



# Quality Guidance Note QGN 007

## Site Audit Form:

Issue Date: January 2007, supersedes September 2003

PRE TEST CHECKS	Observation		
Pre test visit carried out			
Site Specific Protocol submitted and agreed			
Deviations noted before test and actions			
Test documentation and field data sheets			
Do all personnel have correct MCERTS status			
HEALTH AND SAFETY			
Are there platform inspection records available			
Risk assessment conducted			
Has the risk assessment been confirmed each day and signed by all members of the test team			
Is there a documented H&S system available			
COSHH assessment conducted and documented			
Were any high levels of risk identified			
Have any improvements been required			
Have these improvements been done			
Permit to Work issued			
First aid equipment, eye wash etc at stack location			
PLATFORM /WORK AREA			
Type: (permanent or temporary)			
Are there platform inspection records available			
If temporary scaffolding is there a scafftag			
Suitability of size and position			
Any modifications required			
Does the platform meet the requirements of Environment Agency Technical Guidance Note, M1			
PERSONNEL PROTECTIVE EQUIPMENT(PPE)	REQUIRED	ISSUED	USED
Hard hat			
Foot protection			
Safety glasses			
Goggles			
Ear defenders			
Respirator			
Overalls			
Other:			

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ELECTRICITY	Observation		
Voltage of supply			
Current of supply			
Protection available			
Trailing leads used			
PAT used			
SAFE WORKING PRACTICES			
Access to gas stream, sealing and fumes			
Platform tidiness			
Work plan			
Communication			
Safe lifting system			
Designated area below/around platform			
Working hours			
Dust heat and environment			
Chemicals handled and stored correctly			
Rest periods and refreshment			
EQUIPMENT INSPECTION	OK	Calibrated	Comments
Fit for purpose			
Condition of equipment			
Selection of nozzles for isokinetic sampling			
Probe length and contact materials			
Pitots, calibrations			
Suitability of Measurement Ranges (eg gas analysers)			
Storage and transportation of filter medium and solutions			
PRE SAMPLING CHECKS	Observation		
Port removal			
Temperature profile carried out if required			
Pressure profile carried out			
Velocity profile carried out			
Was a flow (Pitot) swirl test carried out			
Are there droplets present in the stack			
If particulate monitoring what type of filter is in use	In stack / Out stack (heated)		
Do analyser certified ranges satisfy the ELV multiplier rule			

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Is sampling duration suitable for the expected concentrations	
Moisture determination carried out	
<b>DURING THE TEST</b>	
Leak checking	
Probe insertion and positioning	
Data recording method and or system	
Turnaround of equipment between runs	
Removal of probe and clean up procedure	
Post test inspection of probe and equipment	
Handling of sample, chain of custody and documentation	
<b>POST SAMPLING</b>	
Deviation from standard and actions	
Does the SSP require modification	