

**INTERNAL AUDIT REPORT**

**LICENSABLE**

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| Document No: | MIAR003 |
| Issue Date: | 18/09/2017 |
| Version No: | 01 |

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| **INTERNAL AUDIT DETAILS** | |
| **Name of Company** | [applicant or member company name] |
| **Internal Auditor** | [internal auditor name] |
| **Tutor Name** | [tutor name] |
| **Audit Date** | [audit date] |
| **Audit Location** | [audit location address] |
| **Course Being Audited** | [course title] |
| **Method of Delivery** | [describe the delivery method including apparatus used] |

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| **INTERNAL AUDIT TIMINGS** | |
| **Start Time** | [start time] |
| **Finish Time** | [finish time] |
| **Overall Course Duration** | [overall duration of content delivery, excluding breaks] |

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| **LICENSABLE** | | | |
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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 |  |  |

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| **SUMMARY** | |
| 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] |

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| **FUTURE DEVELOPMENT PLAN** | |
| Not mandatory, however, the below will help the tutor improve their own development | |
| 1 | *Example: attend asbestos conference/event* |
| 2 | *Example: further reading of HSG247 to understand legislative requirements* |
| 3 |  |
| 4 |  |
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| **Internal Auditor:** |  |
| **Signed:** |  |
| **Date:** |  |

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| **Tutor:** |  |
| **Signed:** |  |
| **Date:** |  |