

## Application for registration of a certification body under the REDcert certification systems

- *The certification body is responsible for the content of the application and the supporting documents as well as for the preliminary verification of the data / information transmitted to REDcert.*
- *All information is handled confidentially and is only used to check the experience as an auditor.*
- *Please use only this template to apply for approval of REDcert certification body. Other templates will not be accepted by REDcert.*

<b>1. Master data of the organisation</b>	
<b>Name and legal form of the organisation</b>	
<b>VAT identification number</b>	
<b>Name of the responsible person</b> (the person responsible has to be authorised to legally represent the certification body)	
<b>Name of the REDcert<sup>2</sup> contact</b> (the REDcert <sup>2</sup> contact person is responsible for communicating with REDcert and providing information externally/internally under the REDcert certification system.)	
<b>Address</b> (Street & number)	
<b>Postal code, city</b>	
<b>Country</b>	
<b>Different postal address</b>	
<b>Phone number</b>	
<b>Fax number</b>	
<b>E-mail</b>	

<b>2. Approval as certification body</b>	
<b>Recognition by a competent accreditation body</b>	<input type="checkbox"/> Yes / <input type="checkbox"/> No (please check the item that applies. If <b>Yes</b> , please enclose documentary proof)
<b>Name of the responsible accreditation body</b>	
<b>Address of the responsible accreditation body</b>	
<b>The registration number is:</b>	
<b>Is approval limited to individual countries or states?</b>	<input type="checkbox"/> Yes / <input type="checkbox"/> No (please check the item that applies; if <b>Yes</b> , please enclose documentary proof)
<b>Is approval limited to individual scopes?</b>	<input type="checkbox"/> Yes / <input type="checkbox"/> No (please check the item that applies; if <b>Yes</b> , please enclose documentary proof)
<b>Is approval limited to individual types of biomass, biomass fuels, or energy?</b>	<input type="checkbox"/> Yes / <input type="checkbox"/> No (please check the item that applies; if <b>Yes</b> , please enclose documentary proof)
<b>3. Admission for REDcert certification scheme</b>	
<input type="checkbox"/> REDcert-EU <input type="checkbox"/> REDcert <sup>2</sup> <input type="checkbox"/> REDcert <sup>2</sup> -chemistry	
<b>4. QM system and documentation of the certification body</b>	
<b>Description of the certification process</b> <small>(schematic diagram of workflow)</small>	(Please enclose documentary proof)
<b>Description of risk management</b>	(Please enclose documentary proof)
<b>Process for issuing certificates</b>	(Please enclose documentary proof)
<b>Process for revoking and reinstating certificates</b>	(Please enclose documentary proof)
<b>Document management system in place</b>	(Please enclose documentary proof)
<b>List of employees in the certification body who take the certification decisions</b>	(Please enclose documentary proof)

<b>List of auditors including application for approval of auditors</b>	(Please enclose documentary proof)
<b>Description of the independence and impartiality regime</b>	(Please enclose documentary proof)
<b>Existence of a training plan</b>	(Please enclose documentary proof)
<b>Measures for transparency and prevention of misuse</b>	(Please enclose documentary proof)
<b>Process for handling complaints and claims</b>	(Please enclose documentary proof)

Place / date:

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Name (in plain writing) and signature of the person responsible at the certification body, if applicable firm stamp:

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