



# **The United Kingdom Asbestos Training Association Membership Criteria and Code of Conduct**

## **1.0 Introduction**

The Code of Conduct has been developed with the Health & Safety Executive, and has been adopted by the United Kingdom Asbestos Training Association (UKATA). It should be adopted and observed by all training provider (TP) members of the Association and will provide a vehicle to ensure that the highest Asbestos training standards are being implemented and observed by all participants. This will be a prime requirement of ongoing association membership.

## **2.0 Administration**

The Code will be administered by the UKATA Executive Committee, which will be comprised of members as indicated in the Association's Memorandum and Articles of Association. Individual committees to oversee specific areas of the administration of the Code will be elected as required and decided by the Executive Committee.

## **3.0 Requirements of the Code**

All members delivering any type of Asbestos-related training must have signed an undertaking that they will deliver Asbestos-related training strictly in accordance with this Code of Conduct. Failure to sign the undertaking or to adopt or implement the Code of Conduct may result in exclusion from the Association. Training providers will be categorised into the following three groups as stated in appendix 1

## **4.0 Membership Criteria**

In order to ensure that members are meeting the requirements of the UKATA membership criteria, they will be audited annually by a UKATA approved auditor.

Members' individual course tutors knowledge will be assessed and certified by the Association, subject to the tutor meeting the following criteria:

1. Successful completion of a UKATA examination. On completion of the aforementioned the Individual can apply for UKATA recognised trainer.
2. Demonstrating appropriate experience within the industry.

Category 1 and Category 2 course tutors for should have a minimum of 3 years experience working within the asbestos industry and must be able to demonstrate a comprehensive practical working knowledge, gained at site level, within the asbestos industry and also its legislative requirements, relative to the courses or subjects within a course they are delivering. They should be able to deliver the training in a professional, sympathetic and proactive manner, encouraging questions from delegates.



Category 3 course tutors should have a minimum of 3 years experience working within the asbestos industry or a health and safety background with a formal asbestos qualification: BOHS P402 or P405 or P406 or such other qualification that UKATA deems to be acceptable. Alternatively the course tutor should have passed a UKATA Asbestos Supervisor or Manager course.

Auditing and examination standards and criteria will be set by the Association's Membership Sub-Committee, which will also act as the Appeals and Arbitration Committee in all matters pertaining to continued training provider membership of the Association (See Appendix 2 – Auditing).

### **5.0 Delegate Assessment Criteria**

For definition of assessment criteria, see Appendix 3

Each renewal certificate and card obtained after passing the appropriate refresher course will last 12 months, but may be dated to start at the expiry date of the previous certificate, if within one month of expiry.

1. All employers and successful delegates will be provided with a certificate of training and a plastic ID card. The certificate must contain, as a minimum, details of the training modules passed and all the relevant information required by Chapter 4 of HSG247. Both the ID card and the certificate of training will carry a recently taken photograph of the person to whom it has been issued. Certificates and ID cards will be provided by the training provider. Asbestos Awareness delegates will receive only a Certificate without a photograph.
2. It is recommended that any operative supervisor or manager out of active asbestos employment for more than six months should not take refresher training and should take new operative, supervisor or manager training.
3. All training providers will ensure suitable classroom and practical training facilities are provided relative to the type of training they are delivering. All equipment used for practical training will be clean and appropriate for use and the courses being delivered.
4. It is preferable that where courses require the use of RPE that the delegate attends and brings his/her own RPE with the appropriate face fit certification.
5. All training providers will provide appropriate course training materials relative to the course being delivered.



## **Appendix 1**

### **Training Definitions:**

#### **Category 1**

Category 1 covers the requirement for the provision of training for licensed Asbestos Removal Work. The training courses are defined as follows:

- New Operative/Operative Refresher
- New Supervisor/Supervisor Refresher
- New Manager/Manager Refresher
- Supervisory License Holder & Supervisory License Holder Refresher
- New Scaffolders/Scaffolders Refresher
- New Scaffold Supervisor/Scaffold Supervisor Refresher

Training courses for Category 1 training will follow the requirements contained in HSG 247 "The Licensed Contractors' Guide", and include the Classroom Modules 1-23 and the Practical Training Modules 24-27, as laid down in Appendix 1 of Chapter 4 of the Guide, and also in accordance with the approved Code of Practice L143, paragraph 124-136 inclusive.

#### **Category 2**

Category 2 covers the requirement for the provision of training for work with Asbestos that does not require a license. Training courses for Category 2 training will follow the requirements contained in the approved Code of Practice L143 "Work with Materials Containing Asbestos", and in accordance with Regulation 10, paragraphs 124-130 inclusive. This will include appropriate Working Procedures outlined in the HSE publication HSG 210 "Asbestos Essentials Task Manual".

#### **Category 3**

Category 3 covers the requirement for the provision of Asbestos Awareness training only. The training course in Category 3 is limited to the requirements of Regulation 10, paragraphs 124-127 inclusive, in the approved Code of Practice L143.

In addition all training should be in accordance with UKATA's syllabuses where these exist.

All of the above categories that require refresher training shall meet the requirements of CAR 2006 Regulations.



## **Appendix 2**

### **Auditing Criteria:**

All members will have to demonstrate that they are complying fully with the requirements of training requirements outlined in Asbestos Licensed Contractors Guide and the standard required by the membership criteria. The areas of audit will cover the following aspects and be relevant to the courses being delivered. Audits will be carried out annually in accordance with UKATA Audit requirements as defined in Appendix 3.

Auditors carrying out UKATA Audits must be able to demonstrate the following:

Commercial independence and impartiality;

Absolute discretion and client confidentiality;

Must agree to the requirements of the UKATA "Confidentiality Agreement";

A comprehensive knowledge of the requirements of HSE Guidance HSG210;

A comprehensive knowledge of the requirements of HSE Guidance HSG247 (Training Chapter 4);

A comprehensive knowledge of the requirements of the Control of Asbestos Regulations 2006;

A comprehensive knowledge of the requirements of the Approved Code of Practice L143

A wide experience gained within the Asbestos industry, at all levels;

A secure audit management and reporting system;

Be open to audit by UKATA.

## Appendix 3

### Candidate Assessments

When assessing candidates a TP must ensure that the following protocols are observed:-

- Candidates must be positioned to prevent any copying or collusion with other candidates.
- Candidates must complete their written assessments without communicating with other candidates.
- Candidates will be allowed to refer to their own course notes, but not the course manuals provided by the TP.
- TP's must be able to effectively communicate training course information and assessments according to candidate's language and learning abilities. This must be assessed prior to undertaking any course. Employers must notify TP's of any known communication or learning difficulties of any nominated candidate prior to courses taking place.
- Candidates who fail their assessments will be allowed to re-sit an alternative assessment depending upon an analysis of their shortfall in the knowledge leading to the assessment failure.
- TP's may stop training or remove candidates from classes who in their opinion and after fair warning are deemed to be cheating or colluding during assessments, or are disruptive, abusive, non-responsive, under the influence of alcohol or drugs, or fail to conduct themselves in a safe manner, or are deemed a risk on any reasonable grounds. Such instances will be reported to their Employer, HSE and circulated to other TP's
- TPs have the right to refuse entry of any candidate and are not obliged to operate any course.
- Upon prior agreement and notification to the TP by employers, provision will be made by the TP for candidates who may have problems reading the assessment papers, for instance, due to Dyslexia. Suitable and reasonable allowances may be made by the TP to assist such candidate's participate through training and undertake assessments.