

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. 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. We would recommend you use the online application form, which can be found here: <https://www.saaapprovals.com.au/application-forms-and-documents/>

Applications for Renewal or Extension have additional requirements, please refer to the relevant section 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 – Where possible, SAA will issue a single certificate that will cover both the REAS and RECS, which will be accepted throughout Australia.

For more information on regulatory requirements, please visit www.eess.gov.au.

Please ensure you mark the correct box so we know what you are applying to do.

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.
- **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, phone, 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.

Section 4. Product Details

- Product description:** This is a description of the “type” of electrical equipment. You should include 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/Renewal or Extension it will be as per the original Certificate.
- 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. **The application cannot be processed without a model identifier.**
- Trade or brand name:** This is the trade, brand or company name that will be marked on the manufactured electrical product. 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.**
- 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.
- Additional Models**
 List all additional models, brand name/s and the rating. 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.

Additional Models (Insert lines or attach spreadsheet list if insufficient space)		
Note: Must be provided if details are to appear on the certificate		
Model Number	Brand/Trade Name	Electrical Rating

- 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.
- For Renewal application, please list all models that need to be renewed.
- Note:** An additional Modification Fee will be applied for numerous models or where complex assessment is required.
- The maximum number of models per application is 500.

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. Supporting Documentation - 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.

- Test report number/s:** This is a unique identification and every page should be traceable to this unique identification. Refer ISO/IEC 17025.

- **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.
- **Report date/s:** This is the date on the report that indicates when the report was produced.
- **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 7. Declaration by Applicant /Consultant

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.

If the application form is completed and signed by the consultant, 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 stating they have read and understood the Terms, Conditions and Obligation so the SAA Approvals Electrical Product Certification Scheme.. 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.

PAYMENT

No application will be commenced unless full payment is received.

There is never any discount from our published price list. All applicants pay the same price.

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, the number of models and test reports submitted. The SAA Approvals fee schedule is available on our website www.saaapprovals.com.au or alternatively contact us.

You can pay by several methods.

- **Credit card:** If you wish to pay by credit card, please email or call the office with your 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 our website: <https://www.saaapprovals.com.au/fees/> 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

In the case of non-declared or out-of-scope equipment, in addition to any test report to the applicable standard, separate evidence showing that it meets the essential safety criteria of AS/NZS 3820 may also be required if the chosen standard does not cover all the risks associated with the equipment.

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 is:

- 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. The CB certificate must also be presented.

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.

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.
- 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/manufacturer 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.

RENEWAL APPLICATIONS

A renewal application may be submitted eight months prior to the expiry date and should not be later than between one and two months prior to the expiry date.

EXTENSION APPLICATIONS

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.

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?

Regulators are the only bodies that may approve an extension application. For REAS - Declared products only, SAA must seek approval from Fair Trading (NSW). For RECS Level 2 or 3, SAA must seek approval from the EESS.

NOTE: This may take several weeks to be reviewed by the Regulator, so please ensure your application is submitted at least one month prior to the expiry of the Certificate. There is not guarantee the Regulators will approve the application. They may still request the applicant to provide a new test report indicating the article is safe.

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
Or write to: SAA Approvals Pty Ltd
PO Box 189
Cannon Hill QLD 4170
Australia

Email: info@saaapprovals.com.au
Ph: +61 7 3393 9455