

Program Operation: Auditor's Checklist

Employer responsibility:

When control of exposure to an occupational hazard requires the use of RPE, it is the responsibility of management to ensure a Respiratory Protection Program is implemented and maintained as an integral part of a risk control strategy. The program should contain the key elements outlined below. The result of the program should be that appropriate RPE is used in accordance with manufacturer's instructions and worn at all times.

Documented Policies and Procedures

	Management responsibilities
	Designation and role of the administrator
	RPE selection process
	Medical screening of RPE users
	Training in proper selection, usage, storage/disposal, inspection and maintenance of RPE
	Issue of equipment
	Fitting of equipment
	Fit testing of equipment to wearers
	Cleaning/disinfection or disposal of equipment
	Inspection, maintenance/repair if applicable
	Storage of equipment
	Record Keeping
	Program evaluation/auditing, and implementation of corrective actions

Appointment of administrator	
	Suitably qualified/experienced program administrator is selected and appointed
	Administrator's role is defined
RPE Selection Process	
	Selection is made by knowledgeable and experienced individuals
	Selection should be in compliance with AS/NZS 1716
	Limitations of RPE should be taken into account
	Work area conditions and employee's exposure must be assessed
	Respirators selected on basis of contaminant type, level of exposure, task and operator
	Medical screening/evaluation of prospective users has been made to determine the their physical and psychological suitability to wear RPE
	Users are involved in the selection process to ensure fit and comfort
RPE Training:	
	Supervisors are trained in their responsibilities
	Employees are trained in proper usage, storage, and inspection of RPE. They must have demonstrated competency of use, inspection, maintenance (if applicable) and limitations of the RPE
	Refresher training frequency is defined and established
	Training is provided by a competent provider
Issue of RPE	
	Exclusive use of respirators where practicable
	Respirators issued in a clean condition
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	Respirators issued in a clean condition

RPE Testing	
	The RPE is properly fit tested at appropriate intervals
	Users who where corrective lens are properly fitted
	Wearers are trained to check RPE fit before each use
Cleaning and Disinfection: Reusable RPE only	
	System of regular cleaning, disinfection and maintenance established
	RPE to be cleaned and disinfected between any use by different people, i.e. when individual systems cannot be provided
	Proper methods of cleaning and disinfection are utilised
Storage	
	RPE to be stored to protect them from dust, sunlight, heat, excessive cold or moisture, or damaging substances
	Respirators stored properly to prevent deformation
	Gas/vapour filters are stored in containers or bags with airtight seals
	RPE is stored close to where it will be used
Inspection, Maintenance and Repair:	
	RPE to be inspected before and after each use and during cleaning, (if applicable) in accordance with manufacturer's instructions
	RPE to be inspected, maintained or repaired by trained or knowledgeable personnel
	SCBA designated for emergency use is inspected at least monthly, as well as after each use
	Replacement parts used in repairs are of the manufacturer of the respirator
	Repairs of SCBA are made only by authorised personnel in accordance with manufacturer's instructions

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Record Keeping

Maintenance and inspection records (dates, findings, etc) with regards to "emergency use" RPE

Filter use (where applicable)

Filters marked with date first fitted

Battery use (where applicable)

Respirators issued for personal use are marked to identify user

Date of issue, whom to and period of usage

Employee and supervisor training records

Dates of specific testing

Training records (who, what, when)

Audit records

Audit Program

Regular audits undertaken

Auditing undertaken by trained or knowledgeable persons

Audit criteria/checklist used
Correction measures implemented in a timely manner

