

Occupational Noise Monitoring Record

An occupational noise measurement record linking instruments, calibration checks, task conditions, timed measurements, uncertainty and assessment references.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This records workplace noise measurements. It is not an environmental noise complaint report, audiometry record or automatic daily exposure calculation.

HSE guidance requires representative evidence for occupational noise exposure assessment. Record the measurement method, task duration and uncertainty so a competent assessor can interpret the readings.

2. Measurement plan

Survey purpose and covered tasks *

Competent surveyor *

Method and applicable guidance reference *

Meter, microphone and calibrator IDs *

Calibration records and pre/post field checks *

3. Measurement runs

Measurement run (copy this block for each one)

Location, task and anonymised role *

Start, finish and representative task duration *

Measurement metric, weighting and settings *

Reading and units *

Operating conditions, events and exclusions *

Raw data file reference

4. Interpretation and handover

Uncertainty and representativeness limitations *

Record factors affecting representativeness and uncertainty. Keep measured values separate from subsequent exposure calculations.

Separate exposure calculation and risk assessment reference

Immediate concerns and person informed

Technical reviewer

5. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.