



## Application form

# Extinguishing agent trainee licence

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](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

This application form is for new applications only. If you need to renew your licence, email [ozone@fpib.com.au](mailto:ozone@fpib.com.au) and request a renewal form. To renew your licence, 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 licence expiring, it remains your responsibility to ensure you have a valid licence at all times to continue to handle scheduled extinguishing agents legally.

#### OFFICE USE ONLY

Licence number

Date

/ /

Expiry date

/ /

### 1. APPLICANT DETAILS

Title	First name	Middle name
Last name	Date of birth	/ /
Residential address		
Suburb	State	P/code
Residential postal address (if different from above)		
Suburb	State	P/code
Phone (business hours) ( )	Mobile	
Personal email	Work email	

### 2. EMPLOYER DETAILS

Company/trading name	ABN
Contact person	Employer phone
Employer email	
Business address	
Suburb	State P/code
Business postal address (if different from above)	
Suburb	State P/code

### 3. COLOUR PASSPORT PHOTOGRAPH

Please attach a current colour passport size photo (minimum size 4cm high by 3.5cm wide).

If attaching a photo file to this PDF, please ensure it is a high-resolution colour JPEG or PNG file only.

[Click here to attach your photo file](#)



Attach using tape or glue.  
Do not staple through photo.



#### 4. SUITABILITY QUESTIONNAIRE

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 a licence.

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

\* 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](#)



Declarations will not necessarily prevent you from receiving a licence.

I have read the suitability questionnaire  Yes  No

#### 5. PERMIT DURATION

An extinguishing agent trainee licence will be issued by the FPIB for 12 months.

#### 6. PAYMENT DETAILS – For fee information, visit [www.fpiib.com.au](http://www.fpiib.com.au). Do not send cash.

**EFT PAYMENT** – Fire Protection Industry (ODS & SGG) Board – BSB 033 083 – Account 33-2940

Note: Please advise of payment time, date and amount to [ozone@fpiib.com.au](mailto:ozone@fpiib.com.au), and include your name as the reference.

**CHEQUE** – Payable to *Fire Protection Industry (ODS & SGG) Board*

**VISA**  **AMEX**  **MASTERCARD**

Card no.                 CCV    Expiry  /  Amount \$

Name on card  Signature

By PDF: add your Acrobat signature or type your full name.



**7. APPLICANT'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 handling licence 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     /     /
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**8. ENTITLEMENT AND SUPERVISOR INFORMATION**

An extinguishing agent trainee licence is awarded by the Fire Protection Industry (ODS & SGG) Board to individuals who are currently working in the fire protection industry under the supervision of the holder of an extinguishing agent handling licence (EAHL).

A trainee licence is only valid while working under this supervision.

The following table details the six licence categories and their entitlements. Please add the name, licence number and expiry date of each supervisor for each licence area you are intending to work in. Should your supervisor change, it is your responsibility to ensure that you are still working under the supervision of a licensed person.

Licence type	Entitlements	Supervisors name & EAHL licence number <small>(Only include supervisors for those areas you propose to work in).</small>						
1. Portable Fire Extinguisher Maintenance Licence	To charge and recharge a portable fire extinguisher, and repair the extinguisher valve.	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Name</td><td style="width: 20%;"></td></tr> <tr><td>EAHL #</td><td></td></tr> <tr><td>Expiry</td><td style="text-align: center;">/     /</td></tr> </table>	Name		EAHL #		Expiry	/     /
Name								
EAHL #								
Expiry	/     /							
2. Fixed System Installation & Decommissioning Licence	1) To install and decommission a gaseous fire extinguishing system (fire protection equipment) including: <ul style="list-style-type: none"> <li>(a) to install and disconnect actuation devices (mechanisms) to and from container valves; and</li> <li>(b) to install and disconnect gaseous agent containers; and</li> <li>(c) to install and disconnect any interconnections to other gaseous system containers; and</li> <li>(d) to install and disconnect ancillary equipment connections to manifold and pipework; and</li> <li>(e) to attach and remove transport equipment, such as valve outlet and actuator port caps, plugs and locking devices installed to prevent accidental discharge</li> </ul> 2) Commission actuation control devices set to operate and engage safety devices as needed and decommission these devices	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Name</td><td style="width: 20%;"></td></tr> <tr><td>EAHL #</td><td></td></tr> <tr><td>Expiry</td><td style="text-align: center;">/     /</td></tr> </table>	Name		EAHL #		Expiry	/     /
Name								
EAHL #								
Expiry	/     /							



Licence type	Entitlements	Supervisors name & EAHL licence number (Only include supervisors for those areas you propose to work in).
3. Fixed System Testing & Maintenance Licence	To test and maintain a gaseous fire extinguishing system (fire protection equipment), including: (a) to test actuation release systems; and (b) to disconnect and reconnect actuation devices (mechanisms); and (c) to disconnect and reconnect any interconnections to other gaseous systems containers; and (d) to disconnect and reconnect ancillary equipment connections from containers to manifold and pipework; and (e) to test actuation devices (mechanisms); and (f) to perform any tests and maintenance on any Fire Detection and Alarm System, including any remote operation panel and actuation and control system that interfaces with or forms part of a gaseous fire extinguishing system; and (g) to perform any tests and maintenance on gaseous agent containers and ancillary equipment connections from containers to manifold and pipework	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Name</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">EAHL #</div> <div style="border: 1px solid #ccc; padding: 2px;">Expiry        /        /</div>
4. Recovery, Reclamation, Fill & Recycling Licence	To recover, reclaim, fill and recycle an extinguishing agent into and from a fire extinguisher and gaseous fire extinguishing system container from and to a bulk agent container.	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Name</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">EAHL #</div> <div style="border: 1px solid #ccc; padding: 2px;">Expiry        /        /</div>
5. Warehouse Maintenance Licence	To monitor for leakage stocks of extinguishing agent bulk agent containers in a warehouse and, as needed, to transfer the extinguishing agent from a leaking storage container.	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Name</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">EAHL #</div> <div style="border: 1px solid #ccc; padding: 2px;">Expiry        /        /</div>
6. Control Systems Installation, Commissioning & Decommissioning Licence	To install, commission and decommission a fire detection and alarm system, including any remote operation panel and actuation and control system that interfaces with or forms part of a gaseous fire extinguishing system.	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Name</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">EAHL #</div> <div style="border: 1px solid #ccc; padding: 2px;">Expiry        /        /</div>

**9. LICENCE CONDITIONS**

A licence granted by the FPIBC is subject to the conditions, as set out in Regulation 326 of the Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995, that the licensee:

- (a) carries out the work to which the licence relates in accordance with any standard set out in an item in column 2 of Table 326 that relates to the work; and
- (b) gives any extinguishing agent recovered from fire protection equipment to:
  - (i) the holder of an extinguishing agent trading authorisation; or
  - (ii) the operator of an approved extinguishing agent destruction facility; and
- (c) ensures that any equipment used to transfer an extinguishing agent from one vessel to another:
  - (i) is fit for its purpose; and
  - (ii) is appropriately maintained; and
- (d) submits a report to the FPIBC describing the circumstances relating to any lawful emission of an extinguishing agent; and
- (e) does not carry out any work to which the licence relates (other than decommissioning or disposal or work in the aviation or maritime industries) on fire protection equipment that does not comply with any standard mentioned in Table 326 that applies to the equipment.

**Please ensure you complete the application checklist on the next page.**



## 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 and employer details sections?
- Photograph – Have you attached a current passport-size colour photograph?
- Suitability questionnaire – Have you read and ticked the relevant boxes in this section, and attached any supporting information if required?
- Payment – Have you completed the payment section and checked the correct amount to be paid? If paying by EFT, have you checked the bank account details are correct?
- Declaration and signature – Have you signed the declaration that the information contained in this form is correct?
- Entitlement and supervisor information – Have you provided your supervisors full name, EAHL licence number and expiry date for each relevant licence type?

**IF YOU HAVE TICKED ALL BOXES** 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](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)

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