



SFR
AUTHORISATION
ONGOING
OBLIGATIONS

Version 1.1
March 2018

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1. Authorisation mark

Producers, Traders and Producer-Traders have approval to promote their fuel(s) as SFR authorised from the date of authorisation.

Suppliers (excluding Self-Suppliers) are entitled to use the SFR Authorised Mark only in conjunction with registered fuels. The Authorised Mark does not suggest authorisation of an organisation. Further guidance on using the Authorised Mark can be found at www.sfregister.org

Misuse can result in withdrawal of permission to use the Authorised Mark, removal from the SFR and other actions.

2. Periodic submission of information

Producers, Traders and Producer-Traders are required to submit quarterly information about their fuel(s). The first reporting date will be three months following the SFR subscription date and every three months thereafter. The following information will need to be submitted online:

- Volume of the fuel produced/traded in previous quarter
- Volume of raw materials sourced in the previous quarter for use, now or in the future, in producing your fuel

Advance notifications will be issued to remind suppliers when the report is due and how to submit the data. Reminders are sent by email to the address used to register and there will be a period of 15 days either side of the submission date to provide the information.

Self-Suppliers are not required to provide periodic submissions to the SFR.

3. Audits and record keeping

If you are producing or trading SFR authorised fuels over 100 tonnes per year, you must provide auditable, verifiable records on request by SFR administrators or its auditors. Records must be kept for a minimum 6 years.

The below information can be requested at an audit together with any other information that may be required relating to the fuel. This will assist with assessing the accuracy and integrity of the reported greenhouse gas figures. Non-compliance could result in suspension or withdrawal of your SFR authorisation number.

Volume or weight of biomass fuel produced, sold and/or used, including invoices
Source e.g. suppliers name, own farm etc.
Type of fuel and its form e.g. miscanthus chipped, wheat straw bales
Method of drying e.g. naturally or kiln
Method of processing
Method of storage
Method of delivery
Average distance fuel travels from source
Average distance to customer
Details of the location where any harvesting took place
Moisture content and method of measuring
Land criteria evidence
SFR authorisation numbers of materials/fuels sourced from other Producers, Producer-Traders