

Audit Report Form

Asbestos Awareness (Category A)

Date:		Company Name:	
Course Presenter:			
Auditor:			
Location:			
Training Needs Analysis (TNA) Details of TNA carried out and results			
Auditor Arrival time:		Auditor Departure time:	
Signed:	(Training Provider)		(Auditor)

Venue:		
<u>Minimum Standard Requirements</u>	Comments	
1. Delegate Minimum Standards		
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 following: <ul style="list-style-type: none"> • 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 Reg's. <ul style="list-style-type: none"> • Building Risk Assessment • Induction material for delegates to include fire evacuation procedures and emergency planning • First aid facilities 	√	

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	<ul style="list-style-type: none"> Annual electrical PAT testing Annual gas installation testing 		
1.4	To provide satisfactory welfare provision that meets legal requirements. <ul style="list-style-type: none"> WC and hand washing facilities Place to consume refreshments Drinking water readily available Adequate heating and ventilation 	√	
1.5	Handouts given to delegates?		

Course Information:		No. of candidates		
Start time		Finish	Duration	
Method of information delivery				
Overall control of session				
Information provided This training should cover the following topics in appropriate detail, by means of both written and oral presentation, and by demonstration, please indicate delivery as necessary:				
(a) the properties of asbestos and its effects on health, including the increased risk of lung cancer for asbestos workers who smoke;				

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(b) the types, uses and likely occurrence of asbestos and ACMs in buildings and plant;	
(c) the general procedures to be followed to deal with an emergency, for example an uncontrolled release of asbestos dust into the workplace;	
(d) how to avoid the risks from asbestos, for example for building work, no employee should carry out work which disturbs the fabric of a building unless the employer has confirmed that ACMs are not present.	
Additional information delivered	
Comments/ Recommendations	

Auditor		Date	
Signed			