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| To apply to become a licensee for BES6001, please complete and return this application form to:  Responsible Sourcing Scheme Manager, BRE Global, Garston Watford WD25 9XX  Please refer to the supporting information from page 5. |

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| 1. **Applicant Organisation Details** | | | |
| Name of Organisation |  | | |
| Address |  | | |
| Contact Details | Name:  Position:  Tel:  Mobile:  Email: | | |
| Are you an accredited body? | Yes No | | |
| If you are an accredited body please provide details |  | | |
| Type of business | Ltd company | Sole Trader | Partnership |
| Company Registration No. |  | Date of Incorporation |  |
| Legal Status  (e.g. Limited by shares, Sole Trader etc…) |  | | |

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| 1. **Proposed Personnel Details**   *NB Skills and competencies will determined against the BES 6001 Scheme Document (SD 186)* | | | | |
| Proposed Auditors\* | | | | |
| Auditor 1 | Name:  Position:  Tel:  Email:  *Note: Please provide full CV with application and training/competency records.* | | | |
| Auditor 2 | Name:  Position:  Tel:  Email:  *Note: Please provide full CV with application and training/competency records.* | | | |
| Auditor 3 | Name:  Position:  Tel:  Email:  *Note: Please provide full CV with application and training/competency records.* | | | |
| Proposed Verifiers\* | | | | |
| Verifier 1 | Name:  Position:  Tel:  Email:  *Note: Please provide full CV with application and training/competency records.* | | | |
| Verifier 2 | Name:  Position:  Tel:  Email:  *Note: Please provide full CV with application and training/competency records.* | | | |
| Proposed Certification Scheme Manager\* | | | | |
| Certification Scheme Manager | Name:  Position:  Tel:  Email:  *Note: Please provide full CV with application and training/competency records.* | | | |
| \*Please enter the details of all personnel who will be involved in the delivery of the scheme | | | | |
| 1. **Licensee Business Planning Estimates** | | | | |
| Anticipated BES 6001 Certification Targets for Years 1 - 3 | | | | |
| Year | Number | Region\* | Size\*\* | Sector(s) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| Notes:  *\* - UK, Rest of Europe, US, Other America, Middle East, Far East, other (please specify)*  *\*\* - Number of sites* | | | | |
| Please describe your organisation’s experience and expertise in the proposed sectors and regions… | | | | |
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| Please describe your organisation’s aspirations with respect to developing its BES 6001 interests… |
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| 1. **Company Declaration** | | | |
| I confirm that, on behalf of [Company Name], that the information contained in this application is correct. | | | |
| Name: |  | Position: |  |
| Signature\*: |  | Date: |  |
| *\*electronic signatures accepted* | | | |

**Supporting Information**

**What is a BES 6001 Licensee?**

A BES 6001 Licensee is an organisation which is able to offer its clients full BES 6001 certification services, from application through audit, site assessment to certificate issue. Certificates issued by BES 6001 Licensees will be uploaded by BRE Global (BREG) onto its Green Book Live on-line service. BES 6001 certificates issued by BES 6001 Licensees are fully equivalent with those BES 6001 certificates issued by BREG.

**What do I need to be in order to apply to be a BES 6001 Licensee?**

Organisations must be a certification body accredited by UKAS (or an equivalent body) to an appropriate scope and standard (i.e. ISO 17021, ISO 17024 or ISO 17065). Organisations must have assessment credibility in the product sector (or sub-sector) in which they wish to be considered suitable and a good track record of successfully working in the sector.

**How do I start the process of becoming BES 6001 Licensee?**

The first stage is to send to BREG a completed application form. The application form includes a number of simple questions concerning your capabilities, attributes and aspirations enabling BREG to make an initial judgement concerning your suitability as a Licensee.

Applicant organisations must provide details of the staff they propose for the roles of Auditor, Verifier and Certification Scheme Manager, see roles and competences on page 8.

As part of the application process. BREG will consider the suitability of the proposed staff in the context of the application.

Similarly, applicant organisations must provide an outline of their expected activity levels in delivering BES 6001 certification. Information concerning the scope of activity (by product sector and geographical location) will be required along with the anticipated size of client (in terms of number of sites). This information will be used by BREG to secure an understanding of how the potential new Licensee fits into the existing Licensee network.

Finally, Licensee candidates will be asked to outline their plans for developing their BES 6001 business in the areas identified above.

**What are the costs associated with being a Licensee?**

The fee structure associated with the role of BES 6001 Licensee comprises a number of elements.

The fees fall into two categories:

***Annual Fees***

* **Annual Management Fee (AMF)** – This fee is payable at the outset of the activity and then annually in advance of each year of activity as a BES 6001 Licensee. The fee covers the overall management costs by BREG of the Licensee network and any associated support tools. This fee also includes compulsory annual training for the Licensee’s BES 6001-related staff around topics concerned with the developing aspects of the scheme and BES6001 standard.

***Activity-based Fees***

* **Audit Fee** – Payable in advance of each audit the fee covers the cost of BREG’s ongoing auditing of the quality and accuracy of the Licensee’s certification decisions in their client-based work. Initially, the first three audits will be reviewed as a part of the training activity (see above). Then, provided BREG is content that the Licensee can effectively undertake BES 6001 audits, the rate will reduce to quarterly audits. If BREG is not content that the Licensee has reached appropriate competence levels audits will continue with every completed audit by the Licensee until BREG is content.

If the Licensee does not undertake 5 assessments per year then a minimum annual audit will be undertaken. The fee will be dependent on the number of certificates issues by the Licensee and is determined on an audit by audit basis.

* **Green Book Live Listing Fees** – The Licensee’s BES 6001 certificates will be listed on BREG’s GreenBookLive service (see [www.greenbooklive.com/search/scheme.jsp?id=153](http://www.greenbooklive.com/search/scheme.jsp?id=153)) alongside all the other BES 6001 certificates produced by BREG and the other BES 6001 Licensees. This is an annual fee and is paid for by the listed organisations. The Licensee will be responsible for collecting these fees from its clients and passing them on to BREG. The fee is paid quarterly in arrears and is dependent on the number of certificates the Licensee issues.
* **IPR Royalty Fees** – This is a royalty fee paid by the Licensee for the use of the intellectual property associated with developing and maintaining the standard. The fee comprises two parts – a flat fee per certificate and a smaller supplementary fee dependent on the size of the certified organisation (determined by the number of sites included in the certification). In order to stimulate certification activity the IPR royalty fee is reduced by 10% for certificate numbers 5-10 during each year and by 20% for all certificates above number 10 during each year. The fee is paid quarterly in arrears and is dependent on the number of certificates the Licensee issues.

***Optional Fees***

* **Supplementary Training Fees** – Payable in advance on demand in order to train any additional Auditors, Verifiers and Certification Scheme Managers in BES 6001 activities. This is a one day theoretical course at BREG followed by shadowed site assessments and desk-top reviews by BREG staff of the Licensee’s client-based work, as required.
* **Support Service Fees** – This fee covering any ad-hoc support requested by the Licensee and provided by BREG in addition to basic support provided in the AMF. This would be where Licensee needs significant BREG help to answer questions or tackle problems with interpretation etc. Any fee is paid monthly in arrears based on the extent of any advice given per month.

More details of these fees can be found in the fee sheet for Licensees (FS 049) which is available from BREG.

The table below indicates a fee breakdown for the first 5 years of operation for a typical Licensee, with approximate costs.

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| **Cost Element** | **£ by Year** | | | | |
| **Y1** | **Y2** | **Y3** | **Y4** | **Y5** |
| Annual Management Fee | 3,850 | 3,850 | 3,850 | 3,850 | 3,850 |
| Initial Training Fees | 1,250 | 0 | 0 | 0 | 0 |
| Audit Fee | 2,550 | 850 | 1,700 | 1,700 | 1,700 |
| IPR Royalty Fees | 4,400 | 6,050 | 12,100 | 13,750 | 15,400 |
| Additional fees  (Additional training, ad-hoc advice – 2 days) | 1,700 | 1,700 | 1,700 | 1,700 | 1,700 |
| **Total** | **13,750** | **12,450** | **19,350** | **21,000** | **22,650** |
| GBL Fees  (Paid by client) | 2,450 | 4,900 | 9,800 | 12,250 | 14,700 |

This table assumes:

* Y1 & 2 – Five audits performed
* Y3, 4, 5 – Ten audits performed
* Average size of Client is 5 sites
* All other factors as in fee sheet FS 049

**Roles and Competencies**

**Auditor**

Responsible for undertaking audits.

Understands what constitutes conflicts of interest and how to manage them.

*Knowledge of BES 6001, following online training provided by BRE Academy.*

**Verifier**

As Auditor plus:

Responsible for providing quality assurance through reviewing and signing of work completed by the Auditor.

Good knowledge of ISO 17065.

Understands impartiality and how to safeguard it.

*Good knowledge of BES 6001, following online training provided by BRE Academy.*

**Certification Scheme Manager**

Responsible for the operation and management of the scheme.

Responsible for making certification decisions leading to issue, maintenance, suspension or withdrawal of certification.

Understands impartiality and how to safeguard it.

Have a sound understanding of ISO 17065.

*Have a sound understanding of BES 6001, following online training provided by BRE Academy.*

**BREG Competence Levels**

**Level 1** indicates that the Personnel is a new entrant who is undertaking induction and training and works under close supervision.

**Level 2** is a ‘transitionary level’ and indicates that Personnel are able to perform routine tasks under supervision and are mentored by experienced staff.

**Level 3** indicates that Personnel are competent to perform a range of tasks – normally without the need for supervision, but can have access to technical advice when performing unusual or difficult tasks, and are expected to seek such advice when necessary.

**Level 4** indicates that Personnel are able to train and supervise others, can be authorised to approve work carried out by others, perform non-standard tasks and develop new methods of working. It does not require individual(s) to be able to carry out all the tasks that they authorise. Level 4 Personnel are required to have sufficient experience to recognise limitations in the breadth of competence and to seek advice where necessary.

**BES 6001 Licensee Agreement**

The successful BES 6001 Licensee will be required to sign a binding agreement with BREG regarding all the undertakings around the Licensee activities. The agreement covers:

* General Conditions
* Training and Qualifications
* Assessment Auditing
* Certification and Fees
* Intellectual Property Rights and Data
* Infringements and Misrepresentation
* Review & Termination

A copy of the template for this agreement is available from BREG.