System details

System:

Use one log book for each LEV system. Keep it with the system's user manual, its commissioning report and its latest thorough examination and test report.

Company	
Site address	
System name or ID number	
Where the system is (building, room or area)	
Process and substances it controls	
Hoods (how many, and what type)	
Designed and installed by	
Commissioning date and report reference	
Where the user manual is kept	
Person responsible for the system	
Months between thorough examinations and tests (14 at most)	14
Date of the last thorough examination and test	
Next thorough examination and test due	

Source: HSE leaflet INDG408.

Check schedule

System:

Set out what to check on each part of the system, how often, and who checks it. Copy the checks and how often they are due from the system's user manual. The filled rows are HSE's examples.

Part of the system	What to check	How often	Who checks
Hoods	Airflow indicator reading, physical damage, blockages, clutter in the way		
Ducts	Damage, wear and partial blockage, especially flexible ducts		
Dampers	Still in the set position		
Air cleaner or filter	Damage, pressure reading across the filter, failure alarms		
Fan	Changes in noise or vibration, power use, clean impeller		
Operators	Using the system correctly, for example hood position and the work kept inside the capture zone		

Source: HSE guidance HSG258, paragraphs 315, 319 and 320.

Daily check by the person using it

System:

Answer each question before use. Write Y for yes or N for no. If question 4 or 5 is a yes, or question 1, 2, 3 or 6 is a no, tell your supervisor straight away.

Week starting: _____ System name or ID: _____

Question	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1. Does the indicator show the LEV is working properly?							
2. Is it taking away all the harmful dust, mist, fumes and gas? Remember, some of these may be invisible.							
3. Are you close enough to it so it can do its job properly?							
4. Are there any signs it is not working properly, like smells or settled dust?							
5. Are there any unusual noises or vibration coming from it?							
6. Has it been thoroughly tested, with a 'tested' label that is within date?							
7. Have you told your supervisor about anything you think may be wrong?							
Initials							

Source: Questions from HSE pocket card INDG409, Time to clear the air!.

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Weekly check

System:

HSE's COSHH code of practice and guidance says LEV should be visually checked at least once a week. Write OK, or describe what you found.

Date	Hoods	Airflow indicator reading	Ducts	Dampers	Filter pressure reading	Fan noise and vibration	Used correctly	Faults found and action taken	Name	Signature

Source: HSE L5, paragraph 172, and HSG258, paragraphs 318 and 319.

Maintenance, replacements and repairs

System:

Record every service, part replaced and repair, planned or not, and who did the work.

Date	Part of the system	Work done	Planned or unplanned	Parts replaced	Done by (name and company)	Signature

Source: HSE guidance HSG258, paragraphs 318 and 319.

Faults and actions

System:

Record each fault found by a check or a test, what will put it right, and when it was done. COSHH requires a record of the repairs made as a result of each thorough examination and test.

Date found	Fault	Found by	Action needed	Who will do it	Date done	Signed off by

Source: COSHH Regulations 2002, regulation 9(4).

Thorough examination and test record

System:

COSHH requires a thorough examination and test at least once every 14 months, or more often for the processes in its Schedule 4. Keep each full report, and the record of repairs that followed it, for at least five years, with a copy at the workplace.

Test date	Examiner and company	Report reference	Hoods passed	Hoods failed	Critical faults	Repairs completed on	Next test due

Source: COSHH Regulations 2002, regulation 9(2) and (4), and HSG258, paragraph 350.

Before the examiner visits

System:

HSE guidance lists what the examiner should use at each thorough examination and test, where it exists. Tick each one when it is ready.

Test booked for: _____ Examiner and company: _____ Contact on the day: _____

- [ ] Commissioning report
- [ ] User manual
- [ ] This log book
- [ ] Last thorough examination and test report
- [ ] Air sampling records, and notes on how operators use the system
- [ ] Confirmation that the system, the layout and the process have not changed since the last test, or a list of what changed

Source: HSE guidance HSG258, paragraph 334.