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**RISK MANAGEMENT PLAN**

**The purpose of this plan is to ensure that safe practices are**

**implemented to primarily avoid and/or reduce the risk of**

**emissions.**

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| **Refrigerant Container Maintenance**   All cylinders are to be leak tested at the end of every month   Cylinders are to be tested with a certified leak detector.   Suspect bottles will then be checked with soapy water to detect leaks should the electronic leak detector detect refrigerant.   Tests upon completion will be entered into cylinder leak test records |
| **Refrigerant Container Storage & Transport**   All cylinders will remain under lock and key at all times on site or in vehicles unless in use by a qualified technician. NO EXCEPTIONS |
| **Equipment Maintenance Schedule & Procedure**   All equipment, Leak detectors, Vac pumps, & Recovery Units are to be checked at the end of every month and recorded. |
| **Scenario Procedures & Work Practices (Items 4, 5 & 6)**   Leaks are to be repaired immediately, should leak not be able to be repaired then refrigerant is to be recovered into a dedicated recovery cylinder via reclaim unit.   Major leak-Should a major leak occur then follow procedures listed in small leak section above.   All hoses, fittings & equipment are to be checked before use to prevent leakage of Refrigerant , eg: Check gauge line rubbers, check bottle fittings for seal, check manifold & gauges for leakage. |
| **Responsible Personnel & Duties**   All tasks involving testing are to be carried out by a licensed technician.   All technicians are required to clearly display a copy of this Risk Management Plan in their vehicles. |
| **Risk management Plan Review**   Reviews are to be carried out should existing guidelines show a need for upgrading or re-formatting in accordance with Gas Management Regulations 1995. |
| **Leak Hazard Assessment & Procedures**   Please refer to section **Scenario Procedures & Work Practices** |