

# UKATA

## SYLLABUS

### ASBESTOS PROJECT MANAGERS

#### Introduction

This syllabus sets out the guidance issued by the UK Asbestos Training Association (UKATA) for the provision of asbestos training for those involved with managing asbestos works on site.

The document provides the syllabus for the training along with guidance on the minimum content of courses. Trainers can offer bespoke or tailored training for the remainder of any training session but the core content MUST be adhered to.

***This syllabus is open to all UKATA Professional Members as an additional course offered and approved by UKATA. Applicants must be able to demonstrate Tutor compliance with this syllabus by way of demonstrating experience in dealing with licensed asbestos removal projects and a good sound knowledge of the asbestos removal industry.***

#### Purpose

This course covers an overview of the requirement and responsibilities on sites and projects where asbestos may be present and when managing asbestos works or contractors.

#### Course Objective

Suitable for persons who are responsible for delivering and overseeing asbestos removal projects and are required to understand the legislative requirements for asbestos surveying and asbestos removal procedures, including the procurement and the on-site management of Asbestos Contractors (Licensed and Non-Licensed).

#### Duration

It is advised that when a Training Provider is contacted by a prospective client, the following questions are asked to determine that the correct training is provided, this list is not exhaustive:

- i. Who is the training for?
- ii. What type of work does the company/individual undertake?
- iii. Specifically, what type of asbestos works are they managing?
- iv. What previous experience do the delegates have? Can this be evidenced? When was this undertaken?

The duration of the training can be divided into three categories; the chosen category should be determined by undertaking a training needs analysis on individual delegates attending open courses or discussions with the client at the time of booking to establish the correct course and duration for the training.

- PM1) Initial training with NO previous UKATA asbestos awareness training undertaken;
- PM2) Initial training with previous UKATA certificated asbestos awareness training (within approximately 6 months);
- PM3) Refresher training having undergone PM1 or PM2 above within the last 12 months.

#### Definition:

- PM1) Initial training with no previous UKATA asbestos awareness training undertaken – The expected duration for this training will be 1 ½ days or a minimum of 9 hours tutor/learning time. This training must include the asbestos awareness element as laid down in UKATA document MS001.
- PM2) Initial training with previous UKATA certificated asbestos awareness training (within 6 months) – Verification of the asbestos awareness training must be undertaken by the training provider and must be no more than six months from the date of the asbestos awareness training. Should the asbestos awareness training fall outside of this, then PM1 training will be required. The expected duration for this training will be 1 day or 6 hours.

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PM3) Refresher training having undergone PM1 or PM2 above within the last 12 months – Previous UKATA training certification should be verified to ensure that this was undertaken within the last 12 months and also by a suitably recognised training provider, failure to demonstrate this will require PM1 training as above. The expected duration for the refresher training will be determined by the training provider carrying out a training needs analysis and should be no less than 3 hours of tutor time.

#### Delegate Ratio

It is recommended that a maximum tutor to delegate ratio is no more than 1:12. For refresher training the tutor to delegate ratio should be the same at 1:12.

#### Who should attend?

This course is aimed at Site Managers, Project Managers and Contract Managers and any other person who may assist in these roles or is responsible for procuring asbestos works.

#### Learning Objectives

On successful completion of this course, delegates should be able to:

- Be familiar with types, uses and likely occurrences of asbestos in buildings and, where appropriate, items of plant;
- Be familiar with the requirements as set out in CAR 2012 and HSG 264, HSG 247, HSG 248 with regard to responsibilities also providing an understanding of the different work categories and requirements;
- An overview of the requirements for asbestos surveys including interpreting results and understanding the risk assessment process;
- An overview of the asbestos removal process including remedial work options and best practice;
- An understanding of monitoring Asbestos Removal Contractors, expectations and limitations;
- The role of the Asbestos Analysts involvement and different types of air monitoring.

#### Course Syllabus

##### THEORY MODULES (1-7)

- Asbestos awareness training (in accordance with UKATA document MS001)
- Asbestos Surveying & Asbestos Survey Report
- Defining Work which is Non-Licensable and Licensable (inc>NNLW)
- Selection of Contractors
- Asbestos Removal Control Measures and Enclosures
- Monitoring and Managing Asbestos Removal Contractors
- The role of the Asbestos Analyst and types of Air Monitoring

##### TIME

3 hours  
45 min  
30 min  
30 min  
60 min  
30 min  
45 min

##### PRACTICAL

90 min

##### ASSESSMENT (30 Questions)

30 min

##### TOTAL

**9 HOURS**

The above timings are provided as a guide and subject to alteration by the course tutor.

#### Course Content (Theory elements)

**1. Asbestos awareness training** (in accordance with UKATA document MS001).

**2. Survey Planning and Report** – This module should provide delegates with the tools and knowledge to plan the survey correctly, consider the preliminary site meeting, desk top study and what to expect in the survey brief. Reference to HSG 264 should be made, defining the different survey types and the limitation of each survey available. Provide an overview of the survey report and what to expect and how to understand the report provided with particular reference to conclusions and actions recommended by the surveyor. Example survey reports should be shown with particular reference to the layout and information contained within the survey report.

**3. Defining work with ACMs that are Non-Licensable and Licensable (inc>NNLW)** – The module should cover the requirements laid down in CAR 2012, Regulations 8 & 9 with reference to paragraphs 213 to 224. It should describe type of ACMs and situations that are notifiable and require the use of an asbestos licensed contractor and those that are notifiable non-licensed work. This will assist the delegates in choosing the correct contractor.

**4. Selection Process and Required Documentation** – The module should cover the understanding of the selection process and the documentation required to adequately appraise and select the correct contractor and should provide in detail what to expect from the contractor regarding the site meeting, site set up, location of plant i.e. skip, DCU, transit routes, pre cleaning, clients requirements to provide access, services etc. before work commences.

**5. Asbestos Removal Control Measures** – This module should cover the utilisation and correct use of all control measures required and the need and use for enclosures and asbestos areas. It should also go into sufficient detail to cover the site layout, the enclosure, airlocks, transit routes and waste routes, documentation and plant requirements etc. The delegate should be provided with a good understanding of what an asbestos removal site should look like and all the component and work practices that they undertake.

**6. Monitoring and Managing Asbestos Removal Contractors** – This module should cover the different site management options available, the use of asbestos consultants and clients responsibility. This should also cover aspects of what should be checked on site during the asbestos removal process.

**7. The role of the Analyst and types of Air Monitoring** – This module should give delegates an understanding of who the analyst is and their importance within the asbestos removal process. This should also detail all different types of air monitoring available and in particular the 4 Stage Certificate of Re-occupation.

#### Practical

The delegate should be given a practical exercise to undertake, with an element of reality.

This could include a review of a licensed contractors plan of work and highlighting all questions and faults that are built into the plan of work.

It could also include a visual examination of a full enclosure with faults that the delegate can assess and highlight as part of the practical work.

The exact practical assessment that the tutor decides to undertake is discretionary but there must be an element of practical work to give the delegate further information to build on the theory modules completed.

#### Minimum Standards for Training Centre

Delegates minimum standards

- a) Physical layout must be comfortable for delegates undertaking training.
- b) Presentation equipment to be of a minimum requirement of the following:
  - Overhead projector screen/integrated systems
  - Flip chart
  - Video delivery media unit
- c) 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
- d) Provision of satisfactory welfare facilities that meet legal requirements.
  - WC and hand washing facilities
  - Place to consume refreshments
  - Drinking water readily available
  - Adequate heating and ventilation
- e) Training facility to have relevant reference materials, narrative documents and ACoP Guidance.
  - Health and Safety at Work etc. Act 1974
  - Management of Health and Safety Regulations
  - The Control of Asbestos Regulations
  - L143 (12/13)
  - HSG 247 – Asbestos: The Licensed Contractors Guide
  - HSG 248 – Asbestos: The Analysts Guide
  - HSG 264 - Asbestos: The Survey Guide

#### Assessment

Attainment of the learning outcome for the course will be assessed by a multiple choice question paper examination consisting of at least 30 questions under exam conditions (1), (2). The questions used must be developed by the training provider and be relevant to the course content and course syllabus. These will be reviewed at the time of the verification and or audit.

Delegates will be required to achieve a score of at least 24 out of 30 in the examination. Failure to achieve this will result in the delegate being required to re-sit the examination under exam conditions. If a delegate fails the second attempt then they will be required to re-sit the course in its entirety.

Notes:

- (1) The examination should have a completion time of approximately 30 minutes, however the Tutor should recognise that delegates learning needs are varied and thus the time stated is for guidance only.
- (2) The varied needs of delegates also include the ability to fully comprehend written English and the Tutor may verbalise the questions to assist such delegates, however no assistance may be offered in respect of providing answers.

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#### Competence

All training should be provided by someone who is competent to do so, who has had adequate personal practical experience (3) and who has a theoretical knowledge of all relevant aspects of the work being carried out.

Notes:

(3) The competence requirement for trainers is defined in the UKATA Rules of Membership.

Training providers delivering “Asbestos Awareness” training should be registered, verified and audited by UKATA.

Tutors wishing to deliver this syllabus will be required to provide experience of this subject matter by way of submitting a CV along with how and where they have gained experience in this area of expertise.

All applicants will be forwarded to the Board of Directors for review of the trainers experience and expertise and will be assessed on a case by case basis.

Any enquiries regarding this syllabus should be made to UKATA.