

**P601 – Commissioning and Thorough Examination and Testing of
Local Exhaust Ventilation Systems**

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 initial appraisal and thorough examination and testing of local exhaust ventilation systems which must include actual measurements, analysis of the results, confirmation that the system is fully functional and adequate for purpose as a control measure and any relevant recommendations (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. 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 studies to be carried out under supervision. Where the work is carried out under supervision, a signed statement by the supervisor, stating that the work is that of the candidate, must accompany the report. 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. Measurement 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 and the same system be allowed to be submitted. Reports must be written by each individual candidate and the analytical data should be as measured by the candidate.
- 1.5. Although candidates have a total of 12 months to complete all three elements of this examination (written, practical and reports), they are expected to submit two relevant reports to BOHS within three 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 12 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 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.

- 1.7. 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 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 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.
- 1.12. 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 some or all of the sections below. If 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 introduction or background including a description of the age and nature of the ventilation system, including the purpose of the system and the reason for the examination and testing.
 - 2.2.4 description of work, process etc. methodology including risk assessments and safety procedures
 - 2.2.5 details of where the system 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 surveying]
 - 2.2.6 evaluation of treatment and discharge systems
 - 2.2.7 results on basis of measurements, discussion and recommendations
 - 2.2.8 reference tables and graphs etc as appropriate
 - 2.2.9 confirmation of the functionality of the system as a control measure
 - 2.2.10 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 Where the report consists of only typed up notes (e.g. a field log and/or sampling list) this will not provide sufficient information (because it will contain no detailed information on the system being evaluated, or the way the study was carried out) and 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, for example, does not contain certain information (e.g. results of measurement included in the report 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, please ensure that the information required has actually been put into the report.
- 2.8 Candidate must ensure that the contents of two reports are not mixed up with each other and each is a free-standing document.