



GUIDELINES FOR INDOOR AIR QUALITY ASSESSOR REPORT

1.0 Executive Summary

- 1.1 Purpose
- 1.2 Main activities carried out by Assessor
- 1.3 Summary of findings
- 1.4 Conclusion

2.0 Introduction

- 2.1 Objective of the assessment
- 2.2 Scope of assessment
- 2.3 Description of ;
 - Workplace
 - Business activities carried out
 - Number of workers and work schedule

3.0 Methodology

- 3.1 Workplace survey (questionnaire & interview)
- 3.2 Air sampling and instrumentation (to cover all parameters assessed)
 - Description of sampling methodology
 - Description of Analytical method used for laboratory analysis
- 3.3 MVAC assessment

4.0 Result

- 4.1 Potential sources of indoor air contaminants, such as from furnishings, electrical equipments, etc.
- 4.2 Measurement results for 5 contaminants listed in Table 1 (Code Of Practice) including,
 - Employee exposure to environmental tobacco smoke, either directly or passively
 - Employee exposure to air contaminants, either from indoor or outdoor sources
- 4.3 Prescribed activities, such as changing of carpets, repainting, etc that could poses health effect to the occupants
- 4.4 Adequacy of mechanical ventilation at place of work, such ;-
 - Determining the air changes per hour, and
 - Rate of fresh air changes, etc
- 4.5 Health complaints as well as signs and symptoms related to indoor air quality proble
- 4.6 The risk situation



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5.0 Discussion

5.1 Discuss factors that contribute to significant health risks

6.0 Recommendation

6.1 List down actions to be taken by employer in accordance with the Code of Practice

6.2 Recommendations to improve indoor air quality at the workplace

6.3 Recommendations on how to maintain good indoor air quality in the event of carrying out prescribed activities

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6.5 Recommendations on how to maintain good indoor air quality in the event of carrying out prescribed activities

6.6 Necessity to monitor employees' exposure on a regular basis

7.0 Conclusions

7.1 Objective achieve or not

7.2 Conclusion of the monitoring and assessment

8.0 References

9.0 Appendices

9.1 Process flowchart, if applicable

9.2 Workplace lay-out plant, including

- Location of area / workers selected for monitoring

9.3 Monitoring data sheets, including

- Calculation (if applicable)
- Certificate of analysis

9.4 A latest copy of calibration certificate for measuring instruments and calibrator

9.5 A copy of competent person's certificate.