

RP402 Refresher Course

Refresher - Surveying and Sampling Strategies for Asbestos in Buildings Course Specification

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Contents

	Page
Section 1	About BOHS 2
Section 2	RP402 Refresher at a glance 3
Section 3	Background to the course 4
Section 4	Key features of the course 5
Section 5	Delivering the course 6
Section 6	Teaching plan 7
Section 7	References and further reading 14
Section 8	Completing the course 15
Section 9	Quality assurance 16
Section 10	Offering the course 17
Section 11	Other courses and qualifications for asbestos practitioners 18
Appendix 1	Candidate Record of Course Attendance Form 19

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 over 1,800 members in 57 countries.

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/

Section 2

RP402 Refresher at a glance

What is the objective?

To revise and update the knowledge and practical skills required to safely survey asbestos in buildings.

Who is it for?

Anyone who surveys buildings for asbestos as part of their work, or who manages asbestos surveyors and surveying teams.

What are the entry requirements?

It is recommended that candidates have already completed a relevant asbestos surveying qualification, such as the P402 – Surveying and Sampling Strategies for Asbestos in Buildings.

What are the main subject areas?

- Legislative requirements.
- Survey planning and risk assessment.
- Preparing and conducting surveys.
- Post-survey evaluation.

How long does it take?

Usually one day.

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.

P402 - Surveying and Sampling Strategies for Asbestos in Buildings is the industry standard qualification for asbestos surveyors. In addition to holding the qualification, asbestos surveyors are required to undertake and provide evidence of annual refresher training.

The *RP402 Refresher* complies with the requirements outlined in the Control of Asbestos Regulations (CAR) 2012, which states that workers who undertake non-licensed asbestos work should have annual refresher training. HSE classes asbestos analysts and surveyors as non-licensed workers. The requirement for yearly refresher training is also supported by HSE guidance documents *HSG264 Asbestos: the survey guide* and *HSG248 Asbestos: the analysts' guide for sampling, analysis and clearance procedures*, along with UKAS publication LAB 30.

The *RP402 Refresher* has been specially designed to meet the needs of each individual candidate, by refreshing their learning of topics that they personally find the most challenging. The course will also bring them up-to-date on any changes in asbestos surveying legislation over the last 12 months, and refresh their learning of best asbestos surveying working practice. Candidates who attend the course will receive a BOHS certificate that can be displayed in their workplace as evidence of completing refresher training.

Section 4

Key features of the course

Objective

The RP402 Refresher is designed to revise and update the knowledge required by asbestos surveyors to a standard which is recognised as preventing ill health by minimising the risk of exposure to asbestos in buildings.

Target audience

This course is suitable for anyone who:

- Surveys buildings for asbestos as part of their work.
- Manages asbestos surveyors and surveying teams.

Entry requirements

It is recommended that candidates have completed *P402 – Surveying and Sampling Strategies for Asbestos in Buildings*, or hold a similar asbestos surveying qualification.

It is also expected that candidates will be practising asbestos surveyors, or have recent experience of surveying buildings for asbestos (within the last three years).

Age range

There is no age restriction on candidates taking the qualification. However, there are requirements within the Management of Health at Safety at Work Regulations 1999 (Regulation 19) which specifies that people less than 18 years old should not be employed in work which exposes them to carcinogens.

Fees

The examination fee for each candidate is published on the BOHS website:
www.bohs.org/qualifications-training/examination-fees/

Section 5

Delivering the course

Teaching and learning time

The RP402 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.

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 surveying asbestos in buildings.
- A recognised asbestos qualification or a professional occupational hygiene qualification certification such as:
 - BOHS Certificate of Competence (Asbestos).
 - BOHS Diploma of Professional Competence.

This list is not necessarily exhaustive or definitive.

Teaching resources

Training providers must have the following facilities and equipment:

- Suitable personal protective equipment (PPE) and respiratory protective equipment (RPE) examples for taking samples of asbestos materials.
- All relevant tools and equipment for sample taking.
- Suitable dummy samples.
- Photographic examples for education purposes.

Preparing for the course

Before running a training course, it is recommended that training providers send out a needs analysis questionnaire to candidates, in order for candidates to consider what they'd like to get out of the refresher training day before attending. The tutor can then use the results of the questionnaire to help prepare appropriate teaching materials and exercises.

Section 6

Teaching plan

A recommended teaching programme is outlined below. Tutors have the flexibility to re-structure the order of the teaching plan, and to add in any additional group tasks to suit the needs on the refresher training day.

Teaching programme
1. Needs analysis
2. Legislative requirements
2.1 Guidance documents
3. Survey planning and risk assessment
3.1 Compiling survey plans
3.2 Undertaking risk assessments
4. Preparing and conducting surveys
4.1 Survey preparation
4.2 Conducting surveys
5. Post-survey evaluation
5.1 Compiling survey reports
5.2 Communicating with clients
6. Optional topics
6.1 Health effects of asbestos
6.2 Uses of asbestos in buildings
7. Conclusion/assessment

1. Needs analysis

After a general introduction from the tutor, candidates should be asked to introduce themselves and outline their work area with asbestos. They should be encouraged to outline any expansion of their learning that they feel they require to be better equipped to do their work. They should also address the following:

- What they want to get out of the refresher training day.
- How long they've been working in the asbestos industry and in which role(s).
- Theoretical and practical subject areas that they find challenging.

2. Legislative requirements

Educational objectives

Candidates should have a clear understanding of the legal requirements relating to safe management of asbestos in buildings, and the role that asbestos surveys play in these requirements.

This section should focus on:

- New legislation, or changes in legislation over the last 12 months that could affect asbestos surveying practice.
- A brief summary of the key principles of surveying in accordance with best practice:
 - Why surveys are required
 - What should be in place before carrying out a survey
 - Support roles required for some surveys (e.g. electrician, plumber, licensed asbestos removal contractor etc.)

2.1 Guidance documents

An outline of each of the guidance documents listed below should be presented, and used in turn to develop a dialogue with the candidates. This will reveal the candidates' overall level of knowledge of each guidance document, and more detailed teaching provided where candidates demonstrate less working knowledge of a particular document.

Construction Design and Management (CDM) Regulations 2015

Control of Asbestos Regulations (CAR) 2012

HSG227 – A comprehensive guide to managing asbestos in premises

HSG247 – Asbestos: The licensed contractor's guide

HSG248 – Asbestos: The analysts' guide for sampling, analysis and clearance procedures

HSG264 – Asbestos: The Survey Guide

HSG53 – Respiratory protective equipment at work: a practical guide

INDG223 – Managing asbestos in buildings: a brief guide

L143 – Managing and working with asbestos

Management of Health and Safety at Work (MHSW) Regulations 1999

Classroom discussion task

- Recent examples of HSE prosecutions of asbestos surveying companies should be presented to candidates, with a discussion of what went wrong and which working practices should have been followed. Candidates can also take this opportunity to ask questions about any situations they have been in where they have been unsure of where they stood with regards to the law (e.g. not being provided with enough PPE).

3. Survey planning and risk assessment

Educational objectives

Candidates should revise how to thoroughly plan for a survey. They should also revise risk assessment and risk management strategies, and their role in reducing health risks.

This section should focus on:

3.1 Compiling survey plans

- How to plan, organise and conduct management, refurbishment and full access demolition surveys, including the need to involve the client in this process.
- The requirements for the initial walk-through survey, and the need to produce a survey plan.
- The need for a detailed scope of planned works for any refurbishment survey to ensure the survey will be appropriate and fit for use.

3.2 Undertaking risk assessments

- The various safety precautions required during survey work, including a suitable and sufficient risk assessment, PPE/RPE requirements and the use of decontamination equipment. This should include the use of specialised access equipment (e.g. scissor lifts cherry pickers) as well as use of ladders etc.
- The potential hazards that could be encountered on site, together with appropriate control measures, which must include permit to works schemes and the problems of access to remote areas.
- The different assessments required for buildings/premises still in use, and how these assessments help determine control actions.

Classroom discussion task

- A series of site examples should be presented to candidates, who are asked to identify the potential risks/hazards present, and the control options that could be used. As a class, candidates should then compile a survey plan and list the risks and recommended solutions.

4. Preparing and conducting surveys

Educational objectives

Candidates should revise the principles and requirements of the different types of asbestos survey. They should also revise the approved methods for bulk asbestos sampling, along with the situations where those methods should be used and where segregation may be required. Additionally, the suitable PPE/RPE to be used and the methods for personal decontamination should also be revised.

This section should include:

4.1 Survey preparation

- The evaluation of access needs before conducting the survey: working at heights, access to electrical facilities, access through panels and ceilings.
- The construction of enclosures for survey purposes, and using and installing decontamination units. Selection of PPE/RPE.
- The requirement for areas to be vacated when carrying out refurbishment or demolition surveys, including segregating areas to achieve this (if necessary) and the precautions required if the area is to be reoccupied afterwards.

Classroom discussion task

- Different examples of RPE are introduced to the candidates, who should then demonstrate how they would check and wear them. Candidates should also demonstrate the step-by-step decontamination procedures to follow post-bulk sampling, and also to discuss where a full decontamination procedure might be required.

4.2 Conducting surveys

- Sampling strategies for all types of asbestos-containing materials (e.g. spray coatings, pipe insulation, insulating board, ceiling tiles, cement materials).
- The techniques used and precautions required when collecting bulk samples.
- The parameters need to be assessed and recorded during the survey (e.g. location, product type, accessibility, condition, surface treatment).
- The importance of field notes, drawings/sketches and photographs while carrying out all surveys.

5. Post-survey evaluation

Educational objectives

Candidates should revise the requirements for compiling appropriate survey reports, and how to present the findings of a survey to clients.

This section should focus on:

5.1 Compiling survey reports

- The types and sources of information required, and the uses to which this information is put in possible control actions.
- The purpose and strategies for material and priority assessments of asbestos-containing materials (ACMs) in buildings and the compilation of asbestos registers.
- The ongoing management actions necessary to minimise exposure to identified asbestos in buildings (e.g. maintain register, monitor condition, label, restrict access, inform, train, define and use safe systems of work, operate a permit to work).

Classroom discussion task

- Candidates are asked to give examples of common errors made in the asbestos surveying/risk assessment process. Report examples may be used to discuss if the information is clear and appropriate.

5.2 Communicating with clients

- The presentation of survey results. The format of the report should aim to be client-orientated in a form that is clear, unambiguous and can be readily used.
- Survey caveats that the client needs to be aware of. These should be site specific (not generic) and must be agreed to by the client. The effect of imposing restrictions on the survey by either the surveyor or the client should be discussed.
- The provision of advice to clients on how best to proceed post-survey.

6. Optional topics

Educational objectives

Candidates should be able to describe the uses of asbestos in buildings and the public health risk these might pose to individuals if disturbed.

The following topics are optional on the RP402 refresher course. The tutor can use their own discretion on whether to include these topics within the refresher training day, or if the candidates have requested coverage of these topics within their needs analysis session.

These topics can be included at any point within the day to suit the teaching programme.

6.1 Health effects of asbestos

- The full range of health effects ranging from the benign (pleural plaques) to the terminal (mesothelioma) in the light of results from epidemiological studies carried out on asbestos workers.

Classroom discussion task

- Recent case studies involving different asbestos-related illnesses in the workplace are presented to candidates, who discuss how these ill health scenarios could have been prevented.

6.2 Uses of asbestos in buildings

- The three main 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.
- How buildings were constructed before the year 2000 and why asbestos was used in certain places.

Classroom discussion task

- A series of photographic case studies are presented to candidates showing unusual occurrences of asbestos products. Candidates are asked to identify the different asbestos types, and also to discuss their experiences of unusual asbestos that they have encountered.
- **Optional additional task:** Different building type scenarios are presented to candidates, discussing how they have been constructed in order to help them to understand surveying requirements.

7. Conclusion/assessment

The tutor can assess the candidate's learning by:

- Doing a summative group discussion to re-cap on the topics covered throughout the day.
- One-to-one discussions with candidates to establish how much they've learnt and if there's any areas they would like more guidance on.
- A short quiz to establish how much the group has learnt, followed by a discussion of any areas the group finds more challenging.

Section 7

References and further reading

1	HSG227 (2002), <i>A comprehensive guide to managing asbestos in premises</i> , HSE
2	HSG247 (2006), <i>Asbestos: The licensed contractors' guide</i> , HSE
3	HSG248 (2005), <i>Asbestos: The analyst's guide for sampling, analysis and clearance procedures</i> , HSE
4	HSG264 (2012), <i>Asbestos: The survey guide</i> , HSE
5	HSG53 (2013), <i>Respiratory protective equipment at work: A practical guide</i> , HSE
6	INDG223(rev5) (2012), <i>Managing asbestos in buildings: A brief guide</i> , HSE
7	L143 (2013), <i>Managing and working with asbestos. Control of Asbestos Regulations 2012. Approved Code of Practice and guidance</i> , HSE

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/

Section 8

Completing the course

Assessment

The course tutor will set an informal assessment at the end of the refresher training day, to test the learning of the candidates and to cover any additional areas that require further teaching. Examples of the assessment type include:

- A summative group discussion to re-cap on the topics covered throughout the day.
- One-to-one discussions with candidates to establish how much they've learnt and if there's any areas they would like more guidance on.
- A short quiz to establish how much the group has learnt, followed by a discussion of any areas the group finds more challenging.

Confirmation of course attendance

All candidates will need to complete a Record of Course Attendance Form (see Appendix 1) to confirm that they have attended the refresher training day. The course tutor will also need to sign this form to confirm the candidate's attendance and completion of a suitable assessment.

Training providers should return all attendance forms to BOHS within five working days of the course date.

Certification

Candidates will receive a BOHS attendance certificate for *RP402 – Surveying and Sampling Strategies for Asbestos in Buildings*.

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.

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 P402 will be automatically approved to offer the RP402 Refresher.

All other approved training providers should complete and return the 'Application to Offer Additional Qualifications' form to qualifications@bohs.org. The form is available on the BOHS website.

Training providers must be approved to offer the P402 qualification in order to be approved to offer the RP402 Refresher.

New training providers

Please send an email to 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 P402 qualification in order to be approved to offer the RP402 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.

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](#)
- [P408 – Identification and Quantification of Asbestos in Soils using PLM and PCM](#)

Surveyors:

- [P402RPT - Report Writing for Asbestos Surveys](#)

Duty holders and building managers:

- [P405 - Management of Asbestos in Buildings](#)
- [P407 - Managing Asbestos in Premises - The Duty Holder Requirements](#)

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.

Appendix 1 – Candidate Record of Course Attendance Form

To be completed by all candidates. Please read the Data Protection Notice on the reverse of this form, then provide the following information in **BLOCK CAPITALS** using ink and insert only one character in each box. You should then sign the declaration. All fields on this form are mandatory and must be completed in order to process your examination.

PERSONAL DETAILS	
Last name(s) *	
First name *	
Title (please tick)	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/>

* The name you give on this form will appear on your course attendance certificate.

ADDRESS FOR CORRESPONDENCE	
Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Country	

OTHER INFORMATION	
Daytime Telephone No.	
Date of Birth	/ / (DD / MM / YYYY)
Email address	
Module Code (e.g. RP402)	
Course date	/ / (DD / MM / YYYY)
Have you taken a BOHS course before?	Yes <input type="checkbox"/> No <input type="checkbox"/>

We collect this data in order to send you your course attendance certificate, and to ensure that your qualification record is up-to-date. We may also contact you by email from time to time about related training courses and qualifications. If you would also like to be contacted by email about other relevant BOHS services, including events, conferences and membership offers, please tick this box.

Please read and sign the declaration on the back of this document.

Declaration

The information that I have given is correct and complete. I have read the Data Protection Notice below and agree that BOHS may use and share my personal information for the reasons stated. I understand that I can withdraw consent at any time and unsubscribe from BOHS' mailing lists.

Signed:

Print name:

Tutor signature:

Tutor name:

Data protection notice

About BOHS

BOHS is a professional society and an awarding body for occupational hygiene qualifications.

Using your personal information

We need to obtain and hold personal information about you so that we can:

- Maintain a unique record of all your BOHS qualification and examination achievements.
- Produce and post out your course attendance certificate.
- Carry out surveys and statistical analysis relating to training and qualifications.

The right to withdraw consent

You have the right to withdraw consent and to unsubscribe from mailing lists at any time, by contacting the Qualifications Team on 01332 298101 or by emailing qualifications@bohs.org. This does not include your qualification result, as BOHS is legally obliged to retain this data.

Further information

For further information about how we use your personal information, how we maintain the security of your personal information and how to access the personal information we hold on you, please contact a Qualifications Officer on 01332 298101 or email qualifications@bohs.org.

This data protection statement is available to read at any time, as part of our Privacy Policy. This can be downloaded from the BOHS website: www.bohs.org. BOHS' data subject access policy is also available on the BOHS website.

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

BOHS

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