

## SERVICE ENGINEER'S SECTION GOOD PRACTICE GUIDE 25

### Record Keeping Obligations of Equipment Operators under the F Gas Regulations

#### 1. Introduction

Operators (ie owners) of stationary refrigeration, air-conditioning and heat pump systems containing F Gases have a legal obligation to keep certain system records under EC F Gas Regulation 843/2006 article 3 and supporting Regulation EC 1516/2007.

This applies to all systems with more than 3kg of HFC refrigerant (or 6kg if hermetically sealed and labelled. The obligation came into force on 4 July 2007.

#### 2. What must the records include?

The equipment owners' records must include:

- The name, postal address and telephone number of the operator
- The quantity and type of F gas refrigerants installed in each system
- Any quantities of refrigerant added
- The quantity of refrigerant recovered during servicing, maintenance and final disposal
- Other relevant information including the identification of the company or technician who performed the servicing or maintenance, as well as the dates and results of leakage checks and leakage detection system checks.
- These records shall be made available on request to the competent authority and to the Commission.

#### 3. Additional related obligations

The operator must also:

- Record the size of the refrigerant charge. Where this isn't known (ie it isn't in manufacturer's technical specifications or on a label on the system), the operator must ensure that it is estimated by certified personnel. A "rule of thumb" calculator is available from Government.

- Ensure that certified personnel check the equipment records to determine any previous issues and consult previous reports before carrying out any leakage checks,
- Take steps to prevent leakage and repair leaks detected by certified personnel as soon as possible.
- Regularly check for leakage using certified personnel
- Recover refrigerant used during plant servicing and maintenance and at end of plant life using certified personnel
- Use appropriately qualified staff to carry out installation, service and maintenance.

#### 4. Sample Record Sheet

The table overleaf shows an example record sheet for compliance with the F-Gas Regulation. Records of this type must be kept for each refrigerant plant that contains more than 3 kg of HFC refrigerant or (6kg if hermetically sealed and labelled). You can download an electronic version of this record sheet from [www.ior.org.uk](http://www.ior.org.uk)

#### 5. Further information

- F-Gas Support Help Line 0161 874 3663
- Refrigerant charge size calculator [www.defra.gov.uk/fgas](http://www.defra.gov.uk/fgas)
- Electronic version of the Record Sheet [www.ior.org.uk](http://www.ior.org.uk)
- Copies of the Regulations on Leak

Checking, Labelling and Training

[www.berr.gov.uk/sectors/sustainability/fga\\_ses/page28889.html](http://www.berr.gov.uk/sectors/sustainability/fga_ses/page28889.html)

## RECORD SHEET FOR F-GAS REGULATION

### General Information

Plant Name	Ref Number
Location Of Plant	
Plant Operator (Name, Address, Telephone)	
Operator Contact	
Cooling loads served	
Refrigerant Type	Refrigerant Quantity (kg)
Plant manufacturer	Year of installation

### Refrigerant Additions

Date	Technician/Company	Amount added, kg	Reason for addition

### Leak Tests

Date	Technician/Company	Test Result (inc location & cause of any leaks indentified)	Follow up actions required

### Follow-up Actions

Date	Technician/Company	Related to test on	Actions taken

### Testing of Automatic Leak Detection System (if fitted)

Date	Technician/Company	Test result	Comments