



AUTOMOTIVE ALTERNATIVE FUELS ASSOCIATION INCORPORATED  
7<sup>th</sup> 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)  
CNG Accreditation Application - 2010

Accreditation Fee: **\$66.00**  
GST Component: **\$ 6.60**  
*\*GST denotes Goods & Services Tax*  
Total payment (to be attached to application) **\$72.60**

**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, 7<sup>th</sup> 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*

ccv

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

The AAFRB will provide you with notification of whether your application for accreditation has been approved. The AAFRB reserves the right to deny accreditation to any applicant. By making payment to the AAFRB, you are deemed to have agreed to be bound by the Rules of Accreditation referred to in section 7.

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#### 1. Applicant details (PLEASE USE BLOCK LETTERS)

**Surname:** .....

**Given Name(s):** .....

**Residential Address:** .....

**Town/Suburb:** ..... **Post Code:** .....

**Postal Address:** .....

**Town/Suburb:** ..... **Post Code:** .....

**Home Phone:** ..... **Date of Birth:** .....

**E-mail address:** ..... **Fax:** .....

2. Details of Current Employer:

Business Name: .....  
Address: .....  
Town/Suburb: ..... Post Code: .....  
Phone: ..... Fax: .....  
Commencement of Employment: .....

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3. Qualifications

*Please attach copies for verification of qualifications.*

Are you a qualified motor mechanic YES NO

If "YES", what is your Motor Mechanics No: .....

If "NO", what qualifications do you hold? Please give details.

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4. Industry Work Experience:

*Where did you obtain LPG industry work experience?*

1. Business Name: .....  
Business Phone: .....  
Date/s of Employment from .....to .....

2. Business Name: .....  
Business Phone: .....  
Date/s of Employment from .....to .....

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5. Training Qualifications

*Provide proof of training courses successfully completed.*

1. Name of Course:.....  
Place where course conducted:.....  
Date when course completed .....

2. Name of Course: .....  
Place Where course conducted:.....  
Date when course completed:.....

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6. Interstate Accreditation/Licensing

*This section is to be completed by those with interstate accreditation/license*

State of issue: ..... Date of issue:.....

## 7. Rules of Accreditation (CNG)

1. The Rules of Accreditation (**Rules**) comprise:
  - a) the AAFRB Requirements for Accreditation;
  - b) the AAFRB Code of Practice; and
  - c) all other terms set out in this section 7.
2. By returning the completed application for accreditation form and making the required payment to the AAFRB, the Applicant warrants that he or she 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 accreditation 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 accreditation will be notified in writing to the Applicant by the AAFRB.
4. If the application for accreditation is approved by the AAFRB, at all times during the Applicant's accreditation, the Applicant:
  - a) agrees to be bound by and comply with the Rules; and
  - b) must comply with all reasonable directions of the AAFRB.
5. The Applicant acknowledges that approval of his or her application for accreditation 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. The Applicant must provide all reasonable assistance in relation to such audits.
7. The Applicant acknowledges that he or she has the responsibility to ensure that he or she applies for his or her accreditation to be renewed annually.
8. Subject to the provisions of clause 9 below, if:
  - a) the Applicant 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 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 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 in any 12 month period,

the AAFRB will issue a notice to the Applicant requiring the Applicant to show cause why his or her accreditation 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 his or her accreditation 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 accreditation 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 accreditation 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.
- 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-accredited.

10. Any waiver by the AAFRB of any right arising from a breach of, or failure to comply with, the Rules by the Applicant 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 his or her accreditation.

13. The Rules constitute the entire agreement between the Applicant and the AAFRB in relation to the Applicant's accreditation 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.

*Signature of the Applicant .....* *Date .....*

# AUTOMOTIVE ALTERNATIVE FUELS REGISTRATION BOARD

## *Requirements For Accreditation*

### GENERAL INFORMATION:

From 01 August 2000, any person engaged in the installation and repair of Compressed Natural Gas (CNG) vehicles in Victoria must be accredited by the Automotive Alternative Fuels Registration Board (AAFRB). "Repair" means any repair to the vehicle which involves opening the high pressure Compressed Natural Gas (CNG) lines to the atmosphere.

### 1. CRITERIA

*The criteria for accreditation of individuals is as follows;*

A person must be a qualified motor mechanic who has completed and passed a CNG training course acceptable to the Board.

***The following Australian trade qualifications are acceptable to the AAFRB.***

***Certificate of Completion of Apprenticeship - Automotive Specialist-Gas Vehicle.***

***Motor Mechanic***

***VACC Motor Mechanic***

***Diesel Mechanic***

***Heavy Stream Mechanic***

***Auto electrician***

***IAME Associate / Member***

***Australian trades recognition certificate - Motor Mechanic***

*For prospective applicants that have international qualifications not acceptable to the AAFRB it is recommended that you contact Trade Recognition Australia (03) 9954 2534 for recognition of your international qualifications.*

- a) A person licensed/accredited as a CNG fitter, installer in another State.
- b) A person must abide by the Code of Practice and carry out conversions in accordance with AS/NZS 2739.
- c) An accredited person should agree to abide by any recommendation of the Board.
- d) Pay accreditation fees as and when determined by the AAFRB.
- e) An accredited person should notify the AAFRB Secretariat in writing of any change to their address.

## 2. FEES INVOLVED

a) Initial Fee: \$72.60 per person including GST

b) Annual Renewal Fee: \$36.30 per person including GST

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

## 3. ACCEPTABLE COURSES

The Board has determined that:

The Board requires all applicants applying for accreditation to have satisfactorily completed the Nationally accredited course AUR 31299, Certificate 111 in Automotive (Mechanical - Natural Gas Vehicle Installer) with a duly authorised training provider and **must** provide proof of completion, this qualification will be acceptable until 31 December 2006.

Any course completed after 31 December 2005 will comply with the Nationally accredited training package AUR 30605, Certificate 111 in Automotive Specialist - Gas Vehicle and will include the following modules:

AURT304331A Install CNG Fuel Systems  
AURT304366A Repair CNG Fuel Systems  
AURT304370A Service CNG Fuel Systems

The course must be completed with a duly authorised training provider and **must** provide proof of completion.

## 4. POCKET CARD

All accredited individuals will receive a AAFRB pocket card for identification and a certificate.

**Return Application to:**

**AAFRB  
7<sup>th</sup> Floor  
464 St Kilda Road  
MELBOURNE VIC 3004**

# **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 a person accredited 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 AS/NZS2739 (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 affixed to the converted vehicle.
  - ii) For pre-existing conversions, as of 01 August 2000, 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 CNG fuelled vehicles in Victoria.

### **3. INDIVIDUAL REQUIREMENTS & QUALIFICATIONS**

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

# AUTOMOTIVE ALTERNATIVE FUELS REGISTRATION BOARD

## A guide to completing your accreditation application with the required attachments

1. **Section 1 - PERSONAL DETAILS**  
Complete all personal details clearly.
2. **Section 2 - DETAILS OF CURRENT EMPLOYER**  
Complete all details of current employment clearly.
3. **Section 3 - QUALIFICATIONS**  
Attach a copy of your Motor Mechanic Certificate.
4. **Section 4 - INDUSTRY WORK EXPERIENCE**  
Please complete all details of industry work experience clearly.
5. **Section 5 - TRAINING QUALIFICATIONS**  
Please complete all details of CNG training qualifications clearly.  
*\*Attach copies for verification of training qualifications successfully completed including results by module*
6. **Section 6 - TRAINING QUALIFICATIONS**  
To be completed only by those with interstate CNG accreditation/licensing.
7. **Section 7 - DECLARATION**  
Ensure you read and sign the declaration
8. **Section 8 - ACCREDITATION FEE**  
Attach a cheque payable to "AAFRB" for \$66.00.