



AUDIT REPORT

LICENSABLE

Document No:	MAR003
Issue Date:	03/10/2017
Issue No:	02

AUDIT DETAILS					
Name of Company	[applicant or member company name]				
Auditor	[auditor name]				
Tutor Name	[tutor name]				
Audit Date	[audit date]				
Audit Location	[audit location address]				
Course Being Audited	[course title]				
Training Needs Analysis	[Details of TNA carried out and the results – has pre-requisite training been checked to ensure it is UKATA?]				
Method of Delivery	[describe the delivery method including apparatus used]				
Number of Delegates					
Auditor Arrival Time	[time auditor arrived]	Auditor Departure Time	[time auditor departed]		
Approximate % of course witnessed during audit:	Practical:	%	Theory:	%	

COURSE TIMINGS			
Course Start Time	[start time]	Course Finish Time	[finish time]
Course delivery duration	[course delivery duration]	Exam Duration	[duration of the exam]
Number of Breaks:	[number of breaks]	Duration of Breaks	[total duration of breaks]
Overall Course Duration	[overall duration of content delivery and exam, excluding breaks]		

VENUE			
The training venue should meet the Guidance on Minimum Standards for Training Centres.			
1.1	Physical Layout:	Y/N	Comments
	Physical layout of training area must be comfortable for delegates undertaking training.		
1.2	Presentation equipment to be of a minimum expectation of following:	Y/N	Comments
	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:	Y/N	Comments
	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.		
1.4	To provide satisfactory welfare provision that meets legal requirements:	Y/N	Comments
	WC and hand washing facilities.		
	Place to consume refreshments.		
	Drinking water readily available.		
	Adequate heating and ventilation.		
1.5	Training facility to have relevant reference materials, narrative documents and ACoP Guidance:	Y/N	Comments
	Health and Safety at Work Act 1974		
	Management of Health and Safety Regulations 1999		
	The Control of Asbestos Regulations 2012		

	The Licensed Contractors Guide HSG 247:	Y/N	Comments
1.6	L143.		
	All other asbestos guidance notes (contained in the HSE reading list).		
	Hazardous Waste Regulations 2005.		
	All negative pressure units, H type vacuums, wet strip machines (purchased after January 2005 must be compliant with PAS 60)(purchased after 2009 BS 8520).		
	Handouts:	Y/N	Comments
1.7	Handouts given to delegates?		

PRACTICAL TRAINING AREA			
	The practical training area must be of a suitable size to allow the:	Y/N	Comments
2	Construction of enclosures.		
	Construction of air locks.		
	Construction of bagging locks.		
	All associated plant and equipment available.		
	To be able to connect hygiene unit onto enclosure or transit route detailed.		
	Fully operational hygiene units which comply with HSG247 (chapter 8) preferably with viewing panels.		
	Risk Assessment for training areas.		

EQUIPMENT AND REQUIRED STANDARDS

	The practical training area must be of a suitable size to allow the:	Y/N	Comments
	Wetting unit with a variety of needles suitable for units(s) or (scope from T.N.A)?		
	Spraying (unit) with associated attachments.		
	Wetting agents.		
	Absorbent and non-absorbent materials.		
	Negative pressure units' standard with all associated attachments eg roving heads, pre- filters (DoP).		
	A minimum of 2 x Class H type vacuums (DoP).		
	Smoke machine.		
	Materials to construct enclosures, airlocks and bag locks in accordance with HSG247.		
	Polythene sheeting, adhesive tape, spray adhesive (after risk assessment), viewing windows.		
3	Full range of tools to:	Y/N	Comments
	Construct an enclosure, airlocks and bag locks.		
	Facilitate removal of absorbent and non-absorbent materials.		
	Enable cleaning down process of enclosure, air locks and bag locks.		
	Disposable working coveralls – range of sizes and colours (requirement to be Cat 5) BS EN ISO 13982-1.		
	Primary decontamination equipment – buckets for water, sponges, brushes, rags or wipes		
	Decontamination equipment within hygiene unit including shower gel, shampoo, nail brushes and towels		
	Red and clear labelled asbestos waste bags		
	Electrical supply, cables etc.		
	Suitable number of full face respirators with fully charged batteries, half masks and disposable masks		

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		Y/N	Comments
1	Type uses and risks of ACMs		
2	Health hazards of asbestos		
3	Legislation		
4	Site set up, maintenance and dismantling		
5	Controlled stripping techniques		
6	Respiratory protective equipment		
7	Personal protective equipment and clothing		
8	Transit procedures and decontamination		
9	Cleaning and clearance air testing		
10	Plant and equipment (using demonstration of equipment)		
11	Waste management and disposal		
12	Emergency procedures		
13	Non-asbestos hazards		

14	Fault finding		
15	Roles and responsibilities		
16	Site inspections and record keeping		
17	Management systems and monitoring		
18	RAs and POWs		
19	Information, instruction and training		
20	Scaffolders: health risks and avoidance of exposure		
21	Scaffolders: use of RPE, PPE and emergency decontamination procedures		
22	Scaffolders: roles and responsibilities		
23	Scaffolders: management systems		
24	Decontamination and transit procedures		
25	Use and maintenance of RPE		
26	Construction of enclosures and airlocks		
27	Use of controlled stripping techniques		

FINAL EXAM

Attainment of the learning outcome for the qualification will be assessed by a multiple choice, question paper examination consisting of at least 60 questions under exam conditions.

[A delegate will be required to achieve a score of at least 48 out of 60 (80%) in the examination. Failure to achieve this will result in the candidate requiring to re-sit the examination under exam conditions. If a candidate further fails the second attempt then they will be required to re-sit the course in its entirety. Delegates own notes may be used during the exam.]

SUMMARY

How was the overall control of the training session by the Tutor?	[How well did the Tutor control the session and delegates on the course]
UKATA Statement of Limitation included?	[UKATA warning slides must be present in the course]
Current HSE epidemiology figures included?	[Courses must include the latest HSE statistics]
UKATA Question Bank is being used?	[All exam questions must be taken from the UKATA QB]
Could the tutor pronounce the common vocabulary of asbestos training?	[Make reference to pronunciation and any difficulties with the common vocabulary of asbestos training]
Could the tutor answer delegates' questions clearly and correctly?	[Was the Tutor competently able to answer the delegates questions]
Was reference made to '1 fibre kills' ?	[Reference to 1 fibre kills should not be made during training as it is not a proven fact]
Were asbestos samples shown to delegates and in accordance with REACH regulations?	[If asbestos samples are used, these should always be in accordance with REACH Regs or have a Risk Assessment in place]

ADDITIONAL INFORMATION DELIVERED

[Any additional information delivered such as videos, DVD's, asbestos samples, anecdotes, interactive exercises etc]

COMMENTS / RECOMMENDATIONS

[Please provide any additional comments or details of any discussions with the Tutor on how they may improve the delivery of the course. Please ensure all comments or recommendations made are relative to the UKATA Syllabus and are not your own personal view point]

Auditor:	
Signed:	
Date:	