**Application for F-Gas Company Certification**

**How to Apply**

This application form for F gas certification includes the following:

* Section 1: Scheme Objectives
* Section 2: Company Details
* Section 3: Certification Details
* Section 4: Declaration
* Section 5: Payment Details
* Section 6: Checklist

All relevant sections must be completed.

**Important Note**

This document was prepared to be downloaded from the FIA Web Site. It is available in word 97 and PDF format. The word document permits the form to be completed electronically.

If you choose to complete the form electronically, please do not edit it, just add information in the boxes provided and follow the instructions in Section 6.

Please provide payment as requested in Section 5 (see schedule of fees for details).

**Section 1 Scheme Objectives**

The FIA Scheme for F Gas Certification provides an industry approval scheme to verify compliance with the requirements of EC Regulation 517/2014 (842/2006). The scheme covers Stationary Fire Protection Systems.

The primary objectives are;

* To protect the environment from the long-term effects of the unregulated discharge of F Gases.
* To ensure that companies employ appropriately certified personnel in a sufficient number to cover the expected volume and type of activities;
* The necessary tools and procedures are available to the personnel engaged in activities for which certification is required.

**Section 2: Company Details**

FIA can accept applications from a company (e.g. Limited Company, PLC or Sole Trader) or an operating division of a company.

FIA cannot accept applications for a “Group” Certificate. A company within a group may be certificated but that certificate cannot be extended to cover a parent, sister of subsidiary company.

|  |  |
| --- | --- |
| **Company Name:** |  |
|  |  |
| **Trading Name:**If different to company name |  |
|  |  |
| **Trading Style:**e.g. Ltd, PLC and Sole Trader |  |
|  |  |
| **Address:** |  |
|  |  |
| **Post Code:** |  |
|  |  |
| **Telephone:** |  |
|  |  |
| **Fax:** |  |
|  |  |
| **Website:** |  |
|  |  |
| **Email:** |  |

In completing this form you are consenting to the information given above being made public and added to the list of certificated companies on the FIA web site.

**Contact Details**

Please provide details of the person who FIA should contact in connection with F-Gas Regulations. These details will not be made public.

|  |  |
| --- | --- |
| **Name:** |  |
|  |  |
| **Position in Company:** |  |
|  |  |
| **Address if different from above:** |  |
|  |  |
| **Telephone Number:** |  |
|  |  |
| **Email Address:** |  |

**SECTION 3: Certification information**

**Application type**

I am applying for: (indicate “yes” in one box only)

|  |  |  |  |
| --- | --- | --- | --- |
| Full Certification |  |  |  |
|  |  |  |  |
| Renewal |  |  |  |
| Re Certification\* |  |  |  |

\*Re Certification is for an organisation who’s Certification has been withdrawn.

|  |
| --- |
| **Scope of work involving F-Gases** (indicate “yes” where appropriate)**:** |
|  | **Offered to your clients** | **Undertaken by your own, directly employed staff** | **Undertaken by your subcontractors** |
|  | Electrical | Mechanical | Electrical | Mechanical | Electrical | Mechanical |
| Installation |  |  |  |  |  |  |
| Commissioning |  |  |  |  |  |  |
| Maintenance or Servicing |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Offered to your clients** | **Undertaken by your own, directly employed staff** | **Undertaken by your subcontractors** |
| Installation/Maintenance of portable fire extinguishers containing F-Gases |  |  |  |

|  |  |
| --- | --- |
| **Do you have sufficient tools for installation, recovery, leak checking and maintenance or servicing of f-gas extinguishing systems?** (Yes/No) |  |

If work done by your staff involves the mechanical equipment they would need to be able to check for leaks, determine the quantity of gas in the containers, test leak monitoring equipment, etc. If your staff are only involved in the electronic detection and control aspects of a system you can still answer yes even though you would not have specialist equipment required for mechanical work.

**Attach a list of tools and equipment**

|  |  |
| --- | --- |
| **Do you have manuals or procedures indicating your working practices with F-Gas?** (Yes/No) |  |

**Attach examples**

|  |  |
| --- | --- |
| **Do you keep suitable records?** (Yes/No) |  |

**Attach examples e.g. Container Labels, Log books, and Service Check lists**

|  |  |
| --- | --- |
| **Number of staff involved in fire protection** |  |
| Directly employed (PAYE) staff who work on customers premises |
| **Number of F-Gas certificated staff** |  |
| Number of staff certificated in accordance with Articles 5 and 8 of Commission Regulation (EC) No 304/2008. The regulations require the company to employ sufficient certificated staff for the activities requiring certification and in a sufficient number to cover the expected volume of activities? |

**Additional Information**

|  |  |
| --- | --- |
| **Is your company Third Party Certificated e.g. BAFE SP203 or BRE LPS1204?** (Yes/No) |  |

**Attach copies of your certificates**

**If you have any additional information or questions please put this in a covering letter headed “Additional Information” and/or “Questions”.**

**List of certificated Staff**

| **Forenames** | **Surname** | **Title****(e.g. Ms, Mr or Dr)** | **Certifi-cate No** | **Theory Exam Date\*** | **Practical Assessm-ent Date\*** |
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Insert additional lines or attach a separate list if necessary

\* Theory Exam and Practical Assessment dates are only required if they are recent and the engineer/technician has not received a Competency Certificate yet.

**Attach copies of Competency Certificates**

**Section 4: Declaration**

On behalf of my company, I declare that:

1. The information contained in this application is correct;
2. If accepted for certification, access to my company’s premises will be granted when required to an FIA-appointed inspector for the purpose of checking that the requirements for company certification under the F gas Regulations are being complied with;
3. My company will abide by the rules of FIA’s company certification scheme;
4. The name of my company can be entered onto FIA’s website as a certificated company under the FIA company certification scheme
5. I am authorised to sign on behalf of the above name company

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signature:** |  |  | **Print:** |  |
|  |  |  |  |  |
| **Position:** |  |  | **Date:** |  |

Paper versions of this form must be signed. Electronic versions, sent in by email, need not be signed.

**Section 5 Payment Details**

**Schedule of fees**

* Application Fee (non refundable and payable with all applications for certification and renewal/recertification) £25 + VAT = £30
* Certification Fee £265 + VAT = 318
* Renewal/Recertification\* Fee £115 + VAT = 138

All fees are in Pounds Sterling excluding VAT @ 20%

Please indicate which certification is being applied for

|  |  |
| --- | --- |
| **Total payable for Certification £290 + VAT = £348**  |  |
| **Total payable for Renewal/Recertification £140 + VAT = £168** |  |

If the application is unsuccessful the certification or recertification fee will be refunded.

\*Renewal is where a full certificate has expired and needs to be renewed

\*Recertification only applies where a previous full certificate had been withdrawn.

VAT Reg. No. 902 1406 77

**Payment Method**

You should make you payment in full with the application.

There are three methods of payment. **Please indicate the one you are using:**

|  |  |
| --- | --- |
| By BACs Payment |  |
| * Bank Details
	+ Name: Barclays
	+ Address: Clarence Street, Kingston-upon-Thames
	+ Sort code: 20 46 73
	+ Account no: 43361934
	+ Swift: BARCGB22
	+ IBAN: GB70BUKB20467343361934
 |  |
| Invoice against a Purchase Order |  |
| * For FIA members only.
* The Purchase Order must accompany the application.
 |  |
| By cheque made out to FIA |  |
| * If you are applying by post please provide the cheque with the application.
* If you are submitting your application electronically please post the cheque to our office at Hampton with a copy of Section 2 of the application form.
 |  |

**Section 6 Check list**

Before returning this form please check that you have completed all relevant sections

Check that you have enclosed the following:

* The application form; completed and signed
* Copies of your Third Party Certification certificates if appropriate
* Tool / Equipment List
* Copies of Manuals / Procedures
* Examples of Records
* Copies of personnel certificates
* Payment

Please send your completed application form, supporting documentation and fee to FIA using the details below. The preferred method is for you to send all of the material in electronic form by email and post a paper copy of this form with your payment. That keeps the volume of paper, storage space and postage cost to a minimum and improves the accuracy of information transferred into our database.

FIA

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Oldfield Rd

Hampton

Middlesex

TW12 2HD

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Scheme enquiries:

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