
**P402 - Buildings Surveys and Bulk Sampling for Asbestos
(including Risk Assessment and Risk Management Strategies) Proficiency Module**

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 (please refer to 1.3 below), two field surveys for asbestos, which must include sampling, analytical results and a material assessment, e.g. a minimum management survey as per HSG264. It is acceptable to submit two surveys of the same type e.g. two management or two refurbishment/demolition or alternatively one of each type may be submitted (please refer to 2.0 below for requirements on content). These reports must show to the examiner that the candidate is competent to do the work. It is required that the samples for analysis will be taken by the candidate and that this must be confirmed in the laboratory report (please see 2.2.7 below).
- 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. it must have been written by the candidate himself/herself). It must not be the work of his supervisor, although it is permissible for the surveys 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 the candidate must accompany the report.
- 1.4 Candidates are expected to submit two relevant reports to BOHS within three months of the date on which they were notified that they had passed both the written and practical assessments. Reports at time of submission must not be more than six months old. Where this is not practicable some variance may be allowed by notifying the BOHS offices in writing. Both reports must be submitted at the same time in order for them to be processed. Reports received by fax or in electronic format will not be acceptable.
- 1.5 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.
- 1.6 BOHS cannot accept any liability for non-receipt, so recommends that reports are sent by Recorded/Special Delivery or a courier service.
- 1.7 Where candidates have not submitted reports within 12 months of passing both the modular examination and the practical assessment, the period shall be deemed to have lapsed and candidates will be required to re-sit the whole examination. Exceptions to this 12 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 12-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.
- 1.8 A Certificate of Authorship must be completed by the candidate for each report and where relevant a supervisor's declaration (please see 1.3 above). This must be submitted to BOHS at the same time as the reports themselves.
- 1.9 Both reports must be acceptable to the Society in order for the candidate to be awarded the Proficiency Module Certificate.
- 1.10 If a candidate's reports are not acceptable to BOHS an explanation will be sent to the candidate and a set timescale in which to clarify the points raised, amend and re-submit reports, provide new reports, etc.
- 1.11 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 surveyed. All such details will be maintained with the strictest BOHS confidence.

- 1.12 If at any time the submitted reports or accompanying documents are found to be misleading, plagiarised or fraudulent then BOHS will either not continue to process those reports or if a certificate has been issued immediately withdraw that certificate. Under these circumstances candidates will not be allowed to subsequently submit further reports.
- 1.13 Candidates right to appeal, in writing, against any such decision is retained.

2. REPORT CONTENTS

- 2.1 There is no restriction on the maximum length of each report.
- 2.2 It is required that the report will correspond to HSG264 and will contain:
 - 2.2.1 Title page.
 - 2.2.2 An executive summary and 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 including a description of the age and nature of the premises including usage and construction type, and the reason why the survey was conducted (eg. refurbishment/repair, demolition, etc). *[For the purposes of this 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 survey (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 HSG 264 section 81 must be submitted along with the report.
 - 2.2.5 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. Where these do not actually exist, then printouts from palmtops/laptops are acceptable as long as a) the information is presented legibly and clearly [not simply as vast reams of data], and b) you state in your submission that hand written field notes do not exist. (also see 2.3).
 - 2.2.7 Copy of the analysis report from a UKAS approved laboratory (outside UK an approved laboratory to ISO 17025).
 - 2.2.8 Material assessment data, accessibility, priority assessment where appropriate, discussion and recommendations. The reports must reach conclusions in a clear and logical way so that it is easily understandable to the recipient. Where action (especially immediate) is required by the recipient, the surveyor could be deemed to be negligent if the report did not contain this advice. The advice given must be suitable and sufficient. 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 of the above then 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 two surveys they intend to submit for consideration. Without this information, we will be unable to assess your reports and they will be rejected.
- 2.4 Where a Management survey has been conducted and no asbestos actually found the candidate must at least submit one suitable sample for analysis which has been taken during the survey and describe in full all the subsequent procedures that should be implemented as if asbestos had been found.
- 2.5 Surveys 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).
- 2.6 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 for the reports submitted. Please contact the BOHS head office at Derby prior to any such survey. If the premises or a defined area within the premises have been used for a supervised survey on a previous occasion, 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.
- 2.7 Reports must be written by each individual candidate and the analytical data must confirm that the samples were taken and provided to the analytical laboratory by the candidate or their organisation.
- 2.8 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 and ensure that the contents of two reports and their relevant supporting documentation are not mixed up with each other and each is a free-standing document.
- 2.9 Reports will also be rejected where they contain misleading or inconsistent information. Where recommendations are made these must be sufficient and appropriate.