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1. Change Control

1.1 Version History

| Issue Number | Changes Made | Approved by | Date of Release |
|--------------|---|----------------|-----------------|
| 1 | First Release | FAAM Committee | 11.10.2017 |
| 2 | Member level section updated, reference to Faculty Board replaced with Faculty Committee, reference to Council replaced with Board and removal of the FAAM Terms of Reference and the Quality Assurance Framework for Qualifications) which were appendix 1 and 2 | FAAM Committee | 29.07.2020 |

1.2 Change Management Process

1.2.1 Any changes to this Handbook, which constitutes the Regulations of the Faculty, must pass through the following change authorisation process before they are implemented;

- i. The FAAM Committee agrees to a particular, and defines the proposed wording change for this document. This agreement can be based on a majority vote, rather than unanimous.
- ii. The FAAM Registrar submits the proposed change to the FOH Registrar in writing including the specific wording change for the Regulations (this document)
- iii. The FOH Registrar presents this proposal to the FOH Committee seeking agreement from the FOH Committee on the proposal. The FOH Committee should consider the overall impact on the Society, impact on other Faculties' Regulations and on their own. This agreement can be based on a majority vote, rather than unanimous.
- iv. The FOH Registrar seeks BOHS Board approval of the proposed changes.
- v. Members of the Faculty are informed of the changes and updated documents are published through the Member Portal.

1.2.2 In the event that a change is considered to be urgent and that it is not appropriate to await the cyclical meetings of Faculty Committees and Board, then the process can be followed by email. In this event, the email chain must be submitted to Head Office and recorded as an audit trail in the same way that meeting minutes would have been recorded.

2. Overview of this Document

2.1 Introduction

- 2.1.1 The purpose of this document is to provide full information about how the Faculty of Asbestos Assessment and Management operates. The document includes information about joining, upgrading and maintaining membership to FAAM as well as information about how the Faculty is governed.
- 2.1.2 The contents constitute the Regulations of the Faculty.
- 2.1.3 The Charter, Bylaws and Society Regulations of BOHS also form part of the governance structure for BOHS as a whole.
- 2.1.4 Should there be a conflict of information with any other documentation, this document should be considered to be the overriding document.

2.2 Changes to the Regulations

Changes to this document, i.e. the Regulations, should be made only in accordance with the process which explained in section 1.2.

3. The Vision for FAAM

The Faculty of Asbestos Assessment and management was created in order to meet the following objectives within the profession;

- To pursue excellence for all those who practise in the asbestos assessment and management profession
- To establish, develop and maintain standards of competence in asbestos assessment and management practice for those who are members of the Faculty of Asbestos Assessment and Management (FAAM).
- To act as the guardian of professional standards and ethics in the profession of asbestos assessment and management.

The Faculty will achieve this by;

- Operating a professional membership scheme
- Administering and governing examinations in Asbestos and related subjects

4. Membership of the Faculty

The Faculty of Asbestos Assessment and Management will operate a professional membership scheme according to the following;

4.1 Benefits

4.1.1 Members will receive the following benefits as part of their membership of FAAM

Be part of a professional network to create best practice with industry peers

- View the latest technical publications
- Gain expert industry advice
- Free attendance at our regional meetings
- Access to online forums where you can share ideas with industry colleagues
- Use of our online searchable membership directory

Enhance your career progression

- Access to a professional development programme.
- Participate in the continuous professional development (CPD) scheme, to keep an online record of your skills, courses and experience that will aid your career progression and excellence within the asbestos industry

Gain recognition within the Asbestos industry

- Entitlement to FAAM's post-nominal letters to prove your membership and expertise.
- Receive a membership certificate and card to illustrate your competence to prospective employees.

Keep in touch with industry news

- Receive regular e-bulletins sharing both industry news and faculty updates
- Discounted rates to BOHS events and conferences
- BOHS Exposure Magazine – keeping you up to date with Society news

4.1.2 The Faculty will seek to develop member benefits as the membership base expands and develops.

4.1.3 The Society may from time to time need to temporarily withdraw any of these benefits, due to unexpected circumstances, and reserves the right to do so.

4.2 Requirements of members

4.2.1 In order to maintain their membership status, members are expected to meet the following commitments;

- i. Prompt payment of annual subscription fees
- ii. Prompt and complete annual submission of CPD. A separate guide on the CPD scheme is provided to members to assist with this process.
- iii. Abidance to the Code of Ethics

4.3 Participation in the Faculty

4.3.1 Members are encouraged to take an active role in the Faculty beyond the requirements listed in section 4.2.1. Examples of ways this could be done are;

- To actively participate in online forums, discussions and questionnaires
- Take up volunteering opportunities offered by the Faculty, for example to contribute to projects, working groups or committees on particular matters.
- To nominate themselves for Committee roles
- To promote and advocate the work of the Faculty to third parties

Participation by members is crucial in helping to establish FAAM in its early years, and is highly encouraged and valued.

4.4 Membership Levels, Application and Upgrades

4.4.1 Membership of the FAAM is delivered through a defined set of levels (in accordance with the Bylaws of BOHS). These levels are; Technician, Associate, Licentiate, Member and Fellow

4.4.2 An individual may hold one level of membership at one time with the FAAM.

4.4.3 Details of the levels including the description, entry requirements, application process, approval authority, upgrading process, post nominal letters and CPD requirements are contained in section 4.4.4 to section 4.4.8.

4.4.4 The Technician level will operate as follows;

| Level of membership | Technician |
|---------------------|--|
| Description | This is the entry level to the Faculty aimed at those individuals who have an understanding of the asbestos profession through a nationally recognised qualification. This is the ideal category for those looking to show that they take their profession seriously. This level is also applicable for apprentices |
| Entry Requirements | Holder of; <u>One of</u> the BOHS Level 4 qualifications: P401, P402, P403, P404, S301, W504 RSPH Level 4 Certificate in Asbestos Laboratory and Project Management Other similar qualifications (please contact BOHS) <u>Or one of</u> the RSPH qualifications*: |

| | |
|----------------------|---|
| | <p>Level 3 Award in Asbestos Bulk Analysis, Level 3 Award in Asbestos Surveying, Level 3 Award in Asbestos Air Monitoring and Clearance Procedures.</p> <p>*Holders of these qualifications will be required to pass the written examination for the corresponding BOHS P module in order to bridge the gap between their Level 3 qualification and the required Level 4 qualification. The course is optional. Applicants should check the BOHS website for information about booking this examination.</p> |
| Joining Process | <p>In order to join the Faculty at this level of membership, applicants should apply through the website. Applicants will be asked to provide evidence of their qualifications. (Scanned copies of a good quality will be accepted).</p> <p>Head office staff hold the authority to approve applications to this level provided that a complete application along with accurate supporting documents.</p> |
| Upgrading | n/a |
| Post-nominal letters | TFAAM |
| CPD requirements | Annual return 6 points |
| Typical job role | Analysts and Surveyors |

4.4.5 The Associate level will operate as follows;

| | |
|----------------------|---|
| Level of membership | Associate |
| Description | <p>This level of membership demonstrates that the individual has a clear understanding of the asbestos profession through a nationally recognised qualification or series of qualifications. It signifies that they are looking to show that they take the profession seriously and are committed to progression.</p> |
| Entry Requirements | <p>Holder of;</p> <p><u>One of</u> the BOHS qualifications: P405, P407</p> <p><u>Or three</u> from the BOHS qualifications P401, P402, P403, P404, S301, W504</p> |
| Joining Process | <p>In order to join the Faculty at this level, applicants should apply through the website. Applicants will be asked to provide evidence of their qualifications. (Scanned copies of a good quality will be accepted).</p> <p>Head office staff hold the authority to approve applications to this level provided that a complete application along with accurate supporting documents is provided.</p> |
| Upgrading | <p>In order to upgrade from the Technician level of membership, members will need to obtain the required qualifications. Upon obtaining these, an application to upgrade can be made via the website. Upgrade fees may apply.</p> |
| Post-nominal letters | AFAAM |
| CPD requirements | Annual return 10 points |
| Typical job role | Duty Holders, Analysts, Surveyors |

4.4.6 The Licentiate level will operate as follows;

| | |
|----------------------|---|
| Level of membership | Licentiate |
| Description | This level of membership is for those individuals who have established their competence in the field of asbestos by obtaining the Certificate of Competence. They have satisfied the examiners with their knowledge and demonstrate by their education, training and experience that they are competent to practice in the subject field. |
| Entry Requirements | Holder of; The BOHS qualifications: Certificate of Competency (COC) in Asbestos |
| Joining Process | In order to join the Faculty at this level, applicants should apply through the website. Applicants will be asked to provide evidence of their qualifications. (Scanned copies of a good quality will be accepted). Head office staff hold the authority to approve applications to this grade provided that a complete application along with accurate supporting documents is provided. |
| Upgrading | In order to upgrade from the Associate level of membership, members will need to obtain the required qualifications. Upon obtaining these, an application to upgrade can be made via the website. Upgrade fees may apply. |
| Post-nominal letters | LFAAM |
| CPD requirements | Annual return 10 points |
| Typical job role | Asbestos Managers, Consultants, Project Managers |

4.4.7 The Member level will operate as follows;

| | |
|---------------------|--|
| Level of membership | Member |
| Description | This level of membership is aimed at professionals who want to achieve the highest professional standards. Members are most likely to be working in the UK asbestos analytical and management industry but they will also include individuals from a range of related industries and professions, both nationally and internationally, that have a significant background in asbestos. Employers will know when they work with a person who is a Member they are dealing with someone who is at the top of their profession. |
| Entry Requirements | There are two routes to this level of membership each of which will have a minimum of 5 years' experience at a professional level. <ol style="list-style-type: none"> 1. For those holding the COC Asbestos 2. For those whose areas of work and expertise lie outside of the typical UK asbestos analytical and management industry and where it may not be appropriate to pursue the career/personal development route leading to the COC Asbestos <p>For both routes, applicants will be expected to demonstrate that they meet the competency requirements shown in the current competency framework document.</p> |
| Joining Process | The joining process for the two routes to this level of membership are as follows; |

| | |
|----------------------|--|
| | <ul style="list-style-type: none"> - Submit an application form via the Member Portal - Include a Professional Experience Portfolio as part of the application - Attend and pass a Professional Discussion <p>Applicants will be expected to demonstrate that they meet the competencies required for this level (Shown in the current competency framework document). Separate guidance on this process is available on the website.</p> <p>Applications to this level are by FAAM Committee approval only. Applications will be submitted to Head Office who will distribute applications accordingly for approval.</p> <p>Applications to this grade may be subject to an application fee.</p> |
| Upgrading | In order to upgrade from the Licentiate level of membership, members will need to submit an application through the Member portal. Once all parts of the application are successfully completed they will be invited to join at Member level through their MyBOHS account. Application and upgrade fees may apply. |
| Post-nominal letters | MFAAM |
| CPD requirements | Annual return 10 points |
| Typical job role | Asbestos Managers, Consultants, Researchers |

4.4.8 The Fellow level will operate as follows;

| | |
|----------------------|---|
| Level of membership | Fellow |
| Description | Fellowship of the FAAM is the highest award that the Faculty can bestow on a practicing Asbestos professional and will be awarded to those individuals who have “made a difference” in the profession. |
| Entry Requirements | Applicants to this level must have been at the Member level for a period of five years or more and can demonstrate seniority in the asbestos profession and who also can demonstrate a distinct contribution to the advancement of the profession to the satisfaction of the Faculty Committee. |
| Joining Process | Direct entry to this level is not permitted. Applicants will be only accepted from individuals currently at Member level of the Faculty. See ‘Upgrading’ process below for further details. Membership to this level will be opened up after five years of the Faculty’s operation. |
| Upgrading | Membership to this level will be opened up after 5 years of the Faculty’s operation. |
| Post-nominal letters | FFAAM |
| CPD requirements | Annual return 10 points |
| Typical job role | Laboratory Manager, Asbestos Project Manager, Senior Trainer, Senior Scientists |

4.5 Retired

After the initial establishment of FAAM, the details around retired membership will be introduced into this document.

4.6 Dual Membership of FOH and FAAM

- 4.6.1 It is possible for individuals to hold membership of both the Faculty of Occupational Hygiene and the Faculty of Asbestos Assessment and Management. Individuals opting to hold multiple memberships will be required to satisfy the terms of each Faculty, including entry requirements and CPD submissions.
- 4.6.2 For some individuals, holding multiple memberships may give them professional recognition and development in all aspects of their work. They will be entitled to utilise both allocated post-nominal letters.
- 4.6.3 Discounts may be available to holding multiple memberships, and individuals should check the BOHS website for the latest information on this.
- 4.6.4 Members will be required to make separate CPD submissions for each of their Faculty memberships although it is allowable to replicate activities in both submissions where they meet the requirements.

4.7 Transferring membership from other faculty membership

- 4.7.1 Existing members of the Faculty of Occupational Hygiene wishing to join FAAM instead will not be allowed to transfer their membership. They must apply separately for FAAM in accordance with the entry requirements, and allow their FOH membership to lapse.

4.8 Using Post-Nominal Letters

- 4.8.1 Post-nominal letters are awarded to individuals on the successful acceptance of their membership application. Once a member has received confirmation of their membership in the form of either a certificate or a membership card, then they will be able to use post-nominal letters.
- 4.9.1 Members are able to utilise the post-nominal letters so long as their membership is active, and must seize to do so if they allow their membership to lapse (for example for non-payment or failure to make a CPD submission).

5. Continuing Professional Development (CPD) Scheme

5.1 The Scheme

- 5.1.1 All members of the FAAM are required to participate in the Continuing Professional Development (CPD) Scheme. The detailed CPD guidance document is available for members in their MyBOHS account.

6. Code of Ethics

- 6.1 Faculty members are subject to the BOHS Faculties Code of Ethics. This code is published on the website and on the membership portal.
- 6.2 Any complaints and/or disciplinary matters are to be managed in accordance with the BOHS Faculties Code of Ethics – Procedures document which is also published on the website and on the membership portal.
- 6.3 Members will be asked to confirm electronically that they have read and understood the Code of Ethics as part of the application process and this confirmation will be considered as acceptance of the terms.

7. Qualifications

- 7.1 The Faculty offers a range of qualifications which formally recognise the attainment of knowledge, skills and competence by people working in the asbestos industry and related occupations.
- 7.2 The Faculty Committee is responsible for maintaining confidence in these qualifications by:
- approving and periodically reviewing a comprehensive quality assurance framework based on good practice principles.
 - assure that the qualifications are managed and administered in line with the requirements of the framework (explained in 7.3)
- 7.3 The aim of this framework is to ensure that the qualifications are understood and valued by candidates, training providers, employers, regulators and other stakeholders and that the candidates are treated fairly and consistently in line with clear policies and procedures. The framework is a separate document available online on our website.

8. Governing the Faculty

8.1 The Committee

- 8.1.1 The Committee shall operate in accordance with the Terms of Reference).
- 8.1.2 Upon the establishment of FAAM, interim arrangements will be in place prior to the introduction of a full election process once a body of members has joined. The details of these arrangements are explained in section 7 of the Terms of Reference.
- 8.1.3 The purpose and appointment of The Registrar, Deputy Registrar, Principal Examiner and CPD Manager are explained in the Terms of Reference.