

The logo for BOHS (British Occupational Hygiene Society) features the letters 'BOHS' in a stylized white font on a blue background. The 'O' is a circle with a white dot in the center.

British Occupational
Hygiene Society

The Chartered
Society for Worker
Health Protection

P402RPT Proficiency Module:

Report writing for asbestos surveys

Report submission guidance

www.bohs.org

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Please note: The P402RPT module is only available for candidates who have obtained the *P402 – Surveying and Sampling Strategies for Asbestos in Buildings* qualification. The P402RPT module can be taken at any time following successful completion of P402.

Overview

In order to complete the P402RPT module, candidates are required to demonstrate satisfactory survey report writing skills by compiling and submitting two asbestos field survey reports. The surveys must be one of the following sets:

- Two management surveys; or
- Two refurbishment/demolition surveys; or
- One management survey and one refurbishment/demolition survey.

The reports must cover work which has been undertaken within the last six months, and must not have previously been submitted for examination purposes. Where it is not practicable to submit a report that is less than six months old, the reasons for this must be outlined in writing to BOHS.

Authorship requirements

The submitted reports must be the candidate's own work, although the survey work 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 reports independently. The candidate must also make the exact circumstances clear either in each report or in a covering letter.

Surveys and reports carried out by a team will only be acceptable if the candidate alone can claim ownership of the submitted reports as lead asbestos surveyor.

If two or more candidates wish to write a report on a survey carried out on the same premises, permission must be formally requested from BOHS in writing. If BOHS approves this request, the candidates must make the exact circumstances clear either in the report itself or in a covering letter. The reports must be written separately by each candidate, and the analytical data must confirm that the samples were taken independently and provided to the analytical laboratory. If BOHS rejects this request, the candidates will be required to submit another survey report on a different work premises.

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

Report criteria

Each survey report must meet the minimum requirements of a management or refurbishment/demolition survey in accordance with *HSG264 – Asbestos: The Survey Guide*. Each report must include sampling, analytical results and a material assessment data.

To enable candidates to demonstrate their report writing skills, the survey reports should ideally focus on situations where asbestos-containing materials were positively identified in a premises. If a report refers to a survey where no asbestos was identified, the candidate must demonstrate that they have taken at least one suitable sample of a potential asbestos-containing material for analysis. They must also outline the actions that would have been taken if asbestos had been identified within the premises, to demonstrate that they understand the procedures to follow in real-life situations.

Report contents

Each report should be properly structured in accordance with *HSG264 – Asbestos: The Survey Guide* and include the sections listed below. More detail is provided in the Report Requirements section on pages 6-9.

- A title page (including a report title) and page numbering throughout the report.
- A unique reference number by which the report can be identified.
- An executive summary describing the scope, type and extent of the survey.
- An introduction explaining the scope of the work and the purpose, aims and objective of the survey.
- General site and survey information regarding the survey and premises, including a method statement, risk assessment and copy of the survey plan.
- The survey results, which should also include a drawing showing the locations of all positively identified asbestos in the work site.
- A copy of the bulk analysis results (provided by a UKAS-accredited laboratory).
- Discussions and recommendations for the materials identified in the report.
- Photographs, reference tables and graphs.

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. Where the reports have been generated from a computer-generic report which requires the author to put information in about the premises being surveyed, all information required above must have been included in the report.

There is no restriction on the maximum length of each 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.

How to submit the reports

Both reports must be submitted to BOHS at the same time for marking. For each report, candidates are required to download and complete a Certificate of Authorship Form. The form is available on the BOHS website at: www.bohs.org/qualifications-training/bohs-qualifications/asbestos-qualifications, underneath the P402RPT header. This form certifies that the report is the candidate's own work, and written by the candidate alone. Any reports submitted without a Certificate of Authorship Form included 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 Certificate of

Authorship form must include the separate report number and the address of the premises where the survey was carried out.

All documents relating to each 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 P402RPT Report 1 Management Survey – Midlands Primary School
- Bob Smith P402RPT Report 2 Refurbishment Survey – London Express Hotel

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

- Option 1: For files less than 10MB in size, email directly to asbestosreports@bohs.org
- Option 2: For files more than 10MB in size, request a Dropbox link by emailing asbestosreports@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 recommends that posted reports are sent by recorded/special delivery or via a courier service.

Advice to candidates: It is the responsibility of the candidate to hold a copy of their reports, in case amendments and re-submissions are required following marking, or they wish to refer to it in the future. BOHS 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 re-submission is required.

Marking and results

BOHS will contact the candidate within two weeks of the date of report submission, to confirm receipt and a time estimate for marking.

Reports are marked by an appointed BOHS report marker. In order to pass the P402RPT module, both reports must be assessed as meeting the minimum standards outlined in *HSG264 – Asbestos: The Survey Guide*. Once the report marking is completed, candidates will receive their result either in writing or by email from BOHS, with the result given as either a pass or a fail.

If both reports have passed, candidates will receive a results letter and certificate in the post for the P402RPT module. Once the module is completed, any documents associated with the reports will be securely destroyed.

If one or both reports have failed, feedback will be provided and returned to the candidate, with 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.

Amending and re-submitting a report

For re-submissions, candidates should include a statement to outline which sections they have changed in the report, and the amendments that have been made. The marker will then review the report alongside this statement to assess if it has now passed. If it is still marked as a fail, the marker will provide further feedback.

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

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.

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.

P402RPT Report Requirements

Overview

HSG264 – *The Survey Guide* provides guidance on the items which should be included within all survey reports. Section headings may vary from report to report with content being included in different locations, but all items as detailed below must be included.

Executive summary

The executive summary should briefly describe the scope, type and extent of the survey. It should also summarise the following details:

- The locations of the site with identified (or presumed) asbestos-containing materials.
- Areas that have not accessed (which should be specific to the survey and not generic).
- Asbestos-containing materials with high material assessment scores.
- Clear notes on any actions required (and their priorities).

Introduction

The introduction should explain the scope of the work and the purpose, aims and objectives of the survey. It should also contain a description of the nature and age of the building(s) (or other structures), plus the construction type.

Premises in these reports should be defined as one of the following:

- Single domestic dwelling.
- Individual buildings of >100m².
- Separate floors in a multi-story building >100m²
- Clearly defined section of industrial buildings or plant >100m².

Refurbishment surveys only: The extent of the refurbishment should be outlined, to ensure that the report can be checked with respect to suitable access into affected areas. If the survey combines areas for refurbishment and areas for demolition, then this must also be clearly specified so that again the correct level of access and intrusion can be assessed.

General site and survey information

This section should include:

- The name and address of the organisation.
- The names of the surveyors.
- The name and address of the person who commissioned the survey.
- The name and address of the premises surveyed.
- The date of the report.
- The date of the survey.
- A description of the areas included in the survey (this may also be included within the scope of the survey).

- A description of any areas excluded in the survey.
- The survey method used (this publication and/or other documented procedures).
- The type of survey undertaken (Management or Refurbishment/Demolition).
- Any variations or deviations from the method.
- Any agreed exclusions and inaccessible areas (these must be specific to the survey and not generic. Reasons for exclusion/inaccessibility must also be provided.)
- A copy of the survey plan.

A method statement and risk assessment for the site works must also be included in this section of report. This should include all relevant risk assessments (which must be site-specific) and include all hazards, risks and control measures.

Bulk analysis results

The survey report should also include the certificate of analysis issued by a UKAS-accredited laboratory (or for laboratories outside UK, an accredited laboratory to ISO 17025 standards). The certificate should show the results of the samples taken and contain the following information:

- The name and address of the laboratory carrying out the bulk identification.
- A reference to the method used.
- The laboratory's current United Kingdom Accreditation Services (UKAS) accreditation for bulk asbestos analysis/sampling and accreditation number.
- The results of the bulk analysis, including asbestos found or not found and types identified by sample identifier.
- Dates the bulk analysis was carried out and reported by the laboratory.
- The names and signatures of the analyst and any countersigning person.

Survey results

The survey results should be summarised in a table and contain the following information:

- Location of the asbestos-containing materials (e.g. building identifier, floor number or level, room identifier and position).
- Extent of the asbestos-containing materials (e.g. area, length, thickness and volume as appropriate).
- Product type.
- Level of identification of the asbestos-containing material(s) (presumed, strongly presumed or identified)
- Asbestos type in the asbestos-containing material (e.g. Chrysotile, Amosite, Crocidolite).

The information in the results table should be presented on an individual room basis. Any rooms or areas not accessed and presumed to contain asbestos should be included in the results table.

There should also be a set of marked-up plans/diagrams that show the location of identified and presumed asbestos-containing materials. The location(s) of any suspicious but proven non-asbestos items (e.g. those sampled and confirmed not to be asbestos or confirmed by other means) should also be summarised in a separate table. This will assist in any future debate over the nature of these materials.

Management surveys only (and refurbishment and demolition surveys where the work is not imminent)

The following additional information should be provided:

- Accessibility of the asbestos-containing material(s).
- Amount of damage or deterioration.
- Surface treatment (if any).
- The material assessment score or category.
- Any actions required from the material assessment.

Discussion and recommendations

This section should summarise the rooms where asbestos is present and the products/items which either contained or are suspected to contain asbestos. The reports must reach conclusions in a clear and logical way so that it is easily understandable to the recipient.

It should also contain a list of any recommended actions identified in the material assessment (or the priority assessment if included), and indicate their urgency as immediate, middle- or long-term. If recommended actions are not included in the candidate's company standard report format, the candidate will need to supply supplementary documentation with these included.

Photographs, tables and reference graphs

Photographs can be very informative to the client and should be included in the report. Photographs can show the material sampled, its condition and its location and surrounding environment. This information can assist the client in managing asbestos, for example by providing a benchmark for the comparison of condition overtime.

Photographs can also be used to identify the specific sampling locations and the rooms and areas surveyed. They also provide an overview of asbestos-containing materials within an area. Photographs showing general views of each location also help the client appreciate the mixture of asbestos-containing materials which may be present together, as these will need to be managed in context; especially when considering maintenance works which may affect more than one asbestos-containing material. However, it is important not to dominate the report with photographs. It is not necessary to have a single page per photograph.

Reference tables and graphs can also be used where appropriate to present survey data.

Common errors list

The following is a brief list of omissions and errors in submitted reports, which will result in the rejection of a report. Candidates should check this list carefully before submitting their reports.

- ✗ No field notes were included with the report (where data was collected manually instead of electronically).
- ✗ Site description and executive summary sections were missing.
- ✗ No plan or sketches of the work site were included.
- ✗ Certificate of analysis document was missing.
- ✗ Inappropriate recommendations were made for managing the identified asbestos-containing material (e.g. use of licensed contractor for asbestos cement without justification).
- ✗ Conclusions and recommendations were made which were just generic comments and were not specific to the survey.
- ✗ No photographs were provided of identified and presumed asbestos-containing materials.
- ✗ There are inconsistencies between the findings of analysis certificate and report contents.
- ✗ Generic caveats were commented on, which are not specific to the survey (e.g. reference to partition walls when building is stone built with no cavity partition walls; reference to non-inspection of lift shafts when the building obviously does not contain a lift, etc.)
- ✗ Inclusion of the following caveat: "We cannot be held responsible or accept any liability for loss, injury, damage or penalty caused by omissions or errors contained within this report". This suggests that the report may have omissions; therefore this is an incomplete report.
- ✗ Survey plan not included, which should also include a site specific risk assessment outlining general site risks (this is not the same as the risk assessment for sampling asbestos-containing materials)