

Local Exhaust Ventilation Checklist

Equipment: _____ Location: _____

Checklist LEV System

Are staff trained in the use of the LEV system?	Yes	No
Do we ensure that the following are checked:	Yes	No
-the filters in the extract unit and that they are changed when necessary?	Yes	No
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-ductwork for signs of breakages or leaks?	Yes	No
-the drive belt tension of any belt driven units?	Yes	No
-the lubrication requirements for fan and motor bearings?	Yes	No
-the alarms on any airflow sensors?	Yes	No
-the interior spaces within the machines are free from accumulated dust?	Yes	No
Do we have formal procedures for the regular cleaning of the work area in which the dust/fume generating processes take place?	Yes	No
Are we using the manufacturer's approved design of dust bags on the extract unit?	Yes	No
Are staff trained in the disposal procedures for the dust collection bags?	Yes	No
Do we have formal procedures in place for the waste disposal of dust collection bags?	Yes	No
Do we have stocks of spare filters and dust collection bags?	Yes	No
Have we briefed our staff on the importance of reporting any defects?	Yes	No
Do we keep a record of any defects and remedial work carried out on the LEV system?	Yes	No
Have we set up a file for holding the results of the tests carried out under the Control of Substances Hazardous to Health Regulations?	Yes	No
Have we taken out a maintenance agreement for the LEV system?	Yes	No
If so, does this agreement guarantee a response time which will minimise the impact upon our work schedule?	Yes	No

This checklist has been completed to the best of my knowledge

Signed: _____ Date: _____

Remedial Actions Completed by: _____ Date: _____

This checklist must be retained on file for at least three years