**ATP Course Materials and Manual Inspection**

**P404 Asbestos Course Materials Review**

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| --- | --- |
| **Course Provider** |  |
| **Course Location** | Eg, Online, On site, Alternative venue (such as a hotel etc.) |
| **Provider Contact Name** |  |
| **Provider Contact Email** |  |
| **Qualification Code** | P404 |
| **Qualification Title** | Clearance Testing & the Requirements of a Certificate for Reoccupation |
| **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:** | | | |
|  | | | |
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| **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 in both hard copy and electronic formats? | |  | |
|  | **Comments:** | | | |
|  | | | |
| **3d** | Is the manual suitable as a reference document? |  | | |
|  | **Comments:** | | | |
|  | | | |
| **3e** | Is 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. P404 syllabus content is as follows:** | | | | |
|  | | | | |
| **4** | **Role of the Analyst in Clearance Testing (10%)** | | | |
| This section will provide suitable theoretical knowledge and practical training to ensure that the candidate understands the personal qualities of resilience and integrity required to ensure the standards of clearance testing are maintained.  This section will also provide suitable training and review of relevant documentation to ensure that the candidate understands the legal framework, legislation, and guidance pertinent to clearance testing.  Training should ensure that candidates understand the purpose of their role and the importance of accurate and comprehensive reporting.  In order to achieve this the candidate must be able to demonstrate both their knowledge and practical ability in the following: | | | | |
|  | | | | |
| **4a** | Appropriate detailed knowledge of HSG248 (1), CAR 2012 (2) and L143 ACOP (3) with emphasis on the responsibilities and legal duties of all roles involved and to understand their individual duties under Health and Safety at Work Act to carry out their work diligently so as not to create danger to others. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **4b** | To understand the different stages which comprise of the clearance testing process and to demonstrate an understanding of how to deal with failings of any stage. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **4c** | To be able to stand firm and justify their professional judgement against foreseeable pressures, and the need to ensure adequate time and resources are available. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **4d** | To explain the concepts of clearance work in and beyond enclosures, limiting contamination, transit routes etc. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **4e** | To understand the contextual and other information to be gathered during the four stage clearance. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **4f** | To understand current standards/practices and be able to inspect both licensed and non-licensed work for clearances and be able to recognise compliance and non-compliance in licensed contractor work. | | |  |
|  | **Comments:** | | | |
|  | | | |
|  | | | | |
| **5** | **Stage One (15%)** | | | |
| This section will provide suitable theoretical knowledge and practical training to ensure that the candidate is capable of identifying all the checks required as part of clearance testing stage one. In addition, the conditions necessary for successful completion of the stage and actions required to rectify any faults found.  In order to achieve this the candidate must be able to demonstrate both their knowledge and practical ability in the following: | | | | |
| **5a** | The practical implications of CAR along with the requirements for and use of plans of work (POW), method statements, health and safety files, supervision. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **5b** | Understanding the analyst’s role in relation to CDM 2015 (second contractor triggers health and safety file requirements – integrate with POW etc). | | |  |
|  | **Comments:** | | | |
|  | | | |
| **5c** | To be able to make effective use of the licensed contractors’ POW and method statements etc. for preparing own POW and scoping the four stage clearance. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **5d** | A detailed knowledge of enclosure construction, air flow and ventilation, and in particular be able to identify faults in enclosures and DCUs. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **5e** | To understand the use of CCTV and viewing panels to assess conditions before entry along with removal work equipment, and that required for assisting with the clearance. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **5f** | To understand and know the circumstances for using PPE/RPE, the use of own clothing, transit arrangements, primary and full decontamination, and the use of DCUs. | | |  |
|  | **Comments:** | | | |
|  | | | |
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| **6** | **Stage Two (25%)** | | | |
| This section will provide suitable theoretical knowledge and practical training to ensure that the candidate is capable of identifying all the checks required as part of clearance testing stage two and in addition, the conditions necessary for successful completion of the stage and actions required to rectify any faults found.  In order to achieve this the candidate must be able to demonstrate both their knowledge and practical ability in the following: | | | | |
| **6a** | To be able to decide when to proceed/continue with a visual inspection of a licensed work area. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **6b** | To understand visual cleanliness standards and be able to assess them. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **6c** | To understand the analyst’s role and tasks (distinct from a contractor’s supervisor in relation to cleaning and decontamination). | | |  |
|  | **Comments:** | | | |
|  | | | |
| **6d** | To understand the need for appropriate comfort and anti-fatigue measures along with the breaks required associated with the different types of RPE. | | |  |
| **Score:** | **Comments:** | | | |
|  | | | |
| **6e** | To understand the need to work safely and to decontaminate oneself and equipment after exit from contaminated areas. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **6f** | Understand the importance of recording detailed contextual information. | | |  |
|  | **Comments:** | | | |
|  | | | |
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| **7** | **Stage Three (15%)** | | | |
| This section will provide suitable theoretical knowledge and practical training to ensure that the candidate is capable of identifying all the checks required as part of clearance testing stage three and in addition, the conditions necessary for successful completion of the stage and actions required to rectify any faults found.  In order to achieve this the candidate must be able to demonstrate both their knowledge and practical ability in the following: | | | | |
| **7a** | Be able to set up an air sampling kit for fibre monitoring for clearance certification. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **7b** | To understand the problems and challenges presented by the methods prescribed for air sampling and fibre counting. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **7c** | To be able to demonstrate the ability to carry out the following tasks:   * Correct use of sampling heads/cowls/filters/rotameters and sampling pumps * Calibration of sampling rate * Use of flowmeters(s), flow rate correction * Appropriate locations for samples to be taken * Dust disturbance techniques and locations | | |  |
|  | **Comments:** | | | |
|  | | | |
| **7d** | To prepare microscope slides following sampling. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **7e** | To be able to set up a phase contrast light microscope and demonstrate the required checks before use. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **7f** | To demonstrate an understanding of the airborne clearance limit, especially how to deal with a failing of this stage and quality control tasks such as counting field blanks. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **7g** | To understand and be able to apply the fibre counting rules consistently, in practice, to RICE and WHO standards. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **7h** | To understand how to calculate fibre concentrations, fibre densities, limit of quantification, and results for pooled samples. | | |  |
|  | **Comments:** | | | |
|  | | | |
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| **8** | **Stage Four (5%)** | | | |
| This section will provide suitable theoretical knowledge and practical training to ensure that the candidate is capable of identifying all the checks required as part of stage four clearance testing and in addition, the conditions necessary for successful completion of the stage and actions required to rectify any faults found.  In order to achieve this the candidate must be able to demonstrate both their knowledge and practical ability in the following: | | | | |
| **8a** | A detailed knowledge of the areas to be inspected after dismantling of the enclosure and conditions which need to be satisfied. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **8b** | To understand and know the circumstances for using PPE/RPE. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **8c** | To understand and know the circumstances where remediation is required and the need for additional enclosures etc. | | |  |
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| **9** | **Certificates and Reporting Results (10%)** | | | |
| This section will provide suitable theoretical knowledge and practical training to ensure that the candidate is competent and capable of producing a certificate for reoccupation and then communicating the results appropriately.  In order to achieve this the candidate must be able to demonstrate both their knowledge and practical ability in the following: | | | | |
| **9a** | The requirements if ISO 17025 (4) for the production of test reports to ensure that all required information is included. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **9b** | The importance and significance of producing accurate and adequate information within certificates. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **9c** | The importance of recording detailed contextual information when completing each stage of the clearance and taking suitable and sufficient number of photographs. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **9d** | Understand how to communicate results to an uninformed and informed client and what the results mean for them. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **9e** | To be able to appreciate the requirements and report to a range of client types both in writing and verbally and explain what the results mean to them.  To be able to complete a CFR and DCU clearance report as in the templates in Appendix A6.1 and A6.2 of HSG 248 (1) including all the relevant contextual information. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **9f** | Be aware of the non-licensed work certificate of cleanliness (ACOP L143 paragraphs 464–467). | | |  |
|  | **Comments:** | | | |
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| **10** | **DCU Clearance Testing (15%)** | | | |
| This section will provide suitable theoretical knowledge and practical training to ensure that the candidate is capable of identifying all the necessary checks and procedures to be followed to undertake DCU clearance testing and in addition, the appropriate timing of when this testing can be carried out along with the information required to produce the relevant certificate.  In order to achieve this the candidate must be able to demonstrate both their knowledge and practical ability in the following: | | | | |
| **10a** | To understand the areas to be inspected, the conditions required, the visual cleanliness standards and be able to assess them. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **10b** | To understand the access and egress arrangements as part of the inspection process. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **10c** | To understand and demonstrate the correct use of PPE, the need to work safely and appropriate locations to decontaminate oneself and equipment. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **10d** | Understand the importance of recording detailed information and use of photographs for reporting. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **10e** | To understand and be able to apply the fibre counting rules consistently, in practice, to RICE and WHO standards. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **10f** | To understand how to calculate fibre concentrations, fibre densities, limit of quantification, and results for pooled samples. | | |  |
|  | **Comments:** | | | |
|  | | | |
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| **11** | **Quality Control (5%)** | | | |
| This section will provide suitable theoretical knowledge and practical training to ensure that the candidate has an 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: | | | | |
| **11a** | To be able to outline the difficulties of result consistency and the part played by UK and international schemes such as RICE and accreditation by UKAS to ISO 17025 (4) and other similar standards. | | |  |
|  | **Comments:** | | | |
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| **11b** | To understand the importance of internal and external audits and quality systems for reliability and accuracy and their own role in the system. | | |  |
|  | **Comments:** | | | |
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| **11c** | To be able to inspect and prepare/mount filters and plan for post-sampling handling and quality control tasks such as counting blank filters. | | |  |
|  | **Comments:** | | | |
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| **11d** | To understand the limitations on the numbers of samples which can be analysed and the requirements for additional quality control measures. | | |  |
|  | **Comments:** | | | |
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|  | | | | |
| **Recommended References and Reading** | | | | |
| 1. HSG248 Asbestos: The Analyst’s Guide 2. Control of Asbestos Regulations (CAR) 2012 3. L143 (2013) Managing and working with asbestos. Control of Asbestos Regulations 2012, Approved Code of Practice and Guidance 4. ISO 17025 (2017) General requirements for the competence of testing and calibration laboratories 5. HSG247 (2006) Asbestos: The licensed contractor’s guide 6. HSE Guidance Note HSG210 (2012) Asbestos Essentials 7. SG53 (2013) Respiratory protective equipment at work: A practical guide | | | | |