

**RSPH Level 4 Certificate in
Asbestos Laboratory and Project Management**

August 2016

Guided Learning Hours **18**
Total Qualification Time **140**

Ofqual Qualification Number 603/0275/6

Description

Laboratory managers are involved in the running of an asbestos testing laboratory and there is a need for key staff to have the requisite knowledge with regard to asbestos laboratory management.

Project managers are involved in overseeing asbestos removal work from start to finish, and there is a need to have more detailed and specialist knowledge than an asbestos analyst in order to approve, authorise and verify asbestos works as they progress towards completion.

The objective of this qualification is to provide laboratory and project managers with the requisite knowledge and understanding to carry out their role in the workplace. Possession of this qualification by their staff will help organisations and companies meet the accreditation criteria for ISO17025 (testing laboratories) and the requirements of UKAS document LAB30.

The qualification consists of two units:

Unit One: Asbestos Laboratory Management

Unit Two: Project Management for asbestos removal work

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Unit One: Asbestos Laboratory Management
Unit Reference Number: R/615/1146

Summary of Learning Outcomes:

To achieve this unit a candidate must:

- 1. Understand the requirements of laboratory management *by being able to meet the following assessment criteria:***
 - 1.1 Assess the requirements for a management system for an asbestos laboratory with reference to ISO 17025, LAB 30 and the Control of Asbestos Regulations.
 - 1.2 Analyse the organisation of asbestos laboratories with particular reference to quality management and staff authorisation and competency.
 - 1.3 Determine the suitability of laboratory accommodation, environmental conditions and health and safety requirements.

- 2. Understand the requirements for audits and quality control, *by being able to meet the following assessment criteria:***
 - 2.1 Develop audit procedures in line with the requirements of ISO 17025 and ISO 17020.
 - 2.2 Determine audit findings, including non-conforming work, root cause investigation and corrective/preventive action.
 - 2.3 Evaluate the effectiveness of internal and external quality control schemes.

- 3. Know the requirements for asbestos laboratory procedures, *by being able to meet the following assessment criteria:***
 - 3.1 Evaluate the requirements for procedures with respect to;
 - technical records
 - measurement and calibration
 - document control
 - contract and management review

Content:

1 Requirements of laboratory management

1.1 Requirements for a management system:

ISO 17025 and ISO 17020, general requirements of quality standards; test methods; quality management systems; management and technical requirements.

Lab 30 and RG 8 guidance; general guidance; management requirements; review of requests, tenders and contracts; control of technical records; internal audits; personnel; accommodation and environmental conditions; test methods and method validation; estimation of uncertainty of measurement; equipment; measurement traceability; sampling; handling of test items; assuring the quality of test results; requirements for reporting of results.

1.2 Organisation of asbestos laboratories:

Organisational structure; roles and responsibilities of quality manager and technical manager; levels of competency; authorisation by qualification, experience and competency audits; training records for staff.

1.3 Suitability of laboratory accommodation:

Accommodation and environmental conditions; facilities required for asbestos laboratories; health and safety procedures; waste arrangements; emergency procedures.

2 Requirements for audits and quality control

2.1 Audit procedures:

Auditor competency; documented auditing procedures; audit preparation; witnessing of work and oral questioning; horizontal and vertical audits.

2.2 Audit findings:

Nonconforming work; investigation and root cause analysis; corrective/preventive actions; effectiveness checks; audit records and reporting.

2.3 Internal and external audits quality control schemes:

Internal fibre and bulk QC schemes; LAB 30 Appendix 1; proficiency testing schemes; requirements of the Regular Interlaboratory Counting Exchanges (RICE) scheme and Asbestos in Materials Scheme (AIMS); importance of UKAS annual assessments.

3 Requirements for asbestos laboratory procedures

3.1 Technical Records:

Staff records; calibration records; QC records; retaining records.

Measurement and calibration:

Measurement and calibration procedures; uncertainty of measurement; measurement traceability; calibration of equipment; servicing and maintenance of equipment; sampling pumps; effect of temperature, pressure and time; use of flowmeters, stabilised flow pumps, stage micrometers, Walton-Beckett graticules and refractive index liquids.

Document Control:

The importance of document control procedures; issuing; review of documents.

Contract and Management Review:

The theory of contract review; amendments before and during the contract; the theory of Management Review; Management Review meetings; actions and timescales.

Assessment for unit one:

Unit one is assessed by assignments and a *viva voce* examination. Each learning outcome for the unit is separately assessed by an assignment. The *viva voce* examination will cover all of the learning outcomes for both units but will focus on testing the candidate's ability to answer questions based on their submitted assignments

In order to be credited with the unit candidates must achieve all of the learning outcomes for the unit.

The assignments and *viva voce* examination are set and assessed by the centre and are externally verified by RSPH. The assignments need to meet the requirements of the brief outlines shown below.

Learning Outcome 1: Requirements for laboratory management

Candidates will be provided with a case study. They should use this case study to carry out a gap analysis to achieve the following;

- assess the level of compliance of the QMS with the requirements of the standard
- analyse the proposed organisation with respect to staff competency and organisation
- determine the suitability of the accommodation, environmental conditions and health and safety arrangements

Investigate the requirements of the ISO standards and LAB 30 and design an outline quality management system (QMS), including organisational structure, staff competency and authorisation and accommodation.

Learning Outcome 2: Audit and Quality Control

Candidates will be provided with examples of audit findings. They should use these to provide a non-conforming work investigation with corrective actions and effectiveness checks. Candidates will be required to provide one example each of a;

- Horizontal audit
- Vertical audit
- Witness audit

Quality control – Candidates will be supplied with quality control results for fibre counting and bulk identification. Candidates should use these results to determine the course of action required to ensure continued compliance with the requirements of LAB30.

Learning Outcome 3: Asbestos laboratory procedures

Evaluate the requirements for the keeping of records for equipment, calibrations, training and reports and design a suitable system for complying. The system should incorporate a procedure for document control.

Additionally, provide a worked example of contract review and an annual Management Review.

Unit Two: Project Management of asbestos removal work
Unit Reference Number: D/615/1148

Summary of Learning Outcomes:

To achieve this unit a candidate must:

- 1. Know procedures for the planning and management of risk in relation to asbestos removal, by being able to meet the following assessment criteria:**
 - 1.1 Determine the legal arrangements relevant to asbestos removal and site based activities.
 - 1.2 Assess the factors to be considered when selecting an asbestos removal contractor.
 - 1.3 Evaluate the suitability of method statements and risk assessments and requirements of training and site information.
 - 1.4 Analyse the hierarchy of control measures during asbestos removal, including health and safety procedures, decontamination, RPE/PPE and waste.

- 2. Understand the role of the project manager on site, by being able to meet the following assessment criteria:**
 - 2.1 Determine the reporting process between the project manager and client and assess the suitability of site paperwork pertaining to the contractor, analyst and equipment, including asbestos management plan (AMP) updates post work.
 - 2.2 Develop procedures for asbestos air sampling, including 4-stage clearance and certificate of reoccupation

- 3. Understand practical set up and site processes of work areas, by being able to meet the following assessment criteria:**
 - 3.1 Determine the requirements for site set up procedures for asbestos enclosures and suitably controlled work areas.
 - 3.2 Evaluate the suitability of enclosure design, including airlocks, baglocks and signage.
 - 3.3 Assess the appropriate operation and use of asbestos equipment, including NPUs, type-H vacuums, wet injection machines, and likely tools to be used.

Content:

1 Planning and management of risk in relation to asbestos removal

1.1 Legal arrangements

The main points of current (and any superseding) legislation that is relevant to asbestos to include: Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, Control of Substances Hazardous to Health Regulations and amendments, Control of Asbestos Regulations 2012, Construction (Design and Management) Regulations 2007, Hazardous Waste (England & Wales) Regulations 2005, duties of employers in control of workplaces; legal status of Approved Codes of Practice, HSE regulations and guidance notes.

1.2 Factors to be considered when selecting an asbestos removal contractor:

Main points to be considered when appointing an asbestos removal contractor, to include availability, cost, technical competence, reliability, health and safety, licence, references, insurance, financial stability, personnel, knowledge and experience; procedures for appointing an asbestos removal contractor.

1.3 Method statements, risk assessments, training and site information:

Role of method statements and risk assessments in managing risk during asbestos removal; method statements and risk assessments for different work such as full enclosure works, respirator zone works, primary decontamination and full decontamination; hierarchy of control measures for reducing exposure to and spread of asbestos; requirements for site information such as general procedures manual, decontamination units (DCU); requirements for worker documentation and certification such as training, medicals and face-fits.

1.4 Hierarchy of control measures:

Use of RPE and PPE; face-fit testing; inspection and maintenance of RPE and PPE; methods for decontamination and disposal of used RPE and PPE; principles of decontamination; checks for correct operation of DCU; decontamination procedures for primary decontamination, transit and full decontamination; waste management procedures and documentation; requirements of vehicles and containers for asbestos waste; licensing requirements for carriers; waste stations and landfill sites.

2 The role of the project manager on site

2.1 *Reporting process:*

Reporting methods such as face to face, formal, informal, telephone, email, written and verbal; reporting frequency such as daily, weekly and monthly updates and project completion reports. What paperwork is required on site for contractor, equipment and analyst; how to inspect all required site paperwork for contractor, analysts and equipment; including post work updates to asbestos management plan.

2.2 *Asbestos air sampling and procedures for clearance and reoccupation of a site:*

Equipment used for air sampling, reasons for air sampling such as background levels, leakage, clearance, reassurance, personal and compliance; different sampling strategies; 4-stage clearance procedure; observations and procedures for each stage; procedures in the event of a stage failing; Certificate of Reoccupation requirements.

3 Practical set up and on site process

3.1 *Requirements for the set up of asbestos enclosures and suitably controlled work areas:*

The differences for work areas depending upon ACM and location.

3.2 *Enclosure design, including airlocks, baglocks and signage:*

Theory of air movement, air mixing and negative pressure; enclosure dead spots and roving heads; construction of air and baglocks; siting of DCU and skips; waste and transit routes.

3.3 *Operation and use of asbestos equipment:*

Overview of likely equipment to be encountered for asbestos works with basic principles on their operation and use, outline likely tools to be used in removal / remediation process.

Assessment for unit two:

Unit two is assessed by assignments and a *viva voce* examination. Each learning outcome for the unit is separately assessed by an assignment. The *viva voce* examination will cover all of the learning outcomes for both units but will focus on testing the candidate's ability to answer questions based on their submitted assignments

In order to be credited with the unit candidates must achieve all of the learning outcomes for the unit.

The assignments and *viva voce* examination are set and assessed by the centre and are externally verified by RSPH. The assignments need to meet the requirements of the brief outlines shown below.

Learning Outcome 1: Planning and management of risk

Candidates will be provided with a case study of an asbestos removal project. The information in the case study should be used to design a procedure for selecting a suitable contractor and then to develop the plan of work to comply with all relevant legal requirements and site conditions, detailing the control measures to be adopted.

Candidates should then explain how their answers would vary if the asbestos removal project took place in a different environment for which details will be provided.

Learning Outcome 2: Role of the project manager on site

Candidates should use the case study provided for Learning Outcome 1 to develop a method statement detailing the role of the project manager on site, including a sampling regime and for 4-stage clearance testing. Arrangements for client reporting and provision of final paperwork should be included.

Learning Outcome 3: On Site Processes

Candidates should use the same case study to design a method for the auditing and checking of the progress of the project against planned milestones and targets, including the recording of equipment and operative checks.

Pre-requisite Qualifications:

In order to be admitted onto course programmes for the Level 4 Certificate in Asbestos Laboratory and Project Management, candidates must provide evidence that they have achieved the following qualifications:

RSPH Level 3 Award in Asbestos Air Monitoring and Clearance Procedures
RSPH Level 3 Award in Asbestos Bulk Analysis
RSPH Level 3 Award in Asbestos Surveying
RSPH Level 3 Award in Asbestos Management for Dutyholders

Or

BOHS W504 exam with Personal Learning Plan (PLP)

Or

BOHS P modules P401 to P405

Or

A combination of the RSPH and BOHS qualifications, covering all of the relevant disciplines, eg

RSPH Level 3 Award in Asbestos Surveying
RSPH Level 3 Award in Asbestos Air Monitoring and Clearance Procedures
BOHS P401
BOHS P405

Guidance:

Submission and assessment of assignments

Completed assignments should be submitted as Word documents. All assignments for Unit One should be submitted together, and all of the assignments for Unit Two should be submitted together.

It is strongly recommended that the assignments for Unit One are completed and submitted before Unit Two is undertaken.

Assignments should be accompanied by a signed declaration by the candidate confirming that the candidate has read the RSPH plagiarism statement and that the work submitted by the candidate is their own work.

Assignments will be assessed by tutors of the course provider and their judgements internally verified. Assignments are graded as Pass or Fail only. In the event that a candidate fails an assignment they will be permitted to resubmit the assignment at a later date.

Marked and internally verified assignments will then be externally verified by an External Verifier appointed by RSPH.

Viva Voce Examination

Candidates that have passed all of the assignments for both units will be required to attend a viva voce examination at the centre. The centre should confirm the identity of the candidate using suitable photographic evidence before the start of the examination and confirm this to RSPH via the attendance register. The *viva voce* examination will be conducted by two assessors from the centre. Candidates can expect to be asked questions on any aspect of their assignments and the underpinning knowledge relating to the assignments. A recording or transcript of the *viva* must be made available to the External Verifier.

Progression:

Learners who achieve this qualification can progress to employment within asbestos testing laboratories and as on-site managers of asbestos removal operations.

Special Needs:

Centres that have candidates with special needs should consult *The Society's Regulations and Guidance for Candidates with Special Assessment Needs*, this is available from The Society and The Society's web site (www.rsph.org.uk).

Recommended Qualifications and Experience of Tutors and Assessors:

The Society would expect that tutors have teaching experience and a qualification in a relevant subject area, but recognises that practical experience of the subject area can often compensate for a lack of teaching experience.

The Society recommends that centres utilise a team of tutors in the delivery of this qualification, and that all tutors have suitable practical experience in the subject matter of the qualification at a senior level.

Assessors and internal verifiers should hold appropriate assessor qualifications or be working towards these qualifications. Alternatively they must be able to demonstrate that they are able to work to the requirements of relevant national occupational standards in assessment such as LLUK Standard 9 Assess learner achievement and LLUK Standard 11 Internally monitor and maintain the quality of assessment. Copies of these standards can be obtained from RSPH on request.

Centre Requirements

Centres should be registered with The Society. Centres will need to provide exemplar assignments which meet the requirements of the outlines shown above before being approved to offer this qualification.

Any enquiries about this qualification should be made to:

The Qualifications Department
Royal Society for Public Health
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London
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