



QA Checklist

Products Containing Button and Coin Batteries (Risk Levels 1 and 3)

Products Containing Button and Coin Batteries

This checklist covers the mandatory requirements of the:

- Consumer Goods (Products Containing Button/Coin Batteries) Safety Standard
- Consumer Goods (Products Containing Button/Coin Batteries) Information Standard



In addition to relevant requirements of:

- Consumer Goods (Button/Coin Batteries) Safety Standard
- Consumer Goods (Button/Coin Batteries) Information Standard

This checklist must be completed for **ALL** Level 3 and Level 1 products that are designed to be powered by or to store button or coin cell batteries.

For Level 3 products with button batteries, your QA Partner/Specialist may provide you more than one checklist depending on the type of product. All sections are required to be filled in on this checklist, and only section 5 is required on the others.

The only products containing button batteries that are exempt from these requirements are those where the batteries are soldered into place and that are:

- electrical and electronic equipment within the field of audio, video, information and communication technology; or
- business and office machines with a rated voltage not exceeding 600 volts.



For both QA Team and Vendors: Before completing this checklist:

1. Consider whether this product can be powered by an alternative battery type
2. Consider whether the use of button batteries in the product is appropriate considering the intended user, foreseeable use/misuse and product type/construction.

Instructions

1. Sections 1-3 & 7-8 of this form can be completed by anyone within the vendor's organisation.
 2. Sections 4-6 of this form must be completed by a technically competent person
 3. The declaration of identity and conformity in section 9 of this form must be completed and signed
 4. A member of Big W's QA Team will complete section 10 of this form
- Until this review has been completed and accepted by Big W, the goods cannot be shipped/supplied to Big W.**

1. Product Overview

Product Name		Product Brand	
Product Description	Include list of items found in packaging including instructions, and key components (identifying which component contains the button battery)- e.g. 1 remote (contains button battery), instruction leaflet, humidifier		
Article Numbers If a non-compliant version of this product has previously been sold by Big W a NEW article code and BARCODE are mandatory.	Number	Description (include your model reference)	
		** insert additional row if needed. Only variations in colours are allowed.	

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Vendor/Supplier		First Shipment Date	
Country of Origin		Imported by	<input type="checkbox"/> Vendor <input type="checkbox"/> BigW
Category Manager		Universe	<input type="checkbox"/> Toys and Leisure <input type="checkbox"/> Everyday and Home
2. Product Photographs			
<i>Instruction: Provide clear photographs, showing all components including packaging and labelling</i>			
3. Product Use			
Intended User	<input type="checkbox"/> Children under 3 <input type="checkbox"/> Children over 3	Indoor or Outdoor Use	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor
Intended Use			
Foreseeable Use			
Sections 4-6: Technical Assessment to mandatory standards			
Sections 4-6 of this checklist must be completed on behalf of the vendor by a person with verifiable technical competence in the relevant product category. This may be a person within the supplier's organisation or from a third party consultancy or laboratory.			
Assessor Name		Assessor Signature	
Assessor Position		Assessor's Organisation	
Result		Completion date:	
4. Compliance with the Safety Standard (Consumer Goods (Products Containing Button/Coin Batteries) Amendment Safety Standard 2022)			
<i>Important: BigW reserves the right not to range a product if a product is assessed to be unsafe or is not compliant with the mandatory standards.</i>			
Instructions: A test report or other appropriate documentation must be submitted with this form that meets the applicable requirements listed below. The product must be tested to one of the standards listed below as these are mandated by law. All testing must be conducted by an accredited laboratory, and the report endorsed with the accreditation mark (e.g. CNAS/NATA stamp) OR for reports to UL4200A only, from a laboratory accredited to perform testing to similar standards (e.g. AS/NZS 62468.1:2018). Test reports must not be older than two years at the time of shipment.			
Division 2, Clause 8: Button/coin batteries must not release during reasonably foreseeable use or misuse conditions			
Requirement applies to ALL in scope products: If consumer goods contain a button/coin battery (whether or not the battery is intended to be replaceable), the battery in the consumer goods must not release during reasonably foreseeable use or misuse conditions.			

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Compliance MUST be demonstrated by testing to one of the test methods listed below. The batteries must not release during the selected testing. **Select which test method was applied (Only one is needed). Standards are to be as current as at 22 December 2020. Later editions/amendments will only be permitted if the clauses listed remain unchanged from that date.**

Standard	Clauses	Applied?
AS/NZS 62368.1:2018 Audio/video, information and communication technology equipment-Part 1: Safety requirements	4.8.4.2 to 4.8.4.6	<input type="checkbox"/> Yes <input type="checkbox"/> No
IEC 62368-1:2018 Audio/video, information and communication technology equipment-Part 1: Safety requirements	4.8.4.2 to 4.8.4.6	<input type="checkbox"/> Yes <input type="checkbox"/> No
AS/NZS 8124.1:2019 Safety of Toys Part 1: Safety aspects related to mechanical and physical properties	5.24	<input type="checkbox"/> Yes <input type="checkbox"/> No
ISO 8124.1:2019 Safety of Toys—Part 1: Safety aspects related to mechanical and physical properties	5.24	<input type="checkbox"/> Yes <input type="checkbox"/> No
AS/NZS 60598.1:2017 Luminaires Part 1: General requirements and tests	4.101.1	<input type="checkbox"/> Yes <input type="checkbox"/> No
UL 4200A UL Standard for Safety for Products Incorporating Button or Coin Cell Batteries of Lithium Technologies	6.3.2 to 6.3.4	<input type="checkbox"/> Yes <input type="checkbox"/> No

Division 2, Clause 9: Compartment holding button/coin batteries must be resistant to being opened by young children

This **only applies to products where the battery is intended to be replaced** by the consumer. If the batteries cannot be replaced by the consumer this requirement is not applicable.

Requirement: If consumer goods contain a button/coin battery that is intended to be replaceable by a consumer, the compartment in which the battery is held must be designed to ensure the compartment is resistant to being opened by young children.

Compliance MUST be demonstrated by testing to one of the test methods listed below.. **Select which test method was applied (Only one is needed). Standards are to be as current as at 22 December 2020. Later editions/amendments will only be permitted if the clauses listed remain unchanged from that date.**

Standard	Clauses	Applied?
AS/NZS 62368.1:2018 Audio/video, information and communication technology equipment-Part 1: Safety requirements	After testing to: 4.8.4.2 to 4.8.4.6 Complies with: 4.8.5	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IEC 62368-1:2018 Audio/video, information and communication technology equipment-Part 1: Safety requirements	After testing to: 4.8.4.2 to 4.8.4.6 Complies with: 4.8.5	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
AS/NZS ISO 8124.1:2019 Safety of Toys Part 1: Safety aspects related to mechanical and physical properties AND AS/NZS 62115:2018 Electric toys—Safety,	After testing to: 5.24 of AS/NZS ISO 8124.1:2019 Complies with: 13.4.1, and if applicable 13.4.6 of AS/NZS 62115:2018	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
ISO 8124.1:2019 Safety of Toys—Part 1: Safety aspects related to mechanical and physical properties AND IEC 62115:2017	After testing to: 5.24	<input type="checkbox"/> Yes

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Electric toys (OR EN IEC 62115:2020)	of ISO 8124.1:2019 Complies with: 13.4.1, and if applicable 13.4.6 of IEC 62115:2017	<input type="checkbox"/> No <input type="checkbox"/> N/A	
AS/NZS 60598.1:2017 Luminaires Part 1: General requirements and tests	After testing, complies with: 4.101.1 and if applicable 4.101.2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
UL 4200A UL Standard for Safety for Products Incorporating Button or Coin Cell Batteries of Lithium Technologies	After testing to: 6.2, 6.3.2-6.3.4 Complies with: 6.3.5	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Division 2, Clause 10: Fasteners for doors or covers to compartments holding button/coin batteries must be captive etc.			
<p>This only applies to products where the battery compartment door is secured by screws or fasteners AND the product has been tested to UL 4200A</p> <p>Requirement: The consumer goods must be designed to ensure the screws or similar fasteners used to secure the door or cover providing access to the compartment are captive and remain with the door or cover.</p> <p>Compliance MUST be demonstrated by testing to one of the test methods listed below.. Select which test method was applied (Only one is needed). Standards are to be as current as at 22 December 2020. Later editions/amendments will only be permitted if the clauses listed remain unchanged from that date.</p>			
Standard	Clauses	Applied?	
AS/NZS ISO 8124.1:2019 Safety of Toys Part 1: Safety aspects related to mechanical and physical properties OR ISO 8124.1:2019 Safety of Toys—Part 1: Safety aspects related to mechanical and physical properties	13.4.6	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
AS/NZS 60598.1:2017 Luminaires Part 1: General requirements and tests	4.101.2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Division 2, Clause 11: Secureness of consumer goods with non-replaceable button/coin battery accessible by consumers must be tested			
<p>This only applies to products where the battery is not intended to be replaced by the consumer, but is accessible to the consumer. Musical greeting cards are an example of the consumer goods to which this section applies.</p> <p>Requirement: Before the supply of the consumer goods to a consumer, representative samples of the consumer goods must meet the test set out in section 6.4 of the Lithium Technologies Standard.</p>			
Standard	Clauses	Applied?	
UL 4200A UL Standard for Safety for Products Incorporating Button or Coin Cell Batteries of Lithium Technologies	6.4	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Test Report Details			
Test Report Reference	Date	Accreditation	Attached?
			<input type="checkbox"/> Yes <input type="checkbox"/> No

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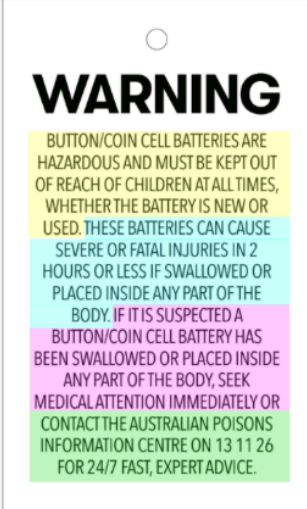



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			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your product reference and name on the report/s?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If No, have you attached an identity declaration per report?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Compliance with the Information Standard (Consumer Goods (Products Containing Button/Coin Batteries) Information Standard 2020)			
Important: BigW reserves the right not to range a product if a product is assessed to be unsafe or is not compliant with the mandatory standards.			
Instructions: High resolution soft copies (pdf or image files) of the product's packaging, instruction manual and any labels must accompany this form.			
Part 2, Sections 8 & 9: Consumer goods with button/coin batteries—general requirement for warning and requirements for goods with a lower risk profile			
Requirement applies to ALL in scope products. If the product meets the definition of a lower risk profile item in Section 9, then all requirements may be fulfilled in the instruction manual of the product. Requirement is outlined below.			
Are there instructions inside the packaging?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the product packaged?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the product meet any of the requirements for application of Section 9- Warning Requirements for consumer goods with lower risk profile?		<input type="checkbox"/> Product has an instruction manual AND <input type="checkbox"/> Product is a hearing aid OR <input type="checkbox"/> Batteries are fully enclosed in the product and cannot be accessed for replacement OR <input type="checkbox"/> Batteries are not intended to be removed or replaced by the customer OR <input type="checkbox"/> A specialist is required (e.g. a jeweller with special tools) to install or remove the battery OR <input type="checkbox"/> Product does not meet the requirements	
Requirement		Documents required to be submitted	Applied?
If there are instructions inside the packaging, is the substance of ALL matters listed under the warning section below included in the instructions?		Instruction manual	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If the product is packaged , is the front panel of the packaging clearly, prominently and legibly marked with the below symbol or the hazard symbol with text that explains the warning (note it does not need to be in colour but this is preferable):		Packaging	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A- no packaging <input type="checkbox"/> N/A- product meets requirements for lower risk profile exemption

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	 Warning: Contains button or coin cell battery. Hazardous if swallowed or inserted – see instructions		
If the product is packaged, AND not accompanied by instructions, is the substance of ALL matters listed under the warning section below included on the packaging or on a sticker or tag attached to the product?	Packaging and product labels/swing tags as applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A- instruction manual included	
If the product is NOT packaged, is the substance of ALL matters listed under the warning section below included on a sticker or tag attached to the product?	Product labels/swing tags as applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A- goods packaged and/or have instructions	
Are all symbols and warning statements sufficiently prominent, legible and visible when the artwork is viewed at 100%?	As above	<input type="checkbox"/> Yes <input type="checkbox"/> No	
WARNING REQUIREMENTS - Warning must cover all matters- commonly omitted matters are highlighted in blue. An example of a warning meeting these requirements is given below for reference.			
<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;">  </div> <div style="flex: 1; padding-left: 20px;"> <p>Alert Word- Danger, Warning Caution</p> <p>A recognised safety alert symbol is required which must include a combination of symbol ISO 7010-W001 and symbol IEC 60417-6367.</p> </div> <div style="flex: 1;">  </div> <div style="flex: 1; padding-left: 20px;"> <ol style="list-style-type: none"> A statement to the effect that the battery is hazardous and is to be kept away from children (whether the battery is new or used); If the battery is a lithium button/coin battery—a statement to the effect that the battery can cause severe or fatal injuries in 2 hours or less if it is swallowed or placed inside any part of the body; If the battery is a non-lithium button/coin battery—a statement to the effect that the battery can cause serious injuries if it is swallowed or placed inside any part of the body; advice to the effect that medical attention should be sought immediately if it is suspected the battery has been swallowed or placed inside any part of the body; Preferably- advice to contact the Poisons Information Centre </div> </div>			
An alert word (such as DANGER, WARNING or CAUTION) with the letters of the alert word in UPPER CASE		<input type="checkbox"/> Yes <input type="checkbox"/> No	
This symbol: 		<input type="checkbox"/> Yes <input type="checkbox"/> No	
A statement to the effect that the battery is hazardous and is to be kept away from children (whether the battery is new or used);		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If the battery is a lithium button/coin battery—a statement to the effect that the battery can cause severe or fatal injuries in 2 hours or less if it is swallowed or placed inside any part of the body		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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If the battery is a non-lithium button/coin battery—a statement to the effect that the battery can cause serious injuries if it is swallowed or <u>placed inside any part of the body</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Advice to the effect that medical attention should be sought immediately if it is suspected the battery has been swallowed or placed inside any part of the body.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6. Marking and packaging requirements for batteries supplied with the product <i>Consumer Goods (Button/Coin Batteries) Safety Standard</i> <i>Consumer Goods (Button/Coin Batteries) Information Standard</i>			
Important: BigW reserves the right not to range a product if a product is assessed to be unsafe or is not compliant with the mandatory standards.			
Instructions: Complete the relevant sections below if the product is supplied with a button or coin cell battery, either contained within the product or supplied separately in the packaging.			
Are all button and coin cell batteries supplied with this product securely contained within the product itself (e.g. in the battery compartment) or in packaging that meets all relevant requirements of: Consumer Goods (Button/Coin Batteries) Safety Standard <i>Test reports must be supplied to demonstrate compliance if applicable</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A- no batteries supplied in or with this product		
If the battery diameter is 20mm or greater, is the battery itself marked with the below symbol which has a diameter of at least 6mm and which is permanently marked on the product as per the example below? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A- no batteries supplied in or with this product <input type="checkbox"/> N/A- battery is 19mm in diameter or less		
7. Traceability			
Batch Code on Product	<input type="checkbox"/> Yes <input type="checkbox"/> No	Format	
Batch Code on Pack	<input type="checkbox"/> Yes <input type="checkbox"/> No	Format	
8. Required Documentation			
Instruction: Please review the list below. For documents that are marked as required, or you believe to be relevant to this product, please enter the filename and submit with your completed form.			
Required	Document Type	Filename	Attached
YES	Packaging Artwork-retail/display carton	<i>e.g. retail_pack.pdf</i>	<input type="checkbox"/> Yes
YES	Product labels including sewn in labels		<input type="checkbox"/> Yes
YES	Instruction manual		<input type="checkbox"/> Yes

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YES	Test reports listed in Section 4 of this document		<input type="checkbox"/> Yes
	Testing to demonstrate compliance of separate battery packaging as per Section 6		<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Photo of the required engraving if included battery is 20mm or greater in diameter		<input type="checkbox"/> Yes <input type="checkbox"/> N/A

9. Declaration

This declaration must be completed by an authorised representative of the supplier

"As the supplier of the product assessed in this document, we declare that the product supplied to Big W is in compliance with the Australian Competition and Consumer Act 2010, and the Australian Consumer Law (ACL) 2010. All other applicable regulatory requirements have been assessed by a technically competent person as documented above, and all of Big W's listed requirements have been met. Based on this assessment we declare that the product is safe, fit for purpose, durable and of acceptable quality.

We declare that this assessment has been based on test reports and other documentation that are representative of the product supplied to Big W, and that these documents will be dispatched as required to Big W along with this completed form.

We understand that it is our responsibility to ensure that the product supplied to Big W is consistent in construction, workmanship, materials and components, to the product herein assessed.

We agree to review and re-submit this assessment on a bi-annual basis, and when the product is altered in a manner that may impact upon safety or compliance.

Authorised Representative Name		Signature:	
Authorised Representative Role:		Date:	

10. BigW's Acceptance

QA Partner: Name		PR Number	
Outcome	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL		
Comments			
Date:		Signature:	

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