



The Chartered  
Society for Worker  
Health Protection

P402 Proficiency Qualification:

# **Surveying and Sampling Strategies for Asbestos in Buildings**

Qualification Specification

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## 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 65 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 1800 members in 57 countries.

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#### 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 50,000 people have taken one of our qualifications through our network of training providers which offer engaging, challenging and practical courses.

Our 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 who 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 from our website:

[www.bohs.org/qualifications-training/bohs-qualifications/](http://www.bohs.org/qualifications-training/bohs-qualifications/)

## Section 2

### P402 at a glance

#### What is the objective?

To provide candidates with the background knowledge and practical skills in surveying buildings for asbestos, the assessment of asbestos-containing materials, and to provide general guidance on management procedures necessary to minimise exposure to any identified asbestos.

#### Who is it for?

This qualification is suitable for:

- Asbestos surveyors, or managers of surveyors and surveying teams.
- Asbestos re-inspectors, or anyone that undertakes asbestos re-inspections.
- Those who require a detailed understanding of asbestos surveying principles (e.g. asbestos report writers, architects, building surveyors etc.)

#### What are the entry requirements?

Candidates are expected to have:

- A basic awareness of the contents of *HSG264 Asbestos: The Survey Guide*
- A minimum of six months' practical field work experience in carrying out asbestos surveys, involving identification, sampling and assessment of asbestos-containing materials.

#### What are the main subject areas?

- Legislative requirements.
- Asbestos in buildings.
- Risk assessments and management of asbestos.
- Bulk sampling and personal decontamination.
- Practical work.

#### How long does it take?

Normally 3 days.

#### What level is it?

Level 4 in the BOHS qualifications framework.

#### Who supports it?

UKAS and HSE.

### How do candidates pass it?

Candidates must pass three parts within 12 months:

- Formative practical assessment.
- Written Theory examination.
- Written Practical examination.

## Section 3

### Background to the qualification

BOHS has provided asbestos Proficiency qualifications in the UK for over 15 years, working closely with globally recognised bodies such as the Health and Safety Executive to set educational standards and to spread best practice. In that time, over 45,000 candidates have taken a BOHS asbestos examination.

Asbestos is still a big problem in the UK and is present in most buildings constructed before the year 2000. If asbestos is disturbed by refurbishment, demolition or remediation projects, it breaks down into small fibres, which can be inhaled deep into the lungs and cause life-threatening illnesses such as lung cancer and mesothelioma. According to the HSE, around 4,000 people die from an asbestos-related disease in the UK each year.

Asbestos surveyors play an important role in ensuring that building premises are safe for normal occupational use. In accordance with CAR2012 Regulation 4, they can play a key role in identifying and recording where asbestos is present and likely to be disturbed in a premises, and then starting the assessment of that material to determine how hazardous it is. They also play a key role during refurbishment and demolition works to identify the asbestos within the scope of the proposed works, in order for it to be removed safely.

The *P402 - Surveying and Sampling Strategies for Asbestos in Buildings* qualification gives surveyors the requisite background knowledge and practical skills to identify and safely survey buildings for asbestos.

The requirement to be formally trained in asbestos surveying work is outlined in *HSG264: The Survey Guide*, which states that in order to be competent or UKAS-accredited, a surveyor must have sufficient training, qualifications, knowledge, experience and ability to carry out surveying duties. P402 is also quoted in HSG264 as being the most commonly held qualification in the field of asbestos surveying.

## Section 4

### Key features of the qualification

#### Objective

The qualification is designed to improve the knowledge and skills required by asbestos surveyors up to a standard which is recognised as preventing ill health, by minimising the risk of exposure to airborne asbestos fibres.

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#### Target audience

The qualification is suitable for anyone who is:

- Required to survey buildings for asbestos as part of their work.
  - Considering a career in asbestos surveying.
  - Responsible for managing surveyors and surveying teams.
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#### Entry requirements

Before taking the qualification, candidates should have a basic knowledge of asbestos surveying principles, as outlined in *HSG264: The Survey Guide*. A minimum of six months' experience of asbestos surveying under the supervision of a competent surveyor carrying out identification, sampling, and assessment of asbestos-containing materials is also recommended, to help the candidate to understand the different types of building constructions and uses of building materials. Candidates also need basic literacy and numeracy skills.

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#### 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.

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#### Level

This qualification is set at level 4 in the BOHS qualifications framework, equivalent to NVQ Level 4.

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#### Fees

The examination fee for each candidate is published on the BOHS website:

[www.bohs.org/qualifications-training/examination-fees/](http://www.bohs.org/qualifications-training/examination-fees/)

## Section 5

### Delivering the qualification

#### Teaching and learning time

The P402 course normally runs over three consecutive days and includes:

- 12 hours of teaching and learning time.
- 4 hours of independent study (in the candidate's own time).

The course can be delivered more flexibly, such as on one day per week for three weeks, but should still include 12 hours of teaching.

#### Tutors

The course should be taught by tutors who are experienced and qualified/certified asbestos practitioners or occupational hygienists. As a guide, tutors will typically have:

- At least three years' experience in surveying for asbestos in buildings;
- A recognised asbestos qualification or a professional occupational hygiene qualification/certification such as:
  - BOHS Certificate of Competence (Asbestos).
  - BOHS Certificate of Operational Competence.
  - 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 PPE and RPE for taking samples of asbestos materials.
- All relevant tools and equipment for sample taking.
- Suitable dummy samples.
- Photographic examples for education purposes.

#### Support for teaching and learning

BOHS provides sample examination questions for tutors.

#### Language

The examinations are provided in English only.



## Section 6

### Syllabus

The qualification is structured into five sections, each with an indicative time allocation:

Section		Time allocation
1	Introduction and legislative requirements	5%
2	Asbestos in buildings	25%
3	Risk assessments and management of asbestos	15%
4	Bulk sampling and personal decontamination	20%
5	Practical work	35%

#### 1. Introduction and legislative requirements (5%)

##### Educational objectives

Candidates should have a clear understanding of the requirements relating to safe management of asbestos in buildings and the role that asbestos surveys play in these requirements. They should also be able to communicate appropriately with both colleagues and clients.

- 1.0.1 Introduce the requirements for management of asbestos in buildings under the Management of Health and Safety at Work Regulations 1999, the Control of Asbestos Regulations 2012 and the Construction (Design and Management) Regulations 2015.
- 1.0.2 Communication and reporting: explain the requirements to communicate clearly with colleagues and clients and report findings in a formal manner.

#### 2. Asbestos in buildings (25%)

##### Educational objectives

Candidates should be able to describe the uses of asbestos in buildings and the public health risk these might pose. Candidates must understand the different types of asbestos surveys, including their principles and requirements.

##### 2.1 Types and uses of asbestos in buildings

- 2.1.1 Use of reference documents (7) (11) (12) as a primary source of information on products and their locations in buildings.
- 2.1.2 Explain the physical and chemical properties of asbestos which have determined the use to which it has been put by industry.

- 2.1.3 Discuss the three 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.
- 2.1.4 Describe 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. Review influential publications. Cover dose-response relationships, the effects of smoking whilst working with asbestos and the risks to health from low-level exposure.
- 2.1.5 Discuss the uses and composition of other asbestos products likely to be used or found inside buildings on plant, machinery or domestic appliances (e.g. textiles, friction materials, seals, gaskets etc).
- 2.1.6 Describe the use and occurrence of the other types of asbestos particularly as possible contaminants in other minerals and products.

## **2.2 Surveys of asbestos-containing materials in buildings**

- 2.2.1 Discuss the different types of survey that can be carried out, and which type of survey is appropriate for different situations.
- 2.2.2 Discuss how to plan, organise and conduct surveys. The importance of the survey plan, what information should be collected and included within the plan and the requirement to involve the client in this process.
- 2.2.3 Discuss what parameters need to be assessed and recorded during the survey. i.e. location, product type, accessibility, condition, surface treatment, materials which could be confused as containing as asbestos.
- 2.2.4 Discuss typical errors and how to present results and record location of asbestos containing materials, including the use of caveats and the requirement for these to be site-specific and not generic.
- 2.2.5 Discuss the level of access required for each type of survey and the potential for a phased approach for demolition/refurbishment surveys.
- 2.2.6 Discuss the quality control measures which the client will be expected to implement following receipt of survey reports.
- 2.2.7 Discuss the various safety precautions required during survey work including an initial risk assessment and PPE requirements.
- 2.2.8 Discuss the detailed reporting requirements for asbestos surveys.

### 3. Risk assessments and management of asbestos (15%)

#### Educational objectives

Candidates should understand the risk assessment and risk management strategies and their role in reducing health risks.

#### **3.1 Risk assessment of asbestos-containing materials in buildings**

- 3.1.1 Examine the purpose and strategies for risk assessment of asbestos-containing materials in buildings and the compilation of asbestos registers. Outline the types and sources of information required and discuss the uses to which this information is put.
- 3.1.2 Describe the different assessments that are required and how these help determine control actions. Outline possible control actions. Describe common errors in the survey and risk assessment process.

#### **3.2 Management of asbestos-containing materials in buildings**

- 3.2.1 Discuss the steps necessary to manage identified asbestos in buildings i.e. location survey, asbestos register, risk assessment, written plan of control actions.
- 3.2.2 Outline the ongoing management actions necessary to minimise exposure to identified asbestos in buildings, i.e. maintain register, monitor condition, label, restrict access, inform, train, define and use safe systems of work, operate a permit to work system.

### 4. Bulk Sampling and personal decontamination (20%)

#### Educational objectives

Candidates should have a detailed knowledge of the approved methods for sampling of bulk asbestos along with the situations where those methods should be used and where segregation may be required. In addition, candidates must have a good understanding of suitable PPE/RPE to be used and the methods for personal decontamination.

- 4.0.1 Outline the numerous reasons for bulk sampling ranging from the collection of one small sample for identification purposes through to a complete survey of a building in order to compile an asbestos register.
- 4.0.2 Discuss the quality and quantity of information required to enable valid conclusions to be reached and relevant recommendations to be made.
- 4.0.3 Discuss sampling strategies for all types of asbestos-containing materials i.e. spray coatings, pipe insulation, insulating board, ceiling tiles, cement materials.
- 4.0.4 Describe fully the techniques used and precautions required when collecting bulk samples.

- 4.0.5 Discuss face fit testing, the selection and use of PPE and RPE, its place in the control hierarchy and likely protection it affords.
  - 4.0.6 Discuss transit and decontamination procedures that may need to be followed and medical records that may need to be kept together with other risk assessments that may be necessary.
- 

## **5. Practical work (35%)**

Practical work must be carried out to provide candidates with all practical knowledge as outlined below:

### **5.1 Surveying knowledge (30%)**

- 5.1.1 Identifying the presence of asbestos and its types in different locations.
- 5.1.2 Understanding of buildings and structures.

### **5.2 Surveying and sampling techniques (30%)**

- 5.2.1 Level of intrusion required for the different types of survey.
- 5.2.2 Situations where segregation would be necessary plus the appropriate methods to achieve this.
- 5.2.3 Sampling protocol and strategies.
- 5.2.4 Procedures for taking samples from a range of products and locations.

### **5.3 Safety requirements for surveying (15%)**

- 5.3.1 Personal protection and safety including requirements of risk assessments.
- 5.3.2 The range of appropriate PPE and RPE and techniques for decontamination.

### **5.4 Post-survey evaluation (25%)**

- 5.4.1 Calculation of material assessments.
- 5.4.2 Calculation of priority assessments.
- 5.4.3 Advice to building managers and occupiers.
- 5.4.4 Reporting requirements.

## Section 7

### References and further reading

1	HSG227 (2002), <i>A comprehensive guide to managing asbestos in premises</i> (pages 48- 69), HSE
2	HSG227 (2002), <i>A comprehensive guide to managing asbestos in premises</i> (Appendix 2 paragraphs 5-6 plus table 2), HSE
3	HSG227 (2002), <i>A comprehensive guide to managing asbestos in premises</i> (Appendix 3), HSE
4	HSG227 (2002), <i>A comprehensive guide to managing asbestos in premises</i> (Appendix 4), HSE
5	HSG247 (2006), <i>Asbestos: The licensed contractors' guide</i> , HSE
6	HSG248 (2005), <i>Asbestos: The analyst's guide for sampling, analysis and clearance procedures</i> , HSE
7	HSG264 (2012), <i>Asbestos: The survey guide</i> , HSE
8	HSG53 (2013), <i>Respiratory protective equipment at work: A practical guide</i> , HSE
9	INDG223(rev5) (2012), <i>Managing asbestos in buildings: A brief guide</i> , HSE
10	L143 (2013), <i>Managing and working with asbestos. Control of Asbestos Regulations 2012. Approved Code of Practice and guidance</i> , HSE
11	Sanderson, Bill (2007), <i>Asbestos for Surveyors 2<sup>nd</sup> edition</i> , EG Books
12	Telford, Thomas DETR (1999), <i>Asbestos and man-made mineral fibres in buildings: Practical Guidance</i>

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/asbestos](http://www.hse.gov.uk/asbestos).

## Section 8

### Achieving the qualification

Candidates are required to pass three mandatory components to be awarded the qualification: one assessment and two written examinations.

#### Assessment:

- Formative practical assessment.

#### Examinations:

- Written Theory examination.
- Written Practical examination.

### Formative practical assessment

Taking bulk samples of asbestos-containing materials in a safe manner is an essential part of carrying out an asbestos building survey. The formative practical assessment is designed to enable candidates to demonstrate that they have attained the relevant knowledge and skills in the following areas:

- Knowledge of health and safety issues involved in surveying and bulk sampling of asbestos-containing materials.
- Skills in taking samples of different types of asbestos-containing materials commonly used in buildings.

The formative practical assessment requires candidates to complete a number of practical tasks in line with BOHS guidelines. All candidates must undertake the tasks at an appropriate time during the course under the supervision of the course tutor. The tutor may be assisted by other appropriately qualified and experienced people if necessary.

The assessment is open-book and candidates are permitted to access written reference materials and written procedures during the tasks but not electronic databases.

The course tutor is permitted to support candidates who are experiencing difficulties in carrying out one or more of the tasks, for example by providing verbal feedback or by demonstrating correct techniques. However, to complete the assessment, candidates must demonstrate a satisfactory level of proficiency in all tasks independently and without support.

### The practical tasks

Candidates must demonstrate their capability to take samples from two different types of material using safe working methods. The materials used for the assessment must not actually contain asbestos but should possess the physical properties and general appearance of ACMs. One type of material must be pipe insulation and training providers are permitted to select the second type of material from the BOHS approved list (see Appendix 2).

Candidates must complete two tasks, each of which has two parts as follows:

#### Task 1 - Sampling pipe insulation

Candidates are required to complete two parts:

Part 1 Take a sample of pipe insulation demonstrating safe working methods:

- Use of injection with surfactant.
- Use of core sampler.
- Use of wet wipes.
- Making core hole safe after sampling.
- Retrieval of sample from corer.
- Cleaning and decontamination of corer.
- Safe disposal of wet wipes.
- Use of polythene floor covering.

Part 2 Understand safety issues related to the sampling of pipe insulation:

- Selection and use of PPE and RPE appropriate for bulk sampling.
- Safe removal and decontamination.

## Task 2 - Sampling other material

Candidates are required to complete two parts:

Part 1 Take a sample from one of the following materials demonstrating safe working methods:

Insulating board/ceiling tiles:

- Selection of suitable sampling point.
- Use of water/surfactant sprays, sampling with sharp knife or chisel, sealing of exposed surface, cleaning up debris, use of polythene floor covering.

Floor tiles:

- Selection of suitable sampling point.
- Sampling with a sharp knife.
- Sealing of exposed surface.
- Cleaning up debris.

Asbestos cement:

- Selection of suitable sampling point.
- Use of water/surfactant sprays.
- Sampling with pliers or screwdriver blade.
- Sealing of exposed surface.
- Use of polythene floor covering.
- Cleaning up debris.

Part 2 Understand safety issues related to the material:

- Selection and use of PPE and RPE appropriate for bulk sampling.
- Safe removal and decontamination.



The practical use of all tools used to take the sample should be included in the assessment. Since the materials being sampled do not contain asbestos, candidates are not required to wear respiratory protection (RPE), but they must still be able to select RPE that is appropriate for the sampling task and discuss its use.

#### Marking and reporting

The course tutor who assesses the candidates must complete a Formative Practical Assessment Report Form for each candidate (see Appendix 1). The report must clearly show whether each candidate has achieved a satisfactory or unsatisfactory level of proficiency for each assessment element and should include other comments about the candidate's performance, such as weaknesses that were corrected and key points to take into surveying practice.

Candidates are required to achieve a satisfactory level of proficiency for each element to complete the assessment. A copy of the relevant report should be given to the candidate.

#### Results

The results for each candidate must be sent to BOHS within five working days of the end of the course.

#### Re-sits

The formative practical assessment is not time-constrained, and it is expected that candidates who meet the entry requirements for the qualification will pass the assessment during the course. However, candidates are permitted to re-sit the assessment at a later date if required.

#### Quality assurance

The assessment is a mandatory part of the assessment and examination process for P402 and is subject to BOHS external quality assurance arrangements, to ensure compliance with requirements and to promote consistency and continuing improvement.

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### Written examinations

The two written examinations usually take place at the end of the course.

#### Written Theory examination

The Written Theory examination enables candidates to demonstrate that they have attained the breadth and depth of knowledge which necessarily underpins good asbestos surveying practice.

The examination comprises 40 short-answer questions to be answered in 1 Hour 40 Minutes. Short-answer questions require candidates to give brief answers, sometimes as bullet points or calculations. All questions are worth 4 marks and candidates may be awarded between 0 and 4 marks per question. Candidates should attempt all questions as no marks are deducted for incorrect answers. The pass mark is 50%.

The examination covers sections 1 to 4 of the content of the qualification in proportion to the time allocation given for each section. This gives a question allocation as follows:

Section		Number of questions
1	Introduction and legislative requirements	3
2	Asbestos in buildings	16
3	Risk assessments and management of asbestos	9
4	Bulk sampling and personal decontamination	12

The sections are clearly marked in the examination paper.

The Written Theory examination is a closed-book examination which means that candidates are not permitted to have access to any material.

#### Written Practical examination

The Written Practical examination enables candidates to show that they understand how to apply their asbestos surveying knowledge to real life situations.

The examination comprises around 30 questions, to be answered in 2 Hours 20 Minutes. Many of the questions are based on photographs and can be answered as bullet points. The questions do not require candidates to write large quantities of text. Candidates should attempt all questions as no marks are deducted for incorrect answers.

The questions are worth different numbers of marks, up to a maximum of 10 marks. The number of marks is clearly shown after each question to help candidates understand the expected length of a full answer to the question. Candidates may be awarded between 0 marks up to the maximum number of marks per question.

The pass mark is 60%.

The examination covers section 5 of the qualification in proportion to the percentages shown in the sub-sections. This gives a mark allocation as follows:

Section 5		% of marks
5.1	Surveying knowledge	30%
5.2	Surveying and sampling techniques	30%
5.3	Safety requirements for surveying	15%
5.4	Post-survey evaluation	25%

The sub-sections (5.1, 5.2, 5.3 and 5.4) are clearly marked in the examination paper. The Written Practical examination is an open-book examination which means that candidates are permitted to have access to relevant reference material but not electronic devices.

#### Invigilation

The written examinations are carried out in controlled conditions, to help ensure that all candidates demonstrate their true level of attainment. BOHS appoints an invigilator to ensure that the examination is conducted properly and fairly.

#### Marking and results

All examination papers are marked by BOHS. Borderline fail results are automatically re-marked by a second marker.

Candidates receive their results in writing from BOHS. The results are reported as pass or fail plus a percentage. Training providers are sent a list of results for all candidates on a course.

#### Feedback

Candidates receive feedback on their examination performance for both examinations. For example, the feedback for a Written Theory examination in which a candidate scored 66% would be shown as follows:

Syllabus area		Result	
1	Introduction and legislative requirements	7/12	(58%)
2	Asbestos in buildings	49/64	(77%)
3	Risk assessments and management of asbestos	23/36	(64%)
4	Bulk sampling and personal decontamination	26/48	(54%)
Total		105/160	(66%)

Training providers receive feedback on the performance of all candidates.

Written exam performance against syllabus		Number of candidates in each scoring band		
		0-49%	50-75%	76-100%
100: Written Theory	1: Introduction and legislative requirements	1	6	1
100: Written Theory	2: Asbestos in buildings	2	5	1
100: Written Theory	3: Risk assessments and management of asbestos	2	6	0
100: Written Theory	4: Bulk sampling and personal decontamination	1	5	2
		0-59%	60-75%	76-100%
101: Written Practical	5.1: Surveying knowledge	2	5	1
101: Written Practical	5.2: Surveying and sampling techniques	1	7	0
101: Written Practical	5.3: Safety requirements for surveying	3	3	2
101: Written Practical	5.4: Post-survey evaluation	1	7	0

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Web: [www.bohs.org](http://www.bohs.org)

### Resits

Candidates may re-sit one or both of the examinations, but both examinations must be passed within 12 months of the original sitting.

### Certification

Candidates who successfully pass all three elements within 12 months will be awarded a Proficiency Certificate in *P402 – 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 qualification.

The system should include an internal verification process which ensures that the formative practical assessments are conducted in line with requirements and that fair and consistent decisions are made about the attainment of candidates.

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#### External quality assurance

BOHS undertakes desk-based reviews of documents, including teaching materials and formative practical assessment records, and conducts surveys of candidates. We also may inspect training providers.

This qualification is included in the mandatory asbestos training provider inspection scheme.

## Section 10

### Offering the qualification

#### Approved training providers

Please complete and return the 'Application to offer additional qualifications' form to [qualifications@bohs.org](mailto:qualifications@bohs.org). The form is available on the BOHS website.

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#### New training providers

Please send an email to [qualifications@bohs.org](mailto:qualifications@bohs.org) expressing your interest in offering the qualification and we will advise you about the approvals process.

## Section 11

### Other qualifications for asbestos practitioners

Candidates who achieve this qualification may wish to take one of the following qualifications:

#### P402RPT Report Writing for Asbestos Surveys

##### Objective

The completion of clear and comprehensive asbestos survey reports for clients is an important part of an asbestos surveyor's work. This module recognises that asbestos surveyors have the necessary knowledge and skills to write reports.

##### Target audience

Asbestos surveyors.

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#### P405 Management of Asbestos in Buildings

##### Objective

Where asbestos services are procured for removal, surveying or analytical, the client needs to have an understanding of the work and processes that are required.

##### Target audience

This qualification is suitable for:

- Duty holders, building managers and those providing assistance to them in the discharge of their responsibilities.
- Those involved with the management of asbestos within buildings.
- Those involved with the procurement of asbestos-related services.

## Appendix 1 - Formative Practical Assessment Report Form

Training provider			
Course start date		Course end date	
Location of course			
Name of candidate		Date of Birth	
Date of assessment			
Assessment element		Tutor comment on Level of proficiency Tutor must enter 'Satisfactory' or 'Unsatisfactory' for each element, with additional comments if necessary relating to the candidate's ability and expertise in that element.	
1	Pipe insulation		
1a	Practical sampling		
1b	Safety issues		
2	Other material	Please state type of material:	
2a	Practical sampling		
2b	Safety issues		

I certify that the above candidate has been assessed in accordance with BOHS requirements and has achieved the level of proficiency for each element as shown.

Name of tutor		Signature of tutor	
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## Appendix 2 – Formative practical assessment elements

### Task 1: Practical sampling

Tutors should refer to the following checklists to help decide if candidates have demonstrated the required level of proficiency when taking samples from different materials. The checklists are provided for guidance only, and are not an exhaustive list:

Sampling pipe insulation
Secure area and signage
Catch sheet underneath
Sample bags (inner, outer) prepared and labelled
Secure surface around sampling point (duct tape)
Wet down with spray and/or injection
Shadow vacuum
Corer prepared with wipe inside and around corer
Take core sample full depth of insulation – i.e. down to pipe
Sample pushed into bag with internal wipe
Bag sealed and double wrapped
Sample hole filled and labelled
Photograph
Corer cleaned off
Sheet wiped over
All cleaning wipes into waste bag
Sampling frequency on pipes (verbal)
Sampling frequency with bends (verbal)

Sampling ceiling tiles
Sample bag prepared and labelled
Outer sample bag prepared and labelled
Wet down with spray
Pliers wiped down
How deal with serrated pliers (verbal)
Sample into bag
Bag sealed and double wrapped
Sample area sealed over
Sample area labelled
Photograph
Area wiped over
All cleaning wipes into waste bag
Sampling frequency of ceiling tiles (verbal)

Sampling floor tiles
Sample bag prepared and labelled
Outer sample bag prepared and labelled

Tel: +44(0)1332 298101

Email: [qualifications@bohs.org](mailto:qualifications@bohs.org)

Web: [www.bohs.org](http://www.bohs.org)

Wet down with spray
Stanley knife wiped down
Sample cut
Sample into bag
Bag sealed and double wrapped
Sample hole sealed over
Sample hole labelled
Photograph
Knife cleaned off
Area wiped over
All cleaning wipes into waste bag
Sampling frequency on floor tiles (verbal)

Sampling asbestos cement
Sample bag prepared and labelled
Outer sample bag prepared and labelled
Wet down with spray
Choose corner section or damaged area to sample
Use pliers or screwdriver blade
Sample into bag
Bag sealed and double wrapped
Sample area sealed over
Sample area labelled
Photograph
Area wiped over
All cleaning wipes into waste bag
Sampling frequency for asbestos cement (verbal)

## Task 2: Safety issues

Tutors should refer to the following checklist to help decide if candidates have understood, in discussion, the safety issues associated with taking samples. The checklist is provided for guidance only and is not intended as an exhaustive list:

Safety issues
Overall type of PPE to be used
Respiratory protective equipment requirement (type and performance)
How gloves are taken off
How overalls are taken off
What happens to gloves and overalls after removal
When RPE is taken off
How RPE is taken off
How RPE is cleaned
Limitations of RPE (facial hair etc.)
What actions should be taken in case of personal contamination
Use of facilities of decontamination unit
Fully appreciate the safety requirements of surveying