

Audit Report Form

Non-Licensed Works (Category 2)

Date		T.P. Name	
Course Presenter			
Auditor			
Location			

Venue	Brief details of training venue including approximate floor area, lighting, heating, welfare, toilets, emergency procedures, etc.

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;		
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;		

UK Asbestos Training Association Ltd.

Unit 10 Markham Vale Environment Centre Markham Lane Markham Vale Chesterfield S44 5HY

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Registered Office: 42 Market Street, Eckington, Sheffield, S21 4JH

Company number 06462721

ICO Reg. No. Z125 3123

F	How to make suitable and sufficient assessments of the risk of exposure to asbestos;	
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;	
W	Use of PPE. Particularly RPE:	

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X	Construction of mini-enclosures where necessary;	
Y	Use of control techniques, such as Class H vacuum cleaners (B EN 60335).	

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

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Comments/ Recommendations

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Auditor		Date	
Signed			