, DINplus, other scheme (please specify)

Appendix: location data sheet

Please complete this template for every location of your company that will be involved into Enplus certification.

Company name: _____

Company name in English: _____

VAT number: _____

Address: _____

City and Postcode: _____

Country: _____

Contact person (first name and surname): _____

Phone: _____

Fax: _____

Email: _____

Web: _____

Does the location hold the required accreditation?

Yes

No

Comments (e.g. other accreditations related to the inspection of goods and production facilities in case the location does not hold the required accreditations yet).