

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

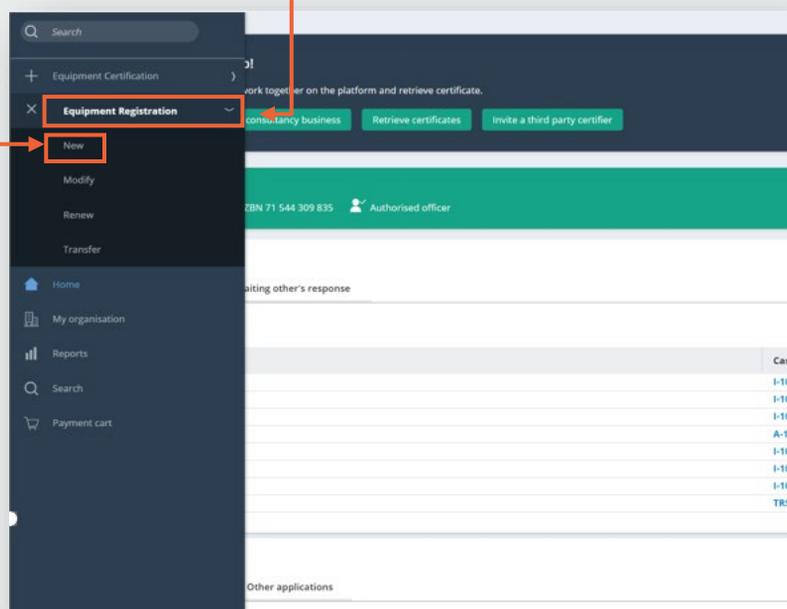
The Platform supports equipment being registered, modified, renewed or transferred

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
5. Compliance details
6. Declarations
7. Review
8. Payment

To start a new equipment registration:

- Open a new case via the Navigate menu panel and click the down arrow for Equipment Registration
- Select New

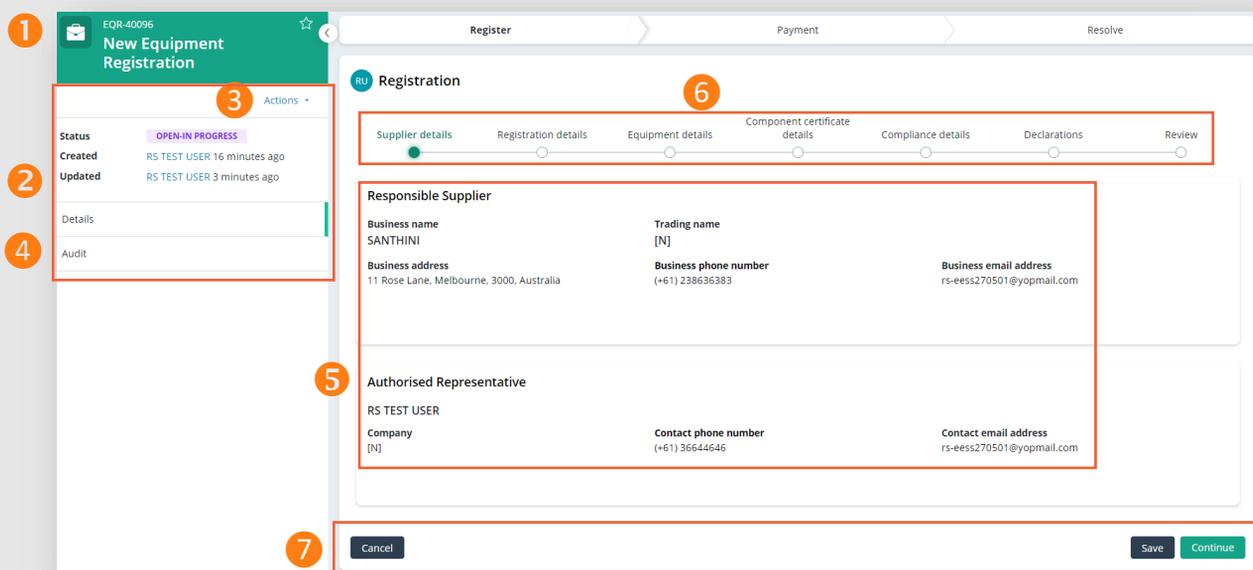


1 Supplier details

Note the following:

1. 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
3. 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 [learning guides](#)

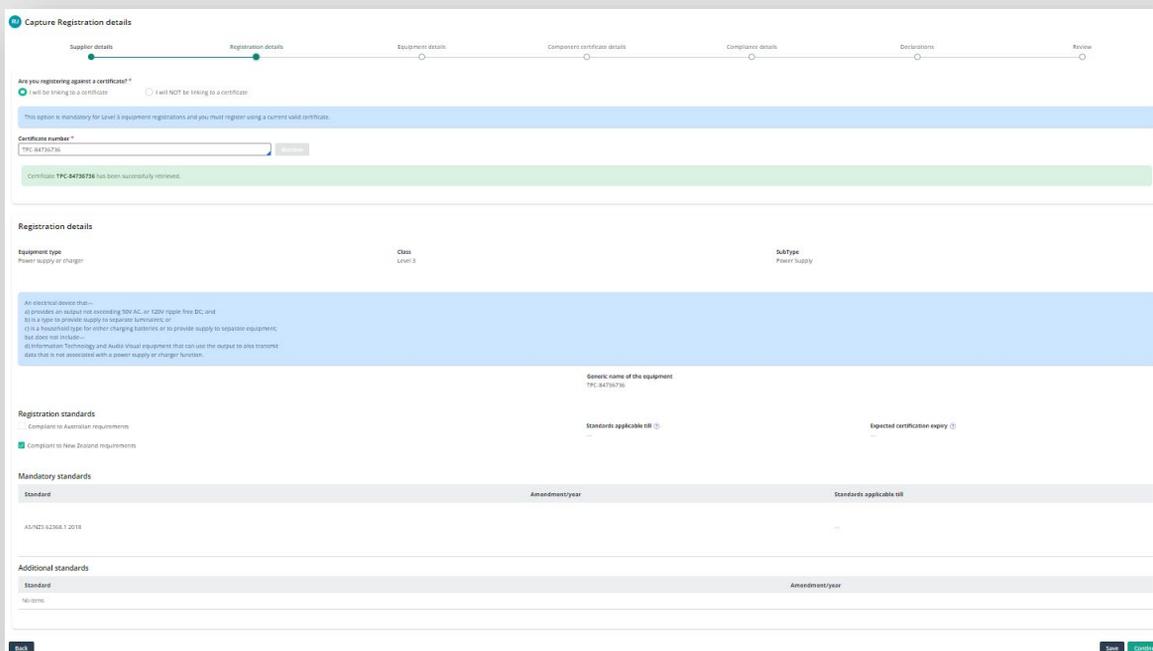
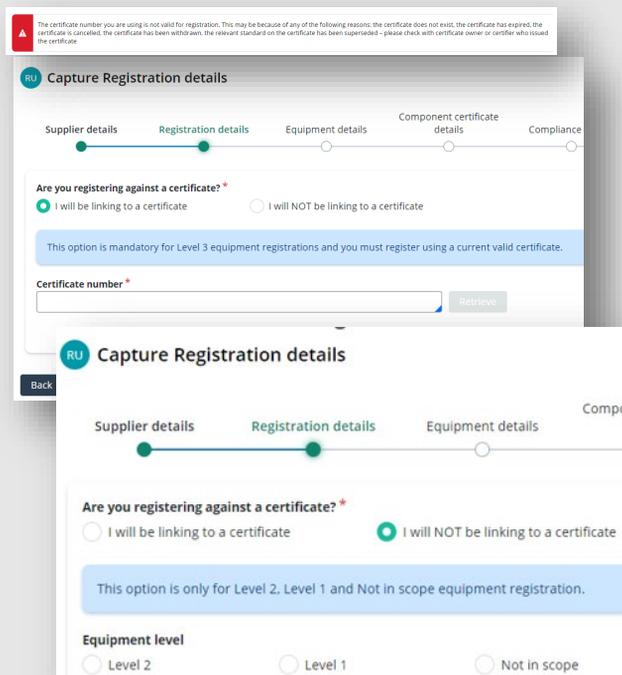


- Click on the **Continue** button to begin the first step

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 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



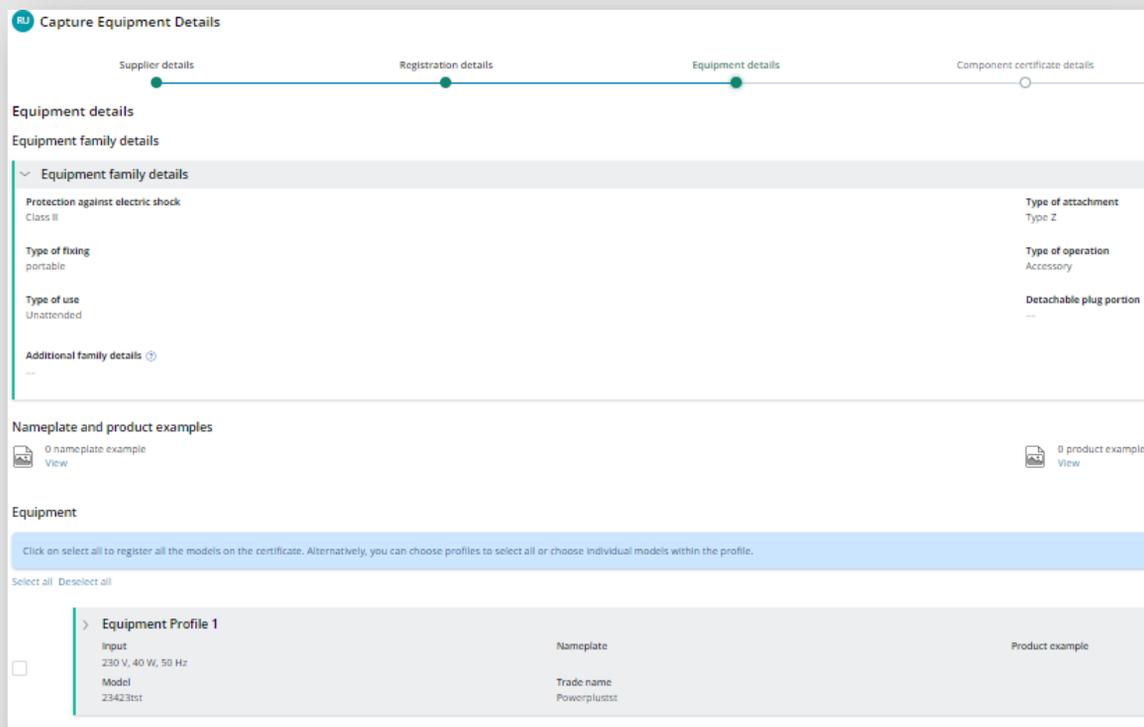
3 Equipment details linked to a certificate

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



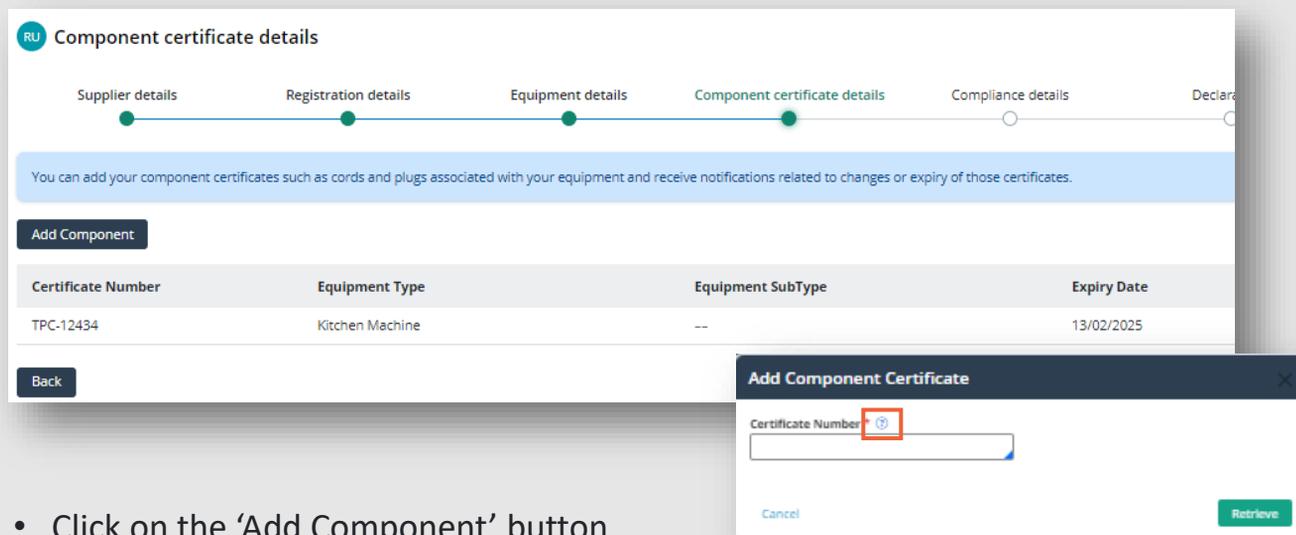
- Click on the **Continue** button at the bottom right of your screen to go to the next page

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



RU Component certificate details

Supplier details Registration details Equipment details **Component certificate details** Compliance details Declaration details

You can add your component certificates such as cords and plugs associated with your equipment and receive notifications related to changes or expiry of those certificates.

Add Component

Certificate Number	Equipment Type	Equipment SubType	Expiry Date
TPC-12434	Kitchen Machine	--	13/02/2025

Back

Add Component Certificate

Certificate Number 

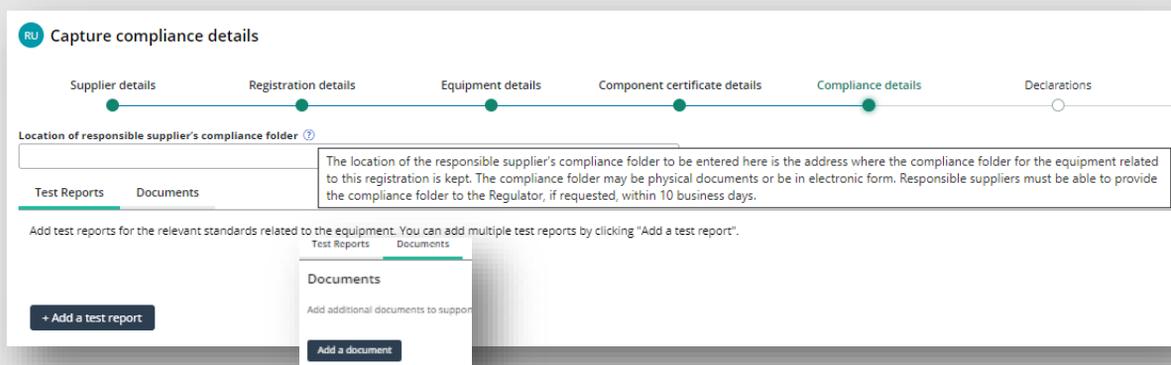
Cancel **Retrieve**

- Click on the 'Add Component' button
- 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 sub-type 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

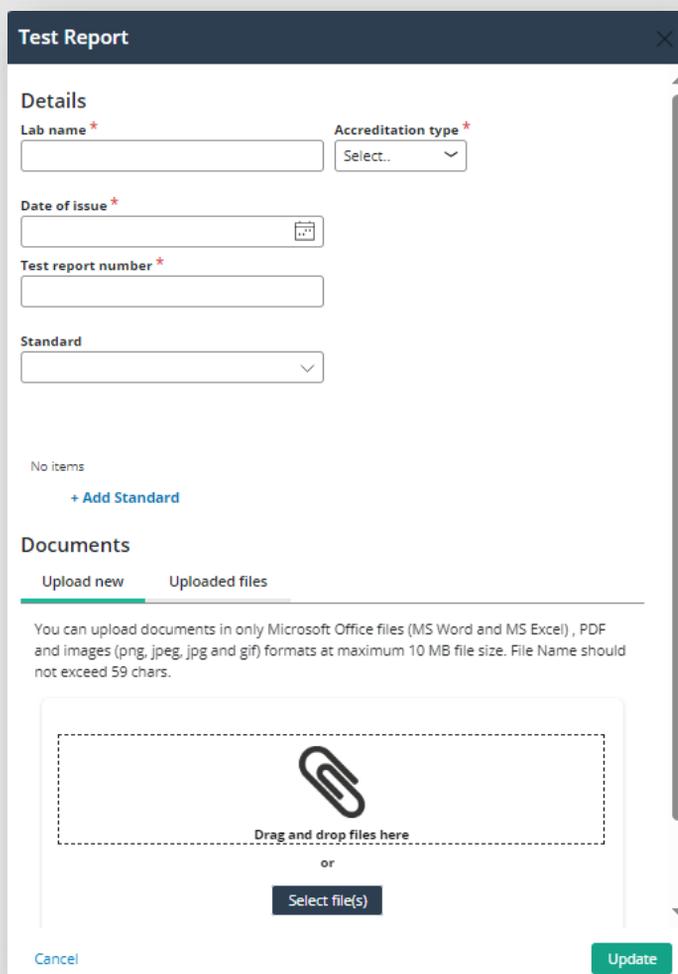
Note: When a level 3 registration is linked to a certificate, the workflow skips the 'Manufacturer Details' screen.

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

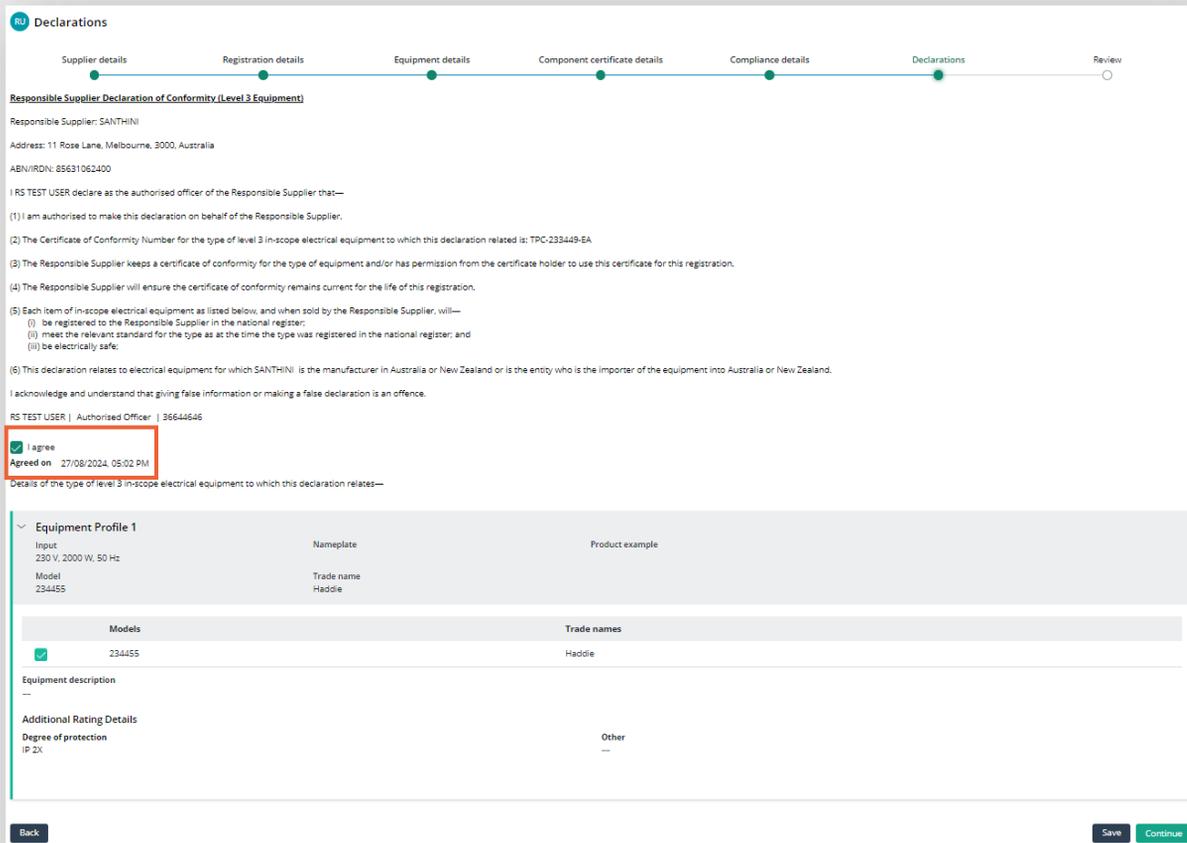


- There are 2 optional Tabs – 1 for Test Reports and 1 for Documents
- Click on the Test Report Tab and then the **+ Add a test report** button
- Complete the fields: Lab name, Accreditation type, Date of issue, Test report number and standard. You can also add a standard not displaying in the dropdown 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



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



Declarations

Supplier details Registration details Equipment details Component certificate details Compliance details **Declarations** Review

Responsible Supplier Declaration of Conformity (Level 3 Equipment)

Responsible Supplier: SANTHINI
 Address: 11 Rose Lane, Melbourne, 3000, Australia
 ABN/IRDN: 85631062400

I RS TEST USER declare as the authorised officer of the Responsible Supplier that—

(1) I am authorised to make this declaration on behalf of the Responsible Supplier.
 (2) The Certificate of Conformity Number for the type of level 3 in-scope electrical equipment to which this declaration relates is: TPC-233449-EA.
 (3) The Responsible Supplier keeps a certificate of conformity for the type of equipment and/or has permission from the certificate holder to use this certificate for this registration.
 (4) The Responsible Supplier will ensure the certificate of conformity remains current for the life of this registration.
 (5) Each item of in-scope electrical equipment as listed below, and when sold by the Responsible Supplier, will—
 (i) be registered to the Responsible Supplier in the national register;
 (ii) meet the relevant standard for the type as at the time the type was registered in the national register; and
 (iii) be electrically safe;
 (6) This declaration relates to electrical equipment for which SANTHINI is the manufacturer in Australia or New Zealand or is the entity who is the importer of the equipment into Australia or New Zealand.

I acknowledge and understand that giving false information or making a false declaration is an offence.

RS TEST USER | Authorised Officer | 36644646

I agree
 Agreed on 27/08/2024, 05:02 PM

Details of the type of level 3 in-scope electrical equipment to which this declaration relates—

Equipment Profile 1	
Input 230 V, 2000 W, 50 Hz	Nameplate Trade name Haddie
Model 234455	Product example
Models	Trade names
<input checked="" type="checkbox"/> 234455	Haddie
Equipment description —	
Additional Rating Details	
Degree of protection IP 2X	Other —

Back Save Continue

- 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**

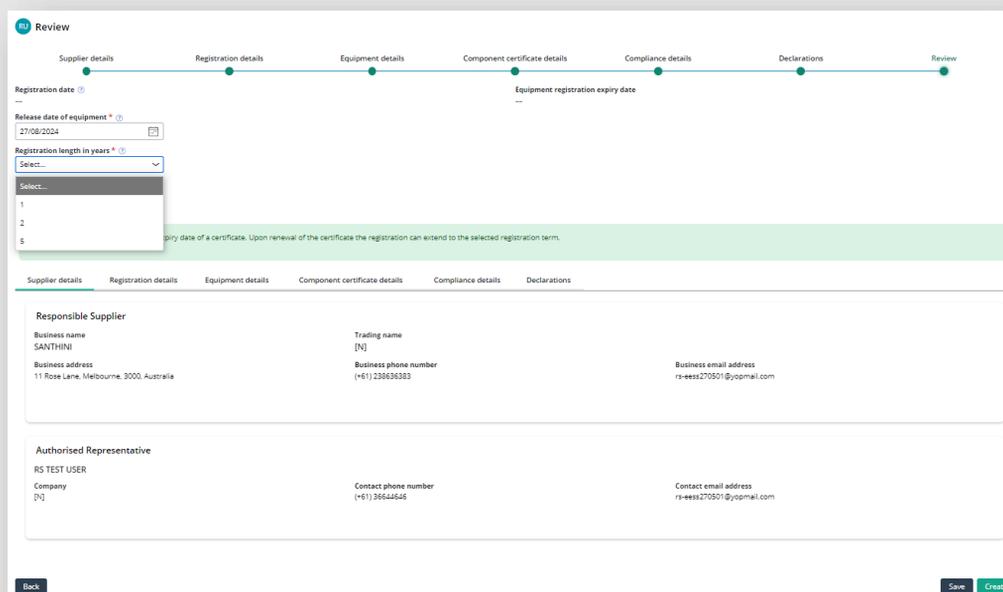
7 Review

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)



Review

Supplier details | Registration details | Equipment details | Component certificate details | Compliance details | Declarations | Review

Registration date ⓘ
--

Release date of equipment ⓘ
27/08/2024

Registration length in years ⓘ
Select...
1
2
5

Equipment registration expiry date
--

Expiry date of a certificate. Upon renewal of the certificate the registration can extend to the selected registration term.

Supplier details | Registration details | Equipment details | Component certificate details | Compliance details | Declarations

Responsible Supplier

Business name SANTHINI	Trading name [N]	Business email address rs-ees270501@yopmail.com
Business address 11 Rose Lane, Melbourne, 3000, Australia	Business phone number (+61) 238636383	

Authorised Representative

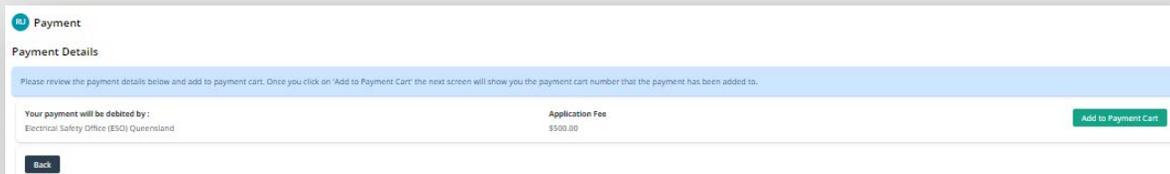
RS TEST USER	Contact phone number (+61) 38544646	Contact email address rs-ees270501@yopmail.com
Company [N]		

Back | Save | Create

8 Payment

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

- Click on the **Add to Payment Cart** button



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 [learning guide](#) 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

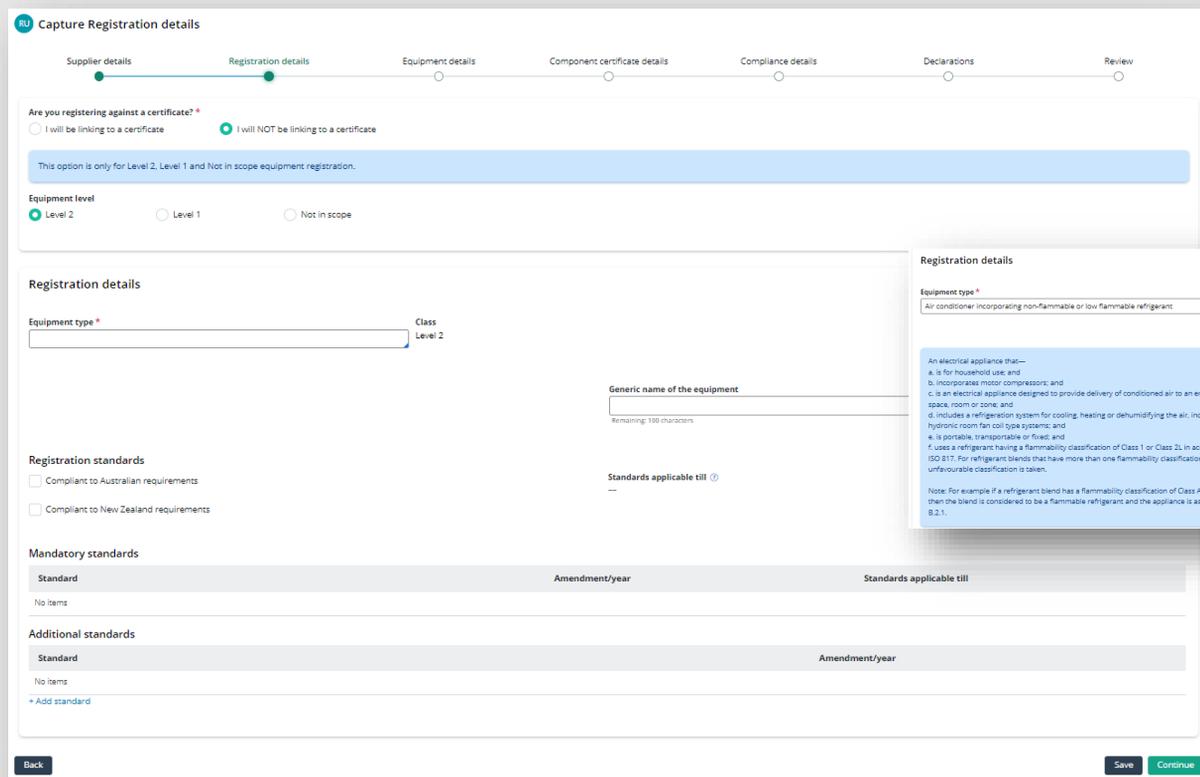
Equipment details for NOT linking to a certificate

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
- 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

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



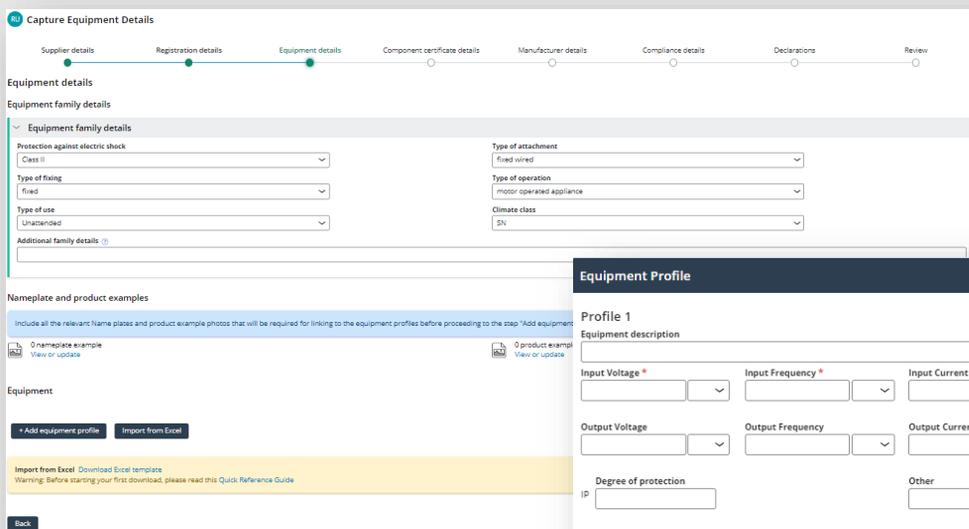
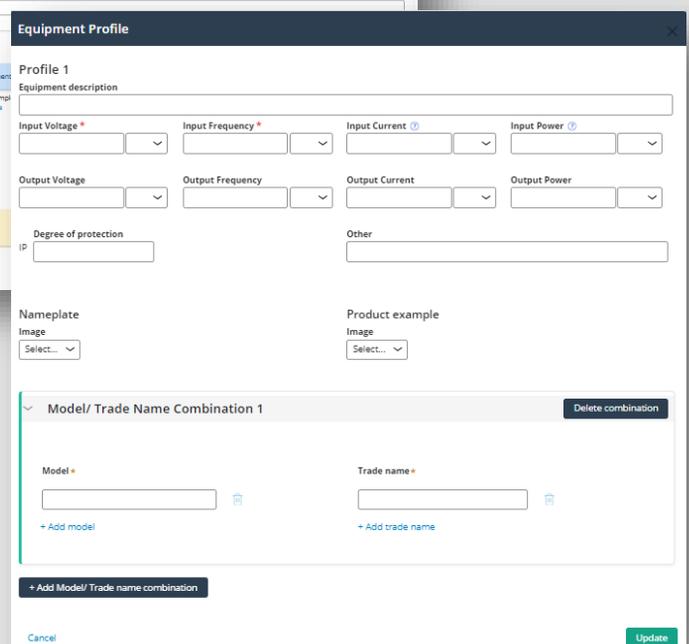
Equipment details for NOT linking to a certificate

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

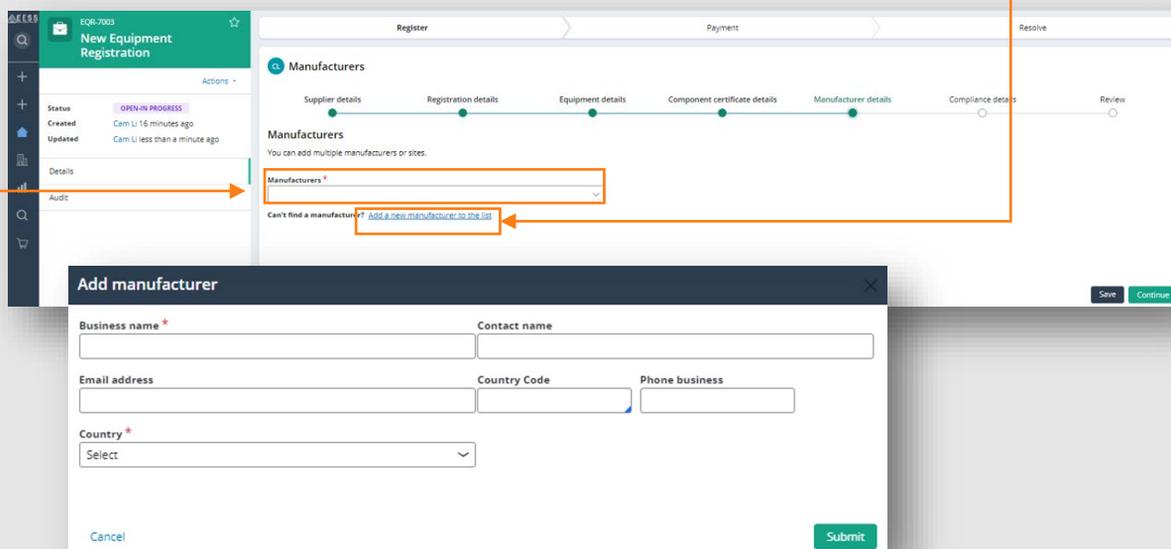
- Enter voltage and frequency and either current or power
- Choose the Units for each
- Enter at least one model and trade name combination.
- You can add Profiles using the bulk upload method see [Managing Bulk Uploads of Model Profiles in the learning guides](#)
- Clicking on the arrows alongside the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

- When complete, click on the **Continue** button

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**



The screenshot shows the 'New Equipment Registration' process in the EESS system. The 'Manufacturers' step is active, and the 'Add manufacturer' modal is open. The modal contains the following fields:

- Business name *
- Contact name
- Email address
- Country Code
- Phone business
- Country * (dropdown menu)

The 'Submit' button is visible at the bottom right of the modal. In the background, the 'Manufacturers' step is highlighted in the progress bar, and the 'Add a new manufacturer to the list' link is visible below the manufacturer selection dropdown.

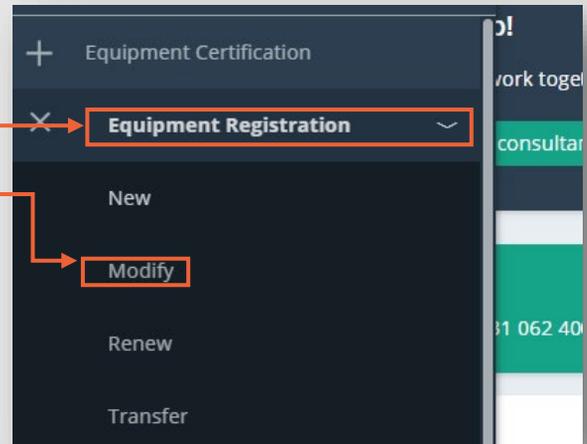
- When done click **Continue**
- Complete the details for the remaining steps - Compliance details, Declarations, Review and Payment as explained on pages 6 to 9

Modify equipment registration

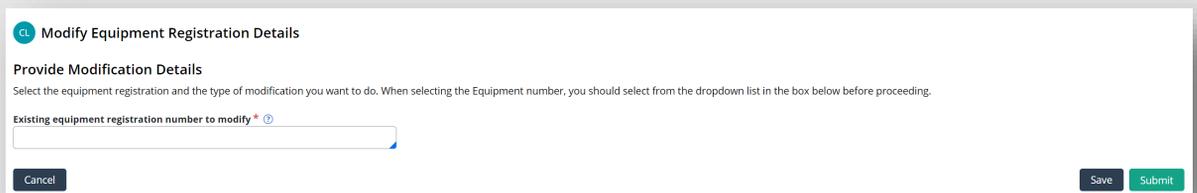
The steps to modify are very close to those for a new equipment registration

To modify:

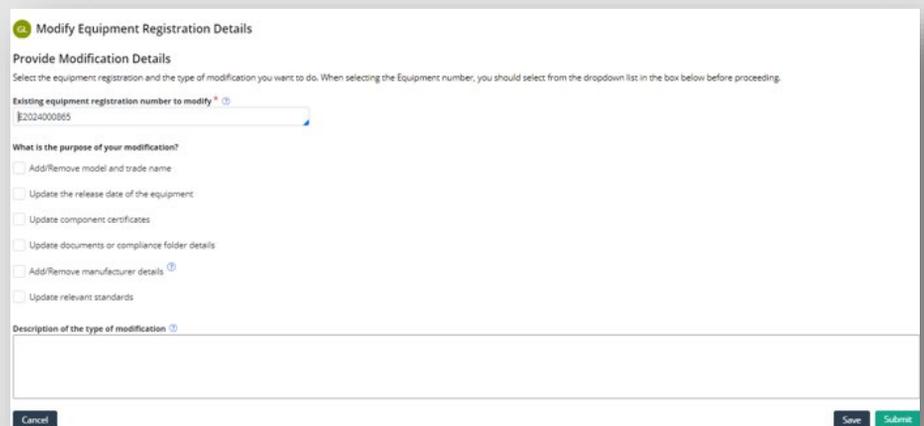
- Click the down arrow for Equipment Registration
- Select Modify



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


 A screenshot of a web form titled 'Modify Equipment Registration Details'. Under the heading 'Provide Modification Details', there is a sub-heading and a paragraph of instructions. Below this is a text input field labeled 'Existing equipment registration number to modify *'. The field is empty. At the bottom of the form, there are two buttons: 'Cancel' and 'Submit'.

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


 A screenshot of a web form titled 'Modify Equipment Registration Details'. Under the heading 'Provide Modification Details', there is a sub-heading and a paragraph of instructions. Below this is a text input field labeled 'Existing equipment registration number to modify *' containing the value '202400865'. Below this is a section titled 'What is the purpose of your modification?' with several radio button options: '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', and 'Update relevant standards'. Below this is a text input field labeled 'Description of the type of modification'. At the bottom of the form, there are two buttons: 'Cancel' and 'Submit'.

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

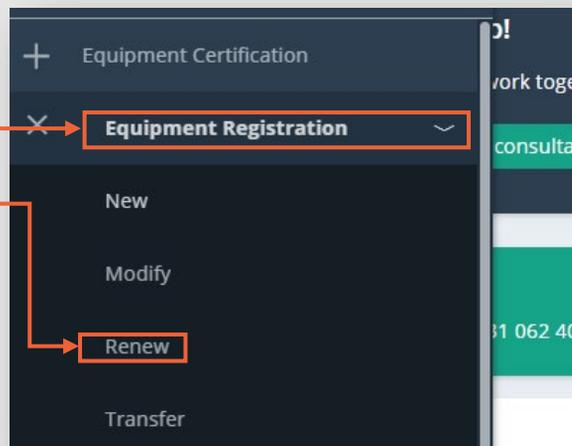
Note: there is no payment for the Modification process

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

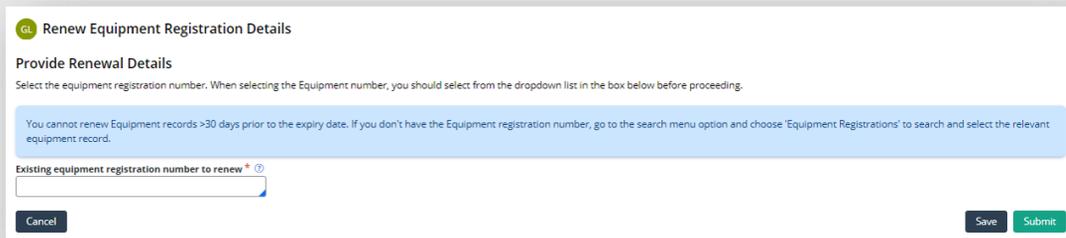
To renew:

- Click the down arrow for Equipment Registration
- Select Renew

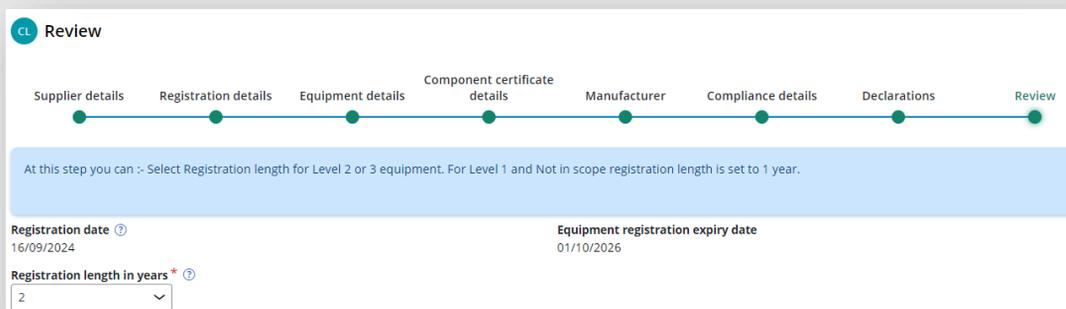


Note: You cannot renew Equipment records >30 days prior to the expiry date

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



- 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



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