

Annex 1

Sample Log Sheet for Record Keeping Obligation

The table below 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.

General Information			
Plant Name		Reference No.	
Location of plant			
Plant Operator ⁷			
Operator Contact ⁸			
Cooling loads served			
Refrigerant Type		Refrigerant Quantity installed (kg)	
Plant manufacturer		Year of installation	
Refrigerant Additions			
Date	Engineer ⁹	Amount Added, kg	Reason for addition
Refrigerant Removals			
Date	Engineer	Amount Removed, kg	Reason for removal. What was done with recovered refrigerant
Leak Tests			
Date	Engineer	Test Result	Follow up actions required
Follow-up Actions			
Date	Engineer	Related to test on	Actions Taken
Testing of Automatic Leak Detection System (if fitted)			
Date	Engineer	Test Result	Comments

⁷ Name and address of company operating the plant

⁸ Contact details for Operator's nominated person responsible for F-Gas compliance

⁹ Identify both the Company and the actual Technician carrying out the work, with contact details – to provide evidence of competence.