

How to Complete the Form- S-0001

SAA Approvals is a certification body and are not approvals consultants. We specialise in providing fast efficient electrical product safety certification with guaranteed time frames. This allows companies to plan their product entry into the market efficiently. As such, SAA Approvals only provides assistance for completion of an application. A series of application guides are available to assist in completing our application forms and our website has a Frequently Asked Questions section that can also provide help. See contact details below.

It is recommended that if you are not familiar with the requirements of electrical product approval certification that you engage a specialised approvals consultant. These consultants know the regulatory requirements and understand the Electrical Product Approval Certification Scheme which may save you time and effort getting your product into the marketplace quickly.

This Guide will assist you to complete the application form S-0001 with sufficient information to minimise delays in processing your application. Also see Application Check Sheet S-0001A to check all information needed has been supplied. The application form, S-0001, should be the current version: if unsure check our website for the latest updates at www.saaapprovals.com.au. An incomplete application may be rejected so please take your time and carefully complete all details as requested below.

Section 1. Application Details

Type of application: Click the applicable box and an "X" is automatically placed in the box or place "X" in the box if completing by hand.

New Certificate Application - REAS Scheme or RECS Scheme?

You can choose whether to apply using our New South Wales (REAS) process or the Queensland (RECS) process. There are slightly different requirements in some instances and we will explain those at the time of application. Please note that both certification schemes (REAS and RECS) are fully accepted as means of documentary compliance with Australian law. If neither box is ticked, at this stage we will use the NSW REAS process by default.

For more information of each scheme go to:

NSW Scheme: www.fairtrading.nsw.gov.au/

QLD Scheme: www.electricalsafety.qld.gov.au

If this is an **Application for Modification only** enter current Certificate number.

If this is an Application for an EMC Certificate and Compliance Declaration click this box.

Section 2. Applicant Details

- **Business name:** This is the name of the person/Company who will be legally responsible for the electrical equipment. The Certificate Holder must be a legal identity and ensure the electrical equipment which is sold is identical to the electrical equipment type tested and registered on the Certificate. Unregistered Business Names or trading names are not acceptable.
- **Street address:** This is the registered street address for the registered business. This is a mandatory requirement and must be completed.
- **Postal address:** This is the business postal address if different from above.
- **ABN/ACN/ARBN:** Australian applicants must include 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:** This is the contact details (name, ph, email) of the person who owns the business, or is an employee of the business and has delegated authority to act for the business in electrical safety certification matters.

Section 3. Consultant Details

If a consultant or agent is being used, the consultant/agent must complete the details of their company. SAA will direct all communications relating to this application through the contact person named in this section.

A letter of authority for the consultant/agent to act on behalf of the applicant must be supplied. When consultant details are provided all communications will be with the consultant and written correspondence will be sent to the postal address provided in this section.

Section 4. Product Details

- **Product description:** This is a description of the “type” of electrical equipment. You should include other information in this box to best describe your product, however please keep it reasonably concise. This information will be included on the Certificate and we may add further details. If Application is for Modification it will be as per the original Certificate.
- **Trade or brand name:** Please provide the trade, brand or company name that will be marked on the manufactured electrical product. An electrical product must be marked with a traceable identity and your trade, brand or company name marked on your product provides, in part, this traceability. It also provides brand recognition in the marketplace and a contact point for you if required for repairs, service or other information. If you have more than one trade name that your products will be sold under please provide these additional names in either the General Modification or Additional Models sections if they relate to specific model numbers. **The application cannot be processed without a trade/brand name.**
- **Main model number/name:** This is the model, catalogue or part number/name to be marked on the electrical product to identify the particular product type. It must be the marking that will be on the electrical product. If you have additional models please provide the details in Section 6 – Additional Models. **The application cannot be processed without a model identifier.**
- **Electrical rating:** These are the basic electrical details to be marked on the label. Minimum details are rated voltage, rated frequency, rated input current and/or power and for a power supply unit, also the rated output voltage and current/wattage/VA. The marked rating must be the values of the main model as described 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 the processing of the application.
- **Manufacturer’s name and address:** This is the name and address of the manufacturer of the electrical product to be approved.

Section 5. General Modifications

List changes that affect one or more models:- For example if two or more brand names are used list them here except the one listed in Section 4, or if a particular component or colour change or new supplier of the plug and cord that affects a model or a number of listed models.

This can be included as part of a new application for certification.

If your application is for a modification only, list only the changes required not the details that are already listed on the certificate.

Note: An additional Modification Fee will also be applied where complex assessment for this section is required.

Section 6. Additional Models

List all additional models, brand name and the rating and describe all of the differences between them and the main model or other listed model. Only the model numbers listed here will appear on the certificate. There must be a traceable link back to the main model. Note: If model identifier is different to model listed in the report then a model correlation must be provided, refer to ‘**C. Additional Information Required**’ below.

For example: - ABC is the main model and there are 3 more models in your range, ABB, ABD and ABE:

6. Additional Models (Attach list if insufficient space)			
Model Number	Brand/Trade Name	Electrical Rating	Difference between main model or other recorded model

If there is insufficient space to list your models attach a separate sheet in the same format.

If your application is for a modification only, list only the additional models required not the models that are already listed on the certificate.

Note: An additional Modification Fee will be applied for numerous models or where complex assessment is required.

Section 7. Test Report Details

List all test reports here. If there is insufficient space attach separate list in the same format.

Note: The test report must be endorsed and marked with the test laboratory's accreditation logo. The test standard but be listed in the test laboratories accreditation documentation.

- **Report date/s:** This is the date on the report that indicates when the report was produced.
- **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.
- **Test report number/s:** This is a unique identification and every page should be traceable to this unique identification. Refer ISO/IEC 17025.
- **Test Standard/s:** This is the Safety standard number/s that the electrical equipment was tested to. It will be recorded on the test report.

More details on acceptable test reports can be found below under '**Evidence of Compliance**'.

Section 8.a. Declaration by Applicant

If the application form is completed by the applicant, this declaration **must** be signed by the owner of the business whose details appear in Section 2 or an authorised employee of that business who by their position or appointment has authority to act on behalf of the applicant. By signing the application form you are declaring that you have read and understood the Terms, Conditions and Obligations of the SAA Approvals Electrical Product Certification Scheme and will abide by them.

Section 8.b. Declaration by Consultant

This declaration must be signed by consultant authorised to obtain product certification on behalf of the applicant. A copy of the letter of authorisation must accompany the application.

The consultant must ensure that the applicant is supplied with the SAA Terms, Conditions and Obligations and the applicant provides the consultant with a signed declaration as per Section 8a above. This declaration must accompany the application.

NOTE: Each application is treated as a new job and the declarations mentioned above must accompany each new application.

Section 9. Fee

No application will be commenced unless full payment is received.

The application fee is required at the time the application is submitted. A Tax Invoice/receipt will be issued for all payments. All fees are non-refundable regardless of the outcome of the application as stated in the "SAA Approvals Terms, Conditions and Obligations".

The fee for an application will depend on the type of application you are making. For a new Application for New Certification that may include simple modifications and models the fee "1" applies except as noted in Section 6 above. The SAA Approvals fee schedule (Form S-0030) is available on request or from www.saaapprovals.com.au.

You can pay by several methods.

- **Cheque:** to be submitted with the application form and to be made out to SAA Approvals.
- **Credit card:** complete the fee section of the form as per your card details. Please note that SAA Approvals respects your privacy and is committed to protecting your private information.
- **Electronic Funds Transfer (EFT):** Our bank details are on the form and once payment is made forward a copy of the payment transaction to us by email or attach it to the application form.

EVIDENCE of COMPLIANCE

A. Foundation for Claim of Compliance

To assist you in providing sufficient and acceptable evidence to show your product meets the relevant requirements and to ensure a faster process of your application, please read the following.

A **SAA** Certificate is issued when electrical products show compliance with the relevant standards, or when appropriate evidence is provided, and it is also deemed that the electrical product will not create an unsafe situation for the installer, user, repairer and the installation. In the case of non-declared equipment, in addition to any test report to the applicable standard evidence showing that it meets the essential safety criteria of AS/NZS 3820 may also be required. See SAA Approvals website or www.saiglobal.com for information on relevant standards.

Where amendments to the existing standards are published, products shall comply with the published amendment when the Certificate is to be renewed. New product that is not yet manufactured shall comply with the amended standard.

Existing Certification: Where a product has been certified by another Australian or New Zealand certification body the certificate may be presented as evidence of compliance. However, supporting evidence such as described below is also to be provided.

Note: when a Standard has been changed or amended only those changes may need to be evaluated.

Sufficient technical documentation must be provided to demonstrate that the product complies with the applicable Standard. The following would form the minimum technical documentation to be supplied with the application form.

B. Test Reports

- ◆ An acceptable test report is one which:
 - A report from a laboratory accredited by a signatory under the International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Arrangement. These reports must be endorsed/marked with the laboratory's accreditation logo.
 - A CB test report issued under the IECEE CB Scheme. TMP, WMT & SMT are only accepted with CB certificates. RMT reports are not accepted.
 - A GS report with GS certificate (laboratory must have accreditation for the test standard) as administered by the German Federal Ministry of Labour and Social Affairs. (This will only be accepted for REAS system applications and not for RECS)

Note: The above reports shall:

1. Be valid and issued by laboratories where the scope of accreditation includes the standards listed in the report;
2. Have endorsement logos of the accreditation body; and
3. Have authorised approving signatory as per the accreditation.

In certain circumstances reports without the endorsing logo may be accepted, but the approving signatory must be authorised by the respective accreditation body. The laboratory will need to provide evidence of their approving signatories if this information is not readily available. The turn-around time will be longer as more detailed checking is required. Reports issued under the IECEE scheme but without CB certificate must not have the IECEE logo. (This paragraph only applies for REAS system applications and not for RECS)

We reserve the right to check with the issuing laboratory regarding the provenance of the test report.

- Certification is based on the following order of application of Standards:
 1. Must also meet the essential safety criteria of AS/NZS 3820.
 2. Australian and New Zealand Standards.
 3. International Electro Technical Commission (IEC) Standards.
 4. European Norm (EN) standards or Harmonised Document (HD) based on IEC Standards.
 5. Any National Standards that show equivalence to IEC Standards.
- Should be to the current version of the relevant Australian standard: if not see section 'C. Additional Information Required' below.
- Should include a full listing of all clauses and sub-clauses and results for each.
- Include sufficient detailed colour photographs necessary to identify the product which generally would include:
 - ✓ complete view of the product (top, side and bottom).
 - ✓ nameplate and warning labels on product or indicator marks.
 - ✓ close up of controls, switches, supply cord entry/cord anchorage/terminal block/earth connection.
 - ✓ close up of plug, cord markings and marking on critical components.
 - ✓ internal overall layout wiring and component locations.
- Should include full technical details including, but not limited to:
 - ✓ description of the unit(s) including 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.
 - ✓ normal temperature and abnormal test conditions and results.
 - ✓ leakage current and electric strength test results.
 - ✓ details of any specific tests for the product as listed in the relevant standard.
 - ✓ detailed component listing of all components (and alternates) that were included in the assessment for the report.
 - ✓ Declaration that any supply cord, plug or appliance connector has current appropriate certification or copies of certificates for each or details to enable verification the item/s have current certification.
 - ✓ resistance to heat and fire results (detailed results of all components tested, temperature applied, details if flamed)

and any consequential test required).

C. Additional Information Required

- When a test report is submitted that is not to the current relevant Australian standard, an additional test report or assessment of variations, amendments and any other relevant information is to be supplied to show how the product complies with the current Australian standard.
- If the report is to the International standards that the relevant Australian standards are based on, the Australian variations must be as per those listed in the current version of the applicable Australian standards together with any applicable amendments.
- Where there is no equivalent Australian standard for a non-declared product then other applicable standards as details in B. above may be used providing an assessment or other test report is provided to show how the product meets the minimum essential safety requirements.
- 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 must be accompanied by an explanation, signed by a qualified person, detailing the reasons why the information indicates the product is compliant and should be accepted.
- If a test report lists different model numbers to that which will be marked on the products to be certified, then details of the model numbers and declaration by the applicant/manufacture stating the link between the models is required.
- A draft layout of the label with provision of a space where the certificate of approval number will be placed is to be supplied.
- User and installation instructions and documents that will be provided upon sale of the product.

D. Other Information which may be required

- Circuit diagrams, list of materials and components where necessary to identify the product.
- Specifications of key parts such as transformers and protective devices.
- Copies of relevant Certificates of Approval for critical components, if different from those listed in the report.

E. WHEN A SAMPLE MAY BE REQUIRED?

A sample may be requested if there is a specific requirement such as; but are not limited to:

- If ambiguous or incomplete information has been supplied.
- A safety issue has been identified regarding the particular type of product that requires review.
- Review of the information supplied indicates an issue that needs to be investigated.
- When random product surveillance is being undertaken.

It is important, therefore, to ensure that good colour photographs and sufficient evidence is provided otherwise a sample may need to be requested which will delay the processing of your application.

SAA Approvals Terms, Conditions and Obligations sets out the policy for dealing with samples. SAA Approvals will notify the Applicant in writing when the sample item is ready for collection. If at the end of 14 days after giving the notice, the item has not been collected, SAA Approvals may dispose of the item as considered appropriate and the Applicant is not entitled to claim for the item or any loss or damage to it. Please note that after examination and testing the product will not be operational and may be in an unsafe condition and will be labelled accordingly.

Should any additional information be needed to assist in completion of the application please contact our office, details below.

APPLICATIONS TO:

Mail: Product Certification Division
SAA Approvals
PO Box 189
Cannon Hill QLD 4170
Australia

Email: productsafety@saaapprovals.com.au

Courier Address:

Product Certification Division
SAA Approvals Pty Ltd
5/20 Rivergate Place
Murarrie QLD 4172
Australia
Contact Ph: +61 7 3393 9455

NEED MORE INFORMATION?

Website: www.saaapprovals.com.au

Email: info@saaapprovals.com.au



Application for a New Approval And/or Modification Guide for Completing the Form S-0001

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Or write to: The General Manager
SAA Approvals Pty Ltd
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