



Trade &
Investment
Mine Safety

Guidance Note GNC-101 (E)

Notification by licensed facilities of
non-compliance of Ex-certified equipment



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Notification by licensed facilities of non-compliance of EX-certified equipment

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Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing (May 2014). However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of the NSW Department of Trade and Investment, Regional Infrastructure and Services or the user's independent advisor.

Notification by licensed facilities of non-compliance of Ex-certified equipment

NSW Mine Safety has introduced additional reporting requirements for licensed workshops following reported instances of new Ex-certified equipment not complying with certification documentation.

Non-compliances identified on Ex-certified equipment are to be reported to NSW Trade & Investment Mine Safety where the non-compliant equipment:

- has been supplied as a new item to the licensed workshop, or
- is undergoing an initial assessment or overhaul against the requirements of AS/NZS 3800, or
- has been installed in a manner that is non-compliant with certification documentation e.g. IS parameters; conditions of use; or
- has been reported to the licensed workshop by an end user to whom that new Ex-certified equipment was supplied, either as an assembly or as a sub-assembly of a larger item of plant;

The following paragraph will be included as a condition in all new or renewed workshop licences:

The licensed workshop must report to the department any non-compliance on Ex-Certified plant that is received by – or reported to – the workshop and no evidence of prior assessment to AS/NZS 3800 by a licensed service facility can be identified.

Reports shall be submitted to the Senior Inspector of Electrical Engineering using the attached notification form, and a copy of each submitted notification form shall be kept by the licensed workshop for five years.

Completed forms are to be submitted via the email address on the notification form. The original copy of the notification form shall also be mailed to the postal address below unless the emailed copy of the form is signed by an authorised person.

Additional information which assists in identifying the non-conformance should also be included. This may include sketches, photographs, plans etc,

Initial notification via telephone will assist with classification and help ensure a prompt response.

Please contact NSW Mine Safety on (02) 4931 6666 if you require assistance completing the form.

Ex-Certified equipment non-compliance notice

For facilities licensed under the **Coal Mines Health and Safety Regulation 2006** to repair and overhaul explosion protected electrical plant.

(Refer to *GNC-101 (E) - Notification by licensed facilities of non-compliance of Ex-certified equipment*)

Licensed workshop
name:

Name of person
making report:

Details of identified
non-compliance:

Details of non-compliance equipment

Manufacturer:

Certificate of conformity no:
(copy to be provided,
including all drawings)

Certificate holder:

Equipment supplier:

EX equipment type:

Serial number:

Date of manufacture

Details of end user equipment

Plant type:

Plant serial/plant
number:

Plant owner:

Signed:

Date:

Reports should be forwarded to

Chris Page:

MineSafety.Registrations@trade.nsw.gov.au

NSW Trade & Investment Mine Safety

PO Box 344 Hunter Region Mail Centre, NSW 2310