



Guidelines to assist those applying for a Type Test Certification for an Electrical Product

Important Note:

This document is intended to provide a brief overview of parts of the AGA certification process and to that extent is incomplete. Accordingly, you should not rely upon this document alone. The Rules Governing the AGA Product Certification Scheme for "Type Tested" Electrical Products (the Rules Governing) set out all of the rights and obligations of AGA and its Customers. A copy of the relevant Rules Governing is freely available from the AGA Technical Office and may also be obtained via the AGA website (www.aga.asn.au).

Introduction:

The AGA Certification process makes assessments of product compliance and issues certification based on (i) the assessment of the Technical Design of Sample Product provided to it by the Customer and (ii) the customer's warranty that all products are manufactured in strict conformity to that Technical Design.

Part of the assessment for Product Certification is based on a 'TYPE TEST' of a Sample Product to confirm compliance to relevant Standards. In some cases, where products are unique or innovative and where there is no applicable Standard or such Standard is inadequate, AGA will assess the product design to determine Product Certification if it meets the requirements of relevant regulatory authorities and is supported by AGA.

Certification is not a guarantee of product safety, but is a process accepted by relevant Regulatory Authorities as satisfying their needs as minimum requirements to allow products on to the market.

Further information and technical assistance is available from:-

The Australian Gas
Association Technical Office
2 Park Way
(P O Box 122)
BRAESIDE VIC 3195

Telephone: (03) 9580 4500
Facsimile: (03) 9580 5500
Email: office@aga.asn.au

1. Application for Certification

Application for certification is initiated by submitting a completed Application Form N^o QF743. *Please note* - It may not be possible to proceed with applications that are incomplete or incorrectly completed. You can download the current version of the necessary AGA Form/s from the AGA website www.aga.asn.au.

This form is applicable to Prescribed and Non-Prescribed Electrical Equipment under the scope of AS/NZS 60335 and AS/NZS 3350 – "Household and similar electrical appliances" Series of Standards.

An Application form is required for each product type or for products in a series or family of closely related products where they share similar design and operation features.

2. Application Fees

The FULL Application fee is to be tendered with each Application. Please note the Application fee is non-refundable. Refer Appendix 1 or our web site www.aga.asn.au for the fee schedule.

3. Additional Charges

Customers should note that AGA reserves the right to apply additional fees, based on the relevant hourly rate. This usually applies where it has to expend additional resources finalising unresolved certification-related matters that are the responsibility of the Customer (eg inadequate technical specifications, unresolved non-conformances and access to product for final inspection).

4. Supporting Documentation

Each Application must be supported by the following additional documentation.

i. Product Specific Technical Information:



Technical documentation that adequately describes and identifies the Product for which the certificate is sought. This may include all or some of the following key items (or others) and may vary from product to product:

- (a) Drawings, including circuit diagrams;
- (b) Lists of materials and components;
- (c) Specifications of key components / parts (e.g transformers, controls, protective devices);
- (d) Photographs; and
- (e) Safety information / instruction documentation provided to purchasers.

ii. Test Report(s) - (if available at the time of submission)

Complete Test Report(s), issued by an Accredited Laboratory, that cover the Product and any configurations of the Product and its associated components in FULL.

IMPORTANT NOTES

-  Where an Application relates to multiple products in a series or family of closely related products where they share similar design and operation features; the Customer is encouraged to provide the Application before test work has been arranged / confirmed to obtain a Test Program. This will help ensure that testing will cover all models / configurations and no more than is required for Certification purposes.
-  CB reports must be accompanied by a CB certificate issued under the IECEE CB Scheme.

iii. Factory Quality Management System

For ISO9001 certified applicants

- A current copy of the ISO9001 Certificate of Registration and the Registration Schedule
- A copy of the QMS procedure/s that ensure that the new or modified products are assessed by AGA before production and sale

For non-ISO9001 certified applicants

- An assurance that a process exists for handling customer complaints relating to certified products; that such complaints are acted upon, resolved and prevented from recurring; and that complaint details and corrective actions taken are recorded. Customers must have evidence of such a process as a minimum requirement for a Certificate to be issued (refer QA section in *Rules Governing*)

Where the Applicant is not the Manufacturer of the product

- The manufacturer of the product is also required to comply with the appropriate preceding Factory QMS option.

5. Processing of the Application

- i. Upon receipt of an Application for Certification, administration staff will check for payment of the Application Fee and completeness of the supporting documentation (as described above). An Application will not be registered and progressed where either item is clearly inadequate. **In such cases, the Application may be returned to the Customer.**
- ii. If there are no obvious problems with the Application, it will be registered and the customer will receive our acknowledged advice and contact details for the AGA Project Officer that will be handling this project.
- iii. The AGA Project Officer will review the submission documentation (including technical specifications and other information provided) and, if necessary, request additional information before preparing a recommended Test Programme.
- iv. For Applications that are received with Test Reports from an Accredited Laboratory, the AGA Project Officer will review the report(s) to check that test work conducted covers the recommended Test Program in FULL. Where the Test Report(s) do not cover the recommended Test Program in FULL, the recommended Test Program will include such details. More details concerning test report acceptance criteria are provided under Part 6 – Certification Testing.
- v. An AGA Senior Engineer will evaluate the Application and the recommended Test Programme.
- vi. The Senior Engineer will formally confirm the Test Programme (or otherwise) and issue advice to the customer.

NOTE

A test program may include additional certification testing requirements that are intended to help assess suitability of products that may be unique or innovative and/or where there is no applicable Standard or such Standard is inadequate. AGA encourages the Customer to discuss the additional assessments with AGA to better understand why they are important.

6. Certification Testing




Testing must be carried out in accordance with the requirements published in the relevant Standards that would apply for particular Products. This information will be provided on the formal Test Program issued by AGA.

It is essential for the Customer and, if different, the manufacturer to be familiar with relevant Standard/Code requirements that would apply to their product range. Please note, Standards can be purchased from Standards Australia and are not available from AGA.

It is the Customer's responsibility to engage a suitably Accredited Laboratory to conduct tests and/or assessments on Electrical Products. Refer to AS/NZS 4417.2 & AS/NZS 3820 for more information regarding Test Laboratory / Test Report acceptance criteria.

NOTES:

Accredited Laboratories are not agents of the Certifying Body and do not act on its behalf or represent it in any manner, and:

-  The Customer must contract directly with an Accredited Laboratory
-  It is incumbent upon the Customer to check, and receive formal confirmation, that their selected laboratory is fully accredited to conduct and report on relevant tests. Reports that do not meet the acceptance criteria will not be accepted or used for certification purposes.
-  A CB report must be accompanied by a CB certificate issued under the IECEE Scheme.

Upon completion of testing, the laboratory will need to issue the customer with a formal Test Report. The customer must ensure AGA is provided with the original Report or a certified copy of the original Report. In some cases, it may be necessary for AGA to liaise with the laboratory regarding the report and the Customer is required to authorise the laboratory, if required, to provide any information requested by AGA.

After a detailed review of the Test Report (and testing results as appropriate), AGA will issue the Customer with a letter outlining any points of non-compliance requiring rectification and any outstanding issues with respect to the supporting documentation (eg technical specifications and instructions). The Customer must formally advise AGA when all these matters have been resolved and when a Final Inspection of a Production Unit can be conducted (where requested).

7. Research and Development

Any R & D work is a matter for direct negotiation between the Customer and the appropriate laboratory. AGA does not provide consultancy services.

8. Finalisation of Certification

- a. Points of non-compliance will need to be addressed / rectified by the Customer and any other matters that the Customer has been advised will require attention, including any re-testing that may be required. The Customer must advise AGA when all outstanding matters are complete to enable a Final Inspection (where requested).
- b. Final inspection work may be checked by AGA at AGA's premises or the Customer's premises and where product samples have been requested, the Customer will provide the necessary sample(s).
- c. At the sole discretion of the relevant Senior Engineer, a Certificate Number may be reserved for the product and advised to the customer to enable preparation of product data plates and product literature. The reserved certificate number will not be confirmed until all outstanding matters have been settled and will lapse in the event that the outstanding issues are not resolved within the stipulated timeframe. Under no circumstances can the Customer claim AGA Certification until a formal advice has been received from AGA confirming such certification and payment received by AGA for all invoices associated with the project.

9. The Certificate of Conformity

- a. A formal Certificate of Conformity will be issued once the product has been confirmed as meeting all AGA requirements.
- b. The Senior Engineer will confirm certification and the registered AGA Certificate Number, in writing.
- c. When all certification matters have been finalised and the certificate issued, the Customer is entitled and obliged to affix the AGA Certification Mark for all product supplied under coverage of that Certificate.

10. Post Certification

The Certificate will remain valid for a period of 5 years from the date of issue and if not formally renewed by way of an Application to AGA will automatically be suspended / cancelled.

Standards change from time to time and a Certificate Holder is responsible to monitor Standards changes affecting their product. It is a requirement to upgrade certification at the time of certification renewal (or earlier), however where Regulatory Authorities recognise that new / amended Standard requirement are considered significant and are safety related, the Regulatory Authorities may request that compliance be demonstrated by a set date. In such cases, AGA will advise the Certificate Holder of such cases.

Also, any change to a Product must be advised to AGA for assessment prior to its introduction. AGA certification is automatically invalidated by the introduction of an unauthorised change.

11. Other Associated Certifications

The scope of AGA's certification business also covers gas components and appliances and plumbing and drainage products. You should refer to Guidelines for Gas Product Certification and Guidelines for the WaterMark Product Certification Scheme that are available through our office or visit www.aga.asn.au. Please note, where certifications have been requested to cover combinations of gas, electrical and watermark certifications, all of the applicable Rules Governing apply.



Mr C J Wealthy
Chief Executive

Attachments: Appendix 1

APPENDIX 1: FEE STRUCTURE – AGA FEES AND CHARGES EFFECTIVE 1 July 2006**Membership fees**

Member Category

| | | | |
|--|----------------------------------|--|--------|
| | Full Member – Certificate Holder | | \$ 500 |
| | Full Member - Miscellaneous | | \$ 500 |
| | Associate | | \$ 250 |

General Fees (applicable to all Customers) - Administrative / Other

| | | | |
|--|--|--|--------|
| | Hourly Charge for non standard chargeable activities – Members | | \$ 100 |
| | Hourly Charge for non standard chargeable activities – Non - Members | | \$ 150 |
| | Dispute Lodgement Fee | | \$ 500 |

Note: Administration fees include such activities as transfer of certificates, changes to particulars, providing additional copies of documentation etc.

Certification Service Fees -**Part A: Product Application Fee**

| | | | |
|----------------------------------|-------------------------------------|--|--------|
| Appliance - Electrical Equipment | New certification | | \$ 750 |
| | Major modification to certification | | \$ 400 |
| | Minor modification to certification | | \$ 250 |

Note: For the purpose of this section, a minor modification is defined as one that does not require a test report review and/or a physical inspection of the product

Part B: Certificate Renewal Fee (NB: Certificate expires after 5 years)

| | | | |
|--|--|--|--------|
| | Fee to renew a Certificate - MEMBERS | | \$ 350 |
| | Fee to renew a Certificate – NON - MEMBERS | | \$ 400 |

Note: Where a product requires modification to comply with any new or amended Standard requirements (or for any other reason) at the time of renewal, the relevant *Modification to certification* fee as described in Part A above also applies.

General Notes

1. Figures do not include GST
2. Application Fee consists of the FULL Product Fee listed above.
3. Definitions for Membership categories are posted on the AGA website (www.aga.asn.au)
4. In the Fee Schedule above the term "AGA Member" means "Full Member" in the "Certificate Holder" category, which is the only membership category to which discounted rates apply.
5. Payment to be made within 30 days from date on invoice.
6. Any modification / alteration / transfer etc, to a Certificate is only valid for the remaining duration of the current certification.