AUTOMOTIVE ALTERNATIVE FUELS ASSOCIATION INCORPORATED
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Rules of Accreditation (LPG)

Definitions

1. The following definitions apply to these rules:

(a) **Accreditation** refers to an accreditation with the AAFRB of an individual who conducts LPG conversions or repairs in Victoria

(b) **Accredited Individual** means an individual accredited with the AAFRB

(c) **AS 2746** means the Australian Standard entitled 'Working areas for gas fuelled vehicles' as modified from time to time and any replacement of that standard

(d) **AS/NZS 1425** means the Australian and New Zealand Standard entitled 'LP Gas fuel systems for vehicle engines' as modified from time to time and any replacement of that standard

(e) **AAFRB** means Automotive Alternative Fuels Association Inc (trading as the Automotive Alternative Fuels Registration Board)

(f) **Applicant** means a person applying for accreditation or accredited with the AAFRB

(g) **Application** means an application form signed for or on behalf of the Applicant for accreditation with the AAFRB for the purposes of undertaking LPG conversions or repairs in Victoria

(h) **Application Fee** means a one-off fee payable to the AAFRB in relation to an Application

(i) **Debt due** means any amount owed by an Applicant to the AAFRB

(j) **Justified complaint** means in respect of a conversion or repair the identification of a conversion or repair failing to comply with these Rules, including without limitation a conversion or repair failing to comply with AS/NZS 1425 or the premises in which the conversion or repair was carried out failing to comply with AS 2746

(k) **LPG** means liquefied petroleum gas

(l) **Renewal** means an application for renewal of an existing Accreditation.

(m) **Renewal Fee** means an annual fee payable to the AAFRB

(n) **repair** means a repair to a vehicle involving opening a high pressure LPG line to the atmosphere

(o) **Rules** means the rules for accreditation of an individual with the AAFRB for the purposes of undertaking LPG conversions or repairs in Victoria as set out in this document and amended from time to time by the AAFRB.

Applications and Renewals

2. By making an Application or Renewal, the Applicant agrees, for the whole of the calendar year in which the Application or Renewal relates and ending on 31 December of that year, to:

   (a) comply with and be bound by these Rules, even if he or she is granted Accreditation which is subsequently cancelled or not renewed

   (b) comply with all reasonable directions of the AAFRB.

3. The AAFRB may accredit individuals to undertake LPG conversions or repairs in Victoria.

4. The submission of an Application or Renewal does not oblige the AAFRB to grant an Accreditation.

5. The AAFRB may request further information in relation to any Application or Renewal, including from the Applicant or third parties.

6. The AAFRB will notify the Applicant in writing of its decision to approve or reject an Application or Renewal.

7. Failure to pay the Application Fee and any Debt due may result in an Application being rejected.

8. Failure to pay the Renewal Fee and any Debt due may result in a Renewal being rejected.

9. An Accreditation expires at midnight on 31 December of the year in which it was granted or renewed unless renewed prior to 31 December of that year.

10. The Applicant is responsible for ensuring that he or she applies for Renewal and must pay the Renewal Fee and any Debt due by the due date specified on the Renewal form or other date agreed to in writing by the AAFRB.

11. Approval of an Application or Renewal will not result in the Applicant becoming a member of the AAFRB.

12. All Applications or Renewals approved by the AAFRB are approved on the express condition that the Applicant must:

    (a) comply with and be bound by these Rules, even if he or she is granted Accreditation which is subsequently cancelled or not renewed

    (b) comply with all reasonable directions of the AAFRB.

13. The AAFRB may approve an Application or Renewal subject to whatever other conditions it considers necessary or reasonable.

Conduct of an Accredited Individual

14. All LPG conversions or repairs undertaken by the Accredited Individual during the period of his or her Accreditation will:

    (a) be carried out in a proper and workmanlike manner

    (b) be of merchantable quality and fit for purpose according to the meaning of those terms for the purposes of the *Goods Act 1958* (Vic)

(c) comply with the current version of Vehicle Standards Information No 27, 'LPG/CNG Conversions', which VicRoads has published under regulation 257 of the *Road Safety (Vehicles) Regulations 2009* (Vic)

(d) comply with the version of AS/NZS 1425 current at the time of conversion or repair

(e) meet the emission standards specified in the current version of the EPA's 'Modified Vehicle Guidelines' (any reference in that document to the AAFRB 'Code of Practice' should be taken to be a reference to these Rules)

(f) affix to the relevant vehicle a correctly stamped and fully completed AAFRB compliance plate

(g) be carried out in premises that comply with the version of AS 2746 current at the time of conversion or repair (except in the case of industrial mobile equipment where it is not practicable to conduct the LPG conversion or repair in such premises).

Suspension or cancellation

15. Subject to clause 18 below, if:

(a) the Applicant breaches or fails to comply with any of these Rules and in the reasonable opinion of the AAFRB the breach or failure cannot be remedied, or

(b) the Applicant breaches or fails to comply with any of these Rules, and in the reasonable opinion of the AAFRB the breach or failure can be remedied but has not been remedied by the Applicant within 10 business days of the Applicant being given written notice of the breach or failure by the AAFRB, or

(c) the AAFRB identifies 3 or more Justified Complaints in relation to the Applicant in any 12 month period,

the AAFRB may issue a written notice to the Applicant requiring the Applicant to show cause why his or her Accreditation should not be suspended or cancelled. However, this clause does not limit the ways in which the AAFRB may enforce its rights under these Rules.

16. The Applicant may, within 10 business days of receipt of the show cause notice, make submissions in writing to the AAFRB providing reasons as to why his or her Accreditation should not be suspended or cancelled.

17. Within a reasonable time after the expiration of the 10 business day period, the AAFRB will consider the submissions made by the Applicant (if any), will determine whether the Applicant's Accreditation should be suspended or cancelled, and will notify the Applicant in writing of its decision.

18. Despite any other clause of these Rules, the AAFRB may immediately suspend or cancel the Applicant's Accreditation if in the opinion of the AAFRB there is a risk of injury or death to any person arising from any of:

(a) the conduct of the Applicant

(b) any conversion or repair carried out by the Applicant.

19. In the event of a suspension or cancellation under clause 18:

    (a) the AAFRB will notify the Applicant in writing of any decision to suspend or cancel the Applicant's Accreditation

    (b) the Applicant may, after receiving notification of the suspension or cancellation, make written submissions to the AAFRB seeking to have the suspension lifted or to have his or her Accreditation renewed

    (c) within a reasonable time after receipt of any such submissions from the Applicant, the AAFRB will consider the submissions and determine whether to lift the suspension or renew the Accreditation of the Applicant

    (d) the AAFRB will notify the Applicant in writing of its decision.

20. Upon receipt of notification of his or her suspension, the Applicant:

    (a) will immediately cease conducting any LPG conversions or repairs

    (b) will not conduct any further LPG conversions or repairs during the period of his or her suspension.

21. If the AAFRB receives a Justified Complaint in relation to an Accredited Individual, the AAFRB may impose a fee of $250 (plus GST) for each inspection of the relevant vehicle that the AAFRB undertakes.

Miscellaneous

22. Any waiver by the AAFRB of any right arising from a breach of or failure to comply with these Rules is of no effect unless it is in writing and signed by an authorised representative of the AAFRB.

23. A failure to exercise, delay in exercising, or a partial exercise of, a right created under or arising from a breach of or failure to comply with these Rules does not result in a waiver by the AAFRB of that right.

24. If any term or provision of these Rules is declared invalid or void, that term or provision will be severed from these Rules and will not affect the remaining terms or provisions which will continue to be binding on the Applicant subject to clause 2 above.

25. The Applicant must not assign, create an interest in, or otherwise deal with, his or her Accreditation.

26. These Rules override and prevail over any agreement between the Applicant and the AAFRB in relation to the Applicant's Accreditation and supersede any prior agreements and understandings between the parties.

27. These Rules are governed by the laws of Victoria.