



# RSPH Level 4 Diploma in Licensed Asbestos Removal for Contract Managers

Qualification Information

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The Asbestos Removal Contractors Association (ARCA) has made every effort to ensure that the information contained within this publication is accurate. Its content should be used as guidance material and not as a replacement of current regulations or existing standards.

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## 1. INTRODUCTION

Candidates are advised to read this information on what they will need to do and must bring with them before attending the Asbestos Removal Contractors Association (ARCA) centre. If candidates have any queries, contact the training administration team at ARCA and they will advise.

### 1.1 Qualification operator and partners

In partnership with the Royal Society for Public Health (RSPH), ARCA has developed a suite of competency qualifications that will enable individuals working within the asbestos removal industry, to prove on-going competence. These qualifications do not replace existing legislative training requirements for individuals working for HSE licensed asbestos removal companies.

ARCA is the approved assessment centre for the delivery of the ARCA competency qualifications. These can be undertaken at one of five locations throughout the United Kingdom (Rayleigh, Oxford, Burton, Manchester and Glasgow).

As the awarding body for this qualification RSPH will carry out external verification and issue certificates.

## 2. SCOPE

The Control of Asbestos Regulation 2012, 2<sup>nd</sup> Ed. – Regulation 18 – Designated areas.

- (4) Every employer must ensure that only competent employees —*
- (a) enter a respirator zone;*
  - (b) supervise any employees who enter a respirator zone,*

*for the purposes of this paragraph, a competent employee means an employee who has received adequate information, instruction and training.*

*In addition:*

*Competence (as stated in the Approved Code of Practice (ACoP)) – Control of Asbestos Regulations 2012 – L143 (2nd ed.).*

*226 Any reference to competence, competent persons or competent employees in relation to working with asbestos is a reference to a person or employee who has received adequate information, instruction and training for the task being done and can demonstrate an adequate and up-to-date understanding of the work, required control measures and appropriate law. They must also have enough experience to apply this knowledge effectively.*

ARCA qualifications have been mapped to the following standards and therefore meet the above criteria for assessing competence:

- National Occupational Standards
- Asbestos: The licensed contractors' guide – HSG 247

### 3. COMPETENCY QUALIFICATION

This RSPH Level 4 Diploma in Licensed Asbestos Removal for Contract Managers is for experienced Contract Managers working for companies licensed by the HSE for work with asbestos.

The qualification consists of the following Units:

- L/617/3470 - Health and safety of licensed asbestos removal for contract managers.
- R/617/3471 - Principles of licensed asbestos removal for contract managers.
- Y/617/3472 - Principles of licensed asbestos removal site management.
- D/617/3473 - Development of a suitable and sufficient plan of work for Licensed Asbestos removal.

In order to prove competence, candidates will need to achieve all the above units.

### 4. ENTRY REQUIREMENTS

#### 4.1 Application

Candidates need to provide ARCA with all the relevant information identified on the booking form. Where there is specific cause to doubt the validity of the application, ARCA will validate the information provided before the application can be processed.

Although there are no formal entry requirements it is recommended that the following training certificate is held by Contract Managers:

- Licensed Contract Manager training certificate or equivalent;

## 4.2 Examination summary

Unit title	Guided Learning Hours*	Examination	Unit Challenge
Health and safety of licensed asbestos removal for contract managers.	75		
Principles of licensed asbestos removal for contract managers.	65	20-30 Short Answer Questions#	Level 4 60% pass mark
Principles of licensed asbestos removal site management.	70	3 hours	
Development of a suitable and sufficient plan of work for Licensed Asbestos removal.	75		

\* Guided learning hours are defined as all times when a teacher/tutor/trainer is present to give specific guidance towards the qualification aim being studied. This includes lectures, tutorials and supervised study in, for example, libraries, open learning centres and learning workshops. It also includes time spent by teacher/tutor/trainer assessing students' achievements, for example in the assessment of competence for NVQs. It does not include hours where supervision or assistance is of a general nature and is not specific to the study of the candidate.

# Short-answer questions are open-ended questions that require candidates to create an answer. They are commonly used in examinations to assess the knowledge and understanding of a unit.

## 4.3 Re-sits

- Candidates who do not achieve any part of the unit exam can reapply to undertake each exam paper that needs to be taken again.
- Candidates are only allowed one re-sit per paper, not achieving a unit will mean having to resit all the qualification.
- Additional costs will be incurred for exam re-sits.

## 5. EXAMINATION

### 5.1 Reference material

Examination is based on the following HSE documents:

- L143 – Managing and Working with Asbestos. Control of Asbestos Regulations 2012 (2<sup>nd</sup> ed.)
- HSG 247 – Asbestos: Licensed Contractors Guide.
- HSG 210 – Asbestos: Essentials.
- The Health and Safety at Work etc Act 1974.
- The Control of Substances Hazardous to Health 2004.
- The Hazardous Waste Regulations 2005.
- L21 – Management of Health and Safety at Work.
- HSG 53 – Respiratory protective equipment at work: A practical guide.
- Asbestos Leadership Group (ALG) Memos – All current.

## 5.2 ARCA Centre

### ***If a candidate needs additional support reading and writing what are their options?***

All examinations are in English and candidates must be able to read, write and understand English to a good level. If candidates have any concerns in this area, please contact the ARCA administration team.

### ***What happens when a candidate arrives at an ARCA Centre?***

Candidates will be asked to:

- Complete the register of attendance.
- Verify that personal details are correct.

In addition, a representative of the examination centre will check that candidates understand:

- This document (Competency Qualifications Information document).
- Examination centre's rules and procedures for the exam days.
- Relevant examination instructions.

### ***What must the candidate be clear about before starting the exam?***

- What to do in the event of an emergency.
- Areas where access is prohibited to candidates.
- The general rules regarding conduct whilst on the premises.
- The scope, range and duration of the examinations.
- Restrictions on communicating with others.
- How to attract the attention of the invigilator.

It is the candidate's responsibility, as well as the invigilator, to ensure the candidate's understand:

- How the examinations will be conducted.
- What the candidate will be examined on.

If a candidate is unclear about any aspect of the exam process, they must ASK the invigilator BEFORE starting the exams.

### ***What if the candidate doesn't feel confident that they can satisfy the entry requirements at this time?***

- If the candidate doesn't feel ready to start the examinations, the candidate should speak to an ARCA administration team member.

### ***Can candidates use reference material during the exams?***

- Candidates will be allowed to refer to materials stated in section 5.1 resource materials. Please note that examination times will not be increased as a result of using reference material.

- Only those reference materials supplied at the ARCA centre will be allowed to be used. Candidates will not be allowed to bring in their own reference materials.

***Can candidates speak to other candidates during the exams?***

- Once the invigilator indicates the exam has started, candidates may not communicate with anyone without the authorisation of the invigilator. Mobile telephones/tablets etc must not be used during the exams; they must be switched off and left outside before entering the exam room.

***Is there a time limit in which the candidate has to achieve the qualification?***

- RSPH has time limits on their Level 4 qualifications to ensure consistency of academic study, external credibility and that satisfactory progress is being made. Therefore, candidates must complete their qualification within the set time limits. If candidates do not achieve the credit required within the set time frame, they will not be eligible for the qualification, although they will be given certificates for any units they have achieved.
- RSPH have approved the following maximum time limits for all competency-based qualifications, from the date of taking the first exam:
  - Level 4 Diploma in Licensed Asbestos Removal for Contract Managers – 2 years

***What if candidates are unsuccessful?***

- In all cases for this qualification, candidates will be notified in writing about the options available to them to achieve the qualification.
- RPSH require that qualifications have currency and validity to have confidence in the candidate and issued certificates.

***What will candidates be issued with if they are successful?***

- Upon verification of success, RSPH will send the candidate a certificate. In all cases, the certificate is issued for candidate's personal use but remains the property of RSPH and may be withdrawn if the conditions of issue are not complied with.
- Lost certificates can be replaced by applying to RSPH; a charge will be made for all replacement certificates.

## 6. CERTIFICATION

### 6.1 Conditions of certificate issue

- Candidates are bound by the conditions of issue detailed below and as printed on the certificate reverse.
- Candidates will only make claims regarding certification with respect to the scope for which certification has been granted.
- Candidates will not use the certification in such a manner as to bring ARCA/RSPH into disrepute, and will not make any statement regarding the certification which ARCA/RSPH may consider misleading or unauthorised.
- Candidates will discontinue the use of all claims to certification that contains any reference to ARCA/RSPH or certification upon suspension or withdrawal of certification, and will return any certificates issued by ARCA/RSPH.
- Candidates will not use the certificate in a misleading manner
- Failure to comply with these requirements may result in certificate suspension, withdrawal, or other appropriate actions. Any candidates proven to have acted in negligence within the scope of certification will result in certificate withdrawal.

## 7. CONSTRUCTION SKILLS CERTIFICATION CARD (CSCS) THROUGH ARCA

### 7.1 Experienced Licensed Asbestos Removal Contract Managers

Individuals who currently work as experienced Contract Managers in the asbestos industry and hold a competency certificate below\* can apply for a Black CSCS manager card.

Requirements:

- Licensed Asbestos Removal Contractor training certificate or Licensed Asbestos Removal Contractor – Update training certificate issued by ARCA or equivalent certificate accepted by CSCS.
- CITB Managers and Professionals Health, Safety and Environment Test.
- Level 4 Certificate or Diploma in Asbestos Removal for Licensed Asbestos Removal Contractor awarded by the Royal Society for Public Health\*.



## **8. STANDARDS OF SERVICE**

### **8.1 Upon booking**

Ensure the candidate's application form has been correctly completed in full; an additional processing fee will be charged to change any incorrect details. Ensure payment is made in accordance with the ARCA terms and conditions (see section 11.0 General). A booking form is available at the end of this document or downloadable from [www.arca.org.uk](http://www.arca.org.uk).

### **8.2 Assessment**

After a candidate has satisfactorily completed all parts of the examination, the examination documentation should be checked by the candidate and the invigilator for completeness.

### **8.3 Verification**

All examination documentation will be verified by the ARCA centre internal verifier. Once this is completed the ARCA centre will forward successful candidate results to RSPH. Those candidates that have not reached the required standard will be notified on the next steps.

### **8.4 Certification**

RSPH will verify the assessment decision and a decision made. If any issues are raised these will be clarified with the ARCA centre before a certificate is issued. This may extend the 10-day processing timescale. RSPH aim to process and dispatch the certificate within 10 working days.

### **8.5 Non-receipt of certificate**

Once a candidate has completed their exam and provided all relevant information, payment, etc as required, in accordance with the above standards of service a certificate will be issued. Candidates are required to notify RSPH within three months in the event of non-receipt of their certificate. A replacement certificate fee will apply if notification of non-receipt is received outside of this timescale.

## 9. CHEATING

Cheating is an attempt to deceive ARCA assessors, examiners and/or external verifiers and includes:

- providing or receiving information about the content of an examination before it takes place, except when allowed by ARCA (e.g. case study materials issued before an examination);
- impersonating or trying to impersonate a candidate, or attempting to procure a third party to impersonate oneself;
- candidates using books, notes, instruments, computer files or other materials or aids that are not permitted (usually relevant only to examinations and online tests);
- assistance or the communication of information by one candidate to another in an assessment where this is not permitted (usually relevant only to examinations and online tests);
- offering a bribe of any kind to an invigilator, examiner or other person connected with assessment;
- any attempt to tamper with assignment or examination scripts after they have been submitted by learners;
- fabricating or falsifying data or results by individual learners or groups of learners.

## 10. APPEALS

Candidates can appeal against a grade or mark they have received. These procedures below relate to internal assessments, undertaken by ARCA / ATaC.

### 10.1 Grounds for Appeal

These are some of the reasons candidates might Appeal:

- The procedures or rules have not been followed.
- Candidate feels the result is unfair because of personal reasons e.g. illness, discrimination.
- Candidates work has been affected by teaching or organisation of the class.
- There has been an administrative error.

### 10.2 Should I Appeal?

Candidate's need to think calmly and carefully because they may be disappointed with their result; if candidate's appeal they will have to produce a lot of evidence to make their case.

### 10.3 How do I Appeal?

If candidate's decide to go ahead and appeal, they need to do this within 5 working days.

- **Stage 1**

On the day, discuss the situation with the assessor. They may be able to sort things out straight away. After candidate's leave the centre or when they have received their results contact the administration team, in writing, providing them with the relevant information about the appeal.

- **Stage 2**

The Internal Quality Assurer will investigate and write to the candidate with the results of their findings.

- **Stage 3**

If the candidate is still not satisfied – Their case will be passed to the External Verifier who will review the evidence and make a final decision.

### 10.4 What might be the Result of my Appeal?

- a) Candidate's result might stay the same
- b) work may be regraded
- c) work may be reassessed
- d) candidate's may be asked to present more evidence so their work can be re-graded.

## 11. COMPLAINTS PROCEDURE

The following procedure covers complaints about the services provided directly by ARCA Centres.

### 11.1 How to make a complaint?

If candidate's have a complaint regarding the ARCA centre, or staff, they should bring this to the attention of the Training Manager.

Complaints must be in writing. When sending in the complaint, please provide the candidate's contact details. In the first instance the complaint should be addressed to the Training Manager at:

Address ARCA  
Unit 1, Stretton Business Park Two  
Brunel Drive,  
Stretton  
Burton upon Trent  
Staffordshire  
DE13 0BY

E-mail [satish.patel@arca.org.uk](mailto:satish.patel@arca.org.uk)

Tel 01283 505777

Fax 01283 568228

### 11.2 What happens next?

- We will notify the candidate of receipt of the complaint and aim to respond to their complaint within 10 working days.
- If candidates are not satisfied with the response, they have the right of appeal to the Chief Executive of the association at the above address.
- The Chief Executive will reply following investigation. If this will take longer than 10 working days candidates shall be notified of the expected time when a response shall be forwarded to them.
- If candidates do not gain a satisfactory response they can appeal to the Chairman of ARCAs Governing Council directly. Pending investigation, candidates will be advised of any outcome accordingly.

### 11.3 Processes

Received complaints shall be recorded on the Client Complaint Record (Form G10/01). All correspondence shall be attached to it.

A log of all complaints will be recorded on the Client Complaint Record.

## 12. GENERAL

### 12.1 Data Protection

All personal data that candidates provide will be processed and stored in accordance with the Association's GDPR privacy and cookies policy which is available at [www.arca.org.uk](http://www.arca.org.uk)

### 12.2 Equal opportunities and Diversity Policy

ARCA has a written Equal Opportunities policy which details how equality of opportunity is to be achieved for staff and candidates.

The centre ensures that:

- there is a senior named person responsible for the implementation of the policy
- all candidates are aware of the issues and their responsibilities within the centre's Equal Opportunities policy
- the assessment methods and materials used promote equal opportunities and combat occupational stereotyping, cultural bias and discrimination. There is a system for reviewing and evaluating the effectiveness of the policy and for implementing recommendations and change

### 12.3 Disabilities and learning difficulties

This centre ensures candidates who have a physical, mental or sensory disability and/or learning difficulty are fully encouraged to take assessments.

Appropriate arrangements are available for candidates with a hearing impairment, colour deficiency, dyslexia or learning difficulties or English as a second language. Appropriate aids may be used to overcome a particular disability or difficulty that enables the candidate to work safely without putting themselves or others at risk.

Further time allowance may be granted for an individual with special needs (guidance time – plus 25%), if agreed with the training manager prior to the exam and in writing.

### 12.4 Asbestos Removal Contractors Association (ARCA)

The Asbestos Removal Contractors Association is dedicated to promoting safety and professionalism throughout the licensed asbestos removal industry.

ARCA, the UK's leading association, has been representing the interests of asbestos removal contractors and associated businesses for over 35 years, providing guidance, training and support for members and their clients.

ARCA offers a wide range of training courses and qualifications to suit asbestos removal businesses and the individual worker needs, setting the benchmark for performance.

When seeking a professional asbestos removal contractor to safely remove hazardous asbestos material, look to ARCA.

## **13. RSPH LEVEL 4 DIPLOMA IN LICENSED ASBESTOS REMOVAL FOR CONTRACTS MANAGERS SYLLABUS CONTENT.**

### **13.1 Health and Safety of Licensed Asbestos Removal for Contract Managers**

#### **1 Health and Safety issues and legislative requirements relating to the use of asbestos in the construction industry:**

##### **1.1 How asbestos has been used in the construction industry:**

- a. Types of asbestos fibres, uses, identification methods (introduction)
- b. manufacture and installation of different ACMs
- c. types of products that may contain asbestos
- d. likely locations
- e. previous treatment methods covering old asbestos applications
- f. how the presence of asbestos can be confirmed (bulk sampling and analysis).

##### **1.2 Health and safety issues resulting from the use of asbestos:**

- a. Types of asbestos-related diseases and how these are related to exposure
- b. requirement for medicals under Control of Asbestos Regulations
- c. need for dust/fibre suppression to control exposure
- d. friability of asbestos containing materials (ACMs)
- e. conditions which will promote the release of fibres from ACMs
- f. recognition and need for control
- g. emergency and remedial work contribution of smoking to health risks from asbestos
- h. risks of taking home asbestos-contaminated equipment/clothing.

##### **1.3 Legislative responsibilities of managers:**

- a. Duties of the individual
- b. key duties of the employer
- c. overview of licensing framework
- d. control of exposure - as low as reasonably practicable
- e. overview of Control of Asbestos Regulations
- f. requirements of the approved code of practice and associated guidance
- g. overview of waste regulations
- h. control limits
- i. knowledge of which work with asbestos requires a licence, the types of insurance cover required
- j. sources of information on ACMs
- k. civil vs. criminal law.

## **2 How to ensure the health and safety of staff during asbestos removal operations**

### **2.1. Use of personal protective equipment during asbestos removal:**

- a. The use of the appropriate personal protective equipment (PPE) including: overalls, headgear, footwear and gloves
- b. employer requirements to provide appropriate PPE and employees' obligations to use it
- c. correct use and maintenance of PPE
- d. cleaning, decontamination and/or disposal of PPE
- e. transit overalls
- f. when and where PPE should be worn
- g. PPE use during transit procedures
- h. keeping of relevant records
- i. knowledge of practical difficulties of wearing and using PPE, such as heat/cold and laundry requirements.

### **2.2 Use of respiratory protective equipment during asbestos removal:**

- a. The circumstances when respiratory protective equipment (RPE) must be worn such as: inspection of work area, building and dismantling enclosures, working in enclosure, removing asbestos waste
- b. how to inspect, test and wear RPE
- c. need for quantitative face-fit test, a good face seal and to be clean shaven
- d. storage, battery charging and maintenance
- e. strategy for changing pre-filters and main filters.

### **2.3 Procedures for dealing with possible emergency situations:**

- a. What to do in the event of:
- b. major and minor injuries or illnesses occurring inside 'live' enclosures
- c. fire occurring inside or outside enclosure
- d. a leak of asbestos being found outside the enclosure
- e. the power on a power-assisted respirator failing while inside 'live' enclosure
- f. the negative pressure units (NPU) stop working
- g. complete loss of electrical power
- h. loss of water supply to the hygiene unit
- i. Need to confirm that procedures for dealing with emergency situations are in place and appropriate to specific site and circumstances
- j. assessment of the competence of operatives and supervisors, importance of auditing and monitoring work activities
- k. notification of asbestos work.

## **3 Essential safety requirements for site work:**

### **3.1 Requirements to liaise with site managers and H&S personnel:**

- a. Reasons for identifying site manager and H&S personnel
- b. information required from these individuals at start of project, during the project and at the termination of the project
- c. information that should be supplied to these individuals by the contract manager, such as compliance with CSCS requirements, number of personnel, how work at the asbestos removal site could impact on the H&S of the whole site

- d. need to communicate any H&S issues on site to the site manager and H&S personnel and procedures for doing so.

### **3.2 Site welfare and health & safety facilities:**

- a. Identify welfare and H&S facilities that are available for the use of asbestos removal personnel
- b. restrictions on the use of these facilities.

### **3.3 Essential health and safety information on site:**

- a. Information such as location of muster points
- b. vehicular access and routes through the construction site
- c. location of first aid posts / facilities
- d. requirements of risk assessments relating to movement around the site
- e. site precautions and risk control systems.

## **4 How to keep licensed asbestos removal personnel safe on site:**

### **4.1 Hazards and risks on the site:**

- a. Identification of asbestos and non-asbestos hazards and risks by walk-through of site and direct observation
- b. communication with site manager and H&S personnel with respect to specific events that may pose a hazard or risk to staff, such as deliveries of hazardous loads to site
- c. communication of these to asbestos removal personnel.

### **4.2 Risks to personnel due to their being on site:**

- a. Assessment of possible likelihood and severity of injury due to identified asbestos and non-asbestos hazards and risks
- b. use of quantifiable risk rating systems
- c. specific and generic risk assessments for site.

### **4.3 Requirements for on-site induction training:**

- a. Need to comply with site requirements for induction training of asbestos removal personnel when they first arrive on site
- b. site familiarisation
- c. additional training as required
- d. need to ensure asbestos removal personnel are aware of specific hazards and risks that may occur during their time on site.



## 13.2 Principles of Licensed Asbestos Removal for Contract Managers

### 1 Requirements for setting up, maintaining and dismantling asbestos enclosures and associated equipment

#### 1.1 Procedures for setting up asbestos enclosures and associated equipment:

- a. Use of resources, equipment and plant for the construction of asbestos removal enclosures
- b. need for pre-clean
- c. outline of components
- d. construction of enclosures and air/bag locks including possible weather protection
- e. provision and positioning of viewing panels and / or CCTV
- f. positioning and wording for warning notices
- g. site layout, optimal positioning of hygiene unit and air/bag locks
- h. connection and testing of hygiene unit
- i. how to achieve 'good air' management within the enclosure
- j. use of NPUs (to include how NPUs work and the significance of the voltmeter and pressure gauges and what changes in the gauge readings mean)
- k. use of Type H vacuum cleaners and injection equipment
- l. smoke testing and need for witnessing.

#### 1.2 Procedures for maintaining asbestos enclosures and associated equipment:

- a. Use of resources, equipment and plant for the operation of asbestos removal enclosures
- b. enclosures and associated equipment maintained in accordance with organisational procedures
- c. daily inspections of enclosure (start, middle and end of shift) and immediate rectification of defects
- d. overview of fault finding, how to spot problems with airlocks, enclosures and hygiene unit
- e. daily maintenance of hygiene unit
- f. record-keeping.

#### 1.3 Explain procedures for dismantling asbestos enclosures and associated equipment:

- a. Confirm clearance achieved, spray enclosure polythene with sealant, bag and seal vacuum cleaners, bag other equipment, dismantle enclosure and dispose of as asbestos waste
- b. final inspection of area once enclosure and all associated equipment has been removed.

## **2 Requirements for the safe removal of asbestos containing materials**

### **2.1 Methods for controlling exposure to asbestos fibres during removal operations:**

- a. Control measures which minimise the release and spread of asbestos fibres
- b. use of RPE and PPE
- c. principles of personal monitoring
- d. access to personal assessment information
- e. adequate and appropriate supervision
- f. maintenance and correct use of asbestos removal equipment.

### **2.2 Asbestos abatement procedures:**

- a. Requirements of the BSI 8520 standard
- b. wet injection and spraying techniques
- c. wrap-and cut
- d. glove bags
- e. direct vacuuming
- f. LEV (shadow vacuuming)
- g. fine cleaning by use of abrasive pads, wire brush and tack rags
- h. use of hand tools.

## **3 Requirements for decontamination of personnel, equipment and cleaning asbestos sites**

### **3.1 Decontamination procedures:**

- a. Personal decontamination procedures for directly connected and remote (transit) decontamination units (DCUs) and airlocks including:
  - PPE changing and disposal,
  - showering,
  - use of towels,
  - what should be in the DCU e.g. mirror,
  - soap/ shower gel,
  - colour coding of coveralls,
  - decontamination,
  - cleaning,
  - charging and storage of RPE
- b. changing and disposal of pre and main RPE filters
- c. decontamination procedures where no enclosure or DCU is required (open sites)
- d. common problems with operatives undertaking decontamination
- e. cleaning of airlocks and DCUs
- f. common faults with decontamination
- g. inspection and record-keeping
- h. the importance of ensuring that procedures are followed
- i. making time available to allow adequate showering
- j. DCU checks
- k. interpretation of inspections and audit results.

**3.2 Requirements for cleaning and clearance air testing:**

- a. Cleaning and clearance requirements, including the need for the four-stage clearance process and associated certificate of reoccupation
- b. visual cleanliness and air testing requirements
- c. methods of cleaning for enclosures, hygiene facilities and equipment
- d. re-cleaning in event of air test failure
- e. cleaning after enclosure dismantling
- f. cleaning in the event of an emergency or enclosure/equipment damage
- g. the requirements of analysts before clearance inspection and sampling.

**3.3 Regulatory requirements for waste management and disposal:**

- a. Outline of Waste Regulations
- b. use of consignment notes
- c. registration of carriers
- d. role and powers of environment agencies
- e. transportation of dangerous goods
- f. bagging, sealing and cleaning
- g. transportation through bag lock and airlock
- h. storage of asbestos waste
- i. correct loading of skip/van.

**13.3 Principles of Licensed Asbestos Removal Site Management****1 Requirements for managing operations at asbestos removal sites****1.2 Use of risk assessments and plans of work in asbestos removal operations:**

- a. Main points of risk assessments
- b. right to see significant findings
- c. requirements to follow risk assessments and risks/penalties if not followed
- d. how to ensure operatives and site supervisors are made aware of risk assessments that affect their work and that the requirements of these are complied with
- e. control limits
- f. amending risk assessments and development of a plan of work (instruction and exercise)
- g. when work should be halted because it does not match the plan of work
- h. what would require a change and amendment to a risk assessment / plan of work
- i. seeking advice and informing personnel of changes
- j. notification to health and safety executive (HSE) when change is significant and what is a significant change
- k. review of risk assessments and plans of work, record keeping and storage of risk assessments and plans of work.

## 1.2 Procedures for monitoring asbestos removal:

- a. Maintenance and monitoring of control measures
- b. controlling exposure to asbestos
- c. ensuring that equipment functions correctly
- d. pre-start setting-up
- e. barriers and signs
- f. construction and testing of enclosures and airlocks
- g. site monitoring
- h. use/testing of negative pressure equipment and ventilation and air management systems
- i. maintenance of air management
- j. correct maintenance of all site equipment
- k. need to follow manufacturers' operating instructions, including the correct maintenance and monitoring of the following control measures: enclosures, external services, NPUs, wet strip units, mobile generators, water supply, heating appliances, PPE, RPE, any dust suppression equipment, tools and DCUs
- l. site supervision and record-keeping of work in progress
- m. method statements
- n. monitoring and auditing work in progress including personal monitoring during asbestos removal works.

## 1.3 Requirements for site inspection and record keeping:

- a. Purpose of site inspections, site auditing and record keeping
- b. role of inspector/auditor
- c. responsibilities of operatives
- d. reporting faults and other problems
- e. criteria for site inspections
- f. actions in event of faults
- g. record-keeping
- h. scope and nature of records, use of typical record and reporting systems
- i. retention of data, including exposure records and health
- j. surveillance
- k. methods and criteria
- l. interpreting and monitoring records
- m. data handling.

## 2 Requirements for managing staff involved in asbestos removal

### 2.1 How to ensure staff carry out their duties responsibly and safely:

- a. Staff must adhere to the principles of their training
- b. to work to the RA and POW, to work safely and not to put others at risk from their acts or omissions
- c. to wear PPE and RPE correctly and to report any defects
- d. comply with regulations, ACOPs and other guidance
- e. ensuring staff have a face-fit test and have received a medical
- f. inspection and testing of equipment, daily inspections
- g. the importance of being on site for key stages of the work, role in directing the work and monitoring standards of work
- h. to ensure that all activities meet the legal requirements.

**2.2 How to ensure staff are suitably trained:**

- a. Implementing and monitoring on-job training
- b. assessing the competence of employees
- c. the types of training available and how to choose the right course
- d. training needs analysis in practice
- e. recognising the need for additional training when new equipment or work methods are introduced
- f. legal requirements for training.

**13.4 Development of a suitable and sufficient plan of work for Licensed Asbestos Removal****1 How to develop a suitable and sufficient plan of work for asbestos removal operations:****1.1 Key elements of a plan of work:**

- a. Contract details
- b. scope of work
- c. arrangements for carrying out the work (method of work and sequence of work)
- d. management arrangements
- e. equipment, materials and operational controls
- f. site diagrams
- g. site specificity
- h. cross-references to standard procedures such as hygiene facilities, decontamination arrangements, equipment checks, transit routes, site inspection
- i. variations to standard procedures
- j. arrangements for varying the plan of work
- k. style of plan of work and use of diagrams, flow charts and photographs.

**1.2 Specific requirements of the client contract and scope of work:**

- a. Specific requirements of the site
- b. requirements for specific / non-standard risk assessments
- c. suitability and sufficiency of equipment and materials required on site
- d. arrangements for accessing site to deliver equipment and materials
- e. welfare facilities on site.

**1.3 How the specific requirements of the client contract and scope of work can be realised:**

- a. Obtain information from site visits, discussions with site management, contractual requirements
- b. identification of location of asbestos and asbestos type
- c. production of specific risk-assessments
- d. modification of standard procedures to suit specific requirements of the site.

**1.4 Ensure asbestos removal operations are carried out safely and efficiently:**

- a. Legislative requirements relating to asbestos removal operations
- b. production of site diagrams to required detail
- c. details of enclosure and airlock construction
- d. dust suppression methods
- e. air management for enclosures appropriate for site conditions
- f. maintenance of air-flow performance
- g. enclosure entry and exit procedures
- h. arrangements for smoke testing and witnessing
- i. methods and sequence for asbestos removal consistent with specific site and client conditions
- j. waste storage and collection / disposal.

**2 How to implement and monitor the performance of asbestos removal operations****2.1 How to ensure all relevant personnel are made aware of the requirements of the plan of work:**

- a. Job roles / titles of personnel who need to be made aware of the requirements of the plan of work
- b. notification of plan of work and its requirements to site management
- c. methods for notifying supervisors and operatives of plan of work
- d. need to discuss plan of work with supervisors before work commences
- e. need to ensure access to plan of work and related operating procedures.

**2.2 Resources for the asbestos removal operation:**

- a. Arrangements for ensuring required resources are made available, to include equipment, materials and staff
- b. storage of materials prior to use
- c. equipment checks
- d. decontamination of equipment and removal from site.

**2.3 Quality assurance procedures for ensuring the required outcomes of the plan of work are achieved:**

- a. Methods and frequency of site audits / inspections
- b. reasons for active monitoring of work
- c. how to provide feedback to supervisors, operatives and site management on the progress of the work
- d. information required by supervisors, operatives and site management
- e. variations to plan of work
- f. procedures in the event of under-performance of asbestos removal operations.

# Booking Form 2020/21

Please photocopy this form for each course required and return.



## WAYS TO BOOK

1. **BY EMAIL:** [info@arca.org.uk](mailto:info@arca.org.uk) 2. **BY POST:** Unit 1 Stretton Business Park 2, Brunel Drive, Stretton, Burton upon Trent, Staffordshire DE13 0BY

## Company details (please place 'x' in the appropriate choice box)

Company Name: \_\_\_\_\_ Member  Non Member   
Address: \_\_\_\_\_ CITB Levy No.   
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Tel No: \_\_\_\_\_ Email: \_\_\_\_\_  
Booked by (CAPS): \_\_\_\_\_ Signature: \_\_\_\_\_

## Course/Qualification to be booked (please place your choice of either 'Centre' based course, with location choice, OR 'Remote' based course.)

Training Centre based Course title \_\_\_\_\_ Choice of Location/Training Centre \_\_\_\_\_  
\_\_\_\_\_  
**OR**  
Remote based Course title \_\_\_\_\_  
\_\_\_\_\_

## Delegate Name(s) NI Number Email Address Date(s) Fee £ (excl vat)

Please specify if any of the below delegates have any additional training needs/dietary requirements upon booking.

Delegate Name(s)	NI Number	Email Address	Date(s)	Fee £ (excl vat)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

NOTE: All candidates to bring original photo identification to training/assessments.

## Methods of Payment - Choose 1 of 3 methods (please place 'x' in the box of your chosen method)

1.  **By Training Credits** Invoice address if different from above  
2.  **By Card** Please debit my VISA  Mastercard  Switch/Maestro  for £   
My Card No is             
Expiry Date     Start Date     Issue No      
3.  **By Cheque** I enclose a cheque for £  made payable to ARCA  
Signature: \_\_\_\_\_ Date:     Purchase Order No: \_\_\_\_\_

By signing this booking form you are accepting the terms and conditions as stated on our website [www.arca.org.uk/page/arca-training-terms-and-conditions](http://www.arca.org.uk/page/arca-training-terms-and-conditions).  
Please note: No delegate will be permitted to attend unless payment has been received in advance.

V0820

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**Asbestos Removal Contractors Association**

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