



Application form

Extinguishing agent trading authorisation

Enquiries: 03 8892 3183
www.fpib.com.au

Complete this form in one of two ways:

- 1** Save this interactive PDF to a location on your computer, fill-in, save and email it to ozone@fpib.com.au. For best compatibility, use only Adobe Acrobat on a desktop or laptop device. **Do not complete this PDF in your browser.**
- 2** Print, fill in, scan and email to ozone@fpib.com.au, or post to: Executive Officer
Fire Protection Industry (ODS & SGG Board)
PO Box 1049, Box Hill VIC 3128

This application form is for new applications only. If you need to renew your authorisation, email ozone@fpib.com.au and request a renewal form. To renew your authorisation, submit your renewal form at least 30 days prior to your expiry date otherwise you will be required to make a new application. Whilst the Fire Protection Industry (ODS & SGG) Board (FPIB) will endeavour to forward information and a reminder to you prior to your authorisation expiring, it remains your responsibility to ensure you have a valid authorisation at all times to continue to acquire, store or dispose of a scheduled extinguishing agent legally. The FPIB requires you to submit a risk management plan as part of your application. This is attached at the end of this form for you to complete. Further information is available at www.fpib.com.au.

OFFICE USE ONLY

Authorisation number

Date

 / /

Expiry date

 / /

1. APPLICANT DETAILS

Company/trading name

ABN

Contact person

Email

Phone ()

Mobile

Business address

Suburb

State

P/code

Postal address (if different from above)

Suburb

State

P/code

2. SUITABILITY QUESTIONNAIRE (continued over page)

Under Regulation 102 of the Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995 (the Regulations), the Fire Protection Industry (ODS & SGG) Board must consider whether you are a fit and proper person to hold an authorisation.

If you are an **BODY CORPORATE**, please declare (by ticking) whether:

the body corporate has, in the last ten years immediately prior to making this application:

- 1. had a civil penalty order made against it for contravention of a civil penalty provision
- 2. been convicted of an offence*, or an order under section 19B of the *Crimes Act 1914* has been made, for contravention of the:
 - 1. *Ozone Protection and Synthetic Greenhouse Gas Management Act 1989* (the Act); or
 - 2. *Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995* (the Regulations)
- 3. had any conviction for an offence*, or an order under section 19B of the *Crimes Act 1914* has been made, against a law of the Commonwealth, of a State or of a Territory that is punishable by imprisonment for a period of six months or longer



an executive officer of the body corporate has, in the last ten years immediately prior to making this application:

1. had a civil penalty order made against them for contravention of a civil penalty provision
2. been convicted of an offence*, or an order under section 19B of the *Crimes Act 1914* has been made, for contravention of the:
1. *Ozone Protection and Synthetic Greenhouse Gas Management Act 1989* (the Act); or
2. *Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995* (the Regulations)
3. had any conviction for an offence*, or an order under section 19B of the *Crimes Act 1914* has been made, against a law of the Commonwealth, of a State or of a Territory that is punishable by imprisonment for a period of six months or longer

an executive officer of the body corporate has applied to take the benefit of any law for the relief of bankrupt or insolvent debtors, or has compounded with creditors or has made an assignment of remuneration for their benefit

the body corporate has made any statement in an application under the Act or Regulations that was false or misleading in a material particular; and if so, knew that the statement was false or misleading

an executive officer of the body corporate has made any statement in an application under the Act or Regulations that was false or misleading in a material particular; and if so, knew that the statement was false or misleading

the body corporate has contravened a condition of a fire protection industry permit

the body corporate has held a fire protection industry permit that was cancelled

an executive officer of the body corporate has contravened a condition of a fire protection industry permit

an executive officer of the body corporate has held a fire protection industry permit that was suspended or cancelled

Declarations will not necessarily prevent you from receiving a licence.

* Subject to the Spent Convictions Scheme

If you have declared (ticked) any of the above, please give details in a separate attachment, or...

[Click here to attach your files](#)



I have read the suitability questionnaire Yes No

If you are an **INDIVIDUAL**, please declare (by ticking) whether you:

have, in the last ten years immediately prior to you making this application:

1. had a civil penalty order made against you for contravention of a civil penalty provision
2. been convicted of an offence*, or an order under section 19B of the *Crimes Act 1914* has been made, for contravention of the:
1. *Ozone Protection and Synthetic Greenhouse Gas Management Act 1989* (the Act); or
2. *Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995* (the Regulations)
3. had any conviction for an offence*, or an order under section 19B of the *Crimes Act 1914* has been made, against a law of the Commonwealth, of a State or of a Territory that is punishable by imprisonment for a period of six months or longer

are currently bankrupt, have applied to take the benefit of any law for the relief of bankrupt or insolvent debtors, or have compounded with creditors or have made an assignment of remuneration for their benefit

have made any statement in an application under the Act or Regulations that was false or misleading in a material particular; and if so, knew that the statement was false or misleading

have contravened a condition of a fire protection industry permit

have held a fire protection industry permit that was suspended or cancelled

Declarations will not necessarily prevent you from receiving a licence.

* Subject to the Spent Convictions Scheme

If you have declared (ticked) any of the above, please give details in a separate attachment, or...

[Click here to attach your files](#)



I have read the suitability questionnaire Yes No

[Continued >>](#)



6. EQUIPMENT DETAILS

Equipment type	Make	Model	Serial number
Recovery units			
Vacuum pumps			
Leak detection equipment			

7. EXECUTIVE OFFICER OR SOLE TRADER/OPERATOR'S DECLARATION

- I understand that I need to provide the information and documents specified in the application form in order for my application for an extinguishing Agent trading authorisation to be assessed under the Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995 (the regulations), Division 6A.2.
- I understand and consent to this personal information being disclosed to third parties in circumstances including the following:
 - to a State, Territory or Commonwealth government agency for the purpose of determining my suitability to hold an Authorisation;
 - to any other third party identified in this application, for the purpose of verifying data or statements attributed to that third party in this application;
 - to a Commonwealth government agency for the purpose of investigating or taking action in relation to a suspected breach of the law.
- I understand and consent to my personal information being used by the Commonwealth for the purposes of:
 - managing, assessing, evaluating and monitoring legislative compliance, policies and programs;
 - contacting me in relation to matters relevant to the Fire Protection industry, including new or proposed laws, which could directly or indirectly affect licence holders;
 - other purposes as outlined in and restricted by the Department's [Privacy Policy](#).
- I declare that all the information and documentation supporting this application is true and correct in every particular and that all relevant documents supporting this application are attached.
- I understand that the department's [Privacy Policy](#) contains information on how I may access and correct personal information held by the department. It also details how I may complain about a breach of the Australian Privacy Principles and how a complaint will be handled.
- I understand that it is a criminal offence, under Part 7.4 of the Criminal Code 1995 (Commonwealth) to provide false and misleading information in an application.

Signature of applicant

Signing by PDF: add your Acrobat signature or just type your full name.

Date / /



8. AUTHORISATION CONDITIONS

Any Authorisation is granted subject to the conditions (regulation 332) that the holder:

1. keeps up to date records showing the amounts of extinguishing agent acquired, disposed of and recovered from equipment by the holder during each quarter; and
2. 14 days or less after receiving a request in writing by the Fire Protection Industry (ODS & SGG) Board, sends to the Board copies of the records mentioned in paragraph (a); and
3. has equipment that is adequate for the holder's activities, including 1 or more of each of the following:
 - a. unless the holder has leak detection procedures in place—leak detectors;
 - b. vacuum pumps;
 - c. recovery units; and
4. maintains, so that it operates correctly, each item of the holder's equipment that is necessary to prevent avoidable emissions of any extinguishing agent; and
5. at least every quarter, checks any extinguishing agent container at the holder's premises for leaks; and
6. does not fill a container unless it meets AS 2030.1; and
7. puts into effect for the premises a risk management plan that is approved, in writing, by the Board; and
8. handles any extinguishing agent in accordance with each applicable standard mentioned in Table 326; and
9. delivers, to the operator of an approved extinguishing agent destruction facility, any extinguishing agent that is to be destroyed.
10. must accept any surrendered controlled extinguishing agent that has been used, or appears to be intended for use in, fire protection equipment.

9. A RISK MANAGEMENT PLAN MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

The following risk management plan is an FPIB template that we recommend you use to complete your risk management plan. However, if you have created a risk management plan using your own company template, please attach separately and do not complete this section.

[Click here to attach a separate risk management plan](#)

Version 7: December 2021

Risk management plan

A risk management plan for storing and disposing of fire extinguishing agents controlled under the *Ozone Protection and Synthetic Greenhouse Gas Management Act 1989*.

INTRODUCTION

Reference A: Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995

Reference B: AS ISO 31000:2018

The Fire Protection Industry Board (ODS & SGG) (FPIB) may, on application, grant an extinguishing agent trading authorisation and/or a halon special permit to an organisation, permitting that organisation to acquire, store or dispose of an extinguishing agent that is for use, or has been used in fire protection equipment.

It is further conditional that the extinguishing agent trading authorisation and/or halon special permit is granted subject to the holder, among other requirements, puts into effect for the premises a risk management plan (as per the details below) or an alternative plan that is signed and approved in writing by the FPIB. In order to streamline the process for applicants with minor holdings of agent, the following plan for risk management of the agent has been designed in accordance with the standard for such plans.

Note: Applicants are welcome to submit a plan to a different template providing the essential elements outlined herein are covered at a minimum and the plan as submitted is in accordance with the provisions of AS ISO 31000:2018

However, the risk management plan submitted must cover at a minimum; how the following matters will be dealt with:

- Emissions from leaks in, or the failure of storage vessels.
- Damage by intruders.
- Transfer of extinguishing agents from a leaking storage container.
- Safe handling and transport of containers in accordance with the Australian Dangerous Goods Code.

An alternative risk management plan may be approved by the FPIB; only if the FPIB considers that the plan (if put into effect) would allow the premises to operate in a way that is consistent with Australia's obligations under the Montreal Protocol.

POLICY STATEMENT

(Name of company)

is committed to fire protection without damaging the environment and in regard to the acquisition, storage or disposal of extinguishing agents we will maintain our equipment, train our staff and use current operational best practice to minimise or eliminate risk to the environment through emissions from leaks in, or the failure of, storage vessels; damage by intruders; and the transfer of extinguishing agents from a leaking storage vessel. However, should any of these events occur our risk management plan will be implemented immediately with the full commitment of the company.

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OBJECTIVES

- 1. Implement a planned maintenance schedule for the life of all equipment used in the safe storage and/ or disposal of scheduled extinguishing agents.
- 2. Training of all staff involved in the storage or disposal of scheduled extinguishing agents to the standard required to hold an extinguishing agent handling licence in accordance with the requirements of the Fire Protection Industry Board (ODS & SGG).
- 3. Document your operational practices for safe storage and/or disposal of scheduled extinguishing agents.
- 4. Regularly (every 12 months) review your operational practices for safe storage and/or disposal of scheduled extinguishing agents

IDENTIFICATION, ASSESSMENT AND TREATMENT OF RISKS

Risk identification involves determining the likelihood of risks or threats. One of the most difficult things is ensuring that all major risks are identified. The Australian Standard for Risk Management AS ISO 3100 Appendix D refers to generic sources of risk.

1. Briefly tell us about your company and what it is that you do.

2. Describe the extent and types of specific risks your organisation may face regarding the safe storage and disposal of scheduled extinguishing agents, including security risks.

3. Outline the processes you will apply to minimise or eliminate the specific storage risks identified.

4. Outline reporting procedures you have put in place to capture/record any unintentional discharges of ODS and SGG extinguishing agents.

**5. Outline the processes you will apply to minimise or eliminate the specific disposal risks identified.**

6. Outline the processes you will apply to minimise or eliminate the specific security risks identified.

SENIOR MANAGEMENT SUPPORT AND STATEMENT

Your organisation is expected to achieve active and ongoing support from your directors and senior executives regarding the risk management strategy plan.

We, the undersigned, agree with the content and intent of this risk management strategy plan for storing and disposing of scheduled extinguishing agents other than halon. We are committed to the risk management policy and achievement of the associated objectives.

I certify that all statements made on this form are correct to the best of my knowledge.

Name

Signature

Date / /

Signing by PDF: add your Acrobat signature or just type your full name.

10. APPLICATION CHECKLIST

To ensure that your application can be processed immediately, please use this checklist to ensure that you have completed all actions necessary. **If we do not receive all the items listed below, we will not be able to process your application.**

- Applicant details – Have you fully completed the applicant details section?
- Suitability questionnaire – Have you read and ticked the relevant boxes in this section, and attached any supporting information if required?
- Employee details – Have you listed all employees equipped with an extinguishing agent handling licence (EAHL)?
- Locations and equipment – Have you listed all locations storing scheduled extinguishing agents as well as all relevant equipment?
- Declaration and signature – Have you signed the declaration that the information contained in this form is correct?
- Risk management plan – Have you either attached your own risk management plan, or completed the template included?

IF YOU COMPLETED ALL SECTIONS please submit your application form and any other supporting documentation.

Submitting by PDF – Save your completed PDF to a location on your computer and email it to ozone@fpib.com.au along with your supporting documents.

Submitting by printed form: scan and email it to ozone@fpib.com.au

Alternatively, post the form and supporting documents to:
Executive Officer, Fire Protection Industry (ODS & SGG) Board
PO Box 1049, Box Hill VIC 3128.