|  |
| --- |
| Organisation Name |
| Organisation Name: |  |
| Main site address: |       |
|  | Postcode |       |
| Website:  |       | Tel: |       | Fax: |       |
| Contact name:  |       | Job title: |       |
| Email:  |       | Tel: |       | Mobile: |       |

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| --- | --- | --- | --- |
| 2 Details of main site and other sites/agencies and Postcode | **No. ofShifts** | **Number of staff in shift** | **Total no. employees** |
| **1** | **2** | **3** | **4** |
| Site 1: |       |       |       |       |       |       |       |
| Site 2: |       |       |       |       |       |       |       |
| Site 3: |       |       |       |       |       |       |       |
| Site 4: |       |       |       |       |       |       |       |
| Site 5: |       |       |       |       |       |       |       |
|  (Please continue on separate sheets as necessary) | Total no. of employees\*: |       |
| \*Where part time workers or contracted workers are employed, please provide full time equivalent, .e. 10 persons x 4 hrs / normal working hours. |

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| **3 Please outline the activities of your organisation to be covered by the scope of registration.** |
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| **4 Are significant numbers of your employees involved in conducting the same task?**  |
|  If so, please give details of the task and the number of employees involved. |
|       |

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| **5 Are you?**  |
| (A) A new BSI Client | Yes [ ]  |  | (B) A transferring client |  | No [ ]   |
| If a transferring client, please provide details of previous/current registration(s): |
|       |

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| **6 Do you have a target assessment date?** | No [ ]  | Date: |       |

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| **7 Please describe the forms and estimated quantities of energy used by your organisation and indicate the processes and operations on which these energy are being used**  |
|  Consider all energy sources – electricity, gas, coal, steam, LPG, Fuel oil, as well as renewables (e.g. solar) |
|       |

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| **8 Site activities** |
|  Please identify which of the following options best describes your organisation |
| Commercial Buildings | [ ]  | Light to Medium Industry | [ ]  | Heavy Industry | [ ]  |
| Transportation | [ ]  | Building Complex Energy Use | [ ]  | Energy Supply | [ ]  |
| If the above cannot describe the site activities of your organisation, please provide details:  |
|       |

*\*Please refer to the definition of “Sectors” stipulated in the Superior Energy Performance Certification Protocol, Appendix A,*

[*http://www.superiorenergyperformance.net/pdfs/SEP\_Cert\_Protocol.pdf*](http://www.superiorenergyperformance.net/pdfs/SEP_Cert_Protocol.pdf)

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| **9 Are there any off-site activities or outsourced process to be included in the scope of registration?** |
| If so, please provide details.  |
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| **10 Management System** |
| For how long has your Energy Management System been in place? |
| Still under development | [ ]  | Less than one year | [ ]  | Over a year | [ ]  |
| Is your Energy Management System integrated with any other certified management systems at your organisation (e.g. ISO 14001). If so, please describe which standards are involved and the level of integration. |
|  |
| **11 Do you make use of an external energy bureau for monitoring consumption?** |
|  If so, please provide details of the level of data that can be accessed at your sites, and the data that can be accessed at the energy bureau.  |
|  |
| **12 Is your organisation required to participate in the CRC Energy Efficiency Scheme, with Climate Change Agreements, or in National/Regional Emissions Trading Schemes, or any other legal obligations?** |
|  If so, please provide details. |
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| **13 Will you be using/Did you use a Consultant to help you implement your Energy Management Systems?** |
| Yes [ ]  | No [ ]  | (If applicable, please complete their details below) |
| Consultant name: |       |
| Address:  |       |
| Email:  |       | Tel: |       | Fax: |       |

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| **14 Declaration**  |
| We confirm the above, undertake to comply with the regulations relating to registration and to pay all fees and charges connected with the registration process, irrespective of the eventual granting of registration.  |
| Date:  |       | Name: |       |

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| **15 Where did you hear about BSI:** |
| By recommendation from consultant | [ ]  | From a professional event (please specify event if known) | [ ]  |
|       |
| By recommendation from another company | [ ]  | From an advert (please specify publication if known) | [ ]  |
|       |
| Via BSI’s web site  | [ ]  | From some editorial (please specify publication if known) | [ ]  |
|       |
| Via a search engine: e.g. Google | [ ]  | Other (please specify) | [ ]  |
| We are an existing BSI client | [ ]  |       |

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| **Data Protection Act 1998**  |
| This information is collected, processed and stored to adhere with the UK Data Protection Act 1998. Information will be held and used throughout the BSI Group and may, from time to time be used to send you marketing information relating to products or services we feel you may be interested in. |
| Please confirm that you would be happy to receive this information: | By fax: | [ ]  | Email: | [ ]  | Telephone: | [ ]  |
| [ ]  | Please tick here if you would prefer not to receive marketing information from BSI Group |