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A. Evaluation of the written program

Begin your audit with an evaluation of the written respiratory protection program. In addition to the operating procedures describing respirator selection and use in the workplace, the program needs to include a discussion or explanation of these program elements.

	Yes	No
1. Has a written respiratory protection program that includes work-site specific procedures on the use of respirators been established?	◯	◯
2. Has a program administrator, with appropriate training and experience, been designated and identified in the written program?	◯	◯
3. Where respirator use is required, does the written program include discussion or explanation of how:		
a) Respirators are selected for the particular hazard(s) to which workers are exposed, including evaluation of workplace exposures?	◯	◯
b) Medical evaluations are performed for employees required to use respirators?	◯	◯
c) Fit testing is done for tight-fitting respirators?	◯	◯
d) Respirators are used in routine and emergency situations?	◯	◯
e) Respirators are cleaned, disinfected on a regular basis, stored, inspected, repaired, discarded and maintained?	◯	◯
f) Adequate air quality, quantity and flow are ensured for atmosphere-supplying respirators?	◯	◯
g) Employees are trained in the proper use of respirators, including putting on and taking off, any limitations, and maintenance?	◯	◯
h) Program effectiveness is regularly evaluated?	◯	◯
4. Where respirator use is voluntary:		
a) Has a determination been made that the use of respirators does not create a hazard?	◯	◯
b) Have users been provided with a copy of the contents of 29 CFR 1910.134 Appendix D.	◯	◯
c) Except for voluntary use of dust masks, are employees given sufficient medical evaluations and training on respirator use, care and maintenance to prevent the respirator from creating a health hazard?	◯	◯

B. Respirator selection

The written program should describe, among other things, how respirators are selected. At this point in the audit, you should check that the respirators assigned to employees have been properly selected for the job(s) being performed. Review the most current information that describes the nature of the respiratory hazard (e.g., hazard communication chemical list and MSDS) and the degree or level of exposure (e.g., industrial hygiene monitoring results) for each job or task where respirators have been assigned. (Exposure monitoring results are not expected for escape or rescue respirators).

Determine if any respirators have been assigned for protection from chemical substances in the workplace that have OSHA substance-specific standards. In addition to reviewing written records, you may want to include a work-site walkthrough to determine, first hand, what types of respirators are in use.

	Yes	No
1. Has employee exposure monitoring been completed or have other reasonable estimates of employee exposures to respiratory hazards been evaluated?	◯	◯
2. Have the respirators used for protection from chemicals with OSHA substance-specific standards been specified according to the respirator selection tables in those standards.	◯	◯
3. Have respirators been selected according to the guidelines of the American National Standard Practices for Respiratory Protection (ANSI Z88.2) or NIOSH Respiratory Decision Logic?	◯	◯
4. Is the following criteria also considered in the selection of respirators:		
a) The existence or potential for oxygen-deficient or IDLH[1] atmospheres?	◯	◯
b) The assigned protection factor for a respirator compared to the exposures for a particular job?	◯	◯
c) The potential for eye irritation?	◯	◯
d) Warning properties of the airborne chemical contaminant(s)?	◯	◯
e) Use in emergency escape, rescue or fire fighting?	◯	◯
f) Any other selection criteria in your written program?	◯	◯
5. Are only NIOSH-certified respirators selected and used in accordance with their certifications?	◯	◯
6. Are respirators selected from a sufficient number of respirator models and sizes so that the respirator is acceptable, and correctly fits, the user?	◯	◯

[1]Immediately dangerous to life and health

	Yes	No
7. For IDLH atmospheres are the following respirators provided:		
a) A full facepiece pressure demand SCBA certified by NIOSH for a minimum service life of 30 minutes? Or,	○	○
b) A combination full facepiece pressure demand supplied-air respirator (SAR) with auxiliary self-contained air supply?	○	○
8. For non IDLH atmosphere:		
a) Are the selected respirators adequate to protect the health of the employee under routine and reasonably foreseeable emergencies?	○	○
b) Are the selected respirators appropriate for the chemical state and physical form of the contaminants?	○	○
c) Are particulate respirators either HEPA-certified by NIOSH under 30 CFR Part 11, or any filter-certified by NIOSH under 42 CFR part 84?	○	○
d) Are gas and vapor air purifying respirators equipped with an end-of-service life indicator (ESLI) certified by NIOSH for the contaminant?	○	○
e) If there is no ESLI appropriate for the gas or vapor in the workplace, has a change schedule for canisters and cartridges been implemented?	○	○
Based on the results of your walk-through and records review:		
9. Has the correct respirator been specified for each job or task requiring one?	○	○
10. Has the individual responsible for specifying respirators been adequately instructed on issuing the correct type?	○	○

C. Medical evaluations

Review your procedures and records for employee medical evaluations under the respiratory protection program.

	Yes	No
1. Are medical examinations provided to determine the employee's ability to use a respirator before the employee is fit-tested or required to use the respirator in the workplace?	◯	◯
2. Is a physician or other licensed healthcare professional (PLHCP) being used to perform medical evaluations using a medical questionnaire (from 1910.134 Appendix C) or an initial medical examination that obtains the same information as the questionnaire?	◯	◯
3. Are the medical examinations and/or medical questionnaires administered confidentially during the employee's normal working hours, or at a time and place convenient to the employee?	◯	◯
4. Are the employees given an opportunity to discuss the questionnaire and examination results with the PLHCP?	◯	◯
5. Is the following information provided to the PLHCP before they make a recommendation concerning the employee's ability to use a respirator:		
a) The type and weight of the respirator to be used by the employee?	◯	◯
b) The duration and frequency of respirator use?	◯	◯
c) The expected physical work effort?	◯	◯
d) Additional protective clothing and equipment to be worn?	◯	◯
e) Temperature and humidity extremes that may be encountered?	◯	◯
6. Are follow-up medical exams provided for any employee answering Yes to questions one through eight, Section 2, Part A of Appendix C or when indicated from the initial medical examinations?	◯	◯
7. Has a written recommendation from the PLHCP been obtained for each employee required to wear a respirator?	◯	◯
8. Are additional medical evaluations provided if:		
a) An employee reports signs or symptoms related to their ability to wear a respirator?	◯	◯
b) A PLHCP, supervisor or program administrator informs employer of the need for re-evaluation?	◯	◯
c) Observations from the program evaluation that indicate need for re-evaluations?	◯	◯

D. Respirator fit testing

Qualitative or quantitative fit testing is specified in OSHA's Respiratory Protection standard, per Appendix A, and in ANSI's respiratory protection standard. All respirators with tight-fitting, both positive and negative pressure configurations, require fit testing. Loose fitting hoods and helmets do not require fit testing. Review your procedures and records on fit testing to answer the following questions.

	Yes	No
1. Are fit tests performed upon initial respirator assignment and at least annually thereafter?	◯	◯
2. Are employees given a choice of different manufacturers' models and sizes to select from?	◯	◯
3. Are written records of fit tests results maintained?	◯	◯
4. Are additional fit tests conducted when the employee, PLHCP, supervisor or program administrator notice changes in an employee's physical characteristics that could affect respirator fit (e.g., substantial weight loss, facial scarring, dental changes)?	◯	◯
For qualitative tests:		
5. Are OSHA accepted fit test protocols from 1910.134 Appendix A used (i.e., isoamyl acetate, irritant smoke, saccharin mist or denatonium benzoate)?	◯	◯
6. Do the fit test procedures include a set of test exercises?	◯	◯
7. Are positive and negative pressure fit checks conducted prior to the fit test?	◯	◯
8. Are tests limited to respirators that must achieve a fit factor of 100 or less (i.e., assigned protection factor of 10 or less)?	◯	◯
9. Are air-supplied and powered air-purifying respirators converted to negative pressure respirators before fit testing, or is a surrogate[2] respirator used for the fit test?	◯	◯
For quantitative tests:		
10. Do trained personnel operate the testing equipment?	◯	◯
11. Is the testing equipment calibrated, maintained and operated in accordance with the manufacturer's instructions?	◯	◯
12. Do the fit test procedures include a set of test exercises?	◯	◯
13. Are written calibration records maintained?	◯	◯
14. Are air-supplied respirators and powered air purifying respirators properly modified prior to the test or is a probed surrogate[2] facepiece used?	◯	◯

[2]A respirator with the same facepiece sealing surface, typically of the same manufacturer and size

E. Respirator use

	Yes	No
1. Are employees with facial hair or other conditions that will interfere with the seal between respirator and face or the respirator valve prohibited from wearing respirators with tight-fitting facepieces?	◯	◯
2. Are provisions made for people who wear corrective lenses with a full facepiece respirator?	◯	◯
3. When respirators are individually assigned, are they durably marked to identify the user?	◯	◯
4. Is a record maintained showing the date the respirator was issued to the employee?	◯	◯
5. Do employees perform user seal checks each time they put on a tight-fitting respirator?	◯	◯
6. Is appropriate surveillance of the work area conditions and exposures conducted to ensure that the current respirators are effective?	◯	◯
7. Are employees instructed to leave the respirator work area:		
a) To wash their face and respirator, as needed, to prevent eye and skin irritation from the respirator?	◯	◯
b) When they detect gas or vapor breakthrough, changes in breathing resistance or facepiece leakage?	◯	◯
c) To replace the filter, canister or cartridge?	◯	◯
8. For respirator use in IDLH atmospheres:		
a) Are steps taken to ensure there is at least one additional person present when someone wearing a respirator is in an IDLH atmosphere?	◯	◯
b) Is communication (visual, voice or signal line) maintained between all individuals present in the IDLH atmosphere?	◯	◯
c) Are the employee(s) located outside the IDLH atmosphere trained and equipped to provide effective emergency rescue?	◯	◯
d) Are arrangements made to ensure the employer is notified before the person outside the IDLH atmosphere enters the IDLH atmosphere to provide emergency rescue?	◯	◯

	Yes	No
9. Are the employees located outside the IDLH atmosphere equipped with:		
a) Pressure demand or other positive pressure SCBAs, or a pressure demand or other positive pressure-supplied air respirator with auxiliary SCBA?	◯	◯
b) Appropriate retrieval equipment for removing the employee(s) who enter(s) these hazardous atmospheres?	◯	◯
c) Equivalent means for rescue where retrieval equipment is not required by this standard?	◯	◯
10. Are frequent, random inspections performed to assure all respirators are properly selected, used, cleaned and maintained?	◯	◯

F. Respirator care and maintenance

	Yes	No
1. Are respirators cleaned and disinfected using procedures in 1910.134 Appendix B or by equally effective methods?	○	○
2. Are respirators assigned to more than one employee cleaned and disinfected before being worn by different individuals?	○	○
3. Are emergency-use respirators and respirators used for training and fit-testing cleaned and disinfected after each use?	○	○
4. Are all respirators used in routine situations inspected before each use and during cleaning?	○	○
5. Are respirators maintained for emergency use inspected at least monthly?	○	○
6. Are emergency escape-only respirators inspected before being carried into the workplace for use?	○	○
7. Is a record maintained of inspection date(s), inspector name and findings for respirators for emergency use?	○	○
8. Does the respirator inspection include:		
a) A check of respirator function, tightness of connections and condition of various parts such as the facepiece, head straps, valve connection tubes, filter media, etc.?	○	○
b) A check of elastomeric parts for flexibility or deterioration?	○	○
c) Recharging any oxygen or air cylinder when the pressure is 90 percent of the manufacturer's recommended level or lower?	○	○
d) A check that SCBA regulators and warning devices function properly?	○	○
9. Are respirators that fail inspection, or are otherwise found to be defective, removed from service to be discarded, repaired or adjusted?	○	○
10. Is respirator replacement or repair accomplished only by experienced people using parts designed for the particular respirator?	○	○
11. Are reducing or admissions valves or regulators adjusted or repaired by the manufacturer or a technician trained by the manufacturer?	○	○
12. Is the location of all respirators for emergency use clearly marked?	○	○
13. Are employees instructed on the correct way to store respirators?	○	○

	Yes	No
14. Are checks made to ensure employees are not storing respirators in tool boxes or lockers without first placing them in proper containers?	◯	◯
15. Are respirators stored or packed so the facepiece and exhalation valve rest in a normal position?	◯	◯
16. Are provisions made to ensure all filters, cartridges and canisters used in the workplace are labeled and color-coded with the NIOSH approval label, and that the label is not removed and remains legible?	◯	◯

G. Air quality for supplied-air respirators

If you do not currently have or use supplied-air respirators [i.e., self contained breathing apparatus (SCBA), air-line respirators (Type C or CE) or respirators with an air-line or SCBA combination], you may skip Part G of this audit

	Yes	No
1. For air or oxygen supplied from tanks:		
a) When oxygen is used, does it meet the requirements of the United States Pharmacopoeia for medical or breathing oxygen?	○	○
b) Does breathing air meet the specifications for Grade D breathing air?	○	○
c) Are steps taken to ensure compressed oxygen is not used in supplied-air respirators in which compressed air has once been used?	○	○
d) Are steps taken to see oxygen is not used for air-line respirators?	○	○
e) Have cylinders been tested and maintained as prescribed in DOT regulation 49 CFR Part 178?	○	○
f) Do the cylinders of purchased breathing air have a certificate of analysis from the supplier that the breathing air meets the requirements for Grade D breathing air?	○	○
g) Are provisions made to ensure that the moisture content in the cylinder does not exceed a dew point of –50°F at one atmosphere pressure?	○	○
2. For air supplied by an air compressor:		
a) Is the compressor of the breathing air type?	○	○
b) Is the compressor constructed and located to avoid contaminated air (i.e., compressor engine exhaust or chemicals) from entering the system?	○	○
c) Does the compressor minimize moisture content so that the dew point at one atmosphere pressure is 10 degrees F below the ambient temperature?	○	○
d) Does the compressor have in-line air purifying devices?	○	○
e) Is the receiver tank of sufficient capacity to allow the user to escape should the compressor fail?	○	○
f) Are alarms present in the system to indicate compressor failure and over-heating?	○	○
g) Does the compressor have a tag containing the most recent change date and the signature of the person authorized by the employer to perform the change (maintained at the compressor)?	○	○
h) For compressors that are not oil lubricated, are provisions made to ensure that carbon monoxide levels in the breathing air does not exceed 10 ppm?	○	○

	Yes	No
3. For oil-lubricated compressors:		
a. Does the compressor have a high temperature or carbon monoxide alarm, or both?	◯	◯
b. If only a high temperature alarm is installed, are tests performed frequently to ensure the carbon monoxide level is less than 10 ppm?	◯	◯
4. Do you ensure the breathing air-line couplings are incompatible with outlets from other gas systems?	◯	◯
5. Are breathing gas containers properly marked (in accordance with the NIOSH respirator certification standard, 42 CFR part 84)?	◯	◯

H. Training and information

Employee training on respirators should be evaluated by a review of the written training records and by a plant or work-site walkthrough. The purpose of the walkthrough is to determine, first hand, if respirators used routinely are being worn and used properly.

	Yes	No
1. Has a training program been established for all employees assigned respirators or who may wear a respirator in an emergency?	◯	◯
2. Does the training program include supervisors?	◯	◯
3. Are records kept of the training activities?	◯	◯
4. Does the training program address the following:		
a. Why the respirator is necessary and how improper fit, usage or maintenance can compromise the protective effect of the respirator?	◯	◯
b. What the limitations and capabilities of the respirator are?	◯	◯
c. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions?	◯	◯
d. How to inspect, put on and remove, use and check the seals of the respirator?	◯	◯
e. What the procedures are for maintenance and storage of the respirator?	◯	◯
f. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators?	◯	◯
g. The general requirements of the OSHA Respiratory Protection Standard?	◯	◯
5. Is the training conducted in a manner that is understandable to the employee?	◯	◯
6. Is training provided prior to requiring the employee to use a respirator in the workplace?	◯	◯
7. Is retraining conducted annually?	◯	◯
8. Is retraining also conducted when the following situations occur:		
a. Changes in the workplace or the type of respirator render previous training obsolete?	◯	◯
b. Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill?	◯	◯
c. Any other situation arises in which retraining appears necessary to ensure safe respirator use?	◯	◯

	Yes	No
Based on the results of your walkthrough:		
9. Are employees wearing the correct respirator for the task being performed?	◯	◯
10. Are respirators being worn properly?	◯	◯
11. Are conditions which interfere with the facepiece-to-face seal absent?	◯	◯

I. Program evaluation and recordkeeping

Conducting this program audit on a regular basis can help meet the program evaluation requirements to the extent that you determine the provisions of the current written program are being effectively implemented and the program continues to be effective. The walkthrough recommended in this audit provide you an opportunity to observe, first-hand, how respirators are actually being used and to consult with employees to obtain their views of the program's effectiveness and identify any problems.

	Yes	No
1. Are the following factors, as a minimum, included in the program evaluation:		
a. Respirator fit?	◯	◯
b. Appropriate respirator selection?	◯	◯
c. Proper use of respirators in the workplace?	◯	◯
d. Proper respirator maintenance?	◯	◯
2. Are medical evaluations maintained and made available in accordance with 29 CFR 1910.1200 (Access to employee exposure and medical records)?	◯	◯
3. Do fit test records include:		
a. Employee name?	◯	◯
b. Type of fit test procedure?	◯	◯
c. Make, model style and size of respirator?	◯	◯
d. Date of test?	◯	◯
e. Pass/fail result from qualitative test or the test records from quantitative fit tests?	◯	◯
4. Are fit test records maintained at least until the next fit test?	◯	◯

Program audit results

1. List below the item numbers that were answered No in the audit checklist.
2. Identify the corrective action that will be taken to address each item.
3. When the corrective action has been completed, fill in the completion date.

Example:

Item #	Corrective action	Completion date:
D3	Maintain written records of fit test results	5-30-01

Item #	Corrective action	Completion date

Date of audit _____

Audited by _____