



## Contents

<b>1. Change Control</b> .....	<b>2</b>
1.1 Version History .....	2
<b>2 Introduction</b> .....	<b>3</b>
<b>3 Regulations</b> .....	<b>4</b>
<b>3.1 Membership</b> .....	<b>4</b>
3.1.1 Applications for Chartered Fellow Grade .....	4
3.1.2 Applications for Chartered Member Grade .....	4
3.1.3 Applications for Specialist Member Grade .....	5
3.1.4 Applications for Licentiate Grade .....	5
3.1.5 Applications for Specialist Licentiate Grade .....	5
3.1.6 Applications for Associate Grade .....	6
3.1.7 Transfers .....	6
<b>3.2 Conduct of Members</b> .....	<b>6</b>
<b>3.3 Election of Registrar</b> .....	<b>6</b>
<b>3.4 Examinations</b> .....	<b>7</b>
3.4.1 Overview .....	7
3.4.2 Training courses and applications .....	7
3.4.3 Notification of examination results.....	7
3.4.4 Replacement Certificates .....	8
3.4.5 Appeals.....	8
3.4.6 General.....	8

## 1. Change Control

### 1.1 Version History

Date of Issue/Revision	Written / Revised by	Issue level	Summary of and reason for the new issue / revision.
June 2004		1	Incept date for Faculty Code of Ethics
Sept 2012	Faculty Board	2	Extensive revision of layout and contents
Feb 2013	Faculty Board	3	Associate Grade criteria
March 2013	Faculty Board	4	Chartered Membership
November 2013	Faculty Board	5	
February 2017	Faculty Board	6	Specialist Membership and general update
January 2019	S Jackson	6.1	Format changes only

## 2 Introduction

This handbook documents the regulations under which the Faculty of Occupational Hygiene operates. It explains what the eligibility criteria is for each grade of membership, and it provides details of the Faculty's qualifications and how each of these is examined. The handbook also specifies the procedure for the election of the Registrar.

All members of the Faculty, whatever their grade of membership, are required to abide by the Code of Ethics, as documented in Section 3 of the handbook. This is followed by a guide to the implementation of the Code of Ethics in Section 4.

I would therefore strongly urge all members to read Section 3 carefully. Its purpose is to guide you [and everyone else] on what behaviour might be considered to be unprofessional, in particular in a situation where there might be contradictory pressures placed upon you as an individual member of the Faculty. The Code is designed to enable you to act with integrity and objectivity in spite of such pressures. The primary aim is to ensure that at all times members of the Faculty act in such a way that the protection and preservation of worker health is their paramount responsibility.

Section 4 deals with the general procedures for the implementation of the Code of Ethics within the Faculty. Section 5 is the final section within this document and contains a record of the details of any and all of the revisions made to this document since its inception.

Any queries regarding anything contained in this handbook should be addressed in the first instance through the BOHS Head Office.

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**February 2017**

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## 3 Regulations

### 3.1 Membership

Applications for membership and transfer between grades should be made via the online membership portal, accompanied by evidence of qualification(s) where required and the appropriate fee. All members of the Faculty are bound by the terms of the Continuing Professional Development (CPD) Scheme. CPD Guidance can be accessed by all members by logging into the online portal and selecting CPD from the menu”

#### 3.1.1 Applications for Chartered Fellow Grade

An application must include a synopsis of all relevant experience since election to Membership, together with the names of at least two Chartered Fellows of the Faculty of Occupational Hygiene to whom reference may be made concerning the candidate’s relevant experience. Candidates may not nominate as referees Chartered Fellows to whom they are related, who are supervised by the candidate or who are members of the Faculty Board. An applicant should normally have been at the Chartered Member grade for a period of at least 5 years.

Referees will be required to provide evidence of the applicant’s status in the field of Occupational Hygiene and of a distinct contribution to the profession made by the applicant.

When the references have been received by the BOHS Head Office, they will be passed to the Faculty Board and if:

- the references all support the application and the Faculty Board is unanimous in accepting the recommendation, the application will be deemed to have been approved by the Faculty Board without it having to meet formally.
- the references do not all support the application or the Faculty Board is not unanimous in its recommendation, the application will be deferred to the next meeting of the Faculty Board, to decide, after a discussion, whether to accept or reject the application. Where the Faculty Board cannot reach a unanimous decision, the application will be accepted provided it is not opposed by more than one Board Member.

When the Faculty Board has accepted the recommendation, the Registrar will write and advise the candidate accordingly. Those granted Chartered Fellow grade will be issued with a Certificate of Membership of the Faculty, signed by the Registrar, and are entitled to use the initials CFFOH after their names.

When an application is not approved by the Faculty Board, the Registrar will write and advise the candidate accordingly.

#### 3.1.2 Applications for Chartered Member Grade

All applicants must be holders of the BOHS Diploma of Professional Competence in Occupational Hygiene. Those granted Chartered Member grade will be issued with a Certificate of Membership of the Faculty, signed by the Registrar, and are entitled to use the initials CMFOH after their names.

### 3.1.3 Applications for Specialist Member Grade

An application for the grade of Specialist Member may be considered from those who are not holders of the BOHS Diploma of Professional Competence in Occupational Hygiene, but are engaged in specialist areas of occupational hygiene. Candidates will normally hold a degree or similar qualification in a scientific or technological subject, relevant to Occupational Hygiene, and have at least five years' experience in the area of the specialist subject offered. This subject will be an important part of Occupational Hygiene as currently defined by the Faculty, and the applicant will be required to produce evidence of their level of competence in it, in the form of a synopsis of their work experience which will be assessed by the Chief Examiner. At this time, the applicant is also required to provide the name of three referees, if possible, at least two of whom should be either ordinary members of BOHS or Faculty members. Candidates may not nominate as referees individuals to whom they are related, who are supervised by the candidate, or who are members of the Faculty Board. If the Chief Examiner's assessment is positive, the candidate will be subject to oral examination which will test his or her knowledge of the general principles of Occupational Hygiene in addition to the specialism offered. If the assessment is negative, candidates will be informed by letter.

The candidate will normally be examined by a panel of three examiners. The examination, which will last approximately one hour, will comprise:

- Examination of the specialist area, including questioning on the work submitted. This is primarily aimed at ensuring that the candidate has sufficient specialist knowledge to warrant admission under this grade.
- Examination about the general principles of Occupational Hygiene including:
  - standards, compliance testing, impact of legislation;
  - understanding OH principles at the professional level, i.e. prevention vs. protection, assessments and the role of measurement, monitoring strategies;
  - management of health hazards, e.g. engineering controls, health surveillance, auditing;
  - the content and purpose of Occupational Hygiene reports.

An in-depth knowledge of technical areas of Occupational Hygiene practices is not expected.

Those granted Specialist Member grade will be issued with a Certificate of Membership of the Faculty, signed by the Registrar, and are entitled to use the initials MFOH(S) after their names.

### 3.1.4 Applications for Licentiate Grade

All applicants must be holders of the BOHS Certificate of Operational Competence in Occupational Hygiene. Those granted Licentiate grade will be issued with a Certificate of Membership of the Faculty, signed by the Registrar, and are entitled to use the initials LFOH after their names.

### 3.1.5 Applications for Specialist Licentiate Grade

An application for the grade of Specialist Licentiate may be considered from those who hold a BOHS Certificate of Competence in an individual subject, or an equivalent qualification. All candidates are

required to pass a course in Basic Principles of Occupational Hygiene (W201). Candidates who do not hold a BOHS Certificate of Competence will additionally be required to present for oral examination.

The oral examination will focus on the candidate's knowledge and experience in the specialist area, and also his or her general understanding of occupational hygiene principles and practice at an operational level.

Those granted Specialist Licentiate grade will be issued with a Certificate of Membership of the Faculty, signed by the Registrar, and are entitled to use the initials LFOH(S) after their names.

### **3.1.6 Applications for Associate Grade**

All applicants must either:

- have passed the BOHS Basic Principles Course,
- have passed any one of the BOHS Occupational Hygiene Modules,
- have passed any one of the Intermediate Level International Modules,
- or hold a BOHS approved first or postgraduate degree in occupational hygiene

Those granted Associate grade will be issued with a Certificate of Membership of the Faculty, signed by the Registrar, and are entitled to use the initials AFOH after their names.

### **3.1.7 Transfers**

A member of the Faculty who wishes to transfer to a higher grade of membership will be required to satisfy the normal criteria for admission to that grade.

## **3.2 Conduct of Members**

All members of the Faculty shall at all times so order their conduct as to be in accordance with the Code of Ethics and should note the associated Guidance to the Procedures on Implementation of the Code of Ethics (see Sections 3 and 4).

## **3.3 Election of Registrar**

Nominations for the post of Registrar, which is a three-year appointment, shall be invited from Fellows of the Faculty of Occupational Hygiene, who are also holders of the Diploma of Professional Competence, not less than 60 days prior to the annual general meeting.

Candidates must complete and sign a nomination form and provide a 100-word resume. The nomination form must also be signed by two members of the Faculty (excluding anyone related to the candidate or supervised by the candidate). This form must be received by the BOHS Head Office not less than 37 days before the date of the AGM.

In the case of there being more than one candidate, there will be a postal and electronic ballot of members of the Faculty. Voting forms will be sent out no more than 60 days and not less than 30 days before the AGM. The Council shall have the right to determine when the ballot shall be declared closed, to supervise the counting of votes and to call for another ballot if thought necessary. The result of the ballot will be announced by the Honorary Secretary or President at the AGM.

## 3.4 Examinations

### 3.4.1 Overview

The Faculty offers a range of training courses and qualifications in occupational hygiene and related subjects that are used and recognised world-wide. These include stand-alone modules covering general principles of occupational hygiene and topic specialisms (eg asbestos, control of hazardous substances and legionella), through to professional level Certificate and Diploma qualifications.

Full details of all examinations and qualifications can be found in the 'BOHS Training, Examinations and Qualifications Brochure' which is available at:

<http://www.bohs.org/wp-content/uploads/2016/03/BOHS-Qualifications-brochure-pdf.pdf>

### 3.4.2 Training courses and applications

Direct applications from individuals for examinations must be accompanied by payment of the full examination fee. Where candidates sit examinations at the end of external training courses, the examination fee is paid to the training provider.

Training providers wishing to run courses leading to one of the Faculty's examinations must apply to the Faculty and meet and agree to the terms and conditions. Training providers will be subject to an inspection scheme, an application fee and an annual registration fee.

The Faculty will not accredit any course leading to one of its examinations, but it will maintain a list of registered training providers. Examinations will not be provided to any course provider who is not registered with the Faculty.

The application process, terms and conditions, and up-to-date application and registration fees can be found at:

<http://www.bohs.org/qualifications-training/become-a-bohs-approved-training-provider/>.

### 3.4.3 Notification of examination results

The Faculty will maintain a record of all those who sit its examinations.

Each candidate will be advised individually, in writing, of the result of each examination. Results will not be given over the telephone.

The Faculty will not:

- discuss the quality, content, etc., of any such course with candidates;
- discuss or enter into correspondence, etc., regarding a candidate's result(s) with any third party, except as laid out below\* or as required by law.

(1) Where candidates sit examinations after having been on a course, a copy of their results will also be sent direct to the relevant training provider.

(2) Upon receipt of a written request, a confirmation of results statement will be issued to public or professional bodies, service authorities, universities/colleges or a prospective/current/past employer.

- (3) Where a candidate claims Faculty qualifications to which they are not entitled, the Faculty will inform relevant regulatory authorities and reserves the right to make this information public.

#### **3.4.4 Replacement Certificates**

The Faculty will issue replacement certificates (marked as 'replacement') or a certified Statement of Results for qualifications awarded by predecessors of the Faculty. These are official documents and can be presented in place of an original certificate. Applications for a replacement certificate or certified Statement of Results must be made in writing by the individual holding the qualification and must be accompanied by some form of identification (e.g. photocopy of a birth certificate, driving licence or passport). If individuals have changed their name since taking the examination(s), for example through marriage or by Deed Poll, they must also include supporting evidence of this (e.g. a photocopy of their marriage certificate or Deed Poll document).

#### **3.4.5 Appeals**

Appeals against results issued for written examinations are considered on a case-by-case basis and escalated up to the Chief Examiner in the last resort. Appeals against results from an oral examination will not be considered unless they are on the grounds that the correct procedure was not followed. Simple disagreement with the oral panel's judgement is not grounds for appeal.

#### **3.4.6 General**

Candidates with learning disabilities such as dyslexia may apply for extra time and/or scribe/reader to complete an examination. Such applications must be made in writing to the Chief Examiner at least fourteen days before the examination and must be accompanied by supporting documentation.

Candidates sitting written and oral examinations are expected to be proficient in English.

The Faculty will not make available to candidates their marked examination scripts after the examination.

More detailed information, including the Queries and Appeals Policy, is available from the website, <http://www.bohs.org/wp-content/uploads/2016/03/DA.60-Enquiry-about-Results-Procedure-January-2015.pdf>