

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

**Certificate of Competence in an Individual Subject
*Asbestos and Other Fibres***

Requirements for Candidates

A GENERAL

1.0 Introduction

Having passed module *S301 Asbestos and Other Fibres* you are now eligible to apply to sit the Certificate of Competence examination in Asbestos. This examination consists of submission of an acceptable report then a 45 minute oral examination. Successful candidates are awarded the “Certificate of Competence in Asbestos and Other Fibres” and are entitled to use “CCP (Asbestos)” after their names.

2.0 Application Procedure

If you wish to proceed it will be necessary for you to 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 Authorship. Application forms received without payment, reports and/or Certificate of Authorship will be returned.

The Certificate of Competence in Asbestos and Other Fibres is 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 must cover work which has been undertaken within six months of the date of application and must not have previously been submitted for examination purposes. The 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 alternations which might need to be made following marking.

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** demonstrate your technical knowledge and ability, 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 Possible examples of an acceptable report include:-
- 1.4.1 A survey of a building or other facility which must include bulk sampling and analysis for asbestos [i.e. must be at least a management survey as specified in HSG264.] *The report submitted must involve the taking of samples and the candidate **must** provide evidence that they took the samples themselves. The report **must** also include a copy of the certificate of analysis from a UKAS approved laboratory along with material assessments, accessibility, discussion and recommendations, [See also section 2.0]*
- 1.4.2 Sampling and analysis of asbestos in relation to the use of asbestos at work or sampling for identification along with analysis. *The submitted report if not a survey but a sampling and analysis report only, must include details of the sampling protocol including safety requirements and details of the analysis procedure. Reference to methods being 'as specified in HSG248/HSG 264' without details of what was actually done will not be regarded as sufficient. [See also section 2.0]*
- 1.4.3 Air monitoring as a reassurance programme for work with asbestos or a building or structure containing asbestos. *The submitted report should not just be the results of reassurance monitoring as part of a removal project or part of a four stage clearance but a properly documented monitoring study of an environment where asbestos is present. [For example: monitoring in a boiler house where fully encapsulated asbestos lagging is present as a reassurance to the operatives that exposure is controlled properly and any remediation has been successful] [See also section 2.0]*
- 1.4.4 Removal and clearance testing of asbestos insulation which must include all aspects of the four stage clearance procedure including a reoccupation certificate. *It will be regarded as insufficient as a report to only submit a copy of a four-stage clearance document as per HSG248. In order for the examiner to judge a candidate's competence there will need to be a properly structured report with an introduction, a full description of the works which must include any emergency procedures. A copy of the four-stage clearance document must be included as an appendix. [See also section 2.0]*
- 1.4.5 Technical report for legal purposes as a specialist witness. *[See also section 2.0]*
- 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 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. An executive summary, a unique number by which the report can be identified, numbered pages, the surveyors including the lead surveyor, the authors 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. For a survey report this must include a description of the age and nature of the premises including usage and construction type and the reason why the survey was conducted (i.e. refurbishment/repair, demolition, etc). *[For the purposes of a survey report premises are defined as; single domestic dwelling, individual buildings of >100m², separate floors in a multi-story building >100m², clearly defined section of industrial buildings or plant >100m².]*
 - 2.2.4 Methodology for the task(s) being reported (method statement). This will include all relevant risk assessments, which must be site specific and include all hazards, risks and control measures. A copy of the survey plan as defined within HSG264 section 81 must be provided.
 - 2.2.5 If the report is for a survey then it must include details of where the surveyor looked and did not find asbestos, as well as the location(s) where it was found and where they might have expected to find asbestos where it was not found.
 - 2.2.6 A copy of the original hand written field notes, as an appendix to the report or as an attached document. [see 2.3]
 - 2.2.7 Copy any of analysis reports.
 - 2.2.8 Discussion and recommendations. For survey reports this must include material assessment data and accessibility, *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. Note : if recommended action is not included in your company's standard report format then supplementary documentation will be required by BOHS with these reports.*
 - 2.2.9 Reference tables and graphs etc as appropriate. Use of photographs as advised in HSG264
 - 2.2.10 Plans (architect or sketch), with the minimum standard as per HSG264.
 - 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 that item. Where it is normal for surveyors to use palm tops or other similar recording devices to assist them with their surveys, if these cannot be downloaded, in an intelligible form, to give a working logsheet, candidates must produce normal operational log sheets for the survey they intend to submit for consideration. Without this information, we will be unable to assess the report properly and it will be rejected.
- 2.4 Where a management survey has been conducted and no asbestos actually found the candidate must at least submit one sample, taken during the survey, for analysis and describe in full all the subsequent procedures that should be implemented as if asbestos had been found.
- 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 acting as lead surveyor (possibly under supervision). 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 required for the reports submitted. Please contact the BOHS Head Office at Derby prior to any such survey.
- 2.6 Reports 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 or their organisation.
- 2.7 Where the report is generated from a computer generic report that requires the author to put information in about the premises being surveyed, please ensure that the information required has actually been put into the report
- 2.8 Reports will also be rejected where they contain misleading or inconsistent information. Where recommendations are made these must be sufficient and appropriate.

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 S301 syllabus) with particular reference to legislation, sampling and analysis methods, building management and surveys.

The oral examination will usually be conducted by three examiners, although in exceptional circumstances there may only be two examiners. They will ask questions in turn, covering all aspects of the asbestos and other fibres syllabus, and 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. If a candidate does not understand a question being put they should ask for clarification by the examiner. This oral examination normally lasts about 45 minutes.

The examiners will not give the candidate their result at the time of the oral, because their considerations and recommendations are forwarded to the Chief Examiner who considers them and authorizes the results of the examination to be issued.

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 practical work involving asbestos and have knowledge in **ALL** of the areas listed below.

Candidates are expected to have prepared themselves for this oral examination by ensuring that they have appropriate knowledge of all the areas listed below 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.

2.0 Specific Requirements

The examination will test the candidates knowledge and include the following areas:

- 2.1 The three main asbestos types along with the less common types and all their uses. The health hazards that can occur as a result of exposure to asbestos and other fibres. The definition of a respirable fibre.
- 2.2 The legislation, including the Control of asbestos regulations (2006) and other statutory documents, exposure limits and relevant guidance such as HSG247, HSG248, HSG 264 etc.
- 2.3 Exposure prevention including all safety procedures including the appropriate use of PPE and RPE.
- 2.4 Building surveys, bulk sampling methods, asbestos remediation including removal and its controls and disposal methods. Use of decontamination units, four stage clearance procedure and certificate of re-occupation.
- 2.5 Bulk sample identification including the general use of microscopes, polarised light microscopy with refractive index oils.
- 2.6 Exposure measurement, analytical methods used for fibre counting including the set up of the microscope.
- 2.7 Management of asbestos in buildings and the use of material and priority assessments.
- 2.8 If you would like to attend a preparation course for this examination, then please contact one of the course providers listed below for further details.

- Airborne Environment Consultants Ltd (AEC) 0161 872 7111
- Bureau Veritas Training 01234 756300
- Health and Safety Laboratory 01298 218806
- Manestream Ltd 0208 805 8282
- Portsmouth Short Courses (Gully Howard Technical Ltd) 023 9272 8040