

BOHS

British Occupational
Hygiene Society

The Chartered
Society for Worker
Health Protection

P903 Proficiency Qualification

**Legionella - Management and
Control of Evaporative Cooling
and Other High Risk Industrial
Systems**

Report Submission Guidance

Overview

In order to complete the P903 qualification, candidates must demonstrate that they have successfully carried out one field assessment of an appropriate water system. Candidates must submit a report which shows the examiner that they have the required knowledge to assess and control the legionella risks in evaporative cooling systems and industrial water systems.

Before starting the field assessment, candidate must have attended the P903 training course and passed the written examination. This is so that the candidate can apply their learning from the course to the assessment.

Authorship requirements

The submitted report must be the candidate's own work, although the study can be carried out under supervision. Where work is carried out under supervision, the supervisor must sign a statement confirming that the candidate has written their report independently, and the candidate must make the exact circumstances clear either in the report itself or in a covering letter.

Studies and reports carried out by a team will only be acceptable if the candidate alone can claim ownership of the submitted report. Candidates can only submit reports for the same premises and water system in exceptional circumstances, and permission must be formally requested from BOHS in writing. If BOHS approves this request, the candidates must then make the exact circumstances clear, either in the report itself or in a covering letter. The report must be written by each individual candidate, and the analytical data measured and sampled by that candidate alone. If BOHS rejects this request, the candidates will be required to carry out another field assessment.

Failure to comply with the above authorship requirements will result in reports being automatically rejected.

Criteria for the assessed water system

A risk assessment of a simple domestic water system is not sufficient for this module. The assessed water system must involve equipment other than that found in the normal domestic water system, such as:

- Cooling towers
- Industrial component or unit washing, including power jet cleaners
- Ultrasonic cleaners
- Industrial spray humidifiers and misting systems (anti-static 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 and lathe cooling systems
- Water softeners (and other such systems where a respirable water-based aerosol can be created)

The assessed water system should have a potential risk of legionella growth if mismanaged, and the report should fully consider the implications of what would happen if there was a Legionellosis outbreak.

Report contents

The report should be as detailed as possible, covering how the water system was inspected, results of measurements/samples taken, and recommended actions following the assessment. A report that only consists of typed-up field notes (e.g. a field log or sampling list) would not be accepted, as it would not go into sufficient detail about how the water system was evaluated or how the study was carried out.

The report should be properly structured, and include the following sections:

- A title page (including a report title) and page numbering throughout the report.
- A unique number by which the report can be identified.
- The author's signature and date of the survey/study.
- Introduction or background to the work, including a description of the age and nature of the water system and its purpose.
- Description of work, process and methodology, including risk assessments and safety procedures (where appropriate).
- Evaluation of the system: identifying potential legionella risks, and outlining whether the control measures are adequate or inadequate.
- A sketch/diagram of the system.
- Reference tables and graphs (where appropriate).

If it is not customary for the candidate's organisation to produce reports with the above sections, then these sections must be included on either a supplementary sheet or in an accompanying letter. For confidentiality purposes, reports may be edited to blank out the name of the company or organisation commissioning the report.

Where the report has been 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 above has been included in the report.

The length of the report should be a minimum of four typed A4 pages. There is no restriction on the maximum length of the report. Where reference is made in the report to legislation, approved codes of practice or other guidance, this must be current and not refer to any out-of- date documentation.

When writing the report, candidates should check their work against the Checklist of Report Requirements for Candidates on pages 7-8. This directly relates to the criteria that the report marker will mark against.

How to submit the report

Candidates must submit their report to BOHS within 12 months of the date they sat the P903 Written Theory examination.

Candidates are required to complete Part 1 of the Report Submission Form, which can be downloaded from the BOHS website at: www.bohs.org/qualifications-training/bohs-qualifications/legionella-qualifications, underneath the P903 header. This is to certify that the report is the candidate's own work, and written by the candidate alone. Any reports submitted without a Report Submission Form will be automatically rejected.

For the purposes of confidentiality, reports may be edited to delete the name of the commissioning individual or client. However, both the report document and Report Submission Form must include the separate report number and the address of the premises where the assessment was carried out.

All documents relating to a report must be saved and submitted as one document, for ease of submission and marking. If your report is split into separate files, it will not be accepted for marking. The files should be saved with acceptable file names, with the candidate's name, report title and submission date, as shown below:

- Bob Smith P903 Field Assessment Report – Midlands Cooling Tower

Candidates can submit their reports through one of the following options:

- **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, 5/6 Melbourne Business Court, Millennium Way, Derby DE24 8LZ**

BOHS cannot accept liability for non-receipt of posted reports, so we recommend that posted reports are sent by recorded/special delivery or via a courier service.

We recommend that candidates keep an additional copy of their report submission, in case they wish to refer to it in the future. We may also request an additional copy to be submitted in the event of an unforeseen circumstance, such as loss or damage through a technical or external issue, or if a resubmission is required.

Marking and results

BOHS will contact the candidate within two weeks of the report submission date, to confirm receipt of the report and an anticipated time estimate for marking. After it has been processed, candidates will receive their result either in writing or by email from BOHS. The result is given as a pass or fail.

If a report has passed, candidates will receive a results letter and certificate in the post for the P903 qualification. Once a report has passed and the qualification completed, any documents associated with the report will be securely destroyed.

If a report has not passed, feedback will be sent to the candidate with further information required (such as amend and re-submit report, provide new report etc.), and a timescale in which to clarify the missing information. A report will generally be rejected when it contains misleading or inconsistent information, or there is information missing (e.g. results of measurements etc.)

It is the responsibility of the candidate to hold a copy of their report, in case amendments and re-submissions are required following marking.

Amending and re-submitting a report

For re-submissions, candidates should fill in Part 3 of the Report Submission Form, to outline which sections they have changed and the amendments made. The marker will then review the report to confirm if it is now complete. If it is still incomplete, the marker will provide further feedback in Part 2 of the Report Submission Form.

Reports may only be re-submitted twice; after this time, a new report must be submitted with an additional fee of £35.

Misleading documentation and plagiarism

BOHS has the right to refuse to accept reports where misleading documentation or plagiarism has been submitted. This includes the use of unacknowledged text or prepared material from the Internet and other sources. Where there is evidence that a candidate has fraudulently submitted a report or documentation, BOHS may bar any further submissions from that candidate.

If there is evidence of plagiarism or the submission of misleading documents is found after the award of a Proficiency certificate, BOHS retains the right to withdraw the qualification.

Candidates may appeal in writing against report rejections or certificate withdrawal through the general appeals procedure.

Time extensions

Where candidates have not submitted a report within 12 months of taking the Written Theory examination, they will be required to re-sit the whole course. However, time extensions will be considered in exceptional circumstances, such as:

- Serious illness.
- Severe disability.
- Involuntary unemployment.

Candidates should submit a request in writing in order to be considered for a time extension, outlining the reasons they require more time. In the cases of illness or disability, a brief description of the illness/disability and an estimate of the expected duration (if known) should

be included. In the case of involuntary unemployment, an indication of the expected duration of the unemployment should be included. All requests will be treated in the strictest confidence.

Data protection notice

BOHS will ensure that all documentation received is kept private and confidential, and is not shared with anyone outside of BOHS employment. Report documentation will be stored safely until either a candidate has passed the qualification, or a candidate has run out of time. At this point, documents will be shredded and securely disposed of.

Checklist of Report Requirements

Your report will be marked against the criteria below. It is recommended that you use this document as a checklist when writing your report, to ensure that you have considered all relevant areas before submission.

Overall report

- The report submitted must be a sufficiently completed field assessment of a non-industrial water system. (e.g. field notes on their own, or an operating site manual with introductory notes would not be accepted as a full report).
- For computer-generated generic reports, additional information must be included about the premises being surveyed.
- For supervised field assessments, two additional documents should be submitted:
 - A signed statement from the supervisor, confirming that the report is the candidates' own work.
 - A covering letter or statement from the candidate, outlining the circumstances in which the report was carried out.

Section 1: Report structure

Your report should include:

- A title page, including a title for the report.
- A unique number by which the report can be identified.
- Numbered pages throughout the report.
- The author's signature and date of the survey.
- Reference tables and graphs (where applicable).

Section 2: Report contents

Your report should include:

- An introduction/background section, which describes:
 - The age and nature of the water system (it should not be an industrial or evaporative system).
 - Plans/sketches of the assessed water system.
 - The purpose of the water system.
 - The reason for undertaking the legionella risk assessment.
- Methodology of the work undertaken, including the risk assessment process and measurement data used.
- A full evaluation of the water system, which should:
 - 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.
- Clear and concise recommendations for future management of the water system, including any immediate actions which need to be taken in order to protect people from exposure to legionella bacteria.

Section 3: Additional items

- Any legislation, Approved Codes of Practice or guidance documents referred to in the report must be up-to-date.