Faculty of Occupational Hygiene



Certificate of Competence - Asbestos

Qualification Guide

PQA-POL002 Version 4.0

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1. Qualification Overview

1.1 Qualification Introduction

The Certificate of Competence [CoC] in Asbestos is for candidates wanting to establish their competence in the specific field of asbestos, and follows on from successful completion of the appropriate Occupational Hygiene module.

Having passed the relevant modules, candidates should accumulate three years of relevant experience, in order to be eligible to apply for a Certificate of Competence in Asbestos. (Candidates with previous experience may apply to have this taken into account).

There are two routes to this qualification, depending on a candidate's previous experience and qualifications (see appendix 1).

- **Pathway 1**. Candidates taking this pathway need to complete a Report and an oral examination.
- **Pathway 2**. Candidates taking this pathway need to complete a Personal Learning Portfolio (which includes a Report) and an oral examination.

Overall, the combination of the PLP, Report and the oral examination aims to probe knowledge (including UK legislation), operational and practical skills in the subject area.

The Certificate of Competence in Asbestos is only awarded to those candidates who satisfy the examiners as to their knowledge in that subject and demonstrate by their education, training and experience that they are competent to practice in the subject field.

Successful candidates are awarded the **Certificate of Competence in Asbestos** and are entitled to use 'CoC Asbestos' as post nominal letters after their names.

1.2 Entry Requirements

Applicants for this qualification are expected to demonstrate that they have **3 years' professional experience.**

The first route (see **Pathway 1** in appendix 1) to this qualification is for candidates who have taken the P401, P402, P403, P404 and P405 modules. Alternatively, candidates holding the S301 are also eligible for this pathway. These candidates are expected to have 6 months' experience since completing their last module. This experience needs to include some management including preparation of quotations/tenders, discussions with workers /colleagues/clients regarding relevant subject matters, development of procedures, and control recommendations.

The second route to this qualification is for candidates should have completed the W504 module. These candidates will follow **Pathway 2** (see appendix 1). Candidates will be required to complete an application form showing their previous qualifications and experience, and submit this to BOHS. The team at BOHS will review the application, and allocate the candidate to the appropriate pathway.

Applicants should note that some of the components of this qualification are assessed online, and therefore access to a computer and the internet is essential.

1.3 Application Procedure

Applicants may request to complete this qualification by submitting a completed application form. The form is located on the BOHS website. Applicants should follow the instructions for completion carefully. Applications are considered on an academic and relevant professional experience basis to ensure that entry requirements have been met, using all information provided. Candidates will be sent an email to inform them of the outcome of their application.

There is no charge for the application. Candidates are liable to pay fees for each component as they progress through their qualification. A full list of current fees is available on the BOHS website.

1.4 Using the Online System

Candidates will create their own account for the www.bohs-hub.org website which will then give them access to;

- Pay for each qualification component
- Submit the Personal Learning Portfolio (if applicable) and Report
- View feedback comments and assessment results
- Book the oral examination appointment

2. Personal Learning Portfolio

The Personal Learning Portfolio (PLP) is a required component for candidates following **Pathway 2** towards the **Certificate of Competence in Asbestos.**

The PLP will allow candidates to demonstrate their knowledge, operational and practical skills in the subject.

2.1 Preparing a PLP

2.1.1 Objective of the PLP

To prepare a portfolio (a collection of evidence) that demonstrates the breadth and depth of technical competence in occupational hygiene practice within the field of asbestos.

2.1.2 Contents of the PLP

The PLP should cover at least six months of relevant experience, and include the further learning achieved during this period following the international examination W504. It should be a structured record of the workplace learning, practical experience and skills development.

Overall the portfolio will contain:

- A PLP Diary of relevant experience of practical application in <u>all</u> of the relevant subject areas. This will include records of personal input into surveys, measurement studies, reports, etc. It is normally expected that candidates will submit at least 6 experience records and these should cover at least 4 differing subjects during the six month PLP period.
- Evidence of any relevant Additional Learning such as meetings, tutorials and training courses attended, further reading in subject areas, etc. It will also be expected that candidates will submit at least 4 records of additional learning.
- > A commentary on what has been learnt from the experience documented above.
- Candidates should consider that a Report (as explained in Section 3 of this guide) is also required, and these should be submitted simultaneously)

It is important that the information that goes into the portfolio is the candidates own work.

The portfolio must contain the following specific items:

A completed front cover that has been signed by the candidate and countersigned by a line manager or other responsible person who will confirm the contents are the candidates work. [If the front cover is not completed and signed the portfolio will not be accepted].

- > An index listing the contents of the portfolio
- > The candidates PLP Diary and Additional Learning Records.
- Candidates should also prepare a Report (as explained in Section 3 of this guide), and submit it at the same time as the PLP.

To assist candidates with creating their PLP, templates and samples are provided later in this guide.

More detail on the content of each section is given below.

2.1.3 PLP Diary

The diary is a record of the candidates' personal experience and additional learning related to good practice in the subject area.

The **PLP Diary** should be used to keep a record of **practical experience**. This will cover activities such as surveys, bulk sample analysis, air monitoring, clearance testing, microscope work, discussions with workers /colleagues/clients regarding relevant subject matters, development of procedures, risk assessments, preparation of quotations/tenders and control recommendations.

The fields to be completed in this record sheet are as follows:

- ➤ Current role/position briefly describe the role.
- Title of project briefly state the title of the project/task. This could be an air monitoring project, management survey, talk to operators/ management, development of a sampling strategy or safe operating procedure etc.
- > Date of project state the date(s) on which it was carried out.
- > Type of project briefly describe the type of project/task carried out.
- Scope of project briefly state the aim of the project/task.
- Personal involvement briefly state what individual involvement there was in the project/task.
- Limitations of the project Clearly state any limitations to the project/task. This might be things such as the equipment used, number of people surveyed, duration of the survey, areas excluded and any other factors that may have an effect on the results.
- Problems encountered/reflection on what you have learnt State any problems that may have been encountered and what the possible effects these problems may have had. Also state what has been learnt from carrying out the project / task.

The following tables show 5 samples of PLP Diary records. Candidates may use these samples as a guide to show the level of information and detail that is required in an acceptable PLP.

2.1.4 PLP Diary Samples

Item	Description
Current role/position	Building Surveyor [Training]
Title of project	Survey of disused industrial unit
Date of project	23 rd January 2011
Type of project	Refurbishment survey
Scope of /project	Identify and sample all potential asbestos products present in areas affected by the refurbishment
Personal involvement	Survey conducted under supervision. All samples taken by author
To which course module(s) does the project relate	W504 Asbestos
Limitations with the project	Access required to locked rooms which was arranged on initial visit but unable to evaluate wall cavities until presence of licensed removal contractor could be arranged
Problems encountered/reflection on what you have learnt	Exposed asbestos lagging identified during initial walk-through. Immediate control action instigated. To secure area Supervisor made significant changes to my draft report and discussed these with me. It demonstrated the weakness of using generic report formats was brutal but enlightening!!

Example 2

Item	Description
Current role/position	Asbestos Analyst [Training]
Title of project	Clearance testing under supervision.
Date of project	3 rd February 2011
Type of project	Clearance of enclosure after asbestos removal
Scope of project	Inspection and sampling of enclosure and decontamination unit
Personal involvement	Setting up and checking of all sampling pumps and filters. Prepared
	initial draft report
To which course module(s) does the project	W504 Asbestos
relate	
Limitations with the project	Unable to assist with counting as only one microscope available
Problems encountered/learnings	One of the sampling pumps failed part-way through the day so
	sample was lost. Analyst made significant changes to my draft
	report and discussed these with me.

Item	Description
Name	
Current role/position	Asbestos Analyst [Training]
Title of project	Setting up and using a fibre counting microscope
Date of project	1st March 2011
Type of project	To attempt to count clearance slides[under supervision]
Scope of project	To understand the preliminary set up requirements and verification for a counting microscope and then attempt to count the fibres on slides according to WHO rules.

Personal involvement	Allocated a separate microscope so as to learn how to manipulate it and then count some slides including some ex RICE control slides.
To which course module(s) does the survey/project relate	W 504
Limitations with the project	Unfortunately unable to spend more than a few hours on this work.
Problems encountered/reflection on what you have learnt	Found setting up quite difficult and time consuming clearly need more practice to become competent.

Example 4

Item	Description
Name	
Current role/position	Asbestos analyst [Training]
Title of project	Identification of bulk asbestos samples
Date of project	10 , 12, 15 and 21 March 2011
Type of project	Use of both stereo and polarising microscopes
Scope of project	Set up and examine samples under a stereo microscope in a fume cupboard. Then make slides with appropriate Cargille fluids and then examine them under a polarizing microscope.
Personal involvement	Allocated individual fume cupboard and microscopes. Laboratory supervisor helped by showing me the correct way to manipulate the microscopes and how to make the slides.
To which course module(s) does the survey/project relate	W504
Limitations with the survey/project	Due to pressure from other laboratory users unable to spend sufficient time to get an acceptable level of competence in one session so spent further time out of normal working hours
Problems encountered/reflection on what you have learnt	Found it extremely difficult to judge some of the colour changes in practice as given in HSG 248.

Item	Description
Name	
Current role/position	Asbestos surveyor [Training]
Title of project	Conversion of a survey report into a management plan
Date of project	April 2011
Type of project	Documentation preparation with building knowledge
Scope of project	The chief engineer and building manager of an office block in central London requires a management plan for his building following a survey
Personal involvement	Prepared the overall plan which I discussed with my supervisor and the client. They offered many points of advice which I incorporated in the final report.
To which course module(s) does the project relate	W 504

Limitations with the project	Learnt how survey data and information should be used properly
Problems encountered/reflection on what you have	Some of the survey details were unclear and also some samples
learnt	were not taken where they were needed to make proper
	management decision.

2.1.5 PLP Additional Learning Record

The **Additional Learning Record** demonstrates any other learning that has taken place since taking the latest module. This could include attendance or participation in relevant meetings and seminars (including on-line seminars and courses), tutorials and reading of relevant articles, papers and books. This will show that the candidate has extended the knowledge of the subject.

The fields to be completed in this record sheet are as follows:

- Details of meeting/course/seminar/article/book title Enter the relevant information about the meeting/course/seminar attended or the title of the article or book read here. This can also include reading on-line sources of information such as government guidance or participation in online courses and seminars.
- > Date Enter the date(s) of attendance of the meeting, etc. or reading the book, etc.
- Location/Reference details Enter the location of the meeting or seminar attended. If participating on-line enter the website address. For books and articles enter the author(s) and publisher. If read on-line enter the website address.
- Learning outcomes/technical content Briefly summarise the technical content of the meeting/seminar or book/article. For meetings and seminars attach the programme. Briefly summarise what you found useful and how that added to your knowledge.
- For practical and other tutorials provide details of your experience and the name of the tutor
- > Duration For meetings, tutorials and seminars state the duration.
- ▶ Key speakers For meetings and seminars list the key speakers.
- Verification Each page must be signed off by your line manager, supervisor or other responsible person who will verify that you have reported your own work.

The following tables show 5 samples of PLP Diary records. Candidates may use these samples as a guide to show the level of information and detail that is required in an acceptable PLP.

2.1.6 PLP Additional Learning Record Samples

Item	Description
Details of meeting/course/seminar/article/book title	BOHS regional meeting on Managing Asbestos in Premises
Date	19th May 2010

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Location (for meetings and seminars) Reference details for books and articles	Cardiff
Learning outcomes/technical content	Covered the new HSE guidance – Asbestos: The Survey Guide (HSG 264) that has replaced the existing MHDS100. Speakers provided an overview of the new guidance, issues relating to reports, and surveys, litigation and insurance, management issues, the role of the CDM coordinator and the role of both UKAS and ABICS. Programme attached.
Duration	09.30 – 17.00
Key speakers	Ken Hill, Colette Willoughby and Martin Stear

Example 2

ltem	Description
Details of meeting course/seminar/article /book title	Reading new book on Asbestos
Date	May 2011
Location (for meetings and seminars) Reference details for books and articles	Bill Sanderson (2nd edition)
Learning outcomes/technical content	A very useful, up to date, overview of practical requirements for working in the asbestos remediation industry. A useful reference text
Duration	
Key speakers	

2.1.7 Format

The PLP should be compiled in an electronic format, into either a Microsoft Word or a PDF document. The online submission facility allows either one document or a collection of individual documents to be submitted. The PLP may be submitted as a series of documents labelled with sequential numbers following the candidate's name e.g. smithj1.pdf, smithj2.pdf etc.

2.2 Submitting a PLP

Having completed the PLP, candidates will now be required to produce a **Report**, and submit them both together. Go to Section 3 for further information about writing the **Report**

2.3 The Next Step

Candidates should now proceed to Section 3 to guide them on producing a Report. The PLP and the Report should be submitted simultaneously through the online facility.

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3. Report

3.1 General Information

Candidates following both Pathway 1 and Pathway 2 are required to produce and submit a Report

This report must cover work which has been undertaken by the candidate personally within the last six months and must not have previously been submitted for examination purposes. The report will be examined for qualification purposes. When the Society has completed its assessment of the report it will be destroyed. It is the responsibility of the candidate to hold a copy (or the original and submit a copy) of their report for any alternations which might need to be made following marking.

A Certificate of Authorship **must** be completed for the report and accompany the report when submitted to BOHS.

The report **must** demonstrate the candidates' technical knowledge and ability, be a piece of practical work carried out by the candidate themselves and must be directly concerned and relevant to the subject area of examination.

3.2 Subject of the Report

The report can be on any aspect covered within the W504 syllabus and examples for specific UK candidate reports are outlined below:

	Examples of the types of Reports that could be produced by the candidate;
(a)	A survey of a building or other facility of 500 m 2 or greater in size and must include bulk
	sampling and analysis for asbestos [i.e. must be at least a management survey as specified in
	HSG264.] The survey must be of a suitably complex building with a variety of different ACMs
	having been sampled/analysed. It is not usually sufficient to submit surveys of domestic
	properties as they are not generally considered to be of sufficient complexity.
	The report submitted must involve the taking of samples and the candidate must provide
	evidence that they took the samples themselves. The report must also include a copy of the
	certificate of analysis from a UKAS approved laboratory along with material assessments,
	accessibility, discussion and recommendations.
	In order for the examiner to judge a candidate's competence the report will need to be properly structured with an introduction, a full description of the reason for the survey and any proposed works (where applicable) which must include appropriate conclusions and recommendations.
	The report must be the candidates own work and not wholly generated from a generic company format.
(b)	Sampling and analysis of asbestos in relation to the use of asbestos at work or sampling for
	identification along with analysis. The submitted report if not a survey but a sampling and
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analysis report only, must include details of the sampling protocol including safety requirements and details of the analysis procedure.

Reference to methods being' as specified in HSG248/HSG 264' without details of what was actually done will not be regarded as sufficient.

(c) Air monitoring as a reassurance programme for work with asbestos or a building or structure containing asbestos. The submitted report should not just be the results of reassurance monitoring as part of a removal project or part of a four stage clearance but a properly documented monitoring study of an environment where asbestos is present. [For example: monitoring in a boiler house where fully encapsulated asbestos lagging is present as a reassurance to the operatives that exposure is controlled properly and any remediation has been successful]

(d) Removal and clearance testing of asbestos insulation which must include all aspects of the four stage clearance procedure including a reoccupation certificate. It will be regarded as insufficient as a report to only submit a copy of a four-stage clearance document as per HSG248. In order for the examiner to judge a candidate's competence there will need to be a properly structured report with an introduction, the reasons for the work plus a full description of the works which must include any emergency procedures. A copy of the four-stage clearance document must be included as an appendix. [See also section 2.0]

(e) Technical report for legal purposes as a specialist witness.

Other technical reports are acceptable in situations where candidates are no longer active with site activities. For example, those who carry out quality or technical manager roles, laboratory management, project management etc. The report submitted will need to consider the role undertaken including why it is required, how it is achieved along with appropriate conclusions. The legal framework within which the role sits will also need to be referenced along with the details of how compliance is achieved.

For the purpose of confidentiality, reports may be edited to delete/blank out the name of the company/organisation commissioning the report. But the report and the certificate of authorship must bear the full address of the premises where the task was carried out.

If at any time the submitted report or accompanying documents are found be deliberately misleading or fraudulent then BOHS will immediately withdraw any issued Certificate of Competence in Asbestos and not allow the candidates to resubmit reports. This sanction will have no exceptions but will be subject to an appeal procedure.

3.3 Preparing a Report

There is no restriction on the maximum length of each report.

The report must be properly structured and would normally be expected to include the following sections:

a. Title page, including a title and a unique number by which the report can be identified.

- b. Concise or executive summary.
- c. Introduction or background. This must include a detailed description of the task and an outline of the location.
- d. Methodology for the task(s) being reported including all relevant risk assessments and safety procedures.
- e. The report should include both positive and negative information and data.
- f. A copy of the original hand written field notes, as an appendix to the report or as an attached document where appropriate. (In the case of surveys where the information is recorded electronically on site then confirmation of the system used should be provided in place of the notes).
- g. Copy any of analysis reports with appropriate authentication.
- h. Discussion and recommendations. All reports must reach conclusions in a clear and logical way so that they are easily understandable to the recipient. Where action is required by the recipient, especially immediately, the report writer could be deemed to be negligent if the report did not contain this advice.
- i. Reference tables and graphs etc. as appropriate.
- j. Plans (architect or sketch).
- k. Where reference is made in the report to legislation, approved codes of practice or other documentation these must be the current situation and should not contain out of date references.

Studies and reports carried out by a team will only be acceptable if ownership of the report can be claimed by the candidate alone. Only in exceptional circumstances will reports for surveys carried out on the same premises be allowed to be submitted. Use of exceptional circumstances for planned multiple surveys must be notified and acknowledged as there are additional requirements for the se Reports. Please contact BOHS prior to any such survey.

The report must be written by each individual candidate.

Where the report is generated from a computer generic report that requires the author to put information in about the study, please ensure that the information required has actually been put into the report and that it is a free-standing document.

Reports will also be rejected for correction and resubmission where they contain misleading or inconsistent information.

3.4 Submission

Having completed the Report, candidates will be able to submit this for marking through the www.bohs-hub.org website. For candidates following **Pathway 2**, they should also submit the PLP at the same time. Instructions on how to create an online account and how to make a submission will be included in the qualification acceptance email.

The PLP must be submitted in either Microsoft Word or a PDF format and use the candidate's name as the file name - e.g. smithj.pdf. The PLP may be submitted as a series of documents labelled with sequential numbers following the candidate's name e.g. smithj1.pdf, smithj2.pdf etc.

Full details on how to submit the PLP files and the Report are provided in the online submission facility on the www.bohs-hub.org website.

3.5 Assessment and Results

The PLP and Report submission is allocated to an Assessor who will review the submission.

The assessment of the PLP and Report will consider the quality of the individual items and evidence of the application of the core competencies at a required level for this qualification.

If they are assessed as acceptable, the candidate will be notified through email that they have passed this component. The email will contain information about the next stage of the qualification, which is the oral examination.

If they are assessed as unacceptable in terms of content or quality, or if the assessor requires further information to evaluate either the PLP or the Report, the candidate will be contacted directly through the www.bohs-hub.org website and asked to upgrade the submission. The candidate has two further attempts to update the submission to meet the required standard. If the submissions are still unacceptable, then the application will lapse and the PLP and Report submission and assessment fee will be forfeited.

3.6 The Next Step

Once a candidate has successfully completed this component, they will move on to book an appointment for the oral examination. Instructions on how to do this will be sent by BOHS through email.

4. Oral Examination

The final component required to achieve this qualification is the oral examination. This section explains how to book your oral examination, how to prepare for it and what to expect on the day.

4.1 Booking your Exam

Once a candidate has received a successful assessment of their Personal Learning Portfolio (if required) and Report, they will receive notification from BOHS advising them to proceed onwards to book the oral examination.

Candidates will book the examination through the www.bohs-hub.org website, which they have used previously in this qualification to make assessment submissions. Full instructions on how to do this will be included in the notification email from BOHS.

The oral examination is taken in person, at the BOHS offices in Derby. BOHS hold oral examinations on a quarterly basis. Candidates are responsible for the costs incurred relating to travel and accommodation in order to attend the examination.

Once the appointment has been booked, the candidate will receive an automatic confirmation email.

4.2 Information about the Examination

4.2.1 General Information

In order to pass the oral examination, candidates **must** be able to satisfy the examiners with regard to their knowledge including UK legislation, operational and practical skills in the full range of subject areas. The examiners will have access to the application form, PLP (if applicable) and Report and may refer to their contents during the examination.

Three examiners, who will ask questions, in turn, covering all aspects of the relevant syllabus, will conduct the oral examination. They will expect the candidate to be forthcoming with appropriate answers. The questions will be straight-forward tests of knowledge and understanding of the information covered by the syllabus. No trick questions are asked by the examiners. If a candidate does not understand the question being put to them they should ask for clarification by the examiner.

This oral examination normally lasts up to 60 minutes.

On some occasions it will be necessary, as part of the BOHS quality assurance scheme, for an observer to sit in on the oral examinations. The observer will be observing the examiners and takes no part in the results process of the examination.

Candidates **MUST** be able to demonstrate to the examiners that they have carried out relevant work and have knowledge in **ALL** of the areas of the syllabus.

Candidates are expected to have prepared themselves for this oral examination by ensuring that they have appropriate knowledge of all the areas of the subject areas and that it is up to date. A lack of knowledge of any part of the subject areas because, for example, those duties do not form part of the candidate's day-to-day responsibilities, will not be accepted by the examiners and candidates presenting themselves in this way will automatically fail the examination.

4.2.2 Specific Requirements

The oral examination will test the candidates' knowledge and include the following areas:

- The three main asbestos types along with the less common types and all their uses. The health hazards that can occur as a result of exposure to asbestos and other fibres. The definition of a respirable fibre.
- The legislation, including the Control of Asbestos Regulations (2012) and other statutory documents, exposure limits and relevant guidance such as HSG247, HSG248, HSG 264 etc.
- Exposure prevention including all safety procedures including the appropriate use of PPE and RPE.
- Building surveys, bulk sampling methods, asbestos remediation including removal and its controls and disposal methods. Use of decontamination units, four stage clearance procedure and certificate of re-occupation.
- Bulk sample identification including the general use of microscopes, polarised light microscopy with refractive index oils.
- Exposure measurement, analytical methods used for fibre counting including the set-up of the microscope.
- > Management of asbestos in buildings and the use of material and priority assessments.

4.2.3 Further Information

Additional information is available about oral examinations on the www.bohs-hub.org website.

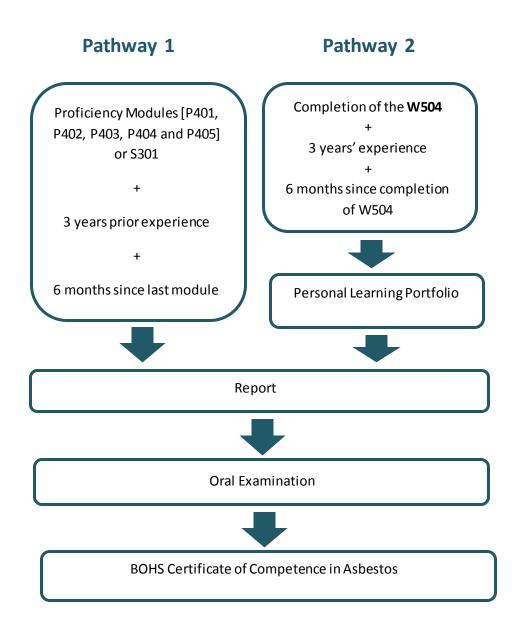
4.3 Results

Results are issued to the candidates via email within two weeks of attending the oral examination.

If the candidate has passed the oral examination, they receive notification by email followed by the certificate of successful completion of the qualification by post.

If the candidate has not passed the oral examination, they will receive information from BOHS by email detailing how to rebook the oral examination. In this case, feedback is given in order to help the candidate prepare for a further attempt. Candidates will be allowed to retake the oral examination for a two further attempts (at the current fee for an oral examination) provided that they remain within the 18 month allowable timeframe for the qualification. If candidates exceed the 18 month allowable timeframe, or are unsuccessful after their third attempt at the oral examination, then the candidate will be required to reapply for the qualification.

Appendix 1 - Progression Routes to the CoC Asbestos Qualification



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