



FIRE PROTECTION
ASSOCIATION AUSTRALIA

**EXTINGUISHING
AGENT TRADING
AUTHORISATION**

**Risk
Management
Plan**

AS/NZS 4360:2004

www.fpaa.com.au

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FIRE PROTECTION INDUSTRY BOARD (ODS & SGG)

Extinguishing Agent Trading Authorisation

Risk Management Plan

**Information and template for
designing and implementing a risk
management plan for storing and
disposing of fire extinguishing
agents (other than halon)**

**Also provided are application forms
and guidance on the application
process.**

Version 1: February 2005

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PART 1

Foreword

In 1997 a merger between the Fire Protection Industry Association of Australia (FPIAA) and the Australian Fire Protection Association (AFPA) was finalised with the formation of Fire Protection Association Australia (FPA Australia). The merger was instrumental in forming what is now Australia's major fire safety, technical and educational organisation.

FPA Australia plays a pivotal role in providing authoritative advice and information on all aspects of fire safety and emergency management through a range of services to industry, commerce and the community at large.

With an extensive membership base, FPA Australia brings together the broad range of individuals, companies and organisations involved in fire protection as providers of products and services and/or as end-users/consumers of those goods. Membership of FPA Australia includes government; fire and emergency services; and businesses and organisations involved in insurance, research, engineering, architecture, building, health, education and training, transport, manufacturing, and mining, and in the design, manufacture, installation and maintenance of fire protection systems.

FPA Australia was appointed by the Department of Environment and Heritage in 2004 as the implementing agency for the Fire Protection Industry in regard to implementing the *Ozone Protection and Synthetic Greenhouse Gas Management Amendment Regulations 2005*

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PART 2

Extinguishing Agent Trading Authorisation

Designing a Risk Management Plan

Introduction

Reference A: *Ozone Protection and Synthetic Greenhouse Gas Management Amendment Regulations 1995*

Reference B: *AS/NZS 4360:2004*

In accordance with the provisions of Reference A, Subdivision 6A.4 Paragraph 331, The Fire Protection Industry Board (ODS & SGG) may, on application, grant an extinguishing agent trading authorization to a person, permitting the person to acquire, store or dispose of an extinguishing agent (other than halon) that is for use, or has been used in fire protection equipment.

It is further conditional that the extinguishing agent trading authorization is granted subject to the holder, among other requirements (see Reference A Paragraph 332), puts into effect for the premises a risk management plan that is approved in writing by the Board. In order to assist applicants the following template for designing a risk management plan has been designed in accordance with the standard for such plans outlined in Reference B.

All terminology used throughout this document is as defined in Reference B.

Note: Applicants are welcome to submit a plan to a different template providing the essential elements outlined herein are covered at a minimum and the plan as submitted is in accordance with the provisions of AS/NZS 4360:2004. However, the risk management plan submitted must cover - at a minimum – how the following matters will be dealt with:

- emissions from leaks in, or the failure of storage vessels;
- damage by intruders; and
- the transfer of extinguishing agents from a leaking storage vessel.

The risk management plan may be approved by the Board only if the Board thinks that the plan, if put into effect, would allow the premises to operate in a way that is consistent with Australia's obligations under the Montreal Protocol.

Design Process

Risk Management Policy Statement

Your plan must include a brief statement of policy in regard to the management of risk associated with the acquisition, storage or disposal of extinguishing agents other than halon. It is also desirable that the policy statement includes objectives as well as information on other 'specifics' that may need attention to eliminate or minimize the risk.

An example of a policy statement is provided in the planning template.

Ensuring Senior Management Support

The directors and senior executives are ultimately responsible for managing risk in the organisation. All personnel are responsible for managing risks in their area of control.

Support throughout all levels of the organisation is desirable for the effective implementation of any plan. Your risk management plan must indicate how the organisation will achieve the active and ongoing support of the organisation's directors and senior executives to the risk management policy and plan. Additionally, the plan must clearly identify the senior manager or team that will lead and sponsor initiatives and detail how they will obtain the support and commitment of all senior managers for the execution of the risk management plan.

Developing and Communicating the Risk Management Policy

If a plan is to be an effective tool it must be communicated to everyone who has a role to play in the implementation of the plan. Your plan should detail how it is to be implemented and how the essential features of the plan will be communicated to those who need to know. A **Statement of Commitment by Directors and Executive** should be designed and signed off by appropriate personnel.

List the people in your organisation who hold the accountability for managing each risk identified in regard to the storage and disposal of extinguishing agents (other than halon).

Check if those identified above have the authority required to successfully manage the risk they are accountable for in regard to the storage and disposal of extinguishing agents (other than halon).

Describe the support and expertise available to those designated to manage the risk in regard to the storage and disposal of extinguishing agents (other than halon)

WHO	AUTHORITY HELD	SUPPORT & EXPERTISE AVAILABLE

Step2: Ensuring Senior Management Support

Please advise how your organisation will achieve the active and ongoing support of your directors and senior executives to the risk management policy and plan:

Please clearly identify the senior manager or team that will lead and sponsor initiatives and detail how they will obtain the support and commitment of all senior managers for the execution of the risk management plan:

Step 3: A Statement of Commitment by Directors and Executive

We the undersigned agree with the content and intent of this risk management plan for storing and disposing of extinguishing agents other than halon. We are committed to the risk management policy and achievement of the associated objectives.

Names:

Signatures:

Dated:

PART 4
GENERAL

Mailing address

The envelope containing the completed application form(s), portfolio of evidence and payment should be marked “Private and Confidential” and mailed or delivered in person to:

In Person:

FPA Australia
13 Ellingworth Parade
Box Hill, Victoria
(Monday–Friday, 9 am to 5 pm, or other times by negotiation)

Mail:

FPA Australia
Certified Program Application
PO Box 1049
Box Hill
Victoria, 3128

Applicants are reminded that FPA Australia bears no responsibility for items lost in the mail and original documents must not be sent.

A tax invoice will be mailed or emailed as confirmation of your application. Please allow 10 working days for confirmation.

4.10 Fee Payments

FPA Australia will accept money order, cheque, EFT payments and all major credit cards **except Diners Club**.

Cash payments will only be accepted if made in person at FPA Australia’s National Office, Box Hill, Victoria, between the hours of 9 am and 5 pm, Monday to Friday, or by arrangement.

Cash should not be sent in the mail and FPA Australia bears no responsibility for cash lost in the mail.

EFT payment account details:
BSB 633-000 Account number: 115932105

METHOD OF PAYMENT

Please indicate payment method:

<input type="checkbox"/>	Cheque enclosed payable to FPA Australia
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<input type="checkbox"/>	Money Order enclosed payable to FPA Australia
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<input type="checkbox"/>	Credit Card
--------------------------	-------------

<input type="checkbox"/>	Bankcard	<input type="checkbox"/>	Visa	<input type="checkbox"/>	Mastercard	<input type="checkbox"/>	Amex
--------------------------	----------	--------------------------	------	--------------------------	------------	--------------------------	------

Card Number: [REDACTED] / [REDACTED] / [REDACTED]

Expiry date [REDACTED] / [REDACTED]

Cardholder Name: [REDACTED]

Amount: AUD\$ [REDACTED]

Signature: [REDACTED]

I acknowledge that I have read the ***Ozone Protection and Synthetic Greenhouse Gas Management Amendment Regulations 1995*** and fully understand the conditions contained therein for the issuing of an Extinguishing Agent Trading Authorisation by the Fire Protection Industry Board (ODS & SGG). I further acknowledge that I will abide by all relevant expectations for managing risks associated with the acquisition, storage and disposal of extinguishing agents (other than halon) and accept the decisions of the Fire Protection Industry Board (ODS & SGG) or a representative of the Board.

Signature of Applicant: [REDACTED]

Date: [REDACTED]

Complaint Resolution

If a complaint is brought against an authorised extinguishing agent trader by any party, the Board will investigate the complaint and involve the parties affected..

No full or part refund is available for an Extinguishing Agent Trading authorisation that is subsequently cancelled.

Confidentiality

In accordance with the Board's Privacy Policy, the complaint process will remain confidential. However, applicants for the Extinguishing Agent Trading authorisation are advised that the Board may be required to make available any documentation that is required by any Government inquiry or legal proceedings.

OFFICE USE ONLY:

DATE

RECEIVED:.....

APPLICATION

SIGNED:.....

DECLARATION

SIGNED.....

CHECKLIST ITEMS

INCLUDED:.....

PAYMENT

ACCEPTED:.....

RECEIPT

ISSUED:.....