NSW GOVERNMENT

NSW CER Installer Portal Training for Installers & Applicants

QUICK REFERENCE GUIDE

PERFORM INSTALLATION NOTIFICATION - EQUIPMENT DETAILS & COMPLIANCE OF ELECTRICAL WORK

Overview:

This document covers how to perform an Installation Notification, add Equipment Details, complete the Certificate of Compliance for Electrical Work (CCEW), and review and submit the notification via the NSW CER Installer Portal.

Note:

- Applicants can start the Installation Notification but cannot submit it. Only Installers can submit and declare electrical compliance.
- Both installers and applicants can complete the Equipment Details and Compliance of Electrical Work steps. Installers must submit a CCEW under the Gas and Electricity (Consumer Safety) Act 2017 and Gas and Electricity (Consumer Safety) Regulation 2018.
- A CCEW will only be submitted for electrical work listed in the Installation Notification submitted through the NSW CER Installer Portal — for other electrical work, submit a separate CCEW via the NSW CER portal.
- Installation and compliance information submitted through the NSW CER Installer Portal may be shared with relevant external parties and systems, including Building Commission NSW and the AEMO DER Register, where applicable.

Role Overview:

An installation can be started by either an Applicant or an Installer. Each role has distinct responsibilities:

- **Applicant is responsible for:** viewing DNSP-approved installation records; initiating installation notifications; entering equipment and electrical compliance details; and assigning installation records to an Installer.
- **Installer is responsible for:** accepting installation records; reviewing and updating installation details; confirming technical standards are met; and declaring and submitting the installation notification and compliance.

Note: *In some cases, the Applicant may also act as the Installer. The same user can perform both roles depending on the assignment.*

Viewing Installation Details:

On the installation record page, Installers and Applicants can view the following read-only information. All details on this page are read-only, sourced from the DNSP:

- **Installation Details:** Installation ID, DNSP application ID, NMI, Approval date, Expiry date, Status, and Installer.
- **Connections:** Current Connections, Equipment to remove, and New Connections.

- **Site & Applicant:** Site details and Applicant details.

Navigation:

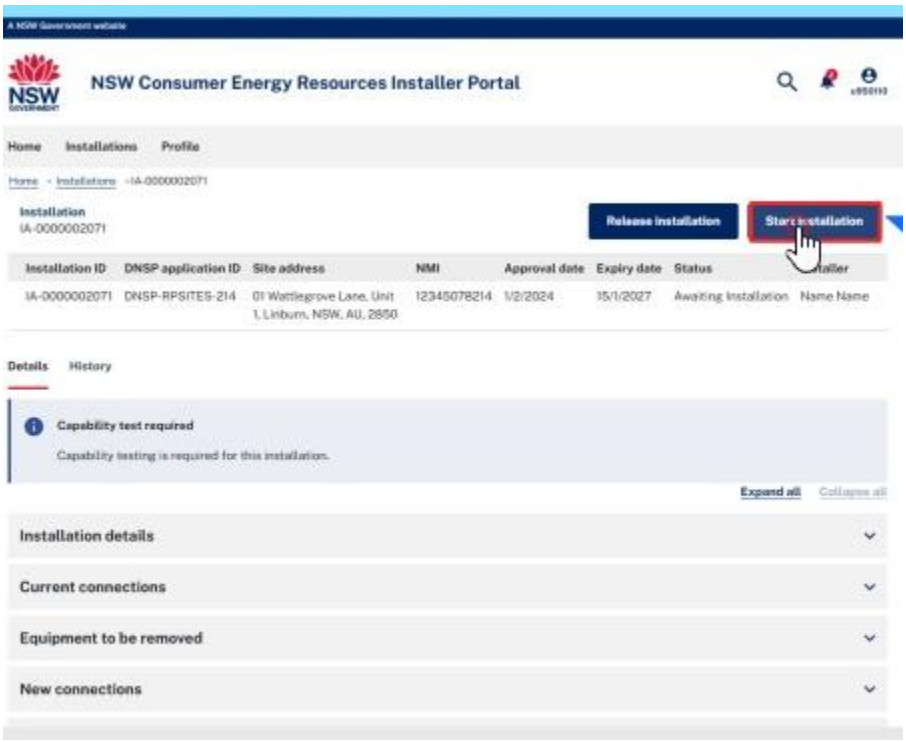
From the NSW CER Installer Portal, go to **Installations**, select the relevant Installation ID, then click **Start Installation**.

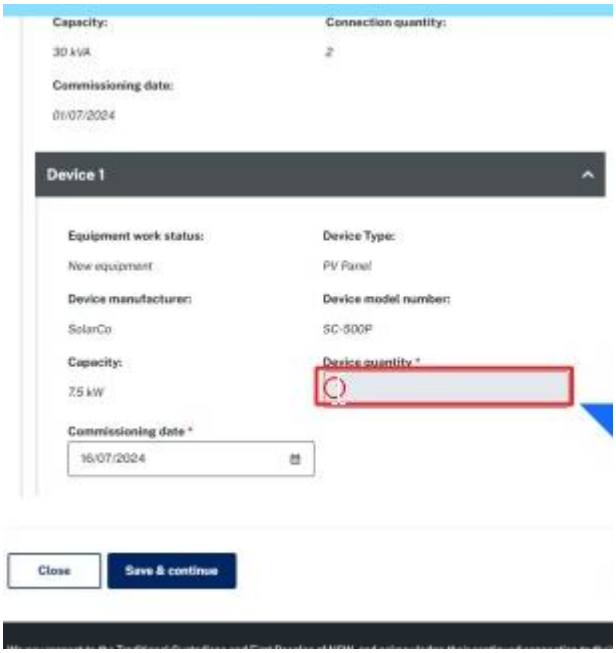
The steps must be completed in the following order:

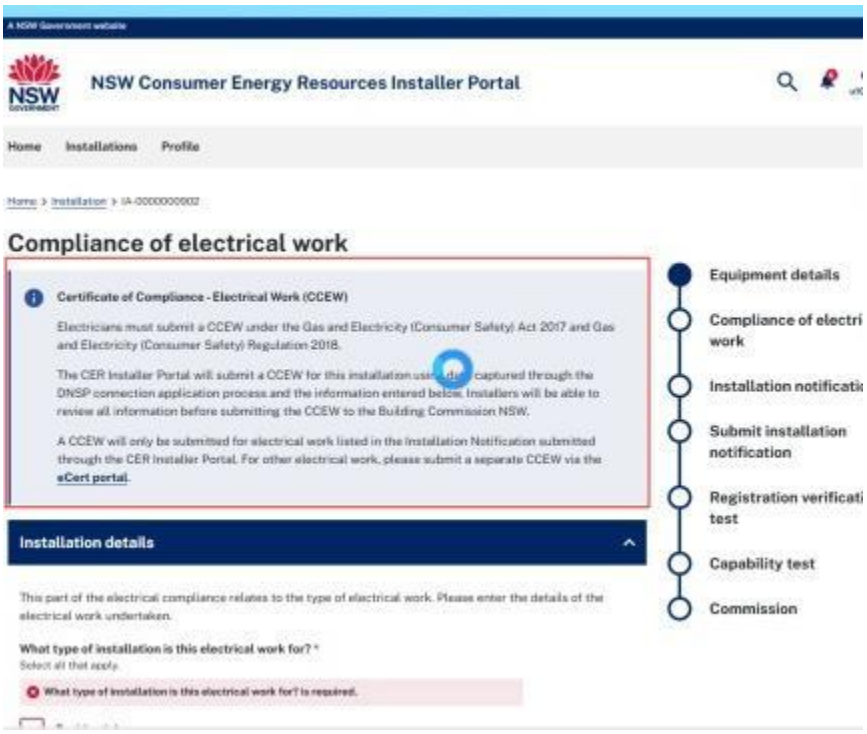
- Equipment details
- Compliance of electrical work
- Installation notification
- Submit installation notification
- Registration verification test
- Capability test
- Commission

Before you start:

- The NSW CER Installer Portal pre-populates site details from the approved application sent by the DNSP connection portal.
- If there are any on-site changes to an installation equal to or less than the size of the approved system (for example, the make or model of the panels or inverter, or the number of panels), the installer must edit the site details in the NSW CER Installer Portal to accurately reflect what has been installed.
- Errors at this stage may cause rework or delays further along in the process.

Action	Screenshot
Step 1 a) From the Installation record in the NSW CER Installer Portal, click **Start Installation**.	
Step 2 a) Review the confirmation message. Once you proceed, the installer and installation details provided cannot be changed. b) Click **Proceed**.	

Action	Screenshot
Step 3 a) On the **Equipment details** screen, review and verify the equipment details captured from the DNSP application. b) Enter the **Device** quantity, **Serial number** (if applicable), and **Commissioning date.** c) Click **Save & continue.** *Note: The Equipment details screen shows three categories:* • *Current Connections (existing connections at the site)* • *Connections to Remove (equipment being removed as part of this installation),* • *New Connections (information from the approved connections application with the DNSP).* *Check all details for accuracy before proceeding.*	

Action	Screenshot
Step 4 a) On the **Compliance of electrical work** screen, read the CCEW notice. b) Select **What type of installation the electrical work is for**, and answer whether the work is connected to supply. c) Enter **Where is the work being carried out**, and select **Which special conditions are applicable** (e.g. over 100 amps, high voltage, hazardous area, unmetered supply).	

Step 5

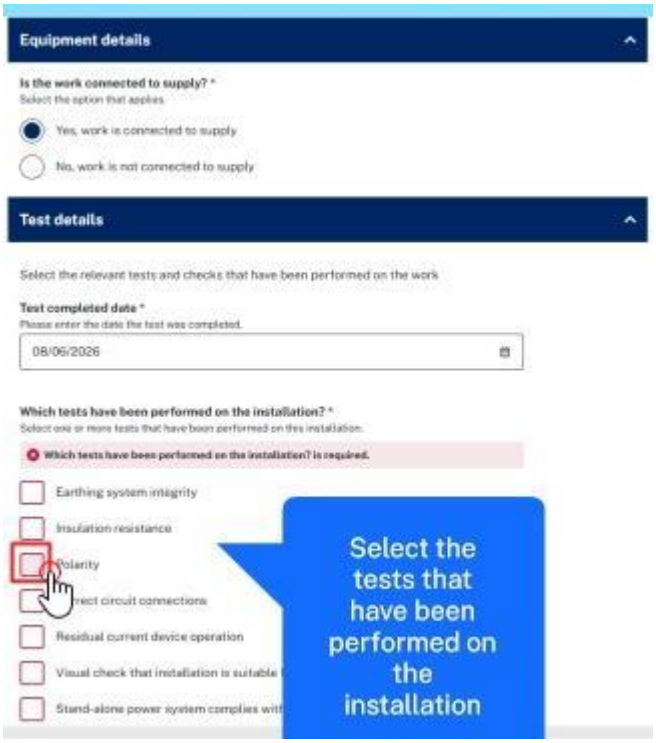
a) Enter the **Test completed** date.

b) Select **Which tests have been performed on the installation** (e.g. earthing/voltage integrity, insulation resistance, polarity, circuit connections, RCD operation, visual check that installation is suitable for connection to supply, stand-alone power system compliance with AS/NZS4509, fault loop impedance).

c) If required, choose to send a copy of the completed CCEW to your employer and provide their details.

Note: the CCEW can only be submitted by the licensed electrician who completed the testing on the work installed. Assign the relevant installer to review, declare and submit the CCEW.

Note: Applicants (not in a dual role) assign the completed equipment details to the Installer. Installers (or Applicants acting in a dual role) review all consent and acknowledgement information, then submit and declare the CCEW. Enter these details the same way you would when submitting a CCEW through the NSW Building



Action	Screenshot
Commission (NSWBC) eCert portal. CCEW submission records are sent to installers via email; alternatively, a copy can be obtained by visiting eCert. d) Click **Save** & continue.	

Step 6

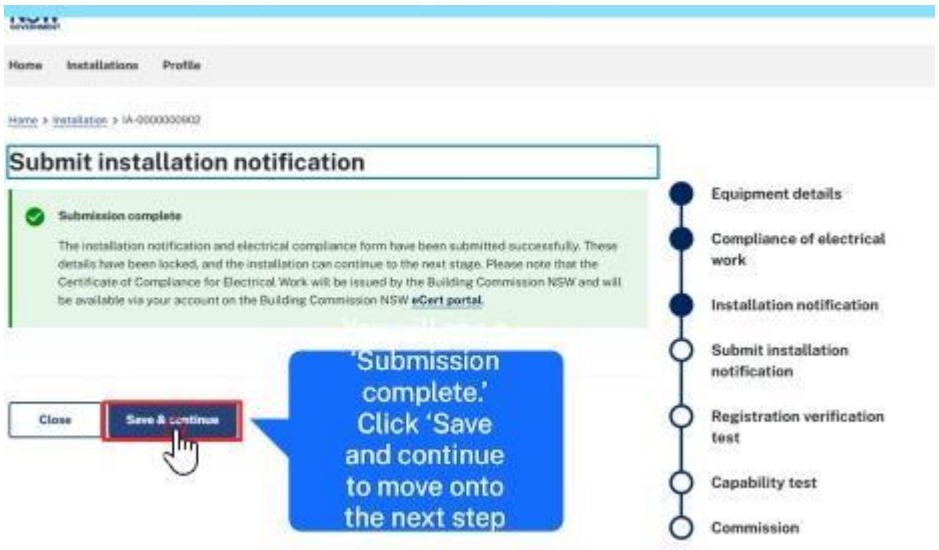
a) On the **Installation notification** screen, review the installation details, technical standards check and consent statements.

The required statements are:

- *consent to submit to Building Commission NSW;*
- *confirm technical standards compliance (AS/NZS 3000);*
- *accept Building Commission NSW's privacy terms*
- *consent to submit to AEMO;*
- *acknowledge AEMO's privacy terms.*

Note: *This screen also summarises everything reviewed and entered across the previous steps, including installation details, connections (multiple connection & device details), technical standards check, volt-watt & volt-var settings, advanced inverter settings, advanced AC connection settings, electrical compliance, and installer/tester declaration. Review all information carefully for accuracy before submitting.*

b) Confirm each required statement, then click

Action	Screenshot
Submit installation notification. *Note: once submitted, you will not be able to change any details of the installation.*	
Step 7 a) Confirm the **Submission complete** message. b) Click **Save** & continue to move onto the next step (Registration Verification Test).	

<u>Quick Recap:</u>

A short recap of the three stages you just completed:

- **Equipment Details:** review and add connection information.
- **Compliance of Electrical Work:** complete the questionnaire and give consent.
- **Submit & Declare:** the Installer reviews and submits the notification.

Good to Know

Success

- Accurate, compliant submissions.
- Reduced error and rework.
- Efficient, first-time completion.

Key Takeaways

- Review and declare installation details accurately.
- Complete equipment details and electrical compliance before submission.

- Submit & Declare is final — no edits are allowed afterwards.

Risks if Steps Are Skipped or Incorrect

- Rework or failed submissions.
- Cancellation and restart of applications.
- Delays in commissioning.

Important Note

- User Guides can be found in the resources section of the NSW CER Installer portal.
- A copy of the CCEW is available for download via the AEMO website.