

Work Instruction: SOP 4
Original Date of Issue: 1/9/2020
Revision Date:

Title: Visual Assessment of Emissions
Revision No: 0
Approved By:

Doc 26

1. **Purpose of this Standard Operating Procedure:**
To ensure daily external inspections of the Spraybooth stacks.
2. **Scope:**
This Work Instruction applies to all Local Exhaust Ventilation systems at Cox Automotive / CWL Bodyshops.
3. **References:**
The Company Compliance Manual.
4. **Responsibilities:**
General Manager / Supervisors / All Staff Members.
5. **PPE:**
Non required.
6. **Materials:**
Non required.
7. **Procedure:**
Visual Assessment of Emissions & Recording
 - a) An external check of the Spraybooth stacks (located at roof height) must be carried out daily
 - b) Position yourself downwind from the stacks.
 - c) Look for colour or smoke emitting from any of the stacks.
 - d) Ascertain if there is any odour of paint in the air.
 - e) Write your findings in the Olfactory Record (see illustration below).



SPRAYBOOTH OLFACTORY / EMISSIONS LOG

Location:	<input type="text"/>	Booth ID No:	<input type="text"/>
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DATE	TIME	COLOUR	ODOUR	SMOKE	VIEW POINT (DOWN WIND)	COMMENTS	ACTION BY

- f) In the event that there is an emission, this must be recorded and reported immediately to the General Manager who will investigate and effect repairs accordingly.

Please sign this document (below) as acknowledgement that you have read and understand the contents of this Standard Operating Procedure.

Employee Name: «Employee_Name» Job Title: «Job_Title»

Dated This Day: _____ Signature: _____