Hearing Conservation Program Audit

Program Audit Checklist

Facility Name:	
Auditor:	
Date:	
Audit Period:	

Regulatory References

The following regulations and guidance documents are applicable to this program audit. Click any link to view the full text.

Regulation / Guidance Document
29 CFR 1910.95 — Occupational Noise Exposure
29 CFR 1910.95 Appendices A–I — Noise Exposure Appendices
29 CFR 1926.52 — Occupational Noise Exposure (Construction)
29 CFR 1904.10 — Recording Criteria for Occupational Hearing Loss
OSHA Occupational Noise Exposure Overview
NIOSH Criteria for a Recommended Standard: Occupational Noise Exposure
OSHA Technical Manual Section III Chapter 5 — Noise

Instructions: Review each audit item and record findings in the Status and Notes columns. Use C (Compliant), NC (Non-Compliant), NA (Not Applicable), or NR (Needs Review) for the status. Document specific findings, evidence reviewed, and any corrective actions needed in the Notes column.

Noise Monitoring Program

Audit Item	Expected Finding	Status	Notes / Evidence
Noise exposure monitoring	A noise monitoring program has been implemented per 1910.95(d). Initial monitoring has been conducted to identify all employees whose exposures equal or exceed 85 dBA TWA. Monitoring is repeated when changes in production, process, equipment, or controls may result in increased noise exposures. All continuous, intermittent, and impulsive sound levels from 80 to 130 dBA are integrated into measurements using slow response. » *Ref: 29 CFR 1910.95(d)*		
Monitoring methods and instruments	Noise monitoring is conducted using properly calibrated instruments: sound level meters meeting ANSI S1.4 Type 2 specifications or noise dosimeters meeting ANSI S1.25. Instruments are calibrated per manufacturer specifications. A 5 dB exchange rate (OSHA requirement) is used for compliance monitoring. Personal dosimetry is used for employees with variable noise exposures throughout the shift. » *Ref: 29 CFR 1910.95(d)(2), ANSI S1.4, S1.25*		

Audit Item	Expected Finding	Status	Notes / Evidence
Employee notification and observation	Each employee exposed at or above 85 dBA TWA is notified of monitoring results per 1910.95(e). Affected employees or their representatives are provided the opportunity to observe noise measurements per 1910.95(f). Notification is documented. » *Ref: 29 CFR 1910.95(e)–(f)*		

Audiometric Testing Program

Audit Item	Expected Finding	Status	Notes / Evidence
Baseline audiogram	A valid baseline audiogram is established within 6 months of each employee's first exposure at or above the action level per 1910.95(g)(5). If mobile testing services are used, the baseline may be obtained within one year, but the employee must wear hearing protectors for the interim 6 months. Employees are instructed to avoid high noise exposure for at least 14 hours prior to baseline testing. Hearing protectors may be used as a substitute for the 14-hour quiet period. » *Ref: 29 CFR 1910.95(g)(5)*		
Annual audiometric testing	Annual audiograms are obtained for all employees in the hearing conservation program per 1910.95(g)(6). Each annual audiogram is compared to the employee's baseline audiogram to determine if a Standard Threshold Shift (STS) has occurred. An STS is an average shift of 10 dB or more at 2000, 3000, and 4000 Hz in either ear. » *Ref: 29 CFR 1910.95(g)(6)*		
Audiometric testing administration	Audiometric tests are performed by a licensed/certified audiologist, otolaryngologist, physician, or a trained technician under the supervision of such professionals per 1910.95(g)(3). Audiometers meet ANSI S3.6 specifications. Audiometers are checked with biological calibration before daily use and receive annual acoustic calibration and calibration every two years per manufacturer specifications. Test rooms meet ANSI S3.1 background noise requirements per Appendix D. » *Ref: 29 CFR 1910.95(g)(3)–(4), Appendices C, D*		
Standard threshold shift management	When an STS is identified, the employee is notified in writing within 21 days per 1910.95(g)(8). Unless a physician determines the STS is not work-related, employees not using hearing protectors are fitted and required to use them, employees already using protectors are refitted and provided more effective options if needed, and the employee is referred for clinical evaluation if indicated. The employer may adjust the annual audiogram for age (presbycusis) using OSHA's Appendix F tables. » *Ref: 29 CFR 1910.95(g)(8)–(9)*		
Baseline revision	The audiologist, otolaryngologist, or physician reviewing audiograms determines whether the		

Audit Item	Expected Finding	Status	Notes / Evidence
	baseline audiogram should be revised when a persistent STS is confirmed per 1910.95(g)(9). An improved annual audiogram may be substituted for the baseline when the improvement is persistent. Baseline revisions are documented. » *Ref: 29 CFR 1910.95(g)(9)*		

Hearing Protection

Audit Item	Expected Finding	Status	Notes / Evidence
Hearing protector availability	Hearing protectors are made available at no cost to all employees exposed at or above 85 dBA TWA per 1910.95(i). A variety of suitable hearing protectors are available for employee selection. Replacement protectors are available as needed. Protectors are available to all employees in the hearing conservation program, not just those above the PEL. » *Ref: 29 CFR 1910.95(i)(1)*		
Mandatory use requirements	Hearing protectors are required for employees exposed at or above 90 dBA TWA (the PEL) and for employees exposed at or above 85 dBA TWA who have experienced a Standard Threshold Shift per 1910.95(i)(2). Hearing protector use is enforced through supervision and the disciplinary process. » *Ref: 29 CFR 1910.95(i)(2)*		
Attenuation adequacy	Hearing protectors are evaluated for adequacy of attenuation per 1910.95(j). Protectors must reduce employee exposure to at least 90 dBA (at or below the PEL), or to 85 dBA for employees who have experienced an STS. Noise Reduction Rating (NRR) is used to verify adequate attenuation using OSHA's derating method. If attenuation is found inadequate, more effective protectors are provided. » *Ref: 29 CFR 1910.95(j), Appendix B*		
Fitting, use, and care	Employees are trained on proper fitting, use, and care of hearing protectors per 1910.95(i)(4). Initial fitting is supervised to ensure proper insertion/placement and adequate seal. Employees demonstrate proper use. Regular observation confirms proper wear. Damaged or worn protectors are replaced. » *Ref: 29 CFR 1910.95(i)(4)*		

Training and Communication

Audit Item	Expected Finding	Status	Notes / Evidence
Annual training program	Training is provided annually to each employee in the hearing conservation program per 1910.95(k). Training covers: the effects of noise on hearing, the purpose and procedures of audiometric testing, the purpose of hearing protectors along with advantages, disadvantages, and attenuation of various types, and instructions		

Audit Item	Expected Finding	Status	Notes / Evidence
	on selection, fitting, use, and care. Training content is updated when changes in equipment or work processes occur. » Ref: 29 CFR 1910.95(k)		
Access to information	Copies of 29 CFR 1910.95 are made available to affected employees and a copy is posted in the workplace per 1910.95(l). Informational materials provided by OSHA are made available to affected employees. Employees have access to their own audiometric test results. » Ref: 29 CFR 1910.95(l)		

Recordkeeping and Program Review

Audit Item	Expected Finding	Status	Notes / Evidence
Noise exposure records	Noise exposure measurement records are maintained for at least two years per 1910.95(m)(3). Records include the equipment used for measurement and calibration documentation. » Ref: 29 CFR 1910.95(m)(3)		
Audiometric test records	Audiometric test records are maintained for the duration of each employee's employment per 1910.95(m)(2). Records include: employee name, job classification, date of audiogram, examiner name, date of last audiometer calibration, most recent noise exposure assessment, and background sound levels in the audiometric test room. » Ref: 29 CFR 1910.95(m)(2)		
Program effectiveness review	The overall hearing conservation program is reviewed periodically to evaluate effectiveness. Review considers: STS rates and trends, hearing protector utilization rates, noise exposure trends, audiometric testing compliance rates, and training completion. Areas of concern drive engineering controls evaluation, protector upgrade, or enhanced training. Comparison with industry benchmarks informs program improvement. » Ref: 29 CFR 1910.95 [best practice]		

Corrective Actions Summary

#	Finding	Corrective Action	Responsible	Due Date
1				
2				
3				
4				
5				

Audit Sign-Off

Auditor Name:

Auditor Signature:

Date Completed:

Reviewed By:

Review Date:

Status Key: C = Compliant | NC = Non-Compliant | NA = Not Applicable | NR = Needs Review