

Chapter 25 – Assurance Checklist

Amendment record

This Annex has been reviewed by Directorate of Defence Safety (DDS) together with relevant subject matter experts and key safety stakeholders. Any suggestions for amendments to this chapter should in the first instance be directed to the Defence organisation's [Safety Centre/Team Group Mailbox](#) and with their approval, sent to DDS at: People-DDS-GroupMailbox@mod.gov.uk.

Version No	Date of publication	Text Affected	Authority
1.0	27 Aug 25	New Annex to assist assurance.	DDS

This assurance checklist is not mandated, but it can provide helpful evidence to assist in the assurance and conformance against the policy direction within the related policy chapter. The assurance ratings are based on the [JSP 815 Safety Management System Framework](#), where information can be found as to what each assurance rating means.

Unit / Establishment / Site / Platform Name		Accountable Person	
Date		Assessor	
Policy Expectation	Observation	Action Plan	
Policy Statement 1			
1. Are suitable and sufficient noise risk assessments carried out where the workplace or the activities are liable to expose personnel to noise levels that are at or above a lower Exposure Action Value (EAV)?			
2. Do noise risk assessments support the overarching risk assessment for the activity?			

3. Do the noise risk assessments include consideration of all the relevant factors outlined in Policy Statement 1 of Chapter 25 (Noise at work), in JSP 375, Volume 1? (Including but not limited to identifying who might be at risk; what needs to be done to eliminate or reduce the risks; the level, type and duration of exposure and the effects of noise exposure on those who are at particular risk from such exposure.)		
4. Are the significant noise risks identified in noise risk assessments recorded on an appropriate Risk Register, including the causes and the actions taken to control those risks?		
5. Are the noise risk assessments regularly reviewed and changes made where necessary?		
6. Are noise risk assessments developed in consultation with personnel concerned and, where appropriate, with safety and / or trade union representatives?		
7. Are the findings from noise risk assessments communicated, along with details of the control measures, to those who may be exposed to the harmful noise levels?		

Overall	Rating	Observations	Action Plan
Policy Statement 1	Choose...		

Policy Statement 2	Observation	Action Plan
1. Are the risks to personnel from exposure to harmful noise levels eliminated at source or, where that is not reasonably practicable, reduced to a level that is ALARP?		
2. Are the control measures identified in noise risk assessments considered in line with the hierarchy of controls with elimination always the first option and PPE the last option, and are they implemented and correctly followed?		
3. Is suitable and sufficient training provided where necessary to personnel to make sure that the control measures are implemented effectively?		
4. Are the actions taken to prevent the risk of harmful noise levels in the workplace based on the general principles of prevention set out in CNAWR - Regulation 6?		

5. Where an Exposure Limit Value (ELV) is exceeded in the workplace are the reasons for this identified and are actions taken and changes made to prevent the ELV being exceeded again?		
6. Is the exposure to noise in rest facilities reduced to a level suitable for their purpose and conditions of use?		
7. Is there evidence that personnel whose health is likely to be particularly at risk from exposure to noise considered and consulted regarding noise control measures?		
Overall	Rating	Observations
Policy Statement 2	Choose...	
		Action Plan

Policy Statement 3	Observation	Action Plan
1. Is personal hearing protection provided to personnel where workplace noise is at or above an upper Exposure Action Value (EAV) and worn by those affected personnel?		

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2. Are areas of the workplace designated as Hearing Protection Zones where they are likely to expose personnel to noise levels that are at or above an upper EAV, and if so, are they demarcated, clearly signposted and access restricted?			
3. Is the PPE used as a control measure to reduce noise exposure suitable and sufficient and does it cause further risk or hinder the use of other PPE or equipment required for the activity?			
4. Has all hearing protection provided been selected after appropriate consultation and to eliminate or reduce the risk of noise to ALARP?			
Overall	Rating	Observations	Action Plan
Policy Statement 3	Choose...		

Policy Statement 4	Observation	Action Plan
1. Is all noise-control equipment provided to personnel safe to operate, maintained and, so far as is reasonably practicable, operated safely?		

2. Do personnel make full and proper use of the personal hearing protection provided and any other control measures that have been put in place to reduce harmful noise levels?			
3. Do personnel report, as soon as reasonably practicable, any defects to their personal hearing protection?			
4. Is the equipment provided for work purposes used in a safe way and is the information and instruction provided for the safe use of that equipment followed?			
5. Are noise levels considered as part of the acquisition safety process for equipment, machinery, vehicles, weapons and platforms that are procured or provided for Defence use?			
Overall	Rating	Observations	Action Plan
Policy Statement 4	Choose...		

Policy Statement 5	Observation	Action Plan
1. Are personnel who are exposed to noise levels at or above an EAV, placed under suitable health surveillance or monitoring?		
2. Where personnel have conditions that could be made worse by exposure to noise, are control measures put in place based on advice from medical and occupational health services and are those personnel placed under suitable health surveillance?		
3. Where personnel are placed on a health surveillance programme are their personal Health Records generated on the MOD Form 5051 and retained in accordance with JSP 375, Volume 1, Chapter 39 (Retention of Records)?		
4. Are personnel examined by a doctor when their health surveillance identifies hearing damage?		

5. Are the actions outlined in Policy Statement 5 of Chapter 25 (Noise at work), in JSP 375, Volume 1 undertaken where a doctor or relevant specialist considers personnel hearing damage is likely to be as a result of exposure to noise?			
Overall	Rating	Observations	Action Plan
Policy Statement 5	Choose...		

Policy Statement 6	Observation	Action Plan
1. Are personnel provided with suitable and sufficient information, instruction and training, that is updated to take into account significant changes, where they are exposed to noise which is likely to be at or above a lower Exposure Action Value (EAV)?		
2. Are records created and retained where instructional training has been provided to personnel?		
3. Do personnel report work situations where they or others are exposed to harmful noise levels?		

Overall	Rating	Observations	Action Plan
Policy Statement 6	Choose...		

	Rating	Observations	Action Plan
Overall Chapter Rating	Choose...		