



Subject:	REFRIGERANT TRADING LICENCE RECORDS AND FORMS					TSB #:	7 3-08
						Date:	18/3/08
Initial Once Read:							

You should be aware that you have a responsibility in having the refrigerant trading licence. The requirement from you by the Australian refrigeration council is to provide to Arctick or representatives when required completed records and forms for the refrigerant used, refrigerant recovered, equipment maintenance and the risk management plan (RMP)

The RMP in particular is required to be filled out, kept on your premises and be viewed by all staff. The RMP is used as a safety tool for you to examine any risks associated with a particular workplace activity, such as refrigerant cylinder care and equipment maintenance.

To make the filling out of this plan easier, we have provided an example of a completed RMP form which can be copied to you computer drive and altered to suit your workplace.

Using our example RMP you will still be required to alter any of the sections of this document to suit your own workplace and activities and complete sections 6 – Person responsible and 7 - Time frame introduction.

Please ensure that all your records of refrigerant sales, refrigerant recovered, equipment maintenance and RMP are completed and easy assessable as you will be required to show these to the Arctick auditor when requested.

We suggest that all your Arctick records, forms and plans be stored electronically for easier updating and retrieval when required.



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