



Australian Government

Department of Sustainability, Environment,  
Water, Population and Communities

# RECORDS TO BE KEPT BY LICENSEES UNDER THE OZONE PROTECTION AND SYNTHETIC GREENHOUSE GAS MANAGEMENT ACT 1989

## Records to be kept by licensees:

If you hold a licence under the *Ozone Protection and Synthetic Greenhouse Gas Management Act 1989* (the Act) you have obligations to keep records under the Ozone Protection and Synthetic Greenhouse Management Regulations 1995 (the Regulations). The following checklist summarises these requirements, however you should always refer to the Regulations to ensure that you are meeting all of your obligations.

Failure to keep correct records for the import, export, manufacture or destruction of scheduled substances may be a breach of Regulation 5 and penalties may apply.

Failure to retain the correct records for five years from the last day of the month to which the records relate may be a breach of Regulation 5 and penalties may apply.

## General Requirements (Regulations 5 and 6)

Records for the import, export, manufacture or destruction of scheduled substances must meet the following requirements:

- ☐ Records must be kept for each month in which you are a licensee
- ☐ Records must be in writing
- ☐ Records must be retained for five years
- ☐ Records must show the licence number of the licensee on each page
- ☐ If the record consists of more than one page, each page must be numbered consecutively starting from one



## Manufacturers (Regulation 5)

In addition to the general requirements listed above, in respect of each quantity of a scheduled substance that has been manufactured in the month, a record must be made containing the following information:

- ☐ Whether the scheduled substance was manufactured for use as feedstock
- ☐ The quantity of each scheduled substance destroyed by the licensee in the month

## Importers (Regulation 5)

In addition to the general requirements listed above, in respect of each quantity of a scheduled substance that has been imported in the month, a record must be made containing the following information:

- ☐ The quantity of scheduled substance
- ☐ The date of importation
- ☐ The country of origin of the scheduled substance
- ☐ The full name and address of the person from whom the scheduled substance was imported
- ☐ The place at which the scheduled substance was discharged from the ship or aircraft on which the scheduled substance was carried
- ☐ If the scheduled substance was imported on a ship, the name of the ship
- ☐ If the scheduled substance was imported on an aircraft, the flight number of the aircraft
- ☐ Whether the scheduled substance was imported for use as feedstock
- ☐ The quantity of each scheduled substance destroyed by the licensee in the month

## Exporters (Regulation 5)

In addition to the general requirements listed above, in respect of each quantity of a scheduled substance that has been exported in the month, a record must be made containing the following information:

- ☐ The quantity of scheduled substance
- ☐ The date of exportation
- ☐ The country of destination of the scheduled substance
- ☐ The full name and address of the person to whom the scheduled substance was exported
- ☐ The place at which the scheduled substance was discharged from the ship or aircraft on which the scheduled substance was carried
- ☐ If the scheduled substance was exported on a ship, the name of the ship
- ☐ If the scheduled substance was exported on an aircraft, the flight number of the aircraft on which the scheduled substance was carried
- ☐ The quantity of each scheduled substance destroyed by the licensee in the month

It is your responsibility to know your reporting obligations. The Act and the Regulations are available at [www.environment.gov.au/atmosphere/ozone/legislation](http://www.environment.gov.au/atmosphere/ozone/legislation). If you are unsure email [ozone@environment.gov.au](mailto:ozone@environment.gov.au) or phone 1800 803 772.

