

1 Introduction

The new EESS Platform is a single system enabling those registered on the EESS (Responsible Suppliers, Certificate Applicants) to manage their registrations and/or certifications

For more efficient use and increased security, the new EESS platform supports role-based permissions. This means users can focus on the tasks they are required to do and only see what they are meant to see to carry out those tasks

All users of the EESS Platform must register as new user regardless of the tasks they will perform in the Platform. If a team member registers their new account, before they can begin to use the EESS Platform they must wait for their business to invite them via email so that they are connected to the organization in the EESS Platform

It is important managers of the Responsible Supplier (that is, the Authorised Officer), Certificate Applicant and Consultant businesses set themselves up first. They will then set up their business in the EESS Platform and then invite (via an email from the Platform) their team members to register

When inviting team members to register in the EESS platform, it is important to consider the role types and allocate them to their team members and external consultants accordingly. Note:

- There can only be one Authorised Officer for a Responsible Supplier. Once the Authorised Officer has set up the business and invited team members, they can allocate the role of Business Admin to another team member
- Be aware that there can be more than one Business Admin
- Be aware the business can add as many users as required
- Understand that, if granted by the Responsible Supplier or Certificate Applicant business, external users (consultants) can have **Full / Limited access** (see next page)
- The Certificate Applicant (or Responsible Supplier) who obtains certificates via RECS Private Certifier should register their business on the EESS Platform and provide the business details (that is, business email and ABN/IRDN) they used to register on EESS platform to the RECS Private Certifier for the Certifier to use when loading certificate details. This will enable the Certificate Applicant (or Responsible Supplier) to view those certificates

Role Types, Tasks and Permissions

The Role Types, Tasks and Permissions tables that follow, include:

- User type - depends on whether they are using the Certification and / or Responsible Supplier and Equipment Registration functionality in the EESS Platform
- Roles – title of the EESS user within the EESS Platform and capability
- Tasks & Permissions – the type of task or activity that users can perform and the level of access

Other [learning guides](#) relevant to this:

- Setting up yourself on the EESS Platform
- Setting up your business on the EESS Platform for Certificate Applicants / New Responsible Suppliers / Existing Responsible Suppliers
- Managing Users in the EESS Platform

EXTERNAL USER / CONSULTANT ACCESS:

FULL - initiate and manage new certification applications or equipment registrations, renewals and modifications, on behalf of the applicant and / or responsible supplier company. Note: this access enables consultants to transfer certificates

LIMITED - can only work on those certification applications, or equipment registrations, renewals and modifications, allocated to them by the applicant and / or responsible supplier company on a case-by-case basis

2 CERTIFICATION

USER TYPE	ROLES	TASKS & PERMISSIONS
CERTIFICATE APPLICANT	Business Admin Certification Only	<p>The Certificate Applicant user who sets up their business for the first time in EESS Platform for Certification is automatically allocated this role. The Business Admin can do the following:</p> <ul style="list-style-type: none"> • Invite Team Members (allocating the User role or making another Business Admin role) • Invite Consultants and apply Full / Limited access • View and manage Team members via My Team (Team members & associated business) • View My Team Applications • View and Manage My Organisation Details • Extend their business to EESS & ACMA Registration <p>Also has access to the following functionalities:</p> <ul style="list-style-type: none"> • Transfer Certificates • Access as defined for role 'User - Certification Only'
	User Certification Only	<p>Applicant users are set up as normal users in EESS Platform for Certification. These users can do the following tasks:</p> <ul style="list-style-type: none"> • Apply for New Certificates • Update existing Certificates • Renew Certificates • Manage Manufacturer • Edit Personal Details • View My Organisation Details

3 RESPONSIBLE SUPPLIER & EQUIPMENT REGISTRATION

Note: Authorised officer is the legally authorised person to make declarations during EESS / ACMA Responsible Supplier registrations and is responsible for complying with all legislative requirements related to EESS. An Authorised Officer must be the Director of a company or a senior member of the staff of a Responsible Supplier who has delegated responsibility from management for electrical safety and/or regulatory compliance. A Responsible Supplier can only have one authorised officer associated at a time

They must reside in Australia (if registering as responsible supplier in Australia) or New Zealand (if registering as responsible supplier in New Zealand)

USER TYPE	ROLES	TASKS & PERMISSIONS
RESPONSIBLE SUPPLIER	Authorised Officer Registration Only	<p>Inside the platform they will have access to the following functionalities:</p> <ul style="list-style-type: none"> Set up their business for the first time in the EESS Platform(including making the declaration and payment as applicable) Invite team members to onboard the Platform Renew Responsible Supplier Registration Update or extend Responsible Supplier Registration Type (ACMA and/or EESS) View Responsible Supplier Registration Artefacts Update Authorised Officer contact details (Edit personal details) Access as defined for role 'Business Admin - Registration Only'. <p>Note: setting up their business for the first time in the EESS Platform the Authorised Officer will automatically be made the Business Admin for Registration. They can invite a new user and allocate the role of Business Admin to that user.</p>
	Business Admin Registration Only	<p>The Business Admin has access to the following functionalities:</p> <ul style="list-style-type: none"> Change Authorised Officer within the platform Invite Team members as Business Admin/User Invite Consultant as Full / Limited access View and Manage users via My Team (Team members & associated business) View and Manage My Organisation Details Extend their business to Certificate Applicant Manage Affiliate Supplier Transfer Equipment Registrations <p>All accesses defined for role 'User - Registration Only'</p>
	User Registration Only	<p>Internal Authorised Representatives who are set up as normal users. They will have access to the following functionalities:</p> <ul style="list-style-type: none"> New Equipment Registrations Update Equipment Registrations Renew Equipment Registrations Manage Manufacturers Edit personal details

4 COMBINED USAGE

A Responsible Supplier or Certificate Applicant can register to be both a Responsible Supplier & Certificate Applicant

Note: the Responsible Supplier & Certificate Applicant who obtain certificates via RECS Private Certifier should register their business on the EESS Platform and provide the business details (that is, business email and ABN/IRDN) they used to register on EESS platform to the RECS Private Certifier for the Certifier to use when loading certificate details. This will enable the Responsible Supplier & Certificate Applicant to view those certificates

USER TYPE	ROLES	TASKS & PERMISSIONS
COMBINED	Authorised Officer	<p>Authorised Officer who sets up a business in the new EESS Platform as well as a Certificate Applicant will automatically be allocated the role of Business Admin. They will have access to the following functionalities:</p> <ul style="list-style-type: none"> • Renew Supplier Registrations • Update Responsible Supplier Registrations Type (ACMA and/or EESS) • View and Manage Supplier Registrations Artefacts • Update Authorised Officer Contact details (Edit personal details) <p>All accesses defined for role 'Business Admin - Combined'</p>
	Business Admin	<p>Business admins have access to the following functionalities:</p> <ul style="list-style-type: none"> • Transfer Certificates • Transfer Equipment Registrations • View My Team (Team members & associated business) • Invite Team members as Business Admin/User • Manage Team members • Invite Consultant as Full / Limited access • Invite a Third-Party Certifier • View and Manage My Organisation Details • Update Business Details (including Business intent for Certification and/Registration) • Manage Affiliate Supplier <p>All accesses defined for role 'User - Combined'</p>
	User	<p>Internal users set up as normal users in EESS for Registration as well as Certification. They will have access to the following functionalities:</p> <ul style="list-style-type: none"> • Apply for a new certificate if using a Regulator • Update existing Certificates • Renew Certificates • Submit New Equipment Registrations • Update Equipment Registrations • Renew Equipment Registrations • Manage Manufacturers • Edit Personal Details

5 EXTERNAL CONSULTANTS

A consultant is external to the Responsible Supplier or Certificate Applicant organization, acting on their behalf to submit certificate applications and / or equipment registrations

A Recognised External Certification Scheme (RECS Private Certifiers) is also an external organization who may have been engaged to register equipment they certified for the Responsible Supplier

USER TYPE	ROLES	TASKS & PERMISSIONS
CONSULTANTS (including External Authorised Representatives)	Business Admin	Business Admin users for a Consulting organisation will have access to the following functionalities: <ul style="list-style-type: none"> • Invite Team members as Business Admin/User • Manage Team members • View My Team (Team members & associated business) • View and Manage My Organisation Details • Change Consultancy Type All accesses defined for role 'User'
	User	The client organization will grant Consultants full or limited access (see definition on page 2) to the platform Users for a Consulting organisation may have access to the following functionalities: <ul style="list-style-type: none"> • Apply for New Certificates • Update existing Certificates • Renew Certificates • Submit New Equipment Registrations • Update Equipment Registrations • Renew Equipment Registrations • Manage Manufacturers • Edit Personal Details • View Organisation Details

6 HOW DO I APPLY THIS TO MY TEAM

ROLE WITHIN THE ORGANISATION	KEY TASKS
Director of a Responsible Supplier	<ul style="list-style-type: none"> • Sets themselves up on EESS platform • Selects intent as Registration (and Certification as relevant) • As Authorised Officer sets up business in the platform • Makes the declaration • Makes payment (as applicable) • Invites team members to onboard allocating Business Admin to at least one team member
Team member of Responsible Supplier	<ul style="list-style-type: none"> • Sets themselves up on EESS platform • Accepts the email to connect to the Responsible Supplier business and the role allocated to them
Engineer / Technical Manager of a Certificate Applicant	<ul style="list-style-type: none"> • Sets themselves up on EESS platform • Selects intent as Certification • Sets up business in the platform • Invites team members to onboard allocating Business Admin to at least one team member
Team member of Certificate Applicant	<ul style="list-style-type: none"> • Sets themselves up on EESS platform • Accepts the email to connect to the Certificate Applicant business and the role allocated to them