



# Proposal Form for Standards Development Projects

Version: 2.0  
Issued: March 2010

## GUIDANCE

### How do I use this form?

- Use the Tab key to move to the next field and Shift+Tab to go back to the previous field.
- Guidance has been provided within free text fields - delete this information before typing your input.
- Additional documents (such as Net Benefit case or details of program of work) can be attached to the completed proposal on submission.

### What information do I need to provide?

Section & Title	Requirement
1. Proponent Details	All proposals need to be submitted by an individual. Provide contact details to be used in any correspondence regarding the proposal.
2. Proposal Details	Specify the title, type, relevant sector(s) and type of work being proposed. If a program of work, further information can be provided in the appendix or attachments.
3. Summary and Demonstration of Net Benefit	Outline the need for, and Net Benefit impact of, the proposed work on the Australian community.
4. Harmonisation and Alignment	List existing related documents and alignment of proposed work to these.
5. Pathways for Standards Development	State the desired development pathway and who will fund the proposed work.
6. Requests for Standards Australia resourcing	Provide justification for requesting resource support from Standards Australia for this proposed work.
7. Stakeholder Support	Provide details of relevant stakeholders across interest groups, the consultation process undertaken and whether they support the proposal.
8. Risks and Dependencies	Highlight known risks and any dependencies that may impact successful completion of the proposed project/program.
9. Additional Information	Provide any additional information which may assist in consideration of the proposal.
10. Declaration	Confirm that all information within the proposal form is true and accurate.
Appendix A: Details of projects within a proposed program of work	Where appropriate, provide details of projects in order of priority for development where multiple projects or a program of work is being proposed.

### How do I submit a completed proposal?

1. Complete a pre-submission check to ensure that:
  - ✓ All sections of the form are complete.
  - ✓ The Net Benefit case is fully articulated and, where possible, quantified.
  - ✓ Full stakeholder consultation has been conducted with evidence provided.
  - ✓ The declaration is complete.
  - ✓ All supporting documentation is attached to the proposal.
2. Submit completed proposal along with all supporting documentation by email to [mail@standards.org.au](mailto:mail@standards.org.au)
3. If for any reason, you are unable to submit this form by email, please contact Standards Australia (1800 035 822).

**NOTE:** Standards Australia reserves the right to make public information relating to Standards development projects, including information contained within submitted proposal forms and the attached Net Benefit Case in part or in full.

## PROPOSAL FORM FOR STANDARDS DEVELOPMENT PROJECTS

Proposal Reference Number *Standards Australia to Complete*

### 1. Proponent Details

<i>Your name</i>	Phil Wilkinson
<i>Position</i>	Engineering Manager and Business Development
<i>Name of employer</i>	Australian Institute of Refrigeration Airconditioning and heating (AIRAH)
<i>Name of nominating organisation</i>	Australian Institute of Refrigeration Airconditioning and heating (AIRAH)
<i>Address</i>	Level 3 / 1 Elizabeth Street
<i>Suburb</i>	Melbourne
<i>State</i>	VIC
<i>Postcode</i>	3000
<i>Phone number</i>	03 8623 3010
<i>Fax number</i>	03 9614 8949
<i>Mobile number</i>	NA
<i>Email address</i>	phil@airah.org.au
<i>Web address</i>	www.airah.org.au

### 2. Proposal Details

<i>Proposal title</i>	<b>Development of new Australian Standard AS/NZS 3666.4 - Air-handling and water systems of buildings—Microbial control Part 4: Performance-based maintenance of air handling systems</b>	
<i>Proposal summary</i>	This project proposes the development of a new standard AS/NZS 3666.4. Proposed as a sister standard for AS/NZS 3666.3 it would outline the requirements for a performance-based approach to managing microbial control in air handling systems. This would be offered as a performance based alternative to the prescriptive requirements of AS/NZS 3666.2 for the maintenance of air handling systems.	
<i>Project or program</i>	Project	<i>If program, include details in Appendix A.</i>
<i>Project type</i>	New	
<i>Product type</i>	Standard	Possibly Interim Standard
<i>Scale of proposed work</i>	Medium	The project involves the development of a new documented approach to address the application of performance based maintenance practices to air handling systems.
<i>Sector</i>	4 Building and Construction	Also impacts on health and community services
<i>Existing Standard or other SA product</i>	New Standard, fourth part of AS/NZS 3666 series.	

<i>Application</i>	Australia New Zealand	
<i>Performance-based or prescriptive</i>	Performance-based	
<i>Relationship to legislation</i>	<i>Is/will this Standard be referenced in legislation?</i>	Maybe in future
	<i>If yes, is this as a primary or secondary reference?</i>	Primary
<i>Details of legislation</i>	AS/NZS 3666.3 is recognised as an alternative to AS/NZS 3666.2 requirements for cooling water systems in many jurisdictions. It is proposed that AS/NZS 3666.4 would similarly be recognised by the appropriate regulations and government guidelines as an alternative option to the AS/NZS 3666.2 requirements for air handling systems.	

### 3. Summary and Demonstration of Net Benefit

All Australian Standards developed by Standards Australia must demonstrate a Net Benefit, i.e. the Standard must have an overall positive benefit to the Australian community. All proposals for new work must describe a clear need for a Standards solution and the anticipated Net Benefit in the form of a Net Benefit case. Further guidance is available within the [SA Guide to Net Benefit](#).

<i>Need for the proposed work</i>	<p>AS/NZS 3666.2 outlines a series of prescriptive requirements for the inspection and maintenance of air-handling systems. This is a one size fits all approach to mandatory maintenance and can be applied across all jurisdictions and (non-residential) building types.</p> <p>There is considerable merit and potential benefits possible in adopting a more performance-based approach to air-handling inspection and maintenance, particularly in some applications. There needs to be an alternative to the prescriptive requirements outlining a procedure or methodology that combines system monitoring, assessment and control strategies with system audit, risk assessment, classification and management to manage microbial control in air handling systems.</p> <p>The goal of the proposed standard is to specify a new performance-based methodology to address the microbial control of air handling systems.</p> <p>The objective of the standard is to allow users to voluntarily adopt an alternative approach to air handling system maintenance and management, allowing improved system outcomes and reduced life cycle costs. The application of a targeted approach to maintenance will do much to improve the air quality and plant efficiency for many thousands of air handlers around the country.</p> <p>Government authorities who currently require compliance with AS/NZS 3666.2 would then recognise the alternative option for system management by referring to the new standard. Building owners and facility managers would voluntarily adopt the performance-based approach because of the cost savings and risk reductions associated with the procedure.</p>
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<p><i>Summary scope of proposed work</i></p>	<p><i>Scope of Standard(s)</i></p> <ul style="list-style-type: none"> <li>• This standard will outline a performance-based approach to the maintenance of air handling systems combining risk assessment, classification, management and planning with system monitoring, assessment and control techniques to help create a low (health) risk microbial environment within the air handling system. This approach is proposed as an alternative to the prescriptive requirements of AS/NZS 3666.2 for the maintenance of air handling systems.</li> <li>• The standard would cover all air handling systems covered by AS/NZS 3666.2 and all climatic zones in Australia (and New Zealand).</li> <li>• The standard would address risk factors and critical risk categories, risk assessment, risk classification, risk management plans, control strategies for critical risk factors, monitoring and assessment methods, compliance criteria and verification criteria.</li> <li>• The standard would address risk methodology as applied to air handlers, Consequence, Likelihood, Inherent Risk, Controls, Residual Risk.</li> <li>• The standard method would need to specify a feedback loop mechanism between monitoring and assessment activities and maintenance and control activities.</li> <li>• The procedure would require qualified and competent people to carry it out using compliance schedules or an audit mechanism.</li> </ul> <p><i>Exclusions</i></p> <ul style="list-style-type: none"> <li>• Water systems</li> </ul>
<p><i>Alignment with national public policy</i></p>	<p>Regulation for microbial control within air handling systems is common in Australian jurisdictions. The outcomes of this proposal would align with public policy in the following areas:</p> <p>Reduced health risk (health regulations/policy)</p> <p>Improved ongoing system management and efficiency (energy regulations/policy)</p>
<p><i>Net Benefit</i></p>	<p>The potential impacts, costs and benefits identified for this project are as follows:</p> <ul style="list-style-type: none"> <li>• <i>Public Health and Safety</i></li> </ul> <p>The primary purpose of the AS/NZS 3666 series of standards is to protect public health and safety. The application of a well informed and targeted performance based management and maintenance of air handling systems will improve microbial control and the indoor air quality contribution of ventilation systems which will improve public health outcomes.</p> <p>Improved microbial control in air handlers equals reduced illness, improved health and safety and improved IAQ.</p> <ul style="list-style-type: none"> <li>• <i>Social and Community Impact</i></li> </ul> <p>Society and community have a high expectation that air handling and ventilation systems are maintained to a high standard. Application of this type of methodology</p>

	<p>will improve the standard of maintenance and performance of these systems.</p> <ul style="list-style-type: none"> <li>• <i>Environmental Impact</i> Once a performance based monitoring and control strategy is in place (and stable) for air handling system maintenance, it is anticipated that inspection frequencies can be reduced. This will result in reduced visits to sites, reduced service vehicles on the road, reduced paperwork and administration all resulting in a reduced environmental impact for these activities. <p>Improved maintenance procedures and standards helps to keep systems operating at their optimum efficiency point. Efficient systems mean reduced energy use, reduced water use and a reduction in the environmental impacts associated with electricity generation and distribution.</p> </li> <li>• <i>Competition</i> Allowing industry to develop equivalent but alternative maintenance procedures and options for air handling plant management increases competition in the service industry. Consumers of these services have more choice which generally brings costs down. </li> <li>• <i>Economic Impact</i> The financial benefits to building owners and operators are in: <ol style="list-style-type: none"> <li>1. Reduced visits to site/plant intervention which reduces costs.</li> <li>2. Improved system efficiency, reduced energy and water operating costs.</li> <li>3. Improved indoor air quality.</li> </ol> <p>Improved indoor air quality in the workplace has been shown to lead to improvements in productivity. Even small gains in productivity can represent large financial benefits to businesses.</p> </li> </ul>
<i>Market Failure</i>	<p>The mandatory standard AS/NZS 3666.2, which is a regulated requirement in all jurisdictions in Australia, may be restricting the maintenance market, including new developments and innovation in that industry, by not recognising a targeted performance-based alternative to the scheduled inspection and maintenance procedures specified for air handling systems in the standard.</p> <p>Industry has failed to develop a performance based approach itself because of insufficient motivation due to the current prescriptive and regulated nature of air handling plant maintenance standards.</p>
<i>Summary and conclusion</i>	<p>The production of an agreed and standardised optional performance-based approach to air handling system maintenance can produce economic benefits for building owners, managers and businesses and improved health outcomes for the public and workers while maintaining system efficiency and reducing environmental impacts.</p>

*Note: Where a more detailed Net Benefit case is required this may be attached separately.*

#### 4. Harmonisation and Alignment

<i>Related documentation</i>	AS/NZS 3666.4 is a world first in its approach to the microbial control of air-handling systems and has yet to be addressed in International or regional standardisation.  AIRAH HVAC Hygiene - Best Practice Guidelines would be relevant.  Australia continues to lead the world in standards development in this field.
<i>Alignment and avoidance of duplication</i>	No duplication identified.

## 5. Pathway for Standards Development

<i>Preferred development pathway</i>	Standards Australia driven*	
<i>To be funded by</i>	Standards Australia*	

\*Note: The Standards Australia driven pathway is only open for those proposals seeking prioritisation by SA for project resources.

## 6. Requests for Standards Australia resourcing (Leave blank if not applicable)

<i>Funding declaration</i>	Not aware of any funding available.
<i>Validation for SA resourcing</i>	This project should be considered by Standards Australia as part of its prioritisation process because Australian Standards lead the world in this field and the addition of a part four to the AS/NZS 3666 series would in many ways complete the AS/NZS 3666 series of standards.

## 8. Risks and Dependencies

<i>Risks</i>	No risks identified.
<i>Dependencies</i>	No dependencies identified
<i>Indicative timelines</i>	<i>Estimated time to complete draft for public comment</i> e.g. 6 - 12 months <i>Estimated time to publication</i> e.g. 18 months

*Note: Identified risks should pertain to the proposed program/project and any threat to a successful outcome, not to the risk of the proposal not being approved. This should follow a risk assessment process that is consistent with AS/NZS ISO 31000:2009.*

## 9. Additional Information

<i>Comments</i>	
<i>Supporting documentation</i>	Full list of responses from the AIRAH Industry Survey for this project proposal is attached.

## 10. Declaration

Please read and complete the declaration, then forward this proposal and your attached documents to Standards Australia at [mail@standards.org.au](mailto:mail@standards.org.au). The named proponent is deemed to have approved the information contained within this proposal and constitutes this declaration. This is required prior to formal consideration of this proposal.

The information provided in this application is true and accurate to the best of my knowledge. I believe the proposed Standard will result in Net Benefit* to Australia.	
<i>Name of Proponent</i>	Phil Wilkinson
<i>Date</i>	

\* As defined in Standard Australia's Guide to Net Benefit.



## Appendix A: Details of activities within the proposed program of work

Where a program has been specified in Section 2, please provide details of projects in order of priority for development. If preferred, details can be provided in a separate file and attached to this proposal.

<i>Priority</i>	<i>Title</i>	<i>Committee</i>	<i>Pathway</i>	<i>Designation</i>	<i>Scale of project</i>	<i>Project type</i>	<i>Product type</i>	<i>Comment</i>
<i>e.g.</i>	<i>Revision of Standard for XXXXXX</i>	<i>AB-123</i>	<i>Collaborative</i>	<i>AS 1234:2009</i>	<i>Small</i>	<i>Revision</i>	<i>Standard</i>	<i>Updating 5-6 obsolete references in Standard.</i>
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2			Please Select		Please Select	Please Select	Please Select	
3			Please Select		Please Select	Please Select	Please Select	
4			Please Select		Please Select	Please Select	Please Select	
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