

**The British Occupational Hygiene Society
Faculty of Occupational Hygiene**

**Certificate of Competence in an Individual Subject[‡]
Requirements for Candidates**

[‡] See EA.9 for specific information on the Certificate of Competence in Asbestos

A GENERAL

1.0 Introduction

Candidates who have passed one of the Occupational Hygiene modules listed in Table 1 (below) are eligible to apply to sit the Certificate of Competence examination in that subject. (Please see the separate guidance document for the Certificate of Competence in Asbestos which follows the S301 Module.)

This examination consists of submission of a report and an oral examination. Successful candidates are awarded the “Certificate of Competence in [subject]” and are entitled to use “CCP [subject]” after their names.

Table 1 Occupational Hygiene Modules

Module number	Module Title	CCP Title
M101	Health Effects of Hazardous Substances	Health Effects of Hazardous Substances
M102	Measurement of Hazardous Substances (including Risk Assessment)	Measurement of Hazardous Substances
M103	Control of Hazardous Substances	Control of Hazardous Substances
M104	Noise and an Introduction to Vibration	Noise and an Introduction to Vibration
M201	Thermal Environment and Non-Ionising Radiation (including Lighting)	Thermal Environment and Non-Ionising Radiation
M202	External Environment	External Environment
M203	Ergonomics Essentials (including Manual Handling and DSE)	Ergonomics Essentials
M304	COSHH	COSHH

2.0 Application Procedure

Candidates must complete the application form and send it, together with a cheque for £325 (payable to ‘BOHS’), a copy of a written report and a Certificate of Report Authorship. Application forms received without payment, reports and/or Certificate of Authorship will be returned.

The Certificate of Competence is only awarded to those candidates who satisfy the examiners as to their knowledge in the subject and demonstrate by their examination success, education, training and experience that they are competent to practice in the subject field. Overall, the examination aims to probe knowledge, operational and practical skills in the subject area.

B REPORT REQUIREMENTS

1.0 General requirements

1.1 As part of the examining requirements for the Certificate of Competence examination you are required to submit one copy of a written report to BOHS. This report will be examined for qualification purposes. When the Society has completed its assessment of the report it will be destroyed. It is the responsibility of the candidate to hold a copy (or the original and submit a copy) of their report for any alterations which might need to be made following marking. **The report must be submitted with your application form and payment.** Application forms received without reports and/or payment will be returned.

1.2 A Certificate of Authorship **must** be completed for the report and accompany the report when submitted to BOHS.

1.3 The report **must** be a piece of practical work that you personally have carried out and **must** be directly concerned and relevant to the subject area of examination. Reports received by fax or in electronic format will not be acceptable.

1.4 The report can be on any aspect covered within the relevant syllabus and examples for specific modules are outlined in appendix 1.

1.5 The report **must** be acceptable to the Society in order for the candidate to proceed to the oral examination. If a candidate's report is not acceptable to BOHS it will be returned to the candidate with an explanation, and a set timescale in which to revise and/or re-submit another report. Candidates are allowed to resubmit reports on two further occasions, thereafter resubmissions of the same report will not be accepted and the candidate will be required to submit a new report together with a further payment of £325.

1.6 For the purpose of confidentiality, reports may be edited to delete/blank out the name of the company/organisation commissioning the report. But the report and the certificate of authorship must bear the full address of the premises where the task was carried out.

1.7 If at any time the submitted report or accompanying documents are found to be deliberately misleading or fraudulent then BOHS will immediately withdraw any issued certificate of competence in asbestos and not allow the candidates to resubmit reports. This sanction will have no exceptions but will be subject to an appeal procedure.

2.0 Report Contents

2.1 There is no restriction on the maximum length of each report.

2.2 The report **must** be properly structured and would normally be expected to include some or all of the following sections:

2.2.1 Title page, including a title;

2.2.2 A unique number by which the report can be identified, numbered pages, the author's signature and date of the survey;

2.2.3 Introduction or background; this must include a detailed description of the task and an outline of the location;

2.2.4 Methodology for the task(s) being reported including all relevant risk assessments and safety procedures;

2.2.5 Both positive and negative information and data;

- 2.2.6 A copy of the original hand written field notes, as an appendix to the report or as an attached document where appropriate;
 - 2.2.7 Copy of any analysis reports with appropriate authentication;
 - 2.2.8 Discussion and recommendations: *All reports must reach conclusions in a clear and logical way so that it is easily understandable to the recipient; where action is required by the recipient, especially immediately, the report writer could be deemed to be negligent if the report did not contain this advice; the advice given must be suitable and sufficient; note : if recommended action is not included in your standard report format then supplementary documentation will be required with these reports;*
 - 2.2.9 Reference tables and graphs etc as appropriate;
 - 2.2.10 Plans (architect or sketch);
 - 2.2.11 Where reference is made in the report to legislation, approved codes of practice or other documentation this must be the current situation and not out of date references.
- 2.3 If it is not customary for reports produced by your organisation to include all the above, it will be necessary for you to provide it in an accompanying letter on letterheaded paper, including a signature.
- 2.4 Where it is normal to use palm tops or other similar recording devices to assist them with their studies, if these cannot be downloaded, in an intelligible form, to give a working log sheet, then candidates must produce normal operational log sheets or abstracts from their laboratory notebook for the study they intend to submit for consideration. Without this information, we will be unable to assess them properly and they will be rejected.
- 2.5 Studies and reports carried out by a team will only be acceptable if ownership of the report can be claimed by the candidate alone. Only in exceptional circumstances will reports for surveys carried out on the same premises be allowed to be submitted. Use of exceptional circumstances for planned multiple surveys must be prior notified as there are additional requirements for the reports submitted. Please contact BOHS Head Office at Derby prior to any such survey.
- 2.6 The report must be written by each individual candidate and where relevant any reported analytical data must confirm that the samples were taken and provided to the analytical laboratory by the candidate.
- 2.7 Where the report is generated from a computer generic report that requires the author to put information in about the study, please ensure that the information required has actually been put into the report and that it is a free-standing document.
- 2.8 Reports will also be rejected and returned to the author for correction and resubmission where they contain misleading or inconsistent information.

C ORAL EXAMINATION

1.0 General Requirements

In order to pass the oral examination, candidates **must** be able to satisfy the examiners with regard to their knowledge, operational and practical skills in the subject area (i.e. the whole module syllabus).

The oral examination will usually be conducted by three examiners, although in exceptional circumstances there may only be two examiners; in all cases there will be a nominated Chair. The examiners will ask questions, in turn, covering all aspects of the relevant syllabus [see table 1. They will expect the candidate to be forthcoming with appropriate answers. The questions will be straight-forward tests of knowledge and understanding of the information covered by the syllabus. No trick questions are asked by the examiners. If a candidate does not understand the question being put they should ask for clarification by the examiner. This oral examination normally lasts about 45 minutes.

The examiners are not able to give the candidate a result at that time as their considerations and recommendations are forwarded to the Chief Examiner who is the only person who can authorize the results of such an examination.

On some occasions it will be necessary, as part of the BOHS quality assurance scheme, for an auditor to sit in on the oral examinations. The auditor will be observing the examiners for their performance in the range and style of questioning and takes no part in the results process of the examination.

Candidates **MUST** be able to demonstrate to the examiners that they have carried out relevant work and have knowledge in **ALL** of the areas of the syllabus.

Candidates are expected to have prepared themselves for this oral examination by ensuring that they have appropriate knowledge of all the areas of the syllabus and that it is up to date. Lack of knowledge of any part of the syllabus because, for example, those duties do not form part of the candidate's day-to-day responsibilities, will **NOT** be taken into consideration by the examiners and candidates presenting themselves in this way will automatically fail the examination.

Appendix 1 Specific Report Requirements

Due to the wide range of subjects covered by the Occupational Hygiene Modules it is not possible to define specific requirements for all acceptable reports. Outlined below are a series of report subjects that are regarded as suitable for particular modules.

In addition to the examples given, technical reports prepared for legal purposes as a specialist witness may be submitted for any of the Modules.

Candidates should use this information to judge the suitability of subjects for their report they wish to submit. See also Section B 2.0 above.

Module M101

- An evaluation study of the health effects that could accrue from exposure for a particular material;
- Evaluation of data to produce an advisory exposure limit where none exists in national limit lists.

Module M102

- A risk assessment for a process utilising hazardous substance(s) for which there is significant measurement data [*a risk assessment of a system on a trivial operation would be regarded as insufficient*];
- Air sampling study on vapour, gases or dusts using personal dosimetry with a sufficient number of individual results where basic statistics can be applied;
- Area sampling study with or without personal sampling which must include suitable conclusions and describe the significance of location of sampling;
- Real time measurement study of potential or actual personal exposure using direct reading instrumentation.

Module M103

- Report on a thorough examination and testing of the performance of a significant ventilation system as required under the COSHH regulations [*a ventilation system involving more than two sets of measurements could be regarded as significant*];
- Report on the design of a control system designed for a specific task along with supporting measurements confirming the effectiveness of the system [*the report should include the treatment and discharge system*];
- Report on the design of a significant ventilation system for a process or series of tasks with supporting measurements to confirm the effectiveness of the system [*the report should include the treatment and discharge system*];
- Report on a general building ventilation system that could include evaluation of air change rate and /or effectiveness in providing a suitable working environment for employees.
- Technical report for legal purposes as a specialist witness [*See also section 2.0*]

Module M104

- Measurement and/or assessment of noise or vibration exposure.

Module M201

- Measurement and assessment of thermal effects, non ionising radiation or lighting in the workplace either as real time measurement or on the basis of sequence individual sampling, or a combination of both.

Module M202

- Measurement and assessment of emissions into the environment either as real time measurement or on the basis of multiple individual sampling or a combination of both.

Module M203

- An assessment of ergonomic risk associated with a process or a workstation.

Module M304

- A full assessment of a chemical or chemicals used in a process.