



# Risk management plan

Version 7: December 2021

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

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## 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](mailto: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](mailto:ozone@fpib.com.au), or post to:  
Executive Officer  
Fire Protection Industry (ODS & SGG Board)  
PO Box 1049, Box Hill VIC 3128

## INTRODUCTION

Reference A: Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995  
Reference B: AS/NZS 4360:2004

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/NZS 4360:2004.

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.

## 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/NZS 4360:2004 Appendix D refers to generic sources of risk.

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

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**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.**

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

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

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

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

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**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.

**IF YOU COMPLETED ALL SECTIONS**

Please submit your risk management plan.

**Submitting by PDF** – Save your completed PDF to a location on your computer and email it to [ozone@fpib.com.au](mailto:ozone@fpib.com.au) along with your supporting documents.

**Submitting by printed form:** scan and email it to [ozone@fpib.com.au](mailto:ozone@fpib.com.au)

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