**Your Logo Here/ Laminate and place in all vehicles.**

**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**

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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, e.g.: Check gauge line rubbers, check bottle fittings for seal, check manifold & gauges for leakage.
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| **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.
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| **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.
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| **Leak Hazard Assessment & Procedures*** Please refer to section **Scenario Procedures & Work Practices**
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**emissions.**