

Guidance for application for an ANZEx certificate through an existing AUSEx certificate

This document has been issued to assist applicants that wish to apply to TestSafe Australia for an ANZEx Certificate of Conformity based on a current AUSEx certificate, and emanates from the requirements of the ANZEx Scheme publication MP 87:2004, Basic Rules and Procedure, Section 3.3

Action/process/check

1. The applicant is to provide a full technical description and list of all products requiring ANZEx certification, preferably in a table format with all options included. If any products that were previously included in the scope of the AUS Ex certificate are not to be included in the scope of the ANZEx certificate, they should be clearly indicated.
2. Check and confirm that the product(s) listed in the ANZEx certificate application are identical in design to the product(s) listed in AUSEx certificate of conformity.
3. Check and confirm that the expiry date of the AUSEx certificate of conformity has not been exceeded, or current extension of the expiry date of the certificate has been granted by the Scheme Administrator (SAI-Global).
4. Check that the certificate holder shown on the AUSEx certificate of conformity is the same as appearing on the ANZEx certificate application form. If this is not the case, the applicant for the ANZEx certificate shall obtain written consent from the AUSEx certificate holder to use the AUSEx certificate(s) and supporting documentation (ie test reports and schedule drawings) for the purpose of obtaining an ANZEx certificate of conformity.
5. Verify that the manufacturer listed in AUSEx certificate is the same as specified in ANZEx application form. The manufacturer specified in the QAR, if relevant, shall be the same as that specified on ANZEx application form. Supporting evidence shall be provided as proof that the product will be manufactured under the same conditions, to the same design and by the same manufacturer as that covered by the AUS Ex certificate of conformity.
6. A valid Quality Assessment Report (QAR), issued by an ANZEx ACB or IECEx CB, covering the entire range of products requiring certification shall be provided by the applicant. It shall be reviewed by TestSafe before accepting it. If the QAR is prepared by TestSafe no further consideration is necessary.
7. If the applicant is not the certificate holder, official copies of test reports, and any other relevant report(s) mentioned herein, and schedule drawings are to be submitted with the ANZEx application.

8. A consolidated drawings list (preferably in Word or Excel format) is to be provided by the client. Two sets of these drawings must be provided for an ANZEx certificate of conformity to be issued.
9. For the quality assessment report, the manufacturer's Product Quality Plan (PQP) will be reviewed. A PQP is to be submitted for each product, product range or series to be covered by an ANZEx certificate. The PQP shall specify the quality assurance aspects (e.g. purchasing, suppliers, inspection and testing, production control, non-conforming products etc.) or reference the relevant procedures where these functions may be defined.

Applicant to provide the following documents:

- (a) Fully completed ANZEx application form.
- (b) Technical description and list of all products including options.
- (c) Copies of existing AUS Ex certificates and associated reports relevant to the product.
- (d) Copies of any other relevant valid component or apparatus certificate applicable to the product.
- (e) Consent letter for transfer of old certificate, drawings and report to new holder, if applicable.
- (f) Certificate of change of name of the applicant or manufacturer, if the name of either entity as listed on the AUS Ex certificate of conformity is different from that listed on the ANZEx certificate application form, and there has not been a change of ownership of the entity.
- (g) Supporting evidence that the product will be manufactured under the same conditions and by the same manufacturer as stated in the AUSEx certificate.
- (h) Product Quality Plan (PQP); ANZEx or IECEX QAR, if available; evidence of routine testing conducted, if applicable; evidence of design freeze process eg procedure for drawing control.
- (g) Consolidated drawings list:
 - Two sets of relevant certification drawings
 - Installation manual for product

Note:

If the current AUSEx certificate that is used for the ANZEx application references Ex Standards that are obsolete or withdrawn, this will be clearly identified in the new ANZEx certificate.