



AUTOMOTIVE ALTERNATIVE FUELS ASSOCIATION INCORPORATED
7th Floor, 464 St Kilda Road, Melbourne Vic 3004
Telephone: (03)9862 6700 Facsimile: (03) 9866 5322
www.aafrb.com.au

ABN:80 536 959 590

TAX INVOICE

Automotive Alternative Fuels Registration Board (AAFRB)
LPG Registration Application - 2010

Registration Fee: **\$535.00**
GST Component: **\$ 53.50**
**GST denotes Goods & Services Tax*
Total payment *(to be attached to application)* **\$588.50**

This document will be a Tax Invoice for GST when you make payment.
Please complete the form and retain a copy for taxation purposes.

Post together with payment to the AAFRB, 7th Floor, 464 St. Kilda Rd, Melbourne 3004.

Payment Options

A **cheque** made payable to 'AAFRB' for the correct value

OR

Credit Card Authorisation - *(circle type of card)*

Mastercard

Visa

AMEX

Diners

Expiry date

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Cardholders Name **Cardholders Signature**.....

The AAFRB will provide you with notification of whether your application for registration has been approved. The AAFRB reserves the right to deny registration to any applicant. By making payment to the AAFRB, you are deemed to have agreed to be bound by the Rules of Registration referred to in section 3.

1. Applicant details **ABN** _____

Company: _____ **ACN** _____

OR

Sole Trader Proprietor: _____

OR

Partnership: _____

Please provide a copy of your certificate of incorporation and / or your

registration of business name for verification.

Trading Name: _____

Business Name: _____

Business Address: _____

Suburb: _____ Post Code: _____

Business Phone: _____ Facsimile: _____

Mobile No.: _____

E-mail address: _____

Mailing Address: _____

Suburb: _____ Post Code _____

Contact Person: _____

2. Accredited employees details

The following must be completed by the employer for processing of your application (your nominated employees must be in your full time employment):

Employee's Name:.....
Address:.....
Employee's AAFRB Accreditation No.:...AFA.....

Employee's Name:.....
Address:.....
Employee's AAFRB Accreditation No.:...AFA.....

Employee's Name:.....
Address:.....
Employee's AAFRB Accreditation No.:...AFA.....

Employee's Name:.....
Address:.....
Employee's AAFRB Accreditation No.:...AFA.....

(Attach list of other additional references should the above space not suffice)

3. Rules of Registration (LPG)

1. The Rules of Registration (**Rules**) comprise:
 - a) the AAFRB Requirements for Registration;
 - b) the AAFRB LPG Requirements;
 - c) the AAFRB Code of Practice; and
 - d) all other terms set out in this section 3.
2. By returning the completed application for registration form and making the required payment to the AAFRB, the Applicant warrants that it is in compliance with the Rules and agrees to be bound by them.
3. The Applicant acknowledges that:
 - a) the submission of the application for registration does not oblige the AAFRB to approve the application even if the Applicant is in compliance with the Rules; and
 - b) the AAFRB has absolute discretion to approve or deny such application.

The decision by the AAFRB to approve or deny registration will be notified in writing to the Applicant by the AAFRB.
4. If the application for registration is approved by the AAFRB, at all times during the Applicant's registration, the Applicant:
 - a) agrees to be bound by and comply with, and procure its employees and representatives to comply with, the Rules; and
 - b) must, and must procure its employees and representatives to, comply with all reasonable directions of the AAFRB.
5. The Applicant acknowledges that approval of its application for registration will not result in the Applicant becoming a member of the AAFRB.
6. The Applicant must permit any representative of the AAFRB (or any third party appointed by the AAFRB) to audit the records of the Applicant and/or to enter the Applicant's place of business. The Applicant must provide all reasonable assistance in relation to such audits and inspections.
7. The Applicant acknowledges that it has the responsibility to ensure that it applies for its registration to be renewed annually.
8. Subject to the provisions of clause 9 below, if:
 - a) the Applicant (or its employees or representatives) breaches or fails to comply with any of the Rules, and in the reasonable opinion of the AAFRB the breach or failure cannot be remedied; or
 - b) the Applicant (or its employees or representatives) breaches or fails to comply with any of the Rules, and in the reasonable opinion of the AAFRB the breach or failure can be remedied but it is not remedied by the Applicant (or its employees or representatives) within 10 business days of the Applicant being given written notice of the breach or failure by the AAFRB; or
 - c) the AAFRB receives 3 or more justified complaints in relation to the Applicant, its business, its employees or its representatives, in any 12 month period,

the AAFRB will issue a notice to the Applicant requiring the Applicant to show cause why its registration should not be suspended or cancelled.

- d) 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 its registration should not be suspended or cancelled.
 - e) 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 registration should be suspended or cancelled, and will notify the Applicant of its decision.
9. a) Notwithstanding the provisions of clause 8 above, the AAFRB may immediately suspend or cancel the Applicant's registration if in the opinion of the AAFRB there is a risk of injury or death to any person arising from the conduct of the Applicant, its employees or its representatives.
 - b) In such circumstances, 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 be re-registered.
10. Any waiver by the AAFRB of any right arising from a breach of, or failure to comply with, the Rules by the Applicant, its employees or its representatives must be in writing and signed by an authorised representative of the AAFRB. A failure to exercise, a delay in exercising, or a partial exercise of, a right created under or arising from a breach of or failure to comply with the Rules does not result in a waiver by the AAFRB of that right.
 11. If any term or provision of the Rules is declared invalid or void, that term or provision will be severed from the Rules and will not affect the remaining terms or provisions which will continue to be binding on the Applicant.
 12. The Applicant must not assign, create an interest in or otherwise deal with its registration. If there is a change in the ownership of the Applicant or a change in ownership of the business that has been granted the registration, unless otherwise notified by the AAFRB in writing, the registration will automatically terminate.
 13. The Rules constitute the entire agreement between the Applicant and the AAFRB in relation to the Applicant's registration and supersede all prior agreements and understandings between the parties. Any variation to that agreement must be in writing signed by an authorised representative of the AAFRB.
 14. The Rules are governed by the laws of Victoria. The parties submit to the non-exclusive jurisdiction of the courts of that State.
 - 15.1 If the Applicant is the subject of a complaint relating to an LPG modification to a vehicle and in the opinion of the AAFRB the complaint is justified, the AAFRB may impose a fee of \$250 (plus GST) for each inspection the AAFRB carries out on that vehicle.
 - 15.2 An invoice properly imposed shall be deemed conclusive evidence that a fee for inspection has been imposed pursuant to 15.1.
 - 15.3 Failure to pay all outstanding amounts imposed pursuant to 15.1 may result in the AAFRB refusing to renew an Applicant's registration.

Signed on behalf of the Applicant by:

Signature of ApplicantDate

Name (please print):.....

LPG Service Facilities

EQUIPMENT	YES	NO	COMMENTS
1. Vehicle hoist, ramp or pit (suitable for providing sufficient access to vehicle underbody)			
2. Wheeled Lifting Jack and stands			
3. Electric and / or air drills			
4. Welding equipment (arc Oxy)			
5. Power grinder			
6. Workbench and Vice			
7. Air Compressor			
8. Small Parts cleaning tank (eg: safety kleen)			
9. Appropriate set of hand tools			
10. Compression Gauge			
11. Adequate engine cylinder percentage leak test equipment			
12. Vernier calipers or Micrometers			
13. Tension Wrench			
14. Cooling System leak test equipment (pressure test)			
15. Fuel tank loading / unloading equipment (ie. Pump station or Inert gas pressure testing equipment and associated hosing and storage container)			
16. Inert gas pressure testing equipment suitable to 2.3Mpa (for Purging and			

EQUIPMENT	YES	NO	COMMENTS
testing of LPG Container Subassembly)			
17. Vacuum / pressure gauges with pressure ranges of 0 ~ 200 Kpa, & 0 ~ 3 MPa.			
18. Sheet metal cutting equipment			
19. Rolling action flaring tools / pipe cutter			
20. Tube bending equipment			
21. Electronic combustible gas detector capable of a minimum of 50 parts per million			
22. Engine analyser (including tachometer, voltmeter, ammeter, ohmmeter & timing light)			
23. 4 Gas Exhaust analyser			
24. Appropriate fire extinguisher/s dry powder of no less than 9 kg with a rating of 6A:80B:E in accordance with AS/NZS1850. (extinguishers are to be located within 4 metres of all gas fuelled vehicle working bays, and have their locations clearly identified by appropriate signage in accordance with AS 2444, and maintained in accordance with AS 1851.			
26. Vehicle conversion register (provided by AAFRB at time of Registration)			
26. Current copies of Australian Standards AS/NZ1425 – 2007 & AS2746 - 2008			
27. Number and letter stamps			
28. Plastic U-type manometer			
29. Copy of the current sections of the relevant Statutory rules (Vic Roads - SR No.54/1999 – Road Safety (Vehicles) (Vehicle Standards) Regulations 1999) applicable to gas fuelled vehicles.			
30. Appropriate Signage ie: No Smoking - Flammable Gas			
31. Appropriate personal protective equipment for use with extremely cold and cryogenic materials			

QUESTIONS	YES	NO	COMMENTS
1. Does your workshop comply with all statutory regulations?			
2. Does your workshop comply with Ventilation rates set out for garages and workshops in AS 1668.2			
3. If pit installed, does it have adequate ventilation and / or purging by water?			

AUTOMOTIVE ALTERNATIVE FUELS REGISTRATION BOARD

LPG REQUIREMENTS

EFFECTIVE JANUARY 1, 1993

INTRODUCTION:

An Automotive Alternative Fuels Registration Board (AAFRB) has been established in Victoria to ensure that all conversions of motor vehicles run on LP Gas, are carried out only by a registered business employing accredited staff.

Similar requirements have existed in other States and Territories for sometime. The final regulatory gap in the automotive LPG industry in Victoria has been long overdue.

The AAFRB will accredit individuals and register businesses undertaking conversions or repairs ("repair" means any repair to the vehicle which involves opening the high pressure LP Gas lines to the atmosphere) that comply with the Code of Practice and relevant Australian Standards.

In addition, the Board will set standards, accredit training courses, promote safe work practices and monitor the industry. This will ensure that the required standards are met by the industry and consumers protected.

Currently, all LPG converted vehicles must comply with AS1425 to be eligible for registration however, after January 1993, new conversions in compliance with AS1425 will require a compliance plate to be attached. Only registered businesses can fit an approved compliance plate.

Further details specifically for registration follow.

AUTOMOTIVE ALTERNATIVE FUELS REGISTRATION BOARD

Requirements For Registration

GENERAL INFORMATION:

From January 1, 1993, any business (ie sole trader, partnership, company or incorporated body) engaged in the installation and repair of LP Gas vehicles in Victoria must be registered with the Automotive Alternative Fuels Registration Board (AAFRB). "Repair" means any repair to the vehicle which involves opening the high pressure LP Gas lines to the atmosphere.

1. CRITERIA

The criteria for registration of a business is as follows;

- a) A business (ie sole trader, partnership, company or incorporated body) must agree to abide by the AAFRB Code of Practice.
Please provide a copy of your certificate of incorporation and / or your registration of business name for verification.
- b) On application to become a registered business, they must agree to and pass an initial inspection of their premises by a duly authorised officer or representative of the Board to ensure their premises and equipment comply with AS2746 and AS1425 and any subsequent inspections that may be deemed necessary by the Board.
- c) A registered business must be actively engaged in converting vehicles to LP Gas and maintain a clean workshop.
- d) Demonstrate that all work will be carried out by, or under direct supervision of an AAFRB accredited person.
- e) A registered business must have in their full time employment accredited persons.
- f) A registered business must perform all work relative to installation and/or repair of LPG converted vehicles in compliance with AS1425 and ensure safety of employees and the general public at all times.
- g) A registered business must affix an approved compliance plate to all vehicles converted after January 1, 1993 and keep records for a period of 7 years.
- h) A registered business must agree that in any dispute involving installations or repairs, the proprietor will allow the AAFRB to act as a mediator. Further, the proprietor may be bound by the recommendation of the Board.

- i) A business must display “No Smoking Flammable Gas” signs in the workshop area.
- j) A public risk policy covering repair claims must be valid at all times during the period of registration.
- k) Pay registration fees as and when determined by the Board.
- l) A registered business must immediately notify the AAFRB Secretariat should there be a change of business premises or change of ownership. A subsequent inspection will be necessary as and when directed by the Board.

2. FEES INVOLVED

- a) Initial Fee: \$535.00 per site (non refundable) *plus GST*
- b) Re inspection Fee \$267.50 per site (non refundable) *plus GST*
- c) Annual Renewal Fee: \$267.50 per site *plus GST*

Annual subscription payment must be made by the due date as specified on the subscription renewal notice.

The AAFRB operates using a common expiry date which is set at December 31st of each year.

Unless otherwise approved by the Board, each site must be individually registered with the AAFRB.

3 INSPECTION OF PREMISES

All business will be inspected by an authorised AAFRB inspector to ensure the business, equipment and premises comply with the Australian Standards and that AAFRB accredited individuals are employed by the business.

Return Application(s) to:

AAFRB
7th Floor
464 St Kilda Road
MELBOURNE VIC 3004



AUTOMOTIVE ALTERNATIVE FUELS ASSOCIATION INCORPORATED
7th Floor, 464 St Kilda Road, Melbourne Vic 3004
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AUTOMOTIVE ALTERNATIVE FUELS REGISTRATION BOARD

Code of Practice

1. INSTALLATION

- a) With the exception of industrial vehicles if it is not practical to do so, all installations and repairs must be carried out in an approved workshop in accordance with AS2746 and relevant statutory requirements.
- b) All installations and repairs should be carried out by or under the direct supervision of an accredited person by the AAFRB (“direct supervision” implies the ratio of one installer to one accredited person).
- c)
 - i) All installations and repairs must be carried out in accordance with the requirements of AS1425 (and any other applicable and/or successor Australian Standard).
 - ii) Every installation must be of merchantable quality and meet the emission standards as specified in the EPA’s Information Bulletin “Modified Vehicle Guidelines” current at the time of conversion.
- d)
 - i) For every installation, a compliance plate issued by the AAFRB must be stamped and affixed to the converted vehicle.
 - ii) For pre-existing conversions, as of 1 January 1993, the vehicle must comply with this Code of Practice before a compliance plate is fitted.
- e) For every installation and repair, a business must keep all records of conversions to:
 - i) identify the vehicle
 - ii) the date of conversion
 - iii) the accredited installer
 - iv) the equipment fittedAll records must be kept for a period of 7 years.
- f) The registered business will carry out all work in such a manner as to ensure the safety of all employees and the general public.

2. WORKSHOP & EQUIPMENT REQUIREMENTS

- a) Must comply with AS2746 and AAFRB registration to install or repair LPG fuelled vehicles in Victoria.

3. INDIVIDUAL REQUIREMENTS & QUALIFICATIONS

- a) A person must hold an AAFRB accreditation to install or repair LPG fuelled vehicles in Victoria.