Guide To Using

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Getting Started

Overview

Following [Directive 2000/14/EC](#) of the European Parliament and the Council of 8 May 2000 concerning the approximation of the laws of the Member States relating to the noise emission in the environment by equipment for use outdoors and throughout the Single Market, there is now a legal obligation for manufacturers to accompany their equipment with an EC declaration of conformity (DoC) stating that the equipment is in conformity with the provisions of this directive and any other pertinent directives.

Before placing on the market or putting into service any equipment referred to in Article 12 of the same Directive, the manufacturer, or his authorised representative established in the Community, needs to subject each type of equipment to one of the following conformity assessment procedures described in the Directive.

The Commission has developed a dedicated online tool for manufacturers (or their authorised representatives) to register their noise emission related DoCs, as well as for Member State authorities to consult and assess the received DoCs. The tool is called NOISE and is available from the secured Growth e-Services Portal on the Web.

This User Guide explains how to get access to NOISE and how to use it as either a manufacturer, an authorised representative, a Member State authority or a Notified Body appointed by a Member State to carry out or supervise the conformity assessment procedures as described in Article 14 of the [Directive 2000/14/EC](#).

Prerequisites

NOISE is accessible through the European Commission Authentication System (EU Login). To gain access to the application, you must:

1) Have a valid EU Login account

2) Register to the Growth e-Services portal

3) Request and be granted access to NOISE as either a manufacturer, an authorised representative, a Member State authority or a Notified Body.

These 3 steps will be successively described in the following pages.

Registering for an EU Login

Follow the steps below **ONLY** if you do **NOT** have a valid, active EU Login account. Skip this section if you have a valid active EU Login account, and jump directly to 'Registering to the Growth e-Services Portal', p. 6 if you have not yet registered it to the Growth e-Services Portal, or to 'Requesting Access to NOISE', p. 7 if it is already registered in the Portal.

♦ **To register for an EU Login account:**

Think of adding this address to your browser's Favorites.

1. Open the Growth e-Sevices Portal login page at:

   https://webgate.ec.europa.eu/growth-portal/

2. Click **Login**:

Figure 1 – Growth e-Sevices Portal login page

Result: The *EU Login - growth-portal requires you to authenticae* page appears.
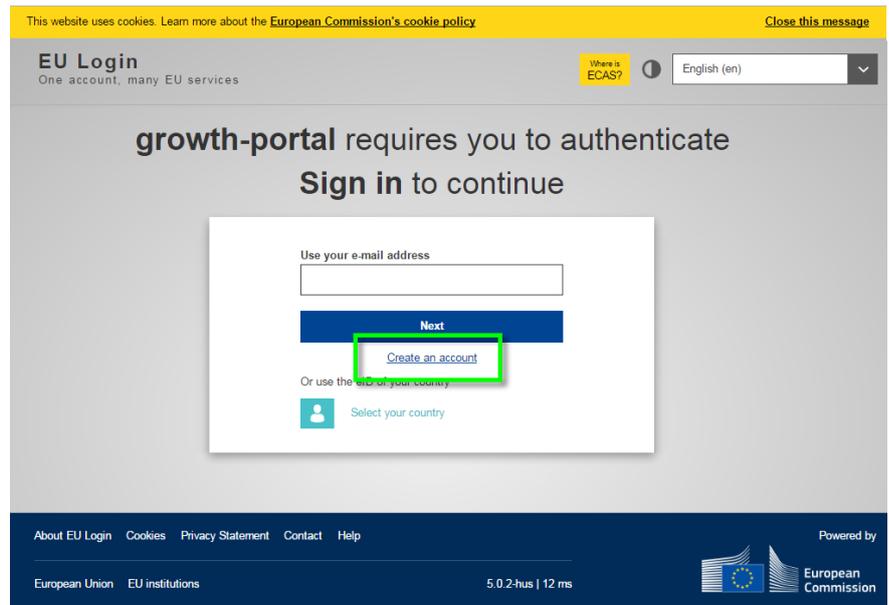
3. Click **Create an account**:

Figure 2 – EU Login: Sign in page

Result: The *EU Login - Create an account* page appears:
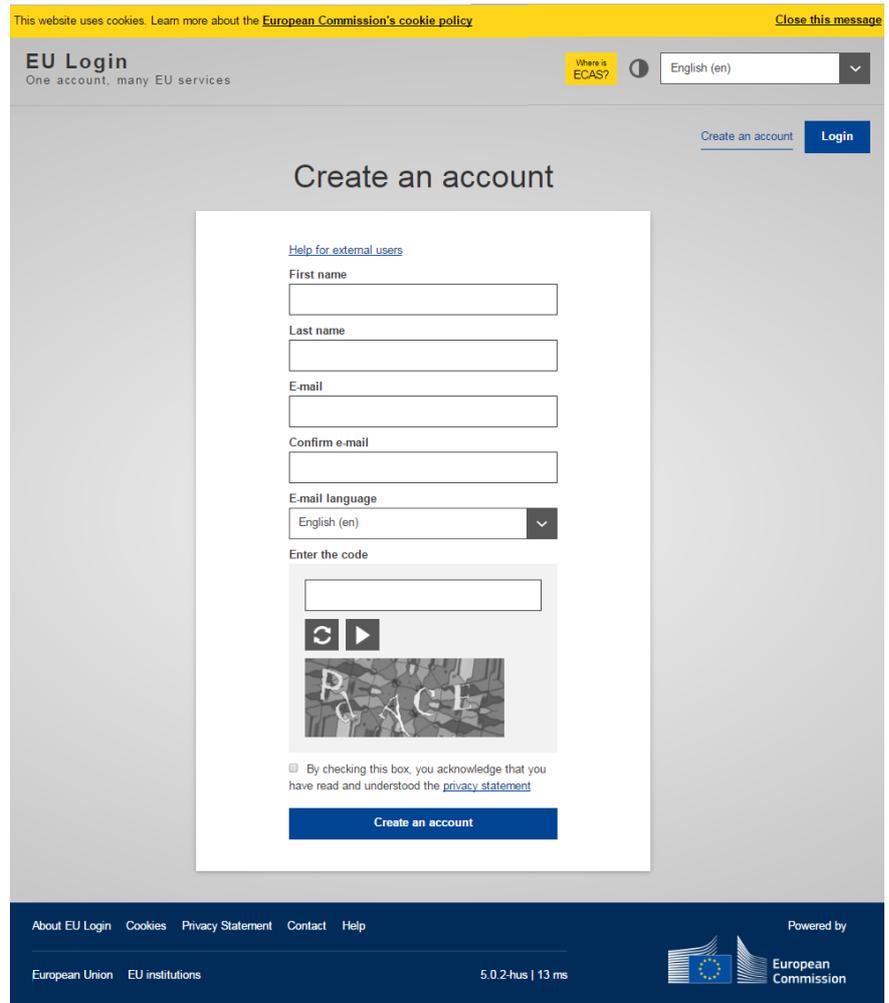

Figure 3 – EU Login: 'Create an account' page

4. Complete the *EU Login – Create an account* page as follows:
   – enter your first name and last name,
   – enter your professional email address, and then repeat it for confirmation in the next input box,
   – select your language,
   – enter the text displayed in the security image,
   – read the privacy statement and accept it by selecting the check box,
   – click **Create an account**.

   Result: You are informed that an email will be sent to you. The email will be sent to the email address that you specified in the previous step. It will contain a link to set a password for your EU Login account. Should no such mail arrive, please instruct your antispam to whitelist sender address to accept mails from automated-notifications@nomail.ec.europa.eu.

5. Open the Inbox associated to the email account with which you registered to the EU Login service, and open the email message that was sent to you by *European Commission Authentication Service.* Click the **this link** hyperlink in the email:
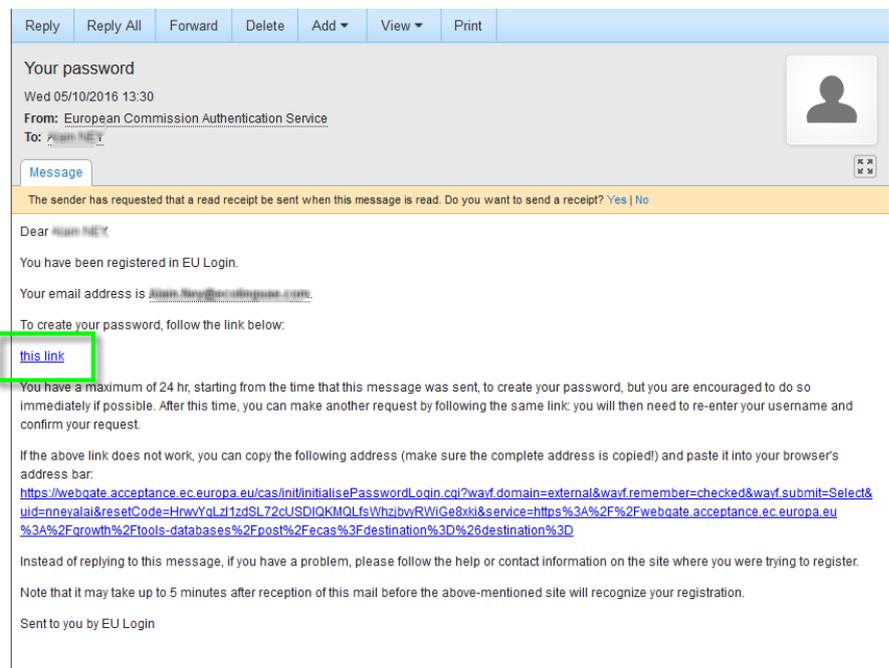

Figure 4 – EU Login: email with link to set your password

24h restriction

Please note that you have **only 24h** to click the link in the email. Beyond that delay, the original email link will no longer work; you will have to request a new first password by clicking the **Lost your password?** hyperlink on the second part of the EU Login – Sign in page (see Fig. 7). A new email, with a new password initialisation link, will then be sent to your email address.

6. On the *New password* page, enter a password of your choice (please observe the password format requirements at the bottom of the page), repeat the password in the next box and click **Submit**:

Figure 5 – EU Login: 'New password' page

Result: The system informs you that your EU Login password has been successfully initialised. You now have a valid EU Login account with a password of your choice. With this information, you can now request access to NOISE, as described in the following pages.

Registering to the Growth e-Services Portal

The steps below are mandatory and can only be performed if you have never registered to the Growth e-Services Portal with your EU Login account. Skip this paragraph and jump directly to 'Requesting Access to NOISE', p. 6 if you have already registered with your EU Login account.

◆ **To register to the Portal**

1. Open the Growth e-Services Portal login page:
   https://webgate.ec.europa.eu/growth-portal/

2. Click **Login**.

   Result: The first part of the *EU Login - Sign in* page prompts you to enter your email address:

Figure 6 – EU Login: Sign in page (1: email address)

3. Enter your EU Login email address and click **Next**.

   Result: The second part of the *EU Login - Sign in* page prompts you to enter your EU Login password:

Figure 7 – EU Login: Sign in page (2: password)

4. Enter your EU Login password and click **Sign in**. (Should you have forgotten your EU Login password, you can click the 'Lost your password?' hyperlink under the 'Password' box to set a new one).

   Result: You are prompted to visit to the Growth e-Services Portal in order to activate your account.

5. Simply click **Register**.
   That's it!

Requesting Access to NOISE

When you have performed the one-off procedure to obtain an EU Login account, set your password and register to the Portal, you can request access to NOISE. Follow the steps below **ONLY** if you do **NOT** have access to NOISE yet. Otherwise, go directly to 'Starting NOISE', p. 11.

♦ **Proceed as follows:**

1. Open the Growth e-Services Portal login page: https://webgate.ec.europa.eu/growth-portal/.

2. Click **Login**.

3. Enter your EU Login Username (or email address) and password, and click **Login!**

4. From the portal Home page, click the **My Applications** hyperlink:

5. In the *Available applications for subscription* section, click the **Request Access** hyperlink next to NOISE:

6. Select your role from the following:

Available roles include:

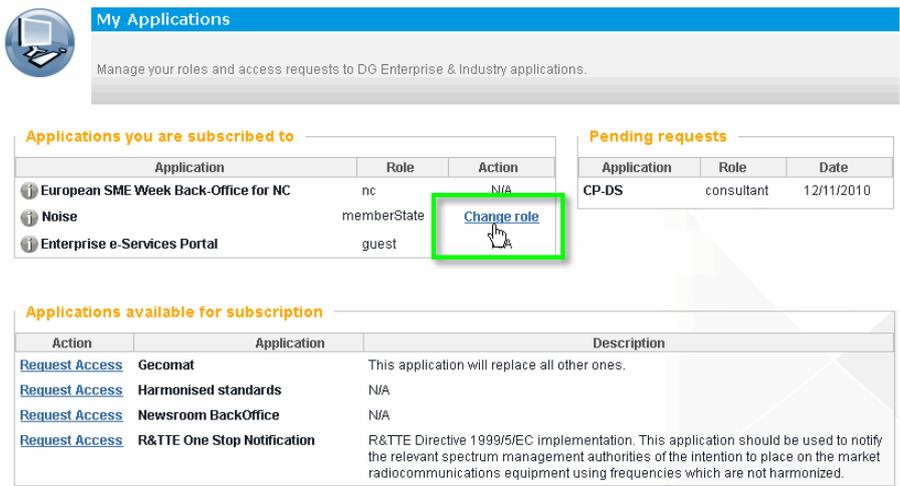| ROLE ABBREVIATION	APPLIES TO	DESCRIPTION
AuthoRep	Companies acting as Authorised Representatives	Allows Authorised Representatives to submit and manage DoCs on behalf of one or several manufacturers that they represent.
manufacturer	Manufacturing Companies	Allows manufacturing companies to submit and manage DoCs in their own names.
memberState	Member State surveillance authorities	Allows Member State surveillance authorities to monitor and review DoCs sent by manufacturers or their authorised representatives.
notify_body	Notified Bodies	Allows Notified Bodies to monitor and review DoCs sent by manufacturers or their authorised representatives.

7. Click **Next**.

8. Complete your personal data in the next window, and click **Save**.

Result: Your access request to NOISE will now be evaluated by the NOISE Administrator. Once accepted, you will receive an email confirming your access to NOISE. Once you receive this message, you can start using NOISE.

Changing role

Should you need to change your role in the future, proceed as follows:

1. *Return to 'My Applications' in the Growth e-Services Portal.*

2. *In the Action column under the 'Applications you are subscribed to' section, click the* **Change role** *hyperlink next to your current role in Noise role:*

3. *Select the appropriate role and click* **Save**.

Using NOISE

This Chapter describes the basic operations you can perform in NOISE, including:

- If you are a Manufacturer:

    – **Record declarations of conformity** concerning your own products.

    – Manage your data i.e.:

    i) **Register your Authorised Representatives**, i.e. the companies which are allowed to submit declarations of conformity concerning your products on your behalf.

    ii) **Register your Technical Keepers**, i.e. the persons responsible for holding your own technical documentation.

- If you are an Authorised Representative:

    – **Record declarations of conformity** on behalf of a manufacturer for which you are acting as an authorised representative.

    – **Register the manufacturers** for which you will be submitting declarations of conformity.

Starting NOISE

NOISE can be accessed by registered manufacturers as well as their authorised representatives, Member State authorities, Notified Bodies and System Administrators. Depending on your user profile, however, different options will be available in the user interface.

◆ **To start NOISE**

1.   Open the Growth e-Services Portal login page:
     https://webgate.ec.europa.eu/growth-portal/

2.   Click **Login**.

3.   Enter your EU Login email address in the first *Sign in* page, and then click **Next.**

4.   Enter your EU Login password in the second *Sign in* page, and then click **Sign in**. (Should you have forgotten your EU Login password, you can click the 'Lost your password?' hyperlink under the 'Password' box to set a new one).

     Result: The Growth e-Service Portal home page appears.

5.   Click the **Noise** hyperlink in the *Applications* section.

Figure 8 – Noise in the list of applications offered on the Portal

     Result: The NOISE Home page appears. The features available from the Home page depend on your role in NOISE. The following illustrates the user interface of a user with a Manufacturer role in NOISE:
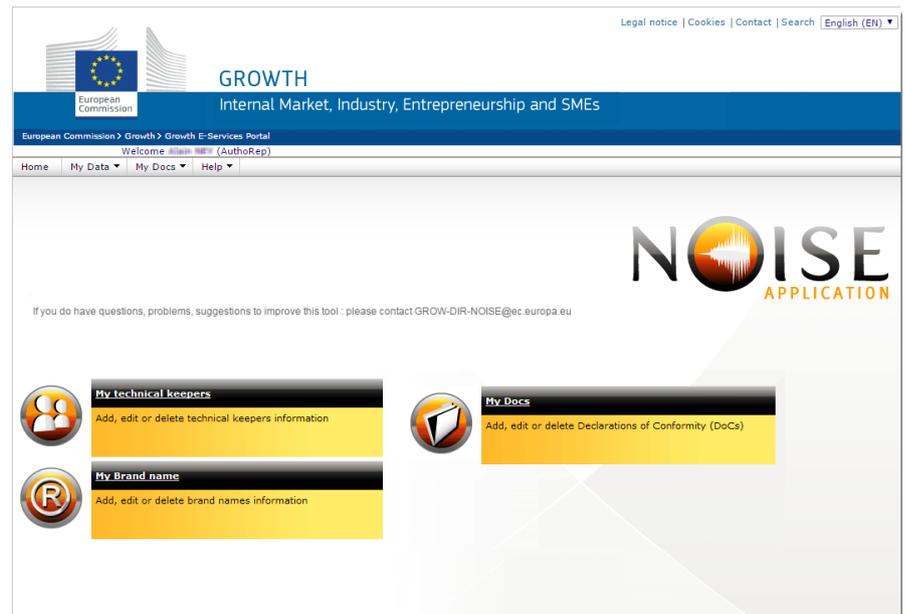
Figure 9 – NOISE Home page

Depending on your role in NOISE, some of the following features may be available:

- **My technical keepers** *(available for users with a Manufacturer role only)*
  Overview of all the people who keep the technical documentation for your equipment.

- **My brand names**
  Identify the different brand names under which the products manufactured by the company are sold.

- **My DoCs**
  Create, edit, save and sign declarations of conformity for your equipment.

- **My manufacturers** *(available for users with an Authorised Representatives role only)*
  Provide information about the manufacturers for which the authorised representative is entitled to submit declarations of conformity through NOISE.

All these options will be detailed in the following pages.

Recording DoCs

Electronic declarations of conformity include a full range of identification details and technical specifications about the equipment, as well as the date and place of declaration and the directive(s) concerned. This information can be prepared and saved temporarily, before the final DoC is signed and submitted to the European Commission.

◆ **To record a DoC:**

1.   Click the **My DoCs** hyperlink from the NOISE Home page.

2.   Click Add DoC at the top right of your list of DoCs.

3.   Complete the electronic DoC form with all required information as described in the following pages.

The **Manufacturer** section is automatically completed with your company details if you are a Manufacturer. A 🔍 is available to select a specific brand name (and the related manufacturer if you are an Authorised Representative).

A red asterisk ***** indicates a mandatory field.

Click 🔍 to select your Technical Keeper from the list you defined (*see* 'Register Your Technical Keepers', p.17).

Click 🔢 for micro help.

Use 📅 the to select the date from a calendar.

Figure 10 – DoC details

Certificate number	The EC conformity certificate number as assigned by the Commission. This information appears only after the signed declaration was approved by the Commission.
<u>Manufacturer:</u>	Name and address of the equipment manufacturer.

- If you are the product manufacturer:
  This information is completed automatically with your data if you are the manufacturer. Your contact details are read-only here (to modify them, please go to the **My Profile** section on the Home page of the Growth e-Services Portal (https://webgate.ec.europa.eu/growth-portal/index.cfm?fuseaction=stk_public_myprofile.edit). A magnifier icon 🔍 is available to select the specific brand name under which the product is marketed, if you have defined multiple brand names (see 'Register Your Brand Names', p.18).

- If you are an Authorised Representative:
  A magnifier icon 🔍 is available to select the manufacturer and his brand name form a list. If the manufacturer is not present in the list, first create it as explained in 'Register your Manufacturers', p.19.

<u>Authorised Representative:</u>	Name and address of the manufacturer's Authorised Representative. This information is completed automatically. It is read-only here (if you are the Authorised Representative and you wish to change your own details, please go to the **My Profile** section on the Home page of the Growth e-Services Portal (https://webgate.ec.europa.eu/growth-portal/index.cfm?fuseaction=stk_public_myprofile.edit).
<u>Technical Keeper:</u>	Name and address of the person who keeps the technical documentation for the equipment.
	Use the magnifier icon 🔍 to select from your list of technical keepers (if the appropriate technical keeper is not available in the list, first register it in the application as described on p.17).
<u>Equipment:</u>	
Product Name/model	Exact name, brand name or model number of the equipment.
Still produced?	Check or uncheck the box to indicate whether the equipment is still produced.
Type/Serial No.	The type – and optionally serial number – of the equipment.
Equipment Category (As defined in the Directive)	Click the 🔍 to select the generic category of equipment as defined by Directive 2000/14/EC on the approximation of the laws of the Member States relating to the noise emission in the environment by equipment for use outdoors.
Measured Sound Power Level(dB)	The A-weighted sound power level. To be reported to the nearest whole number.
Guaranteed Sound Power (dB)	The guaranteed A-weighted sound power level determined in accordance with the requirements laid down in Annex III, which includes the uncertainties due to production variation and measurement procedures and where the manufacturer, or his authorised representative, confirms that according to the technical instruments applied and referred to in the technical documentation it is not exceeded. To be reported to the nearest whole number.

Noise related value	The value of the appropriate noise related parameter, and the corresponding unit as determined by the equipment category. For example, for a lawn mower, this may be the cutting width in cm; for a brush cutter, the installed power in kW; for a circular saw bench, the saw blade diameter in mm, etc.
Uncertainty K	The uncertainty due to production variation and measurement procedures. This value is calculated taking into account the standard deviation, the confidence level and the coverage factor. This uncertainty is added to the measured sound power level value to establish the guaranteed value.
SigmaT	The dispersion of the measured values around their average.
Edit comment	Click this hyperlink if you wish to provide some additional useful information about the product.
<u>**Notified Body:**</u>	Where appropriate, use the magnifier icon 🔍 to select the name and address of the notified body involved.
<u>**Directive(s):**</u>	Where appropriate, references of other Community directives applied. May include, for example, the Low-Voltage Directive, Machinery Directive, EMC Directive and Pressure Vessel Directive.
Procedure following Annex	The conformity assessment procedure followed, i.e. - Annex VI (Procedure 1 applied: "Eval. prior to placing on market") - Annex VI (Procedure 2 applied: "Eval. during production") - Annex VII (Unit verification Annex VIII) - Annex VIII (Full Quality Assurance)
<u>**Place and Date of the Declaration:**</u>	
EU Member State submission	The Member State to which you will be submitting this declaration of conformity.
Place	The place (city, country) where the declaration of conformity has been entered.
Date	Use the 🔳 icon to select the date when the declaration of conformity has been entered.
<u>**Other:**</u>	
Replace DoC	If this DoC is intended to replace a previous DoC once signed, click the magnifier icon 🔍 to select the DoC that will be superseded by the publication of this DoC. Please note that although the selected DoC will not be deleted from the database, it will not be published on the public database (http://ec.europa.eu/enterprise/sectors/mechanical/noise-outdoor-equipment/database/index_en.htm)
<u>**Authorised Signatory:**</u>	
Signed by	The first name and name of the declarant.
Position in Company	Description of the declarant's legal position in the company.

4. Click **Save** if you wish to save without submitting. The DoC will then be saved with a 'Draft' status in your list, indicating that the DoC should not yet be published. To publish it, you will then need to sign it.
   Or
   Click **Sign** if you wish to save the DoC <u>AND</u> subsequently submit it to the European Commission. Signed DoCs are also instantly visible to the related MS authorities. They will be published one week after receipt by the European Commission.

Result: If all information has been entered as required, the DoC status changes to either *Draft* (i.e. if you clicked the **Save** button), or *Signed* (i.e. if you clicked the **Sign** button) pending acceptance by the European Commission.

If some mandatory information is missing on the form (please note that more information is required when you sign a DoC than when you save it as draft), a warning is displayed:

⚠ **All mandatory fields are not filled in.**

and the missing items are highlighted in orange for you to complete before saving and/or signing again:

* **Noise related value :** ⓘ [   ] [Please select   ▾]

Certificate number

Signed DoCs are automatically assigned a certificate number in NOISE. This number uniquely identifies the DoC in the system and is to be used in any future correspondence concerning the declaration of conformity:

My Docs

Add, edit or delete Declarations of Conformity (DoCs)

DoC (maximum 200 records returned)

|	Equipment	Model	Date	Still produced	Status	Certificate number
	compressors (< 350 kW)	ZI2UV-BR	31/07/2009	No	Signed	EX_7365
		test	25/05/2009	Yes	Draft	

.

Managing your Own Data

Register Your Technical Keepers

EC declarations of conformity need to mention the names and addresses of the companies that keep the technical documentation for declaring manufacturers. These companies are called 'Technical Keepers'. It is part of the manufacturers' responsibility to record the details of their own technical keepers in a separate section of NOISE. Once a Technical Keeper is registered in NOISE, it becomes available for selection when defining new DoCs.

♦ **To register a Technical Keeper:**

1. Select the **My technical keepers** section from the NOISE Home page
    Or,
    Select **My technical keepers** from the **My Data** menu.

2. Click ⊞ Add Technical Keeper at the top right of the technical keeper list.

3. Enter all required details about the technical keeper, and click **Save**.
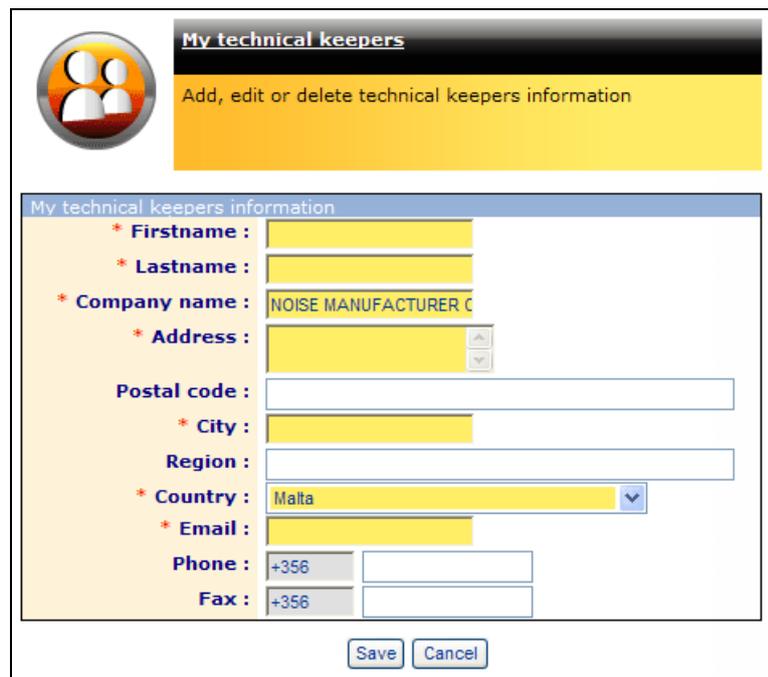
Figure 11 – Technical Keeper details

MANUFACTURERS:

Register Your Brand Names

If you are a manufacturer and your noise-related products are marketed under different brand names in the EU, you should register these names using the dedicated My Brand name feature in NOISE.

◆ **To register a brand name**

1. Select the **My Brand name** section from the NOISE Home page.

   Or,

   Select **My Brand name** from the **My Data** menu.

   Result: This opens a table to enter the different brand names and provide some comment if necessary:

Figure 12 – Brand name specification

2. Complete the page and click **Save**.

> **More than 6 brand names?**
>
> *Please note that only 6 brand name boxes are available by default but 6 additional ones will become available when clicking **Save** after completing the first six boxes.*

Register your Manufacturers

Users with an Authorised Representative profile in NOISE have the possibility to enter declarations of conformity on behalf of one or more manufacturers. Before they are able to do so, however, they need to register their manufacturers in NOISE. Once the manufacturer registration is approved by the Commission, they can start recording DoCs using just the same procedure as manufacturers (see 'Recording DoCs', p.13).

♦ **To register a manufacturer:**

1. Select the **My manufacturers** section from the NOISE Home page
   Or,
   Select **My manufacturers** from the **My Data** menu.

2. Click ⊞Add a company at the top right of the manufacturer overview.

   Result: A new empty page opens for you to enter the details of the manufacturer and its brand names:
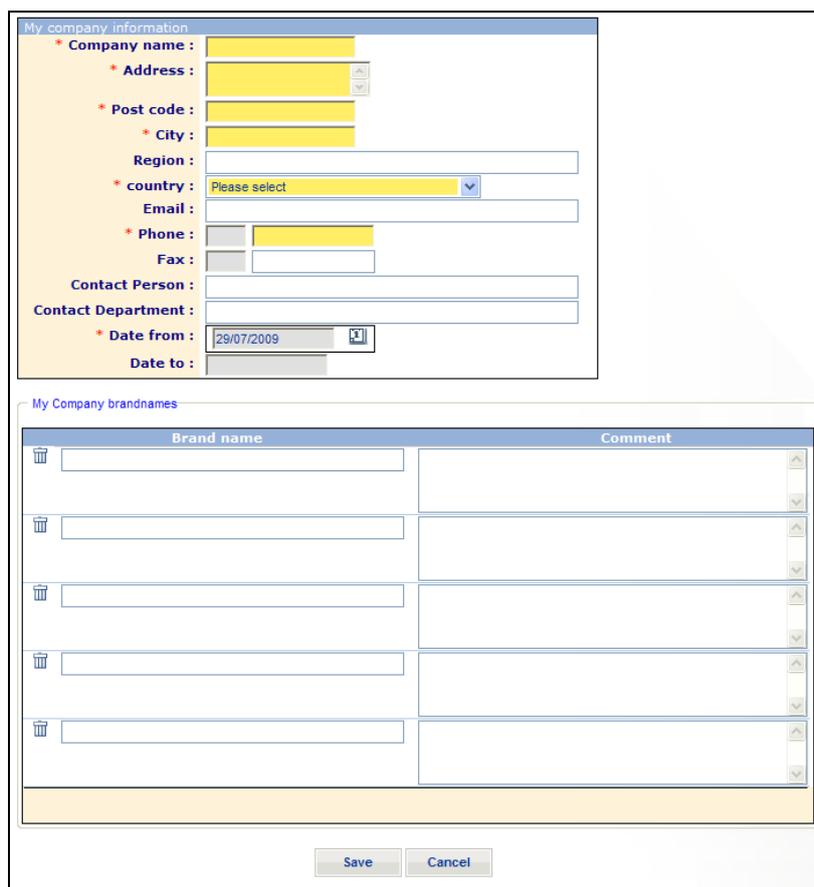
Figure 13 – Registering a manufacturer

3. Complete the page as follows:

Company name	The company name of the manufacturer for which you intend to submit declarations of conformity.
Address	The company's full mailing address.
Post code	The company's post code.

City	The company's city.
Region	The company's region.
Country	The company's country. To be selected from the selection box.
Email	The company's central email address, or the email address of the main contact person at the company.
Phone	The company's central telephone number, or the telephone number of the main contact person at the company. (The country code is automatically completed based on the country selected above).
Fax	The company's central fax number, or the fax number of the main contact person at the company. (The country code is automatically completed based on the country selected above)
Contact Person	Title, first name and name of the main contact person at the company.
Contact Department	The department or service where the main contact person is working at the company.
Date from	The date as of which you will be acting as authorised representative for the company.
Date to	The date until which you will be acting as authorised representative for the company.

4.   Click **Save**.

Result: The manufacturer is saved with the indication "*Waiting for approval*" pending the Commission's decision. Once approved, you will be notified by email and the manufacturer's status will be changed to "*Approved*" in your list, meaning that you can start recording DoCs on behalf of this manufacturer.

In the example below, 3 of the manufacturers defined by the Authorised Representative have been approved and are therefore available for selection on DoC creation forms. 2 other manufacturers are still waiting for approval, and are therefore not available for selection yet (i.e. no Select icon in front of their names):

Questions, problems, suggestions?

Please feel free to send an email to <u>GROW DIR-NOISE</u>.

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