**ATP Course Materials and Manual Inspection**

**P405 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** | P405 |
| **Qualification Title** | Management of Asbestos in Buildings (Including Asbestos Removal) |
| **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** |
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| **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:** |
|  |  |
|  |
| **The Syllabus Structure** |
| **You must ensure that syllabus content is adequately covered within your course. P405 syllabus content is as follows:** |
|  |
| **4** | **Legislation (20%)** |
| This section will provide suitable theoretical knowledge a review of relevant documentation to ensure that the candidate fully understands the legal framework, legislation, and guidance relevant to the management of asbestos in buildings. Training should also ensure that the candidate understands the purpose of their role and the importance of asbestos management.In order to achieve this the candidate must be able to understand and demonstrate their knowledge in the following: |
| **4a** | Health and Safety at Work etc. Act 1974. To understand the basic concepts of this enabling legislation with particular reference to employers’ responsibilities for asbestos. |[ ]
|  | **Comments:**  |
|  |  |
| **4b** | To review and understand all the relevant Health and Safety Regulations on asbestos including:* The Control of Asbestos Regulations (CAR) 2012 especially Regulation 4
* The Management of Health and Safety at Work Regulations 1999
* The Hazardous Waste Regulations 2005
* The Construction (Design and Management) Regulations 2015
 |[ ]
|  | **Comments:** |
|  |  |
| **4c** | To be able to review and demonstrate an understanding of the Approved Codes of Practice (ACOP) as follows:* Discuss the provisions of the Approved Codes of Practice for the CAR and the status of the ACOP (1)
* Consider the management of asbestos removal projects, with particular attention being paid to legal duties imposed by the Health and Safety at Work Act 1974
* The Control of Asbestos Regulations and the various Codes of Practice which apply (1) (11) (12)
 |[ ]
|  | **Comments:** |
|  |  |
| **4d** | Health Effects of Asbestos: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. |[ ]
|  | **Comments:** |
|  |  |
|  |
| **5** | **Management of Asbestos in Buildings (40%)** |
| This section will provide suitable theoretical knowledge and practical training to ensure that the candidate is capable of identifying the main types of asbestos materials in buildings, the appropriate means of recording their locations, and be fully aware of the procedures and methods for the prevention of future damage to asbestos-containing materials.Candidates should be able to develop an action plan on the basis of survey information and properly manage the asbestos that is remaining in the premises by suitable schemes.In order to achieve this the candidate must be able to demonstrate both their knowledge and practical ability in the following: |
| **5a** | Types and Uses of Asbestos in Buildings:Using the HSE (2) and/or the DETR (3) as a primary source of information on products and their locations in buildings: * Explain the physical and chemical properties of asbestos which have determined the use to which it has been put by industry.
* 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.).
* Describe the use and occurrence of the other types of asbestos particularly as possible contaminants in other minerals
 |[ ]
|  | **Comments:** |
|  |  |
| **5b** | Recording and Labelling:Outline the need for systems of recording and labelling asbestos identified as being present in buildings and the procedures for preventing damage to asbestos-containing materials. |[ ]
|  | **Comments:** |
|  |  |
| **5c** | Reporting and Management Plan:* Conversion of asbestos survey report data into a proper working asbestos register with action plan and programmed reviewing
* Full understanding of the principles and practice of material and priority assessments and their use in the decision-making processes
 |[ ]
|  | **Comments:** |
|  |  |
| **5d** | Asbestos Register:Emphasise the need for the maintenance of asbestos registers and the use of all management actions to minimise exposure to asbestos in buildings, including permits to work to control the work of sub-contractors/maintenance operatives. |[ ]
|  | **Comments:** |
|  |  |
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| **6** | **Asbestos Remediation (25%)** |
| This section will provide suitable theoretical knowledge and practical training to ensure that the candidate has a detailed knowledge and is thoroughly familiar with current good practice for asbestos remediation, including encapsulation, sealing and removal operations and should be able to identify examples of poor working procedures in practical situations.In order to achieve this the candidate must be able to demonstrate both their knowledge and practical ability in the following: |
| **6a** | Preparation: Discuss the steps required in a job specification, preparation of a plan of work by the contractor, tender evaluation and the various roles required under the CDM Regulations for management of the site. Include health and safety aspects including emergency procedures. (1) (9) |[ ]
|  | **Comments:** |
|  |  |
| **6b** | Enclosures:With reference to HSE Guidance Notes (11) and Approved Codes of Practice (1), describe with practical examples the following:* Correct principles of design, erection, and operation of an enclosure for asbestos removal
* Methods of enclosure examination and the documentation associated with the enclosure
* Correct facilities and procedures for entry, exit and decontamination
* The use of negative pressure monitors
* Use of secondary enclosures
 |[ ]
|  | **Comments:** |
|  |  |
| **6c** | Remediation Measures: With reference to HSE Guidance Notes (11) and Approved Codes of Practice (1), describe with practical examples the following:* Techniques for encapsulation of asbestos-containing materials
* Techniques for sealing asbestos-containing materials
 |[ ]
|  | **Comments:** |
|  |  |
| **6d** | Removal Procedures: Describe the various control measures available to a remediation company to ensure that asbestos waste is fully contained, and dust levels are kept as low as is reasonably practicable inside the enclosure. (11) |[ ]
|  | **Comments:** |
|  |  |
| **6e** | Waste Removal:Describe the requirements for removal, storage, and disposal of waste from an enclosure. (1) (11) (12) |[ ]
|  | **Comments:** |
|  |  |
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| **7** | **Role of the Laboratory/Analysts (15%)** |
| This section will provide suitable theoretical knowledge and practical training to ensure that the candidate has an understanding of the role of the analyst, air monitoring techniques and the four-stage clearance procedure to allow a certificate to reoccupy to be produced.In order to achieve this the candidate must be able to demonstrate both their knowledge and practical ability in the following: |
| **7a** | Role of Analyst:Describe the role of the analyst as a competent person/consultant (14) and to understand the requirements for quality management systems in accordance with ISO17025 (13) and accreditation by UKAS. |[ ]
|  | **Comments:** |
|  |  |
| **7b** | Air Monitoring and Other Techniques:Identify the various stages where air monitoring must be employed and discuss other inspection techniques which are also useful for checking of the effectiveness of the work and the control measures. (1) (11) (14) Discuss the limitations of microscopy methods for counting asbestos fibres. (14) |[ ]
|  | **Comments:** |
|  |  |
| **7c** | Four- Stage Clearance Procedure and Testing of Enclosures:Discuss all of the essential requirements of the four- stage clearance procedure, clearance testing and reoccupation certification for an asbestos enclosure and the decontamination unit. (1) (14) |[ ]
|  | **Comments:** |
|  |  |
|  |
| **Recommended References and Reading** |
| 1. L143 (2013) Managing and working with asbestos. Control of Asbestos Regulations 2012, Approved Code of Practice and guidance
2. HSG264 (2012) Asbestos: The survey guide
3. Asbestos and man-made mineral fibres in buildings: Practical Guidance, Thomas Telford DETR (1999)
4. Managing asbestos in buildings: A brief guide (2012) INDG223(rev5)
5. HSG227 (2002) A comprehensive guide to managing asbestos in premises, pages 48-69
6. HSG227 (2002) A comprehensive guide to managing asbestos in premises, Appendix 2 paragraphs 5-6 plus table 2
7. HSG227 (2002) A comprehensive guide to managing asbestos in premises, Appendix 3
8. HSG227 (2002) A comprehensive guide to managing asbestos in premises, Appendix 4
9. L153 (2015) Managing health and safety in construction, Construction (Design and Management) Regulations (2015), Approved Code of Practice
10. A short guide for clients on the Construction (Design and Management) Regulations 2015 INDG 411
11. HSG247 (2006) Asbestos: The licensed contractors’ guide
12. HSG 210 (2012) Asbestos Essentials
13. ISO 17025 (2005) General requirements for the competence of testing and calibration laboratories
14. HS248 (2005) Asbestos: The analysts guide for sampling, analysis, and clearance procedures
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