

P405 - Management of Asbestos in Buildings (including Asbestos Removal)

Practical Assessment Guidance

This document provides advice and guidance with regards to the practical assessment which must be carried out during the P405 course.

1. Introduction and Overview:

Candidates taking the P405 – Management of Asbestos in Buildings module are required to have the requisite knowledge and practical skills to manage asbestos in buildings including a basic knowledge of asbestos removal procedures.

The practical assessment **MUST** be carried out by the Tutor **DURING** the relevant part of the course for all candidates. This is to ensure that every candidate can demonstrate their individual ability and correct method to:

1. Convert survey data into a building management action plan
2. Thoroughly appraise contractor documentation and methods
3. Carry out inspections of an enclosure and hygiene unit both prior to works and post remediation
4. Understand the roles played by the various parties including the client, contractor's contract manager and supervisor, HSE Inspector/EHO, analyst and TU representative etc and appreciate the pressures and demands on various parties during an asbestos removal project

Candidates are permitted access to written reference materials and written procedures during these tasks.

Candidates are required to complete each aspect of the assessment before proceeding to taking the written examinations. The tutor should provide coaching to the candidate, at the required level, to ensure they are capable of demonstrating the correct ability and methods outlined above.

2. The Practical Requirements:

Conversion of survey data into a building management action plan

The tutor needs to gain an insight into the competence of the individual candidate and thus evaluation of the conversion of survey data into an action plan is best evaluated on a one-to-one basis.

The candidate needs to show the tutor a proper understanding of the generation and use of material and priority assessments, the operation of a permit to work system, tasks and duration that are permitted by own employees and the use of analytical monitoring.

The assessor will need a checklist for this discussion which will probably include the use of photographs and survey documentation.

Thorough appraisal of contractor documentation and methods

The Tutor will give the candidates a briefing on the scenario that relates to the submitted method statement (Plan of Work).

For the evaluation of the method statement (Plan of Work) it is totally unacceptable to carry out the assessment verbally on an individual or a group basis.

Each candidate must be assessed individually, primarily on the basis of a written report. This can only be done by asking each candidate to review a method statement provided by the tutor which can then be marked against a marking schedule.

The case study given must not be a simplistic example. It must include transit routes, decontamination requirements and enclosures etc. It must also include emergency procedures.

How to carry out inspections of an enclosure and hygiene unit both prior to works and post remediation

a) Pre-start Inspections

Pre-start enclosure inspections for faults etc. including the hygiene unit are required to be tested.

Where suitable enclosures with decontamination unit are available then candidates can be assessed on a one-to-one basis or can prepare brief notes on the basis of their inspection of the enclosure.

Where enclosures are not available each candidate can individually prepare brief individual notes on a series of scenarios presented by photographs or slides.

b) Post remediation inspection

Candidates should be asked to demonstrate their ability to carry out an enclosure and hygiene unit inspection on an individual basis. This must include confirmation of knowledge of the four-stage clearance procedure and must be marked against a marking schedule.

Where suitable enclosures with decontamination unit are available then candidates can be assessed on a one-to-one basis or can all prepare brief notes on the basis of their inspection of the enclosure.

Where enclosures are not available each candidate can individually prepare brief individual notes on a series of scenarios presented by photographs or slides.

These slides must relate to the requirements of the syllabus, where necessary, with some more detailed photographs of specific circumstances.

An understanding of the roles played by the various parties

This should include the client, contractor's contract manager and supervisor, HSE Inspector/EHO, analyst and TU representative, etc. and appreciate the pressures and demands on various parties during an asbestos removal project.

This must be on an individual basis and is often best done as an oral assessment. However, the tutor will need an individual checklist and marking plan for each student to confirm their ability.

3. Marking and Reporting:

The course tutor who assesses the candidate must complete a Practical Assessment Report Form for each candidate, provided as a separate document.

The Report must clearly show if each candidate has achieved a satisfactory or unsatisfactory level of proficiency for each assessment element.

Candidates are required to achieve a satisfactory level of proficiency for each element to complete the assessment.

A copy of the Report must be supplied to BOHS on completion of the course. A copy may also be given to the candidate.

4. Results:

The results for each candidate must be sent electronically to BOHS upon completion of the course.

It is acceptable to scan and email the completed documents to BOHS and return as one set per course. The reports are necessary to confirm the candidate's suitability to proceed to take the formal examinations.

5. Quality Assurance:

The assessment is a mandatory part of the assessment and examination process for P405 and is subject to BOHS external quality assurance arrangements, to ensure compliance with requirements and to promote consistency and continuing improvement.