

## P904 Report submission form

### Information for candidates

Please complete Part 1 – Certificate of Authorship and send the whole form to BOHS along with your risk 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](mailto:qualifications@bohs.org)
- **Option 2:** For files **more than 10MB** in size, request a Dropbox link by emailing [qualifications@bohs.org](mailto: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 risk assessment report:

- Your report will be marked against the items listed in Part 2.
- The marker will decide if your risk assessment is complete or incomplete for each item, and give you 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.

<b>Part 1 – Certificate of Authorship</b>			
I confirm that the risk 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 P904 qualification.			
Name of candidate:		Date of Birth:	
Contact phone number:		Email address:	
<b>Your risk assessment report</b>			
Contractor/organisation name:			
Report title:			
Address/location of assessed premises:			
Review date:			
<b>Your training provider</b>			
Name of training provider:			
Name of tutor:			

## Part 2 – Results and feedback

The sections below contain the report marker’s feedback about information that’s missing from the report. The marking criteria in this form directly relates to the Checklist of Report Requirements in the P904 Report Requirements document.

### Overall feedback

Your report has been marked as: Please select...

### If your report is marked ‘incomplete’, please correct and re-submit for the following reasons:

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | The report does not contain sufficient information to be classed as a 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). |
| <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.  |
| <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"/> | Conclusions have been drawn from an insufficient number of measurements.   |
| <input type="checkbox"/> | No measurements have been taken, or sampling results/observations recorded.  |
| <input type="checkbox"/> | The evaluation section is incomplete.  |
| <input type="checkbox"/> | The recommendations are unclear, inconsistent or conflicting advice has been given.  |
| <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.  |

Additional comments (if required):

<b>Section 1: Report structure</b>	
For sections marked 'incomplete', please include/amend these when you re-submit your report.	
Please choose an option...	Title page, including a full title for the report.
Please choose an option...	A unique number by which the report can be identified.
Please choose an option...	Numbered pages.
Please choose an option...	The author's signature and date of the survey.
Please choose an option...	Inclusion of reference tables and graphs (where applicable).
Additional comments (if required):	
<b>Section 2: Report contents</b>	
For sections marked 'incomplete', please include/amend these when you re-submit your report.	
Please choose an option...	Introduction or background section, including: <ul style="list-style-type: none"> <li>• The age and nature of the water system (it should not be an industrial or evaporative water system).</li> <li>• Plans/sketches of the assessed water system.</li> <li>• The purpose of the water system.</li> <li>• The reason for undertaking the legionella risk assessment.</li> </ul>
Please choose an option...	Methodology of the work undertaken (including the risk assessment process and measurement data used.)
Please choose an option...	Checking of client documents and biological monitoring records for: <ul style="list-style-type: none"> <li>• Results that reveal any legionella risk.</li> <li>• Whether legionella is present in the water, and if it is likely to become airborne.</li> <li>• Lack of prescribed testing, missing records etc. (This includes checking that action has been taken for any unacceptably high biological sampling dip slide results.)</li> </ul>
Please choose an option...	Precautionary methods used by the candidate for their own health and safety risk assessment and the site inspection. This includes: <ul style="list-style-type: none"> <li>• Site walkabout before inspection.</li> </ul>

	<ul style="list-style-type: none"> <li>• Checking of site records.</li> <li>• Consideration of people that are inexperienced with controlling legionella risk.</li> </ul>
Please choose an option...	<p>A full evaluation of the water system, which should:</p> <ul style="list-style-type: none"> <li>• Identify any Legionella risks present.</li> <li>• Determine whether the control measures in place are adequate or not.</li> <li>• 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.</li> </ul>
Please choose an option...	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.
<b>Additional comments (if required):</b>	
<b>Section 3: Additional items</b>	
Please choose an option...	Any legislation, Approved Codes of Practice or guidance documents referred to are up-to-date.
Please choose an option...	For supervised/team water system assessments, a written statement from the candidate is provided to confirm that they have completed the report on their own.
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)