

F-Gas Registration Ltd

Company Certification Scheme Guidance Notes 2024

Company Detail

1. Company Name	
company mame	
2. Address	
3. Post Code	
4. Principal Contact	
5. Email address	
J. Lindii duuless	
6. Telephone	
7.14.1.11	
7. Mobile	

Foreword

The purpose of this document is to provide details of how a Company (person or Company) which handles certain Fluorinated greenhouse gases as defined in the relevant EU Regulations and Statutory Instruments may comply with the statutory requirements for registration.

For purposes of uniformity the term "undertaking" as defined in Regulation 517/2014 is hereinafter referred to as Company

F-Gas Registration Ltd. (hereinafter referred to as FGR) has entered into agreement with the Department of Environment, Climate and Communications (DECC) to operate as the Company Certification Body in the Republic of Ireland (ROI) under the provisions of Commission Regulation (EC) No 303/2008 (relating to stationary refrigeration, air conditioning and heat pump equipment containing certain fluorinated greenhouse gases) and Commission Regulation (EC) No 204/2008 (relating to stationary fire protection systems and fire extinguishers containing certain fluorinated greenhouse gases).

Users of this document should refer to the contents of Regulation (EU) No 517/2014 of the European parliament and of the Council of 16th April 2014 on fluorinated greenhouse gases and repealing Regulation (EC) No 842/2006. Particular reference should be taken of the definitions set out in that document.

In the event that the above Regulation is amended or replaced then the document which comes in to force shall be deemed as the valid reference.

Disclaimer

Every effort has been made to ensure the accuracy and validity of the contents of this document. FGR accepts no liability whatsoever for any claims, losses or damages arising out of the operation of the Fluorinated Greenhouse Gas (F-Gas) Company Certification Scheme or any related documentation.

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Summary of the Application Process

In order for a Company to register and obtain an F-Gas certificate they must declare information about the Company and provide evidence that all engineers employed who handle Fluorinated Greenhouse Gases (F-Gas) are competent to carry out their work - i.e. that they hold the necessary personal certificates as set out below.

These guidance notes set out how Companies can apply for Registration and Company certification and how applications are reviewed and processed.

It deals with the ongoing audit requirements and processes for Companies holding a registration certificate and how any problems or issues such as non-conformities are handled.

It also caters for appeals against the refusal of a new application, renewal of an application or the withdrawal/ suspension of a company certificate.

Companies (includes individuals) Required to be Registered

Reference Article 10 paragraph 6 of Regulation 517/2014 or 2024/590 and 2024/573

Any Company carrying out installation, service, maintenance, repair or decommissioning for other parties of the following equipment that contains fluorinated greenhouse gases:

- a. Stationary refrigeration equipment
- b. Stationary air-conditioning equipment
- c. Stationary heat pumps
- d. Stationary fire protection equipment
- e. Installers of refrigeration piping for Heat pumps/air-conditioning/ Refrigeration or any item that could contain F Gases.
- f. Installers of refrigeration/ air conditioning/ fire piping, containers for fire industry or anything that could contain F Gas Products.
- g. Servicing/maintenance of Train Wagons/Refrigerated Trucks/ Refrigerated Trailers

Authorised Officer

This is a self-declaration scheme which must be completed by an authorised officer of the applicant Company. The principal contact will be deemed to be the authorised officer of the applicant Company for applications made online.

Applications for Registration and Certification

General

Registration Validity

Registrations are valid for one Calendar Year (01 Jan – 31 Dec) after which they must be renewed.

New Companies registering may purchase a 12 Month, 6 Month or 3 Month Certificate each of which will expire on the 31st day of December of the application year.

Renewals are always for a 12 months period commencing on 1st January and terminating on the 31st December of each year.

Engineers Personal Certificates

All engineers employed in the handling of F Gases are required to hold a personal F-Gas handling certificate issued by a member State of the European Union. Certificates issued by a member State in their national language will require to have an attested English language translation to accompany the personal certificate.

Copies of the personal certificates of all employed engineers are required to be uploaded to the FGR web site at time of registration or when new employees join the company.

Likewise, it is a requirement that when an engineer's employment ceases or is terminated their details are removed from the registration details of the company.

All personal Certificates for engineers are required to be upgraded every 5 years in accordance with Regulations 2024/590 & 2024/573. The first renewal of Certificates is required to be completed and uploaded to the FGR web site before 12th March 2029.

• Fire Industry Personal Certificates

Engineers employed in the Fire Sector who work on equipment and systems containing or which could contain F-Gases must hold one of the following qualifications:

- a. Fetac 5S0110 Level 5 (Special Purpose Certificate) or
- b. EPA Exchange F-Gas Certification for Technicians.
- c. Equivalent certificate issued by a member State of the European Union

Refrigeration and Air-Conditioning Industry (SRAC) Personal Certificates

Engineers employed in the SRAC Sector who work on equipment and systems /installation of piping containing or could contain F-Gases must hold one of the following qualifications:

- a. EPA Exchange Certificate (categories I IV)
- b. Category 1: QQI 5S0108 5N0104 5S21991 5S21697 Level 5 (Special Purpose Certificate). Engineers holding this certificate may work on any F Gas Stationary Equipment including Trucks – Train Wagons and Refrigerated trailers. This excludes mobile airconditioning units for cars & vans. A separate certificate is required for these vehicles.

- c. Category 2: QQI 5N0103 5S21993 5S21995 Level 5 (Special Purpose Certificate.) Engineers holding this certificate may work on any F Gas Equipment containing up to 3 Kg of F Gas except for Mobile Air-conditioning units for cars & vans. A separate certificate is required for these vehicles.
- d. Category 3: QQI 5N0105 (Special Purpose Certificate) for Recovery of Gas up to 3 Kgs.
- e. Category 4: QQI 5N0102 (Special Purpose Certificate) only for Leak Testing of Equipment.
- Refrigeration Craft Certificate Level 6 issued after 01 Jan 2014 (including phase 4 Safe Handling of Refrigerant)
- g. Equivalent certificate issued by a member State of the European Union.

Quantity of Engineers Required

Companies must demonstrate that they employ a sufficient number of suitably certified engineers to cater for the volume of their activities.

Information Required for all Company Applications for Registration

For ease of application the following is a check list of the information you should have at hand – some items are optional.

Full Details of the Company to Include

Company Registered Name

Company CRO registration number

Date of establishment of Company

Company trading name

If different to registered name and you wish to have this trading name displayed on the website

Company VAT registration Number

Company type: Selected from

Private Limited Company

Public Limited Company

Sole Trader

Other (such as Local Authority etc.)

Company Size: Selected from

Sole Trader

2-10 Employees

More than 10 employees

Business Distribution

Ratio between Installation & Product/ Service provision

Company Address: To include Post Code

Company Email:

Company Telephone Number.

Company website:

Principal contact Name, Position and Email

Scheme contact Name, Position and Email (if different to above)

Equipment Requirements

Companies are required to confirm that they have sufficient Tools and Equipment to carry out the volume of their activities.

SRAC Companies equipment

As a guideline the minimum requirement is one set of the following equipment for every three certified engineers in their employ.

Note: the equipment is subject to Audit by F Gas Registration Ltd

Recovery Unit

Weighing Scales

Vacuum Pump

Refrigerant Gauges

Torr Gauge

Leak Detection equipment (Electronic or Bubble test)

Recovery Cylinder

Adequate Set of Refrigerant Tools

• Fire Company equipment

The equipment needs for Fire Companies is undefined as it will be dependent on the nature of the work undertaken (i.e. Service only, Installation etc.).

Where audits are undertaken a judgement will be made by the auditor on the adequacy of the equipment provided.

Additional Information (and Declarations) Required

Company Procedures

Companies will be required to have evidence that all installation and maintenance tasks associated with the safe handling of F-Gases used in Stationary Fire Protection and Extinguishing

Systems and Stationary refrigeration and Air conditioning systems along with the appropriate systems and handling procedures are in place and in use.

Prior Annual Notification Licence (PAN)

This is a requirement of the EPA. The following is an extract of the requirements as detailed on the EPA web site www.epa.ie.

"The company should hold a PAN licence (A Prior Annual Notification licence) if they are moving third party F Gas that they have reclaimed, this can be submitted to the Environmental Protection Agency by any person intending to collect and transport waste, returned or recovered refrigerants/halons/F-gases in gas recovery containers. There is no fee for submitting a PAN. This operates between 31st March and 28th February each year."

In addition, for the SRAC industry, evidence that the appropriate recovery systems and refrigerant handling procedures are in place and in use.

(Refer to the Fire Sector and SRAC downloads on the home page)

Application Process

The on-line application is easy to follow, however if you need assistance, please contact the FGR helpdesk by email or phone on 087 2501890.

Registration fees and scheme information are available on, and can be downloaded from the website www.fgasregistration.ie or requested by email at info@fgasregistration.ie or you can call the FGR helpdesk on 087-2501890 or 01-8618207.

Online applications and payment can be made on the FGR website www.fgasregistration.ie. The web site automatically sends an order confirmation to the applicant on completion of the order process.

Invoices are issued by e-mail from the FGR accounts department (accounts@fgasregistration.ie) when an order is placed via the web site.

On completion of the application process and payment of the relevant fee, your application will be reviewed by the FGR Operations Manager. *Refer to Application Outcome*.

Requests for statements / copy invoices should be directed to the accounts department via email at accounts@fgasregistration.ie

Requests for general information from F Gas Registration should be directed via email at info@ fgasregistration.ie and it should include your company name and latest certificate number.

How Can I Pay?

Payment for registration can be made by credit card or bank transfer. If payment is to be made by Cheque, please post to: F Gas Registration Ltd, DCCA House, Unit 70B, Grange Close, Baldoyle Industrial Estate, Dublin 13. D13 PK71.

If you wish to change the method of payment which you have selected you can access your account (using email address and password) and select "PAYMENTS" from the task bar at the top of the web page. You should enter the Company name or Invoice Number and amount to be paid. The option to pay by Credit Card will appear. Follow the payment instructions.

Application Procedure (see also Annex 1 application process Flow chart)

- 1. Register you interest on the FGR website www.fgasregistration.ie apply online.
- 2. Accept your Company may be selected for a risk-based audit.
- 3. Complete either the online application or hard copy renewal certification form.
- 4. Pay the appropriate certification fee on our secure online payment system or post a cheque for the appropriate certification fee to F Gas Registration Ltd, DCCA House Unit 70B, Grange Close, Baldoyle Industrial Estate, Dublin 13. D13 PK712. Note: For cheque payments you must reference the application
- 5. FGR will review /considers your application or certification renewal.
- 6. FGR will notify you that your Company has been successful and meets the certification criteria and issues you a Company Certificate
- 7. What do I Get with my order?
- a. Hard copy of my F Gas Company Certificate in the post.
- b. Soft copy of my F Gas Company Certificate by E Mail.
- c. F Gas Company Van Stickers.
- d. Machine labels for up dating when you add F Gas to the system.
- e. New Clients will receive F Gas Company Certification Scheme Guidance Notes.

OR

- 8. FGR will inform you that your application or renewal is pending and request further information or clarification of issues with your application / renewal.
- 9. FGR will notify you if your application or certification renewal has been unsuccessful. You will be advised of the reasons for the unsuccessful application / certification renewal along with details of how to appeal the decision.

Application Outcomes

The Operations Manager will consider the application based on the information received to determine if the Company meets the criteria for Registration. Further information or clarification may be requested by the Operations Manager to assist in the assessment.

When the application is successful FGR will inform the Company and the Registration will be listed on the FGR on-line public data base of registered Companies. The public listing of Registered Companies can be viewed at www.fgasregistration.ie with sort facilities available by Company Name, County, Email address or Certificate number.

Successful applicants will receive a Company Certificate with a unique Registration Number. The Certificate identifies the Company by name and also details the category of work which the company is certified to undertake.

Unsuccessful applicants will be notified by the Operations Manager and provided with the reason(s) why they have been unsuccessful. They will also be given details of how to re-apply or appeal against the decision should they wish to do so.

Registration Renewal

On-line renewals and payment can be made on the FGR website at www.fgasregistration.ie. Renewal fees are listed on the FGR website.

Sixty days prior to the Registration expiry date (beginning 1st November), each Company will be reminded by email to renew their Registration. This reminder will contain a link to the FGR website where the Company will be given access to their original application, and they can amend/update their application and renew their certificate.

Early renewal is accepted and will commence on the 1st of November each Year.

What do I Get with my order?

- a. Hard copy of the F Gas Company Certificate in the post.
- b. Soft copy of the F Gas Company Certificate by E Mail.
- c. F Gas Company Van Stickers.
- d. Machine labels for updating when you add F Gas to a system.

Note: Access to your account is protected – You will require your Username and Password to gain access. If you have difficulty, please contact us via email on info@fgasregistration.ie or via the helpline number 087 2501890.

Reminders will be automatically sent every 7 days until such time as the registration is renewed.

Failure to renew a Registration by 1st January will result in temporary delisting from the public data base of Registered Companies. These will be re-instated when registration is successfully completed.

Note: Companies or entities who operate without a valid Registration or employ uncertified engineers (including Subcontractors) are liable for Fines as set out in Statutory Instrument S.I. 404 of 2022. You can reference the S.I. 404 of 2022 on the F Gas Registration website.

VAT Requirements

When you have selected the certificate, you require from the drop-down box you are then required to enter your VAT registration details. This may be entered by selection in the next drop-down box which has the country "Ireland" prelisted. The second choice is "Elsewhere".

Companies located in Ireland will automatically have the relevant local rate of VAT applied to their invoice.

Companies selecting the "Elsewhere" option will be charged 0% VAT if they hold a valid VAT registration in their home country and have registered their VAT number on the F Gas Registration application.

Companies who are exempt from VAT should possess a Revenue form 56A, a copy of which must be mailed to accounts@fgasregistration.ie each year when placing or renewing their certificate.

Note: while the order confirmation will carry the standard rate of VAT this will be reviewed by our accounts department and removed if the Form 56A is valid, and the invoice will be issued with 0% VAT. (Please note if you are paying with a credit card and you have a current 56A form, please

remove VAT before payment is made.) If you pay the VAT in error, you can request a refund from our accounts department.

Updating Details on your Existing Registration

Log in to your registration using your email and password.

Make any changes required and then save and log out at the top of the page.

Please always make sure that your VAT number/ Address and contact details are up to date.

If you proceed too far and reach the Payments Page, the drop-down box for the certificate will be blank. This as a mechanism designed to prevent you accidentally purchasing a second certificate.

Simply select the "Log Out" option at the top of the web page.

Updating Engineers details (Adding, Editing or Removing Engineers from your Account)

Log in to your account with your e mail and password. Go to the top of the page to where you see the start of an e mail address next to the log out button. Click on the e mail address and it will open a page to your account.

Existing: Go to the bottom of the page and select the Engineer you wish to update. Amend their details or select Delete if you wish to remove them. When you have finished the process save the details and log out.

Adding New: Select the Add Engineer button and load the Engineers details. You will be required to upload a copy of their personal certificate. Please take a note of the date of Issue and engineers certificate number before you commence the process as you will be required to enter these during the registration process. When you have finished the process save the details and log out.

A "Letter of Comfort" as issued by the training centre while awaiting issue of the formal certificate will be accepted for the period of its validity (usually a maximum of four months). After this you must upload the engineers' personal certificate. Failure to do so may result in suspension of the Company Registration certificate.

Audit of Registered Companies

Registered Companies that hold an F-Gas Certificate are subject to a risk-based desk-top and / or on-site audit. Selection of Candidates for audit is undertaken by a random selection process. Candidates audited in any Calendar year will not be re-audited for at least a further five years unless a complaint has been initiated.

Businesses may also be selected for an audit following a third-party complaint.

The purposes of the audits are to:

- a. Validate and authenticate the information provided by the Company on their application.
- b. Ensure that the certification standards are maintained.

FGR will request as a minimum, the following information set out below in order to verify the accuracy of the information provided by the selected Company at the time of application. It is important to update your company details regularly and at least annually.

Desk-top Audits

FGR may seek any or all of following:

- a. Information to verify that there are certified SRAC and Fire Sector engineers employed in sufficient numbers to cover the activities referred to in Article 2.2 of Commission Regulation 303/2008 or 304/2008. Installation, maintenance, or servicing or SRAC, Heat-pump equipment or Stationary Fire Protection and Extinguishing equipment
- b. Check the validity of the certificates with the relevant awarding body.
- c. Request information to verify that the necessary equipment, tools, and procedures are in place and available in sufficient quantity to certified employee(s) engaged in the activities for which a Company Certificate is issued.
- d. Confirmation of the validity of or update of information provided by the Company.
- e. Information relating to Sub-Contractors employed by the Company who execute F-Gas works on behalf of the Company.

On-site Audits

Where a Company is selected for an on-site audit, they will be contacted directly by the appointed auditor, who will arrange a time and date for the audit to take place. In all cases the appointed auditor will be appropriately qualified. If the time and date cannot be agreed to suit other audits in the area there may be a charge for a return visit to carry out the audit on its own.

The audit will take place at the Companies premises and will take between 1 and 2 hours depending on the size of the Company and the number of engineers employed.

The following will be required during the audit:

- a. Inspection of all engineer's equipment & tools
- b. Copy of all engineers' Certification
- c. Inspection of Recovery Unit(s) and Vacuum Pump(s) SRAC companies Only

- d. Inspection of Equipment pertaining to Fire Sector Companies
- e. Copy of Company F-Gas Certificate
- f. List of Subcontractors employed by the Company to carry out work pertaining to F-Gases on their behalf. This should include contact details and F Gas registration details for the Sub Contractor.

Any non-conformity found during the audit will be advised by the auditor and is required to be dealt with effectively and in a timely manner as set out in the Non-compliance Section.

Some aspects of the audit may be covered by other certification schemes to which the Company may already be accredited. Any such accreditation will not grant exemption from the provisions of FGR's certification requirements, but the auditor may take such schemes into account when carrying out the audit.

On-site Risk Based or Third-Party complaint Triggered Audit

FGR will require the following:

- a. FGR will obtain evidence to confirm the accuracy of information requested by the desk-top audit or third-party complaint.
- b. FGR will notify the certificated Company of the results of the audit in writing.
- c. Where the Company is found to be non-complaint FGR will advise the Company of the non-conformity and the actions required to be taken by the Company to become fully complaint.
- d. FGR and the Company will agree on a time frame to carry out and rectify the non-compliance issues.
- e. Fines may be issued through S.I. 404 of 2022

See also non-compliance section for further information.

Non-compliance

If FGR discovers any non-conformities either at the time of an application or renewal is verified or by an auditor during a desk-top or on-site audit, the Company will be given a period of time to rectify the issue(s) so the Company can achieve the necessary certification standard.

The time scale and arrangements for this process may vary depending on whether the issues or problems are deemed to be minor or major non-conformities.

In the case of minor non-conformities, where one or more minor issues have been identified, which are unlikely to affect the validity of the Certification, the Company will be given a short period of time to correct them.

In the event one or more major non-conformities are identified, the Company will be given a reasonable period of time to correct them. An appointed auditor will agree and document the points at issue and agree a timescale for the corrective action to be taken. During this period the Company will maintain their certificated status with FGR.

Major non-conformities include but are not restricted to:

- a. Deliberately misleading or false information being supplied to FGR.
- b. A failure to meet or maintain the certification Standards.
- c. Failure to comply with the FGR terms and conditions.

Should the non-conformities arising for the on-site visit remain unresolved within the agreed period of time to the satisfaction of the auditor the matter will then be referred to the Environmental Protection Agency (EPA) the body tasked with enforcement of the F-Gas Regulations in the Republic of Ireland

In this event, the Company will have their company certificate suspended or withdrawn and given the reason(s). They will also be given details of how to appeal this decision, should they wish to do so.

Note: If the company Certificate is withdrawn suppliers of F Gas Equipment will be notified.

For the Company to regain company certification with FGR they must make a new application and pay the appropriate fees.

Appeals and Complaints Procedures

Appeals

A right of appeal is available when a Company is refused Registration or has their Certification suspended or withdrawn.

The Operations Manager will initially obtain all relevant information from the parties involved. The appeal is then referred to the FGR Appeals Committee. The committee will consider (a) the grounds for appeal (b) why the previous decision was made (c) any additional information that may subsequently become available.

The committee will notify the Appellant and the Board of FGR on the outcome of its deliberations. Where the outcome of the appeal is unsuccessful, the individual will be furnished with the reason(s) for the failure of the appeal. The Appellant will also be given the opportunity to appeal against the decision to an independent arbitrator is they so wish.

Complaints

Complaints may be received from any source. These may originate for example from: (a) members of the public (b) other certified Companies (c) insurance companies (d) professional bodies (e) Regulatory bodies (f) others.

The Operations Manager will initially investigate the complaint by obtaining relevant information from all parties involved. All complaints are referred to FGR's Appeals committee and the Board of FGR Ltd is also informed.

The committee will consider the details and seriousness of the compliant about the Company in question. It will look at all information relevant to the complaint, including whether there have been any previous complaints. The committee will notify the Board of F-Gas Registration Ltd of the outcome of its deliberations.

A serious complaint is where there is evidence of:

- a. A deliberate disregard of the requirements of FGR's certification requirements.
- b. Deliberate misleading or false information provided to FGR.
- c. Failure to comply with FGR's Terms & Conditions

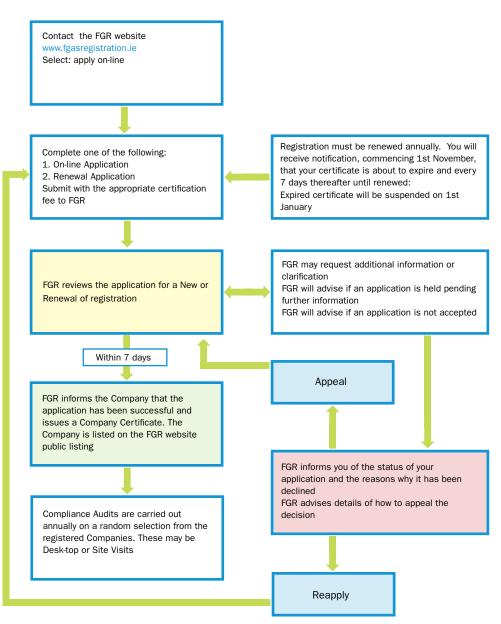
If the complaint about a Company is upheld, FGR will notify the certified Company and try to resolve the problem with the Company in an effective and timely manner. Failure to resolve the complaint, (particularly if it is a serious complaint), may result in the Company's certification being suspended or withdrawn. The EPA act as the policing / enforcement body for this scheme and fines may be imposed as per S.I. 404 of 2022.

Should this happen, the Company will be given details of how to re-apply or appeal against the decision, should they wish to do so.

The Board of F-Gas Registration Ltd will be informed of the EPA's decision.

Annex 1 (Informative)

FGR New Application and Renewal Process Flowchart



Annex 2 (Informative)

Useful Information:

Websites and other useful contacts

FGR - www.fgasregistration.ie

DECGL - www.environ.ie

EPA - www.epa.ie

EPA - www.ozone.ie

EPA - www.fgases.ie

Institute of Refrigeration Ireland (IRI) – www.instituteofrefrigerationireland.ie

S.I. no 404/2022 European Union (Fluorinated greenhouse gases regulations.

New F Gas Regulations for 2024 – Regulation 2024 /590 and Regulation 2024 /573

Annex 3 (Informative)

Ordering Products from our On-Line Shop

Log into the FGR web Site - www.fgasregistration.ie

 a. Log into your account using your account email address and password.

In the blue header band you will see shop, click on this to enter shop.



Purchase product required and quantity in the shop and put them in the basket.

Pay on-line by card or you can pay later by bank transfer.

When above is complete the web site will automatically send an order confirmation to your account email address and it will also send the order to our accounts for processing.



The Accounts Department will invoice you for the goods ordered and email the invoice to the account holder.

- a. If you paid for the goods by card they are despatched by post the same day.
- a. If you paid for goods by bank transfer the goods are dispatched by post once the payment arrives in our bank.

On-Line Shop Products

1. F Gas Registration Van Labels



2. F Gas Machine labels to be used when extra F Gas is used in system and label needs to be updated.

Label is approved by the EPA.



3. F Gas Registration Ltd Company Certification Scheme Guidance Notes 2024.



Annex 4 (Informative)

Sample Reminder Email Automatically Sent from Website to Renew.

(This is the administration carbon copy of the message sent to "company name @gmail.com")

Hello "Name",

Your F-Gas Certificate HAS EXPIRED on the 31st December 2023.

RENEWAL REMINDER

Your F-Gas RAC Certificate 230000 for (Company Name) expired on 31st December 2023. Please renew to get your 2024 certificate. If you've already renewed, there's nothing you need to do.

You will no longer be listed on F-Gas Registration's Certified Companies directory as your 2023 certificate has expired and could be open to a fine under S.I 404 of 2022.

Please proceed to renew:

You can proceed with renewing your F-Gas RAC Certificate for 2024 by following the link below. Please ensure you review and update your company details when renewing.

Please note your credit card must be 3D ready for the web site to take payment.

If you have not carried this out yet please contact your bank for details.

https://www.fgasregistration.ie/renew

Log in with the email address company@gmail.com

Regards,

F-Gas Registration Ltd

Tel: 087 2501890 / 01 8618207 E-mail: info@fgasregistration.ie Web: www.fgasregistration.ie



T: 01-8618207 / 087 -2501890 E: info@fgasregistration.ie W: www.fgasregistration.ie Registered in Ireland Company No 485765