

Scheme Provider Application Form

V2.4 May 2023

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Guidance

Study and map the TrustMark Framework Operating Requirements (FOR)[[1]](#footnote-2), Code of Conduct (CoC) and Customer Charter (CC) against your own member application criteria and decide, prior to applying, whether to:

1. Discuss the application and implementation of the FOR, CoC and CC with TrustMark

and / or

1. Carry out a self-audit of the FOR against your organisation:
* Reference relevant Quality Management System documents / Org’ & other charts.
* Not all clauses may be applicable (please seek additional guidance from the TrustMark Compliance Team if this is relevant to your business).
* Some clauses may require template documentation or a declaration of intent.

Applications will require organisational and supplementary information, e.g.:

* Your ability to set up and promote TrustMark to registered businesses.
* Careful estimation of TrustMark membership.
* Your scheme’s ability to perform on-site inspections by competent staff.
* Training matrix/qualification details of on-site Inspectors (including employed or sub-contracted Inspectors).
* Staff awareness of TrustMark and its requirements.
* Industry or British Standards you will be complying with.
* A commitment to play an active role at industry relevant meetings (with an commitment to include TrustMark participation)
* A commitment to work collaboratively with TrustMark regarding dual marketing.
* A commitment to play an active role in any TrustMark led sector initiative.
* A commitment to improving industry standards.
* A commitment to improving consumer interactions and protection.
* An agreement for TrustMark to attend all events, such as conferences, showcases and industry shows.
*The TrustMark presence may vary depending on the needs of both the Scheme Provider and TrustMark.*
* Signing of Non-Disclosure Agreement and Data Sharing Agreement.

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| --- | --- | --- |
| **Organisation Name:** |  | **Membership:** |
| **Legal Status:** |  | **Current****Members:** | *Number* |
| **Company Reg No:** |  | **Potential****TrustMark:** | *Number* |
| **Business Address:** |  |
| **Company****Website:** |  |
| **Companies House Website:** |  |
| **Primary Contact Name:** | **Mobile Phone Number:** | **Email:** |
| **Job Title:** |
| **Secondary Contact:** | **Mobile Phone Number:** | **Email:** |
| **Job Title:** |
| Are you a UKAS Accredited Certification Body? (CPS / MCS / EEM)*If you are looking to become one, please provide details about the aspirations and time frames* | Yes/No | *If yes provide* *UKAS Schedule* |
| Are you an DLUHC approved Energy Assessor Accreditation Scheme Provider? | Yes/No | *If yes provide* *MHCLG approval* |
| Are you a Certificated ISO 9001 Company?  | Yes/No | *If yes provide Certificate* |
| Have you ever been removed from a government scheme? | Yes/No | *If yes provide details* |
| Are there any CCJs at any business address? | Yes/No | *If yes provide details* |
| Have you read, understood and agreed to any relevant requirements for the trade scope applied for?*e.g. Government scheme specifics* | Yes/No | *e.g.* |
| Systems and process in place to fully monitor and inspect a business during its application, in line with Annex A? | Yes/No | *If yes provide details**If TSP then yes* |
| Are suitable systems in place to monitor installations and conduct annual inspection of businesses? | Yes/No | *If yes provide details* |
| Are there any technical documents that explain to your members what standard they need to work to for the trade scope applied for | Yes/No | *If yes must provide details and attach a copy to application* |
| Are there any links to other companies or wholly owned subsidiaries that we should be aware of? (Minimising conflicts of interest) |  |  |
| What are your aims of becoming a TrustMark Scheme Provider? | *Please provide a brief overview of scope, objectives, and reasoning behind the application.*  |

**I apply on behalf of <Insert Organisation Name>**

I understand that following a due diligence check, a fee of £2,000.00 +VAT will be required before the application proceeds. I also understand that once the initial audit begins the fee becomes non-refundable.

Once accepted as a Scheme Provider TrustMark will commence invoicing for Registered Businesses at the rate of £40 + VAT per annum, minimum 60 applies. Normally this is invoiced throughout the year, on a monthly basis, as is applicable after the second month of being accepted.

For PAS 2035 ‘Retrofit Schemes’ different fee structures apply that will be discussed during the initial stages of application.

Once the application is successful and the onboarding process has begun, you will be expected to collaborate with TrustMark to ensure systems and processes meet all the TrustMark Framework and that all relevant documents, tasks and actions are addressed in a timely manner.

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| **Signature:** |   |
| **Print Name:** |  |
| **Position:** |  |
| **Contact Details***If not above* |  |
| **Date:** |   |

|  |  |
| --- | --- |
| *TrustMark*  | *Insert names for main contact(s) for onboarding* |
| *Date Received* |  |
| *Due Diligence* |  |

1. Available from : https://www.trustmark.org.uk/aboutus/useful-links [↑](#footnote-ref-2)