LEV inspection checklist

From LevHQ, www.levhq.app/lev-inspection-checklist

Site

Systems and hoods covered

Test date

Examiner

Completed by

Booking the test

Do these before you pick a date.

- [ ] **Check when the next test is due.**

  The legal gap between tests is 14 months at most, and shorter for the Schedule 4 processes. COSHH regulation 9(2)(a). LEV test due date calculator (levhq.app/tools/lev-test-due-calculator). Schedule 4 table (levhq.app/lev-inspection-checklist#schedule-4).

- [ ] **Ask your examiner whether wear and tear means this system needs testing more often than every 14 months.**

  HSG258 says tests should be more frequent where wear and tear is liable to make the system less effective between tests. HSG258, paragraphs 329 and 330.

- [ ] **Book a competent examiner.**

  HSE says the test must be done by a competent person, and it is not normally something you can do yourself. HSG258 says the examiner can be an outside contractor or a competent employee of the LEV owner. INDG408, page 6, HSG258, paragraph 327. Find an LEV tester (levhq.app/testers).

- [ ] **Ask the examiner whether they have enough information to test your system, and show them the documents listed in the next group.**

  HSE says a good examiner can tell you beforehand. HSG258 lists the documents the examiner should use where they are available. HSE LEV FAQs, choosing an examiner, HSG258, paragraph 334.

- [ ] **List every LEV system on site, and every hood or enclosure on each one.**

  HSG258 says the employer should ask the examiner to attach a test label to each hood when tested, where appropriate, so each hood needs to be in the booking. HSG258, paragraph 345.

- [ ] **List every on-tool extraction unit, and every extraction unit you hire.**

  HSE says on-tool extraction needs a test of the extraction unit itself. For a hired unit, check the hire company's test date: you are responsible for not using it after the test has expired. HSE LEV FAQs, on-tool extraction.

- [ ] **Book a time when the process runs as normal.**

  HSG258 says the examiner's smoke and dust lamp tests, where used, are done with the process running, and that the examiner observes the process and how operators use the LEV. It also says the test can be used as an audit of the past year's LEV management. HSG258, paragraphs 339 and 343, HSG258, paragraph 326.

Documents to have ready

HSG258 says the examiner should use these where they exist. HSG258, paragraph 334.

- [ ] **The commissioning report**
- [ ] **The user manual**
- [ ] **The log book**
- [ ] **The last thorough examination and test report**
- [ ] **Any air sampling records, and information on how operators use the LEV**
- [ ] **Confirmation that the LEV, the layout and the process have not changed since the last test**
- [ ] **Your COSHH assessment**

  HSG258 says a test report with no information on the LEV's intended operating performance points to a need for a further COSHH regulation 6 assessment. HSG258, paragraph 349. Free COSHH assessment template (levhq.app/coshh-assessment-template).

Keep the free LEV log book template (levhq.app/lev-log-book) with these. No documents for an older system? HSG258 paragraph 335 says the employer could ask the examiner to also carry out a commissioning report. Agree that extra service and its cost with the examiner first.

Preparing the site

HSG258 says the employer and examiner should co-operate to keep the risk low for both.

- [ ] **Arrange safe access to the parts of the system the examiner has to reach.**

  HSG258 says the employer should arrange safe access. HSG258, paragraph 333.

- [ ] **Arrange for someone to isolate fans and open inspection hatches and filter housings.**

  HSG258 says the examination includes internal duct examinations and inspection of the filter fabric and the fan belt. HSE says permits to work may be needed if the LEV can become contaminated with toxic substances. HSG258, paragraph 338, INDG408, page 5.

- [ ] **Arrange any permits-to-work that the areas need.**

  HSG258 says permits are arranged where necessary. HSG258, paragraph 333.

- [ ] **Check the test points named in the system documentation are marked.**

  HSG258 says static pressure is measured at appropriately marked test points. HSG258, paragraph 339.

- [ ] **Tell the examiner about the risks of the system, such as residues inside it, moving parts, work at height and electricity.**

  HSG258 says the examiner must know these risks. HSG258, paragraph 332.

- [ ] **Tell the examiner what protective equipment the site requires.**

  HSG258 says the employer provides this information. HSG258, paragraph 333.

- [ ] **Tell the people who use the LEV that the test is happening, and agree smoke tests and smoke alarms with the examiner.**

  HSG258 says the examiner should warn employees before smoke tests and may need smoke alarms turned off. HSG258, paragraph 339.

On the day

The examiner does the testing. Your part is to help and keep the work normal.

- [ ] **Have someone who knows the system with the examiner.**

  HSE says you and your employees will need to co-operate with the examiner. INDG408, page 6.

- [ ] **Keep the process running as it normally does.**

  HSG258 says the smoke and dust lamp tests, where used, need the process running. HSG258, paragraph 339.

- [ ] **Let the examiner watch operators use the LEV, and have them available to talk to.**

  HSG258 says the examiner observes the process and the way operators use the LEV. HSG258, paragraph 343.

If the examiner finds the system unsafe, expect the test to stop until it is repaired.

HSG258 says the examiner should warn the client promptly. HSG258, paragraph 342.

- [ ] **Before the examiner leaves, check the labels: a test label, or a red fail label on any hood that failed.**

  HSE recommends labels. There is no specific legal requirement on employers or examiners to label LEV. The test label can also go near the system on-off switch. INDG408, page 6, HSE LEV FAQs, labelling.

After the test

The report is the start of the follow-up, not the end.

- [ ] **Read the report, and ask the examiner about anything you do not understand.**

  HSE lists this as the first step after the test. HSE LEV FAQs, thorough examination and test. Understanding your LEV report (levhq.app/guides/understanding-your-lev-report).

- [ ] **Check the report against the list HSG258 gives. It should normally show:**

  - the employer's name and address
  - the test date and the date of the last test
  - which LEV it is, where it is, and the process and substances it controls
  - the operating conditions at the time, normal production or special
  - a simple diagram of the layout, with test points
  - the condition of the LEV, including hood serial numbers
  - its intended operating performance, and whether it still achieves it
  - any adjustments, modifications or repairs needed
  - the methods used to judge performance, and the results of any relevant air sampling
  - how operators use the LEV, and wear and tear that may need repair before the next test
  - the examiner's name, job title, employer and signature
  - any minor repairs done, and any critical defects found

  HSE strongly recommends a report that follows this guidance. If there is no information on the intended operating performance, HSG258 says that points to a need for a further COSHH regulation 6 assessment. HSG258, paragraph 349, HSE LEV FAQs, the report. Understanding your LEV report (levhq.app/guides/understanding-your-lev-report).

- [ ] **Act on the recommendations and carry out repairs promptly.**

  HSE says to follow the recommendations in the test report. INDG408, page 7.

- [ ] **After a repair, have a competent person check the LEV works, and plan the retest.**

  HSE says a competent person needs to check that a repaired hood or system is effective, and the Failed label can then be removed. HSG258 says to plan and schedule the repair and retest. HSE LEV FAQs, labelling, HSG258, paragraph 348.

If a hood has a red fail label, stop the work and repair the LEV. If work has to continue, give employees further protection until it is repaired.

HSE says the system keeps the red label until it has been repaired. INDG408, page 6.

- [ ] **Keep the record of the test, and of the repairs that follow, for at least 5 years.**

  This is a legal duty. COSHH regulation 9(4).

- [ ] **Keep a copy of the report at the workplace that has the LEV system.**

  HSG258 says to keep the report for at least five years, with a copy at the workplace. HSG258, paragraph 350.

- [ ] **Write the test and the repairs in the log book.**

  HSE says the log book is where you keep a record of checks and maintenance. INDG408, page 6. Free LEV log book template (levhq.app/lev-log-book).

- [ ] **Set the next test date and put it in the yearly plan.**

  HSE says to include the test in the yearly management cycle. The calculator can email a reminder. INDG408, page 7. LEV test due date calculator (levhq.app/tools/lev-test-due-calculator).

Processes that need testing more often

Regulation 9 sets 14 months for most LEV. For LEV used with the processes below, Schedule 4 sets a shorter gap between tests.

Process	Minimum frequency
Processes in which blasting is carried out in or incidental to the cleaning of metal castings, in connection with their manufacture.	1 month
Processes, other than wet processes, in which metal articles (other than of gold, platinum or iridium) are ground, abraded or polished using mechanical power, in any room for more than 12 hours in any week.	6 months
Processes giving off dust or fume in which non-ferrous metal castings are produced.	6 months
Jute cloth manufacture.	1 month

Source: The Control of Substances Hazardous to Health Regulations 2002, Schedule 4 (legislation.gov.uk/uksi/2002/2677/schedule/4).

Sources

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- The Control of Substances Hazardous to Health Regulations 2002, regulation 9 (legislation.gov.uk/uksi/2002/2677/regulation/9)
- The Control of Substances Hazardous to Health Regulations 2002, Schedule 4 (legislation.gov.uk/uksi/2002/2677/schedule/4)
- HSE, HSG258 Controlling airborne contaminants at work, third edition, 2017 (hse.gov.uk/pubns/priced/hsg258.pdf)
- HSE, INDG408 Clearing the air, revised January 2016 (hse.gov.uk/pubns/indg408.pdf)
- HSE, LEV frequently asked questions (hse.gov.uk/lev/faqs.htm)
- The Control of Substances Hazardous to Health (Northern Ireland) Regulations 2003, regulation 9 (legislation.gov.uk/nisr/2003/34/regulation/9)