



## RSPH Level 3 Award for Asbestos Surveying

Qualification Information

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The Asbestos Testing and Consultancy Association (ATaC) 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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Asbestos Testing and Consultancy Association (ATaC)  
 Unit 1 Stretton Business Park 2, Brunel Drive, Stretton, Burton upon Trent,  
 Staffordshire. DE13 0BY  
 T 01283 505777 E info@atac.org.uk W www.atac.org.uk

## 1.0 Introduction

Candidates are advised to read the information sent with the booking form, on what they will have to do and what they must bring before attending an Asbestos Testing and Consultancy Association (ATaC) assessment centre. If candidates have any queries, please contact the Training Administrator for advice.

### 1.1. Scheme operator and partners

ATaC, in partnership with Royal Society of Public Health (RSPH), has developed the Level 3 Award in Asbestos Surveying qualification to enable individuals, working in the asbestos industry, to prove competency in this field. The qualification should not be seen as the one and only test of competence, as regular auditing of an individual conducting surveys of various types will be required to prove on-going competency and compliance with accredited procedures.

ATaC is the approved assessment centre for the delivery of the RSPH surveying qualification and the final assessment. Additional organisations have been vetted and can deliver this course but will have no involvement in the final assessment which is controlled wholly by ATaC.

RSPH are the awarding body for this qualification and will issue certificates to successful candidates and carry out an external verification role.

## 2.0 Scope

HSE Guidance Document HSG264 and UKAS document RG8 edition 4 Table 1, strongly recommend this qualification for any individual carrying out asbestos surveying work.

The ATaC qualification has been mapped to the requirements in both documents and the additional requirements of Ofqual.

On-going competency and refresher training should be conducted on a regular basis to support competency.

Refresher training is a legal requirement as described in the Approved Code of Practice (ACOP) Managing and Working with Asbestos L143, Regulation 10 Information, Instruction and Training.

### 3.0 Qualification

The RSPH Level 3 Award in Asbestos Surveying qualification covers all elements and requirements for asbestos surveying as described in HSG264 and UKAS document RG8 (latest edition).

In order to achieve this qualification, individuals will need to have a good understanding of the following learning outcomes:

#### **UNIT ONE: Asbestos Types, Uses, Health Effects and Legislation.**

- 1 Understand the health risks, uses and properties of asbestos.
- 2 Know legislation relating to asbestos.

#### **UNIT TWO: Asbestos Surveying & Management of Asbestos in Buildings.**

- 1 Understand the processes and procedures to be used prior to undertaking a survey.
- 2 Know procedures for carrying out asbestos surveys.
- 3 Know how to report on the survey findings and assess risk.
- 4 Understand factors affecting the presence and location of asbestos in a building.

#### **UNIT THREE: Bulk sampling of asbestos.**

- 1 Understand preparations for taking asbestos samples.
- 2 Carry out sampling utilising correct sampling techniques.

#### **UNIT FOUR: Use of Decontamination Units and Class H Vacuum Cleaners During Asbestos Surveys.**

- 1 Understand decontamination requirements and use of related equipment.

Detailed syllabus content and corresponding criteria are available from the RSPH website <https://www.rsph.org.uk/static/be785692-4a2a-4a5c-b3dc581911fba263/Specification-RSPH-Level-3-Asbestos-Surveying-2020.pdf>

## 4.0 Entry Requirements

### 4.1. Completing the application

Candidates must provide information to ATaC, via completing a booking form (available [here](#)) or by contacting the Training Administration team.

### 4.2. Entry requirements

Although there are no formal entry requirements it is recommended that the candidates have the following experience before attending the course:

- a. Field experience: This cannot be underestimated, to give candidates the best opportunity to pass the assessment candidates should have gained experience by working as the second person on a survey, for at least six months'.

and be familiar with:

- b. HSG 248 – The Analysts Guide.
- c. HSG 247 – The Contractors Guide.
- d. HSG 264 – Asbestos: The Survey Guide.
- e. ACOP L143 – Working with materials containing asbestos.
- f. HSG 227 – Comprehensive Guide to Managing Asbestos in Buildings.

### 4.3. Addition support requirements

At the time of application candidates should notify the Training Administrator that they would require assistance with the examinations. The assessors and invigilators will help with reading any examination questions. However, they will not be able to provide candidates with guidance on the correct answers, they will ensure candidates have understood the question enabling candidates to give the correct answer. Assessment will be given in English unless prior agreement for the use of an interpreter has been obtained from the centre. Where there is specific cause to doubt the validity of the application, ATaC will validate the information provided before the application can be processed.

## 5.0 Assessment

### 5.1. Resource material

The assessment is based on the following HSE documents:

- a. The Health & Safety at Work etc. Act 1974.
- b. L143 – Approved Code of Practice – Control of Asbestos regulations 2012.
- c. HSG 264 – Asbestos: The Survey Guide.
- d. HSG 248 – The Analysts Guide.
- e. HSG 247 – The Licensed Contractors Guide.
- f. HSG 53 – Respiratory Protective Equipment at Work. A practical guide.
- g. The Hazardous Waste Regulations 2005.

## 5.2. Exam Only Option

This exam only option is available for those candidates who have received training to gain the knowledge and understanding that the qualification syllabus requires, as well as gaining the necessary experience and skills required to carry out all the tasks for the role.

Candidates will attend the exam day by arrangement and will be assessed on their practical competence and take a written exam, which is set and administered in conjunction with the Royal Society for Public Health (RSPH), who are in turn Ofqual regulated. Details of the assessment process are available in section 5.4.

## 5.3. Remote Training and Exam Option

This option will enable candidates to train one day a week remotely for three weeks, giving them time to read further and gain practical experience in the workplace and on site, before undertaking the next remote training day.

Following this there will then be an exam day held at an ATaC Centre, which will be arranged for approximately 10 working days after the last remote training day.

To attend a remote training course a candidate will require:

- Access to a device (preferably laptop or computer) capable of running the Zoom app.
- An email address to which the training invitation can be sent. The individual's email address must be unique, two or more candidates cannot be booked using the same email address.

Further details of the assessment process are available in section 5.5.

## 5.4. ATaC assessment centre

ATaC control the assessment process wholly and will provide assessors, all practical equipment necessary and written test papers. Partner organisations are involved in the training of surveyors but ATaC control all aspects of the final assessments.

This qualification includes a practical assessment which will require the following:

- a. Witnessing the candidate taking a core sample of lagging material together with additional materials and techniques.
- b. Asking the candidate additional oral questions to clarify their understanding of the subject.
- c. Undertake a mock survey of a part of the building, identify possible asbestos locations and report the findings with recommendations.

### ***What happens when candidates get to an ATaC assessment centre?***

Candidates will be asked to:

- a. Sign in to confirm their attendance.
- b. Verify that their details are correct.

**What information will be given to candidates before the course starts?**

All candidates will be informed of:

- a. What to do in the event of an emergency.
- b. Areas where access is prohibited to candidates.
- c. The general rules regarding their conduct whilst on the premises.
- d. Restrictions on communications with others during the assessment.
- e. How to communicate with the trainer and the assessor.
- f. Assessment centre rules and procedures for the qualification will be explained.
- g. A detailed time table of the course and assessment will be explained.

It is the responsibility of the candidates, as well as the assessors, to ensure candidates understand:

- a. How the assessment will be conducted.
- b. What they will be assessed on.

***If candidates are unclear about any aspect of the assessment process, they must ASK the assessor BEFORE starting the assessment. Can candidates use their own tools/equipment for the practical assessment?***

Candidates must wear appropriate clothing and footwear to perform the practical tasks related to surveying and sample taking. All relevant PPE/RPE will be provided.

All tools and equipment necessary for the practical assessment will be provided by ATaC. It is the candidate's responsibility to use them correctly and to ensure they are kept clean and serviceable.

***Will candidates have to undertake full decontamination in the practical assessment?***

All candidates will have to understand the requirements of full decontamination. During the practical assessment, candidates will have to explain to the assessor how to fully decontaminate verbally using the Decontamination Unit as a prompt.

***Can candidates use reference materials during the assessment?***

During the written test paper, NO reference materials will be allowed, as this part of the assessment is 'Closed Book'.

After the written test paper, has been completed and all the scripts have been collected by the assessor, the assessment reverts to 'Open Book' where the candidates can use the reference materials that have been supplied during the course.

However, with oral questioning, the assessor will expect the candidate to attempt the questions without referring to reference material in the first case. If the candidate is struggling with the question thereafter, then reference material can be used.

***Can candidates talk to other candidates during the assessment process?***

Once the assessor indicates that the assessment has started, candidates may not communicate with anyone without the authorisation of the assessor. Mobile telephones must not be used during the assessment process and must be switched off. Electronic data collection systems may only be used with the authorisation of the assessor.

### ***Final decisions on Pass / Fail.***

- a. The written test papers are marked by the assessor. Candidates must ensure that the assessor is able to read the candidate's writing.
- b. The candidates must ensure they read the questions and answer accordingly.
- c. The written test paper is split into two sections. (Unit One and Unit Two). For the candidate to achieve a pass mark, 60% or above must be attained in both units.
- d. During the practical assessment, the assessor is not permitted to coach or lead the candidate.
- e. With the practical assessment being 'Open Book' the candidates must achieve 100% of the marks to pass.
- f. The assessor is not the final arbiter of any decision taken that the candidate has or has not achieved the criteria for a pass. Further scrutiny will be applied to all assessment decisions by an internal verifier. In addition, it may be further vetted by the external verifier.

### **5.5. Recommended assessment durations**

The written test paper is allocated 90 minutes, which equates to 3 minutes per question. Approximately 4 hours is allocated to the practical assessment covering:

- a. All oral questioning.
- b. Sample taking.
- c. Mock survey.

The above times are a minimum and based upon the time required for a suitably prepared experienced candidate. Additional time required for second and subsequent attempts, to achieve a pass mark, are not included.

#### ***What if a candidate is unsuccessful?***

The candidates will be informed in writing on the result of the assessment within 10 working days of the completion of the assessment. The candidates will also be informed what part of the assessment requires further attention. The assessment is set out in 4 Units and the candidate will only have to re-sit the section they have been unsuccessful in and not have to re-sit the entire assessment. Arrangements for re-sits are made with the administration staff at ATaC.

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

Upon the receipt and verification of the application documents for assessment and certification, RSPH will send the candidate a certificate. In all cases the certificate is issued for the candidate's personal use but remains the property of RSPH and may be withdrawn if the conditions of issue are not complied with.

## **6.0 Certification**

### **6.1. Certificate validity**

Each certificate issued does not contain a date for renewal. Refresher training will reflect changes to current legislation, industry codes of practice and normative documentation changes.

### **6.2. Conditions of certificate issue**

During the life of the certificate candidates are bound by the conditions of issue detailed below and as printed on the reverse of the certificate, candidates will:

- a. only make claims regarding certification with respect to the scope for which certification has been granted.
- b. not use the certification in such a manner as to bring ATaC/RSPH into disrepute, and will not make any statement regarding the certification which ATaC/RSPH may consider misleading or unauthorised.
- c. discontinue the use of all claims to certification that contains any reference to ATaC/RSPH or certification upon suspension or withdrawal of certification, and will return any certificates issued by ATaC/RSPH.
- d. not use the certificate in a misleading manner.

Failure to comply with the requirements may result in certificate suspension or withdrawal, or other appropriate actions. Any proven act of negligence within candidate’s scope of certification will result in certificate withdrawal.

### 6.3. Lost and Renewing certificates

Lost certificates can be replaced by applying to RSPH. A charge will be made for all replacement certificates.

The RSPH Level 3 Award for Asbestos Surveying is an Ofqual regulated qualification and does not expire. Refresher training is a requirement of Regulation 10 of The Control of Asbestos Regulations 2012 2<sup>nd</sup> ed. and should be carried out annually.

## 7.0 Construction Skills Certification Scheme (CSCS) Cards

### 7.1. ATaC ARMI Skills Cards for Asbestos Analysts and Surveyors

Card image	Valid for	Requirements	Renewable
	1 Year	<ul style="list-style-type: none"> <li>Completed a CITB HS&amp;E test (operative test) or CCNSG Safety Passport within the last 2 years</li> </ul>	No, individual must have achieved the requirements for one of the white cards in order to continue to hold a CSCS card for these occupations.
	5 Years	<ul style="list-style-type: none"> <li>RSPH Level 3 in Asbestos Air Monitoring and Clearance Procedures, or BOHS P403 and P404, or BOHS S301 + Oral</li> <li>and</li> <li>RSPH Level 3 in Asbestos Surveying, or BOHS P402, or BOHS S301 + Oral</li> <li>and</li> <li>Completed a CITB HS&amp;E test (operative test) or CCNSG Safety Passport within the last 2 years</li> </ul>	Yes, individual can renew the card if they have completed a CITB HS&E test (operative test) or CCNSG Safety Passport within the last 2 years.

## 7.2. ATaC ARMI Skills Cards for Asbestos Surveyors

Card image	Valid for	Requirements	Renewable
	1 Year	<ul style="list-style-type: none"> <li>Completed a CITB HS&amp;E test (operative test) or CCNSG Safety Passport within the last 2 years</li> </ul>	No, individual must have achieved the requirements for one of the white cards in order to continue to hold a CSCS card for these occupations.
	5 Years	<ul style="list-style-type: none"> <li>RSPH Level 3 in Asbestos Surveying, or BOHS P402, or BOHS S301 + Oral</li> </ul> And <ul style="list-style-type: none"> <li>Completed a CITB HS&amp;E test (operative test) or CCNSG Safety Passport within the last 2 years</li> </ul>	Yes, individual can renew the card if they have completed a CITB HS&E test (operative test) or CCNSG Safety Passport within the last 2 years.

## 8.0 Standards of Service

### 8.1. Upon booking

Candidates should ensure the booking form is complete with no required information missing. An additional processing fee will be charged to change any incorrect details. Ensure that payment is made in accordance with the ATaC terms and conditions (see section 12.0 General). A booking form is available on request from an Training Administrator or downloadable from [ATaC Booking Form](#)

### 8.2. Assessment

After the candidate has successfully completed all parts of the assessment, the assessment documentation should be checked by the candidate and the assessor for completeness.

### 8.3. Verification

A candidate's assessment documentation will be verified by the centre's internal verifier. Once this is completed the assessment centre will aim to forward the candidate's assessment result to RSPH within 10 working days.

### 8.4. Certification

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

## 8.5. Non-Receipt of certificate

Once the candidates have completed their assessment and provided all the relevant information, payment etc. as required by the approved centre, in accordance with the above standards of service a certificate will be issued. The candidate is 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.

## 9.0 Cheating

Cheating is an attempt to deceive ATaC 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 ATaC (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.

## 10.0 Appeals

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

### 10.1. Grounds for Appeal

These are some of the reasons you might Appeal:

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

## **Should I Appeal?**

You need to think calmly and carefully because you may be disappointed with your result; if you appeal you have to produce a lot of evidence to make your case.

## **How do I Appeal?**

If you decide to go ahead and appeal you need to do this within 5 working days.

### **Stage 1**

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

### **Stage 2**

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

### **Stage 3**

If you are still not satisfied – Your case will be passed to the External Verifier who will review the evidence and make a final decision.

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

- (a) Your result might stay the same
- (b) Your work may be regraded
- (c) You or your work may be reassessed
- (d) You may be asked to present more evidence so your work can be re-graded.

## 11.0 Complaints Procedure

The following procedure covers complaints which are about the services provided directly by ATaC Assessment Centres.

### 11.1. How to make a complaint.

If the candidate has a complaint regarding the ATaC centre, or any of the staff, they should bring that to the attention of the Training Manager. Any complaints must be in writing.

When sending in their complaint, they must provide their contact details. In the first instance the complaint should be addressed by the Training Manager at the following address:

Asbestos Testing and Consultancy Association (ATaC)  
Unit 1 Stretton Business Park Two,  
Brunel Drive,  
Stretton,  
Burton upon Trent,  
Staffordshire.  
DE13 0BY  
Tel: 01283 566467  
W: [www.atac.org.uk](http://www.atac.org.uk)

Alternatively:  
Email: [satish.patel@arca.org.uk](mailto:satish.patel@arca.org.uk)

### 11.2. What happens next?

We will notify candidates of receipt of their complaint and the Training Manager will aim to respond complaint within 10 working days.

If the candidate is not satisfied with the response, then they have the right to appeal to the Chief Executive of the Association at the above address.

The Chief Executive will reply following investigations. If this will take longer than 10 working days, the candidate will be notified of the expected time when a response will be forwarded to them.

If all avenues have been exhausted, via ATaC the candidate has the right to appeal to ATaC Chair of the Association. Pending investigation, the candidate will be advised of any outcomes accordingly. The ATaC Chair's decision is final.

### 11.3. Process

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.

## 12.0 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 [ATaC GDPR Privacy & Cookies Policy](#)

### 12.2. Equal opportunities

ATaC centres have a written equal opportunities policy and programme of action which details how equality of opportunity is to be achieved for staff and course candidates.

The centre ensures that:

- a. There is a senior named person responsible for the implementation of the policy
- b. Staff are trained in all areas of equality and understand the issues and their responsibilities
- c. All candidates are aware of the issues and their responsibilities within the centre's equal opportunities policy
- d. Assessment methods and materials used which 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 a clearly defined and independent grievance procedure exists and is brought to the attention of candidates and staff.

### 12.3. Disabilities and learning difficulties

The centres ensure candidates who have a physical, mental or sensory disability and/or learning difficulty are fully encouraged to take assessments.

Appropriate arrangements shall be available for all candidates with a hearing impairment, colour deficiency, dyslexia or learning difficulties. 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.

At the discretion of the assessor, a further time allowance extension may be granted for a candidate with special needs (up to a maximum of 25% additional time).

### 12.4. Asbestos Testing and Consultancy Association (ATaC)

ATaC has been in operation for over 16 years providing training and representing the interests of asbestos analytical, surveying and consultancies throughout the UK. We are dedicated to promoting professionalism and safety throughout the asbestos testing and consultancy industry. As the UK's leading association representing the interests of asbestos surveyors and asbestos analysts, we provide qualifications, guidance, and support for our members. When seeking a UKAS accredited specialist to survey for hazardous asbestos material and test after its safe removal ... look to ATaC.

## 12.5. Assessment terms and conditions of booking

- a. Due to the demand for places we regret course bookings cannot be accepted without accompanying payment.
- b. Telephone bookings will be cancelled if written confirmation is not received within 24 hours of a course booking being taken.
- c. Cancellation policy: More than 14 days before the course start date we shall credit you with the course price (as applicable); Between 14 and 7 days before the course start date we shall refund 50% of the course fee (as applicable); Less than 7 days before the course start date no refund shall be made. All cancellations must be in writing and either faxed or emailed to the ATaC office.
- d. We shall not be liable to you for any delay or for the consequences of any delay in performing our obligations under this arrangement if such delay is due to any cause or circumstance beyond our reasonable control (including without limitation strikes and other industrial disputes, breakdown of systems or network access, flood, fire explosion or accident).
- e. Suitable substitute candidates will be accepted at any time.
- f. We accept no responsibility for the personal views or opinions as expressed by the assessors or any other person at the event.
- g. We reserve the right to:
- h. Refuse entry to candidates if we so choose,
- i. Cancel courses and refund in full. No further liability will be accepted,
- j. Vary course dates, programmes, trainers/assessors and venues.
- k. We shall endeavour to inform the candidate as soon as possible of any course cancellation or variation.
- l. Although every effort has been made to ensure the accuracy of information contained within our literature and materials, including any assessment description, we do not accept responsibility for any errors or omissions. We reserve the right to cancel any bookings for a course where any such error or omission has occurred, even after we have accepted such a booking.
- m. We may use the personal data the candidate provides for the purposes of administration (including candidate registration and recording of qualifications); statistical analysis; customer services and keeping the candidate informed of our products and services and those of third parties which we think may be of interest to you (if you and/or a candidate do not wish to be contacted in this way you and/or a candidate can contact us in writing to the Membership Administrator at any time). We may need to share such personal data with associated bodies and service providers for these purposes.
- n. Certificates will not be issued until full payment has been received by ATaC.