Indicative Application Document

Please refer to the ‘*Indicative Checklist Notes*’ for guidance on these questions.

1.

Does the organisation making this application trade under different names?

(If NO please move to question 2)

1.a

When ascertaining the weight of goods / containers do these entities all follow the same processes and use the same equipment?

(If NO please create a separate application for each entity)

1.b

Please detail relevant names and addresses.

2.

Is this organisation a shipper?

(If NO please move to question 3.)

2.a

Name of the organisation:

2.b

Address of the organisation:

Please move to question 4.

3.

Name of organisation requesting approval:

3.a

Main site / head office address:

3.b

Please detail where in the shipping process your organisation fits (i.e. manufacturing, warehousing and distribution, freight-forwarder).

3.c

Please detail why you are applying for approval.

4.

Please give a brief description of your organisation.

5.

Are there third parties involved in the manufacture of goods, storage of goods, weighing of goods, or packing the containers?

Please provide details:

6.

Please list the addresses of all applicable sites and a description of what processes take place on site.

7.

How are the weights of the goods ascertained? (i.e. physical weighing, SAP, flowmeter, other.)

7.a

Please describe the weighing process(es) which are in place?

7.b

What weighing equipment is used?

7.c

What maintenance procedures are in place for the weighing equipment?

7.d

Is the equipment calibrated?

(If yes please provide an electronic copy of the most recent calibration certificates. If no please detail what alternative assurances you have in place to ensure accuracy.)

8.

Please describe any quality assurance processes in place (formal or informal):

9.

Please describe the processes in place for including the weight of dunnage, pallets and packing materials.

10.

Please describe the process for adding tare weight of container to the weight of the contents.

11.

Please describe any processes in place for ensuring environmental factors are controlled (i.e. ensuring pallets have not got significant mass missing; ensuring product or pallets are not at risk from becoming sodden; ensuring products which have been stored a long time have not lost or gained mass.)

12.

Any other relevant information:

13.

Name of one responsible person:

Documented evidence:

Please attach as much documentary evidence as you are able. The list below is given as an illustration of the types of evidence which are useful. These documents are not requirements. Please scan and email these along with your application. Please do not send original certificates unless requested.

Certificates showing membership of trade bodies

Certificates of external audits / accreditations (i.e. ISO, AEO)

Written operating procedures

Quality assurance processes

Records of relevant training procedures

Calibration certificates for all weighing equipment

Equipment maintenance contract