



Ready to Burn Scheme Certified by Woodsure

Terms and conditions for participation

Summary Application Guidance

The Ready to Burn woodfuel certification scheme is administered by Woodsure Ltd as the DEFRA appointed Certification Body as recognised in [The Air Quality \(Domestic Solid Fuels Standards\) \(England\) Regulations 2020](#).

Certification is mandatory from 1st May 2022 for suppliers of woodfuel for use in domestic households who sell loose volumes of less than 2m³ of woodfuel to the end user.

Certification requires that suppliers demonstrate their woodfuel, has a moisture content of less than 20%.

The certification scheme only covers woodfuel originating from 100% virgin wood, or equivalent as defined in the classification of origin in BS EN ISO 17225-1 Solid biofuels – Fuel specification and classes. See 1.2 and Annex 1 for further details.

Application process

- Complete an application form. Forms can be downloaded and emailed, posted to the scheme administrator or completed online via our website <https://www.readytoburn.org/suppliers/apply-now/>
- Pay for registration to the scheme - Payment must be received in full before the application is processed
- Provide a representative woodfuel sample for moisture testing by an accredited laboratory
- For wood briquettes and pellets please provide evidence which verifies that the origin of the rawmaterials is equivalent to 100% clean, chemically-untreated, wood, or virgin wood
- Evidence that you have processes in place to manage moisture content
- Woodsure will contact you to arrange an audit either on site or virtually
- Correct any non-conformances raised during the audit or fuel test to allow the application to be approved
- Once actions are complete and closed, you will receive your unique certification number and the Ready to Burn logo that must be displayed on the product or with point of sale product identification.
- Provide sales figures in volumes sold annually in arrears - annual sales in loose volumes in excess of 600m³ may be subject to additional point of sale audits.
- Certification is for 12 months. A renewal reminder will be sent prior to certification expiry where a declaration of continued compliance will be sought.
- We will arrange collection of representative fuel samples for testing, and checks according to the actual sales totals reported by you in a 12 month period for Ready to Burn products.
- Certification is subject to a risk based, on-going assessment or audit, with at least one compliant fuel test per certified fuel during the annual certification cycle.



Terms and Conditions for Ready to Burn scheme participation

Introduction

Woodsure Ltd is the Certification Body appointed by Defra to administer the Ready to Burn certification scheme, as recognised in The Air Quality (Domestic Solid Fuel Standards) (England) Regulations 2020.

Woodsure is an independent, not-for-profit organisation that has worked with the woodfuel industry to raise standards of woodfuel production and supply throughout the UK. Woodsure Ltd. is a subsidiary of HETAS Ltd. and together we work to deliver the Woodsure schemes, and support Woodsure scheme participants.

Fuel suppliers undergo an assessment of their processes and are required to demonstrate that they can consistently supply woodfuel with an average moisture content of no more than 20%. Once certified, a Ready to Burn supplier must identify their fuel with their unique Ready to Burn certification logo demonstrating their woodfuel is Ready to Burn at the point of use. The supplier can promote their business and demonstrate to their customers that they operate under a regulated, industry-approved scheme.

Certified suppliers will be promoted on the Ready to Burn, Woodsure and HETAS websites, see <http://www.readytoburn.org> <http://www.hetas.co.uk/find-fuels/> and <http://woodsurre.co.uk/>

Ready to Burn

The Ready to Burn scheme is a woodfuel certification scheme enacted by UK legislation which requires all suppliers of small volumes of woodfuel to be compliant with these terms and conditions. The certification scheme becomes mandatory from 1st May 2022 for all suppliers of domestic woodfuel, .

The scheme requires suppliers to demonstrate their woodfuel has an average moisture content less than 20% and that the fuel is made available to consumers in a way that they can recognise it as 'Ready to Burn' and differentiate it from wet, unseasoned wood.

- 1.1 There are 5 Ready to Burn scheme registration categories available to suppliers, the Ready to Burn certificate and registration will identify as:
- 1) Ready to Burn supplier - with annual loose sales in excess of 600m³. Registration fees include additional point of sales fees on a sliding scale with reference to the total annual volume of sales
 - 2) Ready to Burn supplier - with annual loose sales less than 600m³
 - 3) Small Forester Ready to Burn supplier - with annual loose sales less than 300m³
 - 4) Not for Profit (NFP) or registered Charity Ready to Burn supplier - with annual loose sales less than 300m³ (Applicants must provide evidence of their NFP or charity status).
 - 5) Ready to Burn Group scheme - for two or more suppliers under one registration with a total annual loose sales less than 600m³

1.2 The scheme covers the following fuel types:

- Firewood in single, small retail bags
- Firewood supplied in bulk delivery in loose volumes less than 2m³.
- Wood briquettes in single retail bags
- Wood pellets for domestic burning
- Wood chip for domestic burning
- Kindling

1.3 For wood briquettes and pellets the scheme requires evidence that the origin of production materials are from either

- Forest, plantation and other virgin woods
- Co-products and residues from wood processing industry
- Clean, chemically-untreated, used wood

A chemical analysis or evidence to verify the origin of raw materials is equivalence to 100% virgin wood is required. Chemical testing must be obtained from an appropriately accredited laboratory with reference to the classification of origin in the standard BS EN ISO 17225-1 Solid biofuels – Fuel specification and classes. See Annex 1 for definitions of acceptable origin as defined in the standard.



1.4 You must have processes in place to check moisture content and ensure your product is recognised as 'Ready to Burn' at the point of sale. Consideration of controls should include:

- i. Factors that influence fuel moisture should be known and controlled during production, processing, storage and at the point of sale. Where the final fuel product is bought from a third party, pre-delivery checks to verify moisture is less than 20% must be monitored prior to delivery at the point of sale.
- ii. Maintaining relevant product identification at the point of sale. (See 1.6 & 1.7 and separate Ready to Burn Brand Line Guidance)

1.5 Ready to Burn certification does not supersede other legislative requirements to sell wood fuels. It is the responsibility of you as the supplier to ensure you comply with all other relevant legislation. For information, a Supplier must consider:

- iii. The purchase of raw material, documenting origin and legality.
This is a requirement under the Timber and Timber Products and FLEGT (EU Exit) Regulations 2018. Some small volume tree felling does not require a felling licence but timber felled over 5m³ per quarter will require a felling licence in the UK. Fuel suppliers processing raw material purchased in the UK must be able to trace their purchases through appropriate permission to fell trees. Further information can be found on the [UK government website](#).

For Wood logs or timber sourced outside of the UK evidence of either:

- FSC certification or equivalent, or
 - Comply with the UK Timber Regulations
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/951506/Guide-to-uk-timber-regulations-2013.pdf
- For the purposes of the UK Timber Regulations, you are an operator if you place timber or timber-related products on the GB market for the first time. You must implement a risk management system to minimise the risk of placing illegally harvested timber or timber products onto the UK markets. The 3 key elements of the due diligence system are information, risk assessment and risk mitigation. A list of approved monitoring organisations in the UK is available at: <https://www.gov.uk/guidance/regulations-timber-and-flegt-licences#complying-with-the-flegt-licensing-regulations>
- For the purposes of the UK Timber Regulations, you are based in GB and in the course of commercial activity you buy or sell timber or timber-related products that have already been placed on the market by a GB operator.

The Office for Product Safety & Standards is part of the Department for Business, Energy and Industrial Strategy and is authorised by Defra to ensure compliance with UKTR within GB and EUTR in Northern Ireland. Further information can be found at the following link: <https://www.gov.uk/guidance/regulations-timber-and-flegt-licences#complying-with-the-flegt-licensing-regulations>

1.6 Where woodfuel is sold through resellers or websites the Ready to Burn supplier must work with their distributor to ensure advice is given or is available through leaflets etc. to the end user to maintain the moisture content of the woodfuel prior to use. Woodsure will play its part in supporting this activity with promotional information, with agreed wording from Defra and industry for marketing of the fuel.

1.7 Packaging should provide clear identification of the fuel's certification status by showing the Ready to Burn logo together with the company name and supplier's unique certification number. Where Ready to Burn fuel is sold loose in bulk or in plain packaging (such as plain dumpy bags or nets), the fuel on sale or delivered must be identifiable as Ready to Burn fuel. Identifiable as Ready to Burn means by association of the Ready to Burn certificate logo (which includes the certified suppliers name and the fuel certification ID number) through point-of-sale information at the retail store, or website listing, or delivery documentation.

- 1.8 Once you have been awarded your certification and given your unique ID number you will be issued with a unique Ready to Burn certification logo that must be used on your product, or with point of sale identification, including website or product advertising. The certification logo is unique to the fuel certified. If you have more than one product certified e.g. briquettes and firewood you will receive a certification logo for each unique fuel. For full details on brand marking please refer to the separate brand guidance that will be issued with your certification pack.



2 Application and Certification

2.1 A supplier applying for the certification scheme must:

- i. complete and sign an application form,
- ii. provide a representative fuel sample(s) for testing at the Woodsure Laboratory, (see section 3.0) of the declared specification(s) on the application form, or provide appropriate evidence of woodfuel testing from an appropriately accredited test laboratory.
- iii. provide evidence of systems in place that manage and control product moisture content,
- iv. provide details about the number and location of depots; the names of retail outlets / websites etc. where the fuel can be purchased (so we can access random samples),
- v. provide annual sales figures for the preceding year. If a supplier is in the first year of trading an estimate of annual turnover will be acceptable
- vi. the applicants signature to indicate that the supplier accepts these terms and conditions for certification and agrees to abide by these rules whilst certified.

2.2 A completed application form must accompany the following fees (or, if payment in instalments has been agreed by Woodsure, a mandate for continuing instalments):

- i. New supplier application fee (one off)
- ii. The annual certification fee, which includes supplier and fuel listing on the R2B website; fuel test at the Woodsure Laboratory for moisture content; and the routine certification assessment
- iii. Fee based on projected sales to cover random Point of Sale audit checks
- iv. Extra depot / additional fuel tests, if applicable

The application form has the current rates of these fees which are reviewed annually. Your application administrator should be able to explain the breakdown of these fees and how they apply to your business

- 2.3 Once the supplier has provided an application that meets the requirements for certification, the applicant will be listed as 'Awaiting PRA' (Pre-Registration Assessment). This is a period awaiting the certification assessment and certification decision (a probationary period), whilst a site or remote audit and fuel test is carried out. Audit and assessment can be dependant of the registration category applied for and the assessed risk. An annual woodfuel test will always be carried out. An initial site audit, or virtual audit will be carried out for all new applications.
- 2.4 Following a successful initial audit and testing, a certification decision will be given to the applicant. With approval, The Ready to Burn Supplier will now be "live" and able to promote themselves as Ready to Burn certified. If non-conformance is found, Woodsure may charge the supplier a reasonable sum for additional fuel testing or follow up site audit if needed until approval can be granted. Fuel cannot be marketed as Ready to Burn until the certification number has been awarded.
- 2.5 Once approved the supplier will be issued a certificate of approval, a unique supplier ID, and a unique certification number for each unique fuel. The supplier can now use the Ready to Burn certification logo and promote themselves as a Ready to Burn Supplier. They will be recognised on the Ready to Burn, Woodsure and HETAS website under the find a fuel search. They will have access to the technical help line and support services.
- 2.6 Following approval, and where relevant, sample bag(s) will be obtained from declared resellers to further confirm point of sale requirements have been met and any points of sale, used in the certification period, meet the Ready to Burn 'Brand Line Guidance'. The number of samples bag(s) obtained will be proportional to the size of the supplier's market share.
- 2.7 Ready to Burn Supplier Certification covers a 12-month period. Prior to renewal, an annual certification fee plus annual testing fee must be received before the renewal date to ensure continued certification with Woodsure.
- 2.8 On-going approval is subject to maintaining woodfuel for sale with an average moisture content of no more than 20% verified during routine annual fuel test.
- 2.9 Following the initial application, ongoing certification review and assessment is based on a risk approach. Annual site audit, virtual audit or desk review will be considered by risk assessment with consideration of volumes sold, previous audit outcomes, previous fuel test results and any issues raised such as valid complaints received. A physical site visit will be carried out at least once every three years for all suppliers of sales >600m³. Additional audits, for example, as a result of a complaint, may be subject to additional fees.

3 Monitoring and Testing

- 3.1 An initial site or remote audit and fuel sample test, with closure of any non-conformance, will be carried out prior to initial certification being awarded. Representative fuel samples will be checked annually, as a minimum by an appropriately accredited test laboratory.
- 3.2 Fuel testing - Woodsure Laboratory
- Ready to Burn registration includes independent fuel testing at the Woodsure Laboratory for the moisture content of fire wood logs, briquettes, wood chip and pellets for the purpose of verifying woodfuel is less than 20% moisture. Fuel suppliers can choose to arrange for testing at an alternative appropriately accredited test laboratories if they wish and provide accredited evidence. Fuel testing carried out by the Woodsure Laboratory is under a contract agreement with the Woodsure Quality Assured fuel scheme. The Woodsure scheme will provide the test report on behalf of the Woodsure Laboratory with a Pass / Fail result. For further details see the Woodsure Laboratory terms and conditions which is available on request or available via the Woodsure website. Any additional wood fuel testing or testing to non-scheme registrants is available under a separate formal contract.
- 3.3 If at any time a supplier's fuel is tested with an average moisture content greater than 20%, the supplier will be expected to endeavour to identify the route cause and extent of stock that may be non-compliant. A pragmatic approach will be expected with consideration to the extent of the failure. Suppliers are encouraged to implement practical preventative actions or amend process controls. Where there is found to be persistent failing, or customer complaints, Woodsure will seek evidence that improvements are being made. If a supplier does not undertake action or provide mitigation where it is deemed to be necessary, practicable and affordable by Woodsure, Ready to Burn certification may be suspended or removed.
- 3.4 Following initial certification, and to ensure that the requirements of the certification scheme are maintained, Ready to Burn suppliers will be monitored on a risk basis (see from 3.5). As a minimum a representative woodfuel sample from point of sale will be checked annually. Monitoring may take one or more of the following forms:
- Routine site or virtual audit visits to the Ready to Burn Supplier UK operations'
 - Desk review of evidence provided by the Ready to Burn supplier
 - Ongoing random testing of woodfuel and point of sale information collected from resellers, outlets, website purchases and distributors. The extent of testing will be based on the declared annual volumes sold (see scheme charges) and tests will be carried out by either:
 - The collection of samples for oven testing at the Woodsure Laboratory or a recognised accredited testing facility and/or
 - Testing samples at the point of sale using a moisture meter (any readings approaching 20% or greater will be verified by the oven test method.
 - Samples taken from a Ready to Burn Supplier customer or outlet, with reference to a complaint.
- 3.5 Fuel testing will be carried in line with the requirements set out in legislation, and will cover:
- Moisture content (% wet basis)
 - Logo/Certification information provided with the fuel
- 3.6 The Ready to Burn certification woodfuel scheme covers woodfuel products for the purpose of combustion in domestic appliances. To meet the requirements of certification, woodfuel sold under the Ready to Burn certification brand must either be made available in its natural state, for example wood logs, or in the form of wood briquettes where it can be verified the briquettes are produced from co products and residues from wood processing, or clean, chemically-untreated, wood. In either case, verification by test is required to establish briquettes are equivalent to 100% virgin wood.
- 3.7 To ensure the Ready to Burn certification scheme only approves briquettes or pellets made from the equivalence of 100% virgin materials, validation of the raw material origin is required. This can be provided by independent chemical testing by an accredited laboratory to verify their origin with reference to the chemical limits defined in BS EN ISO 17225-1, Tables B1 to B4; or for briquettes refer to BS EN ISO 17225-3 Solid biofuels – Fuel specification and classes Part 3: Graded wood briquettes., Table 1, grade B as a minimum; and pellets refer to BS EN ISO 17225-2 Solid biofuels – Fuel specification and classes Part 2: Graded wood pellets, Table 1, grade B as a minimum. Any testing costs will be covered by the Ready to Burn supplier.
- 3.8 Evidence of chemical analysis is required to verify the composition at the initial application stage, and then annually for the following two certification years after which a risk based approach will be considered.

- 3.9 For all suppliers, additional audits or testing following assessment with consideration of outstanding issues from previous audits, complaints, significant changes to the way the company operates, concerns over moisture content, concerns regarding legality of timber or where there are significant changes to the products being produced. Additional audits and testing are not covered by the standard certification fees and will be charged at the rates set by Woodsure.
- 3.10 Ready to Burn Suppliers will be provided with a summary of the findings of any monitoring carried out by Woodsure.
- 3.11 Any issues where a fuel (as supplied to a customer or at the point of sale) is found not to comply, it must be rectified to Woodsure's satisfaction and without charge to the customer.
- 3.12 The supplier must take action with all reasonable recommendations that Woodsure makes in respect of the storage and supply of woodfuel.
- 3.13 If at any time a supplier's sample test fails, Woodsure will notify the participant in writing of the test results and request a second test is made available once the cause has been assessed/identified and corrective action has been put in place by the supplier. Any delay in corrective action may lead to temporary suspension, see section 4 below.
- 3.14 If at any time a sample fails a test, the participant will endeavour to identify the cause and extent of the failure, amend their processes to carry out remedial action, or put additional controls in place and, if appropriate, contact existing customers that have received non-conforming woodfuel. The participant will provide Woodsure with evidence of their system review and outcomes, if requested. If the participant does not undertake mitigating measures, where such mitigation is deemed to be necessary, practicable and affordable by Woodsure, their certification may be suspended or removed.
- 3.15 Where a Ready to Burn supplier provides fuel to an independent retailer, the obligation on ensuring the product remains fit for purpose, dry and correctly identified, should be considered under the contract between the reseller and the Ready to Burn supplier. Where a complaint or concern is raised that is considered to be caused by inappropriate storage or display for example, the Ready to Burn supplier should request the reseller to carry out appropriate corrective action. Where an independent reseller fails to remedy how they appropriately store and present the product, the reseller may be subject to Local Authority enforcement under the Air Quality regulations.

4 Complaints and Disputes

- 4.1 Complaints about Ready to Burn fuels supplied by, or actions of, Ready to Burn scheme participants may arise from time to time. It is recommended to have a system in place to deal with customer complaints. The complainant should contact the supplier in the first instance, giving details of their issue. The Ready to Burn Supplier is expected to acknowledge the complaint and respond. Timing to respond should be appropriate to allow the supplier time in which to investigate and offer their response. If this does not resolve the problem satisfactorily, the complainant may escalate their complaint to Woodsure. Woodsure will request the details of any communications that has transpired by the supplier as part of our independent review.
- 4.2 If in conclusion the woodfuel is deemed to be compliant, (i.e. meets legal requirements for moisture and display of certification logo), then the issue between the Supplier and their Customer is deemed resolved. If the fuel is found to be non-compliant, the supplier will be expected to provide a replacement fuel delivery (if sold directly from the supplier) or offer another appropriate resolution via the reseller.
- 4.3 Where Woodsure is informed of a complaint that involves the legislative requirements to sell wood fuels, (see 1.5), the supplier may be asked to report what corrective actions have been taken to prevent reoccurrence. Complaints and how they are handled will impact on the ongoing risk assessment for certification monitoring, see 3.5
- 4.4 Complaint assessments that result in two or more repeated test failures will be charged to the supplier and certification will be suspended until corrective actions are robustly implemented within an agreed timescale. During suspension and where certification requirements cannot be met, certification will be withdrawn. See section 5.

- 4.6 Any prolonged dispute between the parties arising under, or in connection with, these rules and not resolved by agreement may be referred to mediation or Alternative Dispute Resolution (ADR). Current consumer regulation requires all businesses which sell directly to consumers to be able to point consumers to a certified ADR scheme. Woodsure through HETAS has arranged with mediation specialists ProMediate to make an Alternative Dispute Resolution service available to Woodsure and HETAS registered businesses.
- 4.7 Where a complaint outcome concludes a justified customer complaint was caused by the supplier but the supplier refuses to agree to, or accept such an outcome, certification will be removed. See 5.1

5 Withdrawal or Removal of Certification

- 5.1 Ready to Burn Suppliers will be suspended awaiting a certification review, or withdrawn immediately from the certification register under any of the following circumstances:
 - 5.2 The business becomes insolvent or trade in such a manner as to bring the scheme into disrepute.
 - 5.3 The business fails to comply with statutory requirements and any other relevant legislation, such as the UK Timber Regulations 2013 (amended by the (EU Exit) Regulations 2018).
 - 5.4 Failure to comply with scheme requirements for the continued supply of substandard or non-compliant fuel.
 - 5.5 Failure to pay renewal fees by the due date.
 - 5.6 Woodsure may publish any withdrawal of certification and the reasoning following the closure of any appeals process.
 - 5.7 Suppliers whose certification has been withdrawn, can appeal against the decision. An appeal must be made in writing to Woodsure within 14 days of notice of suspension or withdrawal being served with an appeal deposit fee.
 - 5.8 Appeals will be considered under the procedures outlined in the section covering Certification decision, section 9.7.
 - 5.9 During the period of suspension or an appeal i.e. from the date of the initial loss of certification to the date of notification of the results of the appeal, suppliers will be considered to be suspended from the scheme. During such a period, the supplier must abide by the obligations of scheme participation but must not describe themselves as being Ready to Burn certified or use or display the Certification logo.
 - 5.10 If at any time the supplier fails two consecutive tests for a product then the supplier will be suspended until satisfactory corrective action is in place within an agreed time frame.
 - 5.11 If there are any defaults in any supplier obligations under these rules or the supplier fails to comply with a written notice from Woodsure warning against a test failure or default of a similar nature or fails to comply with any recommendations as part of an audit or investigation into an issue within a specified reasonable period of time, then the supplier will be withdrawn from the scheme.

6 Confidentiality

- 6.1 Other than the listing of the Ready to Burn Supplier's contact details and fuels offered, all other business information provided by the supplier during application and routine certification, and reports of testing and audit will be treated in strict confidence. No information will be passed to a third party unless agreed, or required by law.
- 6.2 Test results carried out by the Woodsure Laboratory will be provided impartially and without bias from Woodsure Ready to Burn registration.
- 6.3 Appropriate audit results established during a complaint investigation may be passed to both the supplier and the supplier's customer for the sole purpose of complaint resolution.

7 Fees

- 7.1 Certification scheme fees will be publicised each year by Woodsure for the preceding year. See separate fee structure on the application form.
- 7.2 Additional fees may be charged for repeated test failures, or additional site audits, for example in the event of a complaint, in line with those stated on the scale of charges document which is reviewed annually.
- 7.3 Woodsure may use a fuel identified as part of a complaint to test for the requirement of annual certification testing. Additional or repeat non-compliant tests during the annual certification period will be charged.
- 7.4 All participants of the Certification Schemes agree to pay all relevant fees to Woodsure within fourteen days of the invoice, failure to do so could lead to suspension from the scheme until paid.
- 7.5 Assessment fees are not refunded in the case of an assessment failure or if the applicant does not want to proceed with their application.
- 7.6 If for any reason a supplier wishes to withdraw from the scheme during the certification annual cycle, no refund, or part refund of fees paid will be made by Woodsure.

8 Certification decision

- 8.1 The decision for Ready to Burn Certification sits with Woodsure Ltd. who have been appointed as the approved Certification Body by Defra to administer the Ready to Burn scheme. Once a fuel is certified as Ready to Burn the supplier is able to make a Ready to Burn claim for that fuel.
- 8.2 Deferral of application: Applications may be deferred by Woodsure if they are submitted while the supplier or any business under its control:
 - is the subject of any relevant pending or threatened prosecution
 - is the subject of a pending first stage review
 - is the subject of a scheme appeal panel hearing
- 8.3 Decisions: The Certification Body will decide whether an applicant or existing supplier meets the required scheme conditions and whether certification is offered or maintained. In making those decisions, Woodsure may take into account all matters of which it is aware including (without limitation) those relating to periods prior to the date of application. Woodsure shall give written notice to the applicant of its decision stating:
 - the reason for the decision including details of any records taken into account
 - the effect of the decision
 - the procedure for applying for appeal of the decision
- 8.4 Appeal: Woodsure's objective is to administer the certification scheme in a fair and unbiased way whilst complying with all relevant legislation. Where a supplier wishes to appeal a decision by Woodsure (for example for the removal of certification or rejection of an application), the appeal must be made in writing to Woodsure within 14 business days of the notice of the decision being served. The following process will be offered:
 - i. First Stage Review of the decision. A first stage review will include at least two senior Woodsure employees, of whom at least one will not have been involved in the decision-making process so far. This review will decide whether correct procedures have been followed by Woodsure in making decisions to date. The outcome of this first review is not limited to upholding a previous decision, it may offer alternative suggestions or outcomes thus avoiding the need for a full appeal hearing.
 - ii. Appeal Hearing. Where the first stage review upholds the original decision, and the appellant wishes to continue with their appeal, and Woodsure accepts an appeal on reasonable grounds, it will set up an Appeal Hearing. This independent adjudication will be heard by representative from Woodsure not previously involved in the case together with two other persons (not from Woodsure) with sufficient experience to hear the case. Further details on the Appeal process will be provided at the point of appeal or on request.

Interpretation

In these Guidance and Terms and conditions for participants

- **Ready to Burn** - is a term that a woodfuel supplier can promote to demonstrate compliance to regulation.
- **Woodsure** means Woodsure Limited, a not-for-profit company and a subsidiary of HETAS Limited
- **Certification** - means a supplier has met and continues to meet the Ready to Burn woodfuel scheme requirements to which the supplier is approved
- **HETAS** - means HETAS Ltd
- **Ready to Burn Supplier, Scheme supplier or The certified supplier** - means the approved woodfuel producer / supplier named on the Ready to Burn scheme Certificate
- **Depot** - means an additional outlet named by the Ready to Burn supplier in the scheme application.
- **Woodfuel** - denotes a wood based fuel made from the equivalent of 100% virgin wood as defined in BS EN ISO 17225-1 Solid biofuels – Fuel specification and classes
- **Certification year or cycle** - means an annual certification period 365 days from the date the agreement is signed in the Scheme Certificate of Approval
- **Reseller or Distributor** – an outlet selling Ready to Burn certified fuel. The reseller can be certified in their own right, or selling a third party's certified product. The point of sale identification must identify the company holding the certification and the fuel identification number for each unique product.
- **Forest, plantation and other virgin wood:** - in this group processing may only be subjected to size reduction, debarking, or drying. Forest plantation and other virgin wood includes wood from forests, parks, gardens, plantations and from short rotation forest and coppice. As defined in BS EN ISO 17225-1 Solid biofuels – Fuel specification and classes
- **Co-products, or by-products and residues from wood processing industry:** - These woodfuels can be clean, chemically untreated residues (for example residues from debarking, sawing or size reduction, shaping, pressing), or chemically treated residues from wood processing and the production of panels and furniture (glued, painted, coated, lacquered or otherwise treated wood), as long as they do not contain heavy metals or halogenated organic compounds as a result of treatments with wood preservatives or coating. See BS EN ISO 17225-1 Solid biofuels – Fuel specification and classes
- **Used wood (reclaimed):** - This includes post-consumer; natural or merely mechanically processed wood, contaminated only to an insignificant extent during use by substances that are not normally found in wood in its natural state (for example broken or non-returnable pallets and packaging, transport cases, boxes, wood packages, cable reels, construction wood). With respect to treatments the same criteria apply as with respect to 'wood processing industry by-products and residues', i.e. the used wood shall be clean, chemically-untreated, and not contain heavy metals more than in virgin wood, or halogenated organic compounds as a result of treatment with wood preservatives or coating, as defined in BS EN ISO 17225-1 Solid biofuels – Fuel specification and classes.