

Audit Report Form

Non-Licensed Works (Category B)

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	%
Training Needs Analysis (TNA) Details of TNA carried out and results								
Auditor:								
Location:								
Auditor Arrival time:		Auditor Departure time:						
Signed:		(Training Provider)			(Auditor)			

Venue	Comments	
<u>Minimum Standard Requirements</u>		
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 the 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 Regulations. <ul style="list-style-type: none"> • 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 	√	

Audit Report Form

Non-Licensed Works (Category B)

1.4	To provide satisfactory welfare provision that meets legal requirements.	√	
1.5	Handouts to Delegates?		

Course Information							
Start time:		Finish:		Duration:		No. of candidates:	
Method of information delivery:							
Overall control of session:							
<u>Information provided:</u> 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;						
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.						
E	Operations which could result in asbestos exposure and the importance of preventive controls to minimise exposure;						
F	How to make suitable and sufficient assessments of the risk of exposure to asbestos;						

Audit Report Form

Non-Licensed Works (Category B)

G	The control limit, and the purpose of air monitoring;	
H	Safe work practices, control measures, and protective equipment including an explanation of how the correct use of control measures, protective equipment and work methods can reduce the risks from asbestos, limit exposure to workers and limit the spread of asbestos fibres outside the work area;	
I	The maintenance of control measures, including where relevant the maintenance of enclosures;	
J	Procedures for recording, reporting and correcting defects;	
K	The appropriate purpose, choice and correct selection from a range of suitable RPE including any limitations;	
L	The correct use, and where relevant, cleaning, maintenance and safe storage of RPE and PPE, in accordance with the manufacturer's instructions and information;	
M	The importance of achieving and maintaining a good seal between face and RPE, the relevance of fit tests, and the importance of being clean-shaven;	
N	Hygiene requirements;	
O	Decontamination procedures;	
P	Waste handling procedures;	
Q	Emergency procedures;	
R	Which work requires an HSE licence;	
S	An introduction to the relevant Regulations, Approved Codes of Practice and guidance that apply to asbestos work and other Regulations that deal with the carriage and disposal of asbestos;	
T	For analysts, personal sampling and leak and clearance sampling techniques;	
U	Other work hazards including working at height, electrical, slips, trips and falls.	
Where any employees are required to use the following plant and equipment or carry out the following work activities then practical training (ie giving someone the opportunity to try and practice something for themselves rather than having it explained or demonstrated to them) should be given:		
V	Use of decontamination facilities;	(Tick if covered)

Audit Report Form

Non-Licensed Works (Category B)

W	Use of PPE. Particularly RPE:		
X	Construction of mini-enclosures where necessary;		
Y	Use of control techniques, such as Class H vacuum cleaners (BS 8520).		
EM1	What to do if you uncover or damage materials that may contain asbestos		
EM2	Training		
EM3	Building and dismantling a mini-enclosure		
EM4	Using a Class H vacuum cleaner for asbestos		
EM5	Wetting asbestos materials		
EM6	Personal protective equipment (PPE)		
EM7	Using damp rags to clean surfaces of minor asbestos contamination		
EM 8	Personal decontamination		
EM9	Disposal of asbestos waste		
EM10	Statement of cleanliness after texture coating removal		

Audit Report Form

Non-Licensed Works (Category B)

Comments on sections. *eg. E- insufficient information, R-incorrect information*

--

Audit Report Form

Non-Licensed Works (Category B)

Comments/ Recommendations			
Auditor		Date	
Signed			