

# Refcom F gas Company Certification Application Form

## 1. Certification Requirements

To obtain a Refcom F gas certificate, businesses must provide details of their qualified RAC Engineer(s) and details of appropriate recovery systems and refrigerant handling procedures.

### Stationary Equipment Qualification Company Certification - certificate valid for three years from date of issue

The named RAC Engineer(s) or the majority of named RAC engineers must hold either a City and Guilds Category 1/Category 2 or a CITB J11/J12 F-Gas qualification. A recent DEFRA/EA ruling stated that Category 3/J13 or Category 4/J14 are not sufficient.

## 2. Company Details

**Company Name:**

**Address:**

**Town:**  **County:**

**Postcode:**  **Email:**

**Telephone:**  **Fax:**

**Website address:**

### PRINCIPAL CONTACT

**Name:**

**Position in Company:**

**Email:**  **Telephone Number:**

### SCHEME CONTACT (if different to above)

**Name:**

**Position in Company:**

**Email:**  **Telephone Number:**

Is your company a member of BESA?  Yes  No **If yes please provide your BESA registration number: HV**

Is your company a member of the existing Refcom Elite Scheme?  Yes  No

**If yes please provide your membership number:**

## 2. Company Details continued

### 2.1 Type of company (please tick)

Public Limited Company   
  Private Limited Company   
  Partnership   
  Sole Trader   
  Other (e.g. Local Authority, Health Trust etc)

### 2.2 Company registration number (if applicable):

### 2.3 Date business established

 /  / 

### 2.4 Size of business in relation to employed qualified RAC engineer(s) (please tick)

Micro (sole trader)   
  Small (2-9 engineers)   
  Medium (10-49 engineers)   
  Large (50+ engineers)

### 2.5 Nature of business

Contracting   
  End User   
  Manufacturer   
  Trainer   
  Consultant

### 2.6 Type of work carried out

% Installation   
  % Service/Maintenance   
  % Other  
 % Commissioning   
  % Decommissioning

### 2.7 Annual in-scope RAC turnover (as per latest accounts)

£

### 2.8 How many companies do you employ as sub-contractors?

## 3. Details of RAC Engineer(s)

All RAC engineer(s) must hold one of the recognised refrigerant handling qualifications.

The named engineers hold one of the following:-

City and Guilds 2079 Categories I-2, CITB J11-12 Safe Handling of Refrigerants, City and Guilds 6187 01-06 (Unit 230/530) or City and Guilds 7189 02-03 (Unit 209/509)

### 3.1 Qualification Details

Number of engineers employed in work involving refrigerant handling

Number of engineers certified in safe handling of refrigerants

Provide details of all RAC Engineer(s)

Name	National Insurance Number	Date of Birth	Certificate Type e.g 2079, J11	Category (required for C&G 2079 & CITB J11-12)	Full Certificate Number (e.g. C&G 270710/2079-11/766666/ M/01/01/1900)	Date Awarded
				<input type="checkbox"/> Cat. I <input type="checkbox"/> Cat. II		
				<input type="checkbox"/> Cat. I <input type="checkbox"/> Cat. II		
				<input type="checkbox"/> Cat. I <input type="checkbox"/> Cat. II		
				<input type="checkbox"/> Cat. I <input type="checkbox"/> Cat. II		
				<input type="checkbox"/> Cat. I <input type="checkbox"/> Cat. II		
				<input type="checkbox"/> Cat. I <input type="checkbox"/> Cat. II		
				<input type="checkbox"/> Cat. I <input type="checkbox"/> Cat. II		
				<input type="checkbox"/> Cat. I <input type="checkbox"/> Cat. II		
				<input type="checkbox"/> Cat. I <input type="checkbox"/> Cat. II		

## 4. Recovery Systems and Refrigerant Handling Procedures

Refcom requires evidence of appropriate recovery systems and refrigerant handling procedures

### Refrigerant recovery equipment

4.1 Do you own an appropriate number of recovery machines? (please tick)  Yes  No How Many?

4.2 Do you have appropriate calibrated weighing facilities for the bottles used? (please tick)  Yes  No

### Refrigerant handling procedures

4.3 Do you have appropriate refrigerant tracking procedures in place? (please tick)  Yes  No

## 5. Payment Details

**Schedule of fees** (All fees shown are inclusive of VAT at 20%)

Size of company (as specified in Section 2)	Full certification (valid for three years)
Micro (sole trader)	£142.80
Small (2-9 engineers)	£183.60
Medium (10-49 engineers)	£372
Large (50+ engineers)	£816

TOTAL AMOUNT PAYABLE £    .

### Payment method

Credit/Debit card - please complete details below  Cheque - payable to **Refcom Ltd**

Card type:  Visa Credit  Visa Delta/Electron  Visa Electron  Mastercard  Maestro

Valid from:   /     Expiry date:   /     Issue Number:   (if applicable)

Card Number:                      Security Code:    (Last three digits on signature strip)

Cardholder's name as it appears on card:

Address:

Postcode:

Signature of cardholder:

Date:   /   /

## 6. Declaration

The declaration is to be signed/agreed by a senior manager or director as the authorised representative of the Business.

I confirm that (on behalf of the named business included within this application):

All the information and documentation provided in support of this application is complete and accurate;

I/we will abide by the Terms of Certification of the Refcom F gas Certification Scheme as published and amended from time to time on Refcom's website;

The business and/or individual(s) named in this application will complete all work within scope of the Scheme in accordance with the fluorinated Greenhouse Gases Regulations 2015 No. 310 and any subsequent enactments thereof or as may be amended from time to time;

Any relevant changes to business/individual(s) status will be notified to the Scheme at the earliest opportunity.

I understand that:

Following submission of this application, Refcom may arrange for a risk-based audit against the certification standards set out in the Scheme's Operation Booklet, as published and amended from time to time on Refcom's website;

Failure to comply with the Scheme's Terms of Certification; and/or meet the certification standards set out in the Scheme Operation Booklet, and/or complete work to the standards laid down in the Fluorinated Greenhouse Gases Regulations 2015 No. 310 and any subsequent amended enactment, could result in additional cost in cases of non-compliance and lead to the business being refused entry to, or removed from the public listing of certificated businesses.

I acknowledge that there is a legitimate interest in the following information being made publicly available on the listing of Refcom certificated businesses:

- business or trading name
- unique membership number
- membership status
- contact details (specified in section 2)
- certificate expiry date

I also acknowledge that I have the right to object to my details appearing in listings at anytime in the future and can also do so by contacting the Refcom team.

I agree that the information disclosed on this form, including any personal data, may be shared with Government Departments, and any employee, subcontractor or agent acting on their behalf.

I also hereby confirm on behalf of the business named in this application that the information contained in this document/submission is correct, that any changes in circumstances will be notified to Refcom in writing, and I accept and agree to abide by Refcom's Terms of Certification.

**Refcom Certification Ltd will use the information disclosed in support of the F Gas company certification. There is also a legitimate interest for us to use the information for the following purposes:**

- shared with Government Departments, and any employee, subcontractor or agent acting on their behalf;
- to help improve the content of the Refcom website and the service Refcom offers;
- for internal audit purposes;
- to provide the applicant and employer with information about Refcom and associated industry matters;
- to provide businesses with information regarding updates or additional services available from Refcom Ltd and its associated companies.

**Refcom Certification Ltd** is committed to ensuring that your privacy is protected. To find out more about how we process your data and your rights, please see our online privacy notice.

Signature:

Date:  /  /

Name of individual signing the declaration:

Position:

Please return this completed application form and fee to:

**Refcom Ltd**  
**Old Mansion House**  
**Eamont Bridge**  
**Penrith**  
**Cumbria**  
**CA10 2BX**

Tel: 01768 860409

Fax: 01768 860401

Email: [refcom.info@theBESA.com](mailto:refcom.info@theBESA.com)

Website: [www.refcom.org.uk](http://www.refcom.org.uk)