A Learning Guide

Equipment Registration

Introduction

Authorised Officers and Authorised Representatives (including consultants the Responsible Supplier has linked to their business)for Responsible Suppliers are responsible for registering, modifying and renewing their equipment on the EESS Platform and make a declaration that their equipment meets relevant standards, is electrically safe and complies with EESS and relevant electrical safety laws

For information on the ACMA or EESS requirements, please review the information on their respective websites: ACMA www.acma.gov.au EESS www.eess.gov.au RSM www.rsm.govt.nz Note: references to ACMA should be read as including RSM

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The Platform supports equipment being registered, modified, renewed or transferred

New equipment registration key steps:

- 1. Supplier details
- 2. Registration details: if not using a certificate, you'll need technical details
- 3. Equipment details
- 4. Component certificate details / Capture manufacturer
- To start a new equipment registration:
- Open a new case via the Navigate menu panel and click the down arrow for Equipment Registration

 - Electrical Equipment Safety System EESS Platform



- 6. Declarations
- 7. Review
- 8. Payment





Supplier details

Note the following:

- The case ID use this to view or search a new (or modified/renewal) registration from the Home page
- 2. The case panel provides a summary of your progress
- Actions the drop-down menu provides additional actions. The options available will depend on the case
- 4. Tabs for different options, currently the Details page is visible
- 5. The supplier details, including who is doing the registration (e.g. Authorised Representative) will be visible
- 6. The 'bread-crumbs' indicate your progress as you complete the steps
- 7. Cancel, Save Continue buttons at the bottom of the screen. You can Save the case and come back to it later, picking it up from the Home page using the case ID

Note: the Cancel button does not delete the case. Only the 'Withdraw' function on the Action menu can delete a case - see Navigating EESS Platform in the <u>learning guides</u>

New Equipment		Register		Payment		Resolve	•
Registration	RU Registration		6				
Status OPEN-IN PROGRESS Created RS TEST USER 16 minutes ago Updated RS TEST USER 3 minutes ago	Supplier details	Registration details	Equipment details	Component certificate details	Compliance details	Declarations	Review
Details Audit	Responsible Suppl Business name SANTHINI Business address 11 Rose Lane. Melbour	l ier ne. 3000, Australia	Trading name [N] Business phone nur (+61) 238636383	nber	Business en rs-eess2705	nail address i01@yopmail.com	
	5 Authorised Repres RS TEST USER Company [N]	sentative	Contact phone num (+61) 36644646	ber	Contact em rs-eess2705	ail address 01@yopmail.com	
	Cancel						Save Continue

• Click on the **Continue** button to begin the first step



2 Registration details

To start :

- Choose if you are registering with a linked certificate (note you can use 'link to a certificate' to use a certificate for level 3, 2 or 1 equipment registrations) or **NOT** linking a certificate (see page 10 for the latter)
- The information that appears will depend on your selection
- If you are linking a certificate, start typing the certificate number in the field to search for the number. The more digits you type refines your search
- Click on the correct certificate number in the drop-down list to select it. Note

apture Registra	tion details			
upplier details	Registration detail	ls Equipment details	Component certificate details	Compliance
you registering agains	st a certificate? *	U will NOT be linking to a contract	artificato	- 1
his option is mandator	v for Level 3 equipm	pent registrations and you must	register using a current valio	1 certificate
tificate number *	y for cerer o equipri			
			Retrieve	
RU Captu	re Registra	ation details		
RU Captur	re Registra details	ation details Registration details	Equipment de	Corr
Captur Supplier	re Registra	Registration details	Equipment de	Corr
RU Captur	re Registra details sistering agains	Ation details Registration details	Equipment de	Com etails
RU Captur Supplier	details details istering agains linking to a ce	ation details Registration details st a certificate?* rrtificate	Equipment de	Com etails ng to a certificat registration.
RU Captur Supplier Are you reg I will be This optic	re Registra details istering agains : linking to a ce on is only for La level	Ation details Registration details st a certificate? * rtificate evel 2. Level 1 and Not i	Equipment de	Com etails ng to a certificat registration.

if you enter an incorrect certificate number an error message will appear at the top the page

- Once you enter the certificate number click on the **Retrieve** button for it to become active
- More information will appear relating to the certificate selected for you to review and confirm it is the correct equipment type you are wanting to register
- Click on the Continue button to go to the next page

Supplier details	Registration dotails	Equipment details	Component certificate details	Compliance details	Declarations	Review
•		0		0		
you registering against a certificate? *						
I will be inteng to a certificate	or be inverg to a certificate					
this option is mandatory for Level 3 equipment registrat	ions and you must register using a current valid certificate.					
tificate number *						
PC-84726736	Access					
Certificate TPC-84736736 has been successfully retrieve	ed.					
igistration details						
ulpment type		Class		SubType		
wer supply or charger		Level 3		Power Supply		
An electrical device that a) provides an exitput net exceeding 50V AC. or 120V rep	ple free DC; and					
b) is a type to provide supply to separate luminaries; or this a boundabilitized for either charges battering as to	provide numbers an environment					
but does not include-	to other setting to selection experiments.					
d) Information Technology and Audio Visual equipment t data that is not associated with a power supply or charge	that can use the output to also transmit or function.					
			Generic name of the equipment			
			the second second			
gistration standards						
Compliant to Australian requirements			Standards applicable till 🕐		Expected certification expiry 🛞	
Compliant to New Zealand requirements						
andatory standards						
Standard			Amendment/year	Sta	ndards applicable till	
A5/NZ5 62368.1 2018						
lortional standards				Amandmentionar		
io items				Antenameno year		



Equipment details linked to a certificate

This screen displays the equipment family details, the nameplate and product examples, and the equipment profiles.

Because the content is linked to a certificate, you cannot edit any details

Note: if the certificate is a legacy certificate (from the previous database) it may not have all the Equipment family details, profile details or nameplate and product examples filled in. You can still complete a registration with those certificates if they meet all other requirements)

- To view the details, click on the arrow (>) next the Equipment Family details title or Equipment Profile title to show or hide the details
- Select the model and trade names you wish to register by clicking on the 'check' boxes

🔍 Capture Eq	uipment Details			
	Supplier details	Registration details	Equipment details	Component certificate details
Equipment det	ails	-	-	Ŭ
Equipment famil	y details			
 Equipment f 	family details			
Protection against Class II	electric shock			Type of attachment Type Z
Type of fixing portable				Type of operation Accessory
Type of use Unattended				Detachable plug portion
Additional family	details 🛞			
Nameplate and p	product examples xample			0 product example
Equipment				
Click on select all to	register all the models on the certificate.	Alternatively, you can choose profiles to select all or choose indi	vidual models within the profile.	
Select all Deselect all				
> Ei In 23 M 23	quipment Profile 1 put to V, 40 W, 50 Hz odel 4423tst	Nameplate Trade nam Powerplus	2 AC 222	Product example
	96-111	rons pas		

 Click on the Continue button at the bottom right of your screen to go to the next page

Note: if you selected the option to NOT link a certificate, different screens will require additional information

See page 10 of this guide to walk through this

4 Component certificate details

Here you can enter details of components certificates such as plugs and cords

Component certifica	ate details				- 1
Supplier details	Registration details	Equipment details	Component certificate details	Compliance details	Declara
/ou can add your component ce	rtificates such as cords and plugs asso	ciated with your equipment and r	eceive notifications related to changes or (expiry of those certificates.	
Add Component					_
Certificate Number	Equipment Type		Equipment SubType	Expiry Date	- 8
FPC-12434	Kitchen Machine			13/02/2025	_
Back			Add Component Cer	tificate	
			Certificate Number * ③		
Click on the	'Add Compone	nt' button	Cancel		Retrie

- A dialogue box will appear if you hover to ? for a tooltip
- Start to type the Certificate Number and select the certificate from the list that appears
- Click on Retrieve
- The following is displayed: Certificate number, Equipment Type, Equipment subtype and Expiry date
- Repeat the steps to add more component certificates if required. There is a Trash symbol at the end of each row which you can use to delete a component certificate if necessary
- Click on the **Continue** button at the bottom right of your screen to go to the next page

Note: When a level 3 registration is linked to a certificate, the workflow skips the 'Manufacturer Details' screen.



5 Compliance details

This is where you can enter the location of your compliance folder. It is a free-text field and not mandatory except for level 2 equipment. The tooltip provides more information

Supplier details	Registration details	Equipment details	Component certificate details	Compliance details	Declarations
tion of responsible supplier	's compliance folder 🕐				
est Reports Documen	ts the compliant to this regist the compliant the standards related to the equipment.	You can add multiple test report	folder may be physical documents or b equested, within 10 business days. ts by clicking "Add a test report".	e in electronic form. Responsible	suppliers must be able to provid
	Documents				

- There are 2 optional Tabs 1 for Test Reports and 1 for Documents
- Click on the Test Report Tab and then the + Add a test report button
- Complete the fields: Lab name, Accreditation type, Date of issue, Test report number and standard. You can also add a standard not displaying in the dropdown list
- When you upload the Test Report, please note the maximum file size is 10MB and the file types are Microsoft Office files (MS Word and MS excel), PDF and images (png, jpeg, jpg and gif). An error will occur if these limits are not met
- Repeat the process if you want to add more documents
- Click on **Update** then **Continue** when done

Details				
.ab name [*]		Accreditation type *		
ate of issue *	F			
est report number	.*			
tandard				
	×.	~		
No items				
No items + Add Stand	lard			
No items + Add Stand Documents	lard			
No items + Add Stand Occuments Upload new	lard Uploaded files			
No items + Add Stand Occuments Upload new You can upload d	Uploaded files	soft Office files (MS Word	and MS Excel) , PD	
No items + Add Stand Documents Upload new You can upload d and images (png, not exceed 59 chr	Uploaded files ocuments in only Micro jpeg, jpg and gif) forma	soft Office files (MS Word ts at maximum 10 MB file	and MS Excel) , PD size. File Name sh	0F ould
No items + Add Stand Documents Upload new You can upload d and images (png, not exceed 59 cha	dard Uploaded files ocuments in only Micro jpeg, jpg and gif) forma ars.	soft Office files (MS Word ts at maximum 10 MB file	and MS Excel) , PD size. File Name sh	9F ould
No items + Add Stand Documents Upload new You can upload d and images (png, not exceed 59 cha	Uploaded files Ocuments in only Micro jpeg, jpg and gif) forma	soft Office files (MS Word ts at maximum 10 MB file	and MS Excel) , PD size. File Name sh	PF ould
No items + Add Stand Occuments Upload new You can upload d and images (png, not exceed 59 cha	dard Uploaded files ocuments in only Micro jpeg, jpg and gif) forma ars.	soft Office files (MS Word ts at maximum 10 MB file	and MS Excel) , PD size. File Name sh	PF ould
No items + Add Stand Documents Upload new You can upload d and images (png, not exceed 59 cha	lard Uploaded files ocuments in only Micro jpeg, jpg and gif) forma ars.	soft Office files (MS Word ts at maximum 10 MB file	and MS Excel) , PD size. File Name sh	PF ould
No items + Add Stand Occuments Upload new You can upload d and images (png, not exceed 59 cha	dard Uploaded files ocuments in only Micro jpeg, jpg and gif) forma ars. Drag an	soft Office files (MS Word ts at maximum 10 MB file d drop files here or	and MS Excel) , PD size. File Name sh	PF ould



6 Declaration

The Declaration should contain the Responsible Supplier company name, address and ABN, the linked certificate number, the Authorised Officer name and phone number, and at the bottom the equipment profiles being registered should be listed

Supplier details	Registration details	Equipment details	Component certificate details	Compliance details	Declarations	Review
sponsible Supplier Declaration of	Conformity (Level 3 Equipment)	-	-	-	-	Ŭ
sponsible Supplier: SANTHINI						
idress: 11 Rose Lane, Melbourne, 300	0, Australia					
N/IRDN: 85631062400						
S TEST USER declare as the authorise	d officer of the Responsible Supplier that—					
I am authorised to make this declara	tion on behalf of the Responsible Supplier.					
The Certificate of Conformity Numb	er for the type of level 3 in-scope electrical ec	quipment to which this declaration rela	ated is: TPC-233449-EA			
The Responsible Supplier keeps a ce	rtificate of conformity for the type of equipm	nent and/or has permission from the c	ertificate holder to use this certificate for this re	gistration.		
The Responsible Supplier will ensure	the certificate of conformity remains currer	nt for the life of this registration.				
Each item of in-scope electrical equi (i) be registered to the Responsibi (ii) meet the relevant standard for (iii) be electrically safe;	pment as listed below, and when sold by the e Supplier in the national register; the type as at the time the type was register;	Responsible Supplier, will— ed in the national register; and				
This declaration relates to electrical	equipment for which SANTHINI is the manuf	facturer in Australia or New Zealand o	r is the entity who is the importer of the equipm	ent into Australia or New Zealand.		
cknowledge and understand that giv	ng false information or making a false declar	ration is an offence.				
	6644646					
l agree reed on 27/08/2024, 05:02 PM tails of the type of level 3 in-scope el	5544546 ectrical equipment to which this declaration	relates—				
l agree reed on 27/08/2024, 05:02 PM tails of the type of level 3 in-scope el Equipment Profile 1	scutsde	relates—				
I agree reed on 27/08/2024, 05:02 PM rails of the type of level 3 in-scope el C Equipment Profile 1 Input 2014/2001W ED L=	sculated equipment to which this declaration Namepla	relates—	Product example			
I agree ended on 27/08/2024, 05:02 PM tails of the type of level 3 in-scope ef Equipment Profile 1 Input 230 V, 2000 W, 50 Hz Model	SEAGEAS ectrical equipment to which this declaration Namepla Trade na	relates	Product example			
Lagree reed on 27/08/2024, 05:02 PM tails of the type of level 3 in scope el Equipment Profile 1 Input 230 V, 2000 W, 50 Hz Model 234455	sculsale ectrical equipment to which this declaration Nameplu Trade na Haddie	relates— ste	Product example			
I tagree reed on 27/08/2024_05:02 PM calls of the type of level 3 in-scope el - Equipment Profile 1 Input 23 0V, 2000 W, 50 Hz Model 234455 Models	sculcale ectrical equipment to which this declaration Namepia Trade na Haddle	reisse-	Product example			
Lagree reed on 27/08/2024, 05:02 PM tails of the type of level 3 in-scope el Input 200/2020/2020, 50 Hz Model 224455 Models 224455 224455	ssussa ectrical equipment to which this declaration Namepla Trade na Hadde	relates— ite	Product example Trade names Haddia			
Lagree greed on 27/08/2024, 05:02 PM stalls of the type of fexell 3 in scope el Equipment Profile 1 Input 230V, 2000 W, 50 Hz Model 23455 Equipment description	sculcal equipment to which this declaration ectrical equipment to which this declaration Nameplu Trade na Haddle	relates— ste	Product example Trade names Haddie			
Lagree reed on 27/08/2024, 05:02 PM rails of the type of level 3 in-scope el Equipment Profile 1 Input 2304, 2000 W, 50 Hz Model 234455 Models 234455	sculcal equipment to which this declaration Romepla Namepla Trade na Haddle	reistes-	Product example Trade names Haddie			
Tagree Tered on 27/08/2024.05:02 PM Tails of the type of level 3 in-accope el Equipment Profile 1 Input 23:04,2000.04:00 Hz Model 23:4455 Models 23:4455 Equipment description Charling Details Derree of protection	ssussa ectrical equipment to which this declaration Namepla Trade na Haddle	relates	Product example Trade names Hadide Other			
Tagree Tered on 27/08/2024_05:02 PM Tails of the type of level 3 in-scope el Tequipment Profile 1 Input 230V_2000W_50 Hs Model 234455 Models 234455 Equipment description Additional Rating Details Dagree of protection IP 2X	ssussa ectrical equipment to which this declaration Namepla Trade na Hadde	relates— ite	Product example Trade names Haddle Other			
Tagree reed on 27/08/2024, 05:02 PM rails of the type of level 3 in-accope el Fequipment Profile 1 Input 230, 2000 W, 50 Hz Model 234455 234455 Equipment description Additional Rating Details Degree of protection IP 2X	SEAGAG ectrical equipment to which this declaration Namepla Trade na Hadde	relates— ite ime	Product example Trade names Haddie Other 			
Pagee Provide a 27/08/2024.05:02 PM Provide a 27/08/2024.05:02 PM Provide a 20/08/2024.05:02 P	sculcale ectrical equipment to which this declaration Namepla Trade na Haddle	relates-	Product example Trade names Hadrie Other 			

- You must click on the checkbox next to the words 'I agree'
- Note the date and time will appear next to 'Agreed on'
- Click Continue



7 Review

The Review page provides all the information for you to review. You can click on the **Back** button if you need to go back and edit something

- The 'Release date' field will display the current date. Click on the Calendar to change the date. The release date is the date the equipment brand and model will become viewable to the public when searching the public register
- Click on the dropdown box to choose the registration length (for levels 3 & 2 registrations. Level 1 registration length is set to 1 year which you can renew annually if details still correct)

Both fields are mandatory, and an error message will be displayed if empty

• Click on the **Create** button to go to the payment screen (Note: if it is a level 1 registration there is no payment so the payment screen will not appear)

Supplier details	Registration details	Equipment details	Component certificate details	Compliance details	Declarations	Review
istration date 🕐	•	•	Equipment registration	expiry date	•	•
ase date of equipment * ⑦						
Istration length in years * ⑦						
lect						
piry o	date of a certificate. Upon renewal of	the certificate the registration can ext	end to the selected registration term.			
Supplier details Registration details	Equipment details Co	mponent certificate details	Compliance details Declarations			
Responsible Supplier						
Business name SANTHINI		Trading name [N]				
Business name SANTHINI Business address 11 Rose Lane, Melbourne, 3000, Australia		Trading name [N] Business phone number (+61).238636383	r	Business email ar rs-eess270501@y	ddress opmail.com	
Business name SANTHINI Business address 11 Rose Lane, Melbourne, 3000, Australia		Trading name [N] Business phone number (+61) 238636383	r	Business email a rs-eess270501ຜູງ	ddress opmail.com	
Business name SANTHIN Business address 11 Rose Lane, Melbourne, 3000, Australia		Trading name [N] Business phone numbe (+61)238636383	r	Business email a rs-æss270801@y	ádress opmail.com	
Buulness name SANTHINI Buulness address 11 Rose Lane, Melbourne, 3000, Australia Authorised Representative BS TEST LISEP		Trading name [N] Business phone numbe (+61) 238696383	, 	Business email a r=+ess270501Øy	ádrass opmail.com	
Business name SANTHIN Business address 11 Rose Lane, Melbourne, 3000, Australia Authorised Representative RS TEST USER Company Pd		Trading name [N] Buciness phose numbe (+61) 23659383 Contact phone number (+61) 3654545	,	Business email a r=4ess270501 Øy Contact email a r=4ess270501 Øy	áfress opmæl.com	
Butiness andres SANTHIN Butiness address 11 Rote Lane, Melbourne, 3000, Australia Authorised Representative RSTESTUSER Company (H)		Trading name [N] Buchness phone number (+61)23656333	r	Business email a re-eest20501@p Contact email ad re-eest20501@p	dfress spinal Lom dfress gpinal Lom	
Butiness andres SANTHIN Butiness address 11 Rote Lane, Melbourne, 2000, Australia Authorised Representative RS TEST USER Company (N)		Trading name [N] Buchness phone nombe (+61)23654533 Contact phone number (+61)3664646	r	Business email a re-eest20501@p Contact email ad re-eest20501@p	dfress spinal.com dfress gpinal.com	



8 Payment

The fee and the payment amount to be debited by ESO will be displayed

Click on the Add to Payment Cart button

Payment		
Payment Details		
Please review the payment details below and add to payment cart. Once you click on 'Add to	Payment Cart' the next screen will show you the payment cart number that the payment has been added to.	
Your payment will be debited by : Electrical Safety Office (ESO) Queensland	Application Fee \$500.00	Add to Payment Cart
Back		

Once you have clicked on the Add to Payment Cart button, a message appears displaying the case ID number and a payment cart number. This can be used to track the payment in the payment cart



NOTE: You will need to go to the Payment Cart to process the payment. Please see the <u>learning guide</u> for more information about this

Once the payment has been processed for the Equipment Registration you will need to click on the **Submit** button from the Payment Cart

A 'Success' message will be displayed; a new notification will appear in the bottom left of your screen and you will receive an email notifying you of the successful registration with the declaration. You will receive a separate email with the invoice for payment attached



Equipment details for NOT linking to a certificate

In the Capture Registration details screen:

- Select 'I will NOT be linking to a certificate
- Select the Equipment level (note: you can only use this option for registering level 2, level 1 or not in scope equipment)
- Enter all the fields requesting data.
 Remember where there is * the data is mandatory
- When you enter the Equipment type for level 2 equipment, more information about that type will appear

Note: it will be helpful for you to have all the relevant information that is in your compliance folder ready to ensure you can go through the process, such as:

- Test report(s)
- Other compliance documents
- Relevant standards and the technical details to fill in
- Understand which trade names and models will go in which profiles
- Nameplate and overall photo images for each profile
- Component certificate details
- Details of the location of your compliance folder
- Manufacturer details
- The allowable mandatory standards will appear for selection for level 2. For level 1 or not-in-scope, you must 'Add standard' manually
- To complete the details, click on the Continue button

Capture Registration detail	ls					
Supplier details	Registration details	Equipment details	Component certificate details	Compliance details	Declarations	Review
Are you registering against a certificate?	• I will NOT be linking to a certificate	0	0	0	0	0
This option is only for Level 2, Level 1 a	and Not in scope equipment registration.					
Equipment level Level 2 Leve	11 Not in scope					
Registration details		Class			Registration details Equipment type * Air conditioner incorporating non-flam	ci nable or low flammable refrigerant
Registration standards Compliant to Australian requiremen Compliant to New Zealand requiremen	s ens	Level 2	Generic name of the equ Remaining 100 characters Remaining 100 characters Remaining 100 characters Remaining 100 characters	ipment	An electrical applicance that— a. Is for household use and b. Incorporate motor compressors - c. a in electrical applicance designed to speak room is other and hydrotic com france of layes gisterior: e. is possible, transportable of finde ; d. case a ringmant huing a simma ISO 87. For indigrand huing a law match ISO 87. For indigrand huing a law match indigrand huing a law match ISO 87. For indigrand huing a law match ISO 87. For i	nd granida delivery of conditioned air to an endosed colling heating or dehumidifying the air, including nd ing (scatification of Class 1 or Class 2), in accordance with we may thun one finanmakity disatification, the most of heat a flammakity disatification of Class AD (class AD).
Mandatory standards						_
Standard			Amendment/year	S	tandards applicable till	_
Additional standards						
Standard				Amendmen	t/year	
No items						
+ Add standard						
Back						Save Continue
						_



Equipment details for NOT linking to a certificate

This screen displays the equipment family details, the nameplate and product examples, and the equipment profiles. You should be able to edit any family details

To create profiles, or trade name and model combinations, click on **+Add Equipment Profile**. A dialogue box pops up to allow you to add equipment details Note: 'Equipment family details' fields are classifications of technical electrical characteristics of the equipment. These fields are completed for you when linked to a certificate. For NOT linking to a certificate registrations, you will find the information in test reports

- Enter voltage and frequency and either current or power
- Choose the Units for each
- Enter at least one model and trade name combination.
- You can add Profiles using the bulk upload method see Managing Bulk Uploads of Model Profiles in the learning guides
- Clicking on the arrows alongside the Equipment Family details title or Equipment Profile title will show or hide the details

Supplier details	Registration details	Equipment details	Component certificate details	Manufacturer de	tails Compliance details	Declarations		Review O		
luipment details										
uipment family details										
Equipment family details										
Protection against electric shock				Type of attachment						
Type of fixing		-		Type of operation		-				
fixed		~		motor operated applia	nce	~				
Type of use				Climate class						
Additional family details (1)		~		5N		~				
					Equipment Profile					
ameplate and product examp	bles									
Include all the relevant Name plates :	and product example photos that will be	required for linking to the en	upment profiles before proceeding to	o the step "Add equipment	Profile 1					
		reduced to unking to the ed	arbuneur bronnes derore broceeding o		Equipment description					
View or update				View or update						
					Input Voltage *	Input Frequency *		Input Current 🕐	Input Power 🕐	
uipment					¥		~		<u> </u>	
					Output Voltage	Output Frequency		Output Current	Output Power	
* Add equipment profile	ort from Excel				↓ v		~		 Image: Comparison of the second second	~
Import from Excel Download Excel to	emplate									
Warning: Before starting your first do	ownload, please read this Quick Referen	ce Guide			Degree of protection			Other		
					IP					
Back										
					Nameplate			Product example		
					Image Salact			Image Select		
					Select V			Select V		
					Model/ Trade Name	Combination 1			Delete	combination
					Model *			Trade name*		
	<u>.</u>									
When co	omplete.	click o	n the			0			0	
	,	00.			+ Add model			+ Add trade name		
Continu	e hutton									
Continu	Sucon									
					+ Add Model/ Trade name combi	nation				

Contact Certification Phone: +613 9203 9700 (opt 5) Contact Registration Phone: 1300 563 492 Email: eessadmin@oir.qld.gov.au



Equipment details for NOT linking to a certificate

- Complete the details for 'Component certificate details' as per page 5
- When NOT linking to a certificate, you will also be required to add the manufacturer's details
- Click on the down arrow (~) and select the relevant manufacturer from the list. If it does not appear in the list, click on 'Add a new manufacturer to the list' and complete the details in the fields as required then click on Submit

Q New Equipment Registration	(a) Manufacturers		Payment		Resolve	
Actions - Actions - Actions - Status OPENIN PROGRESS Created Cam U16 minutes ago Updated Cam U1ess than a minute ago	Supplier details Registra Manufacturers You can add multiple manufacturers or sites.	tion details Equipment det	ails Component certificate details	Manufacturer details	Compliance deta is	Review
Audit	Manufacturers * Can't find a manufacturer? <u>Add a new manufacturer</u>	to the list				
₩ Add manufacturer				×		
Business name *		Contact name		_	_	Save
Email address		Country Code	Phone business	1		
Country *		~				
Country * Select						

- When done click Continue
- Complete the details for the remaining steps Compliance details, Declarations, Review and Payment as explained on pages 6 to 9



Modify equipment registration

The steps to modify are very close to those for a new equipment registration

To modify:

- Click the down arrow for Equipment
 Registration
- Select Modify



- Start typing the existing equipment registration number and select the correct equipment registration number from the dropdown
- Click on Submit

Modify Equipment Registration Details	
Provide Modification Details Select the equipment registration and the type of modification you want to do. When selecting the Equipment number, you should select from the dropdown list in the box below before proceeding.	- 1
Cancel	Save Submit

- Click on the relevant boxes as related to the reasons for the modification you are doing
- When done click on Submit

Provide Modification Details		
Select the equipment registration and the type of modificatio	n you want to do. When selecting the Equipment number, you should select from the dropdown list in the box below before proceeding.	
Existing equipment registration number to modify * 🕚		
JE2024000865		
What is the purpose of your modification?		
Add/Remove model and trade name		
Update the release date of the equipment		
Update component certificates		
Update documents or compliance folder details		
Add/Remove manufacturer details (1)		
Update relevant standards		
Description of the type of modification 🕐		

Remember, the remaining steps are the same as those for a new equipment registration.

Note: there is no payment for the Modification process



Renew equipment registration

Note: as with a new equipment registration the information required will be different depending if you selected to link or NOT to link a certificate



 Start typing the existing equipment registration number and select the correct equipment registration number from the dropdown

a Renew Equipment Registration Details	
Provide Renewal Details Select the equipment registration number. When selecting the Equipment number, you should select from the dropdown list in the box below before proceeding.	
You cannot renew Equipment records >30 days prior to the expiry date. If you don't have the Equipment registration number, go to the search menu option and choose "Equipment Registrations" to search and select the rele equipment record.	vant
Existing equipment registration number to renew * ①	
Cancel Save S	ubmit

- When you click on Submit the fields are pre-populated with original data, providing you with the opportunity to review the information - Supplier details, Registration and Equipment details
- For Component certificate details you can add or delete component certificates such as cords and plugs associated with the equipment
- At the Compliance details step select Registration length for level 2 or 3 equipment. Note level 1 and Not in scope registration length is set to 1 year

C Review							
Supplier details	Registration details	Equipment details	Component certificate details	Manufacturer	Compliance details	Declarations	Review
At this step you can :-	Select Registration length	n for Level 2 or 3 equipr	nent. For Level 1 and Not i	n scope registration le	ength is set to 1 year.		
Registration date ⑦ 16/09/2024			E 0	quipment registration 1/10/2026	n expiry date		
Registration length in y	ears* ③						

• The remaining steps will be to make the Declaration, a final review and make payment as per the steps for a new equipment registration

Contact Certification Phone: +613 9203 9700 (opt 5) Email: electricalequipmentsafetyenquiries@energysafe.vic.gov.au Contact Registration Phone: 1300 563 492 Email: eessadmin@oir.qld.gov.au