

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

**Requirements for Practical Assessments on Proficiency Module**

**P401 – Identification of Asbestos In Bulk Samples (PLM)**

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**General:**

1. The course provider is responsible for providing suitable facilities for the practical assessment for the Proficiency Modules Bulk Sample Analysis including all safety provisions.
2. The whole practical assessment is an examination and therefore must take place at the date, time and location declared. Unapproved changes may result in the examination being declared void. Candidates may have access to relevant reference material during the examination but must not be allowed to communicate with each other.
3. The room in which the examination is conducted must be suitable for the purpose.
4. The examination must be supervised by an approved assessor(s), who must check that the facilities and equipment provided, including relevant microscopes and reagents, are fully adequate for the practical assessment.
5. Assessors must ensure that the candidates complete and sign the Practical Assessment Attendance Form before the examination begins. The assessor will also indicate on this form the result of their assessment of the candidates' performance. This form must be returned to the BOHS office within five working days of the date of the examination.
6. The assessor is required to confirm that the microscope has been correctly set up by the candidate and is being used properly.
7. All candidates must demonstrate their capability to evaluate all samples under a stereo microscope and then make slides with appropriate RI fluid as per HSG 248. The assessor must record their performance against a marking schedule.
8. The assessor is required to confirm that each candidate understands the requirements for evaluation and checking of working environment control systems as required by the COSHH regulations for these procedures. The assessor must record their performance against a marking schedule.
9. Candidates must be instructed that, when the examination is complete, they must put their Candidate Practical Assessment Answer Forms into the envelope provided, and hand that envelope to the Assessor, who will in turn forward them to the designated address within five working days of the date of the examination.

**Safety Responsibility:**

10. 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. Where a candidate fails to observe the safety requirements the assessor may indicate a failure of the practical assessment.

**Safety Provisions:**

11. Candidates have to open the sealed sample containers and manipulate the samples to examine them and prepare slides for analysis. This **MUST** only be done within a fully controlled environment that will not allow the candidate or other people to be exposed to asbestos fibres during this procedure, e.g. ventilated cabinets etc.
12. After the examination is over, it is the responsibility of the course provider to dispose of the samples in a safe manner.

**Samples:**

13. Samples will be provided by BOHS and are planned to arrive with the provider about one week before the examination date. Each sample set is designed to be sufficient for five to six candidates and should contain sufficient diversity to test the candidates' abilities. If more than one set of samples is being used at the same time, assessors must ensure that the samples used by individual candidates belong to one sample set only and record this on the Practical Assessment Attendance Form.
14. Each individual sample may be labelled with its AIMs round and sample number or other reference and is sealed in a laminate pack. Six of these samples are then placed in a polythene bag and sealed. This constitutes a set of samples
15. The outer envelope will be labelled with the date of the examination and must not be opened until the examination commences and in the presence of the candidates.
16. Marking is carried out against a full and detailed marking scheme.

**Security:**

17. As the samples provided are numbered samples, assessors and candidates must not have access during the practical examination to HSL or BOHS records.
18. Where the candidates are split into two or more groups and/or they are to be examined sequentially, arrangements must be made to ensure that sample numbers and other information are not passed from group to group.
19. Where groups are examined on different days then, to maintain security, a different set of samples must be used. The BOHS office will need to be advised of this in advance so that multiple sets of samples can be provided. These will be labelled for the relevant dates.