

Quarter Ending: .....

Year: 20 .....

Authorisation No : AU.....

**Refrigerant: Purchase Record**

Date in Quarter	Supplier & Branch	Type	Type	Type	Type
		Qty (kg)	Qty (kg)	Qty (kg)	Qty (kg)
<b>Quarter Summary = Total (kgs)</b>					
		<i>Insert Nil where no activity in Quarter</i>			

**Refrigerant: Sold** *(Bulk Transactions to a current RTA holder) Amounts used in customers systems not required*

Date In Quarter	Refrigerant Type	Quantity Sold	Purchaser AU Number
<b>Quarterly Summary = Total (kgs)</b>			
			<i>Insert Nil where no activity in Quarter</i>

**Refrigerant: Reclaimed/Recovered & returned for Disposal Records**

Date In Quarter	Details of Who Refrigerant Returned to <i>(This will generally be the Refrigerant Wholesaler)</i>	Quantity Returned
<b>Quarterly Summary = Total (kgs)</b>		
		<i>Insert Nil where no activity in Quarter</i>

**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	In-Test <u>Expiry</u> Date	Name of Person Who Checked
<b>Quarterly Summary = Total (kgs)</b>					
					<i>Insert Nil where no cylinders held in quarter</i>

**Equipment Maintenance Records**

*Include Vacuum Pump / Recovery Unit / Electronic Leak Detector*

Date In Quarter	Equipment Type	Make	Model	Serial Number	Action Taken

**Refrigerant Handling Licence Holders**

*Record of all Persons who Handle Refrigerant*

Name of Person Handling Refrigerant	RHL Number	Expiry Date