



Occupational Screening Audiometry Standard Operating Procedure

A structured template for developing workplace audiometry screening procedures.

Occupational audiometric screening forms an essential component of workplace hearing conservation programmes. Consistent procedures are required to ensure reliable test results, appropriate referral pathways and defensible documentation. The EFHA Audiometry SOP Template provides a structured framework that organisations can adapt to develop clear, consistent and defensible workplace audiometric screening procedures.

Available as:

- Editable SOP template
- Implementation guidance
- Supporting documentation framework

This template provides:

- A structured framework for developing an audiometry SOP
- Guidance on legal and regulatory considerations for hearing screening
- Roles and responsibilities within the hearing conservation programme
- Audiometer specifications and calibration procedures
- Test environment requirements
- Worker preparation and otoscopy guidance
- Audiometric screening procedures and retest criteria
- Interpretation guidance and referral pathways
- Documentation and reporting standards
- Quality control and audit readiness

Who should use this template

- Occupational Health Clinics
- Occupational Health Practitioners
- Occupational Health Nursing Practitioners
- Workplace Screening Technicians
- Corporate Health Surveillance Programmes
- Mobile Occupational Health Service Providers

How the template is used

- The template is designed to be adapted to organisational policies, available equipment and regulatory requirements.
- It provides a clear structure that organisations can edit and implement within workplace audiometry surveillance programmes.

Why organisations use this template:

- Supports the development of consistent workplace procedures
- Provides a structured framework aligned with OH practice
- Helps organisations standardise documentation and reporting
- Supports internal governance and audit readiness
- Saves time developing SOPs



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