

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

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### 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/fgases/page28889.html](http://www.berr.gov.uk/sectors/sustainability/fgases/page28889.html)

RECORD SHEET FOR F-GAS REGULATION			
General Information			
Plant Name		Reference No.	
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
Refrigerant Removals			
Date	Technician/Company	Amount Removed, kg	Reason for removal. What was done with recovered refrigerant
Leak Tests			
Date	Technician/Company	Test Result (including location and cause of any leaks identified)	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

The information contained in this Guide should be seen as a guide to interpretation of relevant industry standards, legislation and statutory information which should be consulted by the relevant competent person responsible for servicing refrigeration equipment. The Service Engineers' Section and the Institute of Refrigeration accept no liability for any errors or omissions.

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