



## YEAR

Company: \_\_\_\_\_  
Location: \_\_\_\_\_  
Department or Job Site: \_\_\_\_\_

[illegible]

## GUIDELINES FOR THE AUDIOMETRIC TESTING SUMMARY RECORD

**USE** The Audiometric Testing Summary Record is used to track employees who must receive audiometric tests (baseline, annual or follow-up). The form summarizes the audiometric testing status of each employee in the Hearing Conservation Program. A new summary form is completed each year.

1. **YEAR** - Enter the calendar year for which the summary is prepared.
2. **EMPLOYEE NAME** - Enter the name of the employee included in the company's hearing conservation program.
3. **JOB DESCRIPTION** - Enter the employee's job classification (e.g., area or department and job performed).
4. **DATE DUE** - Enter the date the audiogram is due. For annual audiograms, this is on the anniversary date of the employee's baseline audiogram. For new hires working in areas where baselines are required, enter the date the employee begins working in the area.
5. **DATE OBTAINED** - Enter the date the employee's audiometric test is performed.
6. **TYPE OF AUDIOGRAM** - Place a checkmark (✓) indicating whether this audiogram was a baseline, annual or follow-up test.