



REFRIGERANT MOVEMENT AUDIT

Refrigerant used is to be recorded in the clients asset list, recovered refrigerant is to be removed from a client's asset list and new refrigerant purchased will be booked to the engineer's van stock or to a particular job. This will be carried out at regional offices using a Company Data Base and to this end, the following procedures must be observed by all **service and installation engineers or purchasers of refrigerants**.

- 1 Purchase orders for refrigerant must include in the order number:-
 - Job number.
 - Engineer's initials.

- 2 Refrigerant **used** on **service** work must be recorded on day work sheets (service reports) which should include:-
 - Refrigerant type.
 - Amount used.
 - Cylinder serial number.
 - Equipment model and serial number.

- 3 Refrigerant **used** on **installation** work must be recorded on either commissioning sheets or refrigerant transfer notes which should include:-
 - Refrigerant type.
 - Amount used.
 - Cylinder serial number.
 - Equipment model and serial number.

- 4 Refrigerant **used** during a **retrofit** must be recorded on a day work sheet (service) or refrigerant transfer note (installation) which must include:-
 - Refrigerant type.
 - Amount used.
 - Cylinder serial number.
 - Equipment model and serial number.

- 5 Refrigerant **recovered** during a **retrofit, service work or de-commissioning** must be recorded on a day work sheet or a refrigerant transfer note which must include:-
 - Refrigerant type.
 - Amount used.
 - Cylinder serial number.
 - Equipment model and serial number.

N.B. Free issue refrigerant from client/customer must also be recorded but must be described as **Free Issue** on the sheet.

