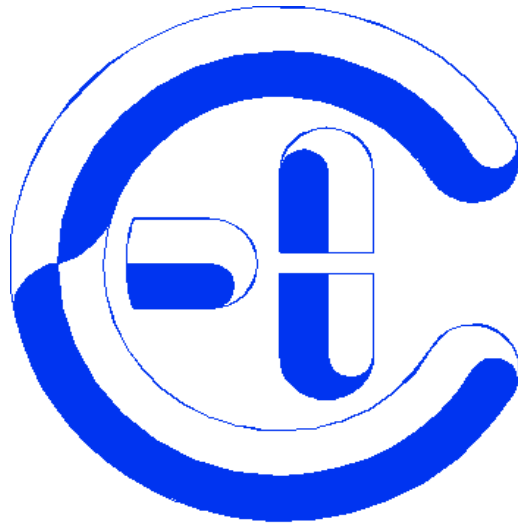


APPLICATION GUIDELINES ELECTRICAL EQUIPMENT APPROVAL/CERTIFICATION



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TABLE OF CONTENTS

	<u>CONTENTS</u>	<u>PAGE</u>
1	APPROVAL OF ELECTRICAL EQUIPMENT	3
2	SPECIFICATIONS FOR SAFETY	3
3	PRESCRIBED ELECTRICAL EQUIPMENT	3
4	OTHER (NON-PRESCRIBED) EQUIPMENT	3
5	TYPES OF CERTIFICATES	4
6	MODIFICATIONS TO EQUIPMENT	4
7	APPLICATION FOR APPROVAL OR MODIFICATION	4
8	RENEWAL OF APPROVAL	5
9	REPLACEMENT CERTIFICATES	5
10	TRANSFER OF CERTIFICATE	5
11	TEST REPORT	5
12	TEST LABORATORIES	6
13	CHANGE OF PARTICULARS	6
14	ASSISTANCE	6
15	SCHEDULE OF CHARGES	6
16	LIST OF PRESCRIBED ELECTRICAL EQUIPMENT	7

1. APPROVAL OF ELECTRICAL EQUIPMENT

In the interest of safety, the Electrical Regulatory Authority in each State and Territory of Australia administers uniform regulations aimed at preventing the sale of unsafe electrical equipment.

Part 4 of the Electricity Safety Act 1998 sets out the specific provisions for approval, supply and use of electrical equipment in Victoria.

The approval of electrical equipment is undertaken in Victoria by the Office of the Chief Electrical Inspector.

Approval is valid for a period of up to five years and is recognised by all relevant Regulatory Authorities throughout Australia, as well as New Zealand.

2. SPECIFICATIONS FOR SAFETY

Standards Australia publishes a series of Standards for the purpose of testing electrical equipment to verify compliance with safety requirements.

Standards can be purchased from Standards Australia, 19-25 Raglan Street, South Melbourne 3205, Tel: 03 9693 3500, fax: 03 9696 1319, E-mail: sales@standards.com.au or Internet ordering: www.standards.com.au

A number of Australian Standards closely follow IEC (international) Standards with specific national variations for Australian conditions.

3. PRESCRIBED ELECTRICAL EQUIPMENT

The prescribed electrical equipment listed in this guideline is prescribed by class definition, as published in the Victoria Government Gazette. It is an offence under the Act to supply or offer to supply prescribed electrical equipment, unless the equipment is approved by the Office, an interstate Electrical Regulatory Authority or the New Zealand Energy Safety Service, or is certified in accordance with a prescribed method or process.

Definitions of prescribed electrical equipment and their applicable Standards are listed in Australian/New Zealand Standard AS/NZS 4417.2 Appendix E2, or may be obtained from the Victorian Government Printer, Ref *Victorian Government Gazette No S60 Monday 3 May 1999*.

The classes of prescribed electrical equipment may vary from time to time by agreement between all of the relevant Electrical Regulatory Authorities.

4. OTHER (NON-PRESCRIBED) EQUIPMENT

Electrical equipment which is not prescribed may be supplied to the public without first being approved by a relevant Electrical Regulatory Authority, however, it is the responsibility of the supplier to ensure that the non-prescribed electrical equipment offered to the public meets relevant minimum safety standards.

One way of ensuring that the electrical equipment meets relevant minimum safety standards is to submit the equipment on a voluntary basis for approval and issue of a Certificate of Compliance or Certificate of Acceptance by the Office, as appropriate.

5. TYPES OF CERTIFICATES

Certificate of Approval

A Certificate issued in accordance with the Electricity Safety (Equipment) Regulations 1999, for prescribed equipment that is proven to comply with the requirements of the applicable Australian Standard.

Certificate of Compliance

A Certificate issued for non-prescribed equipment that is proven to comply with the requirements of the applicable Australian Standard.

Certificate of Acceptance

A Certificate issued for non-prescribed equipment that is accepted as being suitable for connection to electrical supply.

6. MODIFICATIONS TO EQUIPMENT

Where modifications are made to equipment covered by a Certificate of Approval or Acceptance, and it is required/desired to maintain the approval, the applicant must apply to the Office to have such modifications approved.

Separate applications are required for those modifications sought at the time of original approval submission.

Modification is generally considered to be a result of:

- (i) change of components, materials or equipment design,
- (ii) extension of the list of approved articles in the form of a new model or option,
- (iii) change of catalogue or model number, or
- (iv) change of manufacturer.

Approval of a modification is valid only for the remaining duration of the original approval.

Where a modification is determined to constitute a new type of equipment, application should be made for its separate approval.

7. APPLICATION FOR APPROVAL OR MODIFICATION

Applications for approval of equipment or modification should be lodged with Office of the Chief Electrical Inspector and should comprise the following:

- (i) a completed and signed application form, which for modifications includes an itemised list of changes from the originally submitted article,
- (ii) the application fee - as per schedule herein,
- (iii) a complete, compliant production sample of the equipment,
- (iv) a fully compliant test report or certificate from an approved laboratory, and
- (v) supporting documentation including installation and operating instructions, circuit diagrams, and materials and component lists.

8. RENEWAL OF CERTIFICATES

Certificates of Approval and Acceptance may be renewed without the need for further examination or testing provided that the subject equipment and the standards applicable to that equipment are unchanged from when the certificate was originally issued and that the original certificate is still current at the time of application.

Applications for the renewal of Certificate should be lodged with the Office of the Chief Electrical Inspector and should comprise the following:

- (i) a completed and signed application form, listing all the articles for which renewal is sought,
- (ii) the application fee - as per schedule herein,
- (iii) the declaration of the applicant or a person authorised by the applicant stating whether or not-
 - the electrical equipment has been modified since the previous certificate was issued, and
 - the standards for the testing of that electrical equipment have changed since the previous certificate was issued.

Applications for renewal of approval must include the name and address of a person in Australia who can provide information about the application.

9. REPLACEMENT CERTIFICATES

Any request for the replacement Certificates that have been lost, damaged or destroyed must be made in writing to the Office and accompanied by the appropriate fee - as per schedule herein.

10 TRANSFER OF CERTIFICATES

Applications for the transfer of a Certificate should be lodged with the Office of the Chief Electrical Inspector and should comprise the following:

- (i) a completed and signed application form, listing all the Certificates to be transferred,
- (ii) the application fee - as per schedule herein,
- (iii) the Certificates to be transferred.

11 TEST REPORT

The applicant is responsible to ensure that test reports or certificates submitted in support of an application:

- (i) relate to the submitted article,
- (ii) show full compliance with the current applicable safety Standard(s),
- (iii) are produced and endorsed by an approved laboratory,
- (iv) are less than five years old.

CB test reports to IEC (international) standards are acceptable when their supporting CB Certificate is attached, and all published Australian national variations are included or addressed in an addendum report from an approved test laboratory.

All test reports are retained by the Office on a confidential basis.

12. TEST LABORATORIES

Test laboratory acceptance criteria is described in AS/NZS 4417.2, and includes laboratories accredited or recognised by NATA - the (Australian) National Association of Testing Authorities or IANZ (New Zealand).

Registers of approved laboratories including those specialising in specific equipment or measurement, and recognised overseas bodies are maintained by NATA, telephone 03 93291633, facsimile 03 93265148 or website www.nata.asn.au.

13. CHANGE OF PARTICULARS

The Office must be advised in writing within 20 business days of any change of name or address of a certificate holder or manufacturer.

14. ASSISTANCE

Applicants who do not have access to appropriate technical expertise within their own organisation may benefit from:

- (i) obtaining the services of an approved test laboratory or electrical approvals consultant to assist in the preparation of equipment and technical information.
- (ii) seeking a written opinion from the Office on specific matters of policy or interpretation.

15. SCHEDULE OF CHARGES

PRESCRIBED EQUIPMENT

	Fee Cat 1	Fee Cat 2
Approval of new equipment	\$360	\$500
Approval of modification	\$218	\$320

Modification (change of marking only)	\$164
Renewal of Certificate	\$218
Transfer of Certificate	\$164

OTHER (NON-PRESCRIBED) EQUIPMENT

	Certificate of Compliance	Certificate of Acceptance
New equipment	\$545	\$763
Modification	\$327	\$436

Modification (change of marking only)	\$164
Renewal of Certificate	\$218
Transfer of Certificate	\$164

OTHER SERVICES

Replacement of Certificate	\$109
Copy of Register	\$55
Extract of Register	\$44
Examination at applicant's premises	\$327
Written Opinion in Principle - per item	\$327

16. LIST OF PRESCRIBED ELECTRICAL EQUIPMENT

This list includes reference to applicable Australian Standards, however it should be noted that other Standards might also be relevant.

Safety standards are under continual review. It is recommended that you consult Standards Australia to ascertain the latest version of standard applicable to your equipment.

FEE CATEGORY OF PRESCRIBED ELECTRICAL EQUIPMENT

ARTICLE	AUSTRALIAN STANDARD	FEE CATEGORY
Appliance connector	AS/NZS 3109.1	1
Arc welding machine	AS/NZS 3195	2
Battery charger-automotive type	AS/NZS 3350.2.29	2
Battery charger-general type	AS/NZS 3350.2.29 or AS/NZS 60065 or AS/NZS 60950	2
Bayonet lampholder	AS 3117	1
Bayonet lampholder adaptor	AS 3119	1
Blanket	AS/NZS 3350.2.17	2
Bread toaster	AS/NZS 3350.2.9 or AS/NZS 60335.2.9	2
Clothes dryer	AS/NZS 3350.2.11 or AS/NZS 60335.2.11 or AS/NZS 3350.2.43	2
Control or conditioning device	AS/NZS 3197	1
Cooking appliance-portable type	AS/NZS 3350.2.9 or AS/NZS 60335.2.9 or AS/NZS 3350.2.12 or AS/NZS 3350.2.13 or AS/NZS3350.2.78	2
Cord extension socket	AS/NZS 3120	1
Cord-line switch	AS 3127	1
Decorative lighting outfit	AS 3152 or AS/NZS 60598.2.20	1
Dishwashing machine	AS/NZS 3350.2.5 or AS/NZS 60335.2.5	2
Edison screw lampholder	AS 3140	1
Extra-low voltage power supply unit	AS/NZS 61558.2.6 or AS/NZS 60065 or AS/NZS 60950 or AS/NZS 61558 series	2
Fan	AS/NZS 3350.2.80	2
Flexible heating pad	AS/NZS 3350.2.17	2
Fluorescent lamp ballast	AS 3168 or AS/NZS 60928 or AS/NZS 60968	1
Fluorescent lamp starter	AS 3138 or AS/NZS 60155	1
Hair care appliance	AS/NZS 3350.2.23	2
Immersion Heater	AS/NZS 3350.2.55 or AS/NZS 3350.2.73 or AS/NZS 3350.2.74	2
Insect electrocutor	AS/NZS3350.2.59	2
Inspection handlamp	AS/NZS 3118 or AS/NZS 60598.2.8	1

FEE CATEGORY OF PRESCRIBED ELECTRICAL EQUIPMENT CONT'D

ARTICLE	AUSTRALIAN STANDARD	FEE CATEGORY
Iron	AS/NZS 3350.2.3 or AS/NZS 60335.2.3 or AS/NZS 3350.2.85	2
Kitchen machine	AS/NZS 3350.2.14	2
Lawn care appliance	AS/NZS 3156 or AS/NZS 3160 or AS/NZS 60335.2.77	2
Liquid heating appliance	AS/NZS 3350.2.15 or AS/NZS 60335.2.15 or AS/NZS 3350.2.98 or AS 3106	2
Luminaire-portable type	AS/NZS 60598 series or AS/NZS 3128	1
Massage appliance	AS/NZS 3350.2.32	2
Microwave oven	AS/NZS 3350.2.25 or AS/NZS 60335.2.25	2
Miniature over-current circuit breaker	AS 3111 or AS/NZS 4898.1 or AS/NZS 61009.1	1
Outlet device	AS/NZS 3105 or AS/NZS 3122	1
Plug	AS/NZS 3112	1
Range	AS/NZS 3350.2.6 or AS/NZS 60335.2.6	2
Range hood	AS/NZS 3350.2.31	2
Razor/hair clipper	AS/NZS 3350.2.8	2
Refrigerating appliance	AS/NZS 3350.2.24	2
Residual current device	AS/NZS 3175 series or AS 3190 or AS/NZS 61009.1	1
Room heater	AS/NZS 3350.2.30 or AS/NZS 3350.2.61	2
Socket-outlet	AS/NZS 3112	1
Soldering iron	AS/NZS 3350.2.45	2
Supply flexible cord	AS/NZS 3191	1
Swimming pool/spa equipment	AS/NZS 3136 or AS/NZS 3350.2.41 or AS/NZS 3350.2.60	2
Television receiver	AS/NZS 60065	2
Tool - portable type	AS/NZS 3160 or AS/NZS 60745 series	2
Vacuum cleaner	AS/NZS 3350.2.2 or AS/NZS 60335.2.2	2
Wall switch	AS 3133	1
Washing machine	AS/NZS 3350.2.7 or AS/NZS 60335.2.7	2
Water bed heater	AS/NZS 3350.2.66	2
Water heater	AS/NZS 3350.2.21 or AS/NZS 60335.2.21 or AS/NZS 3350.2.35	2