

Date:											
Name of Company:											
Course Presenter: Name			Approximate % of course witnessed during audit – if two trainers enter both			Course:	%	Practical:	%	Theory:	%
Course Presenter: Name						Course:	%	Practical:	%	Theory:	%
Auditor:											
Location:											
Course title: delete as appropriate	Operative	Supervisor	Manager	Scaffolder	SLH						
Type of course: delete as appropriate	New	Initial	Refresher	No. of Candidates							
Training Needs Analysis (TNA) Details of TNA carried out and results											
Auditor Arrival time:			Auditor Departure time:								
Signed:						(Training Provider)			(Auditor)		
Course Information:											
Audit duration (Minimum 6 hours)	Start:			Finish:			Total:				
Course Start time			Course Finish time								
Overall control of session				Duration of course							
Information delivery	The training delivered should cover the following list of Modules in order to comply with Chapter 4 of HSG247. Please indicate what information was delivered during the Audit.										

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Works requiring a licence (Category C)

Minimum Standard Requirements	√	Comments
1. <u>Delegate Minimum Standards</u>		
1.1 Physical layout of training area must be comfortable for delegates undertaking training.		
1.2 Presentation equipment to be of a minimum expectation of the following:		
• Digital projector		
• screen/integrated systems		
• Flip chart		
• Video delivery media unit (if required)		
1.3 Training facility must comply with all relevant Health and Safety Regulations.		
• Building Risk Assessment		
• Induction material for delegates to include fire evacuation procedures and emergency planning		
• First aid facilities		
• Annual electrical PAT testing		
• Annual gas installation testing		
1.4 To provide satisfactory welfare provision that meets legal requirements.		
• WC and hand washing facilities		
• Place to consume refreshments		
• Drinking water readily available		
• Adequate heating and ventilation		
1.5 Training facility to have relevant reference materials, narrative documents and ACOPS Guidance.		
• Health and Safety at Work Act 1974		
• Management of Health and Safety Regulations 1999		

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Works requiring a licence (Category C)

• The Control of Asbestos Regulations 2006		
The Licensed Contractors Guide HSG 247		
• L143		
• L127		
• All other asbestos guidance notes (contained in the HSE reading list)		
• Hazardous Waste Regulations 2005		
• All negative pressure units, H type vacuums, wet strip machines (purchased after January 2005 must be compliant with PAS 60)(purchased after 2009 BS 8520)		
1.6 Handouts to delegates?		
2. <u>Practical Training Area</u>	√	
2.1 The practical training area must be of a suitable size to allow the:-		
• Construction of enclosures		
• Construction of air locks		
• Construction of bagging locks		
• All associated plant and equipment available		
• To be able to connect hygiene unit onto enclosure or transit route detailed		
• Fully operational hygiene units which comply with HSG247 (chapter 8) preferably with viewing panels		
2.2 Risk Assessment for training areas		
3. <u>Equipment and Required Standards</u>		
• Wetting unit with a variety of needles suitable for units(s) or (scope from T.N.A)?		
• Spraying (unit) with associated attachments		

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Works requiring a licence (Category C)

• Wetting agents		
• Absorbent and non absorbent materials		
• Negative pressure units standard with all associated attachments eg roving heads, pre-filters (DoP)		
• A minimum of 2 x Class H type vacuums (DoP)		
• Smoke machine		
• Materials to construct enclosures, airlocks and bag locks in accordance with HSG247		
• Polythene sheeting, adhesive tape, spray adhesive (after risk assessment), viewing windows		
Full range of tools to:		
• Construct an enclosure, airlocks and bag locks		
• Facilitate removal of absorbent and non-absorbent materials		
• Enable cleaning down process of enclosure, air locks and bag locks		
• Disposable working coveralls – range of sizes and colours (requirement to be Cat 5) BS EN 13189-1		
• Primary decontamination equipment – buckets for water, sponges, brushes, rags or wipes		
• Decontamination equipment within hygiene unit including shower gel, shampoo, nail brushes and towels		
• Red and clear labelled asbestos waste bags		
• Electrical supply, cables etc.		
• Suitable number of full face respirators with fully charged batteries, half masks and disposable masks		

Module	title	comments
1	Type uses and risks of ACMs	
2	Health hazards of asbestos	
3	Legislation	
4	Site set up, maintenance and dismantling	
5	Controlled stripping techniques	
6	Respiratory protective equipment	
7	Personal protective equipment and clothing	
8	Transit procedures and decontamination	
9	Cleaning and clearance air testing	
10	Plant and equipment (using demonstration of equipment	
11	Waste management and disposal	
12	Emergency procedures	
13	Non-asbestos hazards	
14	Fault finding	
15	Roles and responsibilities	
16	Site inspections and record keeping	
17	Management systems and monitoring	
18	RAs and POWs	
19	Information, instruction and training	
20	Scaffolders: health risks and avoidance of exposure	
21	Scaffolders: use of RPE, PPE and emergency decontamination procedures	
22	Scaffolders: roles and responsibilities	
23	Scaffolders: management systems	
24	Decontamination and transit procedures	
25	Use and maintenance of RPE	

