



AUDIT REPORT

NON-LICENSABLE

Document No:	MAR002
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	Handouts:	Y/N	Comments
	Handouts given to delegates?		

SECTIONS WITNESSED

The Non-Licensable syllabus should be used for reference when undertaking an audit. The Non-Licensable syllabus state three sections which need to be covered as set out below. The audit form is laid out in the same manner as the syllabus and auditors should complete the sections witnessed at the time of the audit. This training should cover the following topics in appropriate detail, by means of both written and oral presentation, and by demonstration, please indicate which elements were witnessed and their duration:

A – ASBESTOS AWARENESS	
B – NON-LICENSABLE / THEORY	
C – NON-LICENSABLE / PRACTICAL	

A - ASBESTOS AWARENESS

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.

	Outline the properties, risks and its effects on health of asbestos exposure:	Y/N	Comments
2.1	Describe the types and properties of asbestos minerals.		
	The risks to and effects of health caused by exposure to asbestos.		
	Increased risks from smoking.		
	General epidemiology and statistics.		
	Provide a general knowledge of the types, uses and likely occurrence of asbestos and ACMs in buildings and plant:	Y/N	Comments
2.2	Outline the types of asbestos.		
	Explain where asbestos and ACMs can be typically found within buildings.		
	Describe the main reasons for the use of asbestos coatings, insulation, asbestos insulating board, asbestos cement and other asbestos containing materials.		
	How to avoid the risks from asbestos	Y/N	Comments
2.3	Describe the risks of fibre release from asbestos coatings, insulation, asbestos insulating board, asbestos cement and other asbestos containing materials.		

	Demonstrate an awareness of how they would find information about the presence of asbestos before starting work.		
	Explain the general emergency arrangements to be used in the event that asbestos or ACMs are discovered or disturbed during the course of works.		
	Outline of legislation relating to asbestos	Y/N	Comments
2.4	Understand in simple terms where asbestos legislation fits in the wider context of health and safety legislation.		
	Outline of the legislation governing asbestos and work with asbestos, particularly CAR.		
	Outline the basic framework (Regulation 4) for managing ACM's.		

B - NON-LICENSABLE / THEORY			
Additional legislation - This module should cover in detail the requirements for Non-Licensable Work with Asbestos Including NNLW and must cover in detail the following taken from CAR 2012, L143 (second edition) and be specific to the Non-Licensable work being undertaken.			
		Y/N	Comments
2.1	Regulation 3 (2) - why the work is non-licensable; to provide the delegate with the knowledge of what work is non-licensable and what work is licensable and use of HSE guidance documents such as HSG 210 – flow chart and illustration of work categories should be used.		
2.2	Regulation 5 - The need for employers to assess the work area, and make presumptions as to the type of asbestos contained within the material.		
2.3	Regulation 6 – the need to make a suitable and sufficient assessment of exposure.		
2.4	Regulation 7 – the need to prepare a suitable and sufficient plan of work.		
2.5	Regulation 9 – the requirement for notification, when and how to notify NNLW.		
2.6	Regulation 10 – the need for training when carrying out work on non-licensed work.		
2.7	Regulation 11 – how the employer should prevent exposure to employees when carrying out work with asbestos materials.		
2.8	Regulation 12 – use of control measures.		
2.9	Regulation 13 – maintenance of control measures.		
2.10	Regulation 14 - provision and cleaning of personal protective equipment.		

2.11	Regulation 15 – emergency procedures.		
2.12	Regulation 16 – preventing the spread of asbestos.		
2.13	Regulation 17 – cleanliness of premises and plant.		
2.14	Regulation 18 – designated areas – Asbestos Zones.		
2.15	Regulation 19 – air monitoring – the need for personal monitoring.		
2.16	Regulation 22 – health records and medical surveillance for NNLW.		
2.17	The difference between non-licensable work (NLW) and notifiable non-licensable work (NNLW) and the additional elements that will be required should NNLW work be undertaken. This section should also cover how to notify, when and include the form ASBNNLW1 form.		
	Additional legislation should also include, but is not limited to:	Y/N	Comments
2.18	The Hazardous Waste (England and Wales) Regulations 2005 & The Special Waste Amendment (Scotland) Regulations 2004 & The Hazardous Waste Regulations (Northern Ireland) 2005 – The need to dispose of asbestos waste as hazardous, the need to consign the waste and to hold a waste carriers licence when transporting asbestos waste.		
2.19	Work at Height Regulations 2005 – The need to implement the relevant safety controls when the non-licensed works with asbestos are carried out at height.		
2.20	Manual Handling Regulations 1992 – The need to handle safely materials and waste generated from the non-licensed works being undertaken.		
2.21	Control of Substances Hazardous to Health 2002 – To ensure data sheets are referenced to compile suitable and sufficient risk assessments when using materials defined by COSHH.		
2.22	It should also include the need to have suitable public liability and employer’s liability insurance when undertaking non-licensable work with asbestos containing materials.		
Reference to HSG 210, The Essentials Task Manual, and the following EM series should be covered in depth to ensure the delegates have a clear understanding of the requirements and controls.			
		Y/N	Comments
3	EM 3 Building mini-enclosures (Optional) – The need for a mini-enclosure and when it would be required. This module should cover the materials and proprietary systems available to the delegates. This module is optional and should be left to the		

	discretion of the training provider, if excluded the UKATA certificate should be shown to reflect the exclusion. This module will also require practical construction, set up and dismantling.		
4	EM 4 Use of class H vacuum - This module should describe the Class H vacuum cleaner, how to use it to minimise asbestos fibres released during working tasks, and how to use it to clean contaminated items. Emphasis on this module must be made that domestic vacuum cleaners must not be used. The module should also cover the maintenance, servicing, cleaning, emptying, use, record keeping and transportation in accordance with BS 8520-3:2009.		
5	EM 5 Wetting asbestos materials – This module should cover in detail the use of surfactants and detergents as a wetting agent to suppress the asbestos fibres during the removal and working procedures, it should also cover the mixing ratios, different types of wetting techniques and their application.		
6	EM 6 Personal protective equipment (PPE) – This module should cover the types of PPE available and should cover in detail their use, maintenance, cleaning and disposal. This should include footwear, coveralls, respirators and gloves as a minimum. It should also explain the difference between disposable RPE and re-useable RPE and the face fit testing available and the need for such tests. This module will also include putting on and removing PPE practically.		
7	EM 7 Using damp rags to clean surfaces of minor asbestos contamination – The module should detail the procedures and equipment required to clean surfaces after asbestos works have been carried out, it should involve explaining the types of cleaning equipment available for smooth and rough surfaces, and how to undertake this to prevent further spread of asbestos.		
8	EM 8 Personal decontamination – This module should cover in detail the need for decontamination after carrying out asbestos works, it should detail the process and procedure in the correct order. This element is also subject to practical demonstration by the tutor and delegate.		
9	EM 9 Disposal of asbestos waste – This module should cover the correct bagging sequence for the disposal of asbestos waste, the transportation of asbestos waste from site to a safe place such a licensed transfer station. This module should also include reference to the licence to carry waste, consignment notes, compartmentation and also the non-waste framework directive (NWFD).		

10	EM 10 Statement of cleanliness after textured coating removal – Explain the need for such a document once works with textured coating have been completed and explain how this is completed before handing over to the client or occupant.		
11	Risk assessment and plan of work – The need to develop and prepare a suitable assessment and site-specific plan of work covering the specifics relating to the job and using the task sheets A1-A38 as reference to undertake the works in a safe manner. The risk assessment should also cover other work place hazards that may require additional control measures.		
12	Emergency procedures – Explain the requirement to have specific and general emergency procedures in place to include what to do in the event of: fire, toxic gas release, an accident (major or minor), accidental disturbance of asbestos, splitting or damaging double bagged/wrapped waste.		

C - NON-LICENSABLE / PRACTICAL

As defined in CAR 2012, L143 (second edition) paragraph 244” Where any employees are required to use plant and equipment or carry out work activities then practical training should be given (i.e. the opportunity to try and practice something for themselves, in addition to having it explained or demonstrated to them). While undertaking the elements below, it is acceptable that these elements can be merged together to simulate the process on site from arrival, PPE, set up, undertaking the work, applying the control measures, bagging waste, cleaning down and decontamination. NB: all tasks undertaken must be carried out on non-asbestos containing materials.

Note to Auditor – Please list all the tasks that have been undertaken with any additional comments.

		Y/N	Comments
13	Use of class H vacuum – The tutor should practically demonstrate the correct procedure in the setting up, using, cleaning down the class H vacuum. The delegate should also be given the opportunity to use the vacuum for tasks such as shadow vacuuming (removing screws) and also drilling holes through simulated materials which do not contain asbestos using a plastic enclosure to create a local exhaust. This module will require a fully serviced and maintained Class H Vacuum, at no time should the training provider simulate this practical with a domestic or other type of vacuum.		
14	Use of wetting techniques – This method should be used to simulate the removal of a panel (non-asbestos) to demonstrate how spray wetting is applied and used. Within this module the use of “wallpaper paste” and “shaving foam” should also be demonstrated following the tasks A1, A26 etc. and the delegate should be giving the opportunity to apply these techniques.		

15	<p>Use of PPE– The tutor should practically demonstrate how to examine and check the PPE before use, how to wear the equipment and remove after the work has been completed. The delegates should also be given the opportunity to practice putting on and removing, RPE, and how to store reusable equipment.</p>		
16	<p>Bagging Waste – The tutor should practically demonstrate how to bag and double bag asbestos waste and PPE in the correct sequence. The delegate should be given the opportunity to examine, use and seal the bags practically.</p>		
17	<p>Building a Mini-Enclosure – In accordance with EM3, the delegate should practice and construct a mini-enclosure, carry out a smoke test and set the mini-enclosure up with all the ancillary items such as vacuum, bucket, sponge etc. They should also demonstrate dismantling the mini-enclosure. NB: This module is optional and if this is not covered in detail the UKATA certificate issued should exclude EM3.</p>		
18	<p>Decontamination – While wearing RPE and PPE, the tutor should demonstrate the correct sequence of decontamination as detailed in EM8. The delegates should be given the opportunity to undertake the practical decontamination procedure as detailed in EM8.</p>		

<p>PRACTICAL TRAINING AREA</p>
<p>This may form part of the classroom or the classroom can be cleared to make room to undertake the practical training. It is advisable that training providers have their own dedicated training facility to accommodate this training, however it is recognised that in house training is undertaken, where this is the case, the same facilities will be required irrespective of in house or at the training providers own facility. <i>Note to Auditor, detail the practical training area with reference to size, associated plant, suitable risk assessment etc. for the practical element of the training.</i></p>
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EQUIPMENT AND REQUIRED STANDARDS

	A full range of tools and equipment will be required and should include as a minimum the following:	Y/N	Comments	
19	Disposable working coveralls – range of sizes and colours (requirement to be Type 5).			
	Primary decontamination equipment – buckets for water, sponges, brushes, rags or wipes.			
	Red, clear asbestos waste bags.			
	Electrical supply, cables etc.			
	Suitable number of respirators, either reusable or disposable.			
	Barrier tape and signage.			
	Class H vacuum and hoses (PAT and DOP tested).			
	Suitable PPE for the task.			
	Footwear suitable for the task.			
	Low pressure sprayer.			
	Wetting agents.			
	Polythene sheeting, adhesive tape, spray adhesive (after risk assessment).			
	Drill and screwdrivers.			
	Panel of plasterboard (to practice removal of a panel).			
	Panel of textured coating (to practice drilling).			
		Please list below any additional tasks undertaken:	Y/N	Comments
		[additional task if applicable]		
	[additional task if applicable]			
	[additional task if applicable]			

MINI ENCLOSURE

The following facilities and equipment will be required where the training provider is offering the following options. A further ½ day will need to be added to the duration of the course to facilitate these tasks.

Building a mini enclosure (EM3) & and textured coating removal (L143 (second edition) para 386)

MINI ENCLOSURE			
The following facilities and equipment will be required where the training provider is offering the following options. A further ½ day will need to be added to the duration of the course to facilitate these tasks.			
Building a mini enclosure (EM3) & and textured coating removal (L143 (second edition) para 386)			
	The practical training area / facilities must be of a suitable size to allow the:	Y/N	Comments
20	Construction of mini-enclosures.		
	Construction of air locks.		
	Equipment and Required Standards:	Y/N	Comments
21	Smoke machine.		
	Proprietary mini-enclosure or materials to construct mini-enclosures and airlocks in accordance with EM3.		
	Enable cleaning down process of mini-enclosure and air locks.		
	Full range of tools to:	Y/N	Comments
22	Construct a mini-enclosure and airlocks.		

FINAL EXAM

Attainment of the learning outcome for the qualification will be assessed by a multiple choice, question paper examination consisting of at least 30 questions under exam conditions.

(If the Asbestos awareness element has already been completed prior to the audit (within six months) the questions will reduce to 15 specific questions relating to non-licensable works)

[A delegate will be required to achieve a score of at least 24 out of 30 (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:	