

## P904 Proficiency Qualification

# Legionella – Management and Control in Leisure, Display, Therapy and other Non-Industrial Water Systems Report requirements

## P904 – Risk assessment report requirements

### Overview

In order to complete the P904 module, candidates must demonstrate that they have carried out a field assessment of an appropriate water system. Candidates must submit a risk assessment report, which shows the examiner that they have the required knowledge to assess and control the legionella risks in non-industrial water systems.

### Authorship requirements

The submitted report must be the candidate's own work, although the study can be carried out under supervision. Where work is carried out under supervision, the supervisor must sign a statement confirming that the candidate has written their report independently, and the candidate must make the exact circumstances clear either in the report itself or in a covering letter. Failure to do so may delay the processing of the report.

Studies and reports carried out by a team will only be acceptable if the candidate alone can claim ownership of the submitted report. Candidates can only submit reports for the same premises and water system in exceptional circumstances. The report must be written by each individual candidate, and the analytical data measured/sampled by that candidate alone.

### Criteria for the assessed water system

A risk assessment of a simple domestic water system is **not** sufficient for this module. The assessed water system must involve equipment used in non-industrial water systems, such as:

- Multiple shower facilities (e.g. in hotels, care homes etc.)
- Spa baths or swimming pools.
- Car washing facilities.
- Water features and fountains.
- Hydrotherapy pools.

The assessed water system should have a potential legionella growth risk if mismanaged, and the report should fully consider the implications of what would happen if there was a Legionellosis outbreak.

### Report contents

The report should be as detailed as possible, covering how the water system was inspected, results of measurements/samples taken, and recommended actions after the assessment. A report that only consists of typed-up field notes (e.g. a field log or sampling list) would not be accepted, as it would not go into sufficient detail about how the water system was evaluated or how the study was carried out.

The report should be properly structured, and include the following sections:

- A title page and page numbering throughout the report.
- A unique number by which the report can be identified.
- The author's signature and date of the survey/study.
- Introduction or background to the work, including a description of the age and nature of the water system and its purpose.
- Description of work, process and methodology, including risk assessments and safety procedures (where appropriate).
- Evaluation of the system: identifying potential legionella risks, and outlining whether the control measures are adequate or inadequate.
- A sketch/diagram of the system.
- Reference tables and graphs (where appropriate).

If it is not customary for the candidate's organisation to produce reports with the above sections, then these sections must be included on either a supplementary sheet or in an accompanying letter. For confidentiality purposes, reports may be edited to blank out the name of the company or organisation commissioning the report.

The length of the report should be a minimum of four typed A4 pages. There is no restriction on the maximum length of the report.

Where reference is made in the report to legislation, approved codes of practice or other guidance, this must be current and not refer to any out-of-date documentation.

When writing the report, candidates should check their work against the **Checklist of Report Requirements for Candidates** on pages 5-6. This directly relates to the criteria that the report marker will mark against.

### How to submit the report

Candidates must submit their report to BOHS within twelve months of the date they sat the P904 Written Theory examination. The Certificate of Authorship section in the Report Submission Form must also be completed and submitted alongside the report. This can be downloaded from the BOHS website at: <http://www.bohs.org/qualifications-training/bohs-qualifications/legionella-qualifications> .

Candidates can send their reports either by email to **qualifications@bohs.org**, or by post to: Reports Section, BOHS, 5-6 Melbourne Business Court, Millennium Way, Derby DE24 8LZ. Electronic submissions are preferred. BOHS cannot accept liability for non-receipt of posted reports, so we recommend that reports are sent by recorded/special delivery or via a courier service.

## Marking and results

BOHS will contact the candidate within two weeks of the report submission date, to confirm receipt of the report and an anticipated time estimate for marking. After it has been processed, candidates will receive their result in writing from BOHS. The result is given as a pass or fail. If a report has not passed, a feedback form will be sent to the candidate with further information required (such as amend and re-submit report, provide new report etc.) A report will generally be rejected when it contains misleading or inconsistent information, or there is information missing (e.g. results of measurements etc.)

For re-submissions, candidates should fill in Part 3 of the Report Marking Form, to outline which sections they have changed and the amendments made. The marker will then review the report to confirm if it is now complete. If it is still incomplete, the marker will provide further feedback in Part 2 of the Report Marking Form.

Reports may only be re-submitted twice; after this time, a new report must be submitted with an additional fee of £35.

## Misleading documentation and plagiarism

BOHS has the right to refuse to accept reports where misleading documentation or plagiarism has been submitted. This includes using unacknowledged text or prepared material from the Internet and other sources. Where there is evidence that a candidate has fraudulently submitted a report or documentation, BOHS may bar any further submissions from that candidate.

If evidence of plagiarism or the submission of misleading documents is found after the award of a Proficiency certificate, BOHS has the right to withdraw the qualification. Candidates may appeal in writing against report rejections or certificate withdrawal through the general appeals procedure.

## Time extensions

Where candidates have not submitted a report within twelve months of taking the Written Theory examination, they will be required to re-sit the whole course. However, time extensions will be considered in exceptional circumstances, such as:

- Serious illness.
- Severe disability.
- Involuntary unemployment.

Candidates should submit a request in writing in order to be considered for a time extension, outlining the reasons they require more time. In the cases of illness or disability, a brief description of the illness/disability and an estimate of the expected duration (if known) should be included. In the case of involuntary unemployment, an indication of the expected duration of the unemployment should be included. All requests will be treated in the strictest confidence.

## P904 - Checklist of Report Requirements

Your report will be marked against the criteria below. It is recommended that you use this document as a checklist when writing your report, to ensure that you have considered all relevant areas before submission.

### Overall report

- The report submitted must be a sufficient field assessment of a non-industrial water system. (e.g. field notes on their own, or an operating site manual with introductory notes would not be accepted as a full report).
- For **computer-generated generic reports**, additional information must be included about the premises being surveyed.
- For **supervised field assessments**, two additional documents should be submitted:
  - A signed statement from the supervisor, confirming that the report is the candidates' own work.
  - A covering letter or statement from the candidate, outlining the circumstances in which the report was carried out.

### Section 1: Report structure

Your report should include:

- A title page, including a title for the report.
- A unique number by which the report can be identified.
- Numbered pages throughout the report.
- The author's signature and date of the survey.
- Reference tables and graphs (where applicable).

### Section 2: Report contents

Your report should include:

- An **introduction/background section**, which describes:
  - The age and nature of the water system (it should not be an industrial or evaporative system).
  - Plans/sketches of the assessed water system.
  - The purpose of the water system.
  - The reason for undertaking the legionella risk assessment.
- Methodology** of the work undertaken, including the risk assessment process and measurement data used.  
A description of the **safety procedures** followed. This includes:
- Checking of client documents and biological monitoring records** for:
  - Results that reveal any legionella risk.
  - Whether legionella is present in the water, and if it is likely to become airborne.

- Lack of prescribed testing, missing records etc. (This includes checking that action has been taken for any unacceptably high biological sampling dip slide results.)
- Precautionary methods** used by the candidate for their own health and safety risk assessment and the site inspection. This includes:
  - Site walkabout before inspection.
  - Checking of site records.
  - Consideration of people that are inexperienced with controlling legionella risk.
- A full evaluation of the water system**, which should:
  - Identify any Legionella risks present.
  - Determine whether the control measures in place are adequate or not.
  - Outline the types of measurements taken/visual observations made by the candidate, including an analysis of the results and their findings. There must be enough measurements taken in order to draw a sufficient conclusion.
- Clear and concise recommendations** for future management of the water system, including any immediate actions which need to be taken in order to protect people from exposure to legionella bacteria.

### Section 3: Additional items

- Any **legislation, Approved Codes of Practice** or **guidance documents** referred to in the report must be up-to-date.