Confined Space Program Self-Audit Checklist

**Employee conducting audit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department/unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Instructions****: Complete the applicable sections of this checklist when performing a self-audit of your confined space program. If a question does not apply, mark “NA” and move to the next question. Note the item number and deficiencies at the end. Refer to the UW* [*Confined Space Program Manual*](https://www.ehs.washington.edu/system/files/resources/confined-space-program-manual.pdf) *(linked at the top of each section) for more information.*

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| **#** | **Confined Space Evaluation Questions** [**(**](https://www.ehs.washington.edu/system/files/resources/confined-space-program-manual.pdf#page=14)**pg. 14-17)** | **Yes** | **No** | **NA** |
| 1 | *Have all potential confined spaces been evaluated by a competent person and the evaluation documented on the* [*confined space evaluation form*](https://www.ehs.washington.edu/system/files/resources/confined-space-eval-form.PDF)*?* |  |  |  |
| 2 | *Has a confined space (CS) owner been identified for each confined space?* |  |  |  |
| 3 | *Is an inventory of Permit-Required Confined Spaces (PRCS) maintained by the department/unit/organization?* |  |  |  |
| 4 | *Does the inventory contain the required information as referenced on page 16?*  |  |  |  |
| 5 | *Has the confined space owner informed affected employees about the existence, location, and danger of any PRCSs?* |  |  |  |
| 6 | *Have all PRCSs been labeled with a posted danger sign with the following language “Danger Permit Required Confined Space, DO NOT ENTER**”, at a minimum. If labeling is not possible, note below what equally effective method is used to communicate the hazard to affected personnel.* |  |  |  |
| 7 | *Has the entrance into the PRCS been secured to prevent unauthorized employees from entering the space?* |  |  |  |

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| **#** | **Permit-Required Confined Space Entry Questions (**[**pg. 17-37**](https://www.ehs.washington.edu/system/files/resources/confined-space-program-manual.pdf#page=17)**)** | **Yes** | **No** | **NA** |
| 8 | *Have canceled PRCS permits been retained for at least a year and reviewed for accuracy?* |  |  |  |
| 9 | *Were alternate methods used for entry and documented accurately on the* [*PRCS Entry Form*](https://www.ehs.washington.edu/resource/permit-required-confined-space-prcs-entry-form-1163)*?* |  |  |  |
| 10 | *Were the appropriate PRCS roles and responsibilities identified for each entry including supervisors, entrants, and attendants (pg. 22-26)?*  |  |  |  |
| 11 | *Did the PRCS Entry Form, Part A, indicate the appropriate hazards and related controls including ventilation, air monitoring, hazardous energy control, fall protection, personal protective equipment and tools (pg. 32-37)?* |  |  |  |
| 12 | *Was all the required equipment (air monitoring, fall protection, etc.) and PPE correctly identified and in good condition (calibrated, inspected, tested, etc.)?* |  |  |  |
| 13 | *Did all canceled permits cancel within the duration stated on the entry form or within 8 hours or less?* |  |  |  |
| 14 | *Does the canceled entry form include comments in the post entry section, especially when contractors are working inside the UW PRCS?* |  |  |  |

| **#** | **Training Questions (**[**pg. 38-39**](https://www.ehs.washington.edu/system/files/resources/confined-space-program-manual.pdf#page=38)**)** | **Yes** | **No** | **NA** |
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| 15 | *Have personnel who enter confined spaces that are not PRCS, and personnel who work in locations adjacent to confined spaces, received* [*Confined Space Awareness training*](https://www.ehs.washington.edu/training/confined-space-entry-awareness-online)*? (Recommended but not required).* |  |  |  |
| 16 | *Have employees involved in PRCS activities received the required PRCS training (pg. 38-40)?* |  |  |  |
| 17 | *Is training documentation readily available verifying the proficiency of each personnel for their role in the PRCS entry?* |  |  |  |
| 18 | *Have all personnel involved in PRSC entry received refresher training for emergency rescue and retrieval procedures?* |  |  |  |
| 19 | *When a new hazard is introduced, is there a process and documentation to verify that personnel were trained on the hazard and the controls?* |  |  |  |

| **#** | **Rescue and Emergency Procedures Questions (**[**pg. 40-50**](https://www.ehs.washington.edu/system/files/resources/confined-space-program-manual.pdf#page=40)**)** | **Yes** | **No** | **NA** |
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| 20 | *Has a rescue plan been developed and documented on the* [*PRCS Entry Form*](https://www.ehs.washington.edu/system/files/resources/prcs-entry-form.pdf)*?* |  |  |  |
| 21 | *If third-party rescue services are required, is there a documented* [*rescue service evaluation form*](https://www.ehs.washington.edu/system/files/resources/rescue-services-evaluation-form.pdf) *and a service contract that meets the UW requirements for the designated service?*  |  |  |  |

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| **#** | **Contractors and/or Third-Party PCRS Questions (**[**pg. 50**](https://www.ehs.washington.edu/system/files/resources/confined-space-program-manual.pdf#page=50)**)** | **Yes** | **No** | **NA** |
| 22 | *Have contractors been hired to work on a job that requires confined space entry?* |  |  |  |
| 23 | *Have the hired contractors provided the UW representative a copy of the company’s PRCS program, a specific job hazard analysis, training documentation for all PRSC involved in the entry, and a rescue and retrieval plan?*  |  |  |  |
| 24 | *Has the UW provided the contractor information on the hazards/precautions for protection of UW personnel in or adjacent to PRCS?* |  |  |  |
| 25 | *If there are UW employees entering other employer PRCS, have the hazards/controls of the PRCS and/or activities created by UW employees been communicated between employers, before and post entry?* |  |  |  |

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| **#** | **Incidents, Audits and Inspections, Recordkeeping (**[**pg. 50.**](https://www.ehs.washington.edu/system/files/resources/confined-space-program-manual.pdf#page=50)[**51**](https://www.ehs.washington.edu/system/files/resources/confined-space-program-manual.pdf#page=51)**,** [**52**](https://www.ehs.washington.edu/system/files/resources/confined-space-program-manual.pdf#page=52)**)** | **Yes** | **No** | **NA** |
| 26 | *Have all confined space* [*incidents*](https://www.ehs.washington.edu/workplace/incident-reporting) *been reported in OARS, investigated, and corrective actions implemented?* |  |  |  |
| 27 | *Have supervisors conducted and documented field inspections during PRCS entries to verify effectiveness of the CS Program?* |  |  |  |
| 28 | *Have all prior CS Program audit improvement opportunities been corrected?* |  |  |  |
| 29 | *Have all required documents/records been retained per the required document retention record schedule and are readily available upon request?* |  |  |  |

| **Item #** | **Comments/Action Items** |
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