Business name	Automotive Stationary (please tick)
RTA Number	
Quarter ending	Page number

Refrigerant: purchase record

Date	Supplier and branch	Refrigerant type	Qty (kg)	
Quarterly	summary	Total (kg)		

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)
Quarterly summary		Total (kg)	

Refrigerant: recovered and returned for disposal record

Date	Purchaser and their AU number	Refrigerant type	Qty (kg)
Quarterly summary Tota		Total (kg)	

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	
	Incert 'All' where no cylinders are held					

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

Refrigerant Handling Licence holders Record all persons who handle refrigerant

Name of person handling refrigerant	RHL number	Expiry date