

## RP404 Refresher Course

# Refresher – Air Sampling of Asbestos and MMMF and Requirements for a Certificate of Reoccupation Following Clearance of Asbestos Course Specification

Issue 2 | Revised November 2018

## Contents

	Page
<a href="#">Section 1</a>	<a href="#">About BOHS</a> 2
<a href="#">Section 2</a>	<a href="#">RP404 Refresher at a glance</a> 3
<a href="#">Section 3</a>	<a href="#">Background to the course</a> 4
<a href="#">Section 4</a>	<a href="#">Key features of the course</a> 5
<a href="#">Section 5</a>	<a href="#">Delivering the course</a> 6
<a href="#">Section 6</a>	<a href="#">Teaching plan</a> 7
<a href="#">Section 7</a>	<a href="#">References and further reading</a> 13
<a href="#">Section 8</a>	<a href="#">Completing the course</a> 14
<a href="#">Section 9</a>	<a href="#">Quality assurance</a> 15
<a href="#">Section 10</a>	<a href="#">Offering the course</a> 16
<a href="#">Section 11</a>	<a href="#">Other courses and qualifications for asbestos practitioners</a> 17
<a href="#">Appendix 1</a>	<a href="#">Candidate Record of Course Attendance Form</a> 18

## Section 1

### About BOHS

#### **BOHS - The Chartered Society for Worker Health Protection**

BOHS is the Chartered Society for Worker Health Protection. Our vision is to create a healthy working environment for everyone by preventing exposure to hazardous substances in the workplace.

Founded in 1953, we have developed over the last 60 years into a highly respected and influential body on workplace health issues, working closely with organisations in the UK and overseas to promote our vision. We are a registered charity, professional society and a member of the International Occupational Hygiene Association, which is recognised as a non-government organisation by the International Labour Organisation (ILO) and the World Health Organization (WHO).

We were awarded a Royal Charter in 2013 in recognition of our pre-eminent role in protecting worker health.

BOHS is a membership organisation, open to anyone who has an interest in workplace health issues, and we have over 1,800 members in 57 countries.

---

#### **BOHS courses and qualifications – the quality choice**

We are the leading awarding body in our field. Our UK courses and qualifications are recognised and respected by independent agencies such as the Health and Safety Executive (HSE) and the United Kingdom Accreditation Service (UKAS), and further afield by industry and employers worldwide. Over 60,000 people have taken one of our qualifications through our network of training providers.

Our courses and qualifications are overseen by a team of highly experienced professionals, who are dedicated to developing the competence and career opportunities for the many thousands of people that play a key role in protecting worker health; in diverse fields such as asbestos, legionella and control technologies.

Information about all our courses and qualifications is available on our website:

[www.bohs.org/qualifications-training/bohs-qualifications/](http://www.bohs.org/qualifications-training/bohs-qualifications/)

## Section 2

### RP404 Refresher at a glance

#### What is the objective?

To revise and update the candidate's knowledge of air sampling and clearance procedures, including the provisions for issuing certification for reoccupation.

#### Who is it for?

Anyone that undertakes clearance testing as part of their work, including air sampling, fibre counting and issuing certificates of reoccupation (e.g. asbestos analysts).

#### What are the entry requirements?

It is recommended that candidates have already completed a relevant asbestos site clearance testing qualification, such as the P404 qualification.

#### What are the main subject areas?

- Legislative requirements.
- Preparation for asbestos removal or remediation works.
- 4 Stage Clearance procedures.

#### How long does it take?

Usually one day.

#### Who supports it?

HSE and UKAS.

## Section 3

### Background to the course

BOHS has provided asbestos proficiency qualifications in the UK for over 15 years, working closely with globally recognised bodies such as the HSE to set educational standards and to spread best practice. In that time, over 45,000 candidates have taken a BOHS asbestos examination.

*P404 Air Sampling of Asbestos and MMMF and Requirements for a Certificate of Reoccupation Following Clearance of Asbestos* is the industry standard qualification for those whose work involves air sampling and clearance testing of asbestos removal sites, such as asbestos analysts. In addition to holding the qualification, they are required to undertake and provide evidence of annual refresher training.

The *RP404 Refresher* complies with the requirements outlined in the Control of Asbestos Regulations (CAR) 2012, which states that workers who undertake non-licensed asbestos work should have annual refresher training. HSE classes asbestos analysts and surveyors as non-licensed workers. The requirement for yearly refresher training is also supported by HSE guidance documents *HSG264 Asbestos: the survey guide* and *HSG248 Asbestos: the analysts' guide for sampling, analysis and clearance procedures*, along with UKAS publication LAB 30.

The *RP404 Refresher* has been specially designed to meet the needs of each individual candidate, by refreshing their learning of topics that they personally find the most challenging. The course will also bring them up-to-date on any changes in asbestos analysis legislation over the last 12 months, and refresh their learning of best working practice for air sampling and site clearance inspections. Candidates who attend the course will receive a BOHS-branded certificate that can be displayed in their workplace as evidence of completing refresher training.

## Section 4

### Key features of the course

#### Objective

The RP404 Refresher is designed to revise and update the knowledge required by asbestos site analysts, up to a standard which is recognised as preventing ill health by minimising the risk of exposure to asbestos in buildings.

---

#### Target audience

The course is suitable for anyone who:

- Undertakes clearance testing, air sampling and fibre counting as part of their work.
  - Issues certificates of reoccupation following asbestos clearance procedures.
- 

#### Entry requirements

It is recommended that candidates have completed *P404 – Air Sampling of Asbestos and MMMF and Requirements for a Certificate of Reoccupation Following Clearance of Asbestos*, or hold a similar qualification.

It is also expected that candidates will be practising asbestos site clearance analysts, or have recent experience of undertaking asbestos air sampling and site clearance inspections (within the last three years).

---

#### Age range

There is no age restriction on candidates taking the qualification. However, there are requirements within the Management of Health at Safety at Work Regulations 1999 (Regulation 19) which specifies that people less than 18 years old should not be employed in work which exposes them to carcinogens.

---

#### Fees

The examination fee for each candidate is published on the BOHS website:

[www.bohs.org/qualifications-training/examination-fees/](http://www.bohs.org/qualifications-training/examination-fees/)

## Section 5

### Delivering the course

#### Teaching and learning time

The RP404 Refresher course normally runs over one day and includes at least six hours of teaching.

The course can be delivered more flexibly, such as an evening or part-day course, but should still include six hours of teaching.

---

#### Tutors

The course should be taught by tutors who are experienced and qualified asbestos practitioners. As a guide, tutors will typically have:

- At least three years' current experience in undertaking asbestos sampling techniques and site clearance procedures.
- A recognised asbestos qualification or a professional occupational hygiene qualification certification such as:
  - BOHS Certificate of Competence (Asbestos).
  - BOHS Diploma of Professional Competence.

This list is not necessarily exhaustive or definitive.

---

#### Teaching resources

Training providers must have the following facilities and equipment:

- Suitable PPE and RPE samples for candidates to practice with.
- Photographic and case study examples (e.g. method statement extracts) for education purposes.

---

#### Preparing for the course

Before running a training course, it is recommended that training providers send out a needs analysis questionnaire to candidates, in order for candidates to consider what they'd like to get out of the refresher training day before attending. The tutor can then use the results of the questionnaire to help prepare appropriate teaching materials and exercises.

## Section 6

### Teaching plan

A recommended teaching programme is given below. Tutors have the flexibility to re-structure the order of the teaching plan to suit the needs of the candidates, and appoint appropriate timeframes for each section.

Teaching programme
<b>1. Needs analysis</b>
<b>2. Legislative requirements</b>
2.1 Guidance documents
<b>3. Preparation for asbestos removal or remediation work</b>
3.1 Method Statement/Plan of Works
3.2 PPE/RPE requirements
3.3 Decontamination procedures
<b>4. Four Stage Clearance Procedure</b>
4.1 Stage One
4.2 Stage Two
4.3 Stage Three
4.4 Stage Four
<b>5. Optional topics</b>
5.1 Health effects of asbestos
5.2 Air sampling methods for asbestos
5.3 Fibre counting
<b>6. Conclusion/assessment</b>

#### 1. Needs analysis

After a general introduction from the tutor, candidates should be asked to introduce themselves and outline their work area with asbestos. They should be encouraged to outline any expansion of their learning that they feel they require to be better equipped to do their work. This should include the following:

- What they want to get out of the refresher training day
- How long they've been working in the asbestos industry and in which role(s)
- Theoretical and practical subject areas that they find challenging



## 2. Legislative requirements

### Educational objectives

Candidates should have a clear understanding of the legal requirements relating to safe management of asbestos in buildings, and the role that asbestos analysts play in these requirements through undertaking site clearance procedures.

This section should focus on:

- New legislation and changes in legislation over the last 12 months that could affect asbestos site clearance/sampling practice, or the four stage clearance procedure.
- A brief summary of the key principles of asbestos site clearance in accordance with best practice:
  - The role of the site analyst in ensuring an asbestos removal or remediation site is safe for reoccupation.
  - The legal control limits and clearance indicators for an asbestos site to be deemed safe.
  - The requirements for issuing a valid certificate of reoccupation.

### 2.1 Guidance documents

An outline of each of the guidance documents listed below should be presented, and used in turn to develop a dialogue with the candidates. This will reveal the candidates' overall level of knowledge of each guidance document, and tutors should provide more detailed teaching where candidates demonstrate less working knowledge of a particular document.

HSG248 – Asbestos: The analysts' guide for sampling, analysis and clearance procedures

Control of Asbestos Regulations (CAR) 2012

L143 – Managing and working with asbestos

HSG53 – Respiratory protective equipment at work: a practical guide

#### Classroom discussion task

- Examples of recent HSE prosecutions of asbestos analysts are presented to candidates, with a discussion of what went wrong and which working practices should have been followed. Candidates can also use this opportunity to ask questions about any situations where they were unsure of where they stood with regards to the law (e.g. being put under pressure to complete their work).

### 3. Preparation for asbestos removal or remediation work

#### Educational objectives

Candidates should revise the full process for carrying out asbestos remediation works, and the checks the analyst should make to ensure that this work is being carried out safely. This includes reviewing method statements; use and selection of appropriate personal protective equipment; and the decontamination procedures that should be followed.

This section should focus on:

#### 3.1 Method Statement/Risk Assessment

- The importance of obtaining the contractor's method statement/plan of works, which will then allow the analyst to produce their own method statement to carry out their work safely.

#### 3.2 PPE/RPE requirements

- The selection and use of PPE and RPE, its place in the control hierarchy and the likely protection it affords.
- The needs and requirements for face-fit testing.
- The contractor's rationale for selection of RPE and the requirement for validation by personal monitoring.

Classroom  
discussion  
task

- **Task 1:** Candidates are given different RPE examples and asked to demonstrate how they would select and wear them.
- **Task 2:** Candidates are presented with a face fit certificate with common errors included, and are asked to spot the errors.

#### 3.3 Decontamination procedures

- The transit and decontamination procedures that may need to be followed.
- The hygiene facilities that should be made available on site.

Classroom  
discussion  
task

- Candidates are asked about the step-by-step process that should be followed for decontamination procedures when entering and leaving an asbestos enclosure. This includes situations where full decontamination procedures and preliminary decontamination might be required.

## 4. Four stage clearance procedure

### Educational objectives

Candidates should revise the full four stage clearance procedure, with particular emphasis on stages 2 and 4. This includes: reviewing method statements before work commences; undertaking thorough visual inspections of enclosures; measuring asbestos exposure levels; and issuing valid certificates of reoccupation once the site is safe for re-entry.

This section should focus on:

### 4.1 Stage One

- The requirements for the first stage of reoccupation, its certification and the requirements of the method statement. This includes work areas, enclosures, hygiene facilities, transit routes and waste disposal.
- The needs and methods for enclosure inspection to detect any deficiencies, including smoke testing, leak testing, enclosure design etc. The evaluation of the enclosure must include the decontamination unit and any other equipment normally involved.

#### Classroom discussion task

- A series of method statements/Plan of Works extracts containing common errors are presented to candidates, to review, critique and correct the errors. The extracts should have a particular scope with the method statement, where sections are missing which need to be resolved by the candidates (e.g. 2.0.2 the design of an enclosure and key points).

### 4.2 Stage Two

- Clearance inspections of enclosures and decontamination units.
- The places where asbestos may be found after contractors have completed stripping operations.
- Clearance sampling and the meaning of 'thoroughly visually clean'. Discuss how this is assessed.

#### Classroom discussion task

- Candidates are asked to critique a series of photographs from poor visual inspections, and identify the issues with each work site.

### 4.3 Stage Three

- The clearance indicator threshold and the role of clearance sampling. Their significance and application to measurements.

- The methods for personal and static sampling and the use of personal sampling to assess exposure of the analyst during clearance testing.
- The requirements imposed by ISO 17025 accreditation, HSE and UKAS in ensuring that certification is carried out with integrity.
- The areas of potential conflict of interest and what to do if undue pressure or threats are made by other practitioners.

**Classroom discussion task**

- Candidates are presented with real-life scenarios where analysts have been put under pressure, and asked to discuss what they would do in that situation and to present practical solutions.

---

#### **4.4 Stage Four**

- Areas for inspection outside the enclosure and the overall removal of asbestos-containing materials, in compliance with the method statement.
- Issuing a certificate of reoccupation once satisfied that the site is safe and the work completed.

**Classroom discussion task**

- Candidates are presented with certificates of reoccupation containing common errors, and asked to identify the mistakes.

---

## **5. Optional topics**

The following topics are optional on the RP404 refresher course. The tutor can use their own discretion on whether to include these topics within the refresher training day, or if the candidates have requested coverage of these topics within their needs analysis session.

The topics can be included at any point within the day to suit the teaching plan.

### **Educational objectives**

Candidates should revise the ill health effects that exposure to asbestos can cause. They should also revise air sampling methods and the process for asbestos fibre counting.

#### **5.1 Health effects of asbestos**

- 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.

**Classroom  
discussion  
task**

- Recent case studies involving different asbestos-related illnesses are presented to candidates, with a discussion of how these could have been prevented.

### **5.2 Air sampling methods for asbestos**

- The numbers and location of air samplers.
- The normal sampling strategies utilised for asbestos assessments.

**Classroom  
discussion  
task**

- Candidates are presented with different asbestos remediation/removal scenerios and are asked about the minimum number of samples they'd take and the sampling strategies they'd use.

### **5.3 Fibre counting**

- The preparation of filters and counting of fibres in accordance with the recognised counting rules and the WHO method (as specified in HSG248).
- The limitations of the methods, together with examination of accuracy, precision and systematic differences.

## **6. Conclusion/assessment**

The tutor can assess the candidate's learning by:

- Doing a summative group discussion to re-cap on the topics covered throughout the day.
- One-to-one chats with candidates to establish how much they've learnt and if there's any areas they would like more guidance on.
- A short quiz to establish how much the group has learnt, followed by a discussion of any areas the group finds more challenging.

## Section 7

### References and further reading

1	Control of Asbestos Regulations (CAR) 2012	
2	HSG248 (2005), Asbestos: The analysts' guide for sampling, analysis and clearance procedures, HSE	
3	HSG53 (2013), Respiratory protective equipment at work: a practical guide, HSE	
4	L143 (2013), Managing and working with asbestos, HSE	

HSE guidance is reviewed and revised periodically. Training providers should check that the publications listed above are the current versions.

#### Useful websites

All the Health and Safety Executive (HSE) publications listed above are available as free downloads from the HSE website: [www.hse.gov.uk/](http://www.hse.gov.uk/)

## Section 8

### Completing the course

#### Assessment

The course tutor will set an informal assessment at the end of the refresher training day, to test the learning of the candidates and to cover any additional areas that require further teaching. Examples of the assessment type include:

- A summative group discussion to re-cap on the topics covered throughout the day.
- One-to-one discussions with candidates to establish how much they've learnt and if there's any areas they would like more guidance on.
- A short quiz to establish how much the group has learnt, followed by a discussion of any areas the group finds more challenging.

#### Confirmation of course attendance

All candidates will need to complete a Record of Course Attendance Form (see Appendix 1) to confirm that they have attended the refresher training day. The course tutor will also need to sign this form to confirm the candidate's attendance and completion of a suitable assessment.

Training providers should return all attendance forms to BOHS within five working days of the course date.

#### Certification

Candidates will receive a BOHS attendance certificate for *RP404 – Refresher - Air Sampling of Asbestos and MMMF and Requirements for a Certificate of Reoccupation Following Clearance of Asbestos*.

## Section 9

### Quality assurance

#### Internal quality assurance

Training providers must operate an internal quality assurance system which evaluates and improves the delivery of the course.

---

#### External quality assurance

BOHS undertakes desk-based reviews of documents, including teaching materials, and conducts surveys of candidates. We may also inspect training providers.

This course is not included in the mandatory asbestos training provider inspection scheme.



## Section 10

### Offering the course

#### Approved training providers

Training providers that are approved to offer P404 will be automatically approved to offer the RP404 Refresher.

All other approved training providers should complete and return the 'Application to Offer Additional Qualifications' form to [qualifications@bohs.org](mailto:qualifications@bohs.org). The form is available on the BOHS website.

Training providers must be approved to offer the P404 qualification in order to be approved to offer the RP404 Refresher.

---

#### New training providers

Please send an email to [qualifications@bohs.org](mailto:qualifications@bohs.org) expressing your interest in offering the course, and we will advise you about the approvals process. Training providers must be approved to offer the P404 qualification in order to be approved to offer the RP404 Refresher.

## Section 11

### Other courses and qualifications for asbestos practitioners

BOHS offers a wide range of asbestos courses and qualifications for surveyors, analysts, building managers, duty holders and anyone looking to start a career in the asbestos industry.

#### Proficiency Qualifications

##### Analysts:

- [P401 - Identification of Asbestos in Bulk Samples \(PLM\)](#)
- [P403 - Asbestos Fibre Counting \(PCM\)](#)
- [P404 - Air Sampling of Asbestos and MMMF and Requirements for a Certificate of Reoccupation Following Clearance of Asbestos](#)
- [P408 – Identification and Quantification of Asbestos in Soils using PLM and PCM](#)

##### Surveyors:

- [P402RPT - Report Writing for Asbestos Surveys](#)

##### Duty holders and building managers:

- [P405 - Management of Asbestos in Buildings](#)
- [P407 - Managing Asbestos in Premises - The Duty Holder Requirements](#)

#### Advanced qualifications

- [CoCA - Certificate of Competence in Asbestos](#)

The CoCA is for candidates who wish to officially establish their competence in the field of asbestos. Candidates would need to hold qualifications in P401, P402, P403, P404 and P405 to apply.

## Appendix 1 – Candidate Record of Course Attendance Form

To be completed by all candidates. Please read the Data Protection Notice on the reverse of this form, then provide the following information in **BLOCK CAPITALS** using ink and insert only one character in each box. You should then sign the declaration. All fields on this form are mandatory and must be completed in order to process your examination.

PERSONAL DETAILS	
Last name(s) *	
First name *	
Title (please tick)	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/>

\* The name you give on this form will appear on your course attendance certificate.

ADDRESS FOR CORRESPONDENCE	
Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Country	

OTHER INFORMATION	
Daytime Telephone No.	
Date of Birth	/ / (DD / MM / YYYY)
Email address	
Module Code (e.g. RP402)	
Course date	/ / (DD / MM / YYYY)
Have you taken a BOHS course before?	Yes <input type="checkbox"/> No <input type="checkbox"/>

We collect this data in order to send you your course attendance certificate, and to ensure that your qualification record is up-to-date. We may also contact you by email from time to time about related training courses and qualifications. If you would also like to be contacted by email about other relevant BOHS services, including events, conferences and membership offers, please tick this box.

Please read and sign the declaration on the back of this document.

**Declaration**

The information that I have given is correct and complete. I have read the Data Protection Notice below and agree that BOHS may use and share my personal information for the reasons stated. I understand that I can withdraw consent at any time and unsubscribe from BOHS' mailing lists.

Signed:

Print name:

Tutor signature:

Tutor name:

**Data protection notice**

**About BOHS**

BOHS is a professional society and an awarding body for occupational hygiene qualifications.

**Using your personal information**

We need to obtain and hold personal information about you so that we can:

- Maintain a unique record of all your BOHS qualification and examination achievements.
- Produce and post out your course attendance certificate.
- Carry out surveys and statistical analysis relating to training and qualifications.

**The right to withdraw consent**

You have the right to withdraw consent and to unsubscribe from mailing lists at any time, by contacting the Qualifications Team on 01332 298101 or by emailing [qualifications@bohs.org](mailto:qualifications@bohs.org). This does not include your qualification result, as BOHS is legally obliged to retain this data.

**Further information**

For further information about how we use your personal information, how we maintain the security of your personal information and how to access the personal information we hold on you, please contact a Qualifications Officer on 01332 298101 or email [qualifications@bohs.org](mailto:qualifications@bohs.org).

This data protection statement is available to read at any time, as part of our Privacy Policy. This can be downloaded from the BOHS website: [www.bohs.org](http://www.bohs.org). BOHS' data subject access policy is also available on the BOHS website.

© British Occupational Hygiene Society 2018

Information in this course specification is correct at the time of issue but may be subject to change.

**BOHS**

5/6 Melbourne Business Court  
Millennium Way  
Pride Park  
Derby  
DE24 8LZ

Incorporated by Royal Charter  
No. RC000858

Registered Charity  
No. 1150455