



Global-Mark P/L

Management Document G-63

**Title: Product conformance – Electrical
Product Safety Certification Scheme**

Type: Program Information Brochure

This document is external

Document Information and Revision History

Document Number	G-63
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Current Revision Author(s)	Herve Michoux

Revision History

Revision	Date	Author(s)	Notes
1	15/1/2005	Maria Michoux	Original Release
2	3/9/2011	Herve Michoux	Updated based on Electrical Regulators audit
3	28/6/2012	Herve Michoux	Updated after Certification by NSW Fair Trading
4	15/4/2014	Herve Michoux	Updated to comply with the RECS requirements
5	30/5/2014	David Gray	Updated after EESS/JAS-ANZ audit
6	25/9/2014	Herve Michoux	Typo and corrections
7	1/6/2018	Herve Michoux	Updated / removed list of declared articles
8	13/10/20	Herve Michoux	Removed reference to NZ
9	31/08/2023	David Gray	Exclude CTL 3 & 4 from Compliant Test Reports for EPSC Scheme
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1 Why do we have this document

This document describes the certification program offered by Global-Mark Pty Ltd to clients seeking product certification. This document is subject to change without notice. The latest version is on our web site: www.Global-Mark.com.au. This program covers the issuance for the Australian market, of Certificates of Conformity for declared and non-declared articles that can demonstrate compliance with the relevant Standard.

2 Overview

This is a “type test” Certification which involves:

- Selection of a sample by the manufacturer
- Sample to be tested by an approved laboratory
- Client presents a product technical file for the product
- Laboratory report (acceptable test report) to be presented and reviewed by Global-Mark
- Subject to the above review, Global-Mark will issue a Certificate of Conformity (valid for 5 years)
- Under this program, the Global-Mark® certification mark cannot be affixed to the product, its packaging or supporting literature (except in some specific conditions based on the standard or scheme)
- The certificate of conformity is only valid for the product, as tested. If any of the product critical components is changed, a the certificate of conformity may require a modification to address the changes.

(*)except for hair straighteners which are 2 years.

3 In simple terms

This program is based on a Type/System 1 Certification (as defined by ISO).

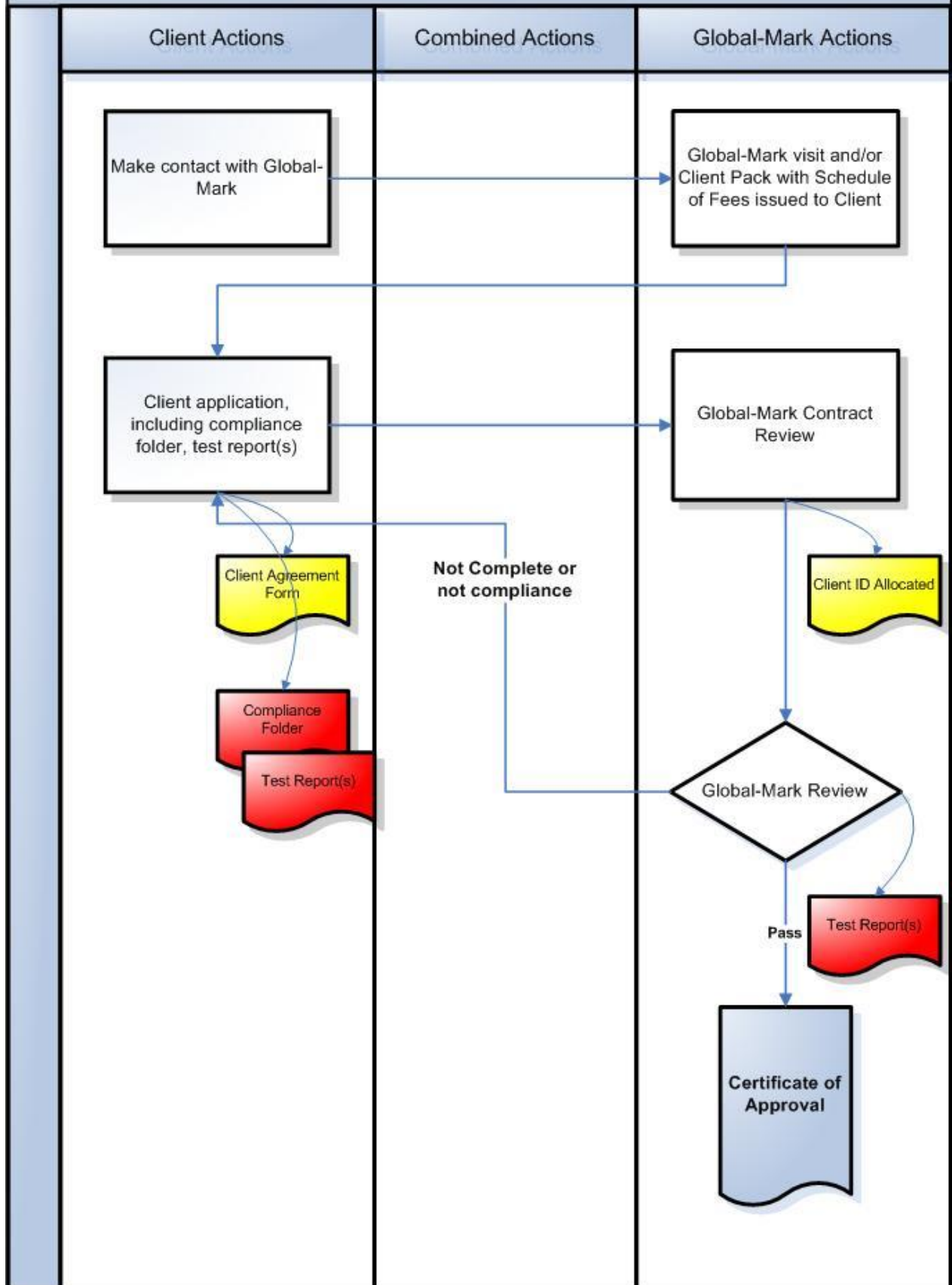
Product conformance issues are becoming increasingly mandated by regulators or expected by consumers. Due diligence is also expected for in most product related litigation. Point of sale legislations in some states or countries require that products be tested, and certified before they can be offered to the market, or connected to a network or infrastructure.

Type 1 certification is one of the simplest, and cheapest type of product conformance, delivered by an independent organisation, and based on a (or a number of) test report issues by an **Accredited** Laboratory. In this case, there is no factory surveillance program, but if the product is changed, an evaluation of the changes is required including any additional tests relevant to those changes to establish continued compliance.

Finally, the certification can be sought by the manufacturer, an importer or a distributor. Global-Mark can issue a transfer certificate if the product has been tested and certified by another certification company. The original test report and supporting documents will be required

Program summary card	
Issue	Program rules/comments
Standard	Certification Standard
Any other relevant document	NA
Target audience	Any company
Global-Mark output document	Certificate of Conformity Certificate of Suitability
Other Global-Mark output document	Certification schedule (further defines the factory location, and approved product)
Certificate validity period	5 years (*)
Certification mark that can be used by the client	Nil, except for applicable regulatory mark
Can this make be used on product?	No, except for applicable regulatory mark
Periodicity of post certification reviews?	Nil
Periodicity of re-certification review	Nil
Steps to and post certification	
Application	✓
Document review	Nil
Pre-certification review	Nil
Certification review	Nil
Technical file review	✓
Follow-up review	Nil
Post certification review	Nil
Re-certification review	Nil

Electrical Certification Process – Rev: 0



4 Specific program conditions

- Tests reports need to be no older than 5 years (and our certificate of conformity will expire on the 5 years anniversary of the **issue of the Certificate**).

Independent testing of products – Global-Mark reserves its right to reject reports from test laboratories including those with National Laboratory accreditation and/or IECCEB CB scheme where doubt exists.

Global-Mark reserves its right to select additional samples and completed independent tests. The results of the test will be presented to the manufacturer. Costs associated with the additional sampling and testing must be paid by the Global-Mark client.

Ownership of Test Report(s) – Test reports submitted which are not issued to the company making application for certification (as presented on the Client Agreement Form) will only be accepted if a signed **Letter of Traceability** is also supplied from the applicant declaring the product(s) subject to the application are identical to those in the test report. Where differences exist e.g. the trade name, model number and marking, this should be included in the letter.

Compliant Test Reports for EPSC Scheme (acceptable test reports)

Test reports provided by clients seeking certification shall meet the following requirements:

- Test Report shall be a complete original or legitimate copy and shall be one of the following:
- A NATA accredited test report; or
- Accredited test report from a laboratory with which NATA has a mutual recognition arrangement (ILAC MLA members); or
- A CB test report issued under the IECCEB CB Scheme (~~TMP, WMT & SMT~~ **CTL 1 & 2** reports must be accompanied with a CB certificate, and ~~RMT~~ **CTL 3 & 4** reports are not accepted) A CBTL Report shall only be accepted with a CB Certificate under the EESS or

Applicable Safety Standards (used for the purpose of certification)

Our certification program is based to Appendix B of AS/NZS 4417.2: 'Regulatory definitions and classification of equipment' or the class specification nominated for the article by order in the NSW Government Gazette.

Level 1 Equipment: the relevant standard(s) shall be either:

- An Standards Australia (AS) or joint Standards Australia and Standards New Zealand (AS/NZS) standard that applies specifically or
- An IEC standard that applies specifically, if there no AS or NZS that applies specifically and there is an to the type
- A relevant standard if neither of the above points are met or Level 2 and Level 3 equipment.

Level 2 and Level 3 Electrical Equipment shall be either:

- As per AS/NZS 4417 as the relevant standard for the type, and the standard can be readily applied to the type; or
- Chosen by the responsible supplier and accepted by a Regulatory Authority as a standard that can be readily applied to the type, subject to review and acceptance by Global-Mark (to ensure the chosen standard provides the same or higher levels of electrical safety as an AS or NZS).

Authorised Certification Marking

Upon successful completion of the application Global-Mark will allocate the authorised Mark .

The Certifications will be numbered as: “GMA-5nnnnn-EA-~~xxx~~”, where:

- GMA stands for Global-Mark
- “5nnnnn” is the unique Client ID: this is a 6 digit number issued by Global-Mark and unique to each Client
- EA: stands for Electrical Certification

Example GMA-500156-EA-~~005~~

~~or~~ and

The RCM where the requirements of all relevant parts of AS/NZS 4417 applicable to the article are fulfilled.

Application for new Certification

Clients need to:

- Complete the Client Agreement Form
- Submit the form to Global-Mark with support documents (as called for in the form, see Compliance Folder section– Additional information may be required by Global-Mark
- Provide the relevant payment (either by credit card, cheque or EFT)

Please note that the Company name(s) presented on the Client Agreement Form will be presented on the Certificate of Conformity.

Renewal of Certifications

Clients need to:

- Complete the Client Agreement Form
- Submit the form to Global-Mark with support documents (as called for in the form, see Compliance Folder section) – Additional information may be required by Global-Mark
- Mark the relevant payment (either by credit card, cheque or EFT)
- Complete the Renewal Declaration, stating there has been no change to the article(s) and the current standard or complete the modification section and provide the supporting evidence (test reports) demonstrating compliance of the modification and/or to the current standard where the standard has changed

Information on the National Database, JASANZ and Global-Mark web sites

Global-Mark is required to supply information to the National Database maintained by ERAC. The information provided include:

- name and address of the certificate holder;
- Name and address of the manufacturer
- description of the model (brand, model ID, attributes);
- date of certification, date of expiry of certification and last update (if relevant)
- Revision number (if applicable)

The ERAC export includes all current, valid and issued certificates for level 2 & 3 products. The information is uploaded typically twice per week.

Global-Mark also exports to its web site (Document Centre/Certificate Search) extracts of certificates and the PDF of all certificates. This is exported daily.

Global-Mark also exports certification information to the www.JAS-ANZ.org web site extracts of certificates. This is exported monthly.

Cancellation of Certification

Global-Mark reserves the right to:

- Temporarily suspend a Certificate of Conformity
- Cancel a Certificate of Conformity

Formal notification of suspension or cancellation will be send (email or fax) to the nominated contact person (on the Client Agreement Form)

Clients must not claim that the Certificate of Conformity is valid once a Certificate of Conformity has expired been suspended or cancelled. The Certificate of Conformity shall no longer be used by the company (this includes web sites, brochures etc)

Application for a transfer of Certification

Transfers may be needed when:

- Change of company name
- Request for a change in Certificate of Holder
- Change of address
- Change of product branding (no technical changes to the product)

In the case of a change of company name **Letter of transfer** must be supplied signed by the original certificate holder authorising the transfer to the new company name.

Design change(s)

Clients acknowledge that:

- Should any design (including material, component, supplier, manufacturing site or process) is changed they need to formally notify Global-Mark.
- Should Client fail to formally notify Global-Mark, the Certificate of Conformity becomes null and void

Clients must formally notify Global-Mark of any design change to Certified Articles by email (electrical@global-mark.com.au).

Expiry of Certification

Certifications will expire:

- Once the Certificate of Conformity has passed its expiry date
- If it is suspended or withdrawn by Global-Mark

Clients must not claim that the Certificate of Conformity is valid once a Certificate of Conformity has expired. The Certificate of Conformity shall no longer be used by the company (this includes web sites, brochures etc)

Compliance Folder requirements

The following shall be provided to Global-Mark as part of the application process:

- A compliant test report to the relevant Standard from an approved test laboratory
- Artwork of the proposed marking including the authorized Certification marking **and** RCM
- A copy of the proposed instruction manual

5 What documents/records are needed to understand this program

In order to understand our program you should also access and be aware of the following documents:

- Welcome Pack – G-00
- MSP-00: Introduction to our management systems
- MSP-01: Nomenclature and definitions
- MSP-24 Appeals

6 Levels Definitions / Declared articles

This list of changed regularly: please refer to the relevant Legislation.

End of document