

Audit Checklist

Ref	Item	Rating	Comments
1	Have Directors appointed in writing EPAs for all equipment/areas generating strong EMFs?		
1.1	Appointment of EPAs		
1.2	Qualifications and experience of EPAs?		
1.3	STFC SHE Group Register of EPAs		
2	Have EPAs provided advice to management?		
2.1	Advice provided on need for exposure assessments?		
2.2	Advice provided on implementation of controls to restrict exposures?		

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3	Have documented EMF surveys been undertaken for all equipment generating strong EMFs? Have these been repeated following significant change/modification or maintenance of the equipment?		
3.1	Routine surveys		
3.2	Surveys repeated following maintenance		
3.3	Surveys repeated following change/modification		
4	Is EPA EMF survey meter within calibration date and calibrated to a recognised EMF standard?		
4.1	Instrument suitable?		

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4.2	Instrument calibration		
5	Responsibilities of managers for assessment of exposure and risk		
5.1	Have exposure assessments been carried out?		
5.2	Have EMF-specific risk assessments been carried out for equipment generating fields above the action levels?		
5.3	Have EMF-specific risk assessments been carried out for employees at particular risk?		
6	Responsibilities of managers for equipment		
6.1	Has EMF been considered before new equipment brought on site or operated?		

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6.2	Has the EPA been consulted before new equipment is brought on site or operated?		
6.3	For equipment designed and constructed on site, is there evidence that EMF has been considered?		
6.4	Has the EPA been consulted over equipment constructed on site?		
7	Responsibilities of managers to restrict exposure to fields that exceed the action levels		
7.1	Have engineering controls been implemented to restrict exposures in excess of the action levels?		
7.2	Have local operating instructions been issued for equipment generating fields in excess of the action levels?		
7.3	Have staff been made aware of hazards from strong fields?		

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7.4	Have suitable warning signs been posted for fields in excess of the action levels?		
7.5	Have instructions/information been provided for visitors / contractors?		
8	Responsibilities of managers to ensure protection of employees at particular risk		
8.1	Have access restrictions been implemented for employees at particular risk where fields exceed the reference levels?		
8.2	Have identified employees at particular risk been advised to seek a consultation with Occupational Health?		
8.3	Have instructions/information regarding risks for those at particular risk been provided to visitors / contractors?		
9	Management of indirect effects		

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9.1	Have suitable controls been implemented for risks to safety from indirect effects?		
10	Have incidents involving EMF been reported to SHE Group?		
11	Responsibilities of staff		
11.1	Do staff comply with local instructions?		
11.2	Do staff take action to ensure visitors/users/contractors comply with local instructions?		
11.3	Do staff ensure that visitors/users/contractors are aware of access restrictions for those at particular risk?		
12	Have medical assessments been conducted for all staff exposed to EMFs above the action levels?		