**ATP Course Materials and Manual Inspection**

**P402 Asbestos Course Materials Review**

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| **Course Provider** |  |
| **Course Location** | Eg, Online, On site, Alternative venue (such as a hotel) |
| **Provider Contact Name** |  |
| **Provider Contact Email** |  |
| **Qualification Code** | P402 |
| **Qualification Title** | Surveying and Sampling Strategies for Asbestos in Buildings |
| **Submission Date** |  |

**When reviewing your course materials, BOHS will be looking at the following content to be adequately included in the structure of your course.**

This form has been designed to provide you with the structure you need in order to create, update and review your course materials to ensure they are of good quality and are fit for purpose.

* Please use the **comments boxes** to tell BOHS where you have referred to each area within your course materials. For example: Details of the course structure and timetable can be found in page/s xx of document XX of the course materials.
* Where you have made changes or updates to your course materials, BOHS will find it helpful if you also **highlight the areas of change**. This will speed up the checking and authorisation process.
* **Check/tick** boxes have been provided on each section to allow you to work through the form methodically and allow you to keep track as you work through each area.

BOHS takes a fair and consistent approach when reviewing your submitted course resources and will score you accordingly for the content of your course materials as well as the quality of the teaching materials. Please bear in mind the following scoring guide which BOHS will use when reviewing your submission of materials:

* **Score 0 = Subject matter not included/Missing**
* **Score 5 = Subject matter briefly covered**
* **Score 10 = Subject matter includes little detail**
* **Score 30 = Subject matter covered thoroughly/Included**

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| --- | --- | --- |
| **1** | **Course Introduction** | |
|  | | |
| **1a** | Has a timetable of course been included? |  |
| **1b** | Has information about how the sessions have been organised been included? |  |
| **1c** | Has a subject coverage guide been included? |  |
|  | **Comments:** | |
|  | |
|  | | |
| **2** | **Pre-Course Documentation** | |
|  | | |
| **2a** | Has pre-course documentation been provided for each candidate? |  |
| **2b** | Does this contain suitable pre-reading material or references? |  |
| **2c** | Has advice been included regarding pre-course entry requirements? |  |
|  | **Comments:** | |
|  | |
|  |  | |
| **3** | **Reference Documentation, Manual and Contents** | |
|  | | |
| **3a** | Does the course manual/lecture notes have referencing to all relevant documents including their availability as either or both electronic and printed versions? |  |
|  | **Comments:** | |
|  | |
| **3b** | Does the course manual, teaching materials documentation include the course syllabus? |  |
|  | **Comments:** | |
|  | |
| **3c** | Are the manual and course materials available both hard copy and electronic format? |  |
|  | **Comments:** | |
|  | |
| **3d** | Is the manual suitable as a reference document? |  |
|  | **Comments:** | |
|  | |
| **3e** | Is the manual purely a sequence of slides or does it contain supporting text? |  |
|  | **Comments:** | |
|  | |
| **3f** | Is the relevant section of HSG 264 (2012) Asbestos: The Survey Guide provided? |  |
|  | **Comments:** | |
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| **The Syllabus Structure** | | |
| **You must ensure that syllabus content is adequately covered within your course. P402 syllabus content is as follows:** | | |
|  | | |
| **4** | **Building construction and the uses of asbestos (35%)** | |
| This section of the syllabus should be designed to provide suitable theoretical knowledge and a review of relevant documentation to ensure that the candidate fully understands the legal framework, legislation, and guidance pertinent to asbestos surveying.  Training should ensure that the candidate understands the purpose of their role and the importance of accurate and adequate surveys and reporting.  This section should also provide suitable theoretical knowledge and practical training to ensure that the candidate understands basic building construction and how different construction methods and property ages shape the use of ACMs.  Candidates must also be able to explain the different uses of asbestos in buildings.  In order to achieve this the candidate must be able to learn and then demonstrate their knowledge and ability in the following: | | |
| **4a** | Outline key Acts and Regulations applicable to asbestos and explain the legal framework for managing asbestos in buildings and discuss relevant Approved Codes of Practice and relevant HSE publications. |  |
|  | **Comments:** | |
|  | |
| **4b** | Be able to apply the information from HSG264, and other relevant guidance, to surveying activities and understand the client’s responsibilities under the ‘Duty to Manage’. |  |
|  | **Comments:** | |
|  | |
| **4c** | Briefly discuss common building construction terms and highlight different building types in the UK such as ‘CLASP’ and ‘SCOLA’. Emphasise how construction and refurbishment dates can affect asbestos materials present. |  |
|  | **Comments:** | |
|  | |
| **4d** | Understand the common uses and locations of asbestos types in a wide range of ACMs in buildings, other structures, plant and equipment and the potential risks. |  |
|  | **Comments:** | |
|  | |
| **4e** | Explain the reasons behind using asbestos containing materials, explore the concept of contamination during installation e.g., off-cuts, packers, overspray etc. and evaluate how building services impact the spread and distribution of ACMs. Discuss how asbestos fibres can be spread throughout a building e.g., maintenance works, airflow patterns. |  |
|  | **Comments:** | |
|  | |
|  | | |
| **5** | **Survey Types (15%)** | |
| This section will provide suitable theoretical knowledge and practical training to ensure that the candidate understands and is able to explain the different types of asbestos surveys, including their principles and requirements.  In order to achieve this the candidate must be able to demonstrate both their knowledge and practical ability in the following: | | |
| **5a** | Discuss the different types of survey that can be carried out, and explain how to plan, organise, and conduct them. |  |
|  | **Comments:** | |
|  | |
| **5b** | Understand various safety precautions required during survey work in addition to site specific hazards and emergency procedures. Explain how to assess third party sites for safe access and egress. |  |
|  | **Comments:** | |
|  | |
| **5c** | Highlight situations when a decontamination unit and enclosure might be required for surveying activities. |  |
|  | **Comments:** | |
|  | |
|  | | |
| **6** | **Bulk sampling and materials assessments (25%)** | |
| This section will provide suitable theoretical and practical training to ensure that the candidate has a detailed knowledge of the approved methods for sampling of bulk materials, use of suitable PPE/RPE to be used and the methods for personal decontamination and the situations where segregation may be required.  Candidates should understand the risk assessment and risk management strategies and their role in reducing health risks.  In order to achieve this the candidate must be able to demonstrate both their knowledge and practical ability in the following: | | |
| **6a** | Understand how to take representative bulk samples safely (i.e., minimising exposure) and to outline suitable sampling strategies proportionate to the overall sampling task (e.g., ranging from isolated samples up to comprehensive surveying). |  |
|  | **Comments:** | |
|  | |
| **6b** | Discuss sampling strategies for all types of asbestos containing materials i.e., spray coatings, pipe insulation, insulating board, ceiling tiles, cement materials. Discuss what constitutes representative sampling and explain the importance of recording sampling points, photographs, and labelling. |  |
|  | **Comments:** | |
|  | |
| **6c** | Describe fully the techniques used and precautions required when collecting bulk samples and ensure candidates are confident in the safe use and maintenance of Class H vacuum cleaners and can apply this knowledge to dust suppression and personal decontamination. |  |
|  | **Comments:** | |
|  | |
| **6d** | Discuss face fit testing, the selection and use of PPE and RPE, its place in the control hierarchy and likely protection it affords. Ensure candidates understand potential threats to the effectiveness of PPE and RPE. |  |
|  | **Comments:** | |
|  | |
| **6e** | Explain risk assessments of asbestos containing materials in buildings and the purpose behind carrying them out. |  |
|  | **Comments:** | |
|  | |
| **6f** | Discuss the information and steps necessary for managing asbestos containing materials in buildings i.e., location survey, asbestos register, risk assessment, written plan of control actions. |  |
|  | **Comments:** | |
|  | |
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| **7** | **Survey Reports (20%)** | |
| This section will provide suitable theoretical and practical training to ensure that the candidate is capable of producing an accurate and comprehensive survey report.  In order to achieve this the candidate must be able to demonstrate both their knowledge and practical ability in the following: | | |
| **7a** | The requirements of ISO 17020 and HSG 264 for the production of survey reports to ensure that all required information is included. |  |
|  | **Comments:** | |
|  | |
| **7b** | Understanding the importance and significance of producing accurate and adequate information within reports. |  |
|  | **Comments:** | |
|  | |
| **7c** | Understanding the range of electronic recording and data capture systems used to generate survey reports. |  |
|  | **Comments:** | |
|  | |
| **7d** | Understanding the differences between reports required for different survey types and the importance of a detailed scope of works for refurbishment surveys. |  |
|  | **Comments:** | |
|  | |
| **7e** | To be able to provide risk-based recommendations and basic advice on managing asbestos in buildings. |  |
|  | **Comments:** | |
|  | |
| **7f** | Understanding the liabilities and responsibilities of surveyors when producing survey reports and the need for accuracy. |  |
|  | **Comments:** | |
|  | |
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| **8** | **Quality Control (5%)** | |
| This section will provide suitable theoretical and practical training to ensure that the candidate has suitable knowledge and understanding of quality control requirements.  In order to achieve this the candidate must be able to demonstrate both their knowledge and practical ability in the following: | | |
| **8a** | Understanding the requirements of quality control systems within surveying companies and how they can monitor and review employee’s competence and performance. |  |
|  | **Comments:** | |
|  | |
| **8b** | Explain the importance of qualifications, refresher training and the values of practical experience and personal professional development. |  |
|  | **Comments:** | |
|  | |
| **8c** | To understand the importance of checking survey reports and the authorisation process before they are issued to the client. |  |
|  | **Comments:** | |
|  | |
| **8d** | To understand the importance of checking and maintaining essential equipment and kit. |  |
|  | **Comments:** | |
|  | |
|  | | |
| **Recommended References and Reading** | | |
| 1. The Control of Asbestos Regulations (2012) 2. L143 (2013), Managing and working with asbestos. Control of Asbestos Regulations 2012. Approved Code of Practice and Guidance, HSE 3. HSG264 (2012) Asbestos: The survey guide, HSE 4. Sanderson, Bill (2007), Asbestos for Surveyors 2nd edition, EG Books 5. HSG 248 (2021), Asbestos: The analyst’s guide for sampling, analysis, and clearance procedures, HSE 6. HSG227 (2002), A comprehensive guide to managing asbestos in premises, HSE 7. INDG223 (rev 5) (2012), Managing asbestos in buildings: A brief guide, HSE 8. Telford, Thomas DETR (1999), Asbestos and man-made mineral fibres in buildings: Practical Guidance 9. HSG53 (2013), Respiratory protective equipment at work: A practical guide, HSE 10. ISO/IEC 17025:2017 – General requirements for the competence of testing and calibration laboratories, UKAS 11. RG 8 (edition 4) (2015) – Accreditation of Bodies Surveying for Asbestos in Premises, UKAS | | |