**Appendix 3 – Noise Monitoring Report (Sample)** *For excessive noise*

School/Department:

Conducted by: Date:

Noise meter used: (brand & model)

Last calibrated: Next calibration:

Location: (sketch or attach the room layout plan and indicate the location or point(s) measured).

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**Measured Readings**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Location or Point** | **Measured sound level in dB(A)** | **Duration of Exposure (Minutes)** | **Frequency of Exposure (Times per day)** | **Total duration per day** | **Further action needed (Y/N), state action if Yes** |
|  |  |  |  |  |  |
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*Note: Next monitoring to be carried out within the next 12 months for noise level at 80dBA and above.*

**Results Table for Personal Monitoring** (Dosimetery conducted for Relevant Person from different SEGs and who are exposed to excessive noise)

**Results Table (Personal Monitoring)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Process**  **/Activity** | **Name of Relevant Person / Personnel** | **SEG No.** | **No. of Persons in the SEG** | **LAEQ,T**  **dB(A)** | **Running Time of Dosimeter (mins)** | **Duration of Exposure Per Day (mins)** | **LAEQ,8hr**  **dB(A)** | **% Dose** | **Remarks** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Results Table (Machine Noise Levels)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Machine / Equipment** | **Process**  **/Activity** | **No. of Person(s) likely to be exposed** | **LAEQ,T**  **dB(A)** | **Measurement Time (mins)** | **Remarks** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Recommendations for Implementation of Workplace Noise Monitoring Programme / HCP**

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**Conclusion**

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