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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)** | |
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| **Countersignatory** | **Designation** | **Date** | **Signature** |
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| **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].  [We conducted quantitative assessments at a number of test points within the duct, at least 6-8 duct diameters from turbulence. The results recorded were in line with the commissioning/reference data. Qualitative assessments were undertaken using a Tyndall Beam lamp when the operator was conducting normal tasks 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)* | |  |
| 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 undertaken.** |  | |

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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 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 | | Velocity  Pressure | 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 ***‡*** | Min  Required | 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); August 2018; ISBN: 9780717667031 |
| Industrial Ventilation: A Manual of Recommended Practice for Design, 30th Edition; ISBN: 978-1-607261-08-7 2019 |