



AUDIT REPORT

ASBESTOS AWARENESS

Document No:	MAR001
Issue Date:	03/10/2017
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AUDIT DETAILS			
Name of Company			
Auditor			
Tutor Name			
Audit Date			
Audit Location			
Course Being Audited			
Training Needs Analysis			
Method of Delivery			
Number of Delegates			
Auditor Arrival Time		Auditor Departure Time	

COURSE TIMINGS			
Course Start Time		Course Finish Time	
Course delivery duration		Exam Duration	
Number of Breaks:		Duration of Breaks	
Overall Course Duration			

VENUE			
The training venue should meet the Guidance on Minimum Standards for Training Centres.			
1	Physical Layout:	Y/N	Comments
	Physical layout of training area must be comfortable for delegates undertaking training.		
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).		
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.		
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.		
5	Handouts:	Y/N	Comments
	Handouts given to delegates?		

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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.

6	Preamble of the course:	Y/N	Comments
6.1	Safety and domestic arrangements.		
6.2	What a Cat A course is and that it does not train or equip delegates to work with asbestos.		
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		
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.		
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		
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)		
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.		
12	Issues commonly giving cause for concern	Y/N	Comments
12.1	Could the tutor pronounce the common vocabulary of asbestos training?		
12.2	Could the tutor answer delegates’ questions clearly and correctly?		
12.3	Did the tutor imply that ‘work’ with asbestos can be undertaken after Asbestos Awareness training?		
12.4	Did the tutor imply that Asbestos Awareness equips delegates with the skill to select and wear PPE/RPE?		
12.5	Did the Tutor refer to, or imply that ‘1 fibre kills’?		
12.6	Did the Tutor use asbestos samples as visual aids? If so, was this in line with REACH regulations?		

FINAL EXAM

Attainment of the learning outcome for the qualification will be assessed by a multiple choice, question paper examination consisting of at least 15 questions under exam conditions.

SUMMARY

How was the overall control of the training session by the Tutor?	
UKATA Statement of Limitation included?	
UKATA Emergency Procedure Slides included?	
UKATA Question Bank is being used?	

ADDITIONAL INFORMATION DELIVERED

SUMMARY OF COMMENTS

Auditor:	
Signed:	
Date:	