Audiometer and Hearing Screening Checklist

Yearly Exhaustive Calibration Check

Audiometers are very sensitive to temperature changes, moving of equipment, and age. These factors can lead to mechanical changes for dials, and provide incorrect results (missed hearing loss or over referral).

Attached is the Exhaustive Calibration Sheet which should be provided by the company completing the calibration.

Daily Biologic or Listening check

Prior to each test day a biologic listening check is required. This will ensure a properly working audiometer and also confirm acceptable ambient noise levels. Results should be documented, signed and dated on the Daily Biologic Calibration Sheet (attached). Results should be kept with the Exhaustive Calibration Sheet.

☐	Check all cords and headphones for cracks or wear. If any cord or headphone is damaged, it should be replaced prior to use.
☐	Test frequencies should be clearly audible by the individual completing the screening at 20dBHL for the right and left headphone. If the individual completing the screening does not have normal hearing, then someone with normal hearing should be used to complete this check.
☐	Cords should be moved during presentation of tone, and if distortion or static is heard the audiometer should not be used.
☐	Dials and presentation button should work quietly when used. If not, the audiometer should not be used.
☐	If there are three consecutive refers, a biologic listening check should be performed prior to testing any additional students.
☐	If the equipment fails the biologic check, it should not be used and sent for repair. The last 3 student referrals should be re-tested.

Room Selection

☐	1 table, 2 chairs, accessible electrical outlet	
☐	Test tones should be easily heard at 20dBHL	Suggestions: library between book shelves, small band practice rooms, conference room with carpeting
☐	Student/room ratio- 1 student under test, 1 student waiting outside the testing area.	Note: additional students are distracting and increase the room noise
☐	If all tones cannot be easily heard, another room should be selected	Note: ambient room noise will increase the fail rate. Use Audio Cups* if noise cannot be addressed

*Audio Cups—If external noise cannot be reduced, tests should be performed with Audio Cups to decrease the effect of room noise on results. Audio Cups are standard on new portable audiometers, but not for older models. They will fit all headphones, must be calibrated to the equipment prior to use, and cost approximately $275.00. Please check with the individual who calibrates your equipment about whether your audiometer is equipped with Audio Cups.

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