|  |  |
| --- | --- |
| 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 |  | |  |  |

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| 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: |  | | |

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| 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 |  |  |

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

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

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| --- | --- | --- | --- |
| 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*. |  | | | | |

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|  | **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.* | |  | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **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 to  ISO14644-3 | |  | | 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.* | |  | | | | | | | | |

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|  | **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.* | |  | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **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: | |  | | | | | | | | |

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| --- | --- | --- | --- | --- |
|  | **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: | |  | | |

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| --- | --- | --- | --- | --- |
|  | **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: | |  | | |

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| --- | --- | --- | --- | --- |
|  | **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) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- |
|  | **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:……………………… |
|  | |  |