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| **system details & ID** |
| **Site Name:** | \* | **System ID:** | \* |
| **Site Address:** | \* | **Location:** | \* |
| **Date of TExT:** |  | **Process:** | \* |

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| **SUMMARY OF THE ASSESSMENT OF CONTROL****SATISFACTORY***Refer to page 1 for Defects & Recommendations* |

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|  | **EXAMINERS/COUNTERSIGNATORIES** |
| **Examiner Name** | **Designation** | **Date** | **Signature** |
|  |  |  |  |
| **Examiner Qualification(s)** | **Date(s)** | **Certificate No(s)** |
|  |  |  |
| **Countersignatory** | **Designation** | **Date** | **Signature** |
|  |  |  |  |
| **Client Representative****Accepting Report** | **Title** | **Date** | **Signature** |
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|  **SUMMARY OF THE ASSESSMENT OF CONTROL****SATISFACTORY***Refer to page 1 for Defects & Recommendations* |

**REPORT ON *ROUTINE* THOROUGH EXAMINATION AND TEST OF LOCAL EXHAUST VENTILATION (LEV) PLANT**

**IN COMPLIANCE WITH REGULATION 9 OF COSHH REGULATIONS 2002**

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| **eXECUTIVE SUMMARY** |
| [John Doe] visited site on [xx yyy 2019] to conduct the **Routine** Thorough Examination and Test (TExT) of this LEV System to comply with Regulation 9 of CoSHH 2002 (As amended).The system is a [dust extraction system] installed in [20xx]. The system consists of [enclosed hoods], [duct], [mechanical shake filter unit], [fan] and [discharge stage] which [terminates outside]. The system controls and extracts [Silica dust] from a [process] and is designed to be used [with a maximum of 3 dampers open at any one time]. *Confirm system and process has not changed from Initial TExT (if it either has – need a new Initial TExT)*[We conducted quantitative assessments the hoods and at a number of test points within the duct, (each TP position at least 6-8 duct diameters from turbulence). The results recorded were in line with the commissioning/reference/Initial TExT data. Qualitative assessments were undertaken using a Tyndall Beam lamp when the operator was conducting normal tasks and with the process running normally]. [The operator was observed to using the LEV system correctly]. Based upon the collective findings we find this system to be operating [Satisfactory if properly used and maintained].Our findings are further detailed within this report. |

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| **defects & rECOMMENDATIONS**  |
| **LEV Examiner** | **Employer’s Use** |
| **Item in LEV System** | **Action Required** | **Priority\*** | **Person to Take Action** | **Target Date** | **Date Completed** |
| [Hoods] | [Retrofit hood gauges] | [1] |  |  |  |
| [LEV] | [Keep this report safe for 5 years to comply with CoSHH] | [4] |  |  |  |
| Shade Red any Critical Defects Found |
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| *\*Priority – e.g. 1 = high, 2 = normal, 3 = routine, 4 = awareness**Shade* ***RED*** *all Critical Defects* |

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| 1. **SYSTEM GENERAL DESCRIPTION**
 | **SYSTEM PHOTOGRAPH(S)** |
| *Refer to diagram**Include notes on any changes since previous INITIAL and/or from original design/installation (where appropriate)* | *Try to show existing “as found” condition of key components* |
| 1. **METHODOLOGY FOR TExT**
 |
| *Outline all parameters you would expect to measure**If required – refer to more detailed Methodology in an Appendix (eg use of equal area duct traverse, face velocity test points chosen etc* |
| 1. **PLANT,PROCESS & LEV ARRANGEMENT AT TExT**
 |
| **Was the Plant, Process and the LEV/Control System Operating Normally at TExT? If not explain how TExT was undertaken.** | *Note – it is highly possible that HSE would take the view that if the system and process were not tested operating then the TExT would be inconplete/inconclusive. Can you ‘simulate’ the process? Eg run scrap through etc?* |

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| **TEST FREQUENCIES** |
| **Interval between Routine Examinations:** | [1/6 or 12 months] *remember may need to stipulate more frequent intervals depending on findings* |
| **Date of Previous Examination:** | \* |
| **Date next TExT Due:** | \* |

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| **PRE-TEST** |
| **Date of Initial TExT** |  |
| **Is System Installation Exactly as Initial TExT?** | \* If not - does new **Initial** need to be carried out? |
| **LEV System Manual Available?** | \* |
| **LEV System Log Book Available?** | \* |

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| **Occupational hygiene** |
| **Has Occupational Hygiene Monitoring been carried out in this Area since previous TExT?** | Yes/No |
| **If ‘Yes’, Summarise Findings:** | \* *And note a Reference for the Occ Hygiene Report* |

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| **fan**  |
| **Is Fan Rotating in Correct Direction?** | Yes/No - & Method Used to Check |
| **Fan Inlet Static Pressure (Pa):** |  |
| **General Condition of Fan:** | [Acceptable, signs of rust on casing, vibration, noise etc] |

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|  **filter Tick if NOt Applicable □** |
| **General Physical Condition of Filter Unit:** | \* |
| **Primary Filter Pressure Drop:** | \* |
| **Secondary Filter Pressure Drop:** | \* |
| **Recirculating Filter Efficiency:** | [eg Results of real-time particle count] |
| **Cleaning Mechanism Operating Correctly?** | \* |
| **Condition of Filter Media:** | \* |
| **Evidence of Contaminant Break-through?** | \* |
| **Condition of Media and Bin Seals?** | \* |
| **Condition of Door Seals?** | \* |

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| **duct**  |
| **Duct Temperature (0C):** | \* |
| **Barometric Pressure (mB):** | \* |
| **External Condition of Duct:** | \* |
| **Damper Settings:** | \* |
| **Internal Examination (visual/borescope):** | \* |

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|  **stack Tick if NOt Applicable □** |
| **Condition of Stack and Termination:** | \* |

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| **make-up air Tick if NOt Applicable □** |
| **Adequate Quantity?** | \* |
| **Induced Drafts Evident?** | \* |
| **Other Comments:** | \* |

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|  **CHECK ALARMS** |
| **Hood/Enclosure:** | \* |
| **Air Cleaner:** | \* |
| **Returned Air:** | \* |
| **Other:** | \* |

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| 1. **DUCT QUANTITATIVE RESULTS**
 |
| Test Point ID | Diameter/ Dimension | Duct Area | Static Pressure | Average Velocity Pressure **Y** | Duct Velocity | Duct Volume flow **x** | Initial TExT Reference Data |  |
| Measured **\***  | Min Transport Velocity | Date | Static pressure | VelocityPressure | Duct Velocity | Duct Volume flow |
|  | (mm) | (m2) | (Pa) | (Pa) | (m/s) | (m/s) | (m3/s) |  | (Pa) | (Pa) | (m/s) | (m3/s) |
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| **Y** *Indicate in Appendix how readings were obtained (eg 2 holes 900 and how many readings in each traverse?)***X** *Indicate how reading was calculated, ie from duct velocities and area or from hood data***\*** *If flexible indicate if velocity was calculated from hood flowrate and duct diameter* |
| **16. HOODS** |
| Process Conditions at Time of Test: | \* | Hood Pass /Fail Labels Fitted? | \* |
| Captor Hood “Effective Range” Label Attached | [Yes/No/Not Applicable] |
| Operators Working at Process During Routine TExT? | [Yes/No] |
| If ‘Yes’ – Describe how operator using/interfacing with system: | \* |

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| 1. **HOOD QUANTITATIVE RESULTS**
 |
| Hood ID | Hood Type/Description | Hood Open Area | Sash or Opening Height | Face Velocity | Hood | Capture Distance | Volume Flow Rate |
| Actual ***‡*** | MinRequired | Static Pressure | Fletchers Calculated Distance  | Confirmed with Smoke |
|  |  | (m2) | (m) | (m/s) | (m/s) | (Pa) | (mm) |  | (m3/s) |
|  |  |  |  |  |  |  |  | [Yes/No] |  |
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| ***‡*** *In Appendix show individual readings at each hood and show max +/- deviations from ‘Mean’ for every reading (ie all within +/- 20% of ‘Mean’?)* |

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| **18. QUALITATIVE TESTS & VISUAL INSPECTION REPORT** |
| *[type of qualitative test]**[reason for choice of qualitative measurement]**[method of deployment]**[results observed]* |

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|  **INSTRUMENTS USED** |
| **Instrument description** | **Serial Number** | **Last Calibration date** |
| \* | \* | \* |
| \* | \* | \* |
| \* | \* | \* |
| \* | \* | \* |
| \* | \* | \* |

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|  **REFERENCES** |
| HSG258; Controlling airborne contaminates at work. A guide to local exhaust ventilation (LEV); HSE Books |
| L5; The Control of Substances Hazardous to Health Regulations (CoSHH) 2002. Approved Code of Practice and guidance (Sixth Edition) HSE Books |
| Management of Health and Safety at Work Regulations; The stationary office 1999 SI 1999/3242. |
| The Dust Lamp: a simple tool for observing the presence of airborne particles. MDHS82/2; HSE Books 2015 |
| EH40/2005 Workplace Exposure Limits: Containing the list of workplace exposure limits for use with the Control of Substances Hazardous to Health Regulations 2002 (as amended); January 2020; ISBN: 9780717667031 |
| Industrial Ventilation: A Manual of Recommended Practice for Design, 30th Edition; ISBN: 978-1-607261-08-7 2019 |