

The British Occupational Hygiene Society

Faulty of Occupational Hygiene Regulations

Version No 7 | May 2023

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1. Change Control

1.1 Version History

Date of Issue/Revision	Written / Revised by	Issue level	Summary of and reason for the new issue / revision.
June 2004		1	Incept date for Faculty Code of Ethics
Sept 2012	Faculty Committee	2	Extensive revision of layout and contents
Feb 2013	Faculty Committee	3	Associate Grade criteria
March 2013	Faculty Committee	4	Chartered Membership
November 2013	Faculty Committee	5	
February 2017	Faculty Committee	6	Specialist Membership and general update
January 2019	S Jackson	6.1	Format changes only
February 2020	Registrar	6.2	Introduction section updated and reference to Faculty Board replaced with Faculty Committee
May 2023	Faculty Committee	7	Specialist Membership criteria, addition of registered practitioners, the scope of these regulations, the inclusion of the relationship between the Quality Enhancement Committee (QEC), the Technical Advisory Group (TAG), and Faculty and Board.

2. Introductory Letter from the FOH Registrar

These are the regulations under which the Faculty of Occupational Hygiene operates. They explain the eligibility criteria for each grade of membership and for registered practitioners of any register for which BOHS is responsible for, and the expected conduct of them, as well as details of the Faculty's qualifications and associated examination process. The regulations also explain the procedure to be followed for the election of the Registrar.

All members of the Faculty and registered practitioners, whatever their grade of membership, are required to abide by the Code of Ethics, a copy of which can be found in the Governance Documents in the Members Portal. A new appendix to the Code of Ethics details the measures to be taken with respect to Safeguarding. These are accompanied by the Code of Ethics Procedures, a guide to help members and other interested parties understand how the Code will be enforced when this is found to be necessary.

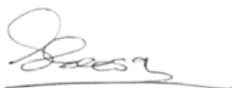
All members are strongly encouraged to read the Code of Ethics carefully. Its purpose is to guide you (and everyone else) on what behaviour might be considered to be unprofessional, in particular in a situation where there might be contradictory pressures placed upon you as an individual member of the Faculty. The Code is designed to enable you to act with integrity and objectivity in spite of such pressures. The primary aim is to ensure that at all times members of the Faculty and those practitioners on the register act in such a way that the protection and preservation of worker health is their paramount responsibility.

The establishment of the first UK regulated professional register for those practicing Occupational Hygiene is an important step forward to ensure the competency of those offering Occupational Hygiene practice. I am delighted that the Faculty of Occupational Hygiene is administering this register.

Any queries regarding either the Regulations, the Code of Ethics or the Code of Ethics Procedures should be addressed in the first instance through the BOHS Head Office.

Registrar of the Faculty of Occupational Hygiene

May 2023



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3. Regulations

3.1. Scope

The Faculty of Occupational Hygiene Regulations apply to:

- 3.1.1. All members of the BOHS Faculty of Occupational Hygiene and Registered Practitioners under the Register of Occupational Hygiene Professionals.
- 3.1.2. Anyone who is (or was) in the FOH education system.
- 3.1.3. Any student taking (or who has taken) a FOH approved occupational hygiene degree.
- 3.1.4. FOH approved training partners.

3.2. Membership

Applications for membership and transfer between grades should be made via the online membership portal, accompanied by evidence of qualification(s) where required and the appropriate fee. All members of the Faculty are bound by the terms of the Continuing Professional Development (CPD) Scheme. CPD Guidance can be accessed by all members by logging into the online portal and selecting CPD from the menu.

3.2.1. Applications for Chartered Fellow Grade

An application must include a synopsis of all relevant experience since election to Membership, a supporting letter and the contact details of at least two Chartered Fellows of the Faculty of Occupational Hygiene to whom reference may be made concerning the candidate's relevant experience. Candidates may not nominate as referees Chartered Fellows to whom they are related, who are supervised by the candidate or who are members of the Faculty Committee. An applicant must have been at the Chartered Member grade for a period of at least 5 years.

Referees will be required to provide evidence of the applicant's status in the field of Occupational Hygiene and of a distinct contribution to the advancement of the profession made by the applicant.

When the references have been received by the BOHS Head Office, they will be passed to the Faculty Committee and if:

- the references all support the application and the Faculty Committee is unanimous in accepting the recommendation, the application will be deemed to have been approved by the Faculty Committee without it having to meet formally.
- the references do not all support the application or the Faculty Committee is not unanimous in its recommendation, the application will be deferred to the next meeting of the Faculty Committee, to decide, after a discussion, whether to accept or reject the application. Where the Faculty Committee cannot reach a unanimous decision, the application will be accepted provided it is not opposed by more than one Committee Member.

When the Faculty Committee has accepted the recommendation, the Registrar will write and advise the candidate accordingly. Those granted Chartered Fellow grade will be issued with a Certificate of Membership of the Faculty, signed by the Registrar, and are entitled to use the initials CFFOH after their names.

When an application is not approved by the Faculty Committee, the Registrar will write and advise the candidate accordingly.

3.2.2. Applications for Specialist Fellow Grade

All applicants must have been at the Specialist Member Grade of the Faculty of Occupational Hygiene for at least 5 years. Candidates must also be able to demonstrate seniority in their specific area of occupational hygiene and a distinct contribution to the advancement of the profession.

The application and review process outlined in 3.1.1 is followed, apart from the following differences:

An application must include a synopsis of all relevant experience since election to Specialist Membership, a supporting letter, and the contact details of at least two Chartered Fellows of the Faculty of Occupational Hygiene or Fellows of a relevant specialist other learned Society, to whom reference may be made concerning the candidate's relevant experience. When the Faculty Committee has accepted the recommendation, the Registrar will write and advise the candidate accordingly. Those granted Specialist Fellow grade will be issued with a Certificate of Membership of the Faculty, signed by the Registrar, and are entitled to use the initials FFOH(S) after their names.

3.2.3. Applications for Chartered Member Grade

All applicants must be holders of the BOHS Diploma of Professional Competence in Occupational Hygiene. Those granted Chartered Member grade will be issued with a Certificate of Membership of the Faculty, signed by the Registrar, and are entitled to use the initials CMFOH after their names.

3.2.4. Applications for Specialist Member Grade

An application for the grade of Specialist Member may be considered from those who are not holders of the BOHS Diploma of Professional Competence in Occupational Hygiene but are engaged in specialist areas of occupational hygiene.

Candidates will normally hold a degree or similar qualification in a scientific or technological subject, relevant to Occupational Hygiene, and have at least five years' experience in the area of the specialist subject offered. This subject will be an important part of Occupational Hygiene as currently defined by the Faculty, and the applicant will be required to produce evidence of their level of competence in it, in the form of a synopsis of their work experience which will be assigned to and assessed by a relevant Principal Examiner.

At this time, the candidate is also required to provide the name of three referees, if possible, at least two of whom should be either ordinary members of BOHS or Faculty members. However, alternative referees can be submitted provided that they are suitable persons of authority who are able to verify the candidates technical and academic expertise in the field which the candidate claims to be expert. Candidates may not nominate as referees' individuals to whom they are related, who are supervised by the candidate, or who are members of the Faculty Committee.

If the relevant Principal Examiner's assessment is positive, the candidate will be subject to professional discussion which will test their knowledge of the general principles of Occupational Hygiene in addition to the specialism offered. If the assessment is negative, candidates will be informed by letter.

The candidate will normally be examined by a panel of three examiners. The examination, which will last approximately one hour, will comprise:

- Examination of the specialist area, including questioning on the work submitted. This is primarily aimed at ensuring that the candidate has sufficient specialist knowledge to warrant admission under this grade.
- Examination about the general principles of Occupational Hygiene including:
 - standards, compliance testing, impact of legislation;
 - understanding OH principles at the professional level, i.e. prevention vs. protection, assessments and the role of measurement, monitoring strategies;
 - management of health hazards, e.g. engineering controls, health surveillance, auditing;
 - the content and purpose of Occupational Hygiene reports.

An in-depth knowledge of technical areas of Occupational Hygiene practices is not expected.

Those granted Specialist Member grade will be issued with a Certificate of Membership of the Faculty, signed by the Registrar, and are entitled to use the initials MFOH(S) after their names.

3.2.5. Applications for Licentiate Grade

All applicants must be holders of the BOHS Certificate of Operational Competence in Occupational Hygiene. Those granted Licentiate grade will be issued with a Certificate of Membership of the Faculty, signed by the Registrar, and are entitled to use the initials LFOH after their names.

3.2.6. Applications for Specialist Licentiate Grade

An application for the grade of Specialist Licentiate may be considered from those who hold a BOHS Certificate of Competence in an individual subject, or an equivalent qualification. All candidates are required to pass a course in Basic Principles of Occupational Hygiene (W201). Candidates who do not hold a BOHS Certificate of Competence will additionally be required to present for oral examination.

The oral examination will focus on the candidate's knowledge and experience in the specialist area, and their general understanding of occupational hygiene principles and practice at an operational level.

Those granted Specialist Licentiate grade will be issued with a Certificate of Membership of the Faculty, signed by the Registrar, and are entitled to use the initials LFOH(S) after their names.

3.2.7. Applications for Associate Grade

All applicants must either:

- have passed the BOHS Basic Principles Course,
- have passed any one of the BOHS Occupational Hygiene Modules,
- have passed any one of the Intermediate Level International Modules,
- or hold a BOHS approved first or postgraduate degree in occupational hygiene

Those granted Associate grade will be issued with a Certificate of Membership of the Faculty, signed by the Registrar, and are entitled to use the initials AFOH after their names.

3.2.8. Transfers

A member of the Faculty who wishes to transfer to a higher grade of membership will be required to satisfy the normal criteria for admission to that grade.

3.3. **Register of Practitioners**

Applications for any register of practitioners, which BOHS is responsible for, should be made via the online portal, accompanied by evidence of qualification(s) where required and the appropriate fee. All registered practitioners are bound by the terms of the Continuing Professional Development (CPD) Scheme. CPD Guidance can be accessed by all members by logging into the online portal and selecting CPD from the menu.

3.3.1. Applications for Practitioners requiring supervision.

An application may be considered from those who can satisfy the criteria for Associate Grade of the Faculty of Occupational Hygiene or can demonstrate an equivalent level of competency.

3.3.2. Applications for Practitioners without the requirement of supervision.

An application may be considered from those who can satisfy the normal criteria for Licentiate Grade, Chartered Member Grade or Chartered Fellow Grade of the Faculty of Occupational Hygiene or can demonstrate an equivalent level of competency.

3.4. **Conduct of Members and Registered Practitioners**

All members of the Faculty and registered practitioners shall at all times so order their conduct as to be in accordance with the Code of Ethics and should note the associated Code of Ethics Procedures which provides guidance on the Code of Ethics.

3.5. **Election of Registrar**

Nominations for the post of Registrar, which is a three-year appointment, shall be invited from Fellows of the Faculty of Occupational Hygiene, who are also holders of the Diploma of Professional Competence, not less than

60 days prior to the annual general meeting. It is preferable that the candidate has served on the FOH committee within the previous 5 years.

Candidates must complete and sign a nomination form and provide a 100-word resume. The nomination form must also be signed by two members of the Faculty (excluding anyone related to the candidate or supervised by the candidate). This form must be received by the BOHS Head Office not less than 37 days before the date of the AGM.

In the case of there being more than one candidate, there will be a postal and electronic ballot of members of the Faculty. Voting forms will be sent out no more than 60 days and not less than 30 days before the AGM. The Committee shall have the right to determine when the ballot shall be declared closed, to supervise the counting of votes and to call for another ballot if thought necessary. The result of the ballot will be announced by the Honorary Secretary or President at the AGM.

3.6. Examinations

3.6.1. Supervision of Education and Qualifications provided by BOHS

The operational governance of qualifications is through the Quality Enhancement Committee (QEC), reporting to the relevant Faculty for oversight of matters pertaining to its professional and regulatory role and to the Board's Policy, Publications and Technical Committee. The Faculty of Occupational Hygiene has representation on QEC to ensure that its deliberations are properly guided by the professional standards of the Faculty.

An independent voice for technical and subject expertise is essential to the integrity of qualifications. This is embodied in the Technical Advisory Group (TAG), which reports to the Quality Enhancement Committee, but whose reports, in full, will also be made available to the Faculties and to the Board.

3.6.2. Training Courses and Applications

Training partners wishing to run courses which are recognised by the Faculty as contributing to professional status as an Occupational Hygienist, are subject to the approval of the Faculty, in addition to BOHS's quality and due diligence requirements.

Further information on how to apply to become an approved training partner can be found at: <https://www.bohs.org/education/approved-training-providers/>

3.6.3. Nomination of Exam Results

The Faculty will maintain a record of all those who sit its examinations.

Each candidate will be advised individually, in writing, of the result of each examination. Results will not be given over the telephone.

The Faculty will not:

- discuss the quality, content, etc., of any such course with candidates;

- discuss or enter into correspondence, etc., regarding a candidate's result(s) with any third party, except as laid out below* or as required by law.
- (1) Where candidates sit examinations after having been on a course, a copy of their results will also be sent direct to the relevant training partner.
 - (2) Upon receipt of a written request, a confirmation of results statement will be issued to public or professional bodies, service authorities, universities/colleges or a prospective/current/past employer.
 - (3) Where a candidate claims Faculty qualifications to which they are not entitled, the Faculty will inform relevant regulatory authorities and reserves the right to make this information public and raise a complaint against the Code of Ethics should the candidate be identified as a member of the Faculty and/or a registered practitioner of any register for which BOHS is responsible for.

3.6.4. Replacement Certificates

The Faculty will issue replacement certificates (marked as 'replacement') or a certified Statement of Results for qualifications awarded by predecessors of the Faculty. These are official documents and can be presented in place of an original certificate. Applications for a replacement certificate or certified Statement of Results must be made in writing by the individual holding the qualification, must be accompanied by some form of identification (e.g., photocopy of a birth certificate, driving licence or passport) and will include a small charge to cover the costs of processing the request. If individuals have changed their name since taking the examination(s), for example through marriage or by Deed Poll, they must also include supporting evidence of this (e.g., a photocopy of their marriage certificate or Deed Poll document).

3.6.5. Appeals

Appeals against results issued for written examinations are considered on a case-by-case basis and escalated up to a relevant Principal Examiner in the last resort. Appeals against results from an oral examination will not be considered unless they are on the grounds that the correct procedure was not followed. Simple disagreement with the oral panel's judgement is not grounds for appeal.

3.6.6. General

Candidates with learning disabilities such as dyslexia may apply for extra time and/or scribe/reader to complete an examination. Such applications must be made in writing to BOHS at least fourteen days before the examination and must be accompanied by supporting documentation.

Candidates sitting written and oral examinations are expected to be proficient in English.

The Faculty will not make available to candidates their marked examination scripts after the examination.

More detailed information, including the Queries and Appeals Policy, is available from the website.

<https://www.bohs.org/education/qualifications-faqs/>