

Occupational Hygiene, Proficiency and Refresher Modules Examination Schemes

Requirements for Participation

Application Procedure

1. Applicant Course Providers must ensure that tutors
 - 1.1. hold the appropriate qualification, e.g. Senior tutors: BOHS Diploma, Certificate of Competence in the relevant subject area, or equivalent; Other tutors: BOHS Certificate, Certificate of Competence in the relevant subject area, a pass in the relevant BOHS module, or equivalent
 - 1.2. can demonstrate an appropriate level of experience in both the subject matter and tutoring,
 - 1.3. can demonstrate an understanding of other training issues (e.g. NVQ).
2. Applicant Course Providers must be able to demonstrate evidence of their own internal quality assurance procedures.
3. Applicant Course Providers must provide the following information, either by email to exams@bohs.org or by post to the Secretariat:
 - 3.1. a statement that, if accepted, they agree to abide by these Requirements
 - 3.2. structure and history of the company, including resources
 - 3.3. details of any training courses currently provided/run
 - 3.4. details of which of our courses you would like to run
 - 3.5. details (names, qualifications etc) of potential tutors, assessors etc
 - 3.6. any other information that might assist us in making our decision.
4. Once the documentation listed in 3. above has been received, the documentation will be reviewed by the Chief Examiner and a decision made based upon suitability, resources and approval criteria.
5. If the decision of the Chief Examiner is positive, the applicant will be advised accordingly and provided with all other relevant documentation.
6. If the decision by the Chief Examiner is negative, the applicant will be informed accordingly and, if appropriate, provided with an opportunity to re-submit an application at a later date.
7. Course Providers who do not run any courses/exams during a calendar year will be removed from the Society's list of Course Providers and will be required to reapply if they wish to run any courses/exams in the future.

General

8. The Society reserves the right to amend these Requirements at any time.
9. Those participating in the scheme will be termed "Course Providers".
10. Failure by Course Providers to follow these Requirements may result in withdrawal by BOHS of permission to hold examinations.
11. Course Providers may use the BOHS name/logo in either BOHS' house colours or in black. No other colour representations are permitted. They may only refer to "BOHS examination(s)", "BOHS module examination(s)" or "BOHS syllabus/syllabi" and may not use the phrases "BOHS approved", "BOHS course(s)" or similar. All text must be approved by BOHS before printing. Breaches will result in permission to use the name/logo being withdrawn forthwith. Guidelines for

the use of the BOHS logo can be found on the web page www.bohs.org. (A copy of the logo will be provided electronically on request as either a .jpg or .pdf file).

12. Course Providers must run courses and hold examinations open to any eligible person. Course titles, examination dates and venues must be notified to the Secretariat in writing. Verbal instructions will not be accepted.
13. Course Providers must agree to accept candidates wishing to just sit or re-sit the practical assessment without attending a course. For this, applications by the candidates shall be made through the Course Provider. Course Providers must agree to accept external candidates for the written examination. For this, applications by the candidates shall be made through the Secretariat.
14. Course Providers for the Proficiency Modules must:
 - 12.1 notify the name of the Practical Assessor to BOHS when requested;
 - 12.2 notify the date and time of the Practical Assessment to BOHS when requested;
 - 12.3 use a registered practical assessor;
 - 12.4 not use a practical assessor who is a tutor on the course
 - 12.5 not use a practical assessor who is an employee or otherwise affiliated to the Course Provider's organisation.
15. Course Providers for the Proficiency Modules must make their own arrangements with the independent Practical Assessor. BOHS will provide a list of registered Practical Assessors, but will not become involved with the provision of Practical Assessors or the arrangements made between the Course Provider and the Practical Assessor. The Course Provider and the Practical Assessor must agree before the day of the examination as to who will provide what with regards to equipment required for the practical assessment. (Suggested Practical Assessors responsibilities are given in Appendix 1)
16. Before approval and registration, all new Practical Assessors must have:
 - 16.1. attended a Practical Assessor Training Day;
 - 16.2. proof of the following qualifications and experience:

<i>Module No.</i>	<i>Qualifications/ Experience Required</i>
P401	<ul style="list-style-type: none"> • the P401 Proficiency Certificate or the Certificate of Competence in Asbestos, <i>and</i> • two years experience of bulk analysis in a UKAS-registered laboratory, within the last five years
P402	<ul style="list-style-type: none"> • the P402 Proficiency Certificate or the Certificate of Competence in Asbestos, <i>and</i> • <i>two years experience of asbestos survey and bulk sampling work with a UKAS-registered laboratory within the last five years</i>
P403	<ul style="list-style-type: none"> • the P403 Proficiency Certificate or the Certificate of Competence in Asbestos, <i>and</i> • two years experience of asbestos fibre counting in a UKAS-registered laboratory within the last five years
P404	<ul style="list-style-type: none"> • the P404 Proficiency Certificate or the Certificate of Competence in Asbestos, <i>and</i> • two years experience of asbestos air sampling and clearance work in a UKAS-registered laboratory within the last five years
P405	<ul style="list-style-type: none"> • the P405 Proficiency Certificate or the Certificate of Competence in Asbestos, <i>and</i> • two years experience of asbestos management in buildings within the last five years
P406	<ul style="list-style-type: none"> • the P406 Proficiency Certificate or the Certificate of Competence in Asbestos, <i>and</i> • two years experience of supervision of safe removal and disposal of asbestos within the last five years
P601	<ul style="list-style-type: none"> • the P601 Proficiency Certificate or the Certificate of Operational Competence in Occupational Hygiene, or the Diploma of Professional Competence in Occupational Hygiene, or equivalent ventilation engineering qualification, <i>and</i> • two years experience in the examination and testing of LEV systems within the last five years
P602	<ul style="list-style-type: none"> • the P602 Proficiency Certificate or the Certificate of Operational Competence in Occupational Hygiene, or the Diploma of Professional Competence in Occupational Hygiene, or equivalent engineering qualification, <i>and</i>

	<ul style="list-style-type: none"> two years experience in the design and evaluation of LEV systems within the last five years
P701	<ul style="list-style-type: none"> the P701 Proficiency Certificate or the Certificate of Operational Competence in Occupational Hygiene, or the Diploma of Professional Competence in Occupational Hygiene, <i>and</i> two years experience in the evaluation and control of exposure to hand/ arm vibration
P801	<ul style="list-style-type: none"> the P801 Proficiency Certificate or the Certificate of Operational Competence in Occupational Hygiene, or the Diploma of Professional Competence in Occupational Hygiene, <i>and</i> two years experience in the assessment and control of dermal exposure at work within the last five years

17. A Practical Assessor will be removed from the Registered List by BOHS if they:
- 17.1. are found to be guilty of unethical behaviour;
 - 17.2. have received an unsatisfactory audit result following a written warning
 - 17.3. have not carried out an assessment within an 18 month period.
- An appeals procedure is available.
18. For all Occupational Hygiene Modules and the following Proficiency Modules, P402, P403, P404, P405, P406, P601, P602, P701, P801, P901 and P902 no later than ONE calendar month before the date of the examination, details of the exact venue (including a map where appropriate) and the start time of the examination must be notified to the Secretariat in writing. Verbal instructions will not be accepted.
- 18.1. For P402, P404, P405, P406, P601, P602, P701 and P801 'Practical Only examinations', No later than 7 working days before the examination, details of the exact venue, the start time and the name(s) of the Practical Assessor(s) must be notified to the Secretariat in writing. Verbal instructions will not be accepted.
 - 18.2. For P401 no later than TWO calendar months before the date of the examination, details of the exact venue (including a map where appropriate) and the start time of the examination must be notified to the Secretariat in writing. Verbal instructions will not be accepted.
19. For all Occupational Hygiene Modules and the following Proficiency Modules, P402, P404, P405, P406, P601, P602, P701, P801, P901 and P902 no later than 10 working days before the date of the examination, the Secretariat will contact the Course Provider by fax requesting final details of the number of candidates, etc. Course Providers must submit these details by fax (verbal instructions will not be accepted) to the Secretariat no later than eight working days before the examination, after which no amendments will be permitted.
20. For P401 and P403, no later than 15 working days before the date of the examination, the Secretariat will contact the Course Provider by fax requesting final details of the number of candidates, etc. Course Providers must submit these details by fax (verbal instructions will not be accepted) to the Secretariat no later than 12 working days before the examination, after which no amendments will be permitted.
21. Course Providers are reminded they will be charged for the amount of scripts they order, not the amount they use and the minimum charge for Occupational Hygiene Modules is six and Proficiency Modules is four.
22. In the event of the Course Provider cancelling an examination once the completed fax has been returned to BOHS, they will be subject to a cancellation charge.
23. Candidates said to need special consideration (e.g. dyslexia) for a written examination, are required to provide the Society with a copy of their Certificate of Assessment at least 10 working days before the examination.
24. For each written examination, BOHS will assign an invigilator who will be responsible for bringing the examination papers on the day of the examination and conducting the examination.
25. The invigilator will be required to complete and return to BOHS an Examination Room Check List (see 39. below). If the invigilator reports that facilities are not of the required standard, the Course Provider will be required to address these issues before any further examinations can be held. In

exceptional circumstances, the invigilator will be authorised to prohibit the examination from taking place.

26. All the elements of the Proficiency Module's 'Practical Assessment Requirements' must take place at the date, time and venue declared. There must be clear evidence of the testing of all of the elements, which must be available to an auditor on demand. The Secretariat must be informed immediately of any changes to the Practical Assessment. Any changes which have not previously been advised and agreed may result in the assessment being void.
27. Practical Assessment forms will be sent by the Secretariat to the Practical Assessor c/o the Course Provider before the examination. Where applicable, any samples for the practical assessment part of the examination will also be sent to the Practical Assessor c/o the Course Provider before the examination. For security reasons, the envelope containing these samples must remain sealed until the commencement of the examination. The Practical Assessor(s) will conduct and supervise candidates during the practical assessment, where examination conditions must be maintained.
28. Course Providers and/or Practical Assessors must not communicate the result of the practical assessment to anyone other than BOHS.
29. Practical Assessment results/answer sheets (as appropriate) and marked supporting documentation must be received by the Secretariat within five working days of the date of the assessment.
30. P403 slide samples must be returned to the address designated within two working days of the date of the assessment.
31. The Secretariat aims to inform Occupational Hygiene Module and Proficiency Module candidates of the result of their examination within six and four weeks of the date of the examination, respectively. This refers to examinations sat on or after 1 August 2008. Results are not given over the telephone. A copy of the result sheet will be sent to the Course Provider.
32. It is the responsibility of the Course Provider to collect the examination fees from their candidates.
33. Payment must be made to the Society within 30 days of the date of the invoice. If these credit terms are not met, BOHS may cease to provide any examination papers until the debt is cleared.
34. BOHS will not enter into correspondence with a Course Provider or other third party regarding the marks and/or performance of any individual candidate(s).
35. BOHS will not enter into correspondence with any candidate or other third party regarding the conduct and/or content of any particular course.
36. In the event of a candidate appealing the result of a Practical Assessment, BOHS will consult the Practical Assessor before responding to the candidate. If the candidate contacts the Practical Assessor direct, the Practical Assessor must not discuss the result with the candidate without first having referred the matter to BOHS.

Facilities General

37. The Course Provider is responsible for providing suitable facilities for the course, practical experience, examination and, where applicable, the practical assessment.
38. It is expected that the course tutor(s) will follow good teaching practice and will use visual aids, demonstrations and practical work as appropriate.
39. The Course Provider is expected to provide all relevant documentation for candidates including syllabi, details of relevant HSE guidance and suitable reference material.
40. The Course Provider must ensure that there is sufficient equipment to allow students to gain appropriate hands-on experience through structured practical work (as appropriate).

41. For examinations the room must be configured so that each candidate is able to work alone without observing or interfering with colleagues. An area of at least 1.5m² per candidate must be provided and the examination room must be at a comfortable temperature, adequately ventilated and free from distracting noise.
42. For practical assessments for the proficiency modules, the room must be configured so that each candidate can work with their reference material on an individual basis. This area must be controlled by the Practical Assessor to ensure that candidates maintain an individual approach to this examination. There must also be suitable facilities for the practical assessor to carry out the one to one part of the assessment.

Safety Requirements

43. The Course Provider is expected to provide all safety provisions for staff and candidates. Appropriate risk assessments, test certificates etc. should be available for inspection by the BOHS auditor.
44. It is expected that Course Providers will also have a suitable accident/incident reporting and investigation procedure.

Quality Assurance

45. Course Providers need to have their own in-house Quality Assurance scheme which must include a student feed back system.

Specific requirements for each course

46. Each course will have a variety of individual requirements that apply to that course alone and it is expected that the provider/tutors will have access to these resources as and when required.

Module No. Facilities required

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| P401 | <ul style="list-style-type: none"> • ventilated enclosure(s) with all suitable facilities for handling asbestos samples which should contain a stereo microscope, slide making facilities and sample handling equipment • McCrone RI fluids, polarising light microscope |
| P402 | <ul style="list-style-type: none"> • projection microscope for teaching purposes • suitable PPE and RPE for taking samples of asbestos materials • all relevant tools and equipment for sample taking • suitable dummy samples for candidates to practice with; photographic examples for education purposes |
| P403 | <ul style="list-style-type: none"> • counting microscope with all relevant calibration and set-up materials • slide making facilities; suitable examples to demonstrate counting methods • projection microscope for teaching purposes |
| P404 | <ul style="list-style-type: none"> • asbestos remediation enclosure with at least one 3-stage airlock • decontamination unit or model • air sampling equipment including calibration and relevant flow set up equipment • photographic examples for education purposes |
| P405 | <ul style="list-style-type: none"> • asbestos remediation enclosure with at least one 3-stage airlock or suitable set of photographs to ensure candidates understand all requirements • photographic examples of asbestos utilisation together with examples of survey results |
| P406 | <ul style="list-style-type: none"> • asbestos remediation enclosure with at least one 3-stage airlock, ventilation system, and all other facilities including dummy removal examples for wet injection etc • a fully active decontamination unit; smoke testing facilities • suitable PPE and RPE that can actually be used |

- P601
 - ventilation systems with suitable measurement points
 - captor hoods of various types
 - Peto tubes with micromanometer, vane and thermal anemometers
 - worked example case studies of ventilation systems with suitable photographs and drawings.
- P602 Measurement data, drawings and photographs for LEV system design studies for the control of hazardous material from example processes
- P701
 - measurement equipment to assess hand arm vibration exposure for a variety of tasks
- P801
 - Example case studies with photographs etc. involving assessment of risk and determination of suitable controls for dermal exposure
- P901
 - Drawings and photographs of problem installations, water sampling equipment
- P902
 - Drawings and photographs of relevant installations, water sampling and test equipment
- M101
 - no specific requirements
- M102
 - dust and vapour sampling equipment including pumps and sampling heads
 - balance for gravimetric weighing
 - flow calibration equipment
 - some suitable examples of real time measurement equipment
- M103
 - ventilation systems with suitable measurement points
 - captor hoods of various types
 - Peto tubes with micromanometer, vane and thermal anemometers
 - worked examples of ventilation systems with suitable photographs
- M104
 - suitable noise meters for survey and recording purposes
 - personal dosimeters
 - vibration measurement equipment
 - audiometry evaluation demonstration equipment
- M201
 - thermal environment monitoring equipment [WBGT and comfort]
 - light meter(s)
 - comfort condition measurement equipment
- M202
 - stack sampling equipment
 - water sampling equipment
 - general ambient sampling equipment
- M203
 - tape measures, goniometers, anthropometric data
- M302
 - suitable noise meters for survey and recording purposes
 - personal dosimeters
 - vibration measurement equipment
 - audiometry evaluation demonstration equipment
- M304
 - no specific requirements
- S301
 - projection microscope for teaching purposes
 - ventilated enclosure(s) suitable for handling asbestos samples containing stereo microscope slide making facilities and sample handling equipment
 - McCrone RI fluids; polarising light microscope
 - counting microscope and slide making facilities
 - suitable PPE and RPE for taking samples of asbestos materials
 - all relevant tools and equipment for sample taking
 - suitable dummy samples for candidates to practice with
 - asbestos remediation enclosure with at least one 3-stage airlock or suitable set of photographs to ensure candidates appreciate all requirements.

Appendix 1

To guarantee as far as possible that the timings are reasonable for the practical assessments, it will be necessary for CPs and PAs to work together. The CPs must ensure that both the equipment they are responsible for providing and the candidates are ready at the stated time. The practical assessor equally must also arrive on site in sufficient time to set up any specific provision that they require.

The following list gives an indication of what PAs are normally expected to provide and the normal expected timings for the practical assessments..

All	<ul style="list-style-type: none"> safety check lists for the facilities
P401	<ul style="list-style-type: none"> check lists and marking schedules, including a sample handling log for evaluating the candidates performance
P402	<ul style="list-style-type: none"> photographic set and questions, relevant marking schedules and samples and possibly relevant tools and RPE for candidates to use during the testing of taking samples and checking their knowledge of asbestos types
P403	<ul style="list-style-type: none"> checklists and marking schedules, including those for checking the microscopes, sampling and checking the candidates ability to do calculations. This must include a sample handling log
P404	<ul style="list-style-type: none"> photographic set for testing the candidates knowledge along with the appropriate checklists of faulting on enclosures and decontamination units set of documents with questions to cover the other items required in the practical assessment. [Four stage clearance procedure, method statement etc.]
P405	<ul style="list-style-type: none"> a set of photographs and documents along with relevant questions to cover all the requirements of the practical assessment. [Method statement, four stage clearance procedure, conversion of survey into management plan etc.]
P406	<ul style="list-style-type: none"> photographs and other contents of the work-book with all the relevant marking schedules to meet all the requirements of the assessment. The CP is responsible to ensure that there is a working decontamination unit available for this assessment along with an enclosure that can have faults implanted by the PA
P601	<ul style="list-style-type: none"> test rigs, check lists and marking schedules. If it is proposed to use the test rig units as provided by the CP, there must be sufficient variation available on the rig to test the candidates abilities. It is normal to use the measurement instruments as provided by the CP, so that the candidates should already be familiar with them photographic set of case studies with appropriate questions and relevant marking schedule
P602	<ul style="list-style-type: none"> check lists and marking schedule. Fully detailed case studies with drawings, measurement data and photographs for which the candidates are required to provide a system design. In addition case studies with drawings photographs for evaluation by candidates
P701	<ul style="list-style-type: none"> test equipment. It is normal to use the test units as provided by the CP, so that the candidates should already be familiar with them. There must be sufficient variation available on the test equipment so that it is a test of the candidates abilities photographic set and questions of case studies, relevant check lists and marking schedules
P801	<ul style="list-style-type: none"> check lists and marking schedule photographic set and questions of case studies with relevant marking schedule

• **Practical Assessments for Proficiency Modules: Timings**

There have been a number of issues raised recently by candidates, Practical Assessors and Course Providers about the length of time that certain practical assessments have taken, with opinions on the time actually allowed ranging from far too much time to far too little time.

Course	Maximum Assessment duration	Maximum Number of candidates/assessor
P401	4 hours ¹	6
P402	4 hours	8
P403	4 hours ²	16
P404	4 hours	8
P405	4 hours	8
P406	6 hours	6
P601	6 hours	8
P701	6 hours	8

¹ P401 – The limiting factor is the number of fume cabinets. The values given in Table 1, above, are based on the premise that for any given examination, the number of fume cabinets is the

same as the number of candidates. Where the number of candidates exceeds the number of fume cabinets, this time will need to be extended, however, individual candidates should be restricted to a maximum of 4 hours to carry out the analysis on the samples provided.

² P 403 – This timing assumes that all candidates have a microscope with which they are familiar. It is expected that candidates will either bring their microscope with them or the Course Provider will ensure that there are sufficient microscopes for all the candidates in one session. Individual candidates should be restricted to a maximum of 4 hours to carry out the analysis on the slides provided.

In addition, we *strongly recommend* that Course Providers do not engage two Practical Assessors to work on the same practical assessment, because this leads to differences of approach, use of materials etc and provides possible grounds for discontent/challenge by candidates.