WIRS Application Form

Please complete the following details and email to the Utilities Administration Team at utilities@lr.org

In case of query: Telephone: 0330 414 1337

**1. COMPANY INFORMATION**

|  |  |
| --- | --- |
| **Application Date:**  |  |
| **Company Name:**  |  |
| **Address:** |  |
| **Contact:** |  |
| **Position:** |  |
| **Telephone No.** |  |
| **Mobile No.** |  |
| **Fax No.** |  |
| **Email Address:** |  |
| **Website Address:** |  |
| **Invoice address** **(if different than above)** |  |
| **Company Registration No.** |  |
| **Company VAT No.** |  |
| **When submitting the application please ensure you supply a blank company letterhead containing the company registration and VAT number. This is required for verification of your application.** |

**2. LOCATIONS**

|  |
| --- |
| Please list the locations of each office/depot for which registration may be sought, the type of work undertaken and the relevant total workforce, including subcontractors. |
| **Location/s** | **Type of Work Undertaken** | **Workforce** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Workforce:** |  |

**3. SCOPE OF WORK**

Please indicate with a (x) the scope for which you are seeking accreditation. Note that the first 6 categories are compulsory.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **x** |  | Human Resources |
|  | **x** |  | Contract, Document and Change Control |
|  | **x** |  | Work Control |
|  | **x** |  | Heath, Safety and Environmental |
|  | **x** |  | Procurement and Storage |
|  | **x** |  | Equipment |
|  |  |  | Project Management |
|  |  |  | Design |
|  |  |  | Construction – Main Laying and Service Connections |
|  |  |  | Construction of Routine Mains Connections (Please note for this scope construction accreditation needs to be held) |
|  |  |  | Construction – Service Connections Only |
|  |  |  | Construction of Construction of Routine Under Pressure Mains ConnectionsConstruction of Non-Routine Mains Connections – **Scotland only**Meter Asset Maintenance – **Scotland only** |
|  |
|  |

**4. COMPANY DETAILS**

**Please advise the value of Insurance Cover for the following:**

|  |  |
| --- | --- |
| Employers’ Liability | £ |
| Public Liability  | £ |
| Professional Indemnity | £ |
| Contractors all risk | £ |

**Please complete the following information by deleting the Yes or No as appropriate:**

|  |  |  |
| --- | --- | --- |
| Do you have Quality Management System conforming to ISO 9001:2015? | Yes | No |

|  |  |  |
| --- | --- | --- |
| Has your system been assessed by an independent Accredited Organisation? | Yes | No |

|  |  |  |
| --- | --- | --- |
| Do you have a documented Health & Safety Policy? | Yes | No |

|  |  |  |
| --- | --- | --- |
| Do you have a documented Environmental Management Policy? | Yes | No |

|  |  |  |
| --- | --- | --- |
| Do you have an Environmental Management System conforming to ISO 14001:2015? | Yes | No |

|  |  |  |
| --- | --- | --- |
| Have you been prosecuted or been served notices of prosecution under the Health & Safety or Environmental legislation since 1995? | Yes | No |
| If yes please provide details: |

|  |  |
| --- | --- |
| **Office use only:** |  |
| Assessed by:Signature………………………………….. Lloyd’s Register EMEA  | Date:………………………………………… |

**IMPORTANT NOTE**

Before agreeing to an evaluation date - It is important that you familiarise yourself with the NERS Requirements document accessible through the WIRS section of the LR website - <http://www.lr.org/en/energy/utilities-and-building-assurance-schemes/water-industry-registration-scheme/>

You may also find that the tabled breakdown in the Frequently Asked Question and How to Prepare for Assessment Document, also available through the above website, is of assistance whilst, either, producing new systems and procedures or seeing whether existing systems/procedures meet scheme requirements. This breakdown includes the relevant references in the WIRS Requirements Document. Some Providers have also found it of assistance to use the services of a consultant technical advisor to help them develop WIRS compliant systems and procedures.

Please also note that you cannot use the WIRS accreditation logo, as set out in the WIRS requirements document, until such time you hold the appropriate Full accreditation and have been verified for use by the Lloyd’s Register Birmingham office, Utilities Section.