

Refrigeration and air-conditioning service report

Report no.: _____

Date: _____

Refrigeration, air conditioning and heat pumps – with leak check

Customer

Company _____

Address _____

Contact person, phone _____

Service

Service company _____

Technician _____

Start / finish time _____

Machine

Unit (make, model) _____

Serial number _____

Asset no., location _____

Refrigerant (e.g. R32, R410A) _____

Refrigerant charge [kg] / CO₂ equivalent [t] _____

Leak check: ☐ direct method ☐ indirect method _____

Refrigerant added [kg] / recovered [kg] _____

Type of work: ☐ periodic inspection ☐ repair ☐ installation / commissioning ☐ diagnostics ☐ warranty repair

Checklist

No.	Check	OK	Not OK	N/A	Remarks
1	Leak check of the system – result				
2	Suction and discharge pressures				
3	Superheat and subcooling				
4	Air or fluid temperatures – inlet and outlet				
5	Compressor current				
6	Condenser and evaporator cleanliness				
7	Air filters, drain pan and condensate drain				
8	Fans – bearings, mounting, noise				
9	Electrical connections and protection				
10	Pressure switches and safety controls – operation				
11	Pipe insulation				
12	Test run in cooling and heating mode				
13					
14					
15					

Reported issue / faults found

Work carried out

Parts and materials used	Qty

Recommendations, next inspection date

Machine fit for operation: ☐ yes ☐ no ☐ with conditions (see recommendations)

Date and technician's signature

Date and customer's signature

Record leak-check results in the equipment records required by the F-gas regulations that apply to you.