

LEV Documentation Form

Please return to orders@pjdust.co.uk

The employer (duty holder) has a statutory obligation to have the following documents in place for every process served by LEV. Please complete and return this document prior to your LEV inspection so that the report issued can list which documents are available to the staff responsible for your LEV systems. When you receive your report(s) you should review those documents together with your LEV report.

Site:	Contract #	
Process (Please complete a separate form per process or per LEV system)		
LEV System:		
	Tick if the details below apply to all LEV on site with the same process	
		AVAILABLE
LEV commissioning report (if carried out by P&J we will have this data)		
LEV system logbook / maintenance records / evidence of user checks		
LEV System User Manual		
Previous TEXT reports (if carried out by P&J our engineer we will have this data)		
COSHH Regulation 6 process method statement and risk assessment		
SDS Safety Data Sheets for substances in use. Please note that the substances used should be referenced in detail in your COSHH Regulation 6 process method statement and risk assessment; if SDS are submitted to us separately from your risk assessment P&J will review a maximum of two different SDS sheets, please provide one that is the most hazardous substance in use and one that is the substance used in the greatest quantity.		
DSEAR Dangerous Substances and Explosive Atmospheres Risk Assessment (review of all potential risks to people (employees and others) whose safety may be at risk of fires and explosions caused by dangerous substances in the workplace.)		
FIRE Risk Assessment for the Regulatory Reform (Fire Safety) Order		
Summary of any workplace air quality monitoring		
Completed By Name	Job Title	Date

Please complete one form per different process. For example, these may be woodworking, welding, laser cutting, fume cupboard processes, printing etc.

Whilst this document may be printed, the electronic version maintained on the intranet is the controlled copy.

K:\Controlled Documents\LEV Site Forms\Client LEV Documentation v3.0.docx

Version	Author	Approved Date	Approved By	Reviewed By	Review Date	Next Review
3.0	PB	10/11/2023	JB	JB	Jan 2026	Jan 2027