

Guide for Renewal or Extension Application



This Guide (AICAS-OM0305) will assist you in providing sufficient information to minimise delays in processing your Application for Renewal or Extension via our Online Application System or using form AICAS-0304. This document, although specifically for hard copy Forms, will also assist with AICAS Online Application System regarding documentation that is required. The Online Application System is faster and easier to use.

Please make certain that you are using the current version of this Guide and if using the Application Form by checking online at www.acas.com.au.

Note1: AICAS is not an approval consultancy and only provides aid for completion of an application and do not provide a consulting service.

Therefore, if you are not familiar with the requirements of electrical equipment certification, it is recommended that a specialised approvals consultant be engaged. These consultants know the regulatory requirements and understand the Electrical Equipment Safety Certification Scheme which may save you time, effort and money thus achieving a faster entry of your electrical equipment or product into the marketplace

Note 2: Extensions only apply to Certificates of Approval and Certificates of Suitability.

Note 3: Please take your time to carefully complete all details as requested below and supply all required documentation. An incomplete application may be rejected.

Note 3: For both a Renewal or Extension your existing certificate must remain current and valid for you to be able to sell your product in the marketplace. See Notes 3 & 4 below.

Note 4: A Renewal Application may be submitted eight months prior to the expiry date but the application is to be submitted a minimum of six (6) weeks prior to the expiry date.

Note 5: An Application for Extension must be submitted at least two months prior to the expiry date.

Applicable Parts to complete for:

Renewal by Certificate Holder: A, B, D1, G, G4, H1, I

Extension by Certificate Holder: A, B, D1, G5, H1, I

Renewal by Consultant: A, B, D1, G, G4, HC + Cert Holder declarations required, I

Extension by Consultant: A, B, C, D1, G5, HC + Cert Holder declarations required, I

Renewal – Requirements

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 marketplace quickly.

An AICAS Certificate for Levels 1 to 3 In-scope electrical equipment and a Declared Article 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 AICAS website, EESS 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 renewed. New stock that is not yet manufactured shall comply with the amended standard.

Extension - Requirements

An extension is only permitted when the product is being discontinued. It is to cover manufactured stock that is already within Australia and/or New Zealand.

The total number of products in stock and/or estimate of those remaining in the marketplace to be supplied.

The number of months (max 12) extension for which you are applying.

See **Part G5** for more information.

Important: The Application for Extension must be submitted at least two months prior to the expiry date.

Part A. Application Details

Certificate number:

Type of Application (Renewal or Extension): For Online Application click down arrow and select the type or if completing it in a Word document click the applicable box or if completing by hand tick the box.

Note: AICAS can only Renew or Extend an AICAS certificates of Approval & Certificates of Suitability for Non-Declared products.

Enter current AICAS Certificate number.

Part B. Applicant/Certificate Holder Details

Business name: Enter the name of the Company who is to be the Certificate holder and will be responsible for the electrical equipment. Unregistered business, company or trading names will not acceptable.

Street address: The street address as registered under the business name. This is a mandatory requirement and must be completed.

Postal address: Enter the business postal address if different from the street address.

ABN/ACN/ARBN: Australian based applicants are to 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 details: Is the name of the person who owns the business or is an employee of the business who has the delegated authority to act for the business in electrical safety certification matters.
The contact details to include full name, phone and/or mobile numbers and to include country code, email address.

Part C. Consultant Details

If a consultant or agent is being used, they must complete the details of their company.

AICAS will direct all communications relating to this application through the contact person as named in Part C.

A Declaration or a letter of authority for the consultant/agent to act on behalf of the applicant must be supplied. This must also include a declaration regarding AICAS Terms Conditions and Obligations. Note: A template of the required declaration is available at aicas.com.au/application-forms. Form no. 0306.

Part D1. Product Description (The details are as per the existing Certificate)

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.

Manufacturer’s name and address: This is the name and address of the manufacturer of the electrical product and should be the same as the original application. If not, an Application for Modification is required.

Part G4. Test Reports and Additional Information Required for Renewal

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 must 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.

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. Enter full details of standard number and version including any amendments.

More details on acceptable test reports can be found below under ‘Evidence of Compliance’.

Part G5. Extension Only

An extension is only permitted when the product is being discontinued. It only covers manufactured stock that is already within Australia and/or New Zealand.

- Enter the total number of products in stock and/or estimate of those remaining in the AU/NZ.
- All the Model Numbers of effected stock:
- Enter number of months (max 12) extension for which you are applying.

The Certificate holder must also supply a signed statement on company letterhead or use the AICAS Extension template declaring the following: -

- That design, materials, construction has not changed from the originally approved product,
- Provide details of any safety incidents reports involving the articles requiring extension. These incident reports will be any that have been produced during the whole period of the Certificate, or
- If no incident reports produced, a declaration stating that no incident reports have been produced.

Note: Extension to RECS Level 3 in-scope electrical equipment is not permitted.

REAS Declared Articles, **AICAS** must seek acceptance/approval from the respective Regulator in order to issue an extension to the certificate. When AICAS has received all the above information, the application will be submitted to the regulator for acceptance.

Note: The Extension process may take several weeks to be accepted, so please ensure your application is submitted at least two months prior to the expiry of the Certificate.

Note The Regulator may request a new test report to demonstrate the product is electrically safe.

Part H. Renewal Only - Declaration by Applicant/Certificate Holder

This is for a **Renewal Application only**.

If the Application Form is completed by the Applicant/Certificate Holder, this declaration **must** be signed by the owner of the business whose details appear in Part 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 **AICAS** Terms, Conditions and Obligations and will abide by them.

Part H.2. Extension Only - Declaration by Certificate holder

This is for an **Extension Application only**.

The Certificate Holder must also supply a signed statement on company letterhead declaring the following: -

- That design, materials, construction has not changed from the originally approved product,
- Provide details of any reports they have received regarding safety incidents involving the articles requiring the Extension. These reports will be any that have been received during the whole period of the Certificate, or
- If no reports received, a declaration stating that no reports have been received.

If the Application Form is completed by the Certificate Holder, this declaration **must** be signed by the owner of the business whose details appear in Part 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 **AICAS** Terms, Conditions and Obligations and will abide by them.

Part H.C1. Declaration by Consultant

If the application form is completed by a 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 **AICAS** Terms, Conditions and Obligations and the applicant provides the consultant with a signed declaration as per Part H.1 above.

This declaration must accompany the application.

Note: Each application is treated as a new job and the declarations mentioned above for part H.1 and H.1a must accompany each new application.

Note: Templates of the required declarations are available at aicas.com.au/application-forms.

Part I. Payment of Fee

The application fee is required at the time the application is submitted.

The application will not be commenced unless full payment of the fee is received.

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 **AICAS** Terms, Conditions and Obligations.

The Fee Schedule (Form AICAS-OM0400) is available on request or online at www.aicas.com.au.

Payment is available by:

1. Electronic Funds Transfer (EFT): **AICAS** bank details are on the Application Form. When making the payment please ensure that a copy of the payment transaction is forwarded to us by email or attach it to your application form or by fax.

Note: **AICAS** respects your privacy and is committed to protecting your private information.

Important Information below

EVIDENCE of COMPLIANCE

A. Foundation for Claim of 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).

B. Test Reports

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

- 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.
- Should be to the current version of the relevant Australian standard: if not, see section "C. Additional Information Required" below.
- Must also meet the essential safety criteria of AS/NZS 3820.

An acceptable report is one that shows compliance to a standard or standards as above, and which is

- 1) 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.
- 2) A CB test report issued under the IECEE CB Scheme including TMP, WMT & SMT reports are accepted with CB certificates.

Note: RMT reports are not accepted.

- 3) 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. Note: This will only be accepted for REAS system applications and not for RECS.

The above reports shall:

- 1) Be a searchable document
- 2) Be valid and issued by laboratories where the scope of accreditation includes the standards listed in the report;
- 3) Have applicable endorsement logos and accreditation numbers as required by the accreditation body; and

- 4) Have authorised approving signatory as per the accreditation.
- Note:** 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 application processing 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)
- Note:** AICAS reserve the right to check with the issuing laboratory regarding the validity of the test report.
- 5) Should include:
- a full listing of all clauses and sub-clauses and results for each.
 - 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-ups of controls, switches, supply cord entry/cord anchorage/terminal block/earth connection.
 - Close-ups of plug, cord markings and marking on critical components (switches, capacitors, transformers etc).
 - internal overall layout wiring and component locations.
- 6) 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.
- 7) resistance to heat and fire results. To include detailed results of all components tested, temperature applied, details if flamed and any consequential test required. If claiming GWFI or GWIT this must include the supporting information.

C. 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.

D. 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.

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 product type 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.

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Refer to the **AICAS** Terms, Conditions and Obligations for more details of the policy for dealing with samples.

If any additional information be needed to assist in completion this application, please contact our office, details below.

Email Application to: info@aicasau.com

Postal & Courier Address:

AICAS Pty Ltd
17B/15 Suscatand Street
Rocklea QLD 4106
Australia

