Dear [Supplier's Name],

As part of our internal compliance process and in line with **AS/NZS 3820:2020 Essential Safety Requirements for Electrical Equipment**, we are reviewing the documentation for the product(s)/equipment supplied by your company. To proceed with our evaluation and ensure that the equipment meets the applicable safety obligations in Australia, we kindly request the following additional information:

1. **Evidence of Compliance**
   * Test reports or certificates demonstrating compliance with AS 3820 or relevant AS/NZS standards.
   * Declaration of Conformity (DoC), if available.
2. **Technical File**
   * Product specifications, wiring diagrams, user manuals, and any applicable safety instructions.
   * Design and construction details showing safe operation under normal and fault conditions.
3. **Risk Assessment**
   * Summary of any risk assessments or hazard analysis carried out for the equipment.

This information is essential to confirm that the product satisfies the **minimum safety requirements** and is suitable for use in JCU facilities.

We would appreciate your response by **[day, month, year]** to avoid delays in our compliance review.

If you have any questions or require clarification on the information requested, please contact me directly on email \_\_\_\_\_\_\_ or phone number \_\_\_\_\_\_\_\_.

Kind regards,