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Australian Refrigeration Council Ltd



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FACTSHEET

What you need to know before your permit condition check

All businesses or individuals that hold a Refrigerant Trading Authorisation under the Australian Government's Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995 will have a permit condition check conducted by the Australian Refrigeration Council (ARC).

A Refrigerant Trading Authorisation is granted subject to the conditions as outlined in regulation 141 of the regulations.

To ensure you are meeting the conditions of your Refrigerant Trading Authorisation, at the permit condition check you are required to provide evidence of the following to the ARC Field Engagement Officer:

- Up-to-date records (for the last 2 quarters) showing the amounts of refrigerant bought, sold (bulk amount i.e. cylinders) and recovered/reclaimed (for destruction) during each quarter.
- Each item of equipment that is necessary to prevent avoidable emissions of refrigerant is operating correctly.

- Two last quarterly records, maintenance or other activities undertaken to ensure each item of equipment necessary to prevent avoidable emissions of refrigerant is operating correctly.
- Equipment includes at least one of each of the following:
 - leak detector
 - vacuum pump
 - recovery unit.
- Two last quarterly records of current Refrigerant Handling Licence holders (name, licence number, entitlement and expiry date).
- Two last quarterly records that show that you have checked, at least once during each quarter, any and all refrigerant cylinders in your possession for leaks.
- A list of all refrigerant cylinders in your possession during each quarter (for the last 2 quarters) and their test dates.
- Evidence that a risk management plan relating to the handling and storage of refrigerant in your business has been put into effect. A guide to producing a Risk Management Plan and example templates for recording the detail required at audit are available on our website www.arctick.org or call the ARC on 1300 884 483.
- Your RTA number on any advertising for the provision of services which would not be permitted without the RTA and on any invoices, receipts or quotes for work carried out under the RTA.

