

The British Occupational Hygiene Society

Faculty of Occupational Hygiene

P701 – Management and Assessment of Exposure to Hand-Arm Vibration

SUBMISSION OF REPORTS - REQUIREMENTS FOR CANDIDATES

1 GENERAL REQUIREMENTS

- 1.1 In order to be awarded a Certificate for this examination, candidates are required to provide evidence of field proficiency. To satisfy this requirement candidates are required to demonstrate that they have carried out, possibly under supervision, two field studies of hand-arm vibration measurements. These must include the actual measurement results, the analysis of the results, and a risk assessment for workers carrying out that process (see below for content requirements). These reports must show to the examiner that the candidate is competent to do the work.
- 1.2 These reports will be examined for qualification purposes. When the Society has completed its assessments of the reports they will be destroyed. It is the responsibility of the candidate to hold a copy (or the original and submit a copy) of their reports for any alterations which might need to be made following marking.
- 1.3 The reports submitted must be the candidate's own work (i.e. must have been written by the candidate himself/herself). It must not be the work of his supervisor, although it is permissible for the studies to be carried out under supervision. When the survey is carried out under supervision a signed statement by the supervisor, stating that the work is that of candidate, must accompany the report and must also confirm that the premises or a defined area within the premises have not been used for a supervised survey on a previous occasion. If this situation applies to one or both of your reports, please make the exact circumstances clear either in the report itself or in a covering letter. Failure to do so may delay the processing of reports.
- 1.4 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 studies carried out on the same premises be allowed to be submitted. Use of exceptional circumstances for planned multiple studies must be prior notified as there are additional requirements for the reports submitted. Please contact the BOHS office for further information as required.
- 1.5 Although candidates have a total of 18 months to complete all three elements of this examination (written, practical and reports), they are expected to submit two relevant reports to BOHS within six months of the date on which they were notified that they had passed the written and practical assessments. Both reports must be submitted at the same time in order for them to be processed.
- 1.6 Where candidates have not submitted reports within 18 months of passing the modular examination, the period shall be deemed to have lapsed and candidates will be required to re-sit the whole examination. Exceptions to this 18-month rule will be considered in certain circumstances only (e.g. serious illness/disability, involuntary unemployment). Written requests for consideration should be made as soon as the need is known, because only in very exceptional circumstances will an extension be granted after the 18-month period has actually lapsed. In the case of illness/disability please include a brief description of the illness/disability, and an estimate of the expected duration, if known. In the case of involuntary unemployment, please give an indication of the expected duration of the unemployment. All requests will be treated in the strictest confidence.
- 1.7 Within two weeks of receipt, BOHS will issue an acknowledgment that it has received the reports, which will include an estimate of the time it anticipates it will take to process them.
- 1.8 BOHS cannot accept any liability for non-receipt, so recommends that reports are sent by Recorded/Special Delivery or a courier service.
- 1.9 A Certificate of Authorship must be completed for each report and submitted to BOHS at the same time as

the reports themselves.

- 1.10 Both reports must be acceptable to the Society in order for the candidate to be awarded the Proficiency Module Certificate.
- 1.11 If a candidate's reports are not acceptable to BOHS they will be returned to the candidate with an explanation, and a set timescale in which to clarify the points raised, amend and re-submit reports, provide new reports, etc
- 1.12 BOHS retains the right to refuse to accept reports where there is evidence of submission of misleading documentation or plagiarism. Where there is evidence that a candidate has fraudulently submitted reports or documentation BOHS may bar any further submissions from that candidate. If evidence of plagiarism of the submission of misleading documents is found after the award of a certificate BOHS retains the right to withdraw the award. Candidates may appeal in writing against the rejection of reports or withdrawal certificates through the general appeals procedure.

2 REPORT CONTENTS

- 2.1 There is no restriction on the maximum length of each report but at least a four page A4 typed report is expected.
- 2.2 The report must be properly structured and would normally be expected to include all of the sections listed below. If, however, it is not customary for reports produced by your organisation to include all these, candidates must provide it/them either on a supplementary sheet or in an accompanying letter.
 - 2.2.1 a title page, including a title and/or number by which the report can be identified
 - 2.2.2 a concise summary
 - 2.2.3 an introduction or background including a description of the tools involved and the nature of the task, including the purpose and frequency of occurrence etc
 - 2.2.4 a detailed description of the task etc. methodology including risk assessments and safety procedures
 - 2.2.5 details of where the task was examined and where measurements were taken (The field log/notes, as an appendix to the report, are considered as very useful to confirm good practice of HAV studies)
 - 2.2.6 results on the basis of measurements, discussion and recommendations
 - 2.2.7 reference tables and graphs etc as appropriate
 - 2.2.8 confirmation of the functionality of any control measure
 - 2.2.9 plans
- 2.3 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.
- 2.4 A report consisting only of typed up notes (e.g. a field log and/or sampling results list) will not provide sufficient information (because it contains no detail on the system being evaluated, or the way the study was carried out) and it will be rejected.
- 2.5 Reports will also be rejected and returned to the author for correction and resubmission where they contain misleading or inconsistent information and where the report does not contain certain information (e.g. actual results of measurement and/or assumptions only. immediate action recommendations on a dangerous situation).
- 2.6 For the purpose of confidentiality, reports may be edited to delete/blank out the name of the company/organisation commissioning the report.
- 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, candidates must ensure that the information required has actually been put into the report. Failure to do so will result in the report being rejected.
- 2.8 Candidates must ensure that the contents of two reports are not mixed up with each other and each is a free-standing document.