
How to Complete the Form- S-0001

SAA Approvals is a certification body and not an approval consultant. As such, SAA Approvals only provides assistance for the completion of an application.

It is recommended that if you are not familiar with the requirements of electrical product approval certification, then 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 Extensions have additional requirements, please refer to the relevant sections below.

Section 1. Application Details

Click on the applicable box to indicate a tick, or mark the box if completing by hand.

For new applications – where possible, SAA Approvals will issue a single certificate that will cover both the REAS and RECS, which is accepted throughout Australia. For more information on regulatory requirements, please visit www.eess.gov.au.

Please ensure you mark the correct box, so the type of application is clear.

Section 2. Applicant/Certificate Holders 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/IRDN:** Australian applicants must include their Australian Business Number (ABN) or their Australian Company Number (ACN). New Zealand applicants must include their IRDN.
- **Contact Name, Telephone number/s and Email/s:** These sections are for the contact details (name, telephone number, 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 Approvals 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 and model/s

- **Product description:** This is a description of the “type” of electrical equipment to be certified. You should include information in this box to best describe your product, however, please keep it accurate and concise. This information will be included on the Certificate, and we may add further details as necessary. If the application is for Modification, Renewal or Extension, it will be as per the original Certificate.
- **Manufacturer’s name and address:** This is the name and address of the manufacturer of the electrical product to be certified and needs to align with the information in the test report/s.
- **Model Number:** List all models here. Only the model numbers listed here will appear on the certificate. There must be a traceable link between the models listed on the form and the models in the test report.
- **Brand/Trade Name:** This is the brand, trade or company name that will be marked on the manufactured product. If there is more than one name, list them all here aligned with the corresponding model/s. *The application cannot be processed without at least one brand/trade name per model.*
- **Electrical Rating:** These are the basic electrical details to be marked on the product as detailed in the standard. The ratings must align with the values detailed in the test report/s for the corresponding model, if not, an explanation for the differences between the marked values and tested values must be provided.

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 Modification/s – General changes that affect models

List **all** changes that affect applicable models. For example, a change in components, colour, supplier, additional supply plug and cord or any change that affects the products on the existing certificate.

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 is required.

Section 6. Supporting Documentation - Test Report Details

List all applicable test reports here.

The test report must be endorsed and marked with the test laboratory’s accreditation logo and the test standard must be listed in the test laboratory’s accreditation documentation.

The following information should be on every test report:

- **Test Report Number:** This is a unique identifier and every page should be traceable to this unique identification. Refer to AS ISO/IEC 17025.
- **Name of Laboratory:** This is the name of the laboratory which performed the testing for the electrical equipment.
- **Test Report Date:** This is the date on the report that indicates when the report was produced.
- **Test Standard (inc. edition):** This is the safety standard number/s that the electrical equipment was tested to.
- **Laboratory Accreditation:** List the accreditation type the laboratory has.

Note: More details on acceptable test reports can be found below under ‘ADDITIONAL INFORMATION – EVIDENCE OF COMPLIANCE’.

Section 7. Additional Supporting Documentation

Click on the applicable box, or mark the box if completing by hand, indicating what supporting information has been provided in addition to the test report/s.

Section 8. Declaration by Applicant/Certificate Holder/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 Approval's Terms, Conditions and Obligations and the applicant provides the consultant with a signed declaration stating they have read and understood the Terms, Conditions and Obligations of 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.

APPLICATION FEE

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 please contact us.

You can pay by several methods:

- **Credit card:** AMEX/Visa/Mastercard/Alipay via our online link which will be provided when the application has been logged.
- **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.

RENEWAL APPLICATIONS

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

EXTENSION APPLICATIONS

The purpose of an extension is to allow existing stock to be sold within Australia and/or New Zealand. It is only permitted when manufacturing of the product has been discontinued.

The certificate holder must also provide a signed statement on company letterhead stating the following:-

1. Design, materials and construction has not changed from the originally approved product;
2. Provide details of any reports received (during life of article approval) of safety incidents involving the articles requiring extension of approval. If no reports were received, a declaration stating that no reports were received;
3. Details of the reason for the extension request;
4. How many articles and models are still to be sold;
5. How many months you wish the certificate to be extended for (maximum allowed is 12 months);
6. If the extension is required for particular models or all models listed on the Certificate.

Electrical Safety Regulators are the only bodies that may approve an extension application. For REAS - Declared products only, SAA Approvals must seek approval from Fair Trading (NSW).

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. Each application is independently reviewed by the Regulator and there is **no** guarantee the application will be approved. The Regulator may also request the applicant provide additional details such as a new test report or independent review indicating the article is safe.

ADDITIONAL INFORMATION - 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 standard assessed 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.

Certification is based on the following order of application of Standards:

- Must meet the essential safety criteria of AS/NZS 3820;
- Australian and New Zealand Standards;
- International Electro Technical Commission (IEC) Standards;
- European Norm (EN) standards or Harmonised Document (HD) based on IEC Standards;
- Any National Standards that show equivalence to IEC Standards.

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 provided.

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

The above reports should:

- Be valid and issued by laboratories where the scope of accreditation includes the standards listed in the report;
- Include endorsement logos of the accreditation body;
- Include an authorised approving signatory as per the accreditation;
- Include the current version of the relevant Australian standard;
- Include a full listing of all clauses and sub-clauses and results for each;
- Include sufficient detailed colour photographs necessary to identify the product;
- 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;
 - all critical and approved components;
 - resistance to heat and fire results (tabulated detailed results of all components tested, temperature applied, details if flamed and any consequential tests as required).

C. Other Information which may be required

- User and installation instructions and documents that will be provided upon sale of the product;
- Draft layout of the label with provision of a space where the certificate of approval number will be placed;
- 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 for critical components, if different from those listed in the test report.

D. When a sample may be required

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

- If ambiguous or incomplete information such as poor photographs has been supplied;
- A safety issue has been identified regarding the product that requires review;
- Review of the information supplied indicates an issue that needs further investigation;
- An Electrical Safety Regulator specifically requests we obtain a sample;
- When random product surveillance is being undertaken.

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

APPLICATIONS TO:

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

Email: productsafety@saaapprovals.com.au

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

Write to: SAA Approvals Pty. Ltd.
PO Box 189
Cannon Hill QLD 4170
Australia

Telephone: +61 7 3393 9455
