Air-Purifying Respirator for Emergency or Infrequent Use
Monthly Inspection Checklist
Not for Use with Atmosphere-Supplying Respirators

Respirators intended for emergency use or respirators that are used infrequently must be inspected monthly to ensure functionality should their use be required. This monthly checklist can be kept with the respirator or electronically within the department.

Checklist Inspection Items for all Air-Purifying Respirators:

1. **Location:** Confirm the respirator and all necessary components are stored in the designated location specified in the site-specific respiratory protection policy (RPP), in a manner that will keep it clean (e.g., plastic bag, closed container).
2. **Documentation:** Ensure that a copy of the site-specific RPP and respirator instructions are available.
3. **Inspect Respirator:** The respirator should be in clean working order. Check for cleanliness, cracks, frays/tears, holes/punctures, seals, strap integrity, and any other damage.
4. **Filters/Cartridges:** Ensure there are appropriate filters/cartridges available for future use. Opened or expired unused cartridges can be used for the monthly inspection (identify with a sharpie). Discard soiled or damaged filters/cartridges.

Additional PAPR Inspection Points:

1. **Confirm Full Battery Charge:** Ensure that the battery or PAPR unit is charging (i.e., plugged in) and fully charged. Remove from charger to perform the airflow check.
2. **Check Airflow:** With the filter or filter/cartridge in place, turn on PAPR and use the airflow indicator to ensure airflow is sufficient at the blower exit and at the breathing tube exit.
3. **Inspect Head Gear:** Ensure there is an adequate supply of appropriately sized head gear.
4. **Battery Maintenance:** Plug PAPR unit or battery back into charger when inspection is finished.

Pass/Fail: If the respirator should fail for any reason, note the reason in the comments section and either address the situation, contact the appropriate person specified in the departmental Site-Specific RPP, or remove from service until the issue is resolved. Alert potential users that the respirator is out of service.

Department: **Storage Location:**

Respirator Type: **Specific Use:**

Filter/Cartridge Type: **Head Gear Type (PAPR only):**

Month/Day/Year	Initial	Pass/Fail	Comments

Links to supporting documents:

Site-specific RPPs and instructions for respirator use can be found on the Occupational Hygiene and Safety Division webpage for respiratory protection: https://www.safety.duke.edu/occupational-hygiene-safety/personal-protective-equipment/respiratory-protection