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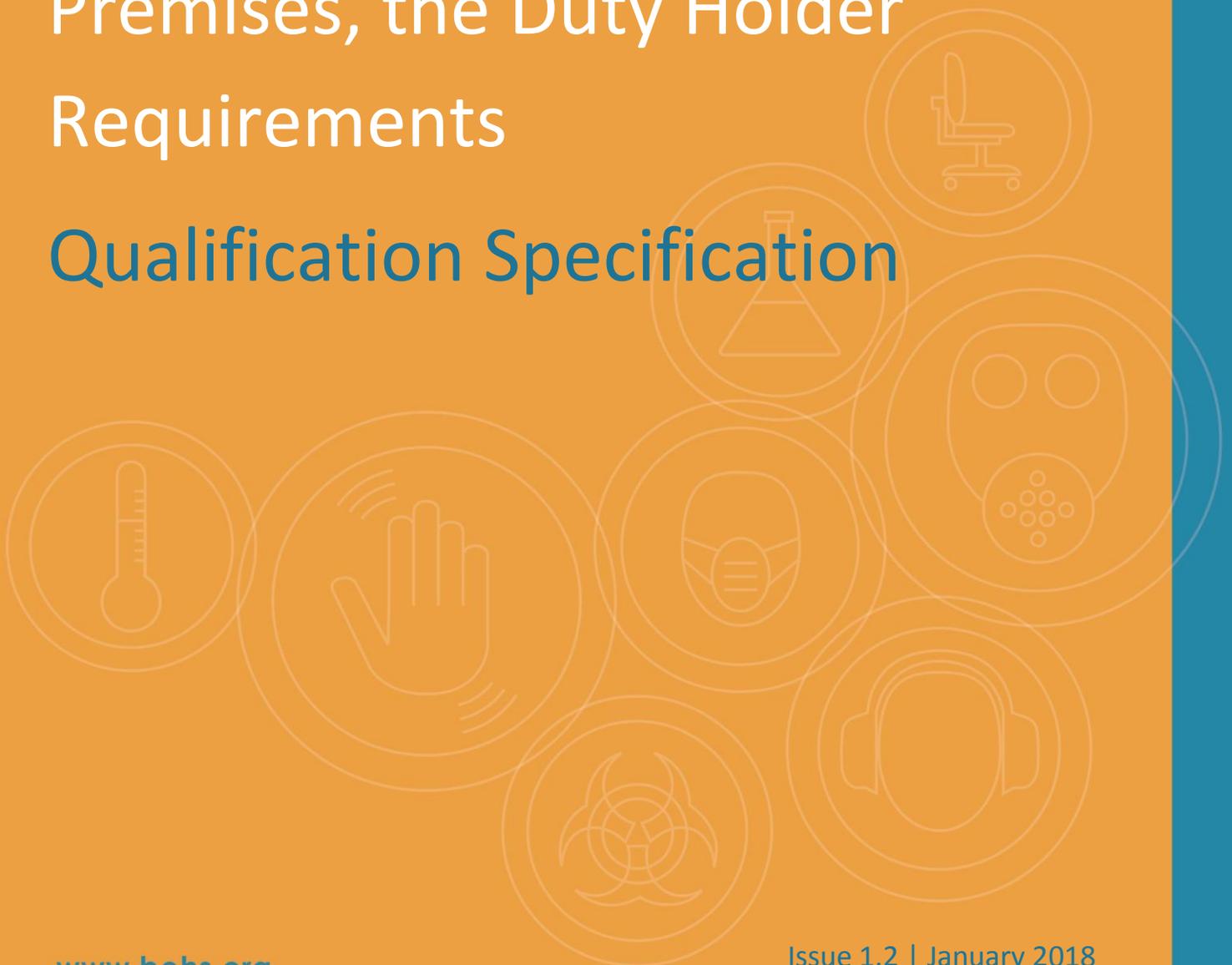
BOHS

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THE STANDARDS

The industry standard for qualifications
and courses in worker health protection

P407 Advanced Proficiency Qualification

Managing Asbestos in Premises, the Duty Holder Requirements Qualification 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 health hazards in the workplace.

Founded in 1953, we have developed over the last 64 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 over 1700 members in 57 countries.

BOHS qualifications – the quality choice

We are the leading awarding body in our field. Our UK 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 50,000 people have taken one of our qualifications through our network of training providers which offer engaging, challenging and practical courses.

Our 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 who play a key role in protecting worker health, in diverse fields such as asbestos, legionella and control technologies.

Information about all our qualifications is available from our website:
www.bohs.org/qualifications-training/bohs-qualifications/

Section 2

P407 at a glance

What is the objective?

To develop an in-depth understanding about how asbestos in domestic and non-domestic premises should be managed, to comply with the requirements of the governing legal framework and specific legal responsibilities.

Who is it for?

- Duty holders.
- People providing duty holder services.
- People who are responsible for:
 - Managing asbestos in buildings.
 - Writing or auditing asbestos management plans.

What are the entry requirements?

Candidates must hold one of the following qualifications:

- P405 Management of Asbestos in Buildings.
- Certificate of Competence (Asbestos).

They should also have current experience in a duty holder role or similar.

What are the main subject areas?

- Legislation relating to the management of asbestos.
- Recording the location of asbestos materials.
- Procedures and methods for preventing damage to asbestos materials.
- Writing, implementing and reviewing the asbestos management plan.
- Controlling works which could disturb asbestos-containing materials.
- Training requirements and the selection of suitable and competent contractors.

How long does it take?

Normally 3 days.

What level is it?

Level 5 in the BOHS qualifications framework.

How do candidates pass it?

Candidates must pass two parts within 12 months:

- Written theory examination.
- Workplace report.

Section 3

Background to the qualification

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

There is a legal requirement under the Control of Asbestos Regulations 2012 for owners and occupiers of premises such as shops, offices and rental properties to manage asbestos in their buildings. Part of this 'duty to manage' involves assessing their premises for the presence of any asbestos-containing materials, recording its location and documenting how they will manage it in an asbestos management plan.

P407 - Managing Asbestos in Premises, the Duty Holder Requirements has been specifically designed to help duty holders understand how to manage asbestos in their premises, and how to compile and review asbestos management plans. It also teaches them how to compile an investigation report for an asbestos-related incident.

The P407 qualification builds on the knowledge gained by candidates in *P405 – Managing Asbestos in Buildings* by going into more technical detail on asbestos management, including how to produce and implement an asbestos management plan, and how to carry out checks on its effectiveness. Additionally, they will learn how to compile an incident report if any asbestos-containing material is disturbed.

Section 4

Key features of the qualification

Objective

The qualification is designed to develop an in-depth understanding about how asbestos in non-domestic and domestic premises must be managed, to a standard which reduces occupational ill health.

Target audience

This qualification is suitable for anyone who is:

- A duty holder.
- A provider of duty holder services (e.g. those responsible for maintaining or repair works of a building premises).
- Responsible for writing or auditing asbestos management plans.

Entry requirements

Before taking the qualification, candidates must hold either *P405 - Management of Asbestos in Buildings*, or Certificate of Competence (Asbestos). They should also be currently working in a role where they are responsible for managing asbestos in a work premises.

Where candidates do not have current experience as a duty holder, or were awarded the P405 qualification more than three years ago, training providers must assess whether the candidate is ready to take the P407 qualification. P407 is set at a high technical level of learning, and would be very difficult for someone who does not manage asbestos as part of their daily role.

It is the responsibility of the training provider to bridge the gaps in the candidate's knowledge before they attend the course, such as by offering a one day P405 refresher course for less experienced candidates. This ensures that all candidates have the same level of knowledge at the beginning.

Candidates will also need a good level of literacy and advanced report writing skills in order to complete a workplace report. Training providers can offer candidates an additional day of tutoring on how to write reports if required.

Age range

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

Level

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

This qualification is set at level 5 in the BOHS qualifications framework, comparable in level to a Higher National Diploma (HND) or Foundation Degree.

Fees

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

www.bohs.org/qualifications-training/examination-fees/

Section 5

Delivering the qualification

Teaching and learning time

The P407 qualification normally runs over three consecutive days and includes around 15 hours of teaching time. The course can be delivered more flexibly, such as on one day per week for three weeks, but should still include 15 hours of teaching.

The teaching hours may be extended for less experienced candidates. There is an option for training providers to add an additional day's training on report writing, although this is not compulsory.

In addition, candidates will be expected to undertake at least 4 hours independent study in their own time.

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' **current** experience in managing asbestos in buildings;
- A recognised asbestos qualification such as:
 - P407 Managing Asbestos in Premises, the Duty Holder Requirements.
 - Certificate of Competence (Asbestos).

This list is not necessarily exhaustive or definitive.

Tutors must also attend a mandatory tutor briefing prior to running P407, to ensure that they understand the report submission requirements and the responsibility they have in supporting candidates, both during the course and afterwards.

Teaching resources

Training providers must have the following facilities and equipment:

- A suitable set of photographs to ensure that candidates understand all requirements of asbestos management and remediation methods.
- A wide range of photographic examples of asbestos utilisation, together with examples of survey results.

Support for teaching and learning

BOHS provides:

- P407 Report Requirements for Candidates.
 - Sample Written Theory examination questions for tutors.
-

Language

The examination is provided in English only.

Section 6

Syllabus

The qualification is structured into four sections, each with an indicative time allocation:

Section		Time allocation
1	Management of asbestos in premises	20%
2	Management and organisation of work activities within asbestos-containing premises	10%
3	The asbestos management plan	50%
4	Controlling work on the fabric of the building services	20%

The numbers in brackets refer to the publications listed in Section 7.

1 Management of asbestos in premises (20%)

Educational objectives

Candidates will understand the role of a duty holder and other responsible people in managing asbestos, and the legislation and good practice they should adhere to. They will also understand how to develop an asbestos management strategy.

1.1 Duties

- 1.1.1 Discuss why asbestos has to be managed including the legal framework which is applicable; the main target groups along with who is the designated duty holder.
- 1.1.2 Consider the definition of a duty holder and others (in addition to staff) who may have duties under the Control of Asbestos Regulations 2012.

1.2 Management strategy

- 1.2.1 Developing an asbestos management strategy.
Identify the purpose of a management strategy, and using HSE (10) identify the seven key steps required for the management of asbestos-containing materials and how these may differ between organisations and the factors which may affect this, including:
 - Current management of asbestos-containing materials.
 - Size, complexity and type of organisation.
 - Types of asbestos-containing materials present.
- 1.2.2 The strategy should consider the differences between the domestic and non-domestic sectors and the requirements when working in the domestic sector.

1.3 *Responsibilities*

- 1.3.1 Identify who should manage asbestos-containing materials within the premises. Identify the key roles and responsibilities, plus the types of resources which will be required including skills, training, authority and any necessary support.
-

2 Management and organisation of work activities within asbestos-containing premises (10%)

Educational objectives

Candidates will be able to identify the main types of asbestos materials, common uses in buildings and the appropriate means of recording the locations of asbestos in buildings. They will be fully aware of the procedures and methods used to prevent future damage to asbestos containing materials, and the significance of initial inspections.

2.1 Use of asbestos, types and characteristics

- 2.1.1 Use the HSE (2) and/or the DETR (3) as a primary source of information on products and their locations in buildings.
- 2.1.2 Discuss the uses and composition of asbestos products likely to be used or found inside buildings.

2.2 Asbestos in premises

- 2.2.1 Confirm what you already know about asbestos-containing materials on your premises.
Identify the methods which can be used to confirm current information, such as:
- Original construction drawings.
 - Previous survey data.
 - Asbestos removal records.
 - Age profiling of buildings and likely uses of asbestos.

2.3 Types of work

- 2.3.1 Identify the different types of work, activities and actions which may disturb asbestos-containing materials. Discuss appropriate methods and various approaches to control these activities and work to prevent or minimise exposure risks.

2.4 Inspections

- 2.4.1 Identify the purpose of an initial inspection, the differences between this and an asbestos survey and also how it may fit into an overall management plan.

3 The asbestos management plan (50%)

Educational objectives

Candidates should be able to identify the main elements that are required for an asbestos management plan, how to implement an asbestos management plan and also the checks required when reviewing its effectiveness.

3.1 *Develop a strategy for compliance*

- 3.1.1 Describe the range of techniques that can be used to plan a comprehensive strategy to ensure that all asbestos risks, whether short or long term are effectively managed.
- 3.1.2 Use of surveys, survey types, survey planning and setting priorities for sequence of surveys.
- 3.1.3 Survey reports, their use and compilation of an asbestos register.
- 3.1.4 Consider the implications of not surveying (i.e. presumptive surveys), restricting surveyed areas and the use of caveats.

3.2 *Priority assessment of asbestos-containing materials*

- 3.2.1 Describe in detail the importance of priority assessments, stressing that it is not simply whether the ACM will release fibres that determines the risk to health. A risk assessment which includes the material assessment along with factors such as, maintenance activities, likelihood of disturbance, human exposure potential and occupant activity, must be carried out to set priorities for management of the ACMs.

3.3 *Management plan development*

- 3.3.1 Develop a long term management plan. The management plan must be clear and unambiguous. It should set out the strategy by which ACMs will be managed, including:
 - The details of how the location and condition of known or presumed ACMs are recorded.
 - The use of priority assessments and priority assessments scoring.
 - Decisions about management options, including the rationale.
 - Priority for actions table: a timetable for action showing short-term and long-term objectives with management actions in addition to asbestos remediation.
 - Monitoring arrangements.
 - Roles and responsibilities of staff.
 - Training arrangements for employees and contractors.
 - A plan of implementation of new procedures, including those for external contractors.
 - The mechanism for passing information about the location and condition of ACMs to those who need it.
 - Procedures for dealing with licensed and non-licensed products.
 - Who will oversee the quality of entries made on the management plan.

- A procedure for review of the plan, including a timetable and quality control.

The strategy should also recognise that the duty to manage requirements cover more than just buildings.

3.4 *Management plan implementation*

3.4.1 Discuss the types of considerations which should be included when making arrangements for the implementation and ongoing maintenance of the management plan, such as:

- Monitoring the action plan to make sure that all remedial work has been adequately carried out.
- Monitoring of ACMs or presumed ACMs left in place and the frequency.
- Updating the asbestos register following repair/removal of ACMs.
- Ongoing communication/training of maintenance workers/contractors.
- Continued awareness amongst all employees regarding management of asbestos and use of any applicable procedures.
- Monitoring of the implementation timetable.
- Lessons learned following incidents and accidents involving ACMs.
- Strategies for dealing with asbestos incidences.
- Independent quality assurance checks on standards of work including removal/repair of ACMs, surveying and analytical works.

3.5 *Management plan review*

3.5.1 Discuss the requirements to thoroughly review the management plan every 12 months as a minimum. This should critically review all the management processes and their effectiveness, as well as the overall progress made against the implementation timetable. For example, you should find out:

- If the plan is referred to in safe systems of work.
- How the plan is communicated to maintenance workers, others working in the vicinity of asbestos, and external contractors.
- If the plan is referred to in specifications for tenders (where appropriate).
- If emergency plans/contingency procedures refer to the management plan.
- If local emergency services are aware of the presence of asbestos in buildings.
- If any changes are required as a result of independent quality checks.

The review should also consider testing the plan to determine if work would be initiated without due consideration of the asbestos register and other requirements contained within, including appropriate provision of information.

4 Controlling work on the fabric of the building or services (20%)

Educational objectives

Candidates should be familiar with processes required for controlling works which could disturb ACMs, along with any appropriate precautions which may be required. A good understanding of the training requirements for compliance with CAR 2012 along with methods for ensuring the selection of suitable and competent organisations and individuals should be demonstrable.

4.1 *Control of building and maintenance work*

4.1.1 Discuss the need to have a system in place to control any maintenance or building work on the fabric of the building or services, and how this may take various forms depending upon the size and complexity of the organisation. For example, the system would identify key roles and responsibilities, how information regarding ACMs is provided, the use of permits and the control of contractors on site.

4.2 *Accessing and working within areas containing ACMs*

4.2.1 Discuss the types of ACMs which may be encountered along with appropriate methods for maintenance staff (including in-house staff and external contractors) to access these areas and work safely.

4.2.2 The use of PPE to protect the individual along with controls to prevent or minimise exposure, prevention of the spread of contamination and also suitable decontamination methods should be included.

4.2.3 Discuss how to ensure the controls used are sufficient.

4.2.4 Discuss the approach used when determining if the works are subject to the requirements to use a licensed asbestos removal contractor, or whether it can be undertaken by normal maintenance staff. This should also consider the additional arrangements and requirements when dealing with notifiable non-licensed work.

4.3 *Training*

4.3.1 With reference to CAR 2012, discuss the various types of training including when and for whom each type would be applicable and the requirements for training needs analysis.

4.3.2 The requirements for the duty holder to ensure authenticity of training provided to contractors and its suitability.

4.4 *Selecting competent organisations*

4.4.1 Discuss suitable approaches to be considered when selecting organisations for undertaking asbestos removal/repair works, asbestos surveys, asbestos testing and air monitoring including four stage clearance testing.

4.4.2 The requirements to ensure competence of the individuals on site along with independence of organisations from each other should also be considered.

Section 7

References and further reading

1.	HSG210 (2012), Asbestos essentials. A task manual for building, maintenance and allied trades of non-licensed asbestos work, HSE
2.	HSG227 (2002), A comprehensive guide to managing asbestos in premises, HSE
3.	HSG247 (2006), Asbestos: The licensed contractors' guide, HSE
4.	HSG248 (2005), Asbestos: The analysts guide for sampling, analysis and clearance procedures, HSE
5.	HSG264 (2012), Asbestos: The survey guide, HSE
6.	INDG223(rev5) (2012), Managing asbestos in buildings: a brief guide, HSE
7.	INDG411(rev1) (2015), Need building work done? A short guide for clients on the Construction (Design and Management) Regulations 2015, HSE
8.	ISO/IEC 17025 (2005), General requirements for the competence of testing and calibration laboratories, ISO
9.	L143 (2013), Managing and working with asbestos: Control of Asbestos Regulations 2012 Approved Code of Practice and guidance, HSE
10.	L153 (2015), Managing health and safety in construction: Construction (Design and Management) Regulations 2015 guidance on regulations, HSE
11.	Telford, Thomas 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.

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/asbestos.

Section 8

Achieving the qualification

Candidates are required to pass two mandatory components to be awarded the qualification: one written theory examination and one workplace report.

The Written Theory examination helps to prepare candidates for writing their report. The workplace report makes up the majority assessment for this qualification, so it is important that candidates fully understand the report submission process. Training providers should offer advice and support to candidates after the training course, and throughout the report submission process.

Written Theory examination

The written theory examination enables candidates to demonstrate that they have attained the breadth and depth of knowledge required to manage asbestos in buildings in line with legal requirements. Candidates will usually sit the written theory examination at the end of the course.

The examination comprises 40 short-answer questions to be answered in two hours. Short-answer questions require candidates to give brief answers, sometimes as bullet points or calculations.

All questions are worth 4 marks and candidates may be awarded between 0 and 4 marks per question. Candidates should attempt all questions as no marks are deducted for incorrect answers.

The pass mark is 50%.

The examination covers all sections of the syllabus in proportion to the time allocation given for each section. This gives a question allocation as follows:

	Section	Number of questions
1	Management of asbestos in premises	8
2	Management and organisation of work activities within asbestos-containing premises	4
3	The asbestos management plan	20
4	Controlling work on the fabric of the building services	8

The sections are clearly marked in the examination paper.

The written theory examination is a closed-book examination which means that candidates are not permitted to have access to any material.

Invigilation

The written theory examination is carried out in controlled conditions, to help ensure that all candidates demonstrate their true level of attainment. BOHS appoints an invigilator to ensure that the examination is conducted properly and fairly.

Marking and results

All examination papers are marked by BOHS. 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. The feedback for a candidate who scored 79% would be shown as follows:

Syllabus area		Result	
1	Management of asbestos in premises	30/32	(94%)
2	Management and organisation of work activities within asbestos-containing premises	8/16	(50%)
3	The asbestos management plan	60/80	(75%)
4	Controlling work on the fabric of the building services	28/32	(88%)
Total		126/160	(79%)

Training providers receive feedback on the performance of all candidates.

Written Exam Performance against syllabus	Number of candidates in each scoring band		
	0-49%	50-75%	76-100%
Written Theory 1. Management of asbestos in premises	0	0	4
Written Theory 2. Management and organisation of work activities within asbestos-containing premises	0	0	4
Written Theory 3. The asbestos management plan	0	1	3
Written Theory 4. Controlling work on the fabric of the building services	0	4	0

Resits

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

Workplace report

After sitting the Written Theory examination, candidates are required to complete and submit a workplace report. The report enables candidates to demonstrate that they can apply the knowledge attained on the course to improve the management of asbestos in their premises.

Candidates can choose to complete and submit one of the following types of report:

- Writing an asbestos management plan for a building premises¹.
- Critical review of an existing asbestos management plan.
- Investigation report for an asbestos-related incident.

The report must correspond with the requirements outlined in *HSG227 (2002), A comprehensive guide to managing asbestos in premises* and *L143 (2013), Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice and guidance*.

Full details of report submission requirements are covered in the **P407 – Report requirements** document, which can be downloaded from www.bohs.org/qualifications-training/bohs-qualifications/asbestos-qualifications. To support the completion of report submissions, training providers must ensure that all candidates on the course have received and understood this document.

The report must cover work which has been undertaken within three months of the date of submission, and must not have previously been submitted for examination purposes. There is no restriction on the minimum or maximum length of the report.

Disclaimer

Candidates are assessed on their ability to critically apply their knowledge to improve the management of asbestos in a building premises. BOHS assesses the candidate's ability to write or review a report, but does not verify the suitability of the report for the specific premises.

How to submit reports

Candidates must submit their report to BOHS **within three months** of the date they sat the P407 Written Theory examination, to ensure that learning has not diminished. The assessment is a highly technical document to write; therefore candidates are encouraged to start the report as soon as possible to ensure they have the maximum time available to complete it.

¹ Only one asbestos management plan per employer can be accepted; therefore a second candidate from the same employer would be required to submit one of the other types of report listed above.

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/asbestos-qualifications> , underneath the P407 header.

Marking, results and re-submissions

Candidates will receive their result in writing from BOHS. The result is given as a pass or fail.

If a report has not passed, Part 2 of the Report Submission Form will be completed by the report marker and returned to the candidate with feedback and further information required for them to re-submit their report. A report will generally be rejected when it contains misleading or inconsistent information, or there is information missing.

For re-submissions, candidates should fill in the column next to the marker's feedback on the Report Submission Form, to outline which sections they have changed in their report and what the changes are. The marker will then review the report to decide if it is now complete. If it is still incomplete, the marker will provide further feedback on the Report Submission Form.

Due to the high knowledge level required for writing these types of reports, it is normal for candidates to correct and re-submit their report at least once before they pass the qualification. If candidates do not understand the feedback given, or require further guidance on report writing, they should contact their training provider in the first instance for advice.

Timescale for completion

The report must be successfully completed (i.e. passed) within 12 months of the Written Theory examination date. Candidates who do not pass within 12 months will be required to provide evidence of steps taken to improve their knowledge and report, such as one-to-one tuition with their training provider. Candidates who do not provide this evidence will be required to re-sit the whole qualification.

Certification

Candidates who successfully pass both assessments receive a certificate which shows they have been awarded the '*Advanced Proficiency Certificate in P407 - Managing Asbestos in Premises, the Duty Holder Requirements*'.

Section 9

Quality assurance

Internal quality assurance

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

External quality assurance

This qualification is included in the mandatory asbestos training provider inspection scheme.

In addition, BOHS undertakes desk-based reviews of documents, including teaching materials, and conducts surveys of candidates.

Section 10

Offering the qualification

Approved training providers

Please complete and return the 'Application to Offer Additional Qualifications' form to qualifications@bohs.org. The form is available on the BOHS website.

Please note: Tutors must also take part in a mandatory tutor briefing prior to running P407. This will be done remotely either by email, telephone or Skype.

New training providers

Please send an email to qualifications@bohs.org expressing your interest in offering the qualification and we will advise you about the approvals process.

Section 11

Other qualifications for asbestos practitioners

For a full list of asbestos courses and qualifications, please go to:

<http://www.bohs.org/qualifications-training/bohs-qualifications/asbestos-qualifications/>

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

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