

Noise Monitoring Report (Sample)

Workplace Safety and Health (Noise) Regulations Regulation 7(1) Noise Monitoring Report

Part A. Details of Competent Person

Name: _____ NRIC No.: _____

Part B. Details of Workplace Monitored

Name of Workplace: _____

Workplace Number: _____

Address: _____

Tel No.: _____ Fax No.: _____

Date and Time of Monitoring: _____

Part C. Workplace Representative(s)

Name: _____ Designation: _____ Tel No.: _____

Name: _____ Designation: _____ Tel No.: _____

Name: _____ Designation: _____ Tel No.: _____

Part D. Details of Instrumentation

Instrument	Brand	Model	Serial No.	Type	Date of Last Calibration

Calibrator Used (Brand/Model/Serial No.) _____

Part E. Certification

Attached to this report is a copy of the following certificates and documents:

- Certificate of the competent person (after completing the relevant training courses);
- Certificate of primary calibration (as per manufacturer's recommendations); and
- Printouts of field calibration (before and after monitoring).

Part F. Noise Map & Machine Noise Levels

Attached to this report is a copy of the following:

- Layout plan clearly highlighting areas or machines with sound pressure levels above 85 dB(A); and
- A separate table collating the noise levels emitted by individual machine at the workplace and an indication of the number of hours the machine operates on a normal working day.

Part G. Results Table for Personal Monitoring

A Results Table for the dosimetry conducted for workers from different SEGs is attached, and workers who are exposed to excessive noise are clearly highlighted and identified.

Part H. Recommendations for Implementation of Hearing Conservation Programme

The monitored workplace is assessed for the implementation of a HCP and the findings are included in this report. Any shortfalls in the implementation are highlighted and the occupier is briefed on how to implement the various elements.

N.B.: All parts, i.e., Part A to H, must be completed and submitted in the Noise Monitoring Report, unless otherwise specified. Any submitted report that is missing any part(s) may render the report incomplete and be considered as not submitted.

Appendix 2 - Results Table (Personal Monitoring)

Part G (rev.1). Results Table (Personal Monitoring)

S/N	Process /Activity	Name of Person Monitored	NRIC/FIN of Person Monitored	SEG No.	No. of persons in the SEG	$L_{Aeq,T}$ dB(A)	Running Time of Dosimeter (minutes)	Duration of Exposure Per Day (minutes)	$L_{Aeq,8hr}$ dB(A)	% Dose	Remarks

Part G (rev.1). Results Table (Machine Noise Levels)

S/N	Machine /Equipment	Process /Activity	No of person(s) likely to be exposed	$L_{Aeq,T}$ dB(A)	Measurement Time (Minutes)	Remarks

N.B:

- Each dosimetry should occupy one row of the Results Table. Please specify all activities under Job Description column.
- If any worker is exposed to excessive noise, his results should be clearly highlighted to stand out from those that are not.
- $L_{Aeq,T}$ is the equivalent sound pressure level measured over a period of time T. $L_{Aeq,8h}$ is the equivalent sound pressure level measured over an 8-hour work shift. Duration of exposure per day is the time the person is exposed to noise at the corresponding level during a normal work shift.

SEG = Similar Exposure Group

Appendix 3 - Recommendations for Implementation of HCP for Noisy Workplaces (An Example)

S/N	Element of HCP	Implemented ⁴ (Y/N)	Remarks
1	Identification of Noise Hazard Risk assessment identifies noise as a hazard and controls are put in place to manage exposure.	Yes	Supporting documents
	Noise monitoring successfully identifies work stations or tasks exposing workers to excessive noise.	Yes	Supporting documents
2	Noise Control Plans If there are more than 50 workers exposed to excessive noise, the legal requirement for a Noise Control Officer is made known to the occupier/responsible person(s).	Yes	Included in Noise Monitoring Report
	If the company has more than 50 workers exposed to excessive noise, a long term and short term plan are put in place to manage excessive noise at the workplace.	No	Short Term: Provide hearing protectors to exposed workers. Long Term: Company to appoint a Noise Control Officer to advise on all noise control solutions. N.B. All reasonably practicable noise controls must be explored. The provision of hearing protectors is a short term measure while long term controls are being implemented.

⁴ Implementation at the point of compiling the Noise Monitoring Report.

S/N	Element of HCP	Implemented ⁴ (Y/N)	Remarks
3	Audiometric Examinations If any worker is exposed to excessive noise, he is included in the list of workers to be examined for hearing loss (including audiometric examinations) annually.	Yes	Supporting documents
	Any new worker expected to be working in the identified noisy areas must have a pre-placement audiometric examination conducted no later than three months of commencing work in the workplace.	Yes	Supporting documents
	Audiometric examinations are carried out by trained persons i.e., industrial audiometric technicians.	Yes	Supporting documents
4	Training and Education If any worker is exposed to excessive noise, he is included in the list of workers to be trained annually. Any new workers who are expected to be working in the identified noisy areas must be trained within three months of commencing work in the workplace. The training topics should include the following: <ul style="list-style-type: none"> - Relevant provisions of the WSH Act and Noise Regulations; - Effects of noise on hearing; - Purpose of hearing protectors; - Advantages, disadvantages and attenuation of various types of hearing protectors; - Selection, use, care and maintenance of hearing protectors; - Purpose of hearing tests and appropriate procedures and requirements of such tests; and - Any other relevant topics. 	Yes	Supporting documents
	Hazard identification of noisy areas/machines/processes including posting of warning signs displaying the typical noise levels and the requirement of wearing hearing protectors when working or entering the area. Warning signs should be posted at all entrances or at periphery of all areas of the workplace identified to be noisy.	No	<ul style="list-style-type: none"> • Supporting documents • Evidence to support claims that warning signs are being posted in noisy areas.

S/N	Element of HCP	Implemented* (Y/N)	Remarks
5	<p>Provision of Personal Protective Equipment</p> <p>Workers working in the identified noisy areas must be provided with hearing protectors while long term controls are being put in place. There should be an issue and maintenance record.</p>	Yes	Supporting documents
	<p>Workers are instructed on the proper use, care, maintenance and change of the hearing protectors.</p>	Yes	Supporting documents