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| P903 Report submission form | | | |
| **Information for candidates** | | | |
| Please complete Part 1 – Certificate of Authorship and send the whole form to BOHS along with your field assessment report. Please save all report documentation in **one file**, and submit by using one of the options below:  • **Option 1:** For files **less than 10MB** in size, email directly to **qualifications@bohs.org**  • **Option 2:** For files **more than 10MB** in size, request a Dropbox link by emailing **qualifications@bohs.org**  • **Option 3:** For printed documents, post to Reports Section, BOHS, Melbourne Business Court, Millennium Way, Derby DE24 8LZ  **Data protection notice:** We collect your personal data in order to confirm your candidate identity, so that we can process and mark your assignment. The data on this form will only be shared with BOHS assignment markers and will not be shared with any external or third parties, unless we are legally required to do so.  This form and your assignment are both stored on a secure computer server located at the BOHS offices in the UK. We will keep your assignment until you pass your qualification, or the timeframe for completing your qualification has elapsed; after this point, your assignment will be securely destroyed. This form is stored indefinitely as part of your qualification record, as we are legally required to do so.  **Marking your report:**   * Your report will be marked against the items listed in Part 2. * The marker will decide if your report has passed or failed, and provide feedback. * If any sections are incomplete, you must amend your report, provide a response in Part 3 which tells the marker what you have changed, and re-submit your report. * The marker will then review your changes and decide if the assessment is now complete. You will receive further feedback if any sections are still incomplete. | | | |
| **Part 1 – Certificate of Authorship declaration** | | | |
| I confirm that the field assessment was carried out by me, and that the enclosed report is all my own work. I have obtained all the relevant permissions to use it for the purpose of completing my P903 qualification. | | | |
| Name of candidate: |  | Date of Birth: |  |
| Contact phone number: |  | Email address: |  |
| **Your risk assessment report** | | | |
| Contractor/organisation name: |  | | |
| Report title and survey number: |  | | |
| Address/location of assessed premises: |  | | |
| Review date: |  | | |
| **Your training provider** | | | |
| Name of training provider: |  | | |
| Name of tutor: |  | | |

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| **Part 2 – Results and feedback** | | | |
| **The sections below contain the report marker’s feedback about information that is missing from the report. The marking criteria in this form directly relates to the Checklist of Report Requirements in the P903 Report Requirements document.** | | | |
| **Overall feedback**  Your report has been marked as:  Pass  Fail (please see reasons below) | | | |
| **Please correct and re-submit your report for the following reason(s):** | | | | | |
|  | The report does not contain sufficient information to be classed as a satisfactory field assessment of an industrial water system (i.e. field notes on their own, or an operating site manual with introductory notes would not be accepted as a full report). | | | | |
|  | The report is a computer-generated generic report that requires the author to put information in about the system being evaluated. This information has not been put into the report, and needs to be provided. | | | | |
|  | The report appears to have been carried out under supervision, but there is no supporting documentation. Please clarify in a covering letter, and if relevant supply a signed statement from the supervisor. | | | | |
|  | The report appears to have been written by another person/as part of a team. There is no statement provided to explain how the candidate’s work was completed independently. | | | | |
|  | No measurements have been taken, or sampling results/observations recorded. | | | | |
|  | The recommendations are unclear, or inconsistent/conflicting advice has been given. | | | | |
|  | Measurement data is quoted, but has not been properly discussed or evaluated. | | | | |
|  | The information in the report indicates that remedial action should to be taken, but no recommendations have been made in the report**.** | | | | |
|  | The report indicates that a dangerous condition exists, but there are no immediate actions recommended to protect people from exposure**.** | | | | |
|  | Conclusions have been drawn from an insufficient number of measurements. | | | | |
|  | The legislation, Approved Codes of Practice or guidance documents referred to in this report are out of date. | | | | |
| Additional comments (if required): | | | | | |
| **Section 1: Report structure** | | | | |
| Boxes will be ticked next to any sections that are **incomplete**. Please include/amend these sections when you re-submit your report. You will need to list the changes you have made in Part 3 of this form before re-submitting. | | | | |
|  | | Title page, including a full title for the report. | | | |
|  | | A unique number by which the report can be identified. | | |
|  | | Numbered pages. | | | |
|  | | The author’s signature and date of the survey. | | | |
|  | | Plans, sketches, **r**eference tables and graphs (where applicable). | | |
| Additional comments (if required): | | | | |
| **Section 2: Report contents** | | | | |
| Boxes will be ticked next to any sections that are **incomplete**. Please include/amend these sections when you re-submit your report. You will need to list the changes you have made in Part 3 of this form before re-submitting. | | | | |
|  | | Introduction or background section, including:   * The age and nature of the water system. * Plans/sketches of the assessed water system. * The purpose of the water system. * The reason for undertaking the legionella risk assessment. | | |
|  | | Description of work and processes. Methodology of the work undertaken (including the risk assessment process and measurement data used.) | | |
|  | | Checking of client documents and biological monitoring records for:   * Results that reveal any legionella risk. * Whether legionella is present in the water, and if it is likely to become airborne. * Lack of prescribed testing, missing records etc. (This includes checking that action has been taken for any unacceptably high biological sampling dip slide results.) | | |
|  | | Precautionary methods used by the candidate for their own health and safety risk assessment and the site inspection. This includes:   * Site walkabout before inspection. * Checking of site records. * Consideration of people that are inexperienced with controlling legionella risk. | | |
|  | | A full evaluation of the water system, which should:   * Identify any Legionella risks present. * Determine whether the control measures in place are adequate or not. * Outline the types of measurements taken/visual observations made by the candidate, including an analysis of the results and their findings. There must be enough measurements taken in order to draw a sufficient conclusion. | | |
|  | | Clear and concise recommendations for future management of the water system, including any immediate actions which should be taken in order to protect people from exposure to legionella bacteria. | | |
| Additional comments (if required): | | | | |
| **Part 3 - Candidate’s response** | | | | |
| Candidates should use this section to directly respond to the marker’s feedback, if they need to re-submit their report. Please make a note in the left-hand column which section(s) of the report have been changed, and in the right-hand column what the changes are. | | | | |
| **Section(s) for re-submission** (e.g. Title page incomplete) | | | **Your response** (e.g. Title page added to report) | |
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