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ELECTROTECHNICAL
Letter of Authority (LOA) ADMINISTRATION PROCEDURE

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LETTER OF AUTHORITY (LOA) PROCESS

1. Background:

Government Notice R 89 dated 6 February 2009 published in Government Gazette 31844 introduced compulsory safety standards for electrical and electronic apparatus. Government Notices R.1164 and R.1165 dated 15 August 2003 published in Government Gazette 25306 introduced the new requirements for low and medium voltage electric cables. Government Notice 1010 dated 21 October 2005 in Government Gazette 28122 introduced compulsory safety standards for incandescent lamps. Government Notice R 90 dated 6 February 2009 published in Government Gazette 31844 introduced compulsory safety standards for lamp control gear. Government Notice R.348 dated 7 May 2010 published in Government Gazette 33152 introduced compulsory safety standards for compact fluorescent lamps. Government Notice No. 944 dated 28 November 2014 published in Government Gazette 38232 introduced compulsory energy efficiency and labelling standards for electrical and electronic apparatus. To standardize with International Standards, the standards adopted were the International Electrotechnical Commission's (IEC) Standards.

LOA's are required by all manufacturers and importers of commodities that fall under the scope of the above compulsory specifications (VCs) prior, to the importation and sale of the product. This LOA will only be issued after the successful evaluation of the proof of compliance submitted. A memorandum of agreement between SARS (Customs & Excise) and NRCS also ensures stringent import control, such that no importer will be granted market entry into South Africa for commodities that fall under the scope of the relevant compulsory specifications unless they are in possession of an original valid LOA for the specific commodities.

1.1 **VC 8055**: Compulsory Specification (VC) for the safety of electrical and electronic apparatus. The following are examples of standards that are covered by this:

a. **SANS IEC 60335**: Safety of household appliances, eg. kettles, irons, stoves, refrigerators, commercial catering equipment, etc.

b. **SANS IEC 60065**: Safety of audio-visual equipment and similar electronic apparatus, eg. TV's, music systems, DVD players, radios, etc.

c. **SANS IEC 61029:** Safety of transportable motor-operated electrical tools, eg. circular saws, grinders, etc.

d. **SANS IEC 60598:** Safety of general purpose and fixed luminaries including power factor of SANS 475 (Performance requirements).

e. **SANS IEC 60745:** Safety of hand-held motor-operated tools, e.g. drills, sanders, etc.

f. **SANS IEC 60950:** Safety of information technology equipment and related equipment, e.g. computers, printers, copiers, etc.

g. **SANS IEC 61010:** Safety requirements for electrical equipment for measurement, control and laboratory use.

h. **SANS IEC 61558:** Safety requirements for power transformers, power supplies, reactors and similar products.

1.2 **VC 8003:** Compulsory Specification for switches for fixed installations.

1.3 **VC 8006:** Compulsory Specification for the safety of flexible cords for electrical appliances.

1.4 **VC 8008:** Compulsory Specification for the safety of plugs, socket outlets and socket outlet adaptors.

1.5 **VC 8011:** Compulsory Specification for lampholders.

1.6 **VC 8029:** Compulsory specification for cord sets and cord extension sets.

1.7 **VC 8036:** Compulsory specification for circuit-breakers.

1.8 **VC 8039:** Compulsory specification for the safety of starters for tubular fluorescent lamps.

1.9 **VC 8043:** Compulsory Specification for the safety of incandescent lamps.

1.10 **VC 8052:** Compulsory specification for the safety of manually operated switches for appliances.

1.11 **VC 8075:** Compulsory Specification for the safety of electric cables with extruded solid dielectic Insulation for Fixed Installations (300/500V to 1900/3300V).

1.12 **VC 8077:** Compulsory Specification for the safety of medium-voltage electrical cables.

1.13 **VC 9006:** Compulsory specification for storage water heaters.

1.14 **VC 9008:** Energy efficiency and labeling for electrical and electronic apparatus.

1.15 **VC 9087:** Compulsory specification for lamp control gear.

1.16 **VC 9091:** Compulsory specification for compact fluorescent lamps.

2. Company Registration

Before the LOA's can be issued the importer or manufacturer of a product that falls within the scope of the compulsory specifications, the company must register with the Electrotechnical Division of NRCS by completing the attached Application for Registration form (ANNEX 2).

This is required in order to obtain the importer's or manufacturer's details (this will also be used to establish credit worthiness) and must be re-submitted if any of the company's details have changed.

Note: Non-South African Companies must apply through South African agent.

3. Application for a Letter of Authority

3.1 LOA Application form must be completed in full (including the check list) and submitted to the online CRM system. Visit www.nrcs.org.za website and follow the NRCS online link.

Applicants can also download the NRCS Customer Portal Registration VIDEO on the following YouTube link: https://www.youtube.com/watch?v=JDZz9G4J08I, for more information.

3.2 The application form must be accompanied by all the necessary and complete documentation i.e. proof of payment, test report/s, declaration (where applicable), and any other documents as applicable and required by the NRCS.

> **Note**: Information completed on the application form must correspond with the test report information as NRCS will not be held responsible for the information omitted by the applicant.

3.3 Once the application is received online, the LOA evaluation process will resume as shown in Annex 1.

4. Test report

4.1 The submission of a full safety and/or performance test report and any other test reports or documentation as required, indicating that the product complies with the relevant compulsory safety standard applicable to that product. The test report(s) must:

a. Be from a laboratory accredited by a national accreditation body affiliated to the International Laboratory Accreditation Cooperation (ILAC) and/or be an IECEE CB Scheme member.

b. Be in the **IEC format** or any other format acceptable to the NRCS and addresses all the clauses of the compulsory specifications including the relevant national deviations as set by South Africa

Note : *EN and other standards issued by different standardization bodies, will only be accepted if it is proven, in the form of a* ***declaration*** *report* ***from*** *an* ***accredited conformity assessment body*** *(laboratory), to be technically equivalent to the relevant South African National Standard. The applicant shall be responsible for obtaining such a declaration report.*

c. Have photographs of the product as part of the report that will include at least the following:

i. Rating label/markings.
ii. Front view
iii. Rear view
iv. Internal view
v. Power supply cord and plug (including markings thereof)

d. Be in English

e. Contain all South African national differences, for example, the plug fitted must comply with the compulsory standard for South African plugs.

Note:

- ***For new applications, the full test report submitted must NOT be older than three years.***
- ***For renewal application the full test report submitted must NOT be older than five years.*** *Conformity of Production indicating that product design has not changed may be required for* ***renewal****-application.*

f. Be evaluated to the current and latest version of the SANS/IEC standard.

5. Samples

A representative sample of the product may be required for further evaluation. If it is not practical to conduct the evaluation of the sample at the NRCS premises it can, on an exceptional basis be arranged that this be done at the importer's or manufacturer's premises. Samples not collected within the period of three months, will be disposed.

6. Declaration

Should an application for an LOA be made for a product that has been tested and complies with the compulsory safety specification, but does not have the same brand/trade name or model number as shown on the test report, a declaration from an accredited test laboratory, indicating that the items are identical apart from the identification, will be required before the LOA will be issued. The reasons for the brand/trade names or model numbers being different could for example be because a unique identification for a particular client is required or because a new model number is required because of cosmetic changes from the originally tested model. **Note: declaration from the manufacturer will not be accepted by the NRCS.**

7. Payments and Costs

A non-refundable fee of R2045.55 (VAT exempted) per application is payable prior to the evaluation of the application, irrespective of the outcome of the evaluation (approval or rejection).
LOA application fee Safety only = R2045.55 Vat Exempted.
LOA application energy efficiency = R2045.55 Vat Exempted.
LOA application both safety and energy efficiency = R4091.10 Vat exempted.
No application will be considered prior to monies owed to the NRCS being settled in full.

Note: Payment is required with each application; however, the provision of an order number with the application is acceptable from those companies previously registered (and with credit accounts with this department). Also, no further LOA's will be issued to any company that has a debtor's profile greater than 60 days and levy payment profile of greater than 60 days. LOA's for which payment has not been received within 60 days, will be revoked

8. Validity period of an LOA

LOA's are valid for a period of 3 years. If after expiry of the LOA, the product is still going to be imported or manufactured (sold), it will be necessary to apply for a renewal of the LOA for the product.

Note: Renewal of LOA's will be treated as a new application, meaning test report and application form must be submitted.

9. LOA evaluation process

The evaluation of the LOA application will under normal circumstances, take up to 120 working days from the date of registration. If the application is approved, an LOA will be issued. Should during the evaluation process, findings (non-compliances) arise, those findings will be sent to the client to clear within a period of 30 days. Should the client fail to clear the findings within the stipulated time, the application will be terminated, invoiced and a rejection letter will be issued to the client.

LOAs will be available for collection from the Coordinator or will be posted to those companies requesting such. Those not collected after 3 months will be posted. Note: It is advisable to check with the Coordinator to establish the status prior to collection.

10. Retraction/Suspension/Withdrawal/Revoking of LOA's

10.1 Suspension of LOA's

The following conditions shall lead to an issued Letter of Authority being suspended for a period determined by the Electrotechnical Department:

a. If the surveillance shows non-conformity with the requirements of the relevant specification; and

b. If the LOA has been improperly used, e.g. misleading publications or advertisements and any other improper use of the LOA.

10.2 Retraction/Withdrawal/Revoking of LOA's

The following conditions shall warrant the immediate retraction/withdrawal/revoking of a Letter of Authority issued by the Electrotechnical Department

a. If the surveillance shows non-conformance;
b. If the LOA holder fails to comply with due settlement of financial obligations, e.g. services fees & levy;
c. If inadequate measures are taken by the LOA holder in cases of a suspension;
d. If the LOA holder does not wish to prolong the LOA due to e.g. product discontinuity, business closure, etc.;
e. If the relevant specification has been amended in such a way that all products falling under that particular specification have to be modified, re-tested and re-certified; and
f. If the LOA holder contravenes in a serious manner as deemed by the Electrotechnical Department, any requirement or use of the LOA.

11. Contact details (ENQUIRIES)

Designation	Name	e-mail	Telephone
Manager Approvals	Stephina Teffo	Stephina.Teffo@nrcs.org.za	+27 12 482 8893
Admin co-ordinator	Mmakopano Ndlovu	Mmakopano.Ndlovu@nrcs.org.za	+27 12 482 8839
	Elsabe Kok	Elsabe.Kok@nrcs.org.za	+27 12 482 8755
Regional offices			
Western Cape	Patsy Andrews	Patsy.Andrews@nrcs.org.za	+27 21 526 3400
Eastern cape	Steven Titus	Steven.Titus@nrcs.org.za	+27 41 398 6900
KwaZulu Natal	Thembeka Msomi	Thembeka.Msomi@nrcs.org.za	+27 31 533 6710

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LOA APPLICATION FORM

Please select/ tick (✓)	SAFETY LOA		ENERGY EFFICIENCY LOA	

APPLICATION NO.: (for office use)		DATA BASE NO.: (for office use)	

Important information
1. All information on this document is confidential and will be treated as such by the NRCS.
2. Please ensure that all information in this document is correct.
3. The NRCS will not be held responsible for any omission made by the applicant.
4. **All fields are compulsory and must be filled in accordingly, otherwise the application will not be considered.**
5. A **non-refundable** application fee of **R2045.55** (VAT exempted) is payable before any LOA application can be considered.

Select/Tick (✓) the VC you are applying for (see LOA procedure).

VC 8006		VC 8008		VC 8029		VC 8039		VC 8043		VC 8052		VC 8055	
VC 8075		VC 8077		VC 9091		VC 9087		VC9008		If other specify:			

A - Applicant Details:

Company name:		
Trading as:		
Select/ Tick (✓)	**Manufacturer**	**Importer**
Address:		
Tel:	Fax:	e-mail:
Contact person:		

B – Submitter/Agent Details (fill if different from applicant details):

Company name:		
Trading as:		
Address:		
Tel:	Fax:	e-mail:
Contact person:		

C- Application and payment

NEW APPLICATION		RENEWAL		IF RENEWAL INDICATE PREVIOUS LOA NO:
NRCS account : YES		NO	Order no.:	if NO complete NRCS registration form attached
Method of payment: EFT		Invoice	direct bank deposit	

Bank Name: ABSA	**Account no.: 4072161682**	**Swift code: ABSA ZA.JJ**	**IBAN No: 630025**	**Branch name/code: Brooklyn/ 335345**

D- Product information (As indicated in the test report)

Product description	
Manufacturer	
Trade/brand name	
Model/type	
Variation of models applied for:	
Country of origin	
Address where products are/will be kept (Point of distribution)	

SARS Tariff code	
E - Technical information	
Specify applicable standard/s	
F - Test report information	
Name of test Lab	
Test report no:	
Date of issue:	
Test report type: IEC ☐ SANS ☐ if other specify:	
Declaration if other: YES ☐ NO ☐	
Does the test report have photographs: YES ☐ NO ☐	
CB certificate if applicable YES ☐ NO ☐ Certificate number:	
Issued by (NCB issuing):	
G - Levy Information (Applicant)	
Are you a registered levy payer?: YES ☐ NO ☐ If no, fill in the attached levy registration form ANNEX 2	
1. Levies up to date: YES ☐ NO ☐	
2. Period paid for: Jan-Jun ☐ Jul-Dec ☐	
3. Date of last payment:	
4. Levy (HEF) number :	Invoive Number:

H – Checklist		YES	NO
1	Application form matches with the test report		
2	Full test report		
3	Test report from accredited testing facility		
4	Standard used correct and latest		
5	Test report authorized		
6	Test report less than 36 months for new app and less than 60 months for renewal		
7	South African deviation plug complied with if applicable		
8	Photographs of the product forming part of the test report meeting all requirements		

I - Findings/non-compliances
1. All the findings/non-compliances should have been closed in totality within a period of 30 days from the date forwarded to the applicant
2. Failure to close the finding(s) within the above stipulated period will result in automatic termination of the application.
3. Once the application is terminated, the client will have to reapply and the application process will start anew and thus the application will handled as a new application

Declaration

I (full name/s and surname) _____, declare that all information supplied in this document is true and correct. I further declare that I understand and accept the conditions on this form and the approval process is carried out in line with section 5(2)(f) of the NRCS act together with the approval procedure of the NRCS . This application is for letter of authority and not for the SABS Mark and as such I will not use the SABS/NRCS wording or mark in any way on selling, packaging, displaying, offering for sale or advertising on the basis of the LOA issued by the NRCS. I accept the ruling of the regulator.

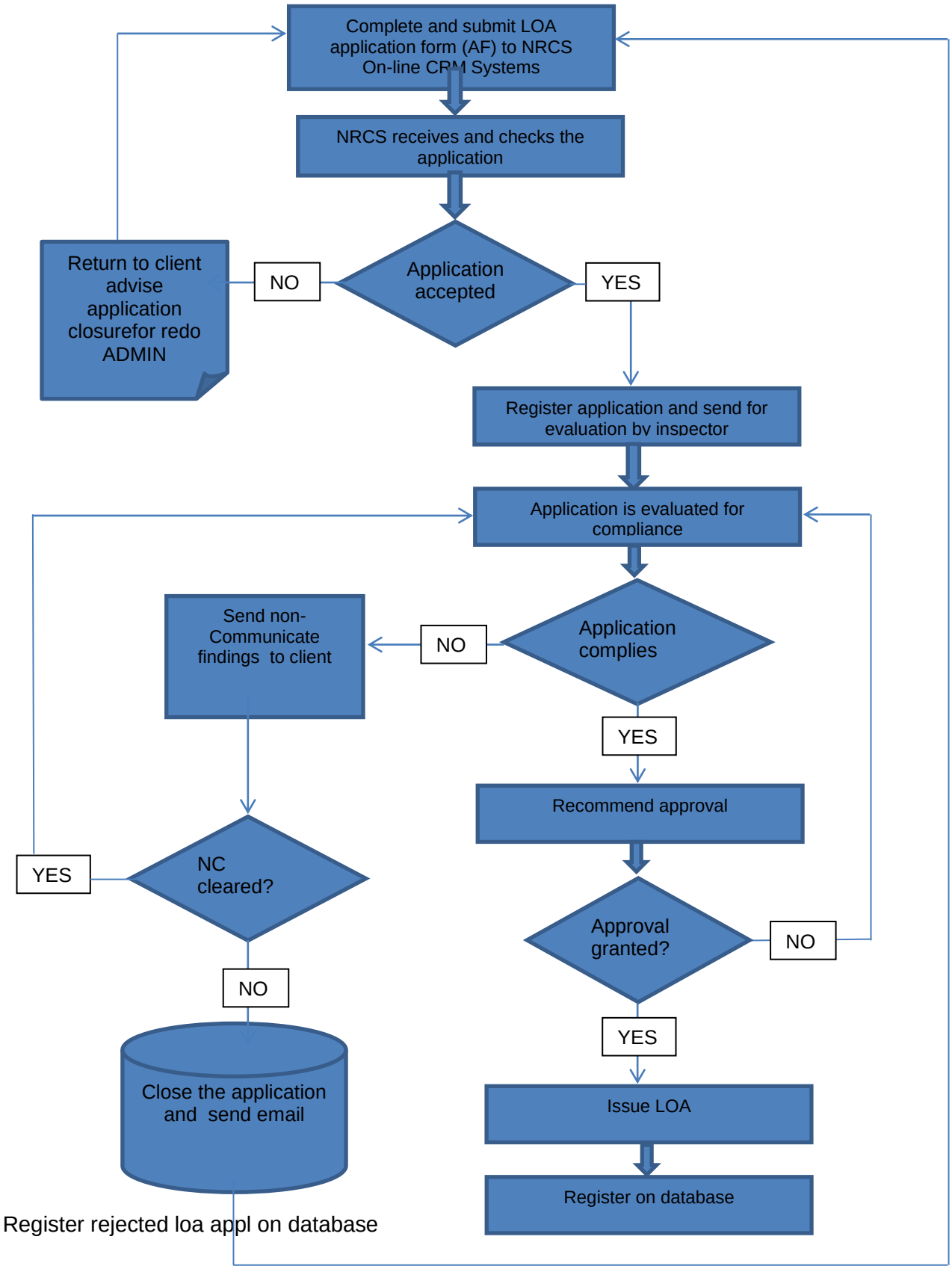
Signature: _____ Date:_____

For office use only								
Application completed in full?	YES NO	Evaluated as :	compliant	Not compliant	Date received	Checked and approved:	Approved	Not approved
Application number :		Date:			Database number:	Name:		
Date of registration:		Name:			Date captured:	Signature:		
Name:		Signature:			Name:	Date:		

Signature:		Signature:	
Date:			

ANNEX 1

LOA application process flow



ANNEX 2

APPLICATION FORM FOR REGISTRATION (Database)

NAME OF COMPANY:
TRADING AS:
POSTAL ADDRESS:
PHYSICAL ADDRESS: Type of physical address: Business □ Residential: □ **Note: Proof of address not older than 3 months to be submitted**
REGISTRAR OF COMPANIES NUMBER:CIPC certificate to be attached
VAT REGISTRATION NUMBER:
CUSTOMS & EXCISE IMPORTER NUMBER:
FULL NAMES OF COMPANY DIRECTORS (Including ID or Passport Numbers) …….. …….. …….. …….. …….. Note:Attach certified copies of ID or Passport
Contact numbers: TELEPHONE NUMBER CELL NUMBER :
FAX NUMBER(S):
E-MAIL:
NAMES OF RESPONSIBLE OFFICIALS REGARDING QUERIES:

ACCOUNTS: ……..
IMPORTER: …….
MANUFACTURE: ……..

Note: Any changes to be communicated to the NRCS

Declaration

I _____, declare that all information supplied in this document is true and correct. I further declare that I understand and accept the conditions on this form and the registration process is carried out in line with section 34 of the NRCS Act.

Signature:_____ Date:_____