|  |  |
| --- | --- |
| Section 1 | **Clients Details** |
|  |  |
| Name: |  |
| Address: |  |

|  |  |
| --- | --- |
| Section 2 | **Site Details** |
|  |
| Address/site: |
|  |
| Area/room number/name: |
|  |
| Conditions during test: |
|  |

|  |  |
| --- | --- |
| Section 3 | **LEV Plant Details** |
|  |
| Serial number: |  | Asset number: |  |  |
| Brief description of system:(what to be controlled, how to be controlled, number of hoods to be used at any time, system details) |
|  |
| Description of process to be controlled: |
| (including: type of tool/equipment/machinery, frequency of process, duration of process, quantities of substances, operating temperatures, other control measures to be used) |
|  |
| Identify Hazardous Agent(s) to be controlled (chemical/biological): |
| (including: substance name, WEL, quantity being used, physical form, corrosivity, vapour density) |
|  |
| Has anything changed since commissioning? | Yes |  | No |  |  |

|  |  |
| --- | --- |
| Section 4 | **Executive Summary** |
| Item |  | Responsible person | Due date |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

|  |
| --- |
| Summary of the Assessment of Control |
| **Satisfactory** | **Unsatisfactory** |
| Section 5 | **Test Engineers Details** |
| I can confirm that the system addressed by this report has been carried out in full accordance with COSHH Regulation 9 and is providing adequate control of the hazardous substance(s) being used. |
| Name: |  | Signature: |  |
|  |
| Contact details: |  |

|  |  |
| --- | --- |
| Section 6 | **Additional Plant Information** |
|  |  |
| Frequency of testing: | Monthly | 6 monthly | 14 monthly | Other (specify) |
| (Tick one) |  |  |  |  |
|  |
| Evidence of: | COSHH Reg 6 Risk Assessment | DSEAR Reg 5 Risk Assessment | Material Safety Data Sheets |  |
| (Tick) |  |  |  |  |
|  |
| Evidence of: | Design Specification | Logbook | O&M Manual | User training records |
| (Tick) |  |  |  |  |

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| Section 7 | **DSEAR & ATEX** |
|  |
| Is the substance: | Flammable? | Y/N | Explosive? | Y/N |

|  |  |  |  |
| --- | --- | --- | --- |
| Is the generation of an explosive atmosphere: | Present | Likely | Unlikely |
| (Tick one) |  |  |  |
| DSEAR Zoning: | Work area | Hood | Plant |
| (Tick one) |  |  |  |
| Lower Explosive Limit: |  | Upper Explosive Limit: |  |
|  |  |  |  |
| Explosion vent panel: |
| Is one required? | Y/N | Is one fitted? | Y/N |
| Is it venting to a safe place? | Y/N | Is it in good condition? | Y/N |
| Explosion non-return damper: |
| Is one required? | Y/N | Is one fitted? | Y/N |
| Is the connecting ductwork suitable? | Y/N |  |  |

|  |  |
| --- | --- |
| Section 8 | **Conclusions and Comments** |
| e.g. repairs or adjustments made, items likely to fail prior to next test |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

|  |  |
| --- | --- |
| Section 9 | **Schematic** |
| Line schematic to show key components of the system. |
|  |
|  |  |  |  |
| Notes/Comments: |
|  |
|  |

|  |  |
| --- | --- |
| Section 10 | **Photographs** |
|  | Photo | Description/Comments |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

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| --- | --- |
| Section 11 | **Assessment** |

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| --- | --- |
|  | **Hoods** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hood Ref** | **Type**Receiving | Capture | Partial |Full Enclosure | Other (specify) | **Dimensions** | **Benchmark** | **Airflow** | **Measured** | **Test kit used** |
| Static pressure | Face Velocity |
| (m) | (Pa) | (m/sec) | (m3/sec) | Velocity(m/sec) | Static Pressure(Pa) | Hotwire / Rotating Vane |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- |
| Hood diversity |  | of |  | in use at any given time. |  |
| Statement on effective capture zone: | The contaminant is / is not released in the effective capture zone of the hood. |
| Method of test:(Provide photographic evidence) | Smoke release | Dust Lamp | Other (specify) |
| Notes/comments:*e.g. Comparison with commissioning, Installed in accordance with design, appropriateness, usage, effectiveness of control, air flow indication devices etc*. |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Clearance time** | Is appropriate? | YES (complete below) |  | NO (move to next section) |  |  |
|  |  | Benchmark | Measured |
| Hood Ref | Size | Air volume flow rate | Clearance time | Air volume flow rate | Clearance time | Comments |
| (m x m) | (m3/sec) | (minutes) | (m3/sec) | (minutes) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Filter** | Is a filter fitted? | YES (complete below) |  | NO (move to next section) |  |  |
| Visual assessment |  |  |  |
| Filter type |  | Manufacturer |  |
| Model |  | Serial number |  |
| Filter media type |  | Filtration area (m2) |  |
| Antistatic |  | Condition of filter media |  |
| Air Return to working environment (if yes see below) |  | Filter Monitoring e.g. Alarms |  |
| Cleaning device type(compressed air/shaker/water pump etc) |  | Condition |  |
| Duration of cleaning period |  | Frequency of cleaning |  |
| ATEX Rating |  | Explosion Relief |  |
| Earth bonding |  | Explosion relief location |  |
| Explosion non-return damper |  | High pressure ducting(between plant and non-return damper) |  |
| Quantitive assessment |  |  |  |
|  | Benchmark | Measured | Comments |
| Inlet Static pressure (Pa) |  |  |  |
| Outlet Static (Pa) |  |  |  |
| Differential Pressure (Pa) |  |  |  |
| Volume Airflow rate (m3/hr) |  |  |  |
| Contaminant Breakthrough |  | Filter efficiency |  |
| Notes/comments:*e.g. Installed in accordance with manufacturers design, pressure gauges fitted either side of filter, noise levels, vibration, corrosion etc.* |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **HEPA Filter** | Is the air returned to the working environment? | YES (complete below) |  | NO (move to next section) |  |  |
|  |  | Is a HEPA filter fitted? | YES (complete below) |  | NO (move to next section) |  |  |
| Visual assessment |  |  |  |
| Filter type |  | Manufacturer |  |
| Model |  | Serial number |  |
| Filter media type |  | Filtration area (m2) |  |
| Condition of filter media |  | Filter Monitoring e.g. Alarms |  |
| Has it been tested toISO14644-3 |  | Test results |  |
| Date of last test |  | Date of next test(minimum 6 to 12month) |  |
| Quantitive assessment |  |  |  |
|  | Benchmark | Measured | Comments |
| Inlet Static pressure (Pa) |  |  |  |
| Outlet Static (Pa) |  |  |  |
| Differential Pressure (Pa) |  |  |  |
| Volume Airflow rate (m3/hr) |  |  |  |
| Contaminant Breakthrough |  | Filter efficiency |  |
| Notes/comments:*e.g. Installed in accordance with manufacturers design, pressure gauges fitted either side of filter, compliance to ISO14644-3 etc.* |  |

|  |  |
| --- | --- |
|  | **Fan** |
| Visual assessment |  |  |  |
| Fan type |  | Type of impeller |  |
| Manufacturer |  | Impeller plate RPM |  |
| Model |  | Impeller direction of rotation |  |
| Fan Serial number |  | Fan Monitoring - Alarms |  |
| ATEX Rating |  | Fan size |  |
| Direction of Rotation |  |  |  |
| Quantitive assessment |  |  |  |
|  | Benchmark | Measured | Comments |
| Static pressure: |  |  |  |
| Inlet (Pa) |  |  |  |
| Outlet (Pa) |  |  |  |
| Fan Volume Airflow rate (m3/hr) |  |  |  |
| Total pressure (Pa) |  |  |  |
| Notes/comments:*e.g. Installed in accordance with manufacturers design Are pressure gauges fitted either side of fan, noise levels, vibration, corrosion etc.* |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Fan Drive type** | **Direct** |  |  | **Belt** |  |  |
| Fan pulley size |  | No. of belts |  |
| Motor pulley size |  | Belt type |  |
| Pulley centres |  | Belt tension |  |
| Measured fan RPM |  | Measured motor RPM |  |
| Notes/comments: |  |

|  |  |
| --- | --- |
|  | **Motor** |
| Electrical supply – Voltage |  | Motor rating (kW) |  |
| Manufacturer |  | Motor Current Plated (Amps) |  |
| Model |  | Motor Current Measured (Amps) |  |
| Motor Serial number |  | Motor plate RPM |  |
| ATEX Rating |  |  |  |
| Notes/comments: |  |

|  |  |
| --- | --- |
|  | **Controls** |
| On/Off or Variable Speed Drive |  | Manual / Automatic |  |
| Speed setting |  | Alarms / Warning devices fitted |  |
| Electrical compliance(evidence of certification to IEE BS7671) |  | Condition |  |
| Notes/comments: |  |

|  |  |
| --- | --- |
|  | **Other** |
| Fire suppression system |  |  |  |
|  |  |  |  |
| Notes/comments: |  |

|  |  |
| --- | --- |
|  | **Ducting** |
| Visual assessment |  |  |  |
| Material |  | Condition – inside |  |
| Balancing dampers |  | Condition – outside |  |
| Flexible ducting condition |  | Inspection hatches |  |
| Earth bonding |  | Explosion hatches |  |
| Notes/comments:*e.g. Installed in accordance with design* |  |
| Quantitive assessment |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Benchmark** | **Measured** |  |
| **Test point Ref** | **Diameter** | **Static pressure** | **Transport Velocity** | **Static pressure** | **Transport Velocity** | **Comment***e.g. Comparison benchmark v Measured, Potential for blockage, Ease of access, suitability of test point etc.* |
| (m) | (Pa) | (m/sec) | (Pa) | (m/sec) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |
| --- | --- |
|  | **Discharge Arrangement** |
| Type |  | Location |  |
| Stack height |  | Stack discharge velocity |  |
| Notes/comments:*e.g. Effectiveness, risk of recirculation, effect on neighbours, source of make-up air etc.* |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Air sampling results** | Has air monitoring been conducted? | YES (complete below) |  | NO (move to next section) |  |  |
| Report reference |  | Date of report |  |
| Notes/comments: |  |

|  |  |
| --- | --- |
| Section 12 | **Calibration Certificates** |
| Hotwire Anemometer | Rotating Vane Anemometer |
|  |  |
| Manometer | Tachometer |
|  |  |
| Other:……………………… | Other:……………………… |
|  |  |