

Quick Guide to Using NOISE

Summary – 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, it is now a legal obligation for manufacturers to accompany their equipment with an EC declaration of conformity (DoC) saying that the equipment is in conformity with the provisions of this directive and any other pertinent directives.

The Commission has developed a dedicated online tool for manufacturers (or their authorised representatives) to register their DoCs. This tool is available from a secured portal on the Web.

I. PRELIMINARIES

Register To the Portal

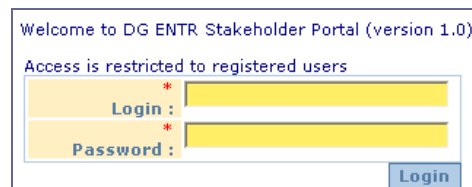
NOISE is accessible through a secured Web portal. To gain access to the portal, you must follow a 3-step registration procedure:

- 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. Enter your email address in the Email box under '**Or register here**'.

3. Click **Register**.
4. You will now receive a message at your email address.
5. You have 48 hours to open the message and click the supplied hyperlink to confirm your request.
6. As a result of the confirmation, you will receive another message containing your password to access the portal. Click the supplied hyperlink to complete the Login and Password boxes on the portal home page, and click **Login**.



Request Access to NOISE

Once you have registered to the Web portal, you can request access to NOISE.

To request access to NOISE:

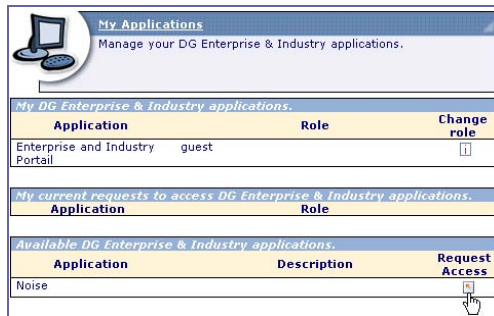
- Go to the Internet address:
<https://webgate.ec.europa.eu/enterprise-portal>

[Tip] Add this address to your Internet Explore Favourites: select *Favorites > Add to favorites (Ctrl-D)*

- Enter your login information and click **Login**.
- From the portal Home page, click the "My applications" hyperlink:




- Click the Request Access button on the Noise line in the lower Available DG Enterprise & Industry applications. Box :



- Select you role "Authorised Representative" or "Manufacturer", complete your personal information and click **Save**.

You will shortly receive an email message confirming your access to Noise. Once you have this message, you can start using NOISE as described below.

If you need to change your role in the future:

- Return to "My Applications".
- In the **Change role** column under the *My DG Enterprise & Industry applications* section, click the  button next to your current Noise role:

My Applications		
Manage your DG Enterprise & Industry applications.		
My DG Enterprise & Industry applications.		
Application	Role	Change role
Noise	AuthoRep	
Enterprise and Industry Portal	guest	

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

You can start using NOISE as soon as you receive your access confirmation by email.

All basic functions are described in the following pages.

II. USING NOISE

Starting NOISE

To start NOISE:

1. Access the Web portal:
<https://webgate.ec.europa.eu/enterprise-portal>
2. Click the NOISE hyperlink in the *Applications* section.



The NOISE Interface

The following illustrates the user interface of a use with a Manufacturer role in NOISE:



- **My technical keepers:**
Overview of all the people who keep the technical documentation for your equipment.
- **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 every manufacturer for which you (i.e. an authorised representative) may declare in NOISE.

Registering Technical Keepers

Technical keepers need to be registered in NOISE if they are to be used on a DoC.

To register a technical keeper:

1. Click the **My technical keepers** hyperlink.
2. Click **+ Add technical keeper** at the top right of the technical keeper overview.
3. Enter all required details about the technical keeper, and click **Save**.

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 directives concerned. This information can be prepared and saved temporarily, before being signed for submission to the 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 the DoC overview.
3. Complete the electronic DoC form with all required information as described in the following pages.

Automatically completed with your company details if you are a manufacturer. A magnifier icon would be available to select the manufacturer if you have an Authorised representative role.

Click  for micro help

Click  to delete the selected item

My Docs





[Edit my DoCs](#)

Management of My Declarations of Conformity

* = required field

EC Declaration of Conformity

Certificate number :




1. Manufacturer : <input type="text"/> Name: Rebex Ltd. Address: Street, No, 17 Chaussée de Waterloo PD, City: B-1000 Brussels Country: Belgium	2. Authorised Representative : <input type="text"/> Name: Address: Street, No, PD, City Country	3. Technical Keeper : <input type="text"/>  Name: Address: Street, No, PD, City Country
4. Equipment Product Name/model : <input type="text"/> Type/Serial No. : <input type="text"/> Equipment Category (As defined in the Directive) : <input type="text"/>  Still produced? : <input type="checkbox"/> <input type="checkbox"/>		
Sound Power Level Measured sound power level : <input type="text"/> dB Guaranteed sound power : <input type="text"/> dB Noise related value : <input type="text"/> Please select Uncertainty K : <input type="text"/> SigmaT : <input type="text"/>		
5. Notified Body : <input type="text"/>  Name: Address: Street, No, PD, City Country	6. Directive(s) : Directive 2000/14/EC Procedure following Annex : <input type="text"/> Please select	
7. Place And Date Of The Declaration EU Member State submission : <input type="text"/> Belgium Place : <input type="text"/> Brussels Date : <input type="text"/> 12/06/2007 		
Authorised Signatory Signed by : <input type="text"/> Edward Micholson Position in Company : <input type="text"/>		


Click  to select from a list



A red asterisk * indicates a mandatory field

Use the  icon to select the date on a calendar

Save Sign Cancel

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.
Manufacturer	Name and address of the equipment manufacturer. Completed automatically with your company data if you registered as a manufacturer. A magnifier icon  is available to select the manufacturer form a list, if you have an Authorisation Representative role in NOISE.
Authorised Representative	Name and address of the manufacturer's authorised representative. Completed automatically with your data if you have registered as Authorisation Representative. A magnifier icon  is available to select the Authorisation Representative form a list, if you have a manufacturer role in NOISE.
Technical Keeper	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 p.3).

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, the serial number - of the equipment as given by the manufacturer.
Equipment Category (As defined in the Directive)	Click the magnifier icon  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 (Lp.m)(dB)	The A-weighted sound power level. To be reported to the nearest whole number.
Guaranteed Sound Power Level (Lp.g)(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 sawblade 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.
Notified Body	Where appropriate, use the magnifier icon  to select the name and address of the notified body involved.
Place of declaration	The place (city, country) where the declaration of conformity has been entered.
Directive(s)	Where appropriate, references of the other Community directives applied. Might 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)
EU Member State submission	The Member State that has submitted the declaration of conformity.
Place	The place and 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.
Signed by	The first name and name of the declarant.
Position in Company	Description of the declarant's legal position in the company.

- Click either **Save** to save without submitting, or **Sign** to save and submit the declaration of conformity to the Commission.
 - If all information has been entered as required, the DoC status changes to either *Draft* (Save), or *Signed* (Sign) pending acceptance by the Commission.

- If some mandatory information is missing on the form, 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/signing again:


Procedure following Annex :
Please select 

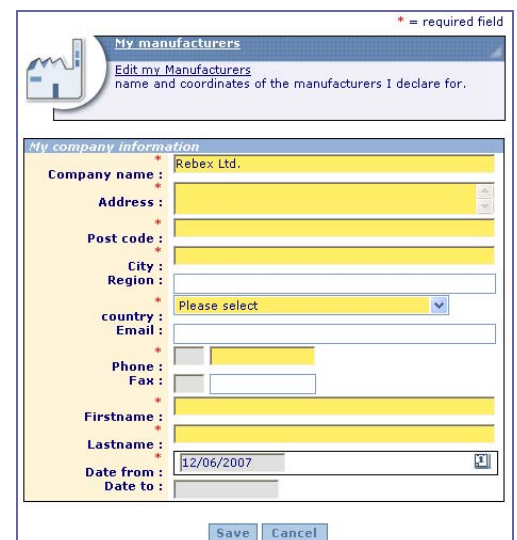
[Note] More information is required when you sign a DoC than when you save it as draft.

Registering Manufacturers

Users with an 'Authorised Representative' profile in NOISE have the possibility to enter declarations of conformity for 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 as described above.

To register a manufacturer:

- Click the **My manufacturers** hyperlink.
- Click  **Add a manufacturer** at the top right of the manufacturer overview.
- Enter all required details about the manufacturer, and click **Save**.



The manufacturer is saved with the indication "Waiting for approval" pending the Commission's decision. Once approved, the manufacturer's status changes to "Approved", and you can start recording DoCs for the manufacturer.

III. SUPPORT

Questions, problems, suggestions:

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