

**INTERNAL AUDIT REPORT**

**ASBESTOS AWARENESS**

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| Document No: | MIAR001 |
| Issue Date: | 18/09/2017 |
| Issue 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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| **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. Topics do not necessarily have to be taught in the sequence set out below, however, sequencing is relevant at 9.1 and 9.2 below. |
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| **6** | **Preamble of the course:** | **Y/N** | **Comments** |
| 6.1 | Safety and domestic arrangements. |  |  |
| 6.2 | What an Asbestos Awareness course is and that it does not train or equip delegates to work with asbestos. |  |  |
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| **7** | **The properties of asbestos:** | **Y/N** | **Comments** |
| 7.1 | Natural origins. |  |  |
| 7.2 | Geographical sources. |  |  |
| 7.3 | Properties that made it commercially useful. |  |  |
| 7.4 | Brief history of use. |  |  |
| 7.5 | History of voluntary and statutory cessation of use. |  |  |
| 7.6 | Overview of crocidolite, grunerite (amosite) and chrysotile asbestos. |  |  |
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| **8** | **Risks presented by asbestos and effects on health:** | **Y/N** | **Comments** |
| 8.1 | Basic structure of respiratory system. |  |  |
| 8.2 | Explanation of asbestos fibres becoming respirable. |  |  |
| 8.3 | Asbestosis – what it is and where it occurs. |  |  |
| 8.4 | Mesothelioma – what it is and where it occurs. |  |  |
| 8.5 | Lung cancer – what it is and where it occurs. |  |  |
| 8.6 | Less serious conditions. |  |  |
| 8.7 | Dose / response relationships. |  |  |
| 8.8 | Latency periods. |  |  |
| 8.9 | Increased risk of lung cancer (not mesothelioma) for smokers. |  |  |
| 8.10 | Up to date HSE mortality data. |  |  |
| 8.11 | Current epidemiological trends. |  |  |
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| **9** | **Types, uses, risks and occurrence of asbestos and ACMs in buildings and plant:** | **Y/N** | **Comments** |
| 9.1 | Correlation between risk and ease of fibre release. |  |  |
| 9.2 | Logical sequencing of ACM slides reflecting risk. |  |  |
| 9.3 | Typical composition/location/s for loose fill, quilts, ’jiffy bags’. |  |  |
| 9.4 | Typical composition/location/s of sprayed coating. |  |  |
| 9.5 | Typical composition/location/s of thermal insulation. |  |  |
| 9.6 | Typical composition/location/s of asbestos boards including AIB and Millboard. |  |  |
| 9.7 | Typical composition/location/s of asbestos paper/cardboard. |  |  |
| 9.8 | Typical composition/location/s of asbestos textiles. |  |  |
| 9.9 | Typical composition/location/s of friction products. |  |  |
| 9.10 | Typical composition/location/s of cement products. |  |  |
| 9.11 | Typical composition/location/s of textured coatings. |  |  |
| 9.12 | Typical composition/location/s of bitumen products. |  |  |
| 9.13 | Typical composition/location/s of flooring materials. |  |  |
| 9.14 | Typical composition/location/s of reinforced plastic and resin composites. |  |  |
| 9.15 | Illustration/s of overview of ACM locations in buildings. |  |  |
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| **10** | **How to avoid the risks from asbestos:** | **Y/N** | **Comments** |
| 10.1 | Explanation of how a delegate could find out about the presence of asbestos at the worksite. |  |  |
| 10.2 | Example/illustration of asbestos register/s. |  |  |
| 10.3 | Explanation of survey types used to create registers. |  |  |
| 10.4 | Appropriate advice given on what to do in the event of accidental discovery and disturbance (reliance on em1 not acceptable for Asbestos Awareness training). |  |  |
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| **11** | **Outline of legislation relating to asbestos:** | **Y/N** | **Comments** |
| 11.1 | Brief reference to Health & Safety at Work Act as context for controlling workplace risk. |  |  |
| 11.2 | References to Control of Asbestos Regulations 2012 and their evolution. |  |  |
| 11.3 | Explanation of Regulation 4 – key steps of the duty to manage. |  |  |
| 11.4 | Explanation of Regulation 5 – is asbestos present- making employer’s duty clear. |  |  |
| 11.5 | Explanation of Regulation 6 - assessment of the risk- making employer’s duty clear. |  |  |
| 11.6 | Reference to NLW, NNLW and LW. |  |  |
| Additional material for Architects / Designers / allied professionals |
| 11.1 | More detail on Reg 4 than required in 11.3 above. |  |  |
| 11.2 | Reference to content of HSG 264, client role, survey types and their purpose. |  |  |
| 11.3 | Reference to relevant CDM 2015 duties. |  |  |
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| **12** | **Issues commonly giving cause for concern** | **Y/N** | **Comments** |
| 12.1 | Could the tutor pronounce the common vocabulary of asbestos training? |  |  |
| 12.2 | Did the tutor imply that ‘work’ with asbestos can be undertaken after Asbestos Awareness training? |  |  |
| 12.3 | Did the tutor imply that Asbestos Awareness equips delegates with the skill to select and wear PPE/RPE? |  |  |
| 12.4 | Did the Tutor refer to, or imply that ‘1 fibre kills’? |  |  |
| 12.5 | Did the Tutor use asbestos samples as visual aids? If so, was this in line with REACH regulations? |  |  |

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| **SUMMARY** |
| UKATA Statement of Limitation included? |  |
| UKATA Emergency Procedure Slides included? |  |
| UKATA Question Bank is being used? |  |

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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 L143 to understand legislative requirements* |
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| **Internal Auditor:** |  |
| **Signed:** |  |
| **Date:** |  |

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