

## Respiratory Program Checklist

Use this checklist to help ensure your written respiratory program is complete. Depending on your location, industry and workplace hazards, not all of the items may apply.

- Policies, procedures, and a list of who's responsible for what parts of the program.
- Description of medical evaluation procedures.
- Copies of the medical evaluation and questionnaire used. (Keep copies of each employee's medical determination in his or her file.)
- Records of all exposure assessments.
- A copy of the respirator selection procedures.
- A copy of the information used to establish a cartridge change schedule for chemical cartridge respirators.
- Documentation of respirator selection.
- Respirator training documentation.
- Fit test procedures.
- Fit testing records for each employee.
- Inspection procedures for respirators.
- Detailed respirator cleaning procedures.
- Procedures and records for certifying a breathing air system.
- Contents of the training program and inspection procedures for emergency self-contained breathing apparatus (SCBA).
- Criteria used to audit the respiratory program.
- Written report of each evaluation, summarizing findings, any deficiencies identified, and corrective actions to be taken.

