

## Submission of Reports – Requirements for Candidates

### Proficiency Module

## P903 – LEGIONELLA—Management and Control of Evaporative Cooling and other High Risk Industrial Systems

### 1 General Report Requirements

- 1.1 Candidates are required to demonstrate that they have carried out, possibly under supervision, one field assessment of a water system under their direct or indirect control. (The required contents of this report are outlined below) This report must show the examiner that the candidate is competent to do the work. A copy of this report must be submitted to BOHS within twelve months of the date of the written examination being taken.
- 1.2 The report will be examined for qualification purposes. When the Society has completed its assessments of the report it 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 report 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 your report, 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 your report.
- 1.4 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. The report must be written by each individual candidate and the analytical data should be as measured by the candidate.
- 1.5 Where candidates have not submitted a report within twelve months of passing the written examination, the period shall be deemed to have lapsed and candidates will be required to re-sit the whole examination. Exceptions to this twelve 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 twelve 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.
- 1.6 Within two weeks of receipt, BOHS will issue an acknowledgment that it has received the report, which will include an estimate of the time it anticipates it will take to process it.
- 1.7 BOHS cannot accept any liability for non-receipt, so recommends that reports are sent by Recorded/Special Delivery or a courier service.
- 1.8 A Certificate of Authorship must be completed for the report submitted to BOHS at the same time as the report itself.
- 1.9 If a candidate's report is not acceptable to BOHS, an explanation will be sent to the candidate with a set timescale in which to clarify the points raised, i.e. amend and re-submit report, provide new report, etc. Reports may only be re-submitted twice, after this time a new report must be submitted with an additional fee of £35.
- 1.1 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 a report 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 of certificates through the general appeals procedure.

## 2 Report Contents

- 2.1 There is no restriction on the maximum length of the 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
  - 2.2.2 A unique number by which the report can be identified, numbered pages, the authors signature and date of the survey.
  - 2.2.3 Introduction or background including a description of the age and nature of the water system, including its purpose. *[For the purposes of this report the system under consideration should potentially have a significant risk of Legionella development if mismanaged and the report should consider this properly. A simple domestic system would not be regarded as sufficient. Thus the system must involve other equipment other than that found in the normal domestic situation such as; Cooling towers, industrial component or unit washing including power jet cleaners, ultrasonic cleaners, Industrial spray humidifiers and misting systems [antistatic control], Air Handling Units (AHU's) and humidifier systems, Deluge and sprinkler systems and other fire suppression systems Emergency showers, Wet scrubbers used for treatment of Fume, Dust, Paint, Gas etc., Machine & Lathe cooling systems, Water softeners, and other such systems wherever a respirable water base aerosol can be created]*
  - 2.2.4 Description of work, process etc. methodology including risk assessments and safety procedures where appropriate
  - 2.2.5 Evaluation of the system identifying risks of Legionella and defining adequacy or not of control measures
  - 2.2.6 Sketch/diagram of the system
  - 2.2.7 Reference tables and graphs etc as appropriate
- 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 A report will also be rejected and returned to the author for correction and resubmission where it contains 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.