

ABN:80 536 959 590

TAX INVOICE

Automotive Alternative Fuels Registration Board (AAFRB)
CNG 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 returning this completed form and 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.:...NGA.....

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

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

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

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

3.

Rules of Registration (CNG)

1. The Rules of Registration (**Rules**) comprise:
 - a) the AAFRB Requirements for Registration;
 - b) the AAFRB Code of Practice; and
 - c) 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
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- 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 a NG 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):.....

ABN 80 536 959 590

AUTOMOTIVE ALTERNATIVE FUELS REGISTRATION BOARD

Requirements For Registration

GENERAL INFORMATION:

From 01 August 2000, any business (ie sole trader, partnership, company or incorporated body) engaged in the installation and repair of Compressed Natural Gas (CNG) 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 CNG 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.
- 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 AS/NZS2739 and any subsequent inspections that may be deemed necessary by the Board.
- c) A registered business must be actively engaged in converting vehicles to CNG and maintain a clean workshop.
- d) Demonstrate that all work will be carried out by, or under direct supervision of an AAFRB CNG accredited person.
- e) A registered business must have in their employ accredited persons.
- f) A registered business must perform all work relative to installation and/or repair of CNG converted vehicles in compliance with AS/NZS2739 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 01 August 2000 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: \$588.50 per site (non refundable)
including GST
- b) Annual Renewal Fee: \$294.25 per site *including 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**

ABN 80 536 959 590

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.

| 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. Vernier calipers or Micrometers | | | |
| 12. Tension Wrench | | | |
| 13. Cooling System analyser (pressure test) | | | |
| 14. Fuel tank unloading equipment (ie. Flare or vent stack) | | | |
| 15. Vacuum / pressure gauges with pressure ranges of 0 ~ 200 Kpa, 0 ~ 3 Mpa & 0 ~ 40 MPa | | | |
| 16. Sheet metal cutting equipment | | | |
| 17. Electronic combustible gas detector capable of a minimum of 50 parts per million | | | |
| 18. 4 Gas Exhaust analyser | | | |
| 19. Inert gas cylinder, regulator and hoses. (for purging and testing) | | | |
| 20. Appropriate fire extinguisher (dry powder with rating of no less than 40 B) | | | |
| 21. Vehicle conversion register. | | | |
| 22. Current copies of AS/NZ2739 & AS/NZ2746 | | | |
| 23. Number and letter stamps | | | |

| EQUIPMENT | YES | NO | COMMENTS |
|------------------------------------------------------------------------------|-----|----|----------|
| 24. Plastic U-type manometer | | | |
| 25. Copy of the current sections of the relevant Statutory rules (Vic Roads) | | | |
| 26. Appropriate Signage ie: No Smoking - Flammable Gas | | | |
| 27. Cylinder Lifting Device | | | |

| QUESTIONS | YES | NO | COMMENTS |
|-----------------------------------------------------------------------------------|-----|----|----------|
| 1. Does your workshop comply with all statutory regulations? | | | |
| 2. If pit installed, does it have adequate ventilation and / or purging by water? | | | |

