

GASD Database User Guide

Version 1.0

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1. About this User Guide

Purpose

The purpose of this guide is to explain how Gas Appliance Suppliers can use the Gas Appliance Declaration Database.

Audience

This user guide is intended for nominated contacts for Gas Appliance Suppliers.

2. Support

Visit our website <https://worksafe.govt.nz/topic-and-industry/gas/gas-appliances-and-fittings/supplier-declaration-compliance-database> for more information.

If you require any clarification contact us during business hours - Monday to Friday, 8:30am to 5:00pm (except public holidays) - on free-phone 0800 030 040.

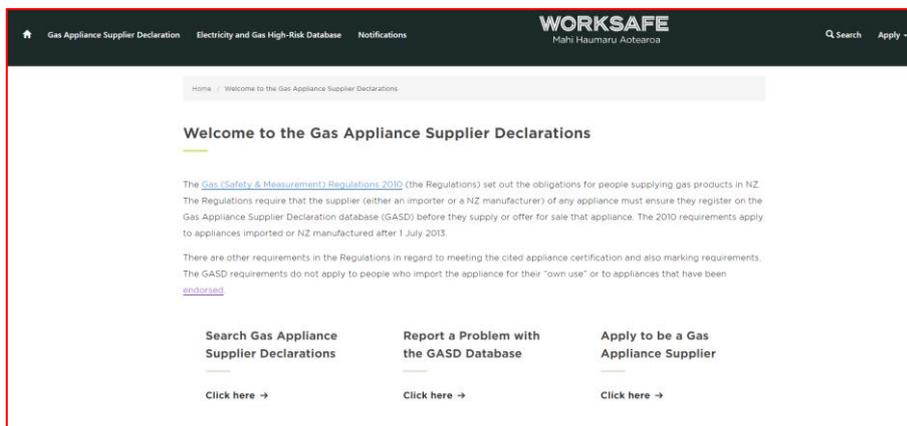
3. Apply to Register and Access the Gas Appliance Supplier Declaration Database

New Zealand suppliers of gas appliances (the importer or NZ manufacturer) are able to apply to register. They are required to have a New Zealand Business Number (NZBN). More information may be found here (<https://worksafe.govt.nz/topic-and-industry/gas/gas-appliances-and-fittings/supplier-declaration-compliance/registering-as-a-supplier>)

You must complete the **Gas Appliance Supplier Application** in order for WorkSafe to confirm your registration details are correct before you can use the Gas Appliance Supplier Declaration Database.

Steps

1. From the Gas Appliance Supplier Declaration Database homepage, select **Apply to be a Gas Appliance Supplier** (<https://portal.worksafe.govt.nz/gasd/>).



2. Enter your business details.

1 Company Details

2 Personal Details

3 Confirmation

Register Supplier

The Gas (Safety and Measurement) Regulations 2010 requires that the supplier of all gas appliances (other than endorsed appliances) must make a supplier declaration of compliance on this website prior to supplying the appliance.

In order to access the website the supplier must first register with Energy Safety. As the regulations apply to the New Zealand importer or New Zealand manufacturer the registration must come from a New Zealand legal entity. This may be a registered company or a sole trader.

Company Details

Are you registering as a Company or Sole Trader? *

Company Sole Trader

Legal Name *	Phone *
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Trading Name *	Company Website
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
NZBN *	Company Email Address *
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

3. Scroll down and enter the business address details (enter both street and postal addresses if different)

Physical Address

Address Search
Start typing the address you are looking for in the address search below. You can enter part of the street, suburb and/or city name, and the address results will narrow.

Street 1 *	Town/City *
<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
Street 2	Postal Code
<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
Suburb	
<div style="border: 1px solid black; height: 20px;"></div>	

Postal Address

Same as Physical Address
 No Yes

Address Search
Start typing the address you are looking for in the address search below. You can enter part of the street, suburb and/or city name, and the address results will narrow.

4. Click **Next**.



5. Enter the details for the contact person for the business. This may include address details if different.

1 Company Details ✓

2 Personal Details

3 Confirmation

Supplier Registration Information

The "personal" details must be those of the person responsible for entering the declarations. These details will not be visible on the declarations as visible to the public. They are required by the regulations and will be used by Energy Safety to contact the supplier.

Personal Details

Given Name *	Personal Phone
<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
Family Name *	Email Address *
<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
Position in Company	Confirm Email Address *
<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>

Personal Addresses the same as Company?
 No Yes

Physical Address

6. Click **Next**.

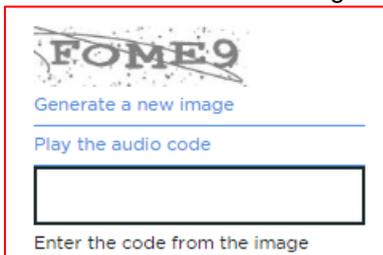


7. Read the Terms and Conditions and Privacy Policies
8. Accept both the **Terms and Conditions** and **Privacy Policy**.

I have read and agree to the [Terms and Conditions](#)

I have read and agree to the [Privacy Policy](#)

9. Enter the code from the image.

A screenshot of a CAPTCHA verification interface. At the top, the word "HOME9" is displayed in a stylized, pixelated font. Below it are two links: "Generate a new image" and "Play the audio code". A text input field is present, and below it is the instruction "Enter the code from the image".

Generate a new image

Play the audio code

Enter the code from the image

10. Click **Submit**.



Result: Your application will be sent to Energy Safety to review. Please allow two working days for this process, assuming all information is correct.

11. If your application is approved you will receive an email invitation, see [Accept Your Invitation](#).

4. Accept Your Invitation

You will receive an invitation to the Gas Appliance Supplier Declaration Database if your application has been approved, or if the primary contact for the business has granted you Delegated Authority to publish declarations behalf of the business.

Steps

1. Open your email.
2. Copy the entire **URL** and **Activation code** contained in the email.

Please **copy** the entire **URL** and **Activation code** below and paste it into your web browser to complete the registration.

https://dev_portal.worksafe.govt.nz/register?invitation=X22KmtGPel11-SYkxzeF8Bg-iCQ9hrXhFIQq4RL1xGt4ppHjpxTnHVYWmuDr0wV1sGju8yVWicoNqjmuDxFq4fphSMh5Kvm7qXG4GFJcQNV6-DzPcUPFVHWPu78iSGmraAS-Or6eqtvHsuCohRKW3AK3O54qnXdJGSBfXbWXs-

You will then be prompted to sign in using your [RealMe login](#). You can create a [RealMe login](#) when you are completing your EHRD registration if you do not have one.

Please note: Your invitation is only valid for 30 days and can only use it once.

3. Paste this into your web browser and click **Enter**.

Result: The following web page will display.

The screenshot shows the WorkSafe registration interface. At the top, there is a navigation bar with the WorkSafe logo and 'Mahi Haumarū Aotearoa'. Below the navigation bar, there are links for 'Sign in' and 'Redeem invitation'. The main heading is 'Sign up with an invitation code'. Underneath, there is a field for 'Invitation code' with the value '9khFu782PR60yg3OqkumCCPsyWTwmpxoWOU80ZawiszEpzUqqoxInvlbmBNTVqTve2lkkOTRzYeUPdkqjYvjXJ'. There is a checkbox for 'I have an existing account' which is unchecked. A green 'REGISTER' button is located at the bottom of the form.

4. Click **Register**.

Result: The following web page will display.

The screenshot shows the WorkSafe registration interface after clicking 'Register'. The 'Redeeming code' field is now populated with 'EkGpQchWex3GDSOX8bB-IFh8HPTU52fiDY8ACzom6axoscZSb2WNOaEwP9OzQ219mBUfKbzmKXOTNxyYFg45ivHh5Iay4VVP4xmlW54wyzFJJSIXXxi9CCTJJqXNFK1znayIT63BpusAZuM-yqaTNCWJ8SMCOLasnHQEQFS-'. Below this, there is a section titled 'REGISTER USING AN EXTERNAL ACCOUNT'. Under this section, there is a 'Login with RealMe®' button. A tooltip is visible over the button, explaining that to access the Gas Appliance Supplier database and the Electricity and Gas High-risk database, a RealMe login is required. The tooltip also mentions that if a RealMe login is used elsewhere, it can be used here too, and that if the user doesn't already have a RealMe login, they should select 'Login' and choose to create one. There is a 'What's RealMe?' link below the button.

5. Click **Login**.

Result: The following web page will display.

6. If you:

- a. have an existing RealMe Login, go to **step 7**.
- b. do not have RealMe Login, see [Create a RealMe Login](#).

7. Enter **your RealMe Login Username and Password**.8. Click **Login**.

Result: You will be navigated to your Profile screen.

9. You will now need to complete your registration, see [Complete My Registration](#).

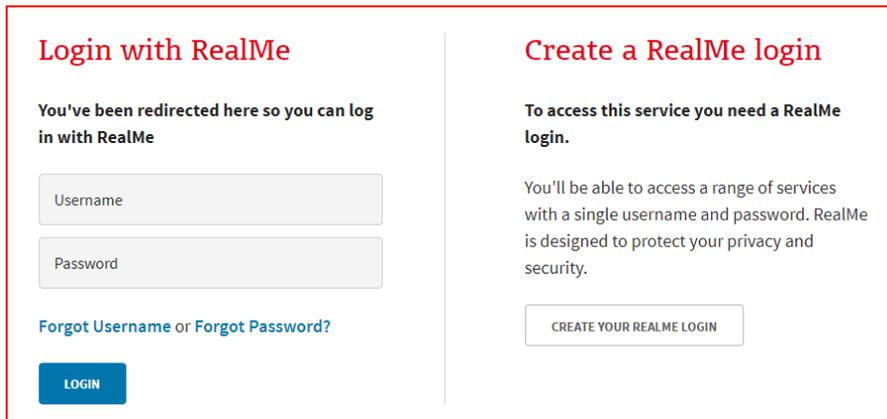
5. [Create a RealMe Login](#)

You need a RealMe login account to access the Gas Appliance Supplier Declaration Database. RealMe is designed to protect your privacy and is a service used by many New Zealand businesses and government departments.

The RealMe login service allows you to use the same login details to access all participating government service providers' online services. This saves you from having to remember multiple login details for different services.

Steps

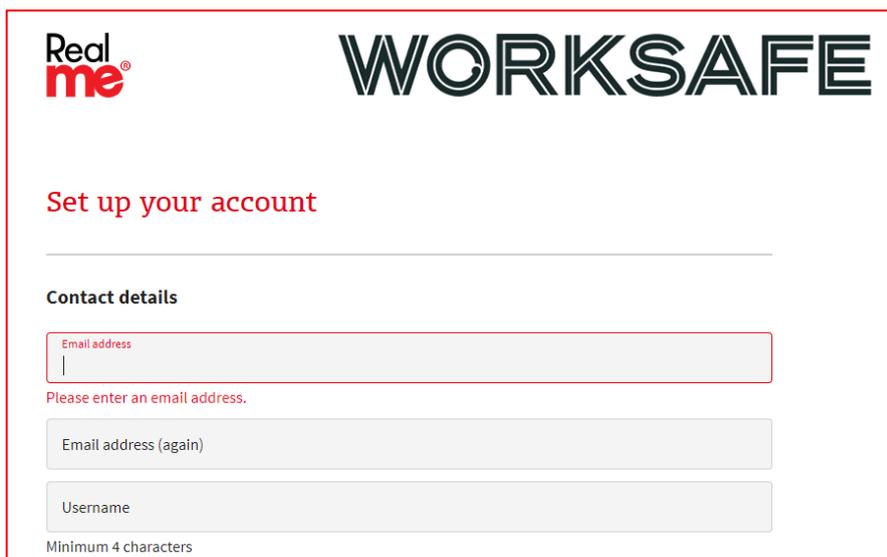
1. Click **CREATE YOUR REALME LOGIN**.



The screenshot shows a web page with two main sections. The left section is titled "Login with RealMe" and contains a "You've been redirected here so you can log in with RealMe" message, input fields for "Username" and "Password", a link for "Forgot Username or Forgot Password?", and a blue "LOGIN" button. The right section is titled "Create a RealMe login" and contains the text "To access this service you need a RealMe login." followed by "You'll be able to access a range of services with a single username and password. RealMe is designed to protect your privacy and security." and a button labeled "CREATE YOUR REALME LOGIN".

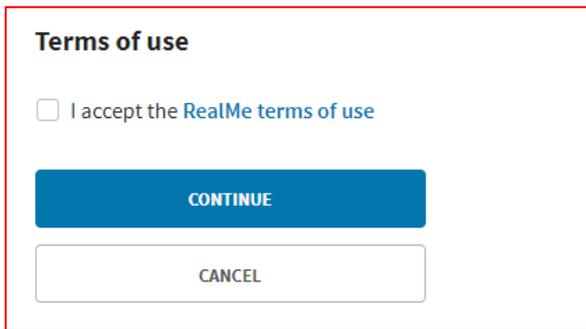
2. Set up your RealMe account by:
 - providing your email address
 - providing a username
 - providing a password
 - choosing 3 security questions and providing answers
 - proving you're a human — enter the characters you see in the picture.

Note: The three security questions and answers for each will be used if you need to reset your password online.



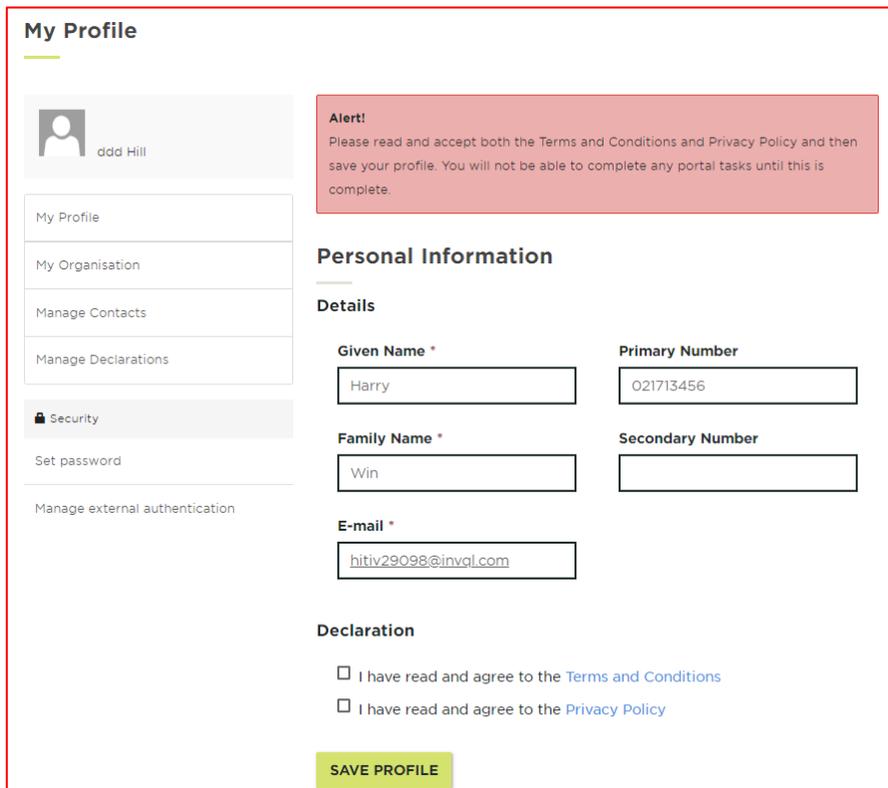
The screenshot shows the "Set up your account" page. At the top left is the RealMe logo and at the top right is the WORKSAFE logo. Below the logos is the heading "Set up your account". Underneath is a horizontal line. The "Contact details" section includes an "Email address" input field with a red border and a red error message "Please enter an email address." below it. Below that is another "Email address (again)" input field. At the bottom is a "Username" input field with a note "Minimum 4 characters" below it.

3. Accept the Terms of use and select Continue.



4. Accept the Terms of use and select Continue.

Result: You will be navigated to your Profile screen.



5. You will now need to complete your registration, see [Complete My Registration](#).

6. Complete Your Registration

If you have not done so before you need to review the Terms and Conditions and Privacy Policy before you can access the Gas Appliance Supplier Declaration Database.

You can also update your personal details or company details at the same at the same time.

Steps

1. You can update the your personal details if needed:
 - Given Name
 - Family Name
 - Primary Number
 - Secondary Number
 - Email
 - Position in Company.

Personal Information

Details

Given Name *	Primary Number
<input type="text" value="Harry"/>	<input type="text" value="021713456"/>
Family Name *	Secondary Number
<input type="text" value="Win"/>	<input type="text"/>
E-mail *	
<input type="text" value="hitiv29098@invql.com"/>	

2. Read the **Terms and Conditions** and **Privacy Policy**
3. Accept both the **Terms and Conditions** and **Privacy Policy**.
4. Click **Save Profile**.

Declaration

I have read and agree to the [Terms and Conditions](#)

I have read and agree to the [Privacy Policy](#)

SAVE PROFILE

5. My clicking on “My Organisation” you can review the businesses’ details as well.

My Organisation

 Zulu Xeres

- My Profile
- My Organisation**
- Manage Contacts
- Manage Declarations

Security

- Change password
- Manage external authentication

Supplier Information

Details

Legal Name * ZX Appliances	NZBN 9429036813582
Trading Name ZX Appliances	Company Website
Phone 04 456 789	Company Email (if applicable) ZX@someplace.invalid

Primary Contact

Full Name *
Zulu Xeres

Email *
zx@someplace.invalid

Physical Address

Search Address

Street 1 *
86 Customhouse Quay

City *
Wellington

6. You can now access Gas Appliance Supplier Declaration Database, see:

- [Create or Update Declaration records](#)
- [Manage Contacts](#)
- [Manage my Details](#)
- [Manage my Organisation.](#)

7. Create or Update Gas Appliance Declaration Records

Before you begin you must be registered to access the Gas Appliance Declaration Database. To do this, please see Apply to Register and Access the High-risk Database.

Steps

1. From your My Profile screen:
 - a. Select the **Manage Installations** link, or,

The screenshot shows the 'My Profile' page. On the left is a navigation menu with options: My Profile, My Organisation, Manage Contacts, **Manage Declarations** (highlighted in yellow), and Security. The main content area is titled 'Personal Information' and contains a 'Details' section with the following fields:

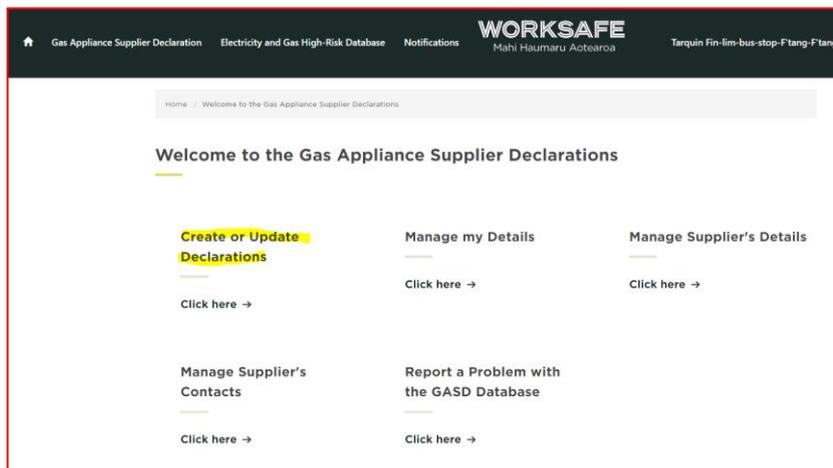
Given Name *	Tarquin	Primary Number	029704704
Family Name *	Fin-lim-bus-stop-F'tang-F'tan	Secondary Number	08 9779777
E-mail *	finlim@someplace.invalid	Position in Company	Glorious Overlord

At the bottom of the profile section, there is a 'Change password' link.

- b. Select the **Gas Appliance Supplier Declaration** link, and,



- c. Click the **Create or Update Declarations** link



2. You can then create or update records from your **Manage Declarations** screen.

Manage Declarations

The following fields are enabled to be searched for via the **Keyword Search**: Product Category, Make, Model, Supplier, Supplier's Reference, Certificate number, Declaration Number, Other Identifiers and Status.

To search on partial text, please use the wildcard (*) symbol.

Keyword Search

STATUS REASON

Current
 No Longer Supplied

PRODUCT CATEGORY

Air conditioning units
 Commercial atmospheric steamers
 Commercial barbeque grillers

Declaration No.	Make	Model	Product Category	Status	Latest Version ↓
DEC-000001230LOC9	Remove	B Reference Std	Water heater boiler (central heating and/or water heating)	Current	08/07/2020 12:06
DEC-000001229D4D0	Remove	A reference standard	Water heater boiler (central heating and/or water heating)	Current	26/06/2020 16:51
DEC-000001188VIN3	European	Certification	Domestic countertop cookers (eg wok burner)	Current	21/06/2020 16:00

3. To create a record, click **Create Declaration**.

4. To edit a record, search for the record:

- in the **Keyword Search** field, you can search by 'Product Category', 'Make', 'Model', 'Supplier's Reference', 'Certificate number', 'Declaration Number', 'Other Identifiers' and 'Status', or
- filter the records in your list, (you will need to click on the "Apply Filter" button to activate the filter.

Keyword Search

STATUS REASON

Current
 No Longer Supplied

PRODUCT CATEGORY

Domestic caravan/marine cooker
 Domestic countertop cookers (eg wok burner)

Declaration No.	Make	Model	Product Category	Status	Latest Version ↓
DEC-000001188VIN3	European	Certification	Domestic countertop cookers (eg wok burner)	Current	21/06/2020 16:00

5. When you have found the record to edit, select the **Declaration No.** hyperlink.

6. Click **Edit**.

[BACK](#) [VIEW CERTIFICATE](#) [PRINT](#) [EDIT](#)

Declaration Details

Declaration Number
DEC-000001188VIN3

Supplier Details

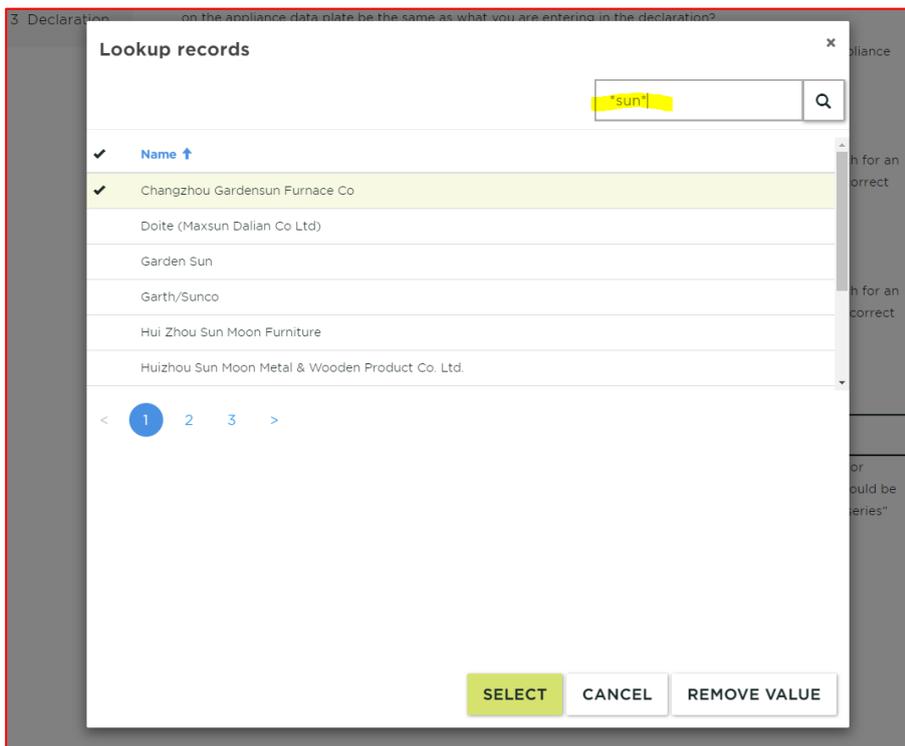
Company Name Test Sole Trader	Telephone Number cvvc
NZBN 9429047806801	Website -
Postal Address 86 Customhouse Quay Wellington	Public email address qq@somewher.invalid

8. Help for Creating, Updating or Viewing Records

This section provides you help for the following when you are creating, editing or viewing High-Risk Installations/Periodic Assessment records:

Data entry

- Mandatory fields are marked with a red asterisk *
- Most of the fields in the create/edit form have help text below or beside the entry field
- If the field has a looking glass symbol beside it, then it is a lookup field. Clicking on the looking glass will open another box where you can search for the value you are looking for. You can use a “wild card” entry to broaden a search. There may be more than one page of results:



- If a make and/or model cannot be found you can enter it manually by selecting the ‘Make (or Model) Not found box

Make

Make Not Found
Select the Magnifying Glass symbol to search for an existing Make. If you are unable to find the correct Make, please tick Make Not Found

Make Name *

New make

Please be consistent and not introduce variations (or misspellings) of the make such as: Bloggs; Bloggs (NZ) Lts; Bloggs Ltd; etc.

Model

Model Not Found
Select the Magnifying Glass symbol to search for an existing Model. If you are unable to find the correct Model, please tick Model Not Found.

Model Name *

Model XYZ

If there is a range of appliances covered by the same testing or certification documentation it may be possible to enter a series here but bear in mind that downstream users should be able to identify individual models.

- If you enter the input rating (not mandatory) you will be prompted for the units (e.g. MJ/h)
- You are required to enter the fuel type that is on the certification that relates to the intended fuel gas to be used in NZ. For instance for LPG use in NZ, Australian certification should be to “Universal LP” gas, while European certification should have “I3B/P (30)” or “I3B/P (28-30)” certification. North American certification will require an additional endorsement from CAS or UL that it has had additional butane testing set out in the NZ gas regulations.
- When you are uploading the certification, the certificate must include any annexes or schedules mentioned in the certificate itself. A certificate on its own where all the information on models and fuel types is in missing schedules does not demonstrate compliance.
- Any uploaded document must be in PDF format and less than 5 Megabytes in file size.

Viewing Declarations

- When viewing a declaration all of the information is displayed on one page.
- To view the certificate click on the purple ‘View Certificate’ button.

BACK

VIEW CERTIFICATE

PRINT

EDIT

Declaration Details

Declaration Number
DEC-000001229D4D0

Supplier Details

- A new version of a declaration is created every time it is edited. When are viewing a declaration, you can scroll down to the bottom of the record and you will see the History table. If there is more than 1 version, you will see the following table. To open a version you need to click on the **Version** hyperlink, e.g. '1'.

Version	Make	Model	Product Category	Created By	Created On
1	Remove	A reference standard	Water heater boiler (central heating and/or water heating)	Tarquin Fin-lim-bus-stop-F'tang-F'tang-Olé-Biscuitbarrel	26/06/2020

A supplier declaration is a statement from the supplier that it complies with safety and marking requirements of the Gas (Safety & Measurement) Regulations. It is not an approval from WorkSafe.

Regardless of the existence of a supplier declaration, a person selling or installing an appliance must take all reasonably practicable steps to ensure the appliance is safe.

Printing Records

You can print your records. When are viewing a record, click **Print**.

to July 2015.

BACK VIEW CERTIFICATE **PRINT** EDIT

Declaration Details

Declaration Number
DEC-000001229D4D0

Supplier Details

To reduce the number of pages that will be printed, select **More settings**.

Print 1 sheet of paper

Destination FollowMe-South on wi

Pages All

Copies 1

Layout Portrait

Color Color

More settings

Change the printing scale, e.g. 50%.

More settings ^

Paper size A4 (210 x 297mm) v

Pages per sheet 1 v

Margins Default v

Quality 600 dpi v

Scale Custom v

.50

Two-sided Print on both sides

Flip on long edge v

9. Manage Contacts

The Primary Contact for a gas appliance supplier can authorise another person to create and edit their records (e.g. the administrator for your company or office manager). There is no limit to the number of contacts that can be added.

Steps –Add a Delegate

1. From your My Profile screen:
 - a. Select the **Manage Contacts** link, or

The screenshot shows the 'My Profile' page. On the left is a navigation menu with the following items: My Profile, My Organisation, **Manage Contacts** (highlighted in yellow), Manage Declarations, Security, Change password, and Manage external authentication. The main content area is titled 'Personal Information' and contains a 'Details' section with the following fields:

Given Name *	Tarquin	Primary Number	028 569 3145
Family Name *	Fin-lim-bus-stop-F'tang-F'tan	Secondary Number	08 9777791
E-mail *	finlim@someplace.invalid	Position in Company	Glorious Overlord

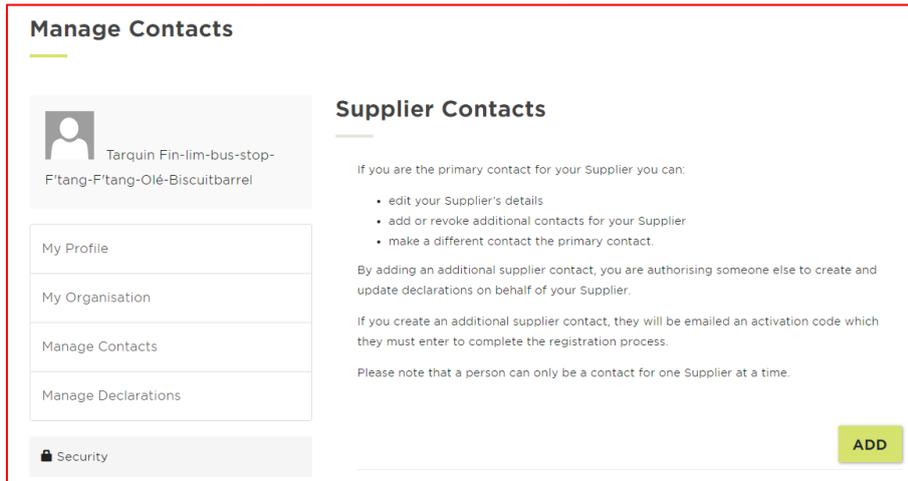
Below the details section is the 'Physical Address' section with a 'Search Address' field.

- b. From the **Gas Appliance Supplier Declaration** page link and then the **Manage Delegations** link

The screenshot shows the 'Welcome to the Gas Appliance Supplier Declarations' page. It features four main action buttons arranged in a 2x2 grid:

- Create or Update Declarations** with a 'Click here →' link.
- Manage my Details** with a 'Click here →' link.
- Manage Supplier's Details** with a 'Click here →' link.
- Manage Supplier's Contacts** (highlighted in yellow) with a 'Click here →' link.
- Report a Problem with the GASD Database** with a 'Click here →' link.

- To authorise another person to create and edit your records, click **ADD**.



Manage Contacts

Tarquin Fin-lim-bus-stop-F'tang-F'tang-Olé-Biscuitbarrel

My Profile

My Organisation

Manage Contacts

Manage Declarations

Security

Supplier Contacts

If you are the primary contact for your Supplier you can:

- edit your Supplier's details
- add or revoke additional contacts for your Supplier
- make a different contact the primary contact.

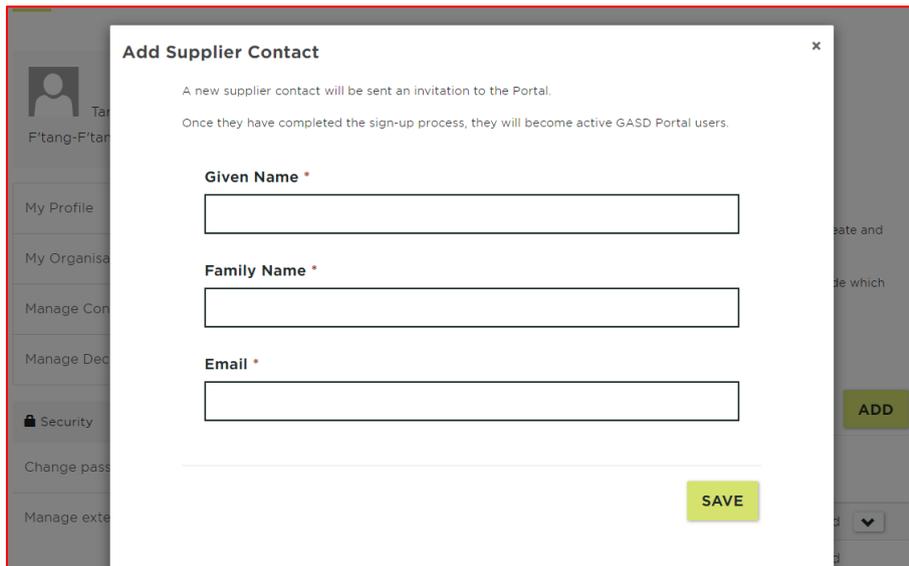
By adding an additional supplier contact, you are authorising someone else to create and update declarations on behalf of your Supplier.

If you create an additional supplier contact, they will be emailed an activation code which they must enter to complete the registration process.

Please note that a person can only be a contact for one Supplier at a time.

ADD

- Enter the person's First Name, Last Name and Email and click **Save**.



Add Supplier Contact

A new supplier contact will be sent an invitation to the Portal.

Once they have completed the sign-up process, they will become active GASD Portal users.

Given Name *

Family Name *

Email *

SAVE

ADD

- The system will send the person an invitation to access the Gas Appliance Supplier Declaration Database.

5. The person's details will display in the list below.



Tarquin Fin-lim-bus-stop-F'tang-F'tang-Olé-Biscuitbarrel

My Profile

My Organisation

Manage Contacts

Manage Declarations

Security

Change password

Manage external authentication

Supplier Contacts

If you are the primary contact for your Supplier you can:

- edit your Supplier's details
- add or revoke additional contacts for your Supplier
- make a different contact the primary contact.

By adding an additional supplier contact, you are authorising someone else to create and update declarations on behalf of your Supplier.

If you create an additional supplier contact, they will be emailed an activation code which they must enter to complete the registration process.

Please note that a person can only be a contact for one Supplier at a time.

ADD

Name ↑	Email	Primary Contact	Portal Access
Ford Sierra	ford@cosworth.co.nz	No	Enabled <input type="button" value="v"/>
Luke Lumen	luke@licks.lakes	No	Enabled <input type="button" value="v"/>
Tarquin Fin-lim-bus-stop-F'tang-F'tang-Olé-Biscuitbarrel	finlim@testsoletrader.co.nz	Yes	Enabled

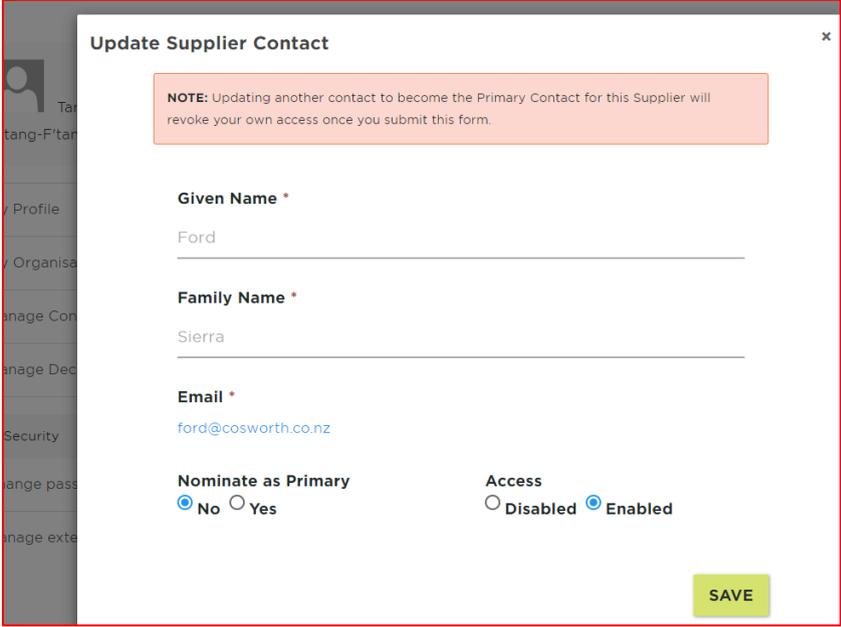
Steps – Edit a Contact

- To change the status of a contact, click on the down arrow and select 'Update'.

ADD

Name ↑	Email	Primary Contact	Portal Access
Ford Sierra	ford@cosworth.co.nz	No	Enabled <input type="button" value="v"/>
Luke Lumen	luke@licks.lakes	No	Enabled <input type="button" value="v"/>
Tarquin Fin-lim-bus-stop-F'tang-F'tang-Olé-Biscuitbarrel	finlim@testsoletrader.co.nz	Yes	Enabled

2. You can now disable access to the system for the contact or promote the contact to become the Primary Contact for the Supplier. Click on 'Save'.



Update Supplier Contact x

NOTE: Updating another contact to become the Primary Contact for this Supplier will revoke your own access once you submit this form.

Given Name *
Ford

Family Name *
Sierra

Email *
ford@cosworth.co.nz

Nominate as Primary
 No Yes

Access
 Disabled Enabled

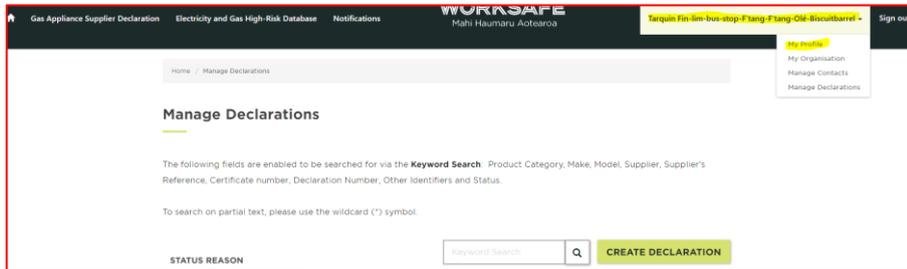
SAVE

10. Manage Your Details

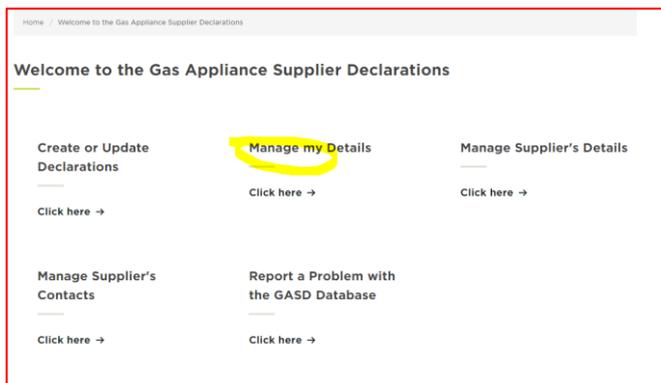
Use this procedure to update your details. (You must be logged in).

Steps

1. From anywhere on the Energy Safety system, select your name in the menu, and then 'My Profile';



Or select 'Manage my details' from the 'Welcome to the Gas Appliance Supplier Declarations' page;



2. From there you can make any correction to your contact details. You must click on the 'Save Profile' button to save any changes.

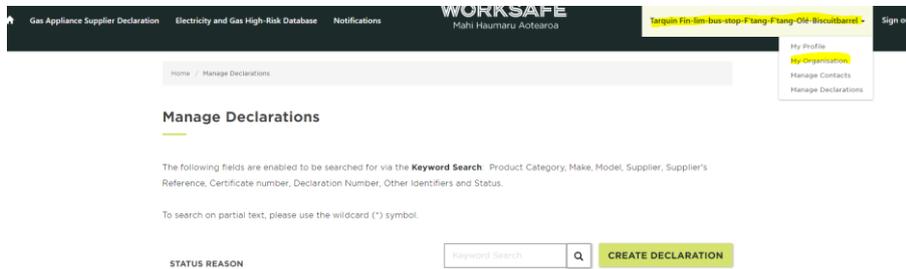
SAVE PROFILE

11. Manage My Organisation's Details

Use this procedure to update your details. (You must be logged in).

Steps

1. From anywhere on the Energy Safety system, select your name in the menu, and then 'My Organisation';



Or select 'Manage supplier's details' from the 'Welcome to the Gas Appliance Supplier Declarations' page;



2. From there you can make any correction to your businesses' details. You cannot change the legal name of the business nor its NZBN number. You must click on the 'Save Profile' button to save any changes.

12. Perform Public Searches

The public can perform a search for declarations with a status of “current” or “no longer supplied” (NLS). An NLS declaration is a declaration for an appliance that the importer/NZ manufacturer is no longer supplying but may still be in the supply chain either new or second hand.

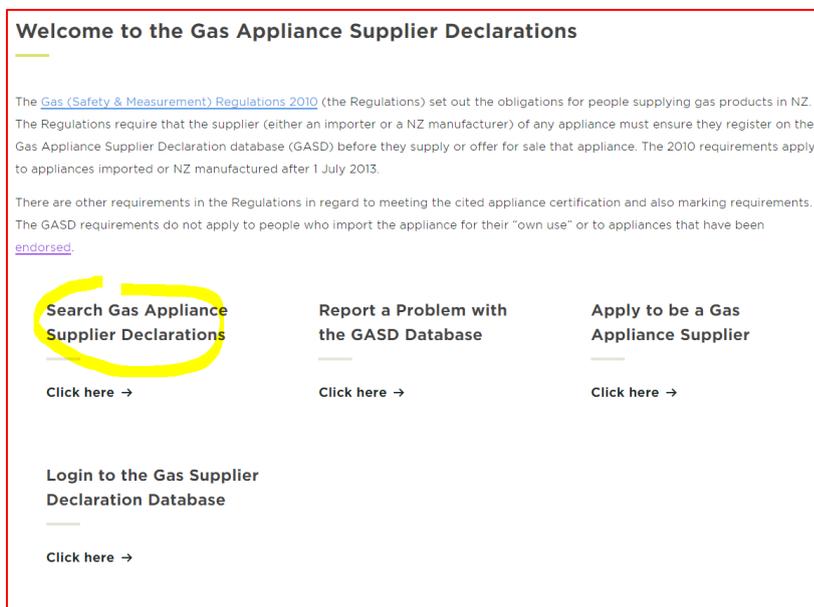
Suppliers cannot perform the public search if they are logged into the system, they will need to sign-out first.

From the search results you can:

- View and/or print a declaration.
- View and/or print a previous version of a declaration, if available.

Steps

1. From the Gas Appliance Supplier Declaration homepage, select **Search Gas Appliance Supplier Declarations** <https://worksafeportaldev.powerappsportals.com/gasd/>



2. To search for a Declaration you can use the Keyword search or the Status and Product Category filters or a combination of both.

The search engine will display the results of the keyword search. Results can be narrowed down by using the filters on the left side of the screen. You must click on the “Apply” button to apply the filters.

Similarly the results of a filter search can be narrowed down by entering a key word.

You must clear any selections you have made before running a new search.

Keyword search

The following fields are enabled to be searched for via the Keyword Search:

- Product Category,
- Make,
- Model,
- Supplier,
- Supplier's Reference,
- Certificate Number,
- Declaration Number,

- Other Identifiers and
- Status.

When searching the keyword categories is sometimes best to use the principal of “less is more”. If you were trying to find a model called a REU VR2626, just type in “*2626*” and you’ll get a result. (Typing in the full name won’t find it as the supplier has not entered the declaration exactly as that.

Status filter

Unless one of the selections are checked the search results will display declarations with a status of both “current” and “no longer supplied”. The latter is for appliances that are no longer supplied from a particular supplier. This may be because the supplier is no longer in business; the model is no longer produced or the original supplier no longer carries it. A “no longer supplied” declaration is still valid.

Product Category filter

Selecting a product type will narrow the search results to that type. You may select more than one choice.

Viewing Declarations

From the search results select the declaration you wish to view by clicking on the Declaration No. Link;

STATUS

Current
 No Longer Supplied

PRODUCT CATEGORY
 Air conditioning units
 Commercial atmospheric steamers
 Commercial barbecue grillers

Declaration No.	Make	Model	Trading Name	Product Category	Status
DEC-000001061Y2M1	Woody	Created to set to NLS	Kereru	Domestic caravan/marine cooker	Current
DEC-000001127C0P0	Woody	Woody Model name	Kereru	Laundry dryers	Current
DEC-00000105203F4	Woody	ABCC100	Kereru	Domestic log lighter	Current
DEC-000001059M6L6	Woody	Model added 10/04	Kereru	Commercial salamanders, grillers & toasters	Current
DEC-000001070D5W2	Woody	Australian certification check	Kereru	Water heater storage	Current

When viewing a declaration all of the information is displayed on one page.

- To view the certificate click on the purple ‘View Certificate’ button.

Declaration Details

Declaration Number
DEC-000001229D4D0

Supplier Details

Company Name
Test Sole Trader

Telephone Number
cvc

NZBN **Website**

- A new version of a declaration is created every time it is edited. When are viewing a declaration, you can scroll down to the bottom of the record and you will see the History table. If there is more than 1 version, you will see the following table. To open a version you need to click on the **Version** hyperlink, e.g. '1'.

Declaration History				
Version	Make	Model	Product Category	Created On
1	Remove	A reference standard	Water heater boiler (central heating and/or water heating)	26/06/2020

A supplier declaration is a statement from the supplier that it complies with safety and marking requirements of the Gas (Safety & Measurement) Regulations. It is not an approval from WorkSafe.

Regardless of the existence of a supplier declaration, a person selling or installing an appliance must take all reasonably practicable steps to ensure the appliance is safe.

Printing Records

You can print your records. When are viewing a record, click **Print**.

[BACK](#) [VIEW CERTIFICATE](#) [PRINT](#)

Declaration Details

Declaration Number
DEC-000001229D4D0

Supplier Details

To reduce the number of pages that will be printed, select **More settings**.

Print 1 sheet of paper

Destination: [FollowMe-South on wi](#)

Pages: All

Copies: 1

Layout: Portrait

Color: Color

More settings

Change the printing scale, e.g. 50%.

More settings ^

Paper size A4 (210 x 297mm) ▾

Pages per sheet 1 ▾

Margins Default ▾

Quality 600 dpi ▾

Scale Custom ▾

.50

Two-sided Print on both sides

Flip on long edge ▾