

ENplus

**Quality Certification Scheme
For Wood Pellets**



ENplus Handbook

CANADA

Part 5: Scheme Organisation

Version 3.0, August 2015

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PREFACE

This document is part of the *ENplus Handbook*, version 3 defining the rules for the ENplus Quality Certification Scheme for Wood Pellets. The different parts of the handbook are:

- Part 1: General
- Part 2: Certification Procedure
- Part 3: Pellet Quality Requirements
- Part 4: Sustainability Requirements
- Part 5: Scheme Organisation
- Part 6: Schedule of Fees

The current versions of the documents are published on the international website of ENplus [www.enplus-pellets.eu] as well as on the national website [www.pellet.org].

General information about the scheme as well as a definition of terms can be found in Part 1 – General.

This document, part 5 (version 3.0) of the *ENplus Handbook*, contains the requirements for organisations responsible for conformity assessment, these are:

- Certification Bodies
- Inspection Bodies
- Testing Bodies

National Licensers will publish national versions of the *Handbook*. *Certified companies* have to follow the rules of the *Handbook* issued by the *Competent Management*.

In case of any dispute about the regulation defined in the *Handbook*, the regulation of the Master-Handbook applies (exception: national regulation).

Terms written in italic characters are defined in the section “Definitions of terms” in part 1.

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NORMATIVE REFERENCES

EN 14961-2: Solid biofuels – Fuel specification and classes – Part 2: Wood pellets for non-industrial use

EN 15234-2: Solid biofuels - Fuel quality assurance - Part 2: Wood pellets for non-industrial use

ISO 17225-1: Solid biofuels - Fuel specifications and classes - Part 1: General requirements

ISO 17225-2: Solid biofuels - Fuel specifications and classes - Part 2: Graded wood pellets

ISO 9001: Quality Management Systems – Requirements

ISO/IEC 17020: Conformity assessment - Requirements for the operation of various types of bodies performing inspection

ISO/IEC 17025: General requirements for the competence of testing and calibration laboratories

ISO/IEC 17065: Conformity assessment - Requirements for bodies certifying products, processes and services

Note: Until the referenced ISO analysis standards are published, analyses shall be performed according to the related CEN standard.

National solid biofuel standards, storage standards or requirements for pellet production and use, which do not contradict the above standards, can be added in the list of normative references by the *National Licensor*.

1 COMING INTO FORCE

The regulations defined in part 5 of the *ENplus Handbook*, version 3.0 will come into force with its publication on 1st of August 2015.

Certification Bodies, Inspection Bodies and Testing Bodies that are already listed by the *Licensee* at this point of time may continue to be active within the *ENplus* Certification Scheme under the conditions as defined in version 2.0 of the *ENplus Handbook* until 1st of August 2016.

2 CERTIFICATION BODIES

2.1 Tasks

Listed *Certification Bodies* assess the conformity of a company with the requirements of the ENplus Certification Scheme. The assessment is done based on an *Inspection Report* issued by

- a listed *Inspection Body* (producer certification or where an *Inspection Body* has been mandated by a listed *Certification Body* for a trader or service provider inspection)
- a listed *Certification Body* (trader or service provider inspection)

Furthermore trader and service provider inspections are conducted or mandated by the *Certification Body*. The *Certification Body* may contract listed *Inspection Bodies* to perform the inspections.

2.2 Listing Requirements

A listed *Certification Body* shall be accredited according to ISO/IEC 17065 with a member of the European Co-Operation for Accreditation (EA). The scope of accreditation must include ISO 17225-2 and EN 15234-2. The *Licensee* may allow reasonable exceptions.

Certification Bodies offering both inspection services for traders and service providers as well as certification services, shall ensure that inspection and conformity assessment is carried out by different employees.

Inspectors shall be listed with the *Licensee*. They shall have attended at least three producer inspections and a 2-day training course acknowledged by the *Licensee*. *Listed Inspectors* shall participate at least every second year in an inspectors' workshops organised by the *Licensee*.

An inspector contracted by one or more listed bodies, shall be employed by a body holding the required accreditation.

2.3 Application Procedure

Certification Bodies can apply for listing with the EPC based on the requirements stated in chapter 2.2 of part 5 of the ENplus Handbook. Written applications have to be submitted to the *Licensee*.

National Licensers can choose to collaborate with one or more listed *Certification Bodies* in their country or area as specified in the licensing contract with the *Licensee*. The agreement shall be completed with a written contract between both parties.

Templates for trader and service provider inspections as well as for contracts with clients will have to be approved by the *Licensee*.

Being active in a country with a *National Licensor*, a *Certification Body* can apply for activities in countries without a *National Licensor*.

3 INSPECTION BODIES

3.1 Tasks

Producer inspections are managed by *Inspection Bodies*. An *Inspection Report* including a laboratory report shall be provided to the *Certification Body* as well as to WPAC.

3.2 Listing Requirements

A listed *Inspection Body* shall be accredited according to ISO 17020. The scope of accreditation shall include ISO 17225-2 and EN 15234-2. The *Licensee* may allow reasonable exceptions.

Inspectors shall be listed with the *Licensee*. They shall have attended at least three producer inspections and a 2-day training course acknowledged by the *Licensee*. *Listed Inspectors* shall participate at least every second year in an inspectors' workshop organised by the *Licensee*.

An inspector contracted by one or more listed bodies, shall be employed by a body holding the required accreditation.

3.3 Application Procedure

Inspection Bodies can apply for listing with the *Licensee*. The proposed Inspectors and their qualifications shall be listed in the application. Templates for producer inspections and contracts with clients will have to be approved by the *Licensee*.

Listing with the *Licensee* is valid for all regions and countries.

4 TESTING BODIES

4.1 Tasks

Listed *Testing Bodies* analyse the quality of wood pellet samples provided by *Listed Inspectors*, *Certified Companies* or end-users. The analyses are carried out according to the testing standards specified in ISO 17225-2. Until the relevant ISO method is published, the corresponding method referred to in EN 14961-2 shall be applied.

A laboratory report shall be provided to the competent *Inspection Body*.

4.2 Listing Requirements

Testing Bodies shall be accredited according to EN ISO 17025 for the testing standards specified in ISO 17225-2. The *Licensee* may allow reasonable exceptions. *Testing Bodies* may collaborate to complete all the tests required by the standard.

4.3 Application Procedure

Testing Bodies that want to be listed shall make a formal application that includes evidence of their accreditations to the *Licensee*.

Templates for the contract with clients shall be approved by the *Licensee*.

Listing with the *Licensee* is valid for all regions and countries.