

SCOTTISH GOVERNMENT EMISSIONS REDUCTION REGISTER (SGERR)

COMPANY CONDITIONS, GUIDELINES AND APPLICATION FORM

Issue 1



TABLE OF CONTENTS

1. INTRODUCTION	3
2. CONTACT DETAILS	3
3. CONDITIONS OF COMPANY ELIGIBILITY	4
4. GUIDELINES FOR COMPANY ELIGIBILITY	4
5. APPLICATION FORM FOR COMPANY ELIGIBILITY	6
6. DATA PROTECTION STATEMENT FOR THE SGERR PROGRAMME	9

1. INTRODUCTION

The Scottish Government has launched an Air Quality Grant Scheme to provide grants to local authorities for retrofitting vehicles operated by them with particulate matter (PM) abatement equipment. The primary aim of the scheme is to support local authorities in improving air quality as part of their statutory local air quality management responsibilities. Implementation of the Air Quality Grant Scheme will be supported by the Scottish Government Emissions Reduction Register (SGERR) which the Energy Saving Trust (EST) will be managing at the request of the Scottish Government.

EST is a not-for-profit company funded by Government and the private sector. It aims to reduce carbon dioxide emissions and improve air quality by promoting the sustainable, clean and efficient use of energy. The SGERR programme will offer independent certification of aftertreatment equipment, providing an assurance that it satisfies the technical requirements of the grant scheme. Only equipment included on the SGERR will be eligible for grant funding under the Scottish Government's Air Quality Grant Scheme.

Certification under the SGERR programme is a two-stage process. The first stage of certification is an assessment of 'Company Eligibility'. The second stage is an assessment of the PM abatement equipment. Applications to become an Eligible Company and to supply an Approved Product(s) must be made consecutively. Full details of the certification conditions for PM abatement equipment, and an application form, are available from the SGERR Administrator at the address shown in section 2.

This document sets out the conditions which companies must meet in order to qualify for 'Eligible Company' status under the SGERR programme. If EST is satisfied that the conditions for obtaining Eligible Company status have been met then companies will receive written confirmation of this from EST. If an application is successful then the details of the company and any Approved Products it supplies will be entered by EST on the SGERR. Further details on the company assessment process are provided in the SGERR Company Assessment Checklist, which is available from the SGERR Administrator.

EST reserves the right, at its discretion, to decline an application if it is not satisfied that all the relevant conditions have been met, or will be met in the future. If declined, an applicant company will not normally be able to submit a further application within 6 months of communication of EST's decision.

Only manufacturers or distributors of PM abatement equipment may apply for approval under the SGERR programme. In addition, distributors must provide evidence that they have the manufacturer's authority to distribute the relevant equipment.

2. CONTACT DETAILS

For further information or to make an application please contact:

The SGERR Administrator
Accreditation Team
Energy Saving Trust
21 Dartmouth Street
London, SW1H 9BP
Tel: 020 7222 0101
Email: accreditation@est.org.uk
Fax: 020 7654 2444

The programme register can be accessed at:

<http://www.energysavingtrust.org.uk/scotland/SGERR>

3. CONDITIONS OF COMPANY ELIGIBILITY

3.1 General

In order to achieve and maintain Eligible Company status a company must at all times comply, to EST's satisfaction, with the following requirements:

- a. it must demonstrate that it meets the legal entity, financial, quality, warranty and insurance requirements set out in section 4 and described in the SGERR Company Assessment Checklist.
- b. it must provide its customers with a high standard of customer care including, but not limited to, implementing an effective system for dealing with customer complaints, and must demonstrate that it has in place an adequate and effective Quality Management System.
- c. any services (such as fitment of PM abatement equipment) it provides must be carried out by competent, suitably trained, experienced and properly supervised personnel using all reasonable care, skill, diligence and in accordance with industry best practice.
- d. it must accept that issues of non-conformity (whatever the source) with the certification requirements must be addressed in an effective and timely manner and that failure to do so may result in withdrawal of Eligible Company and/or Approved Product status.
- e. it must comply at all times with the certification conditions for aftertreatment systems.
- f. It must comply with the Energy Saving Trust Certification Terms & Conditions.

4. GUIDELINES FOR COMPANY ELIGIBILITY

The SGERR company assessment aims to provide a level of confidence to customers about the quality of products and the provision of services by SGERR Eligible Companies. This section provides guidance on the scope of the SGERR company assessment process. The information presented is not intended to be prescriptive, but should assist applicant companies in preparing for assessments. Further details of the requirements are contained in the SGERR Company Assessment Checklist.

4.1 Company Status

The applicant must demonstrate it is a legal entity. It may be a sole trader, partnership, limited liability partnership or a limited company. For the purposes of this document, 'company' and 'Eligible Company' may refer to any of the aforementioned entities. Incorporated companies, must be registered in England & Wales, Scotland or Northern Ireland and must provide a copy of their Certificate of Incorporation. Sole traders and partnerships must provide a copy of their VAT Registration Certificate.

4.2 Financial Details

The company must satisfy EST that it has a solvent, financially stable business. To this end, the company must provide, as a minimum, the following information:

- a. details of turnover for the last two years.
- b. audited financial accounts for the last two years.

Companies that have been recently formed and cannot show this information, or partnerships and sole traders that do not have audited accounts, may still apply. Additional information may be requested by EST in this instance.

EST will also undertake financial and/or credit checks on companies applying for approval, and annual financial and/or credit checks thereafter. The results of these checks will remain confidential to EST.

Where EST is not satisfied that a company has demonstrated that it meets the financial requirements, EST may ask for additional evidence and information at its discretion.

4.3 Quality Management System

The company must have an acceptable Quality Management System (QMS) in place to demonstrate its ability to supply, and continue to supply, products which fulfil customer and applicable regulatory requirements, and the SGERR certification requirements. The company must ensure that all relevant employees, agents or sub-contractors carrying out activities on its behalf are made aware of and comply with the SGERR certification requirements. For further details on the quality requirements, please refer to the SGERR Company Assessment Checklist, which is available from the SGERR Administrator.

4.4 Warranty

The company must provide a comprehensive 1-year parts and labour warranty for all Approved Products it supplies, with warranty cover effective from the date of their installation. The warranty must include both technical performance and function and quality of manufacture and installation, and provide full cover for parts, labour and on-site support costs

4.5 Insurances

If the company has one or more employees it must hold suitable Employer's Liability Insurance, providing cover for a minimum of £5,000,000 (five million pounds) for any one occurrence.

The company must also hold suitable Product and Public Liability Insurance providing cover for a minimum of £5,000,000 (five million pounds) for any one occurrence (which may be aggregated), in respect of its business activities and the equipment that it supplies or fits to vehicles.

The applicant must provide EST with copies of valid certificates of insurance and, if requested, further relevant information such as a current insurance policy booklets or schedules of insurance.

4.6 Licensed Technologies

Distributors of PM abatement equipment applying for approval under the SGERR programme must provide evidence that they have the manufacturer's authority to distribute the relevant equipment. For instance, this may take the form of a franchise or licensing agreement, or a formal letter from the manufacturer confirming permission for the distributor to supply the relevant equipment.

5. APPLICATION FORM FOR COMPANY ELIGIBILITY

This application form should be completed in full by manufacturers and distributors of PM abatement equipment. If Eligible Company status is awarded by EST, the details given in this application form will provide the basis of the Eligible Company information contained within the Scottish Government Emissions Reduction Register, which is maintained by EST and made available to the public via EST's website: <http://www.est.org.uk/scotland/SGERR>

1 GENERAL INFORMATION	
1a Company Information	
Name of Organisation	
Designated Contact Name	
Job Title	
Business Address	
Telephone No	
Fax No	
Email (for EST use only)	
Email (to be displayed on public register)	
Website URL (web address)	
Company Registration No. (or VAT No. if not registered at Companies House)	
Registered Address (if different from above)	
Date of company registration in the UK	
Date of company formation (if different from above)	

1b Type of Organisation

Do you represent (please tick box that applies below):	Tick Box:	
A sole trader	<input type="checkbox"/>	
A partnership	<input type="checkbox"/>	
A limited liability partnership	<input type="checkbox"/>	
A private limited company	<input type="checkbox"/>	
A public limited company	<input type="checkbox"/>	
Other (please describe opposite)	<input type="checkbox"/>	

1c Company Activities

Describe below the activities, products and/or services offered by your company (please continue on a separate sheet if necessary):

--

2 Declaration

I/We hereby apply for Eligible Company status under the SGERR programme. I/We understand that, in order to obtain and maintain Eligible Company status, I/we must satisfy and comply with the conditions set out in this document and in the document 'Certification Terms and Conditions' at all times. I/We also confirm that to the best of my/our knowledge all the information provided in support of my/our application is accurate and true. I/We understand that if any of the information provided by me/us is found not to be true and accurate, then my/our Eligible Company and/or Approved Product status may be suspended or withdrawn immediately by the EST.

Signature**Date****Name****Position/Job Title****For and on behalf of (Company Name)**

6. DATA PROTECTION STATEMENT FOR THE SGERR PROGRAMME



Data Protection Statement

The Energy Saving Trust, as Data Controller, will collect and process the personal information you provide for the purpose of assessing and administering your application under the SGERR programme. We will also use your details to keep you informed of any significant changes to the SGERR programme or any other programmes that may be of interest to you. EST will also retain your personal data for auditing purposes.

By filling in this application form you are agreeing to the aforementioned uses of your data.