

# SUPPLIER DECLARATION OF CONFORMITY (SDoC)

In accordance with ISO/IEC 17050-1:2004

SDoC Identification Number<sup>1</sup>:

## Issuer details

Name<sup>2</sup> (of New Zealand manufacturer or importer):

Telephone:

New Zealand Company No. (if applicable):

Email Address:

Contact Address:

## Medium Risk Article – Details<sup>3</sup> (Product name, type, rating, brand, model, batch numbers, and serial numbers, as applicable):

## The Medium Risk Article listed above, fully complies:

### With cited standard(s), as listed<sup>4</sup>:

Standard number and issue year:

Edition / Amendment status:

Standard title:

AS/NZS ZZ modified Yes  No  N/A

Standard number and issue year:

Edition / Amendment status:

Standard title:

AS/NZS ZZ modified Yes  No  N/A

OR Complies with the Conformity Cooperation Agreement (CCA)<sup>5</sup> Yes

No

OR is registered on the EESS database & the declarer is registered as the responsible/affiliated supplier<sup>6</sup> Yes  No  EESS Equipment #

## Names and addresses of any Evaluating/Testing/Certification organisation or body used

Name(s):

Address(es):

Name(s):

Address(es):

## Reference to relevant test reports/certification and the issue date that show how compliance is achieved

Supporting document(s) used, to show how compliance with the declared standard(s) is achieved or CCA certification:

Report Certification or Document reference N°(s):

Issue date(s):

Reference to any management quality system involved:

Additional information<sup>7</sup>:

## Declaration (signed for and on behalf of):-

Name and position as authorised by the issuer<sup>8</sup>:

Issuer Identification (as affixed to the article):

Signature:

Date:

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## Notes for completion

1. Every declaration of conformity should be uniquely identified.
2. The responsible issuer must be unequivocally specified and either be the NZ manufacturer or the importer (NZ).
3. The "Article" must be adequately described so that the declaration of conformity may uniquely be related to the declared article in question. For mass-produced-products, it is not necessary to give individual serial numbers. Where variants of an article are to be covered, these must be fully detailed.
4. The cited standard is the applicable specific safety standard exactly as it is cited in [Schedule 4 of the Electricity \(Safety\) Regulations 2010](#) or AS/NZS 3820, at the date that the declaration is signed. Where compliance with the AS/NZS 3820 is claimed, a supporting document will be required that shows how each clause of the AS/NZS 3820 standard is complied with.
5. This is for products imported and offered for sale under the explicit control of the China "Conformity Cooperation Agreement" such product will be marked in accordance with that agreement and NZ suppliers of such product should obtain documentary evidence to support any claim that a product is covered by that agreement. Warning a product offered for sale that is marked in accordance with the CCA, that is not actually covered by the CCA is illegal and subject to a fixed Infringement Fee fine. No details of any cited safety standards are required on the declaration.
6. The Electrical Equipment Safety Scheme (EESS) registration can be checked at the following link - <https://equipment.erac.gov.au/Registration/EquipmentSearch.aspx?atn=public> . Consumers can just enter the EESS equipment number on the database to check the registration and registered supplier of that equipment. The product declared must exactly match the details listed on that database and the NZ declarer must be the named Responsible or Affiliated supplier registered for the specific product. No details of any cited safety standards are required on the declaration. (Note: If registered as previously described, completion of the SDoC is entirely voluntary, as Regulation 83A recognises EESS registration directly.)
7. Text should appear here only if any limitation on the validity of the declaration of conformity and/or any additional information are given.
8. Full name and function of the signing person(s) authorised by the issuer's management to sign on its behalf should be given. The number of signatures, or equivalent, included will be the minimum determined by the legal form of the issuer's organisation.

## Continuing validity of the declaration of conformity

The issuer of the declaration of conformity shall have adequate procedures in place to ensure the continued conformity of the declared medium risk article, as delivered or accepted, with the stated requirements of the declaration of conformity.

The issuer of the declaration of conformity should have procedures in place to continually evaluate the validity of the declaration of conformity, in respect of the product declared, in the event of:-

- a) Changes significantly affecting the article design or specification by the manufacturer? ; and/or
- b) Being aware of relevant information indicating that the article may no longer conform to the specified requirements?; and/or
- c) Change of product manufacturer or structure of management of the product manufacturer?; and/or
- d) Change of supply of any critical safety or protective components?; and/or
- e) Changes to the safety standards cited in Regulations, for product imported / NZ manufactured, after the new citation take effect? (Note: This does not apply to equipment imported under the CCA or currently registered on EESS by the NZ supplier, where the continued validity is governed by other rules.)

## Additional information regarding the declaration

Although not required by the ISO/IEC 17050, "Issuer Identification" affixed to the article: this marking should identify the issuer of the SDoC and may be for example in the form of a NZ GST N°, NZ Company N°, or Unique NZ brand name or trademark, etc. Failure to mark a product with such unique identification may result in the issuer being held responsible for compliance of an article that may not have been supplied by the issuer, unless the issuer can prove otherwise! This is particularly relevant where the same or very similar model, may be imported by other NZ suppliers and is perhaps not compliant.

A copy of the SDoC and test report(s) (certification) and/or other supporting compliance documentation must be available, if the supporting compliance documentation is not available directly from issuer, the name and address of from where it can be obtained from, must be provided by any supplier within the New Zealand supply chain. (Note: A copy of the SDoC and supporting documentation must be available within 10 working days after being asked to do so by Energy Safety, also a copy of the SDoC (only) must be provided within 10 days of request by a purchaser or potential purchaser, of the article declared).

A person who sells or offers for sale, a declared medium risk article commits an offence, if at the time of sale or offer to sell, a valid declaration of conformity for the article has not been made, or the person cannot provide a copy of the declaration of conformity, along with the required supporting documentation, within the timeframe allowed. Penalties associated with a grade "A" offence are fines, not exceeding \$10,000 for an individual or \$50,000 for a body corporate (company) if successfully prosecuted, or a fixed infringement fee, of \$1,000 for an individual or \$3,000 for a body corporate (company).

See [listings of the current regulatory definitions for electrical equipment deemed to be medium risk articles](#), on the Energy Safety website [www.energysafety.govt.nz](http://www.energysafety.govt.nz).

This form can be edited to increase any text box size, in order to insert more detail, than the current space allows, if required.

**This is an example ISO/IEC 17050-1 form for a recognised declaration of conformity; any other form complying with the requirements of ISO/IEC 17050-1:2004, may be used instead, for the purpose of Electricity Regulation 83.**

Nothing prevents this form being extended to act as an SDoC, for other regulatory purposes.

**This completed form remains with the issuer as part of the documentation required as evidence of compliance**  
DO NOT submit a copy of this form to Energy Safety unless specifically requested to do so.