



RG 4

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Accreditation for the Inspection of Local Exhaust Ventilating (LEV) Plant

CONTENTS

	SECTION	PAGE
1	Introduction	2
2	Scope - Inspection Services Covered by RG4	2
3	Personnel	3
4	Supervision	3
5	Reporting	3
6	References	4
Appendix 1	Competency: Qualification Categories & Supervision	5

CHANGES SINCE LAST EDITION

This publication has been comprehensively updated in respect of the content, the documents referred to in the text and appendices.

- The previous publications Sections 4, 5, 7, 8 and 10 have been removed.
- Appendix 3 has been removed.
- Appendices 1 and 2 as well as Section 7 have been replaced by a single new Appendix 1 encompassing qualifications, categories & supervision which. This has been updated in line with RG0 and the new HSG258 guidance document.
- Appendix 4 has been moved to Section 6 and comprehensively updated with web links and up to date references.

1 INTRODUCTION

- 1.1 This publication has been produced by the United Kingdom Accreditation Service (UKAS) in conjunction with the UKAS Technical Advisory Committee for Engineering Inspection. It provides guidance to those requirements in ISO/IEC 17020, *General criteria for the operation of various types of bodies performing inspection* which need interpretation when applied by Inspection Bodies carrying out in-service inspection of LEV equipment. ISO/IEC 17020, as applied by UKAS in accordance with IAF/ILAC-A4:2004, remains the authoritative publication in cases of dispute or differences in interpretation.
- 1.2 The field of inspection covered by this publication is local exhaust ventilating plant; the type of inspection is initial appraisal and thorough examination and testing.
- 1.3 The selection of an inspection body accredited against the requirements of ISO/IEC 17020 using the specific guidance in this publication is intended to assist owners/operators of LEV plant in the selection and training of competent persons to perform inspections, ie, Examinations such as required by the Control of Substances Hazardous to Health Regulations 2002 (as amended) and as described in the HSE guidance document HSG 258 "Controlling airborne contaminants at work - A guide to local exhaust ventilation (LEV)".
- 1.4 For the purposes of this publication the term Inspection Body shall be taken to mean an accredited Inspection Body.

2 SCOPE - INSPECTION SERVICES COVERED BY RG4 (ISO/IEC 17020, CLAUSE 3.3)

- 2.1 This publication covers the accreditation of in-service inspection (initial appraisal and thorough examination and testing) of Local Exhaust Ventilating plant (LEV).
- 2.2 The electrical inspection of devices, e.g. motors, control devices etc., is excluded except insofar as their performance affects the correct functioning of the LEV plant. Accreditation for the examination of electrical plant and equipment is covered in the RG100 series of documents.
- 2.3 The sampling of air exhausted from the LEV plant is not covered by this publication. However, inspection reports should indicate where such investigations are considered necessary.
- 2.4 Inspections of LEV plant are generally carried out in pursuance of Regulation 9 -(2)(a) of the Control of Substances Hazardous to Health Regulations 2002 and similar requirements in other Regulations (see References). This publication may, however, be used when inspections are carried out for other purposes.
- 2.5 When an Inspection Body provides inspection of LEV plant, the service may include the following
 - Initial appraisal of installed LEV plant to ascertain whether it meets the requirements of recognised national or international standards, Codes of Practice and other similar documents.

- In-service inspection (thorough examination and testing) of LEV plant to determine whether it continues to meet the operating parameters that were originally specified and provides the required control of hazardous substances. This *can* include simple alterations and minor repairs that restore the required performance (see HSG258 341 and 349).
- Reporting to the owner/operator of the LEV Plant actual or potential defects which are or may become a cause of danger to persons and to specify any action necessary to maintain the LEV plant in operational condition. This could require including sufficient detail to produce a logbook for the system if none is available.

3 PERSONNEL (ISO/IEC 17020 CLAUSE 8)

- 3.1 The Inspection Body shall be able to demonstrate that it has identified the competences required to undertake the range of inspection activities covered by its scope of accreditation and that it has processes in place to train, assess and monitor staff against those competences. UKAS RG0 *Guidelines on the Competence of Personnel Undertaking Engineering Inspections* provides a framework for a competence management system for inspection bodies. The qualification categories in Appendix 1 of this publication may also be used to develop competence criteria for inspection and supervision of inspection of LEV systems.
- 3.2 Inspection staff shall only undertake work according to their competence, experience, and training, and with appropriate supervision according to RG0 and the guidance given in Appendix 1.

4 SUPERVISION (ISO/IEC 17020, CLAUSE 6.4, CLAUSE 7.7 AND 7.8)

- 4.1 Effective supervision shall include the witnessing of inspections and the internal audit programme shall include provision to include the on-site witnessing of inspections. Sections 6.4d, 6.4e and 7.7a of IAF/ILAC-A4: 2004 refer.

5 REPORTING (ISO/IEC 17020, CLAUSE 13)

- 5.1 Where maintenance work is undertaken concurrently with inspection work, in particular by Type C inspection bodies, the procedures shall define what does and does not constitute minor alteration/repair as defined by HSG258 section 2.5). The associated reports shall clearly define the maintenance work associated with each inspection activity in a manner of sufficient accuracy for meaningful audit trails.
- 5.2 The report of examination shall include a statement of the effectiveness of control of the substance(s) being controlled by the LEV plant (IAF/ILAC-A4: 2004 Appendix 3, item 15).

6 REFERENCES

This Section is not exhaustive but lists selected legislation, standards and other publications pertinent to this document:

ISO/IEC 17020, General Criteria for the Operation of Various Types of Bodies Performing Inspection.

IAF/ILAC-A4: 2004, Guidance on the Application of ISO/IEC 17020.

LEGISLATION

SI 1974 No 1439, Health and Safety at Work etc, Act 1974.

SI 2002 No 2677, The Control of Substances Hazardous to Health Regulations 2002.

SI 2003 No 978, The Control of Substances Hazardous to Health (Amendment) Regulations 2003.

SI 2004 No 3386, The Control of Substances Hazardous to Health (Amendment) Regulations 2004.

SI 2002 No 2675, The Control of Asbestos at Work Regulations 2002.

SI 2002 No 2676, The Control of Lead at Work Regulations 2002.

SI 1998 No 2306, The Provision and Use of Work Equipment Regulations 1998.

SI 1997 No 1713, Confined Spaces Regulations 1997.

HSE Guidance

Up to date information on the COSHH regulations, LEV and associated HSE guidance may be found here:-

<http://www.hse.gov.uk/coshh/>

<http://www.hse.gov.uk/lev/index.htm>

<http://www.coshh-essentials.org.uk/>

Examples of individual documents are given below but it is advisable to check for the latest information:-

HSG 258 "Controlling airborne contaminants at work - A guide to local exhaust ventilation (LEV)"

INDG 408 "Clearing the air - A simple guide to buying and using local exhaust ventilation (LEV)"

INDG 409 "Time to clear the air! A workers' pocket guide to local exhaust ventilation (LEV)"

OC 282/28 FIT TESTING OF RESPIRATORY PROTECTIVE EQUIPMENT FACEPIECES

EH40/2005 Workplace exposure limits

Appendix 1 - Competency: Qualification Categories & Supervision

The levels of competence, experience and training required for their inspectors shall be defined by the inspection body based on the following guidelines:-

1. Category 1 - Technical management shall only be undertaken by at least Chartered Engineer or professionally occupational hygienist qualifications, qualified to NVQ 5, or equivalent, with at least five years' relevant experience able to make proper judgements on the full range of topics likely to arise. This level of competence must be maintained by keeping up to date with the latest developments in the industry and by a defined programme to ensure maintenance of competence which could be included, or subsumed, in a professional Continuing Professional Development (CPD) scheme.
2. Category 2 - Supervision, training and Initial Appraisals shall only be provided by staff with at least equivalent competency to that defined in the BOHS P601 course and with at least Incorporated Engineer, (e.g., HNC), or equivalently occupational hygienist qualifications and with at least five years' experience in a relevant inspection activity. This level must be maintained by a defined programme of competency maintenance.
3. Category 3 - Unsupervised Inspections shall only be undertaken by persons trained in a relevant discipline with a recognised and documented apprenticeship or equivalent formal training with a minimum of three years' experience working in a relevant discipline and completion of a training course provided by someone with equivalent competency to P601 training and which includes supervised training in LEV inspection equivalent, normally, to a minimum period of three months; able to make professional judgements in their defined areas of competency. This level of competence shall be both maintained and improved by a defined programme of ongoing training aimed at raising the level of competency.
4. Category 4/ 5 - Supervised inspections shall only be undertaken by persons trained in a relevant discipline with a recognised and documented apprenticeship or equivalent formal training with a minimum of two years' experience working in a relevant discipline and undergoing training which includes supervised training in LEV inspection equivalent, normally, to a minimum period of three months; aiming to be able to make professional judgements in their defined areas of competency.

The levels of supervision required for their inspectors shall be defined by the inspection body based on the following guidelines:-

- **Occasional:** Formal, direct contact to review work with Supervisor at least annually. More frequent direct contact with Supervisor may be necessary. Authoritative technical support from competent personnel qualified to Category 1 or 2 to be readily available.
- **In-frequent:** Direct contact with Supervisor at least every 3 months. Access to supervision and technically authoritative support to be available as needed.
- **Frequent:** Direct contact with Supervisor at least weekly. Authoritative technical support from personnel qualified to Category 1, or 2.
- **Constant:** Direct daily contact with Supervisor at site of operation. Authoritative technical support from personnel qualified to Category 1, 2, to be readily available.

In addition the inspection body shall employ or have defined access to personnel who are trained and experienced in relevant specialist areas such as the sampling and examination of exhaust air in the working environment.

Work shall be undertaken according to Table 1 below.

Table 1 - Requirements for qualifications and supervision of inspectors performing inspection of LEV Systems

LEV System	Qualification Category	Supervision	Constraints
Complex LEV systems (as defined in HSG 258)	1	Occasional	Inspection or associated activities in technology outside the field of competence is prohibited except by formally documented consultation.
	2	Occasional	The above constraint plus prohibition on any non-routine repairs, modifications, changes to operating parameters, changes to inspection methods, calculations not defined in recognised standards except with specific approval by an appropriately qualified person. (E.g. Metallurgist, Designer, Process Engineer)
	3	Frequent	Permitted only for testing and examination to identify defects, within the limits specified by Category 1 or 2 persons. Any decisions involving limits of acceptability, repairs or modifications shall be approved by authorised persons qualified to Category 1 or 2.
Simple LEV Systems (as defined in HSG 258)	1, 2	Occasional	Same constraints as for major systems stated above for respective categories.
	3	In-frequent	Same constraints as for major systems stated above for respective categories
	4,5	Constant	Permitted only for carrying out routine, repetitive and well-defined examinations on a specific range of storage installations.