

P903 Report submission form

Information for candidates

Please complete Part 1 – Certificate of Authorship and send the whole form to BOHS along with your field assessment report. Please save all report documentation in **one file**, and submit by using one of the options below:

- **Option 1:** For files **less than 10MB** in size, email directly to qualifications@bohs.org
- **Option 2:** For files **more than 10MB** in size, request a Dropbox link by emailing qualifications@bohs.org
- **Option 3:** For printed documents, post to Reports Section, BOHS, Melbourne Business Court, Millennium Way, Derby DE24 8LZ

Data protection notice:

We collect your personal data in order to confirm your candidate identity, so that we can process and mark your assignment. The data on this form will only be shared with BOHS assignment markers and will not be shared with any external or third parties, unless we are legally required to do so.

This form and your assignment are both stored on a secure computer server located at the BOHS offices in the UK. We will keep your assignment until you pass your qualification, or the timeframe for completing your qualification has elapsed; after this point, your assignment will be securely destroyed. This form is stored indefinitely as part of your qualification record, as we are legally required to do so.

Marking your report:

- Your report will be marked against the items listed in Part 2.
- The marker will decide if your report has passed or failed, and provide feedback.
- If any sections are incomplete, you must amend your report, provide a response in Part 3 which tells the marker what you have changed, and re-submit your report.
- The marker will then review your changes and decide if the assessment is now complete. You will receive further feedback if any sections are still incomplete.

Tel: +44(0)1332 298101

Email: qualifications@bohs.org

Web: www.bohs.org

Part 1 – Certificate of Authorship declaration

I confirm that the field assessment was carried out by me, and that the enclosed report is all my own work. I have obtained all the relevant permissions to use it for the purpose of completing my P903 qualification.

Name of candidate:		Date of Birth:	
Contact phone number:		Email address:	

Your risk assessment report

Contractor/organisation name:	
Report title and survey number:	
Address/location of assessed premises:	
Review date:	

Your training provider

Name of training provider:	
Name of tutor:	

Part 2 – Results and feedback

The sections below contain the report marker's feedback about information that is missing from the report. The marking criteria in this form directly relates to the Checklist of Report Requirements in the P903 Report Requirements document.

Overall feedback

Your report has been marked as: ☐ Pass
☐ Fail (please see reasons below)

Please correct and re-submit your report for the following reason(s):

- | | |
|--------------------------|--|
| <input type="checkbox"/> | The report does not contain sufficient information to be classed as a satisfactory field assessment of an industrial water system (i.e. field notes on their own, or an operating site manual with introductory notes would not be accepted as a full report). |
| <input type="checkbox"/> | The report is a computer-generated generic report that requires the author to put information in about the system being evaluated. This information has not been put into the report, and needs to be provided. |
| <input type="checkbox"/> | The report appears to have been carried out under supervision, but there is no supporting documentation. Please clarify in a covering letter, and if relevant supply a signed statement from the supervisor. |
| <input type="checkbox"/> | The report appears to have been written by another person/as part of a team. There is no statement provided to explain how the candidate's work was completed independently. |
| <input type="checkbox"/> | No measurements have been taken, or sampling results/observations recorded. |
| <input type="checkbox"/> | The recommendations are unclear, or inconsistent/conflicting advice has been given. |
| <input type="checkbox"/> | Measurement data is quoted, but has not been properly discussed or evaluated. |
| <input type="checkbox"/> | The information in the report indicates that remedial action should to be taken, but no recommendations have been made in the report. |
| <input type="checkbox"/> | The report indicates that a dangerous condition exists, but there are no immediate actions recommended to protect people from exposure. |
| <input type="checkbox"/> | Conclusions have been drawn from an insufficient number of measurements. |
| <input type="checkbox"/> | The legislation, Approved Codes of Practice or guidance documents referred to in this report are out of date. |

Additional comments (if required):

Section 1: Report structure

Boxes will be ticked next to any sections that are **incomplete**. Please include/amend these sections when you re-submit your report. You will need to list the changes you have made in Part 3 of this form before re-submitting.

<input type="checkbox"/>	Title page, including a full title for the report.
<input type="checkbox"/>	A unique number by which the report can be identified.
<input type="checkbox"/>	Numbered pages.
<input type="checkbox"/>	The author's signature and date of the survey.
<input type="checkbox"/>	Plans, sketches, reference tables and graphs (where applicable).

Additional comments (if required):

Section 2: Report contents

Boxes will be ticked next to any sections that are **incomplete**. Please include/amend these sections when you re-submit your report. You will need to list the changes you have made in Part 3 of this form before re-submitting.

<input type="checkbox"/>	<p>Introduction or background section, including:</p> <ul style="list-style-type: none"> • The age and nature of the water system. • Plans/sketches of the assessed water system. • The purpose of the water system. • The reason for undertaking the legionella risk assessment.
<input type="checkbox"/>	<p>Description of work and processes.</p> <p>Methodology of the work undertaken (including the risk assessment process and measurement data used.)</p>
<input type="checkbox"/>	A full evaluation of the water system, which should:

	<ul style="list-style-type: none"> 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.
<input type="checkbox"/>	Clear and concise recommendations for future management of the water system, including any immediate actions which should be taken in order to protect people from exposure to legionella bacteria.
Additional comments (if required):	
Part 3 - Candidate's response	
Candidates should use this section to directly respond to the marker's feedback, if they need to re-submit their report. Please make a note in the left-hand column which section(s) of the report have been changed, and in the right-hand column what the changes are.	
Section(s) for re-submission (e.g. Title page incomplete)	Your response (e.g. Title page added to report)