

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

Requirements for Practical Assessments of Proficiency Module

P405 – Management of Asbestos in Buildings

General:

1. The course provider is responsible for providing all of the suitable facilities, including all safety provisions, for the practical assessment.
2. The practical assessment is an examination and comprises several elements. All the elements must take place at the date, time and location declared. Unapproved changes may result in the examination being declared void. In addition there must clear evidence of the testing of all elements (scripts, marking schedules etc.), which must be available on demand.
3. Candidates may have access to relevant reference material during the examinations but must not be allowed to communicate with each other.
4. The rooms and other locations in which the examination is conducted must be suitable for the purpose.
5. The examinations must be supervised by an approved assessor(s), who must check that the facilities and equipment provided are fully adequate for the practical assessment.
6. Assessors must ensure that candidates complete and sign the Practical Assessment Attendance Form before the examination begins. This form must be returned to the BOHS office within five working days of the date of the examination.
7. The practical assessment for each candidate must contain the essential elements as detailed in the syllabus: [GE.1 P405 Syllabus]
8. Method statement evaluation report. The student will be required to assess a method statement submitted by a contractor for a remediation project and write a report on items of improvement. This must be marked against a marking schedule.
9. Candidates must demonstrate their knowledge of how to carry out an enclosure and hygiene unit inspection both prior to works and post remediation..
10. Evaluation of individual performance to convert survey data into an action plan..
11. These requirements are intended to provide practical assessors with more details of the requirements and to try to ensure that all assessors are operating to similar standards.
12. Practical Assessors must be confident, as far as is reasonably practicable, that all candidates passing this assessment are competent to manage asbestos in buildings.
13. Assessment of the candidate's knowledge for each of the practical assessment elements must be undertaken as part of the Practical Assessment. Documentary Evidence is needed relating to the competence of each individual candidates covering all of these elements. This is best covered by the use of specific written tests submitted by each candidate that can be marked against a pre-prepared marking schedule listing the critical points that must be covered.
14. All assessors must keep adequate records of all candidates and their performance at this assessment.

15. Where the group of candidates is large [more than six or seven] then, in order to assess the practical capabilities of all candidates properly, there may be a need for more than one assessor to cover the practical assessment in a reasonable time.

Safety Responsibility:

16. The assessor is responsible for the safety arrangements during the practical examination and must satisfy him/herself that all arrangements are adequate and that they are observed by all those present.

Assessment:

17. The assessment must test the candidate's ability in the following areas:

A *Method Statement Evaluation Report*

- a. The assessor will give all of the candidates a briefing on the scenario that relates to the submitted method statement. [Plan of Work]
- b. For the evaluation of the method statement [Plan of work] it is totally unacceptable to carry out the assessment verbally on an individual or a group basis. Each candidate must be assessed individually primarily on the basis of the written report. This can only be done by asking each candidate to prepare individual reports on a method statement provided by the assessor, which can then be marked against a marking schedule. The case study given must not be a simplistic example. It must include transit routes, decontamination requirements, enclosures etc. It must also include emergency procedures.

B *Inspections*

- a. Pre-start Inspections

Pre-start enclosure inspections for faults etc including the hygiene unit are required to be tested.

Where suitable enclosures with decontamination unit are available then candidates can be assessed on a one to one basis or can prepare brief notes on the basis of their inspection of the enclosure. Where enclosures are not available each candidate can individually prepare brief individual notes on a series of scenarios presented by photographs or slides.

- b. Post remediation inspection

Candidates should be asked to demonstrate their ability to carry out an enclosure and hygiene unit inspection on an individual basis. This must include confirmation of knowledge of the four-stage clearance procedure. This must be marked against a marking schedule.

Where suitable enclosures with decontamination unit are available then candidates can be assessed on a one to one basis or can all prepare brief notes on the basis of their inspection of the enclosure. Where enclosures are not available each candidate can individually prepare brief individual notes on a series of scenarios presented by photographs or slides. These slides must relate to the requirements of the syllabus with, where necessary, some more detailed photographs of specific circumstances.

C *Conversion of survey data into an action plan*

The assessor needs to gain an insight into the competence of the individual candidate and thus evaluation of the conversion of survey data into an action plan is best evaluated on a one to one basis. The candidate needs to show the assessor a proper understanding of the generation and use of material and priority assessments, the operation of a permit to work system, tasks and duration that are permitted by own employees and the use of analytical monitoring. The practical assessor will need a check-list for this discussion which will probably include the use of photographs and survey documentation.