

Soltec UK Ltd Health and Safety Procedure

Title: Refrigerant Handling Procedure			
Document Number:	Soltec – SP11	Revision 1	Date of Issue: 15/03/2007

This procedure is written and issued in accordance with Soltec UK Ltd Safety Management System Framework and Protocol. The responsibility for upkeep and amendment of this procedure rests with the company Health & Safety Manager. All requests for modification should be made to Soltec UK Ltd Head office.

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1. Policy

Soltec UK Ltd is committed to conform to EC Regulation No 842/2006 on certain fluorinated greenhouse gases and provide the necessary training. The provisions in the Regulation cover:

- the containment, use, recovery and destruction of the F gases covered by this Regulation;
- the labelling and disposal of products and equipment containing those gases;
- the reporting of information on those gases, including imports, exports and production of these gases;
- the uses placing on the market prohibitions of the products and equipment referred;
- the training and certification of personnel involved in activities provided for by this Regulation, specifically in relation to the containment and recovery obligations.

The Regulation also provides a timetable for the checking for leakage of the following stationary applications: refrigeration, air conditioning and heat pump equipment and fire protection systems. Soltec UK Ltd will ensure that they are checked for leakage in line with the timetable set out in the Regulation.

2. Procedure

2.1 Responsibilities:

2.1.1 Managing Director is responsible for the successful implementation, monitoring and annual review of this procedure.

2.1.2 Health and Safety and Installations Manager are responsible for the implementation of this procedure, and for ensuring that arrangements made under it are kept updated.

2.1.3 All engineers are responsible for upkeeping and updating the records.

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2.2 Refrigerant order / recovery.

2.2.1 All engineers are issued with copies of our Refrigerant order / Refrigerant recovery cards. Additional copies and information can be obtained from the Health and Safety Manager or main office PC library.

2.2.2 When engineers require a bottle, whether new refrigerant, liquid receiver or recovery, they raise an order to the supplier.

2.2.3 The bottle is then weight and the weight on receipt / tare weight is noted on the card.

2.2.4 The following information is then completed on Refrigerant card:

- Bottle type – New Refrigerant or Recovery
- Bottle serial No
- Bottle / Tare weight
- Gas type
- Date received / returned
- Waste transfer and Goods return note No and date

The Refrigerant card then remains with the bottle.

2.2.5 Whenever the engineer uses the bottle he notes on the Card:

- The date
- Gas type
- The amount of gas taken out / put in the bottle
- The weight of the bottle when job started / finished
- The unit gas put in / recovered from serial No
- The location at which the gas has been used / removed
- The amount transferred to another bottle sent to supplier
- Engineers initials

2.2.6 This procedure continues until the bottle is empty or full, depending on type.

2.2.7 Once the bottle is empty or full either of the following should be applied:

1. The engineer returns the bottle to the office for the return to supplier
2. He engineer returns the bottle to the supplier himself

1. If the engineer returns the bottle to the office, the office will then contact the supplier to arrange for collection. The office will then raise a Goods return note which gives details of the bottle to be collected. If necessary a Waste transfer note is raised.

2. If engineer return the bottle to the supplier himself he will also raise Goods return note which is signed by the supplier to acknowledge receipt. The supplier will generally have their own paperwork which engineer will sign and be given copy of. The completed Goods return note, Waste transfer note and refrigerant card are then passed to the office for filing.

