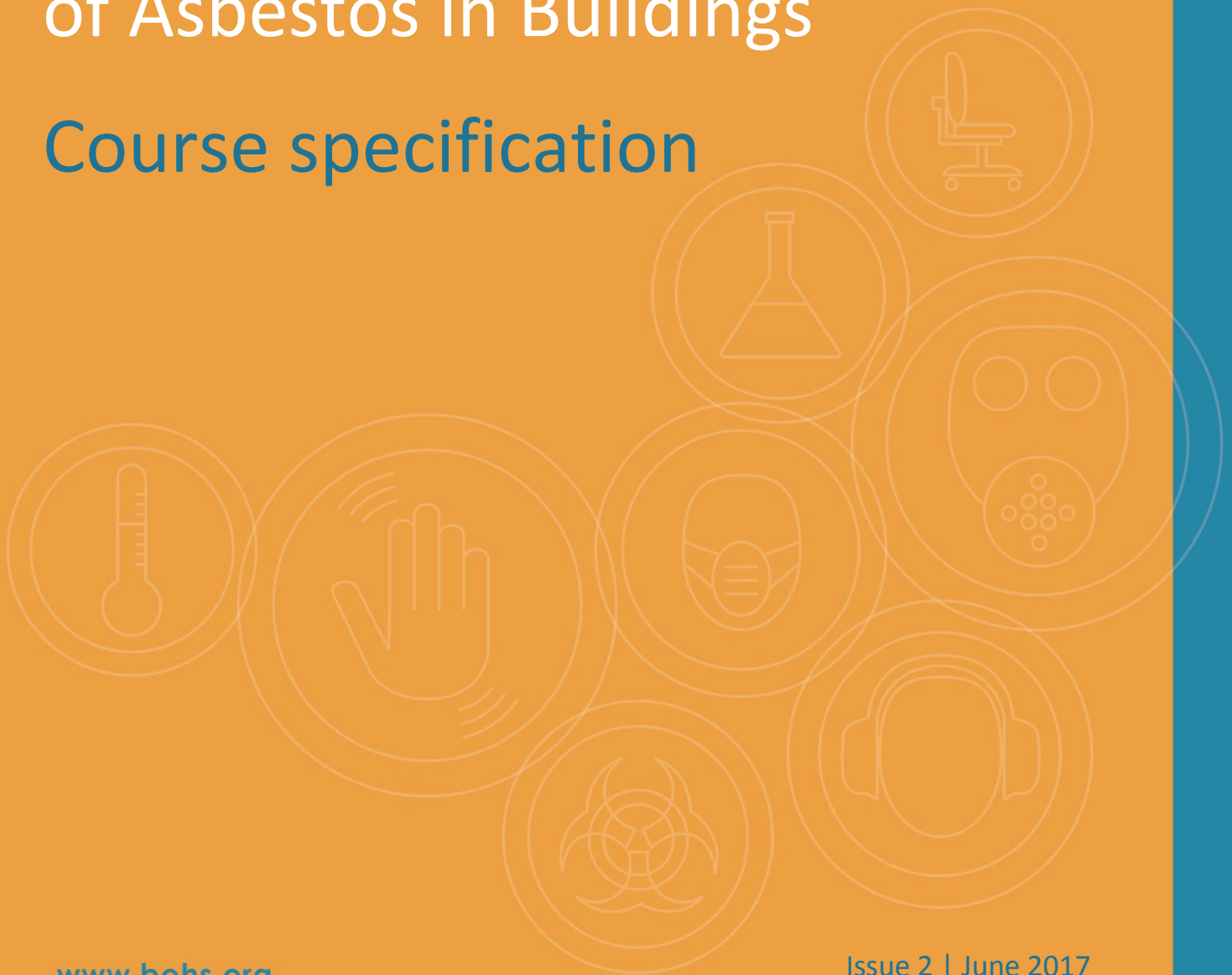


**RP405 Refresher Course**

# Refresher - Management of Asbestos in Buildings

## Course specification



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## Section 1

### About BOHS

#### **BOHS - The Chartered Society for Worker Health Protection**

BOHS is the Chartered Society for Worker Health Protection. Our vision is to create a healthy working environment for everyone by preventing exposure to hazardous substances in the workplace.

Founded in 1953, we have developed over the last 60 years into a highly respected and influential body on workplace health issues, working closely with organisations in the UK and overseas to promote our vision. We are a registered charity, professional society and a member of the International Occupational Hygiene Association, which is recognised as a non-government organisation by the International Labour Organisation (ILO) and the World Health Organization (WHO).

We were awarded a Royal Charter in 2013 in recognition of our pre-eminent role in protecting worker health.

BOHS is a membership organisation, open to anyone who has an interest in workplace health issues, and we have 1,800 members in over 57 countries.

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#### **BOHS courses and qualifications – the quality choice**

We are the leading awarding body in our field. Our UK courses and qualifications are recognised and respected by independent agencies such as the Health and Safety Executive (HSE) and the United Kingdom Accreditation Service (UKAS), and further afield by industry and employers worldwide. Over 60,000 people have taken one of our qualifications through our network of training providers.

Our courses and qualifications are overseen by a team of highly experienced professionals, who are dedicated to developing the competence and career opportunities for the many thousands of people that play a key role in protecting worker health; in diverse fields such as asbestos, legionella and control technologies.

Information about all our courses and qualifications is available on our website:  
[www.bohs.org/qualifications-training/bohs-qualifications/](http://www.bohs.org/qualifications-training/bohs-qualifications/)

## Section 2

### RP405 Refresher at a glance

#### What is the objective?

To revise and update the knowledge of good asbestos management practice in buildings (including auditing of asbestos remediation projects), to a standard which minimises the risk of exposure to airborne asbestos fibres.

#### Who is it for?

Anyone who:

- Manages asbestos in buildings;
- Procures asbestos-related services;
- Is a dutyholder, or provides assistance to them in the discharge of their responsibilities;
- Has a surveying, assessment or analytical background and is looking to progress into asbestos management.

#### What are the entry requirements?

Candidates must hold one of the following qualifications:

- P405 Management of Asbestos in Buildings;
- Certificate of Competence in Asbestos (CoCA);
- Certified Competent Person in Asbestos (CCP).

#### What are the main subject areas?

- Legislative requirements
- Types of asbestos and their health effects
- Management actions and systems
- Remediation methods
- Roles of analyst and four stage clearance

#### How long does it take?

Normally one day.

#### What level is it?

Level 4 in the BOHS qualifications framework.

#### How do candidates pass it?

Candidates must pass a 60 minute written examination within 12 months.

#### Who supports it?

HSE and UKAS.

## Section 3

### Background to the course

BOHS has provided asbestos proficiency qualifications in the UK for over 15 years, working closely with globally recognised bodies such as the HSE to set educational standards and to spread best practice. In that time, over 45,000 candidates have taken a BOHS asbestos examination.

*P405 Managing Asbestos in Buildings* is the industry standard qualification for those whose work involves asbestos management, such as duty holders or building managers. It is recommended that asbestos managers undertake regular refresher training, in order to update their knowledge and make them aware of any changes in legislation.

*RP405 Refresher* is a new course which allows candidates to revise and update their knowledge on good asbestos management practices. They will receive a certificate of course completion by passing a written examination, which covers both the theory and practice of managing asbestos in buildings.

## Section 4

### Key features of the course

#### Objective

The RP405 Refresher is designed to revise and update the knowledge of asbestos management practice in buildings (including auditing of asbestos remediation projects), to a standard which minimises the risk of exposure to airborne asbestos fibres.

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#### Target audience

The course is suitable for building managers and dutyholders, or anyone who provides assistance to them in the discharge of their responsibilities.

It is also suitable for anyone who:

- Manages asbestos in buildings;
  - Procures asbestos-related services;
  - Wishes to progress into asbestos management from asbestos surveying, assessment or analysis.
- 

#### Entry requirements

Candidates must hold one of the following qualifications:

- *P405 Management of Asbestos in Buildings*;
  - *Certificate of Competence in Asbestos (CoCA)*;
  - *Certified Competent Person in Asbestos (CCP)*.
- 

#### Age range

There is no age restriction on candidates taking the course, but there is a minimum age for working in the asbestos industry.

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#### Level

The level of a course or qualification indicates the relative complexity and depth of knowledge and skills required to complete the course or qualification.

This course is set at Level 4 in the BOHS qualifications framework.

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#### Fees

The examination fee for each candidate is published on the BOHS website:

[www.bohs.org/qualifications-training/examination-fees/](http://www.bohs.org/qualifications-training/examination-fees/)

## Section 5

### Delivering the course

#### Teaching and learning time

The RP405 Refresher course normally runs over one day and includes at least six hours of teaching.

The course can be delivered more flexibly, such as an evening or part day course, but should still include six hours of teaching.

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#### Tutors

The course should be taught by tutors who are experienced and qualified asbestos practitioners. As a guide, tutors will typically have:

- At least three years' experience in asbestos management;
  - A recognised asbestos qualification or a professional occupational hygiene qualification.
- 

#### Teaching resources

Training providers must have the following facilities and equipment:

- Photographic examples for education purposes
-

## Section 6

### Syllabus

The course is structured into five sections, each with an indicative time allocation:

Section		Time Allocation
1	Legislative requirements	5%
2	Types of asbestos and their health effects	15%
3	Management of asbestos in buildings	35%
4	Remediation methods	25%
5	Roles of analyst and four stage clearance	20%

### Educational objectives

Candidates understand the principles and requirements for all required asbestos management actions.

*The numbers in brackets refer to the publications listed in 'References and further reading' in Section 7.*

#### 1 Legislative requirements (5%)

- 1.0.1 Revise the requirements for management of asbestos in buildings under the Health and Safety at Work Act (1974); the Control of Asbestos Regulations (2012) and the associated approved Code of Practice (12); the Management of Health and Safety at Work Regulations and the Construction (Design and Management) Regulations 2015.
- 1.0.2 Revise the latest guidance editions for asbestos management in buildings (2), (3), (5), including surveying (8), contractor (6) and analysis guidance (7).

#### 2 Types of asbestos and their health effects (15%)

- 2.0.1 Revise the three types of asbestos which have found significant commercial use (Amosite, Chrysotile and Crocidolite), in relation to sprayed and thermal insulation, insulating boards, coatings, cement products and other reinforced products (e.g. vinyl tiles, roofing felts) commonly used in building construction.
- 2.0.2 Revise the full range of health effects ranging from benign (pleural plaques) to terminal (mesothelioma) in the light of results from epidemiological studies carried out on asbestos workers.



### 3 Management of asbestos in buildings (35%)

- 3.0.1 Using HSE guidance, revise the steps necessary to manage identified asbestos in buildings (e.g. location survey, asbestos register, risk assessment, written plan of control actions).
  - 3.0.2 Using HSE guidance, revise the steps necessary to manage identified asbestos in buildings (e.g. location survey, asbestos register, risk assessment, written plan of control actions).
  - 3.0.3 Revise the application and composition of other asbestos products which are likely to be used or found in plant, machinery or domestic appliances (e.g. textiles, friction materials, seals, gaskets etc.)
  - 3.0.4 Revise the need to record and label asbestos identified as being present in buildings, and the procedures for preventing damage to Asbestos-Containing Materials (ACMs).
  - 3.0.5 Revise the method of generating asbestos registers from basic asbestos survey report data, with suitable action plans and programmed reviewing. Confirm the full understanding of material and priority assessments.
  - 3.0.6 Revise the management systems used, including permits to work and other safety systems (e.g. COSHH, confined space entry, working at heights, etc.)
- 

### 4 Remediation methods (25%)

#### 4.0.1 Preparation

Revise the steps required in project management: preparation and acceptance of job specifications; preparation of plans of work by the contractor, and how this will integrate with other operations on the site. Revise the need for and application of emergency procedures. Revise the working relationships and responsibilities of building managers with supervisory licence holders, removal contractors and analysts.

#### 4.0.2 Enclosures

Review the types and specifications of enclosures, with the various types of airlocks, their purposes and deficiencies. Revise the types of decontamination units and their general requirements.

#### 4.0.3 Remediation measures and removal procedures

Revise methods of encapsulation and sealing, and where these methods would be considered appropriate. Revise the control measures available during removal operations, to ensure that asbestos dust levels are kept as low as is reasonably practicable inside the enclosure. Revise the requirements for removal storage and disposal of waste.

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## 5 **Roles of analyst and four stage clearance (20%)**

### 5.0.1 **Roles of the analyst**

Revise the role of the analyst as a competent person/consultant, covering the various applications of measurement techniques that can be applied to building management and removal/remediation projects.

### 5.0.2 **Four stage clearance procedure and testing of enclosures**

Revise all of the essential requirements of four stage clearance procedure, clearance testing and re-occupation certification for enclosures and decontamination units.

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## Section 7

### References and further reading

- (1) HSG210 (2012), Asbestos Essentials
- (2) HSG227 (2002), A comprehensive guide to managing asbestos in premises, HSE (Appendix 2, paragraphs 5-6, plus table 2)
- (3) HSG227 (2002), A comprehensive guide to managing asbestos in premises, HSE (Appendix 3)
- (4) HSG227 (2002), A comprehensive guide to managing asbestos in premises, HSE (Appendix 4)
- (5) HSG227 (2002), A comprehensive guide to managing asbestos in premises, HSE (pages 48-69, material and priority assessments)
- (6) HSG247 (2006), Asbestos: The licensed contractors' guide, HSE
- (7) HSG248 (2005), Asbestos: The analysts guide for sampling, analysis and clearance procedures, HSE
- (8) HSG264 (2012), Asbestos: The survey guide, HSE
- (9) INDG223 (rev 5) (2012), Managing asbestos in buildings: A brief guide, HSE L143
- (10) INDG411 (rev1) (2015), Need building work done? A short guide for clients on the Construction (Design and Management) Regulations 2015
- (11) ISO/IEC 17025 (2005), General requirements for the competence of testing and calibration laboratories
- (12) L143 (2013), Managing and working with asbestos. Control of Asbestos Regulations 2012, Approved Code of Practice and guidance, HSE
- (13) L153 (2015), Managing health and safety in construction, Construction (Design and Management) Regulations 2015, Approved Code of Practice
- (14) Thomas Telford DETR (1999), Asbestos and man-made mineral fibres in buildings: Practical Guidance

HSE guidance is reviewed and revised periodically. Training providers should check that the publications listed above are the current versions.

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### Useful websites

All the Health and Safety Executive (HSE) publications listed above are available as free downloads from the HSE website: [www.hse.gov.uk/](http://www.hse.gov.uk/)

## Section 8

### Completing the course

Candidates are required to pass one written examination in order to complete the course.

#### Written examination

The written examination usually takes place at the end of the course. It enables candidates to demonstrate that they have retained and kept up-to-date with the breadth and depth of knowledge which necessarily underpins good asbestos management practice.

The examination comprises around 20 questions, to be answered in 60 minutes. The questions are similar in format to those used for the P405 examinations, including both written theory and written practical questions. The questions do not require candidates to write large quantities of text and many can be answered as bullet points. Some questions are based on photographs.

The questions are worth different numbers of marks, up to a maximum of 10 marks per question. The number of marks is clearly shown after each question to help candidates understand the expected length of a full answer to the question. Candidates may be awarded between 0 marks up to the maximum number of 10 marks per question.

Candidates should attempt all questions as no marks are deducted for incorrect answers.

The examination covers sections 1 to 5 of the syllabus content, in proportion to the time allocation given for each section. This gives a mark allocation as follows:

Section		Number of marks (% of syllabus)
1	Legislative requirements	4 (5%)
2	Types of asbestos and their health effects	11 (15%)
3	Management of asbestos in buildings	26 (35%)
4	Remediation methods	19 (25%)
5	Roles of analyst and four stage clearance	15 (20%)

The sections are clearly marked in the examination paper.

The examination is a closed-book examination, which means that candidates are not permitted to have access to any external materials.

## Invigilation

The examination is invigilated by the training provider.

## Marking and results

All examination papers are marked by BOHS. The pass mark is 60%.

Borderline fail results are automatically re-marked by a second marker.

Candidates receive their results in writing from BOHS. The results are reported as pass or fail plus a percentage.

Training providers are sent a list of results for all candidates on a course.

## Feedback

Candidates receive feedback on their examination performance. For example, the feedback for an examination in which a candidate scored 72% would be shown as follows:

Syllabus Area		Result	
1	Legislative requirements	3/4	(75%)
2	Types of asbestos and their health effects	8/11	(72%)
3	Management of asbestos in buildings	13/26	(50%)
4	Remediation methods	15/19	(79%)
5	Roles of analyst and four stage clearance	15/15	(100%)
<b>Total</b>		<b>54/75</b>	<b>72%</b>

Training providers receive feedback on the performance of all candidates.

Written Exam Performance against syllabus		Number of candidates in each scoring band		
		0-59%	60-75%	76-100%
RP405 Written Exam	1: Legislative requirements	1	6	1
RP405 Written Exam	2: Types of asbestos and their health effects	2	5	1
RP405 Written Exam	3: Management of asbestos in buildings	2	6	0
RP405 Written Exam	4: Remediation methods	1	5	2
RP405 Written Exam	5: Roles of analyst and four stage clearance	1	5	2

## Resits

Candidates may re-sit the examination, but must pass within 12 months of the original sitting.

## Certification

Candidates who pass the course will receive a certificate of successful course completion.

## Section 9

### Quality assurance

#### Internal quality assurance

Training providers must operate an internal quality assurance system which evaluates and improves the delivery of the course.

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#### External quality assurance

BOHS undertakes desk-based reviews of documents, including teaching materials, and conducts surveys of candidates. We may also inspect training providers.

This course is not included in the mandatory asbestos training provider inspection scheme.

## Section 10

### Offering the course

#### Approved training providers

Training providers that are approved to offer P405 will be automatically approved to offer the RP405 Refresher.

Other approved training providers should complete and return the 'Application to Offer Additional Qualifications' form to [qualifications@bohs.org](mailto:qualifications@bohs.org). The form is available on the BOHS website.

Training providers must be approved to offer the P405 qualification in order to be approved to offer the RP405 Refresher.

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#### New training providers

Please send an email to [qualifications@bohs.org](mailto:qualifications@bohs.org) expressing your interest in offering the course, and we will advise you about the approvals process. Training providers must be approved to offer the P405 qualification in order to be approved to offer the RP405 Refresher.



## Section 11

### Other courses and qualifications for asbestos practitioners

BOHS offers a wide range of asbestos courses and qualifications for surveyors, analysts, building managers, duty holders and anyone looking to start a career in the asbestos industry.

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#### Proficiency qualifications

##### Analysts:

- [P401 - Identification of Asbestos in Bulk Samples \(PLM\)](#)
- [P403 - Asbestos Fibre Counting \(PCM\)](#)
- [P404 - Air Sampling of Asbestos and MMMF and Requirements for a Certificate of Reoccupation Following Clearance of Asbestos](#)

##### Surveyors:

- [P402 - Surveying and Sampling Strategies for Asbestos in Buildings](#)
- [P402RPT - Report Writing for Asbestos Surveys](#)

##### Duty holders and building managers:

- [P407 - Managing Asbestos in Premises - The Duty Holder Requirements](#)
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#### Advanced qualifications

- [CoCA - Certificate of Competence in Asbestos](#)

The CoCA is for candidates who wish to officially establish their competence in the field of asbestos. Candidates would need to hold qualifications in P401, P402, P403, P404 and P405 to apply.

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Information in this course specification is correct at the time of issue but may be subject to change.

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