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Deploy noise monitoring checklist: setup, calibration, thresholds

Deploy noise monitoring with an interactive checklist that's commentable and export as PDF/Excel. Calibrate meters, set thresholds, configure logging, and document exceedance actions.

Project:	
Date:	
Filled by:	

Pre-Deployment Planning	
1	Confirm scope, roles, equipment, and documentation before any meter is placed.
2	Define monitoring objectives and periods; list activities and sensitive receptors; upload plan signed by site manager as evidence.
3	Inventory meters, microphones, windscreens, tripods, weather shields, power supplies; record serial numbers and take photos for traceability.
4	Confirm exceedance contact tree and response times; upload names, phone numbers, and escalation steps per approved project specifications and authority requirements.

Meter Calibration and Verification	
5	Verify acoustic calibrator is in date and traceable; photograph certificate and record serial/expiry per approved project specifications and authority requirements.
6	Fit clean windscreen; inspect microphone and cable for damage; capture close-up photos showing good condition and correct seating.
7	Field-calibrate each meter at 94 dB, 1 kHz; accept within ±0.5 dB; save before reading, after adjustment, and photo of display.
8	Set meter to A-weighting, fast time-weighting for LAFmax, and logging of LAeq; attach screenshot of configuration.

Site Installation and Placement	
9	Select locations representative of receptors; mark on site plan; upload annotated map and site photos showing context.
10	Position microphone ≥3 m from large reflective surfaces and 1.5 m above ground; photo with tape measure confirming distances.
11	Mount microphone vertically with windscreen and weather hood; secure tripod/guy lines; record photo showing stable installation.
12	Provide power for full monitoring period plus 25% reserve; record battery capacity or mains backup and upload photo.

Thresholds and Logging Configuration	
13	Set project thresholds for daytime and night-time LAeq and LAFmax per approved project specifications and authority requirements; upload threshold table.
14	Configure logging interval (e.g., 1 min) with internal sampling ≥1 s; attach configuration screenshot as evidence.
15	Synchronize meter clock to UTC with correct local offset; accept time error ≤1 s; upload time-sync screenshot.
16	Enable alarms for exceedances via SMS/email; test alarm to contact list and save test message evidence.

Data Management and Evidence Capture	
17	Apply naming convention: YYYYMMDD_SiteID_MeterID_LogInt; create folders for raw, reports, photos; upload structure screenshot.
18	Start logging with job ID and location label; capture first-minute record screenshot and photo of live display.
19	Review data daily for gaps, dropouts, or clipping; note anomalies and reasons; attach 24 h trend screenshot.
20	Back up raw data daily to cloud and external drive; record checksum (e.g., SHA-256) and upload verification.

Exceedance Response and Reporting	
21	On alarm, verify reading with handheld meter near logger; accept difference ≤1 dB; upload photo of both displays.
22	Identify source and apply controls (rescheduling, barriers, equipment maintenance); record actions, times, and before/after LAeq screenshots.
23	Notify stakeholders within 30 minutes; log recipients and time sent; attach email/SMS evidence.
24	Post-calibrate after retrieval; accept within ±0.5 dB of pre-check; document reading and photo as closure evidence.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Deploy noise monitoring is the controlled setup of sound level meters to measure, log, and manage site noise. This checklist guides construction teams through sound level monitoring, noise meter calibration, acoustic threshold definition, and exceedance documentation without delving into environmental permits. You will plan monitoring locations, verify instruments, configure LAeq and LAFmax metrics, set logging intervals, and test notifications so exceedances trigger timely, documented actions. Proper deployment reduces community disturbance, avoids stoppages due to poor data, and protects program commitments by producing reliable, traceable evidence. Clear placement rules, pre/post calibration, synchronized clocks, and structured data handling eliminate disputes and support trend analysis. Use this interactive checklist to tick tasks, leave comments on readings or photos, and export as PDF/Excel with a QR code to authenticate records.	1. Preparation: Gather meters, calibrators, windscreens, tripods, weather hoods, power supplies, and a handheld meter. Confirm site plan, thresholds, logging interval, and contact list per approved project specifications and authority requirements. 2. Using the Interactive Checklist: Open interactive mode, assign the checklist to the shift lead, and tick items as completed. Add comments with readings, photos, and serial numbers at each step. 3. Export and Share: At milestones or end of shift, export the checklist and attachments as PDF/Excel. The export includes a QR code for authentication and quick retrieval. 4. Sign-Off: Capture digital signatures from the supervisor and quality representative. Distribute the signed report to stakeholders and archive it under the project's data structure. 5. Post-Deployment: Review exceedances, update lessons learned, and schedule calibrator recertification if due. Link follow-up actions to the checklist via the embedded QR code.