

THE AUSTRALIAN GAS ASSOCIATION

2 PARK WAY (PO BOX 122), BRAESIDE, VIC, 3195

Individual Compliance Approval (ICA) Scheme (Second Tier Scheme)

GUIDELINES

Important Note:

This document is intended to provide a brief overview of parts of the AGA certification process covering ICA Applications and to that extent is incomplete. Accordingly, you should not rely upon this document alone. The Rules Governing the AGA ICA Scheme (the Rules Governing) set out all of the rights and obligations of AGA and its Customers and you should refer to it for definitions of key terms used in this document. A copy of the relevant Rules Governing is freely available from the AGA Office and from the AGA website.

AGA Contact Details

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1. Qualifying Appliances

- i. *The ICA (Second Tier) Scheme applies to new Appliances that are to be used in a commercial application and which are:*
 - Individual Appliances imported by a utility, manufacturer or agent for evaluation;
 - Custom built or infrequently manufactured Appliances; or
 - Single Appliances for which market potential is to be ascertained.
- ii. *This Scheme does NOT apply to:*
 - Second-hand or used Appliances as these are outside the scope of AGA Certification requirements and are the responsibility of the local Regulatory Authority;
 - Second-hand or used Appliances converted from one fuel to another as these are outside the scope of AGA Certification requirements and are the responsibility of the local Regulatory Authority; or
 - Production appliances as these are required to be submitted for AGA Type Tested Certification.

NOTE: A limit of 10 Appliances of any one model may be accepted for ICA testing.

Principles of ICA (Second Tier) Testing

- i. The Appliance shall be tested against the relevant safety requirements of the appropriate Australian Standard. In general, aspects of performance, installation and maintenance are not checked unless safety is affected.
- ii. Unless otherwise agreed to by the AGA, the Appliance shall be tested in the installed position.

- iii. An appropriate local Testing Body will carry out the testing (refer *Schedule of Fees and Charges* section at the end of this document).
- iv. Costs will be charged to the Customer.
- v. When the Appliance complies with all relevant requirements, an AGA ICA Badge will be affixed to that Appliance and a Certificate will be issued for the Appliance as tested at that Installation Address. The number of the Certificate will be inscribed on the ICA Badge.

3. Procedure

i. *Application Form*

- An Application form is available from the AGA Office and from the AGA website (www.aga.asn.au).
- A separate Application form is required for each different make/model of Appliance (multiple Appliances of an identical make/model may be listed on a single form provided it relates to a single Installation Address and a common installation date).
- The name and address of the Customer and the Installation Address must be supplied.
- Detailed specifications, including installation and operating instructions, must be supplied for each Appliance. The second page of the Application Form includes provision for such information to be listed. For multiple Appliances of an identical make/model on a single form, the serial number for each must be listed.

ii. *Testing Fee*

- Payment of AGA fees (and the relevant Testing Body fee where appropriate) must accompany each application. Payment options are cash, Visa, MasterCard, Amex, cheque or Money Order (NB: *AGA may require cheque clearance before processing an Application*). A schedule of current charges and information about Testing Body fee requirements is maintained on the AGA website.
- Testing charges are fixed by each Testing Body and, except where stated on the AGA website, are a commercial matter between the Customer and the Testing Body. Except where stated on the AGA website, such charges are not included on the AGA invoice and are invoiced directly to the Customer by the Testing Body.

iii. *Authority to Test*

- Upon receipt of an Application and relevant fees, the AGA will issue an Authority to Test Form to the appropriate Testing Body. If requested by the Testing Body, a copy of the Authority to Test Form is also issued to the applicant – who is then to contact the Testing Body directly to obtain a quote for testing.
- If requested, an ICA (Second Tier) checklist for the Appliance will be forwarded to the Testing Body with the Authority to Test.

iv. *Technical Information*

- The Customer shall supply a specification for the Appliance and installation. The specification or other literature shall include (but is not limited to) the following. Please refer to the second page of the Application form for clarification of the requirements:
 - The Appliance make, type, serial number(s) and designation;
 - Relevant drawings, photos and/or sketches;
 - An electrical wiring diagram;
 - Component details including make, type and designation;
 - Gas pressure details (ie inlet pressure and burner pressure);
 - Burner(s) - type and consumption; and
 - Volume of combustion chamber, airflow and explosion relief area (if relevant).

v. *Testing*

- Upon receipt of the Authority to Test, the Testing Body will arrange an appointment with the Customer to test the Appliance(s).
- Upon satisfactory completion of testing, the Testing Body will affix an ICA Badge to the Appliance(s). The completed checklist and Certificate, duly signed by the Testing Body, is then sent to the AGA Office.
- The documentation is then checked for accuracy and compliance by AGA and, if satisfactory, the Certificate is endorsed by the relevant AGA Manager or delegate before dispatch to the Customer.

vi. *Failure during Test*

- If the Appliance reveals any Non-Conformances, and modification is required, then it may be necessary to resubmit the Appliance for assessment. In such cases, additional fees and charges will apply.



CJ Wealthy
Chief Executive