

Guideline and checklist to assist in applying for modification/s to an 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 An incorrect or incomplete application may be considered as withdrawn or refused.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 modification to an existing certificate of approval for a type of electrical equipment (Forms 7 and 7A).

Approval for a type of electrical equipment may be for a period up to 5 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.

You may add additional models and variations to the original certificate of approval; however the original certificate of approval expiry date remains unchanged.

For some applications, the Electrical Safety Office (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 modification/s to an electrical equipment certificate of approval is granted, the ESO will issue an attachment to the certificate of approval. 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.

Note. All the modifications included in the attachment to the certificate of approval will expire on the expiry date listed in the original certificate of approval.

THE APPLICATION FORM

The application form must be the current version of the application for modification to approved electrical equipment form (Form 7). 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, which must ensure the electrical equipment which is sold is identical to the electrical equipment type tested and registered on the attachment to the certificate.

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 is 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

Complete this section using the details of the originally approved type of electrical equipment that can be found on the certificate of approval.

Original approval No: This is the certificate number on the original certificate of approval. This is the Registration Number near the top of the certificate and is the same as the Reference Number (without the Q) in the body of the certificate.

Original equipment type: This is the same as the original certificate of approval as per the 'Article' listed on the certificate of approval.

Original trade or brand name: This is the same as the original certificate of approval as per the 'Trade Name' section on the certificate of approval.

Original model number: The model number on the original certificate of approval should be entered here.

Section 4 — General modification/s

Space in section 4 is used to list changes that affect all models listed on the certificate of approval, or changes to a particular model or models already listed on the certificate.

If additional models are to be added to the certificate of approval, Supplementary form 7A must be used.

General modifications should clearly explain the change that has occurred and to which models it applies.

General modifications can be for an alternative trade name that applies to all models on the certificate of approval (or list the models that the alternative trade name applies to) change of colour, shape, features, ratings, location of manufacturer, use of alternate supply cord and plug etc.

Examples:

- Use of alternate trade name 'wizzbang'
- Model AAA uses alternate trade name 'wizz'
- Models AAA and AAB use alternate trade name 'bang'
- Model AAA has alternate colour pink and deletion of digital display
- Model AAB rated 1500W in lieu of 1200W
- Use of alternate supply cord (approval Q06006) and plug (approval Q06007)

NOTE: Some general modifications may be able to be processed without the need for an additional test report or other document. However, some general modifications will require test reports, additional information and /or certificate.

Section 5 — Test report details

Please complete this section if a test report/s is/are supplied with the application.

THE TEST REPORT MUST BE ATTACHED TO THE APPLICATION

See below for the requirements for an acceptable test report

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 details must be provided.

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

Safety standard tested to: This is safety standard number that the electrical equipment was tested to.

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 applicable or corresponding Australian Safety standard that is applicable to the electrical equipment. It should be the same standard that the original certificate of approval lists as the relevant standard.

Section 6 — 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 7 — 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 is listed on in the *Electrical Safety Regulation 2002* schedule 7 and are 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:

When a test report is required or requested, it should cover all aspects of the modification to show the modification complies with the relevant standard. If it does not, then additional information should be supplied or the application may be rejected.

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 body who 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 as relevant to the modification(s) that have been declared.
- The test report should include detailed colour photographs. The photos generally would include:
 - complete view of 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 relevant to the modification(s) that have been declared, including, but not limited to:
 - If a part test report:
 - a reference to the original test report (if known);
 - reference to how models on this test report differ from those on the original test report.
 - 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

Information supplied should clearly and logically show how the modifications can be shown to comply with the relevant standards and may include some or all of the following:

1. When a report other than the current relevant Australian standard is supplied, additional test reports 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. When a test report to other than the current relevant Australian standard is supplied, additional test report or information should be supplied to show how the product complies with the current Australian variations from the supplied report. These variations must be as per those listed in the current version of the applicable Australian standard.
3. 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.
4. The test report should include detailed colour photographs. The photos generally would include:
 - complete view of 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).
5. If the test report has different marking details listed in the test report to those that will be on the product that will be manufactured and supplied, then details of the final markings must be supplied (artwork layout with a space showing where the approval number will be placed is suitable). An explanation of the differences should also be supplied.
6. 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/manufacturer stating the link between the models is required.
7. 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.

HOW TO COMPLETE THE SUPPLEMENTARY FORM TO MODIFICATION APPLICATION (FORM 7A)

List all the differences the new model has from the original model or previously approved models. Differences can include: "alternative" components, parts, style, layout, etc, "Deletion of" features, functions, components, parts, etc, "Addition of" features, functions, components, parts, etc, "Change of" components, ratings, materials, etc.

See below for an example of completion of Form 7A.

New model number	Similar to	Original model number	Except for	List the difference.
DEF456		ABC123		Alternative trade name "AAABBB" and alternate control panel layout.
BBBCCC		ABC123		Alternate trade name "BBBCCC" deletion of high/low heat mechanical switch and addition of high/low heat electronic switch.
CCDDD		BBBCCC		Change of rating to 1800W

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 modification/s to approved electrical equipment



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

Form 7
V7.06-2009

Electrical Safety Act 2002

1 Applicant details - Relates to original approval certificate

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

Original approval number: _____	Original equipment type: _____
Original trade or brand name: _____	Original model number: _____

4 General modification details – general modification only, please see Form 7A 'Supplementary Form' to add additional models.

5 Test report details

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

6 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: _____

7 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

Checklist for use with Form 7

(Application for approval of modification/s to approved electrical equipment)



To be used in conjunction with the Guidelines of application for modification of 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 7</i> (and <i>Form 7A</i> if applicable), 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:	
<input type="checkbox"/>		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"/>	Original approval number:	Only the approval number this Office previously issued for your product must be written in this section. For example: Q012345
<input type="checkbox"/>	<input type="checkbox"/>	Original equipment type:	Only the equipment type, as per the certificate of approval must be written in this section. For example: a refrigerator, vacuum cleaner or power supply.
<input type="checkbox"/>	<input type="checkbox"/>	Original trade or brand name:	Only the trade or brand name, as per the certificate of approval must be written in this section.
<input type="checkbox"/>	<input type="checkbox"/>	Original model number:	Only the model number, as per the certificate of approval must be written in this section.
<input type="checkbox"/>		Section 4 - General modification details: (must only be completed for models already approved)	
<input type="checkbox"/>	<input type="checkbox"/>		List details of changes to the existing (already approved) models. If additional models are to be added, <i>Form 7A</i> must be completed
<input type="checkbox"/>	<input type="checkbox"/>		Form 7A completed (if applicable)
		Section 5 - 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.
<input type="checkbox"/>	<input type="checkbox"/>	Section 6 - Declaration: (must be completed)	
		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.	
<input type="checkbox"/>	<input type="checkbox"/>	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.