



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).

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 audit you are required to provide evidence of the following to the compliance auditor:

- Up to date records of the amounts of refrigerant bought, sold (this does not include charging a system, even if 10 cylinders are used! Record only what is actually sold in bulk), recovered/reclaimed (for destruction) during each quarter;
- That each item of equipment that is necessary to prevent avoidable emissions of refrigerant is operating correctly and,
- Quarterly records of any checks, maintenance or other activities undertaken to ensure each item of equipment necessary to prevent avoidable emissions of refrigerant is operating correctly;
- Equipment includes one or more of the following:
 - Leak detector
 - Vacuum pump
 - Recovery unit
- Quarterly record of Refrigerant Handling Licence (RHL) holder/s or persons who handle refrigerant;
- At least once a quarter, records of checks on any refrigerant container in the holders possession for leaks and,
- a list of all refrigerant containers (cylinders) in your possession during each quarter 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.

Examples of audit reporting forms, information on the conditions of holding a Refrigerant Trading Authorisation and the regulations are available on the ARC website; www.arctick.org or call the ARC on 1300 884 483.