WIRSAE Application Form

Please complete the following details and email to the Utilities Administration Team at [utilities@lr.org](mailto: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 |
|  |  |  | Temporary Disconnections (over 40mm supply) |
|  |  |  | Temporary Disconnections (up to 40mm supply |
|  |  |  | Meter Installation / replacement with pipework modifications and / or excavation works all sizes |
|  |  |  | Meter Installation / replacement (over 40mm supply) |
|  |  |  | Meter Installation / replacement (up to 40mm supply) |
|  |  |  | Permanent Disconnections (over 40mm supply) |
|  |  |  | Permanent Disconnections (up to 40mm supply) |

**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 9001:2008 / 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? | 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 WIRS 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 WIRSAE Requirements Document. Some Providers have also found it of assistance to use the services of a consultant technical advisor to help them develop WIRSAE compliant systems and procedures.

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