

Below is a checklist for completing the requirements for entering into an Alternative Fuel Systems Assessment and Certification Scheme (AFSACS) Agreement with VicRoads.

The registered business owner must:

1. Complete the **Execution and Date** section of the Agreement.
2. Complete Items 2 and 6 of **Schedule 1 Scheme – Specific Provisions** of the Agreement.
3. Obtain a National Police Check and provide the original National Police Certificate.
4. Obtain and provide a copy of the required public liability insurance policy in an amount not less than \$20 million per claim.
5. Obtain and provide a copy of the required professional indemnity insurance policy from a provider approved by the Australian Prudential Regulation Authority (APRA) in an amount not less than \$5 million per claim.

For each Associate Technician you need to:

6. Complete **Schedule 2** of the Agreement (Confidentiality Deed).
7. Complete **Schedule 3** of the Agreement (Statement of Trade and Training Qualifications).
8. Provide proof of all trade and training qualifications specified in **Schedule 3** of the Agreement.
9. Obtain National Police Check(s) and provide the original National Police Certificate(s).

All required documentation must be received by VicRoads before a request to enter into an AFSACS Agreement can be considered.