

Example 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

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	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	Service provider	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	No certification required	

7	End user	For use by own staff on RACHP, RTT, FPS or HV switchgear	Relevant personnel certificate	
8	Facility management company	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-conditioning ¹	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	For example, 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	

¹ Other transport refrigeration includes small vans, iso-containers, trains, ships. Other mobile air-conditioning includes buses, trains, ships

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	

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)

Category 8			
End user issuing F Gas to third 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

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:

Branch name	Branch address