



Halon Special Permit

Self-assessment checklist

Instructions:

This checklist can help you comply with the conditions of your Halon Special Permit (HSP) and the *Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995*.

The checklist provides questions that are deemed as mandatory to ensure compliance with the regulations and questions that are considered good practice.

For each question tick either the “Yes” box, the “No” box or the “N/A” (not applicable).

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Yes (Satisfactory)

No (Unsatisfactory)

N/A (Not Applicable)

By ticking “No”, you identify issues for following up. Please address these issues as soon as you can.

If you need any assistance or further information feel free to contact the Fire Protection Industry (ODS & SGG) Board by phone on 1300 731 922 or 03 8892 3131 or via e-mail at ozone@fpib.com.au.

Self – Assessment Halon Special Permit (HSP) - Regulation 341 & Good Practice

**Which of the Australian Standards below relate to your
Halon Special Permit (HSP)? Please tick ✓**

	AS 1851 2005 - Maintenance of fire protection equipment – Portable fire extinguishers and fire blankets
	AS 1851 2005 - Maintenance of fire protection equipment – Halon 1301 total flooding systems
	AS 1851 2005 - Maintenance of fire protection equipment – Gaseous fire extinguishing systems
	AS 2030.1 1999 - The verification, filling, inspection, testing and maintenance of cylinders for storage and transport of compressed gases – Cylinders for compressed gases other than acetylene
	AS 1210 1997 - Pressure vessels
	AS 4214 2002 - Gaseous fire extinguishing systems
	AS 4077.1 1992 - Fire protection – Fire extinguishing media – Halogenated hydrocarbons – Specifications for halon 1211 and halon 1301.
	AS 4077.2 1992 - Fire protection – Fire extinguishing media – Halogenated hydrocarbons – Code of practice for safe handling and transfer procedure of halon 1211 and halon 1301
	ISO 14520 - Gasses fire extinguishing system – Physical properties and system design

Self – Assessment Halon Special Permit (HSP) - Regulation 341 & Good Practice

Regulation 341 & good practice questions		Yes ✓	No ✓	N/A ✓
(1)				
(a)	Do your technicians hold an appropriate Extinguishing Agent Handling Licence (EAHL)?			
	When handling extinguishing agent on-site, do you ensure it is being undertaken in accordance with the technicians EAHL category that they hold?			
	Where another person carries out work on scheduled gases on your behalf, do you check if the technician holds a current EAHL?			
(b)	Is your technician a Licenced Aircraft Maintenance Engineer (LAME) or an Aircraft Maintenance Engineer (AME) who holds the competency CPPFES2043A – Prevent ozone-depleting substance and synthetic greenhouse gas emissions?			
(c)	If there are records of a system being commissioned, did a Qualified EAHL Entitlement 2 or 3 holders inspect the control system and reset all actuators to ensure that no unnecessary discharge occurs?			
(d)	If maintenance activities have been conducted on an extinguishing agent container has the task of reinstating actuation devices or the connecting of discharge hoses, been performed by a holder of Qualified EAHL Entitlement 2 or 3?			
(e)	If there have been any electrical modifications made to a fire panel that has an extinguishing agent container attached, was this modification conducted by a practitioner who holds EAHL Entitlement 6?			
(2)				
(a)	If there has been a discharge of a scheduled gas, are you aware of the reporting requirements after a discharge occurs? (reporting form available on the FPIB website)			
(b)	If a substance was discharged for testing/calibrating, was the appropriate application for approval lodged with the FPIB prior to the discharge?			
(c)	Following any discharges of a schedule gas, do you undertake a ‘lessons learned’ process to reduce the potential for future emissions to occur?			

Self – Assessment Halon Special Permit (HSP) - Regulation 341 & Good Practice

Regulation 341 & good practice questions		Yes ✓	No ✓	N/A ✓
(3)				
(a)	Are you keeping records showing the amounts of extinguishing agent acquired, disposed of and recovered from equipment during each quarter?			
(b)	Are these records available for perusal by Department or Board staff?			
(c)	Have you provided records mentioned in paragraph (a) in the 14-day timeframe from the end of every quarter?			
(4)				
(a)	Do you have in place a procedure and equipment to detect leaks? (checks recommended at least every three months)			
(b)	Do you keep records of these checks?			
(c)	If your activities require vacuum pump/s, do you have one?			
(d)	Is the equipment maintained to prevent avoidable emissions?			
(e)	Do you keep maintenance records for the equipment?			
(5)				
(a)	Are your extinguishing agent cylinders marked as complying with AS/NZS 2030.1? UHTLYDOHQW			
(b)	When filling containers, do they meet AS/NZS 2030.1?			
(6)				
(a)	Does the business have a risk management plan that is approved by the Board?			
(b)	Do you apply this risk management plan?			

Self – Assessment Halon Special Permit (HSP) - Regulation 341 & Good Practice

Regulation 341 & good practice questions		Yes ✓	No ✓	N/A ✓
(c)	Do you review and update the risk management plan annually?			
(d)	Where the risk management plan is updated, do you provide the updated version to the Board?			
(7)				
(a)	As the holder of an HSP, do you accept surrendered extinguishing agents from the public or those in the fire industry?			
(b)	Do you have the facilities to store surrendered extinguishing agents?			
(c)	Do you have a procedure in place to accept surrendered extinguishing agents?			
(8)	Do you have spare warning stickers available for panels or cylinders? (If “No” then the Board can send you more)			
(9)	Have your EAHL holding employees informed the Board if their contact details have changed?			

