



Managing F-Gas Compliance in Simpro

Simpro F-Gas handling suggestion

Asset Setup

Have a specific Asset for f-gas. The theory is that the 'F-Gas Event' asset would only be added where there was a need to interact with a regulated f-gas. Examples of this include:

1. Adding Refrigerant.
2. Removing Refrigerant for waste disposal.
3. Removing Refrigerant temporarily for service for it to be returned to the unit after.

- **Asset Type Name:** F-Gas Event (name whatever you want).
- **Custom Fields:** none/optional.
- **Test Readings:** below are optional, suggestions only.

Field Name	Field Type
Refrigerant Name	List
Refrigerant Qty (Kg)	Numeric
Leak Check	List
Refrigerant Addition	Numeric
Refrigerant Removal	Numeric
Cylinder Numbers Used	Text
Details of parts / remedial works required	Text
Condition Rating 0-10:	List

f-gas requires logging per job (when used) so having the above listed asset test readings is useful to see exactly which cylinder was used per unit and how much gas was removed/added per visit.

Tracking Usage and Waste Gas removed from units being re-filled.

You may require to monitor/report on how much is used / remaining in cylinders regardless of job, you can do this using catalogue and stock.

Stock

Stock Setup suggestion

1. Create Storage Device for F-Gas Cylinders/Refrigerants.
2. Create Catalogue Stock Items in Catalogue for F-Gas Cylinders (also enables purchasing*), you can use the cylinder number (as the part number if it unique). Accounting for the earlier mentioned scenarios (you can use the item name to identify the cylinder type/intended use):
 - a. Full Cylinders for gas additions.
 - b. Empty Cylinders for gas removal (waste disposal).
 - c. Empty Cylinders for gas temporarily removed and returned.
3. Create Stock Take with quantities that relate to each Cylinder quantity.
 - a. For full cylinders engineers can select the amount used.
 - b. For empty cylinders engineers reduce the amount of space remaining by the amount they've put in. *Example; an empty 10kg cylinder, with a stock qty of 10, if they put 5kg of waste gas, they would select 5, meaning that they'd put 5kg in and had 5kg of space remaining.*
4. Engineers access F-Gas Stock in their job in Mobile to record the quantity used by selecting the cylinder as per above.

In future if you need to adjust the quantity of gas in cylinders you can carry out a stock adjustment.

Reporting

Per Job

- Each job will show if you have an 'F-Gas Event' added and this will then have the test readings completed on it.
- If you've also set up as stock you will be able to see the quantity assigned in the stock tab or via the materials used on the job card.

Stock

- Assigned Stock Report - you can apply the filter of Assigned from the f-gas storage device to only show f-gas quantities.
- Accessing the Stock Storage device for f-gas will show all quantities currently held in each bottle. - this represents the list of your bottles.

Stock / f-gas cylinders

F-Gas Cylinders in stock list

Part No. ▼	Name ▼	Storage Location ▼	Assigned to Jobs ▼	Assigned Value ▼	In Stock ▼
<input type="checkbox"/> ID123456	R410A - 30kg Cylinder		11.10	£0.00	26.00
<input type="checkbox"/> ID123457	R410A - 6kg Cylinder		0	£0.00	6.00
<input type="checkbox"/> ID323458	R-404A - 12kg Cylinder		0	£0.00	12.00
<input type="checkbox"/> ID447996	R-422A - 30kg Cylinder		5.00	£0.00	25.00

Assigned Stock Report Shows all jobs where you've used F-Gas

Assigned Stock (8)

Date Assigned ▼	Job ▼	Customer ▼	Site ▼	Part No. ▼	Name ▼
10/03/2022	510270 - AC Service	ENGIE FM Limited	Glasgow DC	ID123456	R410A - 30kg Cylinder
10/03/2022	510333 - AC PPM	BEVAN SNR, DAN	99 Hodge Lane Hartford Northwich CW8 3AG	ID123456	R410A - 30kg Cylinder
14/03/2022	510335 - AC Service	A Room In Town (Group)	A Room In Town (Group) Ltd	ID45348759	R-407A - 6kg Cylinder
14/03/2022	510334 - AC Service	Aneurin Bevan Health Board	Newbridge Gateway Llanarth House Bridge Street Newbridge Newport NP11 5GH	ID447996	R-422A - 30kg Cylinder
14/03/2022	510336 - AC PPM	Flexspace	Flexspace Boughton	ID447996	R-422A - 30kg Cylinder

Appendix

Test Reading Explanations

Refrigerant Name: list of Fluorinated gases (F gases) - they need to remember that engineers can't add additional so build the full list of potential.

<https://www.gov.uk/guidance/fluorinated-gases-f-gases>

Refrigerant Qty (Kg): Mass of refrigerant in each unit. Sometimes can be found on the unit product label. See below link

<https://www.gov.uk/guidance/calculate-the-carbon-dioxide-equivalent-quantity-of-an-f-gas>

Leak Check: a check on the unit for leaks, how often depends the amount in the unit and GWP potential, see link

<https://www.gov.uk/guidance/checking-f-gas-equipment-for-leaks>

Refrigerant Addition: amount of refrigerant added to unit on visit, see link (keep records)

Refrigerant Removal: amount of refrigerant removed from unit, see link (keep records)

<https://www.gov.uk/guidance/f-gas-in-refrigeration-air-conditioning-and-fire-protection-systems>

Cylinder Numbers Used: the ID/Barcode numbers of the Cylinders that gas was used from, for example where a top up was required because of a leak or an install.

Details of parts / remedial works required: For example where a leak might need to be repaired, if the list is extensive then could reference the job card parts used here or simply place that / work completed notes into the form in form builder.

Condition Rating 0-10: Working condition of the unit itself.

<https://www.gov.uk/government/publications/air-conditioning-inspections-for-buildings/a-guide-to-air-conditioning-inspections#air-conditioning-inspection-reports>

***Purchasing:** sometimes companies will want to raise Purchase Orders for refrigerant bottles/cylinders.

- Stock PO Catalogue type.
- Select your f-gas/refrigerant storage device.
- Create new catalogue item with the cylinder details as per your existing catalogue items.
- Process your PO as normal.
- Receipt PO with Delivery / Supplier Invoice.
- Cylinder showing as in stock, ready to be used on jobs.

Ideally you will raise a separate PO for any refrigerant purchases so that when the stock is allocated you then don't have to transfer any irrelevant items to your other stock areas.

For engineers raising POs in the field they won't be able to add in a new catalogue item so they can raise the PO as a description order then the office can 'Unlock' to add in the details of the refrigerant / cylinder.