

Appendix 2 Annual Inspection Report ducted and unducted fume cupboard

General Details		
Cabinet Type/Model No.		
Serial No.		
Manufacturer		
Location		
Date of Inspection		
Cabinet Functions	Result	
1. Sashes		
2. Sash Alarms		
3. Lights		
4. Indicators		
5. Airflow Alarms		
6. Services (gas etc.)		
7. Baffles		
8. Sound		
9. Temperature		
10. Humidity		
11. Light		
Fans and Ductwork	Result	
1. Fan mountings		
2. Pulleys/VBelts		
3. Bearings		
4. Fan speed	Rpm/Hz	
5. Fan Running current	Amps	
6. Impeller Condition		
7. Ductwork Condition		
8. Damper Operation		
9. Exhaust Stack Condition		
Airflows (metres per second m/s)	Result	
Inflow velocity	M/S	Maximum Velocity/Minimum Velocity/Average Velocity
Height, Width		
Filters		
Hepa Filter		
Other Filter		
Smoke Visualisation		
No smoke escaping from fume hood face:		
Cabinet Checks		
Filter hours reset		
Validation Sticker Updated		

Comments:

Test Equipment Used

Test Equipment	Serial No.	Calibration date
Temp/Humidity		
Anemometer		
Sound Meter		
Light Meter		
Smoke Generator		

Standard inspection requirements where vented chemical storage cabinets are present.

- Verify the under-storage cabinet is negatively extracted (confirm the vent hose/pipe is present, correctly connected to the fume hood extract line, and free from damage or kinks).
- Check for any visible damage to the cabinet, including corrosion, cracks, or missing fixings.
- Inspect door seals for integrity and continuity.
- Test door operation and closing function (smooth action, correct alignment, effective latching).
- Note any abnormal odours that might indicate loss of extraction or seal issues.
- Record findings and photograph any defects.

Annual Inspection Report Microbiological Safety Cabinet Class II

General Details	
Cabinet Type/Model No.	
Serial No.	
Manufacturer	
Location	
Date of Inspection	
Ambient Conditions:	
Temperature:	
Humidity	

Inward Airflow Velocities (Non-Accredited Test)

Measurement Positions (from Front)

Aperture Dimensions:	
Length:	
Height:	

Position 1 Position 3 Position 5 Position 2 Position 4	
Mean Velocity	
Expanded Uncertainty of Measurement	
Pass/Fail	

Alarm Testing - Airflow Alarms

Alarm	Deactivation Point
Low Downward Airflow	
High Downward Airflow	
Low Inward Airflow	

Alarm Testing Sash Alarms

Alarm	Result
Sash High	
Sash Low	

Working conditions – Airflow Visualisation

Location	Result
Downward airflow	
Inward airflow	

Safety Checklist

	Comment
Is unit clean and safe to operate?	
Does unit require decontamination?	

Pre-functional Checks

Test	Comment
Airflow Indications (present)	
Internal sockets power present, no damage	
Fan(s) working no excessive noise	
Indicator Bulbs present and working	
Gas solenoid Valve present	
Fluorescent Lights present and working	
UV Lights present and working	
Magnehelic Gauge present and working	
Run-on Time present	
Prefilters present	
Anti blowback valve present	

Airflow Velocity

Downward airflow Velocities

Measurement Positions (from above)

Aperture Dimensions:	
Length:	

Height:	
Amount of Test Positions Required	

Position 1	Position 2	Position 3	Position 4
Position 5	Position 6	Position 7	Position 8
Mean Airflow velocity:		Expanded uncertainty of measurement	
Readings within 20% of Mean	Pass/Fail		

HEPA Filter Integrity

Filter	Upstream Challenge ($\mu\text{g/l}$)	Maximum Measured Percentage Penetration (%)	Pass/Fail
Downflow			
Exhaust			
Exhaust 2			

Uncertainty of Measurement +/-

Comments:

Test Equipment Used

	Serial No.	Calibration date
Anemometer		
Aerosol Generator		
Photometer		
Smoke Vial		

KI Discus		
Particle Counter		
Timer		
Standards used for Ambient Conditions		