

Guideline and checklist to assist in the renewal application 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 An incorrect or incomplete application may be considered as withdrawn or refused.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 renewal application for a certificate of approval of electrical equipment. It is your responsibility to ensure that your certificate of approval remains current while you are selling the product. The application for renewal for a certificate of approval must be submitted before the expiry date listed in the certificate of approval.

Renewal of a certificate of 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 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 Electrical Safety Regulation 2002*.

A renewal of a certificate of approval can only be conducted on product/s identical to the product/s listed in the current certificate of approval and its attachments. **If your review of a product shows it has changed from that which was originally approved, you must submit a complete 'Application for modification to approval' form (form 7) and associated documents before the application for renewal can be conducted. You must stop the sale of electrical equipment until the application for modification has been approved.**

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.

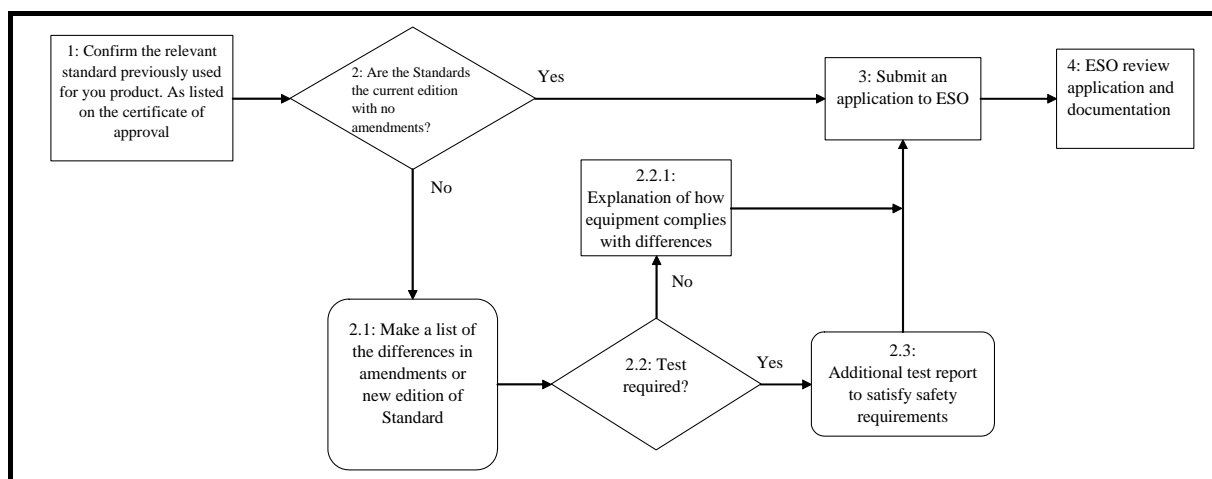
If your application for a certificate of approval is granted, the ESO will issue a certificate of approval with such details as your product trade name, relevant standard and the expiry date. Please ensure your certificate of approval is kept in a safe and accessible place, as it must be made available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

PREPARING AN APPLICATION

I ESO reminder letter: You may receive a reminder letter from the ESO advising that your certificate of approval is due to expire. It may also advise the Australian standard the product was approved to and what the current relevant standard is. (Despite our best efforts, the ESO makes no guarantees that the information about the current Australian standards in this guideline is complete and free from error). Note that the standard may have been amended or changed between the date you first gained a certificate of approval and the expiry. You must ensure that you are aware of any changes.

II. Meet the safety requirements: If the relevant standard has changed or has been amended, then these changes must be taken into account before a renewal can be issued. Standards may be purchased from the Standards Australia web site on <http://www.standards.com.au>. For renewal, the product must comply with the safety criteria of the current relevant Australian standard.

You must be able to demonstrate that the product complies with the current standard. The following diagram shows how you can manage the safety requirements for your product.



Step 1: The ESO may have confirmed this step if you have received a letter reminding you that your certificate of approval is due to expire and asking you if you require renewal.

Step 2 & 2.1: Can be done by the approval holder or their consultant. The relevant standard may be a part 2 standard that is read in conjunction with an appropriate part 1 standard; both the part 2 and part 1 standards need to be assessed for changes due to new editions or amendments.

Step 2.2 & 2.2.1: Must be done by the approval holder/consultant/approved testing entity (or a combination, depending upon what is required). See below under 'Requirements for an acceptable test report'.

Step 2.3: Must be carried out by an approved testing entity, see section 'Requirements for a suitable test report'.

Step 3: Done by the approval holder/consultant.

Step 4: Done by ESO. Note this review may result in additional information requests or additional tests regardless of action taken in steps 2.2, 2.2.1 and 2.3.

THE APPLICATION FORM

The *Electrical Safety Regulation 2002* Part 6, section 103b (2) states that the application form must be the current version of the application for renewal of a certificate of approval of electrical equipment form (Form 33). See the Electrical Safety Office web site as follows: 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, who must ensure the electrical equipment that is sold is identical to the electrical equipment type tested and registered on the original certificate of approval.

ABN / ACN / ARBN: Australian applicants should enter their Australian Business Number (ABN) or their Australian Company Number (ACN) as it appears on their original certificate of approval. 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 matters relating to a certificate of approval.

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

Section 2 — Consultant / agent details

If a consultant or agent is 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. Write the approval number, approval date, article type and the trade or brand name as they appear on the original certificate of approval.

Nominate the period for which the renewal is required (maximum five years).

If any product details have changed, for example, components, cord, plug, colour or model, then before a renewal can be conducted, you must apply for a modification of a certificate of approval (Form 7). You must stop the sale of the electrical equipment until the application for modification has been approved.

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

Original equipment type: This is the same as is on 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 is on 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.

Period of renewal is required for: This will determine the expiry date (maximum five years).

Section 4 — Additional model/s and general modification/s

Please provide details of the additional models and general modifications you wish to keep on your certificate of approval. This should include only additional models previously approved under the approval. Details can be taken from your certificate of approval and the attachments to the certificate of approval that have been issued to you. You need to complete the supplementary Form 33A listing all additional models that you wish to maintain on the certificate of approval. These models must have already been listed on the certificate of approval or on an attachment to the certificate of approval you are renewing. Form 33A can be found as follows: www.electricalsafety.qld.gov.au

Note no new models can be added during the renewal application.

If the additional models are not listed on the renewal application, their certificate of approval will expire and they must be withdrawn from sale.

Section 5 — Relevant Australian Standard

This is the current edition / year (and amendments) that you must show evidence of compliance to. You will need to supply the appropriate information with your application for renewal that demonstrates your product complies with this current standard. This may be a full test report or other additional information.

Important rule. The standard you must show evidence of compliance with may be read in conjunction with another standard in which case changes to all standards will need to be addressed in the additional information you must supply with the application.

Example.

The standard listed on the certificate of approval is AS/NZS 3350.2.9: 1999 including amendment 1 and at the time of your renewal of approval the current applicable standard is AS/NZS 6035.2.9:2002 including amendments 1 to 4.

To demonstrate that your product complies with the current standard, you would assess the changes as follows:

1. Note: at the time the certificate of approval was issued AS/NZS 3350.2.9:1999 was read in conjunction with AS/NZS 3350.1:2000 including amendments 1 & 2.

2. Changes to the standards since the certificate of approval was issued are:

Original standards	AS/NZS 3350.2.9: 1999 including amendment 1	AS/NZS 3350.1: 2000 including amendments 1 & 2
Changes to standards	AS/NZS 3350.2.9: 1999 amendment 2 ↓ ↓	AS/NZS 3350.1: 2000 amendment 3 ↓ ↓
	AS/NZS 3350.2.9: 1999 amendment 3 ↓ ↓	↓ ↓ AS/NZS 3350.1: 2002
	AS/NZS 3350.2.9: 1999 amendment 4 ↓ ↓	↓ ↓ AS/NZS 3350.1: 2002 amendments 1
	AS/NZS 60335.2.9: 2002	
	AS/NZS 60335.2.9: 2002 amendment 1 ↓ ↓	↓ ↓ AS/NZS 3350.1: 2002 amendment 2
	AS/NZS 60335.2.9: 2002 amendment 2 ↓ ↓	↓ ↓ AS/NZS 3350.1: 2002 amendment 3
	AS/NZS 60335.2.9: 2002 amendment 3 ↓ ↓	↓ ↓ AS/NZS 60335.1: 2002
	AS/NZS 60335.2.9: 2002 amendment 4 ↓ ↓	↓ ↓ AS/NZS 60335.1: 2002 amendment 1
Current standard	AS/NZS 60335.2.9: 2002 including amendments 1,2,3 & 4.	AS/NZS 60335.1: 2002 including amendment 1

All these changes need to be reviewed and assessed to show the product complies with all the changes (including the changes when the standard series changed from the AS/NZS 3350 series to the AS/NZS 60335 series.

This is a complex example and in this situation a new full rest report may be the best option to show the electrical equipment complies with the requirements of the current 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 for renewal is the same fee as for an application for approval and 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 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 report 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 box the unit comes in;
 - details of safety instruction on box;
 - 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 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. If a full test report to the current applicable standard has not been supplied, then a report/assessment listing all the clauses that have been changed by new editions or amendments to the relevant standard must be supplied. The report/assessment should list each clause, the change from the previous requirement and an indication as to how/why the electrical equipment can be considered to comply with the current requirements.
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 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.
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. If the test report is not supplied or does not include complete detailed colour photographs then these must be supplied by the applicant. The photos generally would include:
 - Complete view of the box the unit comes in;
 - details of safety instruction on box;
 - 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 a test report is supplied and it 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 a test report is supplied and it 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 current relevant Australian certificates of approval for critical components (e.g.: supply cord and supply plug);
 - current operating and safe use instructions;
 - current installation instructions (if required);

- current diagrams, component certification 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 renewal of approval of electrical equipment



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

Form 33
V4.06-2009

Electrical Safety Act 2002

1 Applicant details - Relates to original approval certificate

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

3 Product details

Original approval number: _____	Original equipment type: _____
Original trade or brand name: _____	Original model number: _____
Period of renewal is required for: (maximum of 5 years) _____	

4 Additional model/s and general modification/s to be renewed, please see Form 33A 'Supplementary Form' to be attached.

5 Current 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.

Name: _____ 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 Industrial Relations. **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.