

Instruction of the Integrated Management System



Index: IQH-W2-2.2/ 17

Version: 3.0

Title: Environmental requirements for Contractors performing works on the premises of CMC Poland Sp. z o.o.

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I. Purpose of the Instruction

The purpose of the instruction includes identification of environmental requirements necessary to be complied with by external companies performing works on the premises of CMC Poland sp. z o.o.[CMCP]

II. The object and scope of the Instruction

The scope of application of the Instruction includes the rules of performing works by the external companies on the premises owned by CMC Poland Sp. z o.o. in the manner that ensures mitigation of their effect on the environment.

III. Definitions

Contractor- an external company that pursuant to the contract/ order performs works having the effect on the environment, on the premises owned by CMC Poland Sp. z o.o.

Organizational unit- departments of CMCP's mill, Scrap Yards, Fabshops,

Branch organizational units- Scrap Yards and Fabshops situated out of Zawiercie,

Area owned by CMCP- area/ land that CMC Poland holds a legal title to (ownership right, perpetual usufruct right, usage, lease, rental)

Service- service of equipment containing f-gases, including cooling agents- any activities aiming at ensuring proper work of the equipment excluding physical interference in the system containing f-gas,

Repair- activities aiming at ensuring proper work of the equipment by physical interference in the systems containing f-gases, e.g. due to detected leakage, repair or filling up the cooling agents etc.


F-gases and controlled substances- in other words, fluorinated greenhouse gases mean hydrofluorocarbons, perfluorocarbons, sulphur hexafluoride, chlorofluorocarbons and other greenhouse gases which contain fluor or chlor.

Mixtures of f-gases and controlled substances- means a liquid comprising two or more substances in form of f-gases or controlled substances,

CO₂ equivalent- unit of measure of greenhouse gases emission reflecting their various global warming potential GWP (the value may be read on the tag of the external unit),

GWP- global warming potential, for CO₂ GWP=1 (indicator which compares the impact of a particular gas on the climate warming to the impact of the carbon dioxide in 100-year perspective).

How to calculate CO₂ equivalent- multiply the amount of an equipment fill in kg and the amount of GWP and divide by 1000 to have the result in tons. GWP tables are attached in EU Regulation 517/2014.

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Works- activities performance of which has an effect on the environment, including the following:

A. Works:

- a. **construction works:** construction of new facilities (buildings, roads, car parks, office buildings, containers, guards, boxes, warehouses, bays, flyovers), dismantling, repair of facilities (buildings, roads, car parks, office buildings, containers, guards, boxes, warehouses, bays, flyovers, storage yards)
- b. renovation and repairs: machines, devices
- c. including painting and sand blasting
- d. connected with cleaning of separators or desanders.
- e. renovation and repairs of sewage system
- f. construction/ investment works during which the activities described in point B will be conducted, are subject to requirements described both in point 2A and 2B.

B. Assembly, disassembly or service of devices containing f-gases and controlled substances and mixtures in the forms of:

- a. air-conditioners and other cooling devices making an element of machines with the cooling agent content (f-gases and controlled substances + mixtures) below/ above 3 kg or below/ above 5 tons of CO2 equivalent.
- b. air dryer, compressors with the refrigerating medium content (f-gases and controlled substances + mixtures) below/ above 3 kg or below/ above 5 tons of CO2 equivalent.
- c. heat pumps with the refrigerating medium content (f-gases and controlled substances + mixtures) below/ above 3 kg or below/ above 5 tons of CO2 equivalent.
- d. switchgears or high voltage switches containing sulfur hexafluoride with content below/ above 6 kg.

IV. Abbreviations

CMC P- CMC Poland Sp. z o.o.

BOŚ- Environment Protection Office


BZSiZ- Strategic and International Purchases Office

BZK- Domestic Purchases Office

ASHRAE- American Society of Heating, Refrigerating and Air-Conditioning Engineers

V. Related legal acts and other documents:

- 1) Act on waste and implementing acts;
- 2) Act on Environmental Protection Law and implementing acts;
- 3) Regulation of the Minister of Economy on the detailed procedures for handling waste oils;
- 4) Communication 5/2010 on reporting by security company of Medical Rescue and Fire Brigade;
- 5) Standard PN-EN ISO 14001:2005- Environment Management Systems
- 6) Act on the ozone depleting substances and some fluorinated greenhouse gases
- 7) Regulation of the European Parliament and of the Council on fluorinated greenhouse gases repealing Regulation (EC) No. 842/2006
- 8) Regulation of the European Parliament and of the Council on the ozone depleting substances;
- 9) Act on amending the act on the ozone depleting substances and some fluorinated greenhouse gases and other acts;
- 10) Proclamation of the Marshal of the Sejm of the Republic of Poland on announcement of the unified text of the act on the ozone depleting substances and some fluorinated greenhouse gases
- 11) Ordinance of the Minister of Development and Finance on the application form for issuing a certificate for entrepreneurs, form of the certificate and its description and the amount of fees charged by the certificate body;
- 12) Ordinance of the Ministry of the Environment on the Central Register of Operators;
- 13) Ordinance of the Minister of Development and Finance on the minimum technical equipment suitable for performing activities embraced by the certificate for the staff concerning fluorinated greenhouse gases and controlled substances;
- 14) Ordinance of the Minister of Development and Finance on the minimum technical equipment, procedures and the system for documenting actions in conducting business activity including installation, preservation, maintenance, repair or disposal of devices containing fluorinated greenhouse gases.

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VI. Description of procedure and responsibility

1. Strategic and International Purchases Office and Domestic Purchases Office (BZSiZ and BZK)

BZSiZ and BZK for all works mentioned in the Instruction are obliged to:

- a) include in the Agreement/ Order the following information: "I state that I have read the Instruction IQH-W2-2.2/17 *“Environmental requirements for Contractors performing works on the premises of CMC Poland Sp. z o.o.”* and undertake to respect the provisions contained therein”.
- b) send the Instruction in an electronic/ paper version (or indicate the link to download the version) as an attachment, to the Contractor for reading the content before signing the Agreement/ Order,
- c) send to BOŚ, via e-mail, an Agreement/ Order signed by CMC Poland authorized representatives, referring to works included in this Instruction;
- d) in the event of works connected with installation, maintenance or disassembly of devices containing f-gases, controlled substances and mixtures, includes the request offer information on the requirement to submit certificates:
 - of the entrepreneur
 - and individual for assembler/ maintenance worker

and to transfer them without delay to BOŚ.

2. Contractor's obligations

A. Obligations of the contractor performing works described in point III A of the definition

Contractor is obliged to:

- a) read this Instruction and sign the statement included in the Agreement/ Order with the following information: **"I state that I have read the Instruction IQH-W2-2.2/17 *“Environmental requirements for Contractors performing works on the premises of CMC Poland Sp. z o.o.”* and undertake to respect the provisions contained therein”.** Signing the Agreement/ Order is regarded as confirmation of acknowledgement with this Instruction and acceptance of its requirements.
- b) Plan the scope, manner of works performance and perform works in compliance with valid legal regulations in the area of environment protection

and respect for provisions on waste management and environment protection included herein and in the Agreements/ Orders;

- c) submit to BOŚ or person representing Branch organizational unit prior to signing "Works acceptance protocol" (including partial protocol and works progress protocol), information on the amount, type, manner of waste management generated during the term of the Contract/ Order, pursuant to Attachment no. 1 hereto and a copy of KPO confirming the transfer of waste for disposal to entities holding administrative decisions in this respect;
- d) leave the area lent for use by the Organizational unit in not worsened condition,
- e) remove waste generated while performing the Contract/ Order at its own cost unless the provisions of the Agreement/ Order state otherwise;
- f) remove generated municipal waste at its own cost, unless the provisions of the Agreement/ Order state otherwise;
- g) contact with BOŚ each time in case of any doubts concerning implementation of the provision hereof.

B. Obligations of the contractor performing works described in point III B of the definition

Contractor is obliged to:

- prior to realization of the order, submit in an electronic form or paper copy (**unless certificates have been submitted as attachment to the Contractor's offer**):
 - a. Certificate for entrepreneur
 - b. Individual certificates for assemblers/ maintenance workers
- In case of devices installation- **not later than next business day** after the delivery of pre-filled device containing cooling agents (f-gases or controlled substances and mixtures) on the premises of CMCP, or in case of installation of devices without cooling agents and filling in the device during or after the installation, **to submit to BOŚ personally or by person indicated in the Agreement/ Order (in case of branch organizational unit) as responsible, information necessary to establish the Device sheet in the Central Register of Operators (CRO) including:**
 - a. type of the cooling agent (f-gases and controlled substances + mixtures) contained in the device (marking compliant with ASHRAE)
 - b. amount of the agent contained in the device (in kg, rounded off to 1 gram, and expressed in CO2 equivalent),
 - c. name of the device
 - d. category of the device
 - e. model
 - f. serial number




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- g. number of internal unit
 - h. device production data in dd/mm/yy
 - i. information if the device has leakage detection system installed in,
 - j. information if the system is hermetically sealed
- hold (unless the required documents have been delivered to BOŚ earlier) the below mentioned documents during signing the works acceptance protocol by authorized BOŚ employee or a person representing Branch organizational unit, which obtained BOŚ acceptance:
 - a. Installation protocol meeting the requirements of attachment no. 4 (or filled in protocol according to sample in attachment 4b)
 - b. Protocol on leak-tightness test after device installation in accordance with requirements of the attachment no. 4 (or filled in protocol according to sample in attachment 4b)
 - c. Protocol on device repair meeting the requirements of the attachment no. 4 (or filled in protocol according to sample in attachment 4b)
 - d. Photo of the device label (meeting the requirements of attachment no. 3)
 - e. Device disassembly protocol meeting the requirements of attachment no. 5 (or filled in protocol according to sample in attachment 5b)
- read this Instruction and sign the statement included in the Agreement/ Order with the following information: **“I state that I have read the Instruction IQH-W2-2.2/17 “Environmental requirements for Contractors performing works on the premises of CMC Poland Sp. z o.o.” and undertake to respect the provisions contained therein”**. Signing the Agreement/ Order is regarded as confirmation of acknowledgement with this Instruction and acceptance of its requirements.
- Plan the scope, manner of works performance and perform works in compliance with valid legal regulations in the area of environment protection and respect for provisions on waste management and environment protection included herein and in the Agreements/ Orders;
- submit to BOŚ information on the amount, type, manner of waste management generated during the term of the Contract/ Order, pursuant to Attachment no. 1 hereto and a copy of KPO or other document confirming the transfer of waste for disposal to entities holding administrative decisions in this respect;
- leave the used area in not worsened condition,
- remove waste generated while performing the Contract/ Order at its own cost and holding full liability therefor unless the provisions of the Agreement/ Order state otherwise;
- remove generated municipal waste at its own cost, unless the provisions of the Agreement/ Order state otherwise;
- contact with BOŚ each time in case of any doubts concerning implementation of the provision hereof.


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Note:

- ! Should the installation or disassembly protocol, protocol on leak-tightness test, device repair, form or information included in the label **be made incompliant with the legal requirements described herein**, the Contractor undertakes to remove any irregularities **within the deadline of 3 business days**.
- ! Having fulfilled all aforementioned conditions concerning the protocols, labels, manner of works performance, removal of potential irregularities within the specified period of time as well as meeting all the requirements indicated in the Order/ Agreement, BOŚ and the organizational unit will sign the acceptance and delivery protocol. In case of branch organizational unit the protocol will be signed by the person representing this unit indicated in the Agreement/ Order and prior contact with BOŚ. Signing the protocol is a prerequisite before issuing the invoice for performed works.

3. Obligations and responsibilities of the departments mandating works described in point III A and B of the definition:

- supervise the Contractor as regards housekeeping in the area temporarily lent for use;
- signing "Works acceptance protocol" (including partial protocol and works progress protocol), after providing information by the Contractor to BOŚ or person representing Branch organizational unit on the amount, type, manner of waste management generated during the term of the Contract/ Order, pursuant to Attachment no. 1 hereto and a copy of KPO confirming the transfer of waste for disposal to entities holding administrative decisions in this respect;
- inform BOŚ in case of any irregularities attributable to the Contractor during performance of works;
- informing BZSiZ or BZK and BOŚ about an intention to perform works related to installation, maintenance or disassembly of devices containing f-gases and controlled substances and mixtures, or construction/ investment works during realization of which activities described in point III B of the definition will be performed because they are subject to requirements defined both in point 2A and 2B,
- determining deadline for signing acceptance protocol relating to works described in point III B of the definition upon prior signature by the representative of BOŚ;
- in case of Branch organizational unit acceptance protocol relating to works described in point III B of the definition may be signed by a person representing Branch organizational unit upon prior BOŚ approval;

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- sending the scan of works acceptance protocol (including partial and works progress protocol) to BOŚ (CMCZ.ProtokolyOS@cmc.com) for all works included in point III A of the definition in this Instruction,
- sending scans of protocols: installation, leakage testing, repair, disassembly and label photo to BOŚ (klimatyzacja_os@cmc.com) for all works included in point III B of the definition in this Instruction,

4. Obligations of the Environment Protection Office

- based on the Agreement/ Order sent by BZSiZ and/or BZK signed by the authorized representatives of CMCP, BOŚ determines whether there is a necessity to conduct initial training for the Contractor concerning the rules concerning waste management and environment protection, binding on the premises of CMC P (should the training be necessary, BOŚ will notify the Contractor thereof)(*in case of Branch organizational units, the training may be conducted by the Scrap Yard Manager or its Deputy, or a person indicated by the Manager, within the scope agreed with BOŚ*)
- BOŚ signs the protocol of performance works described in point III B or accepts signing the protocol by the person representing Branch organizational unit before it is signed by the authorized person in Branch organizational unit responsible for accepting performed works (**NOTE: if at this time all requirements defined herein are not fulfilled- the protocol cannot be signed**),
- BOŚ is entitled to audit places where services are rendered or mandate to persons representing Branch organizational units conducting inspection of place where contractor renders services and instruct employees of the Contractor by giving binding recommendations in respect to environment protection. Failure to fulfill the recommendations defined in point 2A and 2B and lack of any document that is required by this Instruction may result in:
 - Applying for withholding invoice payments,
 - negative evaluation of the Contractor in the Contractor Evaluation Sheet submitted to BZSiZ and/or BZK or a motion for deleting from the Qualified Contractors List,
 - applying to BZSiZ and/or BZK for termination of the Contract/ Order and charging with costs of repair actions if actions were detrimental to CMCP (contamination of land and/ or waters and/or air).

VII. Additional requirements and information for Contractors

- **Storage of materials and manner of waste handling**


1. Contractor can store materials necessary for performance of the Contract/ Order on the area lent for use for the time of realization of works, only upon agreement with the Department mandating works and/or taking into account the opinion of BOŚ;
2. Contractor is obliged to secure materials which may have a negative influence on the natural environment in order to prevent air, land or/and water pollution;
3. In case of using oils, Contractor is obliged to store oils in a place secured against land contamination and rainfall, equipped with devices and/or agents for collecting leakages/ spills, in amount adjusted to the amount of stored oils;
4. If Contractor needs to keep petrol reserve on the premises of CMCP for fuelling vehicle, machines, the Contractor shall notify the Department mandating/ supervising works and/or BOŚ thereof.
5. The Contractor is obliged to agree upon the place for storing waste generated during performance of the Contract/ Order, for the time of performing works, with Department mandating/ supervising works and/or BOŚ;

- **The Contractor is obliged to mitigate the effect on the natural environment by:**

1. Securing waste against secondary emission from waste (e.g. light waste of fine fraction such as paper or foil etc.),
2. Storing on the area of performed works the lowest possible quantity of waste and ensuring their systematic disposal;
3. Selective storage of generated hazardous waste e.g. waste in form of packages from hazardous substances, in its own boxes/ bins protected against weather and preventing from potential pollution leakage to the environment;
4. In case of painting Contractor is obliged to secure the place of works performance against any spills of paint, dissolvent or chemical substances.
5. In case of sand blasting Contractor is obliged to secure the area against pollution generated during sand blasting.

- **In case of used oil, the Contractor is obliged to:**

1. Collect used oil in leak-proof containers, made of slow-burning material, resistant to waste oils, ESD safe, equipped with hermetic locks, secured against breaking;

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2. Store used oil on hardened surfaces, secured against contamination of land and rainfall, equipped with devices and/or agents for collecting leakages/ spills, in amount adjusted to the amount of used substance.

Contractor is the manufacturer and owner of waste and bears full legal and financial responsibility for waste generated during the performance of the Contract/Order (unless the Contract/ Order state otherwise);

VIII. Prohibitions for Contractors rendering services on the premises of CMC Poland sp. z o.o.

Contractors are prohibited to:

- bring into the premises of CMC, without prior consultation with Department mandating/ supervising works and/or BOŚ, any substances, materials, preparations which may contaminate air, water and/or land;
- perform on the premises of CMCP the following works: cleaning vehicles and equipment, burning any substances, items, etc.;
- while performing the Contract/ Order, pour directly into the sewage system, water and/or land any caustic and toxic substances as well as liquids containing hazardous chemical substances.
- Burning waste,
- Store hazardous waste and substances that could cause contamination of land and/ or water directly onto the ground;
- Bring in any kind of waste on the premises of CMC.

IX. Procedures to follow in case of a threat to environment during realization of works by the Contractor on the premises of CMCP Mill in Zawiercie

In case of any threat to the environment e.g. leakage of a substance that could cause contamination of land and/or water, the Contractor shall immediately notify the shift manager from the security company of the incident in compliance with notification scheme described in the Announcement 5/2010 on notifications of the security company to Medical Rescue Service and Fire Brigade, as well as in procedure PQH-W2-2-08 *Readiness and reaction to emergency situations* and:

- reduce the possibility of leakage spreading by application of available means (sorbents, neutralizing substances or absorptive sleeve); seal any sewage

openings at risk and land to prevent getting the contamination inside- e.g. by using bags with sorbents, or any other materials which could limit the leakage spread;

- after the spilled substance have been absorbed, put the used sorbent in the tight and properly marked container. The used sorbents should be treated as hazardous waste and be transferred to company responsible for their disposal.


In case of any threat to environment, the Manager/ Deputy Manager or person responsible indicated in the Order/ Contract prepares photo documentation and description of the incident and sends to the NZŚ Coordinator.

X. Procedures to follow in case of a threat to environment during realization of works by the Contractor on the premises of the Branch organizational unit

In case of any threat to the environment e.g. leakage of a substance that could cause contamination of land and/or water, the Contractor shall immediately notify the Manager/ Deputy Manager or person responsible indicated in the Agreement/ Order, if it is necessary applies a standard procedure of reacting and notifies services by calling 112 and acts in compliance with procedure PQH-W2-2-08 *Readiness and reaction to emergency situations (within the scope referring to branch organizational units)* and:

- reduce the possibility of leakage spreading by application of available means (sorbents, neutralizing substances or absorptive sleeve); seal any sewage openings at risk and land to prevent getting the contamination inside- e.g. by using bags with sorbents, or any other materials which could limit the leakage spread;
- after the spilled substance have been absorbed, put the used sorbent in the tight and properly marked container. The used sorbents should be treated as hazardous waste and be transferred to company responsible for their disposal.

In case of any threat to environment, a person responsible indicated in the Order/ Contract, the Manager/ Deputy Manager of Branch organizational unit or a person indicated by the Manager prepares photo documentation and description of the incident and sends to the NZŚ Coordinator.

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XI. LIST OF EMERGENCY PHONE NUMBERS IN CMC POLAND-ZAWIERCIE

1.	Shift manager of the security company	5310	+48 607 050 601
2.	Energy Department (foremen)	5047	(32) 672 5047 +48 695 107 197
3.	Environment Protection Office	5201	(32) 672 5201
4.	Environment Protection Office- Air-conditioners	5589	+48 785007449 +48 725852958
5.	NZŚ Coordinator	5589	(32) 672 5589
6.	Safety Office (BHP)	5240	(32) 672 5240
7.	Fire protection	5050	(32) 672 5050

XII. LIST OF EMERGENCY PHONE NUMBERS REFERRING TO BRANCH ORGANIZATIONAL UNITS

1.	Environment Protection Office	5201	(32) 672 5201
2.	Environment Protection Office- Air-conditioners	5589	+48 785007449 +48 725852958
3.	NZŚ Coordinator	5589	(32) 672 5589
4.	Safety Office (BHP)	5240	(32) 672 5240
5.	Fire protection	5050	(32) 672 5050



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Attachment 1- Record of quantity and type of waste generated by the Contractor

**Record of quantity and type of waste generated
by the Contractor
in the area of the installation/ organizational unit**
(name of the installation or place)

The party generating waste:
(name of the company)

The person responsible:
(name and surname)

Phone number:

No. of Order/ Contract:

No.	Date of waste production	Code of waste	Type of waste	Quantity [Mg]
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

The party generating waste:

Date and signature



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Attachment no. 2 - The initial training on the rules of waste management and environment protection valid on the premises of CMCP

**The initial training on the rules of waste management and environment protection valid
on the premises of CMCP**

Instructor:

LIST OF ATTENDANCE


No.	Surname	Name	Name of the company	Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

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Attachment no. 3- form and the content of the device label

1. The content of the label:
 - a) Headline with the information "CONTAINS FLUORINATED GREENHOUSE GASES",
 - b) Category of the device,
 - c) Name of the device,
 - d) Model,
 - e) Serial number,
 - f) Year of starting the installation,
 - g) Refrigerating medium in the device (marking compliant with ASHRAE)
 - h) Value of GWP index for contained refrigerating medium,
 - i) Amount of refrigerating medium (f-gas or controlled substance and mixtures) in the installation filled in the plant, rounded up to 1 gram (kg and ton eq. CO₂)
 - j) Amount of refrigerating medium (f-gas or controlled substance and mixtures) added during the installation rounded up to 1 gram (kg and ton eq. CO₂)
 - k) Amount of refrigerating medium (f-gas or controlled substance and mixtures) in the installation, rounded up to 1 gram (kg and ton eq. CO₂)
 - l) Device hermetically closed YES/NO
 - m) Specification of refrigerating agent content (e.g. R407C: mixture of R32 + R125 + R134a, i.e. CH₂F₂+C₂HF₂+CH₂FCF₃).
 - n) Information on leakage level <0,1% per year (refers only to switchboards/ high voltage switch)
 - o) Not placing logo or any address data of the service supplier
2. The entire label and its content (printed) must be designed in a manner ensuring that they will be permanent (resistant to any weather conditions- preferred a plastic label or aluminum riveted to the device),
3. Information on the label must distinguish from the background of the label and their size and spaces must ensure clarity. The label must be installed in the vicinity of maintenance openings designed for filling or recovery of f-gases. They also may be placed on this part of the device which contains f-gas. The data first placed cannot be supplemented or manually corrected (then a new label should be placed).
4. The photo of the label- min 90% of the photo takes the label. The photo should be focused, sharp and clear. The content of the label should not be overexposed to the camera lamp.

Sample of a correct label:




ZAWIERA FLUOROWANE GAZY CIEPLARNIANE

• Kategoria urządzenia:	Klimatyzator	
• Nazwa urządzenia:	WEISSHAAR	
• Model:	RTAB212	
• Nr seryjny:	198204/7	
• Rok uruchomienia instalacji:	1999	
• Czynnik chłodniczy zawarty w urządzeniu:	R407C	
• Wskaźniki ekologiczne:	GWP: 1774	ODP: 0 (zero)
• Ilość czynnika w instalacji napełniona w fabryce:	26 kg	46,124 ton ekwiwalentu CO ₂
• Ilość czynnika chłodniczego dodana podczas instalowania:	0 kg	0,000 ton ekwiwalentu CO ₂
• Łączna ilość czynnika w instalacji:	26 kg	46,124 ton ekwiwalentu CO ₂

Urządzenie hermetycznie zamknięte: TAK ☐ NIE ☒

Specyfikacja składu czynnika chłodniczego:

□ R407C: mieszanina R32 + R125 + R134a, tj. CH₂F₂ + C₂H₅F₅ + CH₂FCF₃



Attachment 4- form and content of protocols

The protocol regarding installation, leak-tightness test- maintenance, repairs (also during the guarantee period) should contain the following information:

1. The name of the person who conducted the action: name and surname, number of entrepreneur certificate and individual certificates of service workers.
2. Date of starting and completing the activity:
 - a) Type of the activity: installing, testing leak-tightness, recovery, controlling the leakage detection system, installing the leakage detection system, repair of leakage. If the leak-tightness was inspected, the result should be provided: leak-tight or not. If the leakage was detected, the reason for the leakage should be provided.
 - b) In case of conducting other type of activity than mentioned in point a)- the type of conducted activity should be provided.
3. Type of the device: address of exploitation, category, subcategory, name, model and serial number of the device, information on the type of refrigerating medium (f-gases, controlled substances + mixtures) contained in the device (marking compliant with ASHRAE),
4. Indicating a working medium- original, recycled, regenerated,
5. The amount of medium contained in the device, recovered or added during conducting activities- original, recycled, regenerated. If the added medium comes from recycling or regeneration the date of the company should be provided where it was recycled or regenerated.
6. Indicating all modifications and changes in the device.
7. Defining elements which were replaced during installation, repair, repair of leakage or maintenance,
8. Indicating the activities taken to diagnose the failure,
9. Indicating the activities taken to eliminate the problem or failure,
10. Information on technical parameters of assembly: suction pressure [bar]; condensation pressure [bar]; evaporation temperature [$^{\circ}\text{C}$]; condensation temperature [$^{\circ}\text{C}$]; steam superheating in evaporator [K]; subcooling liquid in the condenser [K]; supply voltage [$U=\dots\text{V}$]; compressor power consumption [$I=\dots\text{A}$; $I_n=\dots\text{A}$],
11. Notes concerning longer downtimes of the device.



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Attachment no 4b- sample

Company stamp	Attachment 4b to Instruction IQH-W2-2.2/17			
	Place, data			
	PROTOCOL OF:			
	Installation1)	Repair1)	Leak-tightness1)	Others (acc. to point. 2 attachment 4) ¹⁾
Installation name				
Owner(+ address)				
Model:		Category: ²⁾		Subcategory: ³⁾
Serial number of external unit				
Cooling agent	type:	amount (kg):		tEqCO ₂ :
		recovered (kg): ¹⁾		
		added (kg): ¹⁾		
	regenerated/amount ¹⁾ :	recycled/amount ¹⁾ :	original/amount ¹⁾ :	
Data of enterprise that agent was recycled or regenerated in ¹⁾				
Description of performed activity (based on point. 6, 7, 8, 9 attachment no 4)				
Date of start/ completion of the activity				
Information on technical parameters of the assembly ¹⁾ :		Data of entrepreneur:		
		Company certificate	No:	
		Name and surname Personal Certificate	Nr:	
		Results of leak-tightness controlWynik kontroli szczelności:		
suction pressure [bar]:		POSITIVE / NEGATIVE ¹⁾		
condensation pressure [bar]:				
evaporation temperature [°C]:		1) - delete if necessary		
condensation temprature [°C]:				
steam superheating in evaporator [K]:		2) - cooling, air-conditioning devices, heat pumps		
subcooling liquid in the condenser [K]:				
supply voltage [U=...V]:		3) - Industrial (industry/processing), others (hospital, schools, offices)		
compressor power consumption [I=...A; In=...A]:				
Explanations:				



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Attachment no. 5- disposal/ disassembly of the device.

In case of disposal of the device, the Contractor submits the protocol containing:

1. The name of the person who conducted the action: name and surname, number of entrepreneur certificate and individual certificates of service workers.
2. Date of starting and completing the activity,
3. Type of the device: address of exploitation, category, subcategory, name, model and serial number of the device, information on the type of refrigerating medium (f-gases, controlled substances + mixtures) contained in the device (marking compliant with ASHRAE),
4. Information on measures taken to recover or neutralize the medium that was in the device,
5. Amount of recovered medium,
6. Information on the company where the medium is going to be transferred for recycling, regeneration or utilization.



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Attachment no 5b- sample

Company stamp	Attachment 5b to the Instruction IQH-W2-2.2/17	
	Place, date	
	DISASSEMBLY PROTOCOL	
Installation name		
Owner (+ address)		
Model:	Category: ¹⁾	Subcategory: ²⁾
Serial number of the external unit		
Cooling agent	Type:	amount n (kg): recovered (kg) or information on no recovery:
Description of performed activity		
Information on measures taken to recover or neutralize the medium that was in the device		
Information on the company where the medium is going to be transferred for recycling, regeneration or utilization		
Date of start/ completion of the activity		
Date of entrepreneur:		
Company certificate	No:	
Name and surname Personal Certificate	No:	
Explanations	¹⁾ - cooling, air-conditioning devices, heat pumps	
	²⁾ - Industrial (industry/processing), others (hospital, schools, offices)	

