

QUICK GUIDE TO DOCUMENT UPLOAD

Step 1 – Supporting Evidence

You will need to provide documentary evidence to support all areas of your audit. We recommend that you upload all the documents required, **in pdf format if possible**, before you start to complete your audit. You can upload and save all your documents and continue with your audit later.

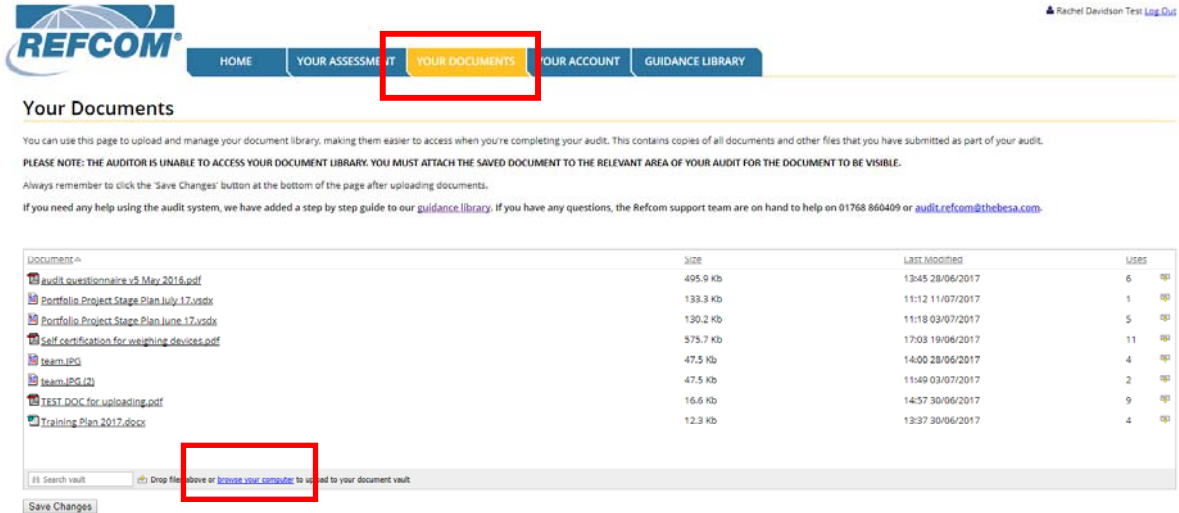
Note: Templates/incomplete forms are not acceptable. The documents uploaded must be worked examples.

Some of the documents you will need to provide are:

Document	Further guidance
F-gas qualification certificates	In-date engineers F-gas certification issued by awarding bodies examples include: BESA F gas CAT 1-2 CITB J11 - J12 City and Guilds 2079 categories 1-2 C&G Level 2 NVQ Diploma 6187 01-06 (unit 230/530) C&G Level 2 NVQ Diploma 7189 02-03 (unit 209/509)
Environmental Policy (if applicable)	An Environmental Policy that includes the refrigerant handling by engineers and the refrigerant management by the company
Method Statements	Written method statements for refrigerant handling activities, usually this is documented in a step by step process of how that activity would be carried out
Report Sheets	Service/maintenance report sheets or installation or commissioning or decommissioning reports
Refrigerant Suppliers Hazardous Waste Note (if applicable)	Any hazardous waste documents such as Consignment Note numbers aligning with job sheets
Calibration Certificate(s)	For weighing devices over 12 months old copies of calibration certificates are required
Purchase Invoices(s)	For weighing devices under 12 months old copies of purchase invoice(s) are required

How do I upload a document?

1. Click on the **'Your Documents'** Tab on the home screen and click on the **'Browse Your Computer'** link at the bottom of the page.



REFCOM HOME YOUR ASSESSMENT **YOUR DOCUMENTS** YOUR ACCOUNT GUIDANCE LIBRARY

Rachel Davidson Test Log Out

Your Documents

You can use this page to upload and manage your document library, making them easier to access when you're completing your audit. This contains copies of all documents and other files that you have submitted as part of your audit.

PLEASE NOTE: THE AUDITOR IS UNABLE TO ACCESS YOUR DOCUMENT LIBRARY. YOU MUST ATTACH THE SAVED DOCUMENT TO THE RELEVANT AREA OF YOUR AUDIT FOR THE DOCUMENT TO BE VISIBLE.

Always remember to click the 'Save Changes' button at the bottom of the page after uploading documents.

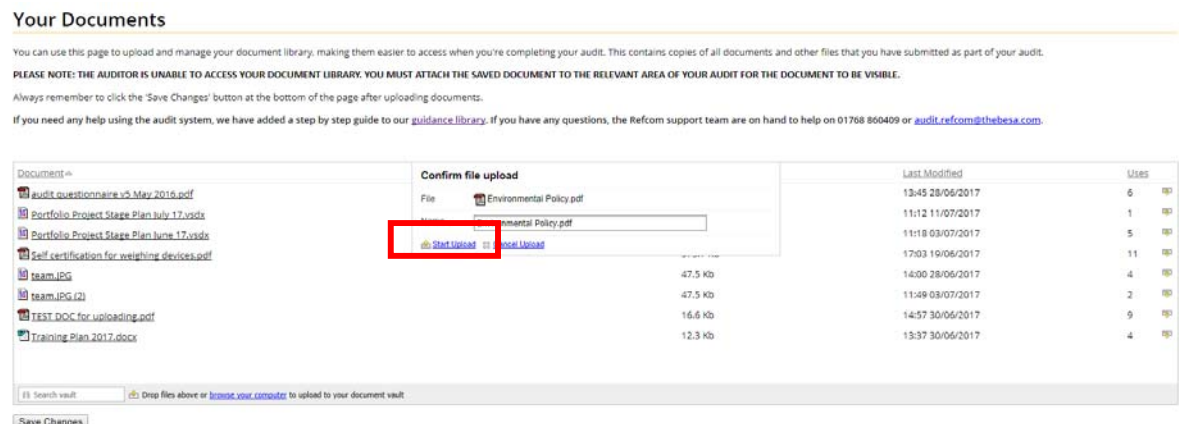
If you need any help using the audit system, we have added a step by step guide to our [guidance library](#). If you have any questions, the Refcom support team are on hand to help on 01768 860409 or audit.refcom@thebesa.com.

Document	Size	Last Modified	Uses
audit questionnaire v5 May 2016.pdf	495.9 Kb	13:45 28/06/2017	6
Portfolio Project Stage Plan July 17.vsdx	133.3 Kb	11:12 11/07/2017	1
Portfolio Project Stage Plan June 17.vsdx	130.2 Kb	11:18 03/07/2017	5
Self certification for weighing devices.pdf	575.7 Kb	17:03 19/06/2017	11
team.JPG	47.5 Kb	14:00 28/06/2017	4
team.JPG (2)	47.5 Kb	11:49 03/07/2017	2
TEST DOC for uploading.pdf	16.6 Kb	14:57 30/06/2017	9
Training Plan 2017.docx	12.3 Kb	13:37 30/06/2017	4

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2. When the box pops up with the document, click here to upload your document.



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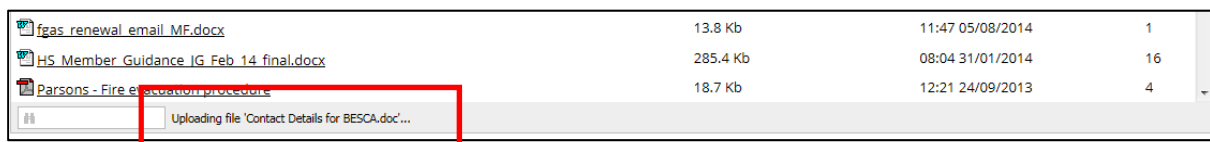
Save Changes

Confirm file upload

File: Environmental Policy.pdf

Start Upload | Cancel Upload

3. A message will appear at the bottom of your screen advising you that your document is being uploaded.



Document	Size	Last Modified	Uses
fgas_renewal_email_MF.docx	13.8 Kb	11:47 05/08/2014	1
HS Member Guidance IG Feb 14 final.docx	285.4 Kb	08:04 31/01/2014	16
Parsons - Fire evacuation procedure	18.7 Kb	12:21 24/09/2013	4

Search vault | Uploading file 'Contact Details for BESCA.doc'...

4. Once the footer message changes back to **'Browse your computer'**, the document has been uploaded.





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 Environmental.Policy.pdf	964.8 Kb	11:59 18/07/2017	0 

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Save Changes



PLEASE REMEMBER TO CLICK 'SAVE CHANGES', OTHERWISE YOUR DOCUMENTS WILL NOT BE SAVED TO THE SYSTEM

- Repeat steps 1 – 4 until to upload all the documents you require.

You are now ready to start your audit.