

Cox Automotive / CWL Bodyshop Local Exhaust Ventilation Check List

Equipment: _____ Location: Wyton Building 10

Checklist LEV System	Yes	No
Are staff trained in the use of the LEV system?		
Do we ensure that the following are checked:-		
-the filters in the extract unit (spraybooth filters) and that they are changed and logged when necessary?		
-ductwork for signs of breakages or leaks (including the spraygun wash machine)?		
-the drive belt tension of any belt driven units?		
-the lubrication requirements for fan and motor bearings?		
-the alarms on any airflow sensors?		
-the interior spaces within the machines / plant are free from accumulated dusts?		
Do we have formal procedures for the regular cleaning of the work area in which the dust / fume generating processes take place?		
Are we using the manufacturer's approved design of dust bags on the dust extract unit?		
Are staff trained in the method of disposal procedures for the dust collection bags and used spraybooth filters?		
Do we have formal procedures (licensed waste collectors) in place for the waste disposal of dust collection bags used spraybooth filters?		
Do we have stocks of spare filters and dust collection bags?		
Have we briefed our staff on the importance of reporting any defects or abnormal emissions to the Local Authority as required under the Pollution Prevention and Control Act, 1999 and the Environmental Permitting (England and Wales) Regulations 2010?		
Do we keep a record of any defects and remedial work carried out on the LEV system?		
Have we set up a file for holding the results of the tests carried out under the Control of Substances Hazardous to Health Regulations?		
Have we taken out a maintenance agreement for the LEV systems?		
If so, does this agreement guarantee a response time which will minimise the impact upon our work schedule?		

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