

EMS OP11: Air conditioning Maintenance

Version No: 1	Issued By: Production Manager
Issue Date: 20 th February 2022	

INTRODUCTION

The aim of this document is to ensure that substances used in cooling and refrigerant systems and solvents comply with the legal requirements of the Environment Protection Act in particular the control of substances that are known to deplete the ozone layer. It is also the mechanism for ensuring units are maintained correctly.

REFERENCES

Site Preventative Maintenance Schedule
 Site Planned Maintenance Programme

RESPONSIBILITY

The Site Manger is responsible for this procedure and its communication to the Production Manager. The Production Manager is responsible for its implementation on site.

HAZARDS

Solvents and substances used in refrigeration and cooling systems, firefighting and pest control if released to atmosphere, can result in depletion of the ozone layer. No such substances are used of stored on site and care must be taken to ensure no such substances are used in future.

ACTIONS *

1. A log of any refrigerant equipment must be maintained including the refrigerant in use.
2. A plan for the phased replacement of undesirable substances as stated in the legislation should be drawn up.
3. Refrigerant equipment should be regularly inspected and maintained.
4. A record must be kept of any refrigerant top up as an indicator of leaks to atmosphere which should initiate maintenance and repair.
5. Confirmation should be obtained from Approved Contractors that their employees have achieved the minimum standards as laid down in the Schedule below, unless the person is experienced in that particular field..

LEGISLATION

Details of the legislation relating to this procedure are contained in the Register of Legislation (Legislation Register) held on the server.

OTHER USEFUL REFERENCES *

See appendix below for defined Minimum Qualifications

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SCHEDULE 1 Regulation 3(a)

TABLE OF MINIMUM QUALIFICATIONS

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>
<i>Tasks</i>	<i>Equipment</i>	<i>Minimum Qualification</i>
<p>Servicing and maintenance of equipment.</p>	<p>Refrigeration, air conditioning and heat pump equipment which is stationary at all times when in operation.</p> <p>Commercial and domestic refrigerators and freezers which are stationary at all times when in operation.</p> <p>Portable refrigeration, air conditioning and heat pump equipment.</p>	<p>(a) City & Guilds Certificate in Handling Refrigerants Scheme 2078.</p> <p>(b) Construction Industry Training Board Safe Handling of Refrigerants Reference 206710.</p>
<p>Dismantling of equipment.</p>	<p>Refrigeration, air conditioning and heat pump equipment—</p> <p>(a) which is stationary at all times when in operation; and</p> <p>(b) which can only be dismantled at the place at which the equipment is used.</p>	<p>(a) City & Guilds Certificate in Handling Refrigerants Scheme 2078.</p> <p>(b) Construction Industry Training Board Safe Handling of Refrigerants Reference 206710.</p>
<p>Decommissioning of equipment.</p>	<p>Fire protection systems and fire extinguishers.</p>	<p>British Fire Protection Systems Association Competence Certificate Course Class.</p>