

Business name	<input type="checkbox"/> Automotive <input type="checkbox"/> Stationary (please tick)
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RTA Number

Quarter ending	Page number
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Refrigerant: purchase record

Date	Supplier and branch	Refrigerant type	Qty (kg)
1/5/2017	Gas Supply Co Branchtown	R134a	10kg

Quarterly summary	Total (kg)
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Refrigerant: sold record (bulk transactions to a current RTA holder) Amounts used in customers systems not required

Date	Purchaser and their AU number	Refrigerant type	Qty (kg)
1/5/2017	Fred Bloggs Refrigeration AU98765	R134a	10kg

Quarterly summary	Total (kg)
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Refrigerant: recovered and retuned for disposal record

Date	Purchaser and their AU number	Refrigerant type	Qty (kg)
1/5/2017	Gas Supply Co Branchtown	R410a	11kg

Quarterly summary	Total (kg)
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Cylinder leak test & in-test expiry date records

In-Test refers to the mandatory Hydrostatic Testing and Date Stamping of all Pressure Vessels at manufacture and every subsequent 10 Years

Refrigerant type	Cylinder owner	Cylinder serial number	Date leak tested	Expiry date	Person who tested cylinder
R134a	Gas Supply Co	MT122345	1/5/2017	1/10/2024	John Citizen

Insert 'Nil' where no cylinders are held

Equipment maintenance records

Any equipment you use for managing refrigerant, including vacuum pump / recovery unit / electronic leak detector

Date	Equipment type	Make	Model	Serial number	Maintenance carried out
1/5/2017	Vac Pump	Vac Rite	12678	VP98165	Changed oil and tested to manufacturers specifications
1/5/2017	Recovery Unit	Rec Rite	CR7Evo	3965002	Tested operation
1/5/2017	Leak Detector	Detect Rite	XPLS - 100	51000062321	Replaced batteries and tested to known source

Refrigerant Handling Licence holders *Record all persons who handle refrigerant*

Name of person handling refrigerant	RHL number	Expiry date
John Citizen	LO123456	12/12/2018