



V A N U A T U

ELECTRONIC SINGLE WINDOW SYSTEM PROJECT

APPLIANCE REGISTRATION CERTIFICATE MODULE STANDARD OPERATING PROCEDURES

Minimum Energy Performance Standards and Energy Labelling (MEPSL) for Appliance and Lighting Import Certificate

Purpose	To ensure proper submission and accuracy of the information supplied on the <i>Registration Certificate Application</i> (RCA) in the Vanuatu Electronic Single Window (VeSW) system. Therefore, assuring the proper assessment of the risks involved, ensuring conformation with relevant laws and regulations of MEPSL for Appliance and Lighting, and subsequently facilitating the issuing of Import Certificate for Energy Efficient Appliances and Lighting.			
Scope	This procedure applies to all users of the VeSW RCA Module when submitting an application for MEPSL <i>Import Certificates</i> in the VeSW system.			
Location	<ul style="list-style-type: none"> • Port Vila • Luganville 			
Process Owner(s)	Principal Officer - Energy Efficiency and Conservation			
Legislation	<ul style="list-style-type: none"> • Energy Efficiency of Electrical Appliances, Equipment and Lighting Products Act No.24 of 2016 • Electrical Appliances, Equipment and Lighting Products (Importation Control) (Amendment) Regulation Order No. 186 of 2017 			
Other Doc reference	<ul style="list-style-type: none"> • Vanuatu Energy Officials Operating Manual - Minimum Energy Performance Standards and Labelling 			
Flowcharts	<ul style="list-style-type: none"> • Process for the VeSW e-Registration forms 			
Minimum Docs Required	<ul style="list-style-type: none"> • Test Laboratory report, if applicable 			
Output Documents	<ul style="list-style-type: none"> • Import Certificate • Receipt 			
Procedure	<p>Person Responsible</p> <ul style="list-style-type: none"> • Importer (or the Importer's Agent) • Energy Appliance Officer • Energy Regulator • Energy Cashier 	<p>Section Responsible</p>	<p>Energy Security unit</p>	<ol style="list-style-type: none"> 1. Prior to importation of Air Conditioners, Refrigerators or Freezers, and Lighting products, the Importer must make sure they have a valid MEPSL Import Certificate. 2. If they don't, they have to obtain the Import Certificate from the Vanuatu Department of Energy. 3. In order to do this, the Importer (or their Agent) must apply for the Certificate in the VeSW system.

	<ol style="list-style-type: none"> 4. Prior to completing the <i>Registration Certificate Application (RCA)</i> in the VeSW, the Applicant should first consult the list of registered appliances in Vanuatu. This information is available either in the VeSW system itself or on the VeSW Portal (https://singlewindow.gov.vu). 5. If the appliance is registered, the Applicant should capture the Vanuatu Registration Number (VRN) of the appliance on the RCA. 6. If the appliance is not registered, the Applicant should consult the list of registered appliances in Australia and New Zealand: https://reg.energyrating.gov.au/comparator/product_types. This link is also available from the RCA form in the VeSW system. 7. If the appliance is registered on the above site, the Applicant should capture the <i>Registration Number</i> of the appliance on the RCA form. 8. If the appliance is not registered at all on any of the above databases, the Applicant should submit the RCA without a VRN nor a <i>Registration Number</i>. 9. Once the RCA is completed, the Applicant should submit it along with the required attachments. 10. The Energy Appliance Officers will receive an email to check the application in the system and the Officer responsible can either: <ol style="list-style-type: none"> 10.1 Send the application back for query, in which the applicant should address and re-submit; or 10.2 Modify the application themselves; or 10.3 Reject the application if it is not in order, capturing the reasons for the rejection in the system. 11. If the application is in order, the Appliance Officer will accept the application. 12. The Regulator will receive an email to approve or cancel the application. 13. If a prepayment or credit account was used in the application, the Import Certificate and the receipt will become available immediately, for printing or downloading, once the RCA is approved in the system. The Applicant can retrieve these documents directly from the system themselves or consult Energy to email them over. 14. Otherwise, the Importer (or their Agent) will have to visit the Energy Cashier at the Energy office in Port Vila and do the payments for the Import Certificate. 15. The Energy Cashier will receipt the payment in the VeSW system. Once payment is done, the Import Certificate and the receipt will be ready for printing or downloading from the system. 			
Monitoring	Person Responsible	<ul style="list-style-type: none"> • Manager Energy Security 	Section Responsible	Energy Security unit
Corrective Actions	<ol style="list-style-type: none"> 1. Run system checks on all submitted application and make sure they are dealt with in good time. 2. Run system checks on all submitted application for the purpose of risk management. 3. Compile reports from the system for the purpose of compliance or operational reports for decision making. 			
	<ol style="list-style-type: none"> 1. If an Applicant submits inaccurate information on the applications, the Energy Security Unit will consult them for the sake of voluntary compliance. 2. Energy may also take legal action against Applicants who make continuous errors/omissions. 3. Energy may take necessary actions if discrepancies are found during examination of imported goods against the issued Import Certificate. 			

VERIFICATION AND RECORD KEEPING

Date Written:	24 th March 2021	By:	VeSW NPT
Date Endorsed:		By:	Senior Energy Appliance Officer
Date Authorized:		By:	Energy Regulator
Date for Revision:		By:	Energy Security Unit