**Appendix: Example Letter of Assurance**

**Letter of Assurance related to purchase of fluorinated greenhouse gases (F-Gases)**

**Customer details:**

Company name

Address, Phone, email of contact

Name and role of authorised signatory

Branches / locations related to this letter are listed in Appendix 3

Customer account number

This Letter of Assurance is provided by [*Company Name*] to confirm that we are permitted to purchase bulk F-Gases under the rules specified in the EU F-Gas Regulation 517/2014.

[*Company Name*] is aware of the requirements of the EU F-Gas Regulation, which has the aim of minimising emissions of F-Gases in the EU. In particular we are aware that:

1. The intentional release of F-Gases into the atmosphere is prohibited where the release is not technically necessary for the intended use.
2. Operators of equipment that contains F-Gases shall take precautions to prevent the unintentional release (‘leakage’) of those gases and to take all measures which are technically and economically feasible to minimise leakage of fluorinated greenhouse gases.
3. Undertakings carrying out the installation, servicing, maintenance, repair or decommissioning of stationary refrigeration, air-conditioning, heat pumps and fire protection systems require F-Gas certification and shall take precautionary measures to prevent leakage of F-Gases.
4. F-Gases can only be sold to undertakings with the appropriate F-Gas certification.

The intended use of the F-Gases that [*Company Name*] wish to purchase is identified in Appendix 1.

Details of the relevant certification is given in Appendix 2. [*Company name*] gives an assurance that the certification identified in Appendix 2 is valid for the intended use of F-Gases and that certificates or attestations are held by all staff that require them to carry out installation, servicing, maintenance or repair of equipment that contains F-Gases.

Signed on behalf of [Company Name]

Name

Position

Date

**Appendix 1: Customer Category and Certification Details**

Please tick **all** categories that apply for the intended purchases of F-Gases by [*Company Name*]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Company Type** | **Market Sector** | **Required Certification** | **Tick ALL Applicable** |
| 1 | Contractor  Service provider | Stationary refrigeration, air-conditioning, heat pumps (RACHP) | RACHP Company Certificate |  |
| 2 | Stationary fire protection systems (FPS) | FPS Company Certificate |  |
| 3 | Refrigerated trucks and trailers (RTT) | RACHP personnel certificate |  |
| 4 | Mobile air-conditioning (MAC) in cars and light vans | No certification required |  |
| 5 | High Voltage (HV) Switchgear | HV switchgear personnel certificate |  |
| 6 | Other transport refrigeration and mobile air-conditioning[[1]](#footnote-1) | No certification required |  |
| 7 | End user  Facility management company | For use by own staff on RACHP, RTT, FPS or HV switchgear | Relevant personnel certificate |  |
| 8 | For issue to contractor for RACHP, FPS or HV switchgear | Contractor must have Company Certificate |  |
| 9 | For use by own staff on other transport refrigeration and mobile air-conditioning1 | No certification required |  |
| 10 | Equipment Manufacturer | OEM (e.g. pre-charged RACHP, aerosols, foam) | No certification required |  |
| Please specify products being manufactured: | | |
| 11 | Specialist user | e.g. magnesium casting, semi-conductors, laboratory uses | No certification required |  |
| Please describe specialist process: | | |
| 12 | Reseller | Buying bulk F-Gases to resell in bulk | No certification required |  |

**Appendix 2: Certification Details**

Please complete appropriate section, based on entries in Appendix 1.

|  |  |
| --- | --- |
| **Categories 1 and 2**  **Contractor working on stationary RACHP or FPS requiring a Company Certificate** | |
| Awarding Body |  |
| Certificate Number |  |
| Expiry Date |  |

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| --- | --- | --- | --- |
| **Categories 3, 4, 5 and 7**  **Contractor working on refrigerated trucks and trailers, mobile air-conditioning or HV switchgear**  **End user with own staff working on stationary RACHP or FPS, refrigerated trucks and trailers, HV switchgear** | | | |
| Number of employees with personnel certificate or attestation | | |  |
| List certificate or attestation details for each employee below (or attach a list) | | | |
| Employee name (optional) | Awarding Body and Qualification Name | Certificate or Attestation Number | Expiry Date (if applicable) |
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| **Category 8**  **End user issuing F-Gas to 3rd party contractors working on stationary RACHP or FPS** | | | |
| List Company Certificate Details for Contractors being issued with F-Gas (or attach a list) | | | |
| Contractor Name | Awarding Body | Certificate Number | Expiry Date |
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**Appendix 3: List of Branches**

This Letter of Assurance applies to F-Gases being purchased by staff working for [*Company Name*] at the following locations:

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| **Branch name** | **Branch Address** |
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1. Other transport refrigeration includes small vans, iso-containers, trains, ships. Other mobile air-conditioning includes buses, trains, ships [↑](#footnote-ref-1)