



## **Level 4 Certificate in Asbestos Laboratory and Project Management**

Qualification Information

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Asbestos Testing and Consultancy Association (ATaC)  
 Unit 1 Stretton Business Park 2, Brunel Drive, Stretton, Burton upon Trent,  
 Staffordshire DE13 0BY  
 T 01283 505777 F 01283 568228 E info@ATaC.org.uk www.ATaC.org.uk

## 1. Introduction

You are advised to read the information on what you will have to do and what you must bring well before attending the Asbestos Testing and Consultancy Association (ATAC) centre. If you have any queries, contact the centre and they will help you.

### 1.1. Scheme operator and partners

ATAC in partnership with RSPH have developed an asbestos laboratory and project management qualification that will enable individuals working in the asbestos industry to prove competency in this field. The qualification should not be seen as the one and only test of competence and regular auditing of an individual conducting this type of work is crucial to prove on-going competency and compliance with accredited procedures.

ATAC are the approved assessment centre for the delivery of the Asbestos Laboratory and Project Management qualification and the final assessments. Additional organisations have been vetted and can deliver this course but will have no involvement in the final assessment which is controlled wholly by ATaC.

Royal Society for Public Health (RSPH) are the awarding body for this qualification and will issue the certificates to successful candidates and carry out external verification role.

## 2. Scope

HSE Guidance Document HSG248 and UKAS document Lab 30 edition 3 Section 8, Para 8.1.1, 8.1.2, indicates that at least one person in the laboratory hold this formal qualification. (see [www.ukas.co./news/asbestos-technical-bulletin-issue-5](http://www.ukas.co./news/asbestos-technical-bulletin-issue-5))

The ATaC qualification has been mapped to the requirements in Lab 30 and the additional requirements of The Office of Qualifications and Examinations Regulation (Ofqual).

On-going competency and refresher training should be conducted on a regular basis to support competency.

Refresher training is a legal requirement as described in the Approved Code of Practice (ACoP) Managing and Working with Asbestos L143, Regulation 10 Information, Instruction and Training.

## 3. The Qualification

Laboratory and Quality managers are involved in the running of asbestos testing laboratories and inspection bodies and there is a need for key staff to have the requisite knowledge with respect to quality and technical management.

Project Managers, are involved in overseeing asbestos removal work from start to finish, and there is a need to have more detailed and specialist knowledge than the analyst in order to approve, authorise and verify asbestos works as they progress towards completion.

Possession of this qualification by staff will help organisations and companies meet the accreditation criteria for ISO 17025 (testing laboratories) and the requirements in UKAS document Lab 30 and ISO 17020 (inspection bodies) and the requirements of UKAS document RG8.

Candidates who attain this qualification as well as satisfying the pre-requisite qualifications will be eligible to progress to the competence interview stage. Satisfactory completion of this will result in the candidate achieving Competent Person status as defined in UKAS publication Lab 30.

The qualification consists of two units and the learning outcomes and assignment criteria are stated below. For a complete syllabus including the detailed unit criteria.

<https://www.rsph.org.uk/qualification/level-4-certificate-in-asbestos-laboratory-and-project-management.html>

## **UNIT ONE: Laboratory Management**

### **1. Understand the requirements of laboratory management**

#### **Assignments – Quality Management System**

Candidates will be provided with an example of a quality manual. They should use this to carry out a gap analysis to achieve the following;

Assess the level of compliance of the quality system with the requirements of the standard  
Analyse the proposed arrangements with respect to authorisation of staff competency and laboratory organisation

Determine the suitability of the accommodation, environmental conditions and health and safety arrangements

### **2. Understand the requirements for audits and quality control**

#### **Assignment – Audit and Quality Control**

Candidates shall design an audit programme to ensure all aspects of the ISO standards are audited during a calendar year

Provide one example each of the following audits and record any non-conforming work with corrective actions and effectiveness checks where relevant;

- Horizontal audit
- Vertical audit
- Witness audit

Quality control – Candidates will be supplied with quality control results for fibre counting and bulk identification. Candidates should use these results to determine the course of action required to ensure compliance with the requirements of Lab 30.

### **3. Understand the theory, of calibration, technical records, contract review, document control and Management review**

#### **Assignment – Documentation Control**

Evaluate the requirements for the keeping of records for equipment, calibrations, training and reports and design a suitable system for complying.

## **UNIT TWO: Project management**

### **1. Know procedures for the planning and management risk in relation to asbestos removal.**

#### **Assignment – Project Planning**

Candidates are provided with a case study of an asbestos removal project. The information in the case study should be used to design a procedure for selecting a suitable contractor and then develop the plan of work to comply with all relevant legal requirements and site conditions, detailing control measures to be adopted.

### **2. Understand the role of the project manager on site.**

#### **Assignment – Role of the PM on site**

Candidates should use the case study previously provided to develop a method statement detailing the role of the project manager on site, including sampling regime and for 4-stage clearance testing. Arrangements for client reporting and provision of final paperwork should be included.

### **3. Understand practical set up and site processes of work area.**

#### **Assignment – On Site Processes**

Candidates should use the case study previously provided to design a method for auditing and checking of the progress of the project against planned milestones and targets, including the recording of equipment and operative checks.

## **4. Entry Requirements**

### **Pre-requisite Qualifications**

The following requirements are regarded as pre-requisites for this qualification and can be any one of the following options:

#### **4.1 RSPH Level 3 qualifications in all of the following;**

- Surveying
- Bulk Analysis
- Air Monitoring
- Duty Holder

#### **4.2 BOHS S301 written exam**

#### **4.3 W504 exam with Personal Learning Plan (PLP)**

#### **4.4 BOHS P modules P401 to P405**

It is also possible to use a combination of the RSPH and BOHS qualifications as long as all relevant disciplines are covered, for example:

- RSPH Surveying.
- RSPH Air Monitoring.
- BOHS P401.
- BOHS P405.

## 5. Completing your application

5.1 Candidates will complete an application form that enables us to register you with the awarding body and gain you a unique learner number. In addition, we will require a completed booking

5.2 Please ensure that you provide copies of certificates along with your application form and booking form. These will be verified before you are able to commence this qualification, please see section 4 on pre-requisites.

5.2 A flow chart is provided in section 16 that gives details on the qualification process.

## 6. Assessment Process

### 6.1 Assignments:

There is no examination or practical assessment.

Achievement of Unit 1 – Asbestos Laboratory Management and Unit 2 - Project Management is attained by completing three assignments for each unit.

It is strongly recommended that the assignments for Unit 1 are completed before attending the classroom session for Unit Two.

In total, there will be 3 assignments for each unit an average candidate will be expected to complete all 3 assignments within the 12-week period.

The portfolio of evidence consisting of the six assignments should be submitted in PDF format to ensure that no format changes occur to the document. Documents can be submitted in Word and Excel formats; however, their formatting cannot be guaranteed when printed off by ATaC examiners.

It can either be in one or two different files, as long as the assignments and any sub-sections within are made clear.

In order to be awarded the certificate candidates must achieve the learning outcomes for all units.

### 6.2 Viva Voce Examination:

Candidates that have successfully completed all six of the assignments for both units will be required to attend a viva voce examination at the centre.

The centre should confirm the identity of the candidate using suitable photographic evidence before the start of the examination and confirm this to RSPH via the attendance register.

The viva voce examination will be conducted by two assessors from the centre. Candidates can expect to be asked questions on any aspect of their assignments and the underpinning knowledge relating to the assignments. An index and recording of the viva will be made available to the External Verifier, if requested.

### 6.3 Resource material

The assessments, in the form of assignments, are based on the following normative documents:

- The Health & Safety at Work etc. Act 1974.
- L143 – Approved Code of Practice – Control of Asbestos regulations 2012.
- HSG 264 – Asbestos: The Survey Guide.
- HSG 248 – The Analysts Guide.
- HSG 247 – The Licensed Contractors Guide.
- HSG 53 – Respiratory Protective Equipment at Work. A practical guide.
- The Hazardous Waste Regulations 2005.
- ISO 17025 – General Requirements for the Competence of Testing and Calibration Laboratories.
- ISO 17020 – Conformity Assessment – Requirements for the Operation of Various Types of Bodies Performing Inspection.
- UKAS document Lab 30.
- UKAS document RG8.

### 6.4 ATaC assessment centre

If you are undertaking the qualification, then both classroom days will be held at an ATaC assessment centre.

ATaC control the assessment process wholly and will provide assessors, all equipment necessary and guidance on the assignments.

## 7. Frequently Asked Questions.

### ***What happens when I get to an ATaC assessment centre?***

You will be asked to:

- a) Sign in to confirm your attendance
- b) Verify that your details are correct
- c) Assessment centre rules and procedures for the qualification will be explained
- d) A detailed time table of the course and assessment will be explained

### ***What must I be clear about before the course starts?***

What will be made clear to all candidates is:

- a) What to do in the event of an emergency
- b) Areas where access is prohibited to candidates
- c) The general rules regarding your conduct whilst on the premises
- d) Restrictions on communications with others during the assessment
- e) How to communicate with the trainer and the assessor

It is the responsibility of the candidate, as well as the assessors, to ensure you understand:

- a) How the assessment will be conducted
- b) What you will be assessed on.

***If you are unclear about any aspect of the assessment process, you must ASK the assessor BEFORE starting the assessment.***

### ***Final decisions on Pass / Fail***

- a) The written assignments are marked by an ATaC assessor. Candidates must ensure that the assessor is able to read the candidates writing.
- b) The candidates must ensure they read the questions and answer accordingly.
- c) The assessor is not the final arbiter of any decision taken that the candidate has or has not achieved the criteria for a pass. Further scrutiny will be applied to all assessment decisions by an internal verifier. In addition, it may be further vetted by the external verifier.

### ***Recommended assignment durations***

Each set of three assignments should take the candidates approximately 8 weeks

- a) Laboratory Management (8 weeks)
- b) Project Management (8 weeks)
- c) Viva voce (90 minutes)

The above times are a minimum and based upon the time required for a suitably prepared experienced candidate.

### ***What if I am unsuccessful?***

The candidates will be informed in writing on the result of the assessment within 10 working days of the completion of the assignments. The candidates will also be informed what part of the assignment requires further attention. The additional requirements for the assignments will be marked as soon as reasonably practicable with 10 working days.

### ***What will I be issued with if I am successful?***

Upon the receipt and verification of the application documents for assessment and certification, RSPH will send the Candidate a certificate. In all cases the certificate is issued for the candidate's personal use but remains the property of RSPH and may be withdrawn if the conditions of issue are not complied with.

Lost certificates can be replaced by applying to RSPH. A charge will be made for all replacement certificates.

### ***Renewing certificates***

The RSPH Level 4 Certificate for Asbestos Laboratory and Project Management is an Ofqual regulated qualification and does not expire. Refresher training is a requirement of Regulation 10 of The Control of asbestos regulations 2012 and should be carried out annually.



## 8. Certification

### 8.1 Certificate validity

Each certificate issued does not contain a date for renewal. Refresher training will reflect changes to current legislation, industry codes of practice and normative documentation changes.

### 8.2 Conditions of certificate issue

During the life of the certificate you are bound by the conditions of issue detailed below and as printed on the reverse of the certificate:

- a) You will only make claims regarding certification with respect to the scope for which certification has been granted.
- b) You will not use the certification in such a manner as to bring ATaC/RSPH into disrepute, and will not make any statement regarding the certification which ATaC/RSPH may consider misleading or unauthorised.
- c) You will discontinue the use of all claims to certification that contains any reference to ATaC/RSPH or certification upon suspension or withdrawal of certification, and will return any certificates issued by ATaC/RSPH.
- d) You will not use the certificate in a misleading manner.

Failure to comply with the requirements may result in certificate suspension or withdrawal, or other appropriate actions. Any proven act of negligence within your scope of certification will result in certificate withdrawal.

## 9. Standards of service

### 10.1 *Upon booking*

Ensure the candidates booking form is complete with no required information missing. An additional processing fee will be charged to change any incorrect details. Ensure that payment is made in accordance with the ATaC terms and conditions (see section 10.0 General). A booking form is available on request from an ATaC administrator or downloadable from [www.atac.org.uk](http://www.atac.org.uk)

### 10.2 *Assessment*

After the candidate, has successfully completed all parts of the assessment, the assessment documentation should be checked by the candidate and the assessor for completeness.

### 10.3 *Verification*

The candidate's assessment documentation will be verified by the centre's internal verifier. Once this is completed the assessment centre will aim to forward your assessment result to RSPH within 10 working days.

### 10.4 *Certification*

RSPH will verify the assessment decision and a certification decision will be made. If any issues are raised, these will be clarified with the centre before a certificate is issued. This may extend the 10-day processing timescale. RSPH will aim to process and dispatch the certificate within 10 working days.

### 10.5 *Non-Receipt of certificate*

Once the candidates have completed their assessment and provided all the relevant information, payment etc. as required by the approved centre, in accordance with the above standards of service a certificate will be issued. The candidate is required to notify RSPH within three months in the event of non-receipt of their certificate. A replacement certificate fee will apply if notification of non-receipt is received outside of this timescale.

## 10. Collusion / Plagiarism

Collusion is a form of plagiarism that involves unauthorised co-operation between at least two people with the intent to deliberately mislead or deceive.

Collusion can take the following forms:

- two or more candidates conspiring to produce a piece work together with the intention that it is submitted as his/her own, individual work. Or with the intention of at least one candidate submitting it as his/her own, individual work
- a candidate submitting the work of another candidate (with their consent) as his/her own, individual work. In such cases, both candidates would be deemed to be guilty of collusion
- although also an example of plagiarism, the submission of a piece of work that is not the candidates own individual work that has been purchased from a third party. For example, from an essay or assignment writing service or by soliciting another individual to produce a piece or work on their behalf
- unauthorised co-operation between a candidate and a third party in the production of a piece of work that will be submitted as the candidate's own.

### 1.1 Preventing Collusion / Plagiarism

It is acceptable to discuss ideas, talk about books, articles, online material and strategies for example with other candidates. However, it is not acceptable to help a fellow candidate to produce work that will be submitted as their own and an individual piece of work. Candidates should never lend their work to another candidate under any circumstances as it may be copied or reproduced. This example would leave both candidates vulnerable to an accusation of collusion.

Candidates should leave themselves enough time to check their work thoroughly before submitting it for marking or evaluation. Keeping to strict deadlines will limit the temptation of colluding with another candidate or third party or purchasing work with the intention of submitting it as their own.

Candidates should make sure that if they use a shared or public computer that they protect their work by saving it to their own personal drive, USB or memory stick. If a candidate uses a shared or public printer to print hard copy versions of work, they should ensure that any work is collected promptly from the printer and that any additional copies are securely destroyed.

## 11. Cheating

Cheating is an attempt to deceive ATaC assessors, examiners and/or external verifiers and includes:

- providing or receiving information about the content of an examination before it takes place, except when allowed by ATaC (e.g. case study materials issued before an examination)
- centres giving excessive help to a candidate in writing an assignment, or writing any of it for them
- impersonating or trying to impersonate a candidate, or attempting to procure a third party to impersonate oneself
- candidates using books, notes, instruments, computer files or other materials or aids that are not permitted (usually relevant only to examinations and online tests)
- assistance or the communication of information by one candidate to another in an assessment where this is not permitted (usually relevant only to examinations and online tests)
- copying or reading from the work of another candidate or from another candidate's books, notes, instruments, computer files or other materials or aids, unless expressly permitted
- offering a bribe of any kind to an invigilator, examiner or other person connected with assessment
- any attempt to tamper with assignment or examination scripts after they have been submitted by candidates
- fabricating or falsifying data or results by individual candidates or groups of candidates.

### 1.2 Preventing Cheating

ATaC has a zero-tolerance approach to all incidents of plagiarism, collusion or cheating, especially those incidents that are an attempt by the candidate to gain marks without having completed the work themselves. Plagiarism, collusion or cheating can reflect badly on both the candidate and the centre and both can be sanctioned.

ATaC has a clearly defined procedure within its quality system on any form of Collusion, Plagiarism and Cheating and is available upon request.

## 12. Appeals

Candidates can appeal against a grade or mark they have received. These procedures relate to internal assessments, for external assessments candidates should refer to the relevant procedure issued by the Awarding Body, copies of which are held by the Training Manager.

### Grounds for Appeal

These are some of the reasons you might Appeal:

- The procedures or rules have not been followed.
- You feel the result is unfair because of personal reasons e.g. illness, discrimination.
- Your work has been affected by teaching or organisation of the class.
- There has been an administrative error.

### **Should I Appeal?**

You need to think calmly and carefully because you may be disappointed with your result; if you appeal you have to produce a lot of evidence to make your case.

### **How do I Appeal?**

If you decide to go ahead and appeal you need to do this within 5 working days.

#### **Stage 1**

On the day, discuss the situation with your assessor. They may be able to sort things out straight away. After you leave the centre or when you have received your results contact the administration team, providing them with the relevant information about your appeal.

#### **Stage 2**

You are still not happy! Request and complete Form A, pass this form to the Training Manager who will investigate and write to you with the result.

#### **Stage 3**

You are still not happy – Your case will be passed to the Training Committee who will look into the situation further.

What might be the Result of my Appeal?

- a) Your result might stay the same
- b) Your work may be regraded
- c) You or your work may be reassessed
- d) You may be asked to present more evidence so your work can be re-graded.

Additional information about this policy can be found on the centre notice board.

## 13. Complaints procedure

The following procedure covers complaints which are about the services provided directly by ATaC Assessment Centres.

### 14.1 *How to make a complaint.*

If the candidate has a complaint regarding the ATaC centre, or any of the staff, they should bring that to the attention of the Training Manager. Any complaints must be in writing.

When sending in their complaint, they must provide their contact details. In the first instance the complaint should be addressed by the Training Manager at the following address:

Asbestos Testing and Consultancy Association (ATaC)  
Unit 1 Stretton Business Park 2  
Brunel Drive,  
Stretton,  
Burton upon Trent  
Staffordshire  
DE13 0BY

Tel: 01283 566 467

W: [www.atac.org.uk](http://www.atac.org.uk)

Alternatively, you can:

Email: [satish.patel@arca.org.uk](mailto:satish.patel@arca.org.uk)

### 14.2 *What happens next?*

We will notify you of receipt of your complaint and the Training Manager will aim to respond to your complaint within 10 working days.

If you are not satisfied with the response, then you have the right to appeal to the Chief Executive of the association at the above address.

The Chief Executive will reply following investigations. If this will take longer than 10 working days, the candidate will be notified of the expected time when a response will be forwarded to them.

If all avenues have been exhausted, via ATaC the candidate has the right to appeal to RSPH Qualification Manager. Pending investigation, the candidate will be advised of any outcomes accordingly.

### 14.3 *Process*

Received complaints shall be recorded on the Client Complaint Record (Form G10/01). All correspondence shall be attached to it.

A log of all complaints will be recorded on the Client Complaint Record.

## 14. General

### 15.1 *Equal opportunities*

ATaC centres have a written equal opportunities policy and programme of action which details how equality of opportunity is to be achieved for staff and course candidates.

The centre ensures that:

- a) There is a senior named person responsible for the implementation of the policy
- b) Staff are trained in all areas of equality and understand the issues and their responsibilities
- c) All candidates are aware of the issues and their responsibilities within the centre's equal opportunities policy
- d) Assessment methods and materials used which promote equal opportunities and combat occupational stereotyping, cultural bias and discrimination there is a system for reviewing and evaluating the effectiveness of the policy and for implementing recommendations and change a clearly defined and independent grievance procedure exists and is brought to the attention of candidates and staff.

### 15.2 *Disabilities and learning difficulties*

The centres ensure candidates who have a physical, mental or sensory disability and/or learning difficulty are fully encouraged to take assessments.

Appropriate arrangements shall be available for all candidates with a hearing impairment, colour deficiency, dyslexia or learning difficulties. Appropriate aids may be used to overcome a particular disability or difficulty that enables the candidate to work safely without putting themselves or others at risk.

At the discretion of the assessor, a further time allowance may be granted for a candidate with special needs (guidance time -25%).

### 15.3 *Asbestos Testing and Consultancy Association (ATaC)*

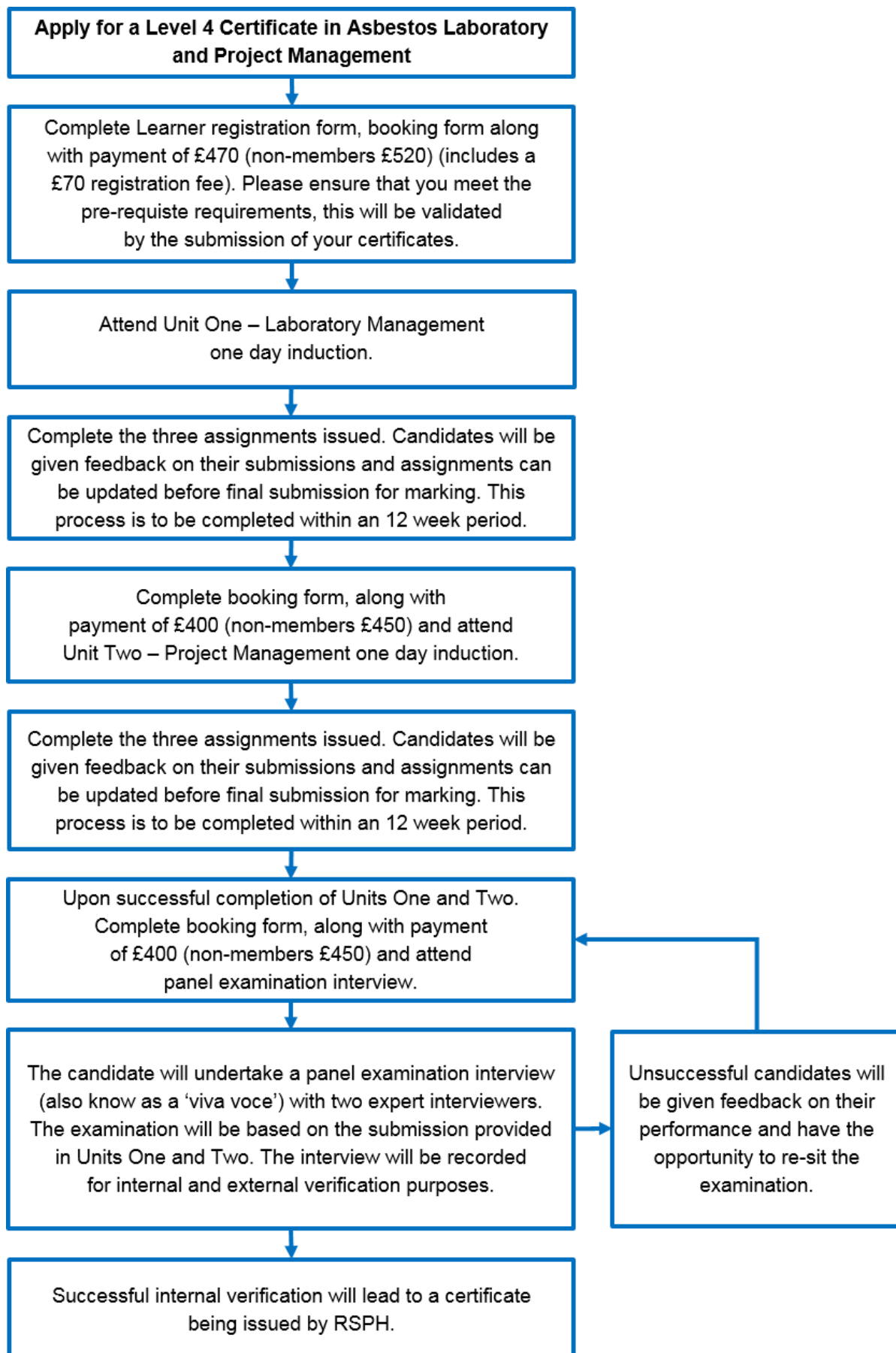
The Asbestos Testing and Consultancy Association has been in operation for over 20 years providing training and representing the interests of asbestos analytical, surveying and consultancies throughout the UK.

### 15.4 *Assessment terms and conditions of booking*

- a) Due to the demand for places we regret course bookings cannot be accepted without accompanying payment.
- b) Telephone bookings will be cancelled if written confirmation is not received within 24 hours of a course booking being taken.
- c) Cancellation policy: More than 14 days before the course start date we shall credit you with the course price (as applicable); Between 14 and 7 days before the course start date we shall refund 50% of the course fee (as applicable); Less than 7 days before the course start date no refund shall be made. All cancellations must be in writing and either faxed or emailed to the ATaC office.

- d) We shall not be liable to you for any delay or for the consequences of any delay in performing our obligations under this arrangement if such delay is due to any cause or circumstance beyond our reasonable control (including without limitation strikes and other industrial disputes, breakdown of systems or network access, flood, fire explosion or accident).
- e) Suitable substitute candidates will be accepted at any time.
- f) We accept no responsibility for the personal views or opinions as expressed by the assessors or any other person at the event.
- g) We reserve the right to:
  - Refuse entry to candidates if we so choose,
  - Cancel courses and refund in full. No further liability will be accepted,
  - Vary course dates, programmes, trainers/assessors and venues.
- h) We shall endeavour to inform the candidate as soon as possible of any course cancellation or variation.
- i) Although every effort has been made to ensure the accuracy of information contained within our literature and materials, including any assessment description, we do not accept responsibility for any errors or omissions. We reserve the right to cancel any bookings for a course where any such error or omission has occurred, even after we have accepted such a booking.
- j) We may use the personal data the candidate provides for the purposes of administration (including candidate registration and recording of qualifications); statistical analysis; customer services and keeping the candidate informed of our products and services and those of third parties which we think may be of interest to you (if you and/or a candidate do not wish to be contacted in this way you and/or a candidate can contact us in writing to the Membership Administrator at any time). We may need to share such personal data with associated bodies and service providers for these purposes.
- k) Certificates will not be issued until full payment has been received by ATaC.

## 15. Qualification Process Flow Chart





## 16. Fees

	ATaC Member	Non ATaC Member
Registration fee	£70.00 <sup>+</sup>	£70.00 <sup>+</sup>
Unit One – Laboratory Management	£400.00 <sup>*</sup>	£450.00 <sup>*</sup>
Unit Two – Project Management	£400.00 <sup>*</sup>	£450.00 <sup>*</sup>
Panel interview (viva voce examination)	£400.00 <sup>*</sup>	£450.00 <sup>*</sup>

\*Fees that are exclusive of VAT.

<sup>+</sup>Fees that are zero rated for VAT.

