



Australian Government

**Department of the Environment,
Water, Heritage and the Arts**



FACT SHEET 5

What You Need to Know Before Your Audit

All companies (or individuals) that hold a Refrigerant Trading Authorisation under the Australian Government's *Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995* will be audited by the Australian Refrigeration Council (ARC).

To ensure you are meeting the conditions of your Refrigerant Trading Authorisation, at audit time you will be asked to either show and/or provide proof of the following:

- Up to date records of the amounts of refrigerant bought, sold (in bulk, not installed into equipment) and recovered each quarter;
- Cylinder leak test records;
- Sufficient equipment necessary to prevent refrigerant gas emissions, as detailed on your Refrigerant Trading Authorisation, including at least one of each of the following: a refrigerant recovery unit, a vacuum pump and leak detector;
- Records showing that equipment used to prevent the emission of refrigerant gas has been regularly serviced;
- A risk management plan for the premises and evidence it has been implemented;
- Licence details of all staff who handle refrigerant;
- That all refrigerant containers are within test date;
- That all cylinders that are owned or held on premises are properly capped.

For more information on the conditions of holding a Refrigerant Trading Authorisation or the Regulations visit www.arctick.org or call the ARC on 1300 884 483.