

Guideline and Checklist to assist in applying for electrical equipment certificate of approval

Please use this information and the checklist attached to ensure correct and complete information is provided. An incorrect or incomplete application may be considered as withdrawn or refused.

This guide is designed to assist you with your application for a certificate of approval of a type of electrical equipment. Approval for a type of electrical equipment may be for a period of up to five years. When a certificate of approval expires the equipment can no longer be sold in Queensland or in any state or territory where the Queensland certificate of approval was being recognised. This includes any items that may already be at retailers, wholesalers or distributors, as well as any items still being imported or manufactured.

As an applicant you have the obligation to ensure that any electrical product sold complies with the *Electrical Safety Act 2002* and the *Electrical Safety Regulation 2002*.

For some applications, the Electrical Safety Office (the ESO) may require the applicant to provide additional information to assess the application. Any additional information requested must be forwarded to the ESO within the time stated in the notice.

The ESO makes no guarantees that the information about the current Australian standards in this guideline is complete and free from error.

If your application for a certificate of approval is granted, the ESO will issue a certificate of approval with such details as your product trade name, relevant standard and the expiry date. Please ensure your certificate of approval is kept in a safe and accessible place, as it must be made available to an ESO inspector on request.

THE APPLICATION FORM

The application form must be the current version of the application for a certificate of approval of electrical equipment form (Form 6). See www.electricalsafety.qld.gov.au

Section 1 — Applicant details

Business name: The business name detailed on this section will be legally responsible for the electrical equipment. The approval holder must ensure the electrical equipment which is sold is identical to the electrical equipment type tested and registered on the certificate of approval.

ABN / ACN / ARBN: Australian applicants should enter their Australian Business Number (ABN) or their Australian Company Number (ACN). International applicants should provide the Australian Registered Body Number (ARBN) under which they conduct business in Australia (if applicable).

Contact: These are the contact details of the person who owns the business, or is employed by the owner and has delegated authority to act for the business in approval matters.

Address: This address is where the business is legally registered.

Section 2 — Consultant / agent details

If a consultant or agent is being used, this section nominates the consultant / agent who are to act on behalf of the applicant company. The contact person in this section is the person who will be responsible for all correspondence relating to this application.

Please also supply a letter of authorisation for the consultant / agent to act on behalf of the applicant. All written correspondence will be sent to the contact person at the postal address provided in this section.

Section 3 — Product details

Approval Number: This is the certificate number. This field is for office use only by the ESO.

Equipment type: This is the type of electrical equipment as per definitions in the Australian/New Zealand Standard AS/NZS 4417.2 appendix E (e.g. Power supply or charger; Tool – portable type; Vacuum cleaner).

Trade or brand name: This must be provided as per what will be marked on the electrical equipment. Only one name is to be included here. If more than one trade/brand name is required, an application for a certificate of approval of modification to approved electrical equipment form must be completed to list the alternative names.

The application cannot proceed without a trade or brand name.

Model number: This is the model, catalogue or part number/name to be marked on the electrical equipment to identify the electrical equipment. It must be as per the marking to be on the electrical equipment. If you have additional models an application for modification to an electrical equipment certificate of approval form must be completed to list the alternative models.

The application cannot proceed without a model number.

Marked rating: These are the basic electrical details to be marked on the label. Minimum details are **rated voltage, rated frequency, rated input current or power and for power supply, rated output current and voltage**. The marked rating must be the values of the model listed on the form in the Model number section above and must align with the values recorded on the test report for that model. If not, an explanation for the differences between the marked values and tested values must be supplied. If this is not done, there will be a delay in processing the application.

RCM: The Regulatory Compliance Mark is an alternative mark that can be used in lieu of the certificate of approval number. The use of the RCM is available only to applicants for a certificate of approval who have a registered ABN/ACN/ABRN in Australia. If an RCM is used, the applicant must be registered on the RCM facility at www.standards.com.au. This mark can only be used on electrical equipment when electrical safety requirements and other regulatory requirements have been achieved.

Manufacturers name and address: This is the name and address of the manufacturer of the electrical equipment to be approved.

Section 4 — Test report details

THE FULL TEST REPORT MUST BE ATTACHED TO THE APPLICATION

Name of testing laboratory: This is the name of the laboratory which performed the testing for the electrical equipment. The name will appear on the test report. If more than one test report is provided, each testing laboratory's details must be provided.

Test report number/s: This is the identifying number on the test report.

Safety standard tested to: This is the Safety standard number that the electrical equipment was tested to. It will be recorded on the test report.

Report date/s: This is the date on the report that indicates when the report was produced.

Relevant Australian standard: AS/NZS: This is the Australian Safety standard that is applicable to the electrical equipment for which you are requesting a certificate of approval. It is the Australian standard you are declaring you can show compliance to.

For further details see below under 'requirements for an acceptable test report'.

Section 5 — Declaration

The declaration must be signed by an authorised person who by their position or appointment has authority to act on behalf of the applicant. By signing the application form you are declaring that all of the information provided on the form is true and correct to the best of your knowledge. The department may request evidence in support of any information provided in the application.

There are substantial penalties under the *Electrical Safety Act 2002* for making a statement to the department that you know is false or misleading.

Section 6 — Fee

No application will be accepted unless full payment is received.

The application fee is required at the time of application. If an application is refused or withdrawn, the department will apply Section 126A and Schedule 7 of the *Electrical Safety Regulation 2002* in order to offset processing costs.

The fee for an application will depend on the application type and on the class of equipment you are applying for. The classes of electrical equipment for fees are set out in the *Electrical Safety Regulation 2002 Schedule 8*. The Schedule of Fees are listed on the *Electrical Safety Regulation 2002 Schedule 7* and are also located on the ESO website: www.electricalsafety.qld.gov.au

You can pay by several methods:

- **Electronic Funds Transfer (EFT):** contact the ESO for a reconciliation number then forward a copy of the form with the reconciliation number to your Accounts Department to be used as an invoice.
- **Cheque:** to be submitted only by mail with the application form and to be made out to the Department of Justice and Attorney-General.
- **Credit card:** complete the fee section of the form as per your card details. Please note, the Department of Justice and Attorney-General respects your privacy and is committed to protecting your private information.

REQUIREMENTS FOR A SUITABLE TEST REPORT:

A suitable test report should include:

- The test report must be from a laboratory with appropriate accreditation (a National Association of Testing Authorities, Australia (NATA) accredited laboratory; a laboratory accredited by a body that has mutual recognition arrangements (MRA) with NATA; or laboratory/facility approved by the ESO).
- The test report should be to the current version of the relevant Australian standard (if not see 'additional information required' section).
- The test reports should include a full listing of all clauses and sub clauses and results for each.
- The test report should include detailed colour photographs. The photographs generally would include:
 - complete view of the product (side, top and bottom);
 - name plate of product;

- other warning labels on product or indicator marks;
 - close up of controls and switches;
 - close up of plug;
 - cord markings;
 - cord entry into product;
 - internal overall layout wiring and component locations ;
 - close up of incoming supply cord/cord anchorage/terminal block/earth connection;
 - marking on critical components (switches, capacitors, transformers etc).
- The test report should include full technical details including, but not limited to:
 - description of the unit(s) under test;
 - nameplate marking details of the unit(s) under test;
 - if more than one model, details of the differences between the models listed on the test report and which tests were applied to which models;
 - temperature test conditions and results;
 - abnormal test conditions and results;
 - leakage current and electric strength test results;
 - test results for specific test relevant to the product under test;
 - detailed component listing of all components (and alternates) that were included in the assessment for the report – including details of component markings and Australian certification numbers where appropriate;
 - resistance to heat and fire results (detailed results of all components tested, temperature applied, results of flaming and any consequential test required) and details of tests specific to the product as listed in the relevant standard.

ADDITIONAL INFORMATION REQUIRED

1. When a test report to other than the current relevant Australian standard is supplied, an additional test report or information should be supplied to show how the product complies with the current Australian standard. If the report is an international standard that the Australian standard is based on, the Australian variations must be as per those listed in the current version of the applicable Australian standards.
2. Where there are non compliances or clauses not assessed in the report(s) supplied, there should be accompanying information to show how the product will comply with those requirements. This information should be supplied with a covering letter detailing the reasons why the information shows the product is suitably compliant and why the information should be accepted and must be signed by a suitably authorised person.
3. If the test report does not include complete detailed colour photographs, these must be supplied by the applicant. The photographs generally would include:
 - complete view of the product (side, top and bottom);
 - name plate of product;
 - other warning labels on product or indicator marks;
 - close up of controls and switches;
 - close up of plug;
 - cord markings;
 - cord entry into product;
 - internal overall layout wiring and component locations ;
 - close up of incoming supply cord/cord anchorage/terminal block/earth connection;
 - marking on critical components (switches, capacitors, transformers etc).
4. If the test report has different marking details listed to those that will be on the product that will be manufactured and supplied, details of the final markings must be supplied (artwork layout with a space showing where the certificate of approval number will be placed is suitable). An explanation of the differences should also be supplied.
5. If the test report lists a different model number to that which will be on the product that will be manufactured and supplied, then details of the model numbers and declaration by the applicant/manufacture stating the link between the models is required.

6. Other requirements are:

- Copies of relevant Australian certificates of approval for critical components (e.g. supply cord and supply plug).
- Operating and safe use instructions.
- Installation instructions (if required).
- Circuit diagrams, component certification component listing, bill of materials or other details to assist in showing the product complies with requirements.

WHEN A SAMPLE MAY BE REQUIRED?

It may not be necessary to supply a sample with the application, however if a sample is not supplied and is later requested, this may delay the processing of your application.

A sample may be requested if there is a specific requirement. Examples of requirements include but are not limited to:

- if ambiguous or incomplete information has been supplied;
- the particular type of product has a safety issue that requires review;
- review of the information supplied indicates an issue that needs to be investigated; or
- when a random audit is being undertaken.

Section 118 of the *Electrical Safety Regulation 2002* sets down the process for dealing with samples. At the conclusion of all testing and examining and after any evidential requirements, the chief executive must notify the person in writing that the item is ready for collection. If at the end of six months after giving the notice, the item has not been collected, the chief executive may dispose of the item as they consider appropriate and the person is not entitled to claim for the item or any loss or damage to it.

APPLICATION CHECKLIST

Please see the attached checklist. It will help you to ensure that all information is provided with the application.

NEED MORE INFORMATION?

Contact the Electrical Safety Office:

Telephone: 1300 650 662 (within Queensland)
Telephone: (07) 3247 4711 (interstate)
Telephone: +61 7 3247 9439 (international)
Facsimile: +61 7 3406 3808
Email: equipmentsafety@deir.qld.gov.au
Website: www.electricalsafety.qld.gov.au

Application for approval of electrical equipment

(Includes non-prescribed equipment)



Form 6

V7.06-2009

This form is to be completed in accordance with the attached guidelines. Please complete the form in BLOCK LETTERS.

Electrical Safety Act 2002

1 Applicant details

Business name:	ABN / ACN / ARBN (If applicable):			
Contact:	Name	Telephone	Fax	Email
Address:	Street / PO Box	Suburb		
	State	Country	Postcode	

2 Consultant / agent details – Please note, unless otherwise indicated the certificate/s will be posted to the consultant / agent.

Business name:	ABN / ACN / ARBN (If applicable):			
Contact:	Name	Telephone	Fax	Email
Postal address:	Street / PO Box	Suburb		
	State	Country	Postcode	

3 Product details

Approval Number:	Equipment type:
Trade or brand name:	Model number:
Marked rating:	RCM used? YES <input type="checkbox"/> NO <input type="checkbox"/>
Manufacturers name and address:	

4 Test report details

Name of testing laboratory:	Test report number/s:
Safety Standard tested to:	Report date/s:
Relevant Australian Standard: AS/NZS:	

5 Declaration

I/We declare that the information stated above is a true statement and that, to the best of my/our knowledge, the equipment referred to above has been tested and examined in accordance with the appliance specifications to demonstrate the safety outcomes of the required Standards under the Electrical Safety Regulation 2002.

Authorised person:	Signature:	Date:
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6 Fee – This is a GST free supply. Keep a copy of this invoice for your records. A receipt of payment will be attached to the certificate.

Invoice amount \$ _____

- EFT** – Please contact the ESO for a reconciliation number then forward a copy of this form to your Accounts Department.
 Cheque – to be made out to the Department of Justice and Attorney-General.
 Credit card – as below.

Card type: Visa Bankcard MasterCard American Express* * code

Card number:

Expiry date: Name on card: _____

Cardholder's signature: _____

Return application to: Electrical Safety Office, Equipment Safety, LMB 2234 Brisbane QLD 4001 or equipmentsafety@deir.qld.gov.au

Privacy statement: The Department of Justice and Attorney-General respects your privacy and is committed to protecting your personal information. The information provided on this form is for the purpose of applying for approval of a type of electrical equipment and monitoring compliance under the *Electrical Safety Act 2002*, and will be managed within the requirements of Information Standard 42. The department may be required to disclose your personal information to other government agencies, entities or persons as may be required by law or that are outsourced functions. This information may also be used for statistical research, information provision and evaluation of our services. We will assume that we have your permission to do this unless you tell us otherwise. You can do this at any time by contacting the Electrical Safety Office on 1300 650 662. Further information on our privacy policy is available at www.electricalsafety.qld.gov.au.

Checklist for use with Form 6

(Application for approval of electrical equipment)



To be used in conjunction with the Guidelines of application for certificate of approval of electrical equipment, please attach the completed checklist when submitting the application.

Information provided?		Before you start: Please ensure you use the current version of <i>Form 6</i> , available from our website at www.electricalsafety.qld.gov.au
Yes	No	
Section 1 - Applicant details: (must be completed)		
<input type="checkbox"/>	<input type="checkbox"/>	Business name:
<input type="checkbox"/>	<input type="checkbox"/>	ABN / ACN / ARBN (if applicable):
<input type="checkbox"/>	<input type="checkbox"/>	Contact:
<input type="checkbox"/>	<input type="checkbox"/>	Address:
Section 2 - Consultant / agent details: (must only be completed if a consultant or agent is being used)		
<input type="checkbox"/>	<input type="checkbox"/>	Authorisation letter: Letter of authorisation for the consultant / agent to act on behalf of the applicant. Note this is only required if the person making the application is not the applicant listed on the application form in the 'Applicant details' section.
<input type="checkbox"/>	<input type="checkbox"/>	Business name:
<input type="checkbox"/>	<input type="checkbox"/>	Contact:
<input type="checkbox"/>	<input type="checkbox"/>	Address:
Section 3 - Product details: (must be completed)		
<input type="checkbox"/>	<input type="checkbox"/>	Equipment type: Must be specified. For example: a refrigerator, vacuum cleaner or battery charger.
<input type="checkbox"/>	<input type="checkbox"/>	Trade or brand name: Only one name must be placed on the application form, additional trade or brand names may be added using <i>Form 7 (application for approval of modification/s to approved electrical equipment)</i> .
<input type="checkbox"/>	<input type="checkbox"/>	Model number: Only one model number must be placed on the application form, additional models may be added using <i>Form 7 (application for approval of modification/s to approved electrical equipment)</i> .
<input type="checkbox"/>	<input type="checkbox"/>	Marked rating: The minimum details required are rated voltage, rated frequency, rated input current or power . These details must be for the model listed on the application form and must also be the same as those listed in the test report for that model.
<input type="checkbox"/>	<input type="checkbox"/>	RCM used: Must be indicated by marking the appropriate box on the application form. Note the use of the RCM is only available to applicants who have a registered ABN / ACN / ABRN in Australia.
<input type="checkbox"/>	<input type="checkbox"/>	Manufacturers name and address: These details must be the same as those in the test report.
Section 4 - Test report details: (must be completed)		
<input type="checkbox"/>	<input type="checkbox"/>	Name of testing laboratory: If more than one test report is supplied with the application then the names of each different testing laboratory must be recorded in this section.
<input type="checkbox"/>	<input type="checkbox"/>	Test report number/s: If more than one test report is supplied with the application then the report number for each different test report must be recorded in this section.
<input type="checkbox"/>	<input type="checkbox"/>	Safety standard tested to: This is the standard/s listed on the test report/s supplied with the application.
<input type="checkbox"/>	<input type="checkbox"/>	Relevant Australian Standard: This is the Australian Standard (AS/NZS) to which you are requesting approval to.
Section 5 - Declaration: (must be completed)		
<input type="checkbox"/>	<input type="checkbox"/>	This section must be completed by the person authorised by the applicant. The person may be either from the applicant organisation or a consultant / agent duly appointed by the applicant.
Section 6 - Fee: (must be completed)		
<input type="checkbox"/>	<input type="checkbox"/>	No application can proceed until full payment is received.
Additional information:		
<input type="checkbox"/>	<input type="checkbox"/>	Full test report or Assessment To current applicable Australian Standard; or Information outlining how / why equipment can be shown to comply with the current applicable Standard.
<input type="checkbox"/>	<input type="checkbox"/>	Other Other: e.g. photographs, operating instructions cord & plug certificates.