

Renewal – Requirements

This Guide will assist you to provide sufficient information to minimise delays in processing your application.

To renew your current Certificate of Approval or Certificate of Suitability the product must be assessed to the applicable standard/s that apply at the renewal date. It is recommended that if you are not familiar with the requirements for renewal you engage a specialised approvals consultant. These consultants know the regulatory requirements and understand the Electrical Product Certification Scheme which may save you time and effort getting your product into the market place quickly.

A SAA Certificate will be renewed only when appropriate evidence is provided to demonstrate the current product is the same as the one certified and that it is compliant with the relevant standards and when 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 Approval Certificate is renewed. New stock that is not yet manufactured shall comply with the amended standard.

See Section 5 below for a full list of the requirements.

A renewal application may be submitted eight months prior to the expiry date and no later than between one and two months prior to the expiry date.

Extension - Requirements

An extension is only allowed when the product is being discontinued. It is to cover stock that is already manufactured and within Australia and/or New Zealand. Enter the total number of products in stock and/or estimate of those remaining in the marketplace. Enter number of months (max 12) extension for which you are applying.

See Section 4 for more information.

An extension application must be submitted between one and two months prior to the expiry date.

How to Complete the Form- S-0003

The application form, S-0003 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, or may delay your re-certification, so please take your time and carefully complete all details as requested below.

If you wish to add models or do any other changes to the certificate you must complete a separate Application for Modification (S-0001).

Declared equipment must have a current approval registration for them to be sold in the market place and must be kept current through the renewal process.

The renewal or extension applications must be submitted at least one month prior to the expiry date.

Section 1. Application Details

Certificate number:

Type of Application (Renewal or Extension): Click the applicable box and an "X" is automatically placed in the box or place "X" in the box if completing by hand.

Section 2. Applicant Details

- **Business name:** This is the **Certificate Holder's** business name that appears on the existing main Certificate. The Certificate Holder must ensure the electrical equipment which is sold is identical to the electrical equipment type tested and registered on the certificate.
- **Street address:** This is the registered street address for the business as per the Certificate.
- **Postal address:** This is the business postal address if different from above.
- **ABN/ACN/ARBN:** Include number.
- **Contact:** This is the contact details (name, ph, fax, 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 Description

General description: This is a description of the "type" of electrical equipment as per the original certificate.

Main model number/name: This is the model, catalogue or part number/name that is on the original certificate.

Section 5. Extension Only

An extension is only allowed when the product is being discontinued. It is to cover stock that is already manufactured and within Australia and/or New Zealand. Enter the total number of products in stock and/or estimate of those remaining in the marketplace. Enter number of months (max 12) extension for which you are applying.

The Certificate holder must also supply a signed statement on company letterhead stating the following:-

- a) That design, materials, construction has not changed from the originally approved product,
- b) Provide details of any reports they have received (during life of article approval) of safety incidents involving the articles requiring extension of approval. If no reports received, a declaration stating that no reports have been received,
- c) Details of the reason for extension request,
- d) How many articles and models are still to be sold and
- e) How many months you wish the certificate to be extended for (max 12 months).
- f) Is the extension required for one model or all models listed on the Certificate?

For Declared products only, SAA must seek approval from Fair Trading (NSW) in order to issue an extension to the certificate. When SAA has received all of the above information, the application will be submitted to Fair Trading (NSW) for their approval.

NOTE: This may take several weeks to be approved, so please ensure your application is submitted at least one month prior to the expiry of the Certificate and NSW may ask the applicant for a new test report indicating the article is safe.

Section 6. Foundation for Compliance

The following must be supplied with the renewal application:-

- A test report as per Section 5. A below or an Assessment Report as per Section 5 B below.
Where amendment/s have occurred to the standards that require test/s then an endorsed report is required.
Note: A Hair Straightener requires a test report within 12 months of the date of application.
- A full set of detailed colour photos of a sample from current stock. Photos are to be new ones and not ones previously provided.
- A photo of current label/s.
- Current copies of all instruction manuals (draft versions are acceptable where the standard has modified the requirements).

A. Test Reports

Details of test reports to be entered into this section and all fields for a report must be completed.

An acceptable test report is a report one that:

- A report from a laboratory accredited by a signatory under the International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Arrangement.
- A CB test report issued under the IECEE CB Scheme. CBTL without a certificate but TMP, WMT & SMT are only accepted with certificates. RMT are not accepted.
- A GS report with GS certificate (laboratory must have accreditation for the test standard).

Note: The above reports shall be valid and issued by laboratories where the scope of accreditation includes the standards listed in the report. The reports to have endorsement logos with authorised approving signatory. In certain circumstances we may accept reports without the endorsing logo, but the approving signatory must be authorised by the respective accreditation body and turn-around time will be longer as more detailed checking is required. Reports issued under the IECEE but without CB certificate do not have to have IECEE logo.

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

- Test report must have been issued within 3 years (except for hair straighteners that must be within 12 months) of the date of renewal application.
- Certification is based on the following order of application of Standards:
 1. Australian and New Zealand Standards
 2. International Electro Technical Commission (IEC) Standards
 3. European Norm (EN) standards or Harmonised Document (HD) based on IEC Standards
 4. Any National Standards that show equivalence to IEC Standards
 5. Must also meet the essential safety criteria of AS/NZS 3820
- Should be to the current version of the relevant 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 A. 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 a different model number to that which will be on the product to be certified, then details of the model numbers and declaration by the applicant/manufacturer stating the link between the models is required.
- Should include a full listing of all clauses and sub clauses and results for each.
- Must include or be accompanied with detailed colour photographs. The photographs generally would include:
 - ✓ complete view of the product (top, all sides 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 markings on plug, cord and critical components (switches, capacitors, transformers etc)
 - ✓ 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 – including details of component markings and Australian certification numbers where appropriate
 - ✓ 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)

B. Assessment Report

An assessment is required where amendments have occurred to the standards. The assessment must list all amendments to relevant standard/s, since the product was approved and how they impact upon the product. Information must demonstrate that the product has not changed and is compliant with the current applicable standard. This should include at least essential electrical safety requirements, current photos as detailed above, current instruction manuals, current bill of materials, resistance to fire compliance.

C. Other Information which may be required

- Copies of relevant certificates of approval for critical components if different from those listed in the report;
- Circuit diagrams, component certification component listing, bill of materials or other details to assist in showing the product complies with requirements.

D. 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.

Section 7.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 7.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 consultant must provide signed declaration as per 8.a above.

Section 8. 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 and enclosed with the final letter. 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 making. The SAA Approvals fee schedule (Form S-0030) is available on request or from www.saaapprovals.com.au.

You can pay by several methods:

- **Credit card:** complete the fee section of the form as per your card details. Please note that SAA Approvals respects your



Guide for completing an Application for Renewal or Extension of Certification

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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 your application form or by fax.
- **Cheque:** to be submitted with the application form and to be made out to SAA Approvals.

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

APPLICATIONS TO:

Email: productsafety@saaapprovals.com.au

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

NEED MORE INFORMATION?

Website: www.saaapprovals.com.au

Or write to: The General Manager
SAA Approvals Pty Ltd
PO Box 189
Cannon Hill QLD 4170

Email: info@saaapprovals.com.au

Ph: +61 7 3393 9455