



EUROPEAN COMMISSION

ENTERPRISE AND INDUSTRY DIRECTORATE-GENERAL

Informatics

Guide To Using



Last Update: 12/03/2010

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Getting Started

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 Enterprise 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](#).

Preliminaries

NOISE is accessible through the secured Web portal of DG Enterprise & Industry known as 'Enterprise e-Services Portal'. To gain access to the application, you must:

- 1) First, register to the Enterprise e-Services Portal
- 2) Then, request access to NOISE as either a manufacturer, an authorised representative, a Member State authority or a Notified Body.

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

Registering to the Enterprise e-Services Portal

NOISE is accessible through the secured Web portal of DG Enterprise & Industry known as 'Enterprise e-Services Portal'. To gain access to the portal, you must follow a 3-step registration procedure:

- 1) Enter your email address to request access
- 2) Respond to an automatic request confirmation
- 3) Login with the supplied password.

◆ To register to the portal

1. Go to the Internet address:
<https://webgate.ec.europa.eu/enterprise-portal>
2. Click the '**Or create an account...**' hyperlink:

Add this address to your Internet Explore Favorites: select Favorites > Add to favorites (Ctrl-D)

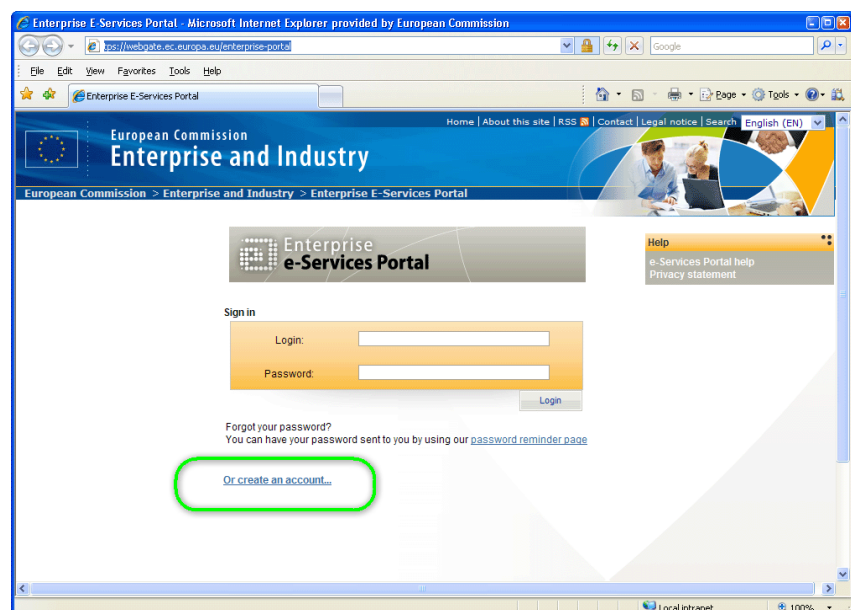


Figure 1 – Creating a new account

Result: A new section appears, containing an **Email** box and a security image used to prevent login attacks that may be caused by automated sign-ups:

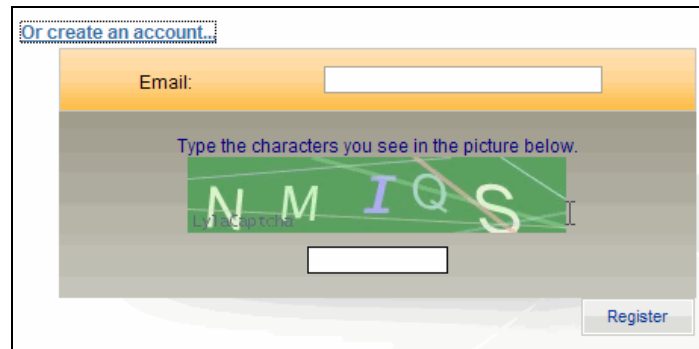


Figure 2 – Security image

3. Enter your email address in the **Email** box.
4. Type the characters from the security image in the text below.
5. Click **Register**.

Result: An email will be sent to your email address. You have 48 hours to open the message and click the supplied hyperlink to confirm your request.

6. As a result of this, you will receive a second email message containing your password to access the Portal. Click the hyperlink in this second message, complete the **Login** and **Password** boxes in the *Sign in* section of the Enterprise e-Services Portal, and click **Login**:

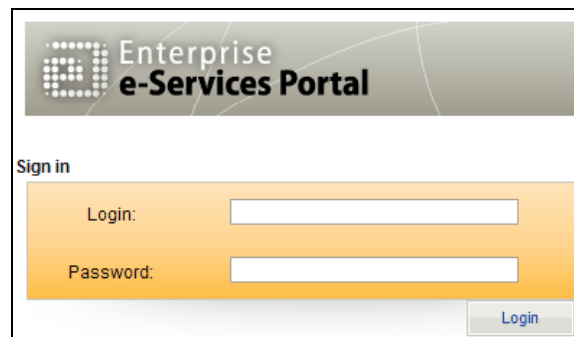
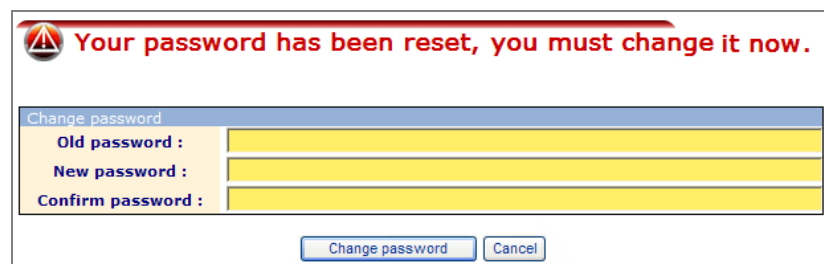


Figure 3 – Sign in

7. You will then be prompted to replace the initial password with a new password of your choice:



- In the **Old password** box, enter the initial password that you received by email.
- Complete the **New password** box with a new password of your choice.

- Please note that the new password must contain at least 8 characters.
- Repeat the same password in the **Confirm password** box.
 - Click **Change password**.

Result: Your are directed to the Enterprise e-Services Portal Home page.



About Your Password

- *The initial password will no longer work after you have changed it.*
- *You can change your password at any time using the **My Profile** section of the Enterprise and Industry e-Services Portal homepage.*
- *Click the **Password reminder** page hyperlink on the Sign in page if you don't remember your current password. It will then be sent to you by email. For security reasons, you will simultaneously be asked to replace it with another one of your choice.*

Requesting Access to NOISE

Once you are registered to the Enterprise e-Services Portal, you can request access to NOISE.

◆ **To request access to NOISE:**

1. From the Enterprise e-Services Portal Home page, click the **My Applications** hyperlink:



Figure 4 – My Applications

2. Click the **Request Access** button next to the Noise application in the *Available DG Enterprise & Industry applications* section:

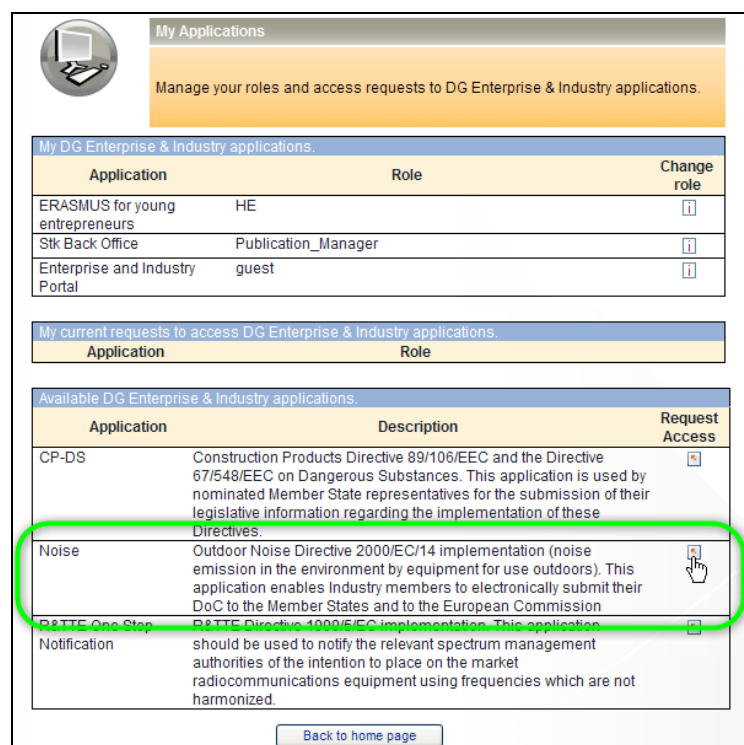


Figure 5 – Request Access button

Result: This will open an access request page comprised of two sections i.e. one section for you to specify the role that you need, and another one containing your contact details:

My Applications
Manage your roles and access requests to DG Enterprise & Industry applications.

Noise
Outdoor Noise Directive 2000/EC/14 implementation (noise emission in the environment by equipment for use outdoors). This application enables Industry members to electronically submit their DoC to the Member States and to the European Commission

List of available roles.

- AuthoRep**
"This role will allow companies to submit and manage, **for other companies**, Declaration of Conformity files to the Member States and to the European Commission. "
- manufacturer**
"This role will allow companies to submit and manage, **on their name**, DoCs files to the Member States and to the European Commission."
- memberState**
"This role will allow member states market surveillance to view DoCs sent by manufacturers or their representatives"
- notify_body**
"This role will allow Notified bodies to check Declaration of Conformity files submitted to the European Commission where they are referenced "

Personal information

* Title : Mrs

* First name : Martine

* Last name : Guebel

* Organisation name : Ecolinguae

* Address : Clos des remparts 6

* Postal code : B-1341

* City : CEROUX-MOUSTY

* Country : Belgium

Email : martine.guebel@ecolinguae.com

Phone : +32 10402709

Fax : +32 10402709

Website :

Save Cancel

Figure 6 – User role and contact details

3. Specify which role you need in NOISE. 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.
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4. Check your contact details, complete if necessary.
5. Click **Save**.

Result: You will shortly receive an email message confirming your access to NOISE. Once you have 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 Enterprise e-Services Portal.
2. In the **Change role** column under the My DG Enterprise & Industry applications section, click the button next to your current Noise role:

The screenshot shows the 'My Applications' section of the Enterprise e-Services Portal. It features a table with the following data:

Application	Role	Change role
Noise	manufacturer	
R&TTE One Stop Notification	manufacturer	
Enterprise and Industry Portal	guest	

Below the table, there is a section titled 'My current requests to access DG Enterprise & Industry applications.' with columns for 'Application' and 'Role'.

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

Using NOISE

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[Recording DoCs](#) 12

[Managing your Own Data](#) 16

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

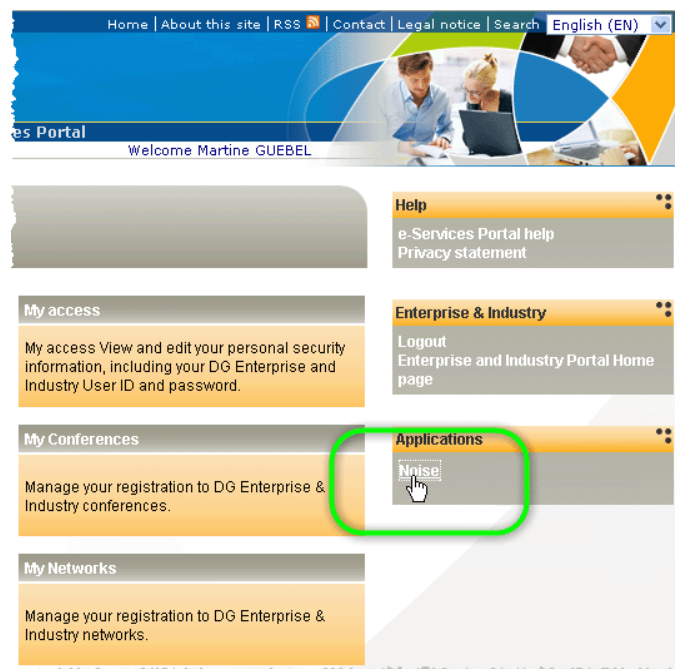
- If you are a manufacturer:
 - **Record declarations of conformity** concerning your own products.
 - Manage your data i.e.:
 - i) **Register your Authorised Representatives**, i.e. the companies which are allowed to submit declarations of conformity concerning your products on your behalf.
 - ii) **Register 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. Access the Enterprise e-Services Portal:
<https://webgate.ec.europa.eu/enterprise-portal>
2. Click the **Noise** hyperlink in the *Applications* section.



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:

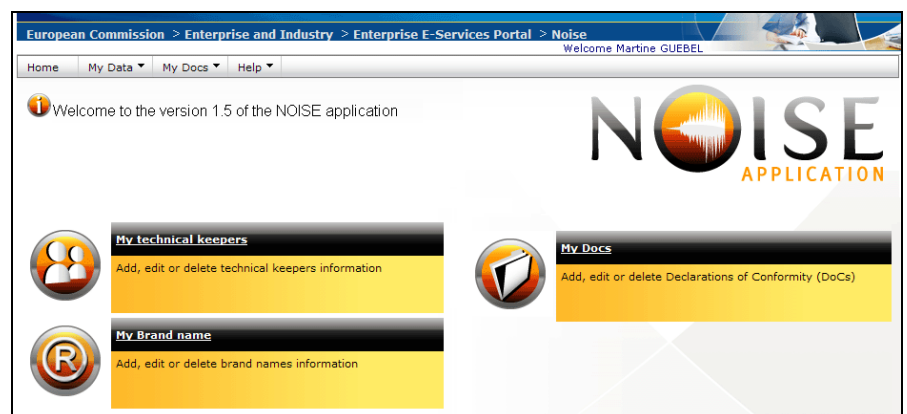


Figure 7 – NOISE Home page

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.

EC Declaration of Conformity
Certificate number :

1. Manufacturer Name NOISE MANUFACTURER COMPANY Brand name Address NOISE MANU ADDRESS Street, No. NOISE MANU ADDRESS PO. City 3000 NOISE MANU CITY Country Malta	2. Authorised Representative Name Address Street, No. PO. City Country	3. Technical Keeper Name Address Street, No. PO. City Country
---	--	---

4. Equipment

* Product Name/model Still produced?

Type/Serial No.

Equipment Category (As defined in the Directive)

Sound Power Level

Measured sound power level <input type="text"/> dB	Noise related value <input type="text"/> Please select <input type="button" value="v"/>
Guaranteed sound power <input type="text"/> dB	Uncertainty K: <input type="text"/>
	Sigma T: <input type="text"/>

Comment

5. Notified Body Name Address Street, No. PO. City Country	6. Directive(S) : Directive 2000/14/EC Procedure following Annex <input type="text"/> Please select <input type="button" value="v"/>
--	---

7. Place And Date Of The Declaration

EU Member State submission Malta

Place NOISE MANU CITY

Date 27/07/2009

8. Other

Replace DoC

Authorised Signatory

Signed by Noise Manufacturer First NOISE MANUFACTURER KE





Position in Company :

Click to select your Technical Keeper from the list you defined (see 'Register Your Technical Keepers', p.16).


Click for micro help.

Use the to select the date from a calendar.

Figure 8 – 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>	<p>Name and address of the equipment manufacturer.</p> <ul style="list-style-type: none"> • 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 Enterprise and Industry e-Services Portal (https://webgate.ec.europa.eu/enterprise-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.17). • If you are an Authorised Representative: A magnifier icon  is available to select the manufacturer and his brand name from a list. If the manufacturer is not present in the list, first create it as explained in 'Register your Manufacturers', p.18.
<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 Enterprise and Industry e-Services Portal (https://webgate.ec.europa.eu/enterprise-portal/index.cfm?fuseaction=stk_public_myprofile.edit)).
<u>Technical Keeper:</u>	<p>Name and address of the person who keeps the technical documentation for the equipment.</p> <p>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.16).</p>
<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.

Notified Body: Where appropriate, use the magnifier icon  to select the name and address of the notified body involved.


Directive(s): 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)

Place and Date of the Declaration:

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.

Other:

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/mechan_equipment/noise/citizen/app/)

Authorised Signatory:

Signed by The first name and name of the declarant.

Position in Company Description of the declarant's legal position in the company.

- 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 AND 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:




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

* Noise related value :









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)	Z12UV-BR	31/07/2009	No	Signed	EX_7365
  		test	25/05/2009	Yes	Draft	


Managing your Own Data

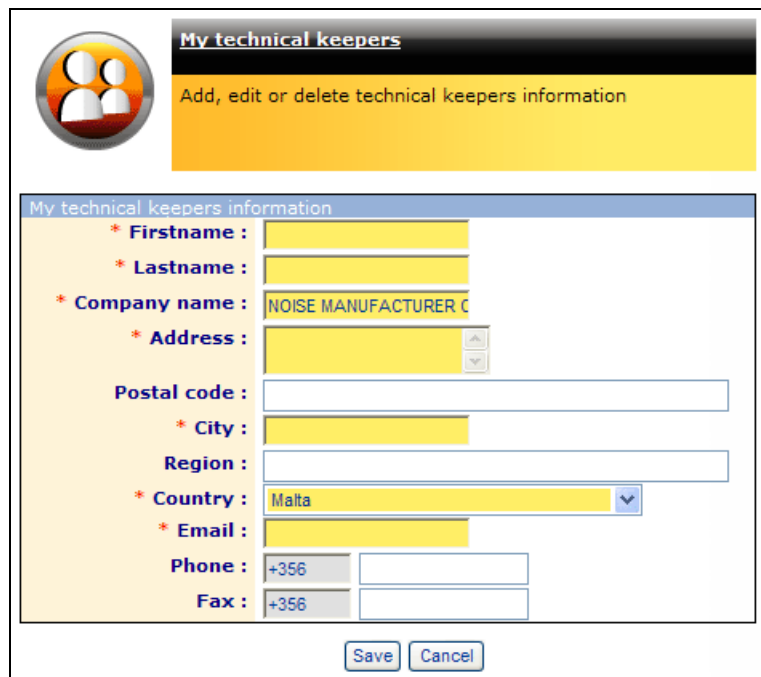
MANUFACTURERS:

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**.



My technical keepers
Add, edit or delete technical keepers information

My technical keepers information

* Firstname :

* Lastname :

* Company name : NOISE MANUFACTURER C

* Address :

Postal code :

* City :

Region :

* Country : Malta

* Email :

Phone : +356

Fax : +356

Save Cancel

Figure 9 – 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:

The screenshot shows a web interface for managing brand names. At the top left is a circular logo with a registered trademark symbol (R). To its right is a yellow header bar containing the text "My Brand name" and "Add, edit or delete brand names information". Below this is a section titled "My Company brandnames" which contains a table. The table has two columns: "Brand name" and "Comment". There are six rows in the table, each with a trash icon on the left and a dropdown arrow on the right. At the bottom right of the table, it says "Total : 1". Below the table are "Save" and "Cancel" buttons.

Figure 10 – 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.*

AUTHORISED REPRESENTATIVES:

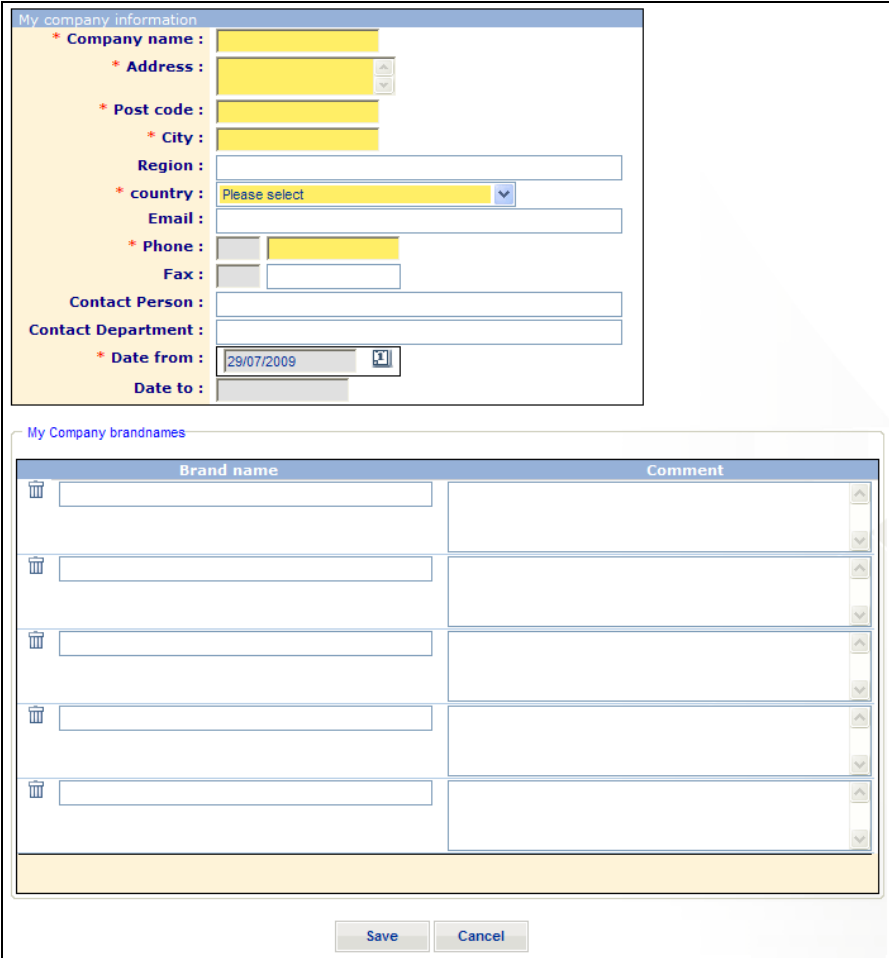
Register your Manufacturers

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.12).

◆ **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:



The screenshot shows a web form for registering a manufacturer. It is divided into two main sections: 'My company information' and 'My Company brandnames'.

My company information: This section contains several input fields, some of which are highlighted in yellow to indicate they are required. The fields are:

- * Company name
- * Address
- * Post code
- * City
- Region
- * country (with a dropdown menu showing 'Please select')
- Email
- * Phone
- Fax
- Contact Person
- Contact Department
- * Date from (with a date picker showing 29/07/2009)
- Date to

My Company brandnames: This section contains a table with two columns: 'Brand name' and 'Comment'. The table has five rows, each with a trash icon in the first column and a text input field in the second column. The 'Brand name' column is currently empty.

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.


Figure 11 – 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 [ENTR DIR-NOISE](mailto:entr-dir-noise@ec.europa.eu)
(entr-dir-noise@ec.europa.eu).*

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