



Respiratory Protective Equipment
Fit Test Providers
Accreditation Scheme

UK Version

Assessor's Handbook

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Fit2Fit Fit Test Providers Accreditation Scheme

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1. Introduction

Fit testing is an essential part of an effective respiratory protective equipment (RPE) programme. Tight-fitting RPE, i.e., those that have a face seal (BS EN136, BS EN140, BS EN149), will not provide optimum protection if they do not fit.^{1,2,3} Therefore, all wearers of tight-fitting RPE should be fit tested to verify that the selected make, model, and size of a tight-fitting RPE adequately fits the wearer.^{4,5}

A fit test should be performed prior to first use of the RPE and be conducted by a competent fit tester. HSE COSHH Approved Code of Practice and guidance requires that fit testing is undertaken by a competent person.⁴

The Fit2Fit Respiratory Protective Equipment Fit Test Providers Accreditation Scheme (referred to as the '*scheme*') provides a route to demonstrate that those offering respiratory fit testing have the required knowledge and practical skills essential for the application of good-quality standardised fit testing.

2. Scheme overview

Fit test providers wishing to become Fit2Fit accredited must be able to demonstrate their knowledge and practical skills as detailed in the *scheme's* syllabus.

The syllabus covered by the *scheme* is based on HSE HSG53, HSE INDG479 and the BSIF Fit2Fit Companion guides.^{5,6,7,8,9}

There are two stages to the assessment process.

- i. The first is to ensure all candidates have sufficient underpinning knowledge to be able to successfully undertake respirator fit testing. This will be achieved using a multiple-choice examination.
- ii. The second stage is to undertake a practical assessment of the candidate conducting a respirator fit test.

Candidates who have proven both their underpinning knowledge and demonstrated their practical competence in their chosen fit test method to the level required by the *scheme* will receive Fit2Fit accreditation status. Accreditation to the *scheme* will last for three years.

Candidates are advised to study the process of fit testing and be fully aware of the requirements of Fit2Fit syllabus.

Accreditation is granted for three separate respirator fit test methods:

- I. Qualitative: using a taste test method (bitter or sweet)
- II. Quantitative: using an ambient particle counting (APC) device[†]
 - a. Part 1 - without the use of the 'N95 Technology' for fit testing FFP2 and FFP1 filtering facepieces
 - b. Part 2 - including the use of an 'N95 Technology' for fit testing FFP2 and FFP1 filtering facepieces
- III. Quantitative, using Controlled Negative Pressure method^{††}

[†] Example includes the TSI PortaCount respirator fit tester and the AccuTech AccuFIT9000

^{††} Example includes the OHD QuantiFit2

Candidates can be assessed for each fit test method individually, (including Quantitative Part 1 or Part 2 separately) or any combination they request.

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3. Competence

Fit testers should have adequate knowledge, understanding and practical skills required to conduct a fit test. Fit testers should be familiar with HSE HSG53, HSE INDG479 and the BSIF Fit2Fit Companion guides.^{5,6,7,8,9}

4. Candidate numbers

It is possible to assess 3-4 candidates during an day, however the number will depend on the range of fit test methods being assessed for each candidate.

A single fit test method assessment will take approximately 1.5-2.0 hours with an additional 1.0 hour allocated for an additional fit test method. Where the candidate is also sitting the multiple-choice exam, an additional 30 (or 38) mins will be given to complete the exam.

Where a candidate is to be assessed for QLFT and QNFT (either CNP or APC) it is recommended that the QLFT is conducted first. The QNFT assessment can then concentrated on inspection and probing of reusable facepieces, setting up the QNFT equipment and conducting the fit test.

5. Assessment Locations

Assessments may take place either in pre-determined assessment centres or in the offices of companies presenting a number of candidates for assessment. Criteria for the type of space required will be circulated to each venue in advance, however it is essential that the Assessor checks that the location is suitable before the assessment commences.

Criteria for the type of space required and facilities is below:

- Privacy to enable the assessment to run without interference from external sources
- Size of space suitable for the fit test method(s) and requirements such as ventilation for QLFT
- Sufficient space to enable the fit test exercises to be conducted and space for facepieces examination and fit test equipment
- Electrical power requirements of the fit test equipment (where appropriate)

6. Candidates ID

Prior to commencing the assessment process, the assessor should request to see ID from the candidate and confirm on the practical assessment form this has been checked.

7. The multiple-choice examination paper

The examination paper consists of 30 questions, offering 4 potential answers for each question; only one answer is correct. The candidate is required to tick the appropriate box to indicate their choice answer for each question. This examination should be taken in 'examination' conditions, i.e., no reference materials are allowed, no conferring with other candidates or outside persons. Candidates cannot ask for clarification of any question during the 30-minute examination period. Any infringements of these rules will mean the candidate is deemed to have failed the examination.

Each candidate is allowed 30 minutes to answer the 30 questions if they are being assessed for one fit test method. Each additional fit test method adds a further eight questions to the multiple-choice examination and a further eight minutes will be added to the examination time. The candidate should be advised when they have 5 minutes left of examination time. Several candidates can sit the examination at the same time within 'examination' conditions.

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The Assessor should introduce the exam paper to the candidate(s) explaining that some questions are asking for a positive answer and some questions are asking for a negative answer; these questions are clearly marked in bold font.

Examination and Reasonable Adjustment:

Any candidate who requires additional time to complete the multiple-choice exam or the practical assessment or who needs specific support will be accommodated as is appropriate. A request for additional time or extra support must be submitted (to Fit2Fit) in advance of the practical assessment) and supported by evidence such as a learning disability statement.

On completion of the examination the assessor should collect the papers, ensuring that the candidate's name is written on the paper, and send these to the Fit2Fit Co-ordinator.

8. Assessor's Role

Fit2Fit Assessors are acting as the respiratory fit test subject matter experts assessing candidates in their knowledge and practical skills to conduct good-quality standardized fit testing.

The Assessor's role is to assess the candidates for their knowledge and practical skills against each element of the *scheme's* syllabus.

9. Assessor's behaviour

Assessors must be honest fair and accurate in their assessment role and be respectful to the candidate and the person to be fit tested (wearer).

Remember:

- Be professional always
- Do not try to trick the candidate
- Do not make remarks about the candidate, their employer, nor the fit test equipment, RPE, and any fit test adaptors, etc., used in the assessment
- Be honest, open, fair and balanced

Assessors should therefore avoid wearing company's corporate clothes and dress accordingly for the role (smart/casual is fine). Please ensure you wear your Fit2Fit Assessor/accreditation ID badge.

10. Assessment procedure

10.1. Overview

The assessment should aim to follow a sequence similar to that shown below:

- a) Introductions
- b) Assessor explains of the purpose of the assessment
- c) Assessor explains of how the assessment will run
- d) Candidate sets up their fit test equipment ready for conducting a fit test
- e) Candidate inspects the facepieces provided by the Assessor correcting any faults found
- f) Candidate prepares the facepieces ready for fit testing, appropriate to the fit test method(s) being assessed
- g) Assessor introduces the *wearer*
- h) Candidate is expected to explain the fit test purpose, process, and cover the required pre-test briefing to the *wearer*

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- i) Candidate is expected to direct the *wearer* in the donning and pre-use wearer-seal checking (fit-checking) of the facepiece to be fit tested
- j) Candidate conducts a fit test using the fit test method
- k) Candidate troubleshoots reasons for a failed fit test
- l) Candidate records the fit test results and any other relevant observations
- m) Candidate debriefs the *wearer*
- n) *Wearer* departs the assessment room
- o) Assessor debriefs the candidate, and any required actions agreed

Each of the three types of fit test methods requires different actions to assess the competency of candidates. It is essential to ensure that the Assessor knows which type of accreditation the candidate is seeking and that the assessment facilities provided are suitable for this method. The candidate will have been advised to bring with them appropriate fit test equipment to facilitate the assessment (i.e. an ambient particle counting or controlled negative pressure equipment, a 'taste test kit', etc.) and it is part of their assessment to ensure the fit test kit works satisfactorily and is calibrated (where appropriate).

The assessment should be undertaken in as close to 'actual' conditions as possible. The candidate should be presented with a selection of facepieces, introduced to the wearer, and then asked to conduct a fit test as they would in their every day role. (If the candidates routine practice is to use a checklist or pro-forma, this is allowed). No prompting or assistance should be offered, other than to ensure the assessment is fair and no undue restrictions are placed upon the candidate. The candidate may refer to the user manual in the circumstance of exceptional conditions (e.g., service or troubleshooting messages on the APC or CNP), but this should not be used as an aide-memoir for normal operating procedures.

10.2. Managing the candidate

Candidates may be nervous during the assessment and this may lead to errors in their application of the fit test during the assessment. The Assessor should take steps to set the candidate at ease, giving the candidate sufficient time to undertake the fit test.

10.3. Managing the person to be fit tested

A *person-to-be-fit-tested* (referred to as the '*wearer*') is required for the assessment. Fit2Fit will normally provide the *wearer*. The *wearer* should not aid or disrupt the fit test nor offer guidance to the candidate. The *wearer* must be briefed on their role and actions during the assessment and must comply with the requirements for their presentation and behaviour as follows:

- be clean-shaven
- to have not smoked, eaten or drunk (other than water) for a period as advised specific to the fit test method
- to follow instructions given by the assessor
- behave so as to not aid or hinder the assessment process

10.4. Practical assessment – candidate expectations

For the practical assessment, the candidate is expected to bring with them all the necessary fit test equipment required in order to conduct a fit test. The Fit2Fit Assessor will provide the facepieces to be used during the fit test.

During the practical assessment the candidate is expected to demonstrate their skills and knowledge by being able to:

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- a) Undertake the appropriate actions relating to avoidance of infection transmission during, and pre and post fit testing
- b) Discuss considerations for potential fit test locations/facilities for fit testing are suitable for the fit test method(s) of choice
- c) Explain the principle of operation, capabilities, and limitations of the fit test method(s).
- d) Set up the fit test equipment and perform the necessary preliminary checks and actions required prior to performing a fit test.
- e) Examine a selection of respirators capable of being fit tested with the fit test method of choice, giving examples of potential faults or issues that may lead to a false fit test result
- f) Explain what filter type and class is required for the fit test method of choice
- g) Prepare the facepiece(s) to be fit tested for the fit test including the fitting of appropriate fit test adapters, probes and filters
- h) Examine that the person to be fit tested (the wearer) has presented themselves as required for the fit test method being conducted and advise when they would refuse to conduct a fit test due to how the wearer has presented themselves
- i) Understand other wearer related factors that need to be discussed and relevant action taken, i.e., wearer restricted movement
- j) Brief the wearer on the purpose of the fit test, what will be required from them, how they should carry out the fit test exercises and agree a means of communication between the candidate and the wearer
- k) Explain wearer health and safety actions and any hygiene considerations required during the fit test
- l) Observe the wearer don the facepiece and perform the facepiece manufacturers' recommend wearer-seal check method and provide donning and wearer-seal check guidance as required
- m) Populate the fit test database or fit test records with details of the fit test method, details of the facepiece and the wearer and any other relevant observations
- n) Conduct a complete fit test in accordance with the local regulated fit test protocol
- o) Carry out the fit test equipment checks, and wearer observations required during the fit test as appropriate for the fit test method used
- p) Perform the required post fit test actions on completion of a positive fit test results
- q) In the case of a failed fit test, perform the required post fit test actions and the corrective actions and checks required to troubleshoot potential issues with fit test equipment, facepiece and wearer
- r) Explain and demonstrate any fit test equipment and facepiece checks needed between fit tests
- s) Debrief the wearer including explanation of the fit test results and what that means
- t) Make a record of the fit test
- u) Explain any respirator cleaning and disinfection requirements
- v) Undertake the appropriate post-fit test actions relating to the fit testing equipment and the facepiece used in the fit test, including those relating to avoidance of infection transmission

10.5. Introductions and briefing at the start of the assessment

After introductions and setting the candidate at ease, set the scene for the assessment:

- Inform the candidate that during the assessment you will be keeping notes (show them the assessment form).
- Inform them that you will be asking clarifying questions during the assessment to check candidate's understanding of the actions they are performing, e.g., "what background

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concentration would be acceptable?". **Ensure your line of questioning is fair and in-line with the syllabus.**

- Ask them to explain (to give a running commentary) what they are doing so that they can demonstrate their knowledge and understanding.

10.6. Facepieces and filters required for the assessment

Assessments must be carried out using the facepieces supplied by the Fit2Fit Assessor; candidates are not permitted to bring their own. Facepieces must be in good condition, checked for correct functioning (except for facepieces presented for fault finding), cleaned and suitably disinfected prior to the assessment; this is the responsibility of the Assessor. Disposable facepieces must be new, but reusable respirators can be previously used facepieces (such as those used in previous assessments).

Filtering facepieces, half and full masks should be presented in boxes (where possible) so that the candidate has access to the information on the box such as expiry date and pre-use wearer seal check (wearer-seal check) pictograms and user instruction.

A selection of filters should be provided including particulate P3, gas/vapour (G&V) and combination filters so that the candidate can select the correct filter for the fit test, bearing in mind the need for a particulate filter and the guidance around matching weight of G&V filters during the fit test. Assessment of candidate's knowledge of fit testing facepieces with G&V filter can also be addressed by questioning. Facepieces should not be presented with filters attached.

Prior to commencing the assessment process, the Assessor should prepare several facepieces, fit test equipment and other head worn PPE as listed below:

QLFT

A total of two facepieces to be presented to the candidate:

- Disposable filtering facepieces: One model of FFP3 or FFP2 in their original packaging
- Reusable half mask: One model and appropriate particle filters in their original packaging (where possible)
(this may be presented with gas/vapour filters as part of 'fault' finding)

QNFT APC

A total of four facepieces to be presented to the candidate:

- Disposable filtering facepieces: One model of FFP3 or FFP2 in their original packaging
- Half mask: One model and appropriate particle filters (single and twin filter options) in their original packaging (where possible)
(this may be presented with gas/vapour filters as part of 'fault' finding)
- Full face mask: Two full face masks in their original packaging (where possible) with different fit test probing connections i.e. - one with a screw thread fitting and one with a bayonet fitting or exhalation type probing fitting, and appropriate particle filters in their original packaging (where possible). Single and twin filter facepieces may be presented. Where possible, the presented full face masks should have different probing techniques to the half mask presented.
(gas/vapour filters may be presented as part of 'fault' finding)

QNFT CNPC

- Half mask: One model which may be either a single and twin filter option in their original packaging (where possible)
- Full face mask: Two full face masks with different fit test probing connections i.e. - one with a screw thread fitting and one with a bayonet fitting. Single and twin filter facepieces may be

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presented. Where possible, the presented full face masks should have different CNP adaptor types the half mask presented. Facepieces should be presented in their their original packaging where possible.

QNFT Fit test adaptors

- Fit test adapter are required for both CNC and CNP. These should be provided by the Assessor. User instructions should also be made available to the candidate. Where pre-prepared adaptors (APC) are provided by the candidate the Assessor should ask the candidate to remove any pre-cut lengths of sample tubing and provide fresh sample tubing to the candidate.

Other PPE

Respiratory protection is often worn in combination with other PPE such as goggles, safety spectacles and safety helmets. Fit testing guidance recommends that the fit test is conducted with other head worn PPE to ensure that the facepiece fit is not compromised.⁶ The Assessor should ensure that samples of goggles, safety spectacles and safety helmets should be available during the assessment.

10.7. Facepiece and filter inspection and fault finding

The ability of the candidate to examine and check for correct functioning any tight-fitting facepiece (including suitable filters) to be fit tested is essential.

The candidate should be handed samples of facepieces, appropriate to the fit test method being assessed, for inspection. Facepieces and filters should be provided in their original box packaging where possible, this is especially important for FFPs as the shelf-life is often on the original box packaging.

This 'faults' should be introduced by the Assessor prior to the assessment. A 'fault' could be a FFP that has expired, i.e., exceeded its storage life, a missing, damaged or poorly fitted inhalation/exhalation valve or gasket seal. The candidate is expected to identify and correct the 'fault'.

The Assessor should not indicate to the candidate that there is a problem with the facepieces presented, but request the candidate to examine the facepieces and report (and correct where possible) any problems found. The purpose of this process is to ensure the candidate understands the components of the facepiece, can inspect the facepiece and is aware of likely fit test failure points.

The Assessor should observe how the candidate performs this examination and record the outcome in the Practical Assessment Form.

If the candidate does not identify and correct the fault, the Assessor may wish to ask the candidate to conduct the fit test with the facepiece containing the fault. Depending upon the 'fault', the fit test may immediately result in a fail, e.g., as in the case of a leaking exhalation valve. In this instance the candidate is expected to identify the reason for the failed fit test and correct. In this example (leaking exhalation valve), if the candidate fails to identify the 'fault', but assumes that the fit test failed due to poor fit, then this should be noted as a 'Not Fully Covered' point.

The Assessor should ask the candidate to identify for each facepiece presented, the make, model, class and size, and the Assessor records these details on the Assessment form. Incorrect identification of facepieces is a 'Not Fully Covered' point. Fit testers that incorrectly identify facepieces could lead to wearers using the wrong model of facepiece.

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10.8. Preparing the facepieces ready for the fit test

Correct preparation of the facepiece for the fit test, including QNFT APC probing, is an essential part of good-quality standardized respiratory fit testing. Following inspection of the facepieces, the Assessor should request that the candidate prepare the facepieces ready for fit testing, depending on the fit test method(s) to be assessed.

Fit test method	Facepiece type	Action required by the candidate
QLFT	Filtering facepiece	- No preparation required
	Half mask	- Selection and fitting of suitable particulate (or combination) filter(s)
QNFT APC	Filtering facepiece	- Correct placement and fitting of the disposable fit test probes
	Half and full face mask	- Select the correct fit test adaptor - Correctly fits the adaptor to the facepiece ensuring that the sample is drawn from the correct point within the facepiece and that the sample line is leaktight and not blocked - Select and fit suitable particulate (or combination) filter(s)
QNFT CNP	Half and full face mask	- Select the correct fit test adaptor - Correctly fits the adaptor to the facepiece ensuring a free-air path between the adaptor and the breathing zone within the facepiece

Prior to the candidate starting the fit test, the Assessor should examine the facepiece and probing technique to check that the probing is inline HSE INDG479 and the BSIF companion guides.^{6,7,8,9}

Assessors are asked to take a digital photograph of the probing as set up by the candidate; photographs of probing are helpful to Fit2Fit Assessor discussions and assessment moderation.

10.9. Preparation of the person-to-be-fit-tested

The candidate is expected to brief the *wearer* on what they need to do and the actions expected; this applies to all fit test methods.

Topics to be raised/actioned/checked by the candidate include:

- Facial hair/clean-shaven
- smoked, eaten or drunk (other than water) for a period specific to the fit test method
- other head worn PPE
- need for corrective eyewear
- common cold or other ailments that may affect the outcome of the fit test
- Restriction of movement

10.10. Donning of the facepiece and pre-use wearer-seal checks (fit-checks)

The candidate is expected to demonstrate and provide instructional guidance on the proper donning technique and wearer-seal check methods appropriate to the facepiece(s) to be fit tested.

The candidate is expected to observe the wearer donning and conducting the wearer-seal check and should ensure that any corrective actions on fit are carried out. If assistance is provided by the candidate, the wearer should completely remove the facepiece and don it again.

The Assessor should observe and note where actions are not taken, i.e. the wearer-seal check indicates there is a face seal leak but this is not corrected or noticed by the candidate.

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Head worn PPE that may interfere with respirator fit should be worn during the fit test.

10.11. Conducting the fit test

Candidates should complete at least one full fit test for each fit test method assessed. The candidate should conduct a fit test following the protocol as set out in HSE INDG479, correctly recording the required details of the wearer, the facepiece and other information as required.

During the fit test the Assessor should closely observe the fit test process to ascertain whether the correct protocol and procedures are being followed correctly, and that any actions or interactions affecting fit are identified and addressed by the candidate.

The assessment should be undertaken in as close to 'actual' fit test conditions as possible. The candidate should be asked to conduct a fit test as they would in their every day role. If the candidate's routine practice is to use a checklist, this is allowed, however very frequent referencing of the checklist or proforma may indicate that the candidate requires additional experience to become competent. The candidate may refer to the user manual in exceptional circumstances (e.g., 'service' message on the Portacount), but this should not be used as an aide memoire for normal operating procedures.

The Assessor should not prompt or offer assistance to the candidate other than to ensure the assessment is fair and no undue restrictions are placed upon the candidate. However, remember that the assessment is not a normal fit test situation and nervous candidates may forget simple steps that they may carry out perfectly well in actual fit testing practice. When this is the case an appropriate question asked by the Assessor can help to judge whether a minor error is unlikely to be repeated in actual fit test situations.

10.12. Failed fit test

If the fit test results in a failure the candidate is expected to correctly troubleshoot and identify the reason for the failure – for example this could be a genuine fit issue or a 'fault' with the facepiece that was not identified or corrected during facepiece inspection. This part of the assessment demonstrates the candidate's ability, knowledge, and skills to correctly troubleshoot a failed fit test result.

Note: Assessors can instruct the wearer to "fake" a failed QLFT/seal check and ask the candidate to demonstrate troubleshooting as below – see 10.13.

If during the fit test a failed fit test does not occur, the Assessor should ask the candidate to explain what their actions would be when a fit test failure occurs, these would include such things as:

- Inspection of fit prior to doffing
- Inspection of the facepiece following doffing
- Inspection of the *wearer* for such things as facial scars, stubble, etc.
- Check on the correct functioning of the fit test equipment

10.13. Simulating a failed and successful fit test

It may be necessary to simulate a failed fit test in order to explore and assess the candidate's ability to correctly troubleshoot and identify the reason for the failure.

For a QLFT, where water is used instead of the bitter or sweet fit test solutions, simulating a failed and successful fit test can be achieved by asking the wearer to indicate that they can 'taste' or do not 'taste' the test aerosol. For a simulated failure the candidate is expected to correctly

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troubleshoot and identify the possible reasons for the failure. It is recommended that for QLFT assessment, a simulated failure is created initially, giving the candidate the opportunity to troubleshoot, then after troubleshooting move on to a no-taste condition simulating a successful fit test.

For QNFT, simulating a failed or successful fit test is not possible and therefore depending on the result of the QNFT, questions should be used to introduce a failed or successful fit test result scenario to assess the candidate's ability to correctly manage the possible fit test outcomes.

The Assessor should ask the candidate to explain what their actions would be when a fit test failure occurs, these would include such things as:

- Inspection of fit prior to doffing
- Inspection of the facepiece following doffing
- Inspection of the *wearer* for such things as facial scares, stubble, etc.
- Check on the correct functioning of the fit test equipment

10.14. Successful fit test

Following completion of a successful fit test, the candidate is expected debrief the *wearer* on the meaning of the fit test result, to which model and type of facepiece the fit test applies and any other appropriate debriefing. The Assessor is looking to see whether the candidate correctly and accurately explains the fit test result and what this means in practice.

10.15. Questioning during the assessment

The Assessor can ask the candidate questions during the assessment, to gauge the level of knowledge and understanding pertaining to elements of fit testing, and to ensure all elements of the syllabus are fully covered. 'What-if' questions can be used to introduce scenarios where a problem has occurred and the Assessor wishes to assess the candidates ability to resolve those situations, or to use in situations where only a pass fit test result or a failed fit test result has occurred during the practical.

The question should be asked so as to not lead the candidate in their answer or ask questions in a way that makes the correct answer obvious.

Ensure your line of questioning is fair and in-line with the *scheme's* syllabus.

10.16. Photograph of the candidate

Successful candidates will receive a badge showing the fit test method for which they are accredited and will carry a photograph of the candidate, please therefore take a digital photograph of the candidate and email to the Fit2Fit Co-ordinator.

11. Results and verbal feedback

11.1. Result

If it is a clear pass/fail the Assessor may inform the candidate that they have passed the practical assessment but please remember that the multiple-choice exam has not yet been marked. Within 30 days, Fit2Fit will mark the exam paper, note the Assessor's practical assessment recommendation and inform the candidate of the result of both the exam and the practical assessment.

11.2. Assessment observation feedback page

As feedback is an essential part of the assessment process it should be of sufficient detail so that the candidate clearly understands their weak points and that all elements of the syllabus where

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additional learning and improvement is required are covered in the feedback. This is especially important where a candidate fails the assessment.

The Assessor should record any observations and actions required for the fit test candidate, in particular, where additional knowledge or skills are required to reach the expected level of competence.

The Assessor should debrief the candidate referring to the recorded observations and actions at the end of the assessment ensuring all elements of the syllabus where additional learning and improvement is required are explained.

Where the candidate has demonstrated a good level of performance positive feedback should also be given.

All assessment observation feedback forms must contain the candidate's information and be signed and dated by both the Assessor and the candidate as a true record of the assessment. The candidate should be requested to countersign the assessment observation feedback page.

12. The practical assessment form

12.1. Completing the practical assessment form

This is the critical document to be completed for all candidates assessed. It contains three columns indicating the candidate's performance and an additional column for assessor observations and points of clarification. The Assessor should complete all sections of the form as fully as possible as this helps to moderate the assessment at a later stage if required. Assessors must complete the candidate feedback section and ask the candidate to sign – this forms an agreed record of what was observed during the assessment.

'Fully covered' (Green box) The candidate has demonstrated good knowledge and/or practical skills in the element. *Good compliance indicates that the candidate is demonstrating the skills and knowledge required to deliver a competent fit test.*

'Partially Covered' (Amber box) The candidate has partially covered the element or has only demonstrated limited knowledge and/or practical skills in the element during the assessment. The Assessor can delve deeper into this element through questioning of the candidate to assess depth of knowledge. Bearing in mind that candidates may be nervous and may miss simple things.

Not covered (Red box) A 'Not-covered' mark indicates that the element has not been completed to a satisfactory level or missed completely.

12.2. Written feedback

Two candidate feedback options are provided in the Practical Assessment Form - Option 1 and Option 2 – only one of these options needs to be completed:

- I. **Option 1** for those who wish to record **Observations and Actions** which are discussed and signed by the candidate and complete the **Candidate Feedback** which forms the feedback the Fit2Fit Co-ordinator sends to the candidate.
- II. **Option 2** those who wish to complete the **Candidate Feedback** which is discussed and signed by the candidate, and which forms the feedback Fit2Fit Co-ordinator sends to the candidate

Please choose the option preferred and delete the other option.

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Please note that the feedback provided by the Fit2Fit Co-ordinator is drawn from the content written in the feedback box. As feedback is an essential part of the assessment process, it should be of sufficient detail so that the candidate clearly understands their weak points. This is especially important where a candidate fails the assessment. Please ensure that all points where additional learning and improvement is required are covered in the feedback.

A copy of the completed Practical Assessment Form must be sent to the Fit2Fit Co-ordinator. It is recommended that the assessor scans and retains a copy of the assessment form (and examination paper where appropriate) in case of loss in the post.

12.3. Additional observations and comments

The assesses should record any observations or comments relevant to the performance of the fit tester during the assessment.

12.4. Actions

The assessor should note any actions required for the fit test candidate in particular where additional knowledge or skills are required to reach the expected level of competence.

12.5. Result

Note: It is not possible to give a firm direction on what constitutes a failed assessment, and this is where the experience of the Assessor comes into play.

The Assessor should record on the Practical Assessment Form whether the fit tester is deemed to have fulfilled the practical competency requirements of the *scheme's* syllabus.

Where the candidate has been marked 'Fully Covered' in all the syllabus areas, the candidate has demonstrated good knowledge and/or practical skills in the element and a **Pass** can be recommended. *Good compliance indicates that the candidate is demonstrating the skills and knowledge required to deliver a competent fit test.*

'Partially Covered' markings do not necessary mean that the candidate has failed the assessment. Where the candidate has been given a few 'Partially Covered' markings, this may indicate an area where further training and or practice is recommended, but the Assessor is confident it was a minor error and is unlikely lead to a false fit test result; a **Pass** may still be given in this situation. However the Assessor should take into consideration whether the element partially covered is likely to lead to a false fit test result.

If the candidate is given several (e.g. 4 or more) 'Partially Covered' markings then the Assessor should consider whether together these indicate that the candidate may be unable to deliver a competent fit test; if this is the case then the overall assessment should be classed as not fulfilling the requirements of the *scheme's* syllabus and a **Failure** given.

One 'Not Covered' marking does not automatically constitute a failure, and the Assessor must judge whether the element not covered is fundamental and likely to result in a false fit test result. If the candidate is given 2 or more 'Not Covered' markings then the Assessor should consider whether together these indicate that the candidate is unable to deliver a competent fit test; if this is the case then the overall assessment should be classed as not fulfilling the requirements of the *scheme's* syllabus and a **Failure** given.

Incorrect application of fit testing can potentially place wearers at risk of exposure. When a **Pass** is recorded, the Assessor needs to be confident the candidate is competent to undertake respiratory

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fit testing correctly. If the Assessor is not confident that the candidate has fulfilled the practical competency requirements of the *scheme's* syllabus, the candidate should be marked as **Failed** on the assessment form.

13. Results and candidate feedback

13.1. Result

If it is a clear pass/fail the Assessor may inform the candidate that they have passed the practical assessment but please remember that the multiple-choice exam has not yet been marked. Within 30 days, Fit2Fit will mark the exam paper, note the Assessor's practical assessment recommendation and inform the candidate of the result of both the exam and the practical assessment.

13.2. Assessment observation feedback page

The Assessor should record any observations any actions required for the fit test candidate, in particular, where additional knowledge or skills are required to reach the expected level of competence.

All assessment forms must contain the candidate's information and be signed and dated by both the assessor and the candidate as a true record of the assessment. The candidate should be requested to countersign the assessment observation feedback page.

A copy of the completed Practical Assessment Form must be sent to the Fit2Fit Co-ordinator. It is recommended that the assessor scans and retains a copy of the assessment form (and examination paper where appropriate) in case of loss in the post.

References

1. BS EN136 Respiratory protective devices - Full-face masks - Requirements, testing and marking
2. BS EN140 Respiratory protective devices - Half masks and quarter masks - Requirements, testing and marking
3. BE EN149 Respiratory protective devices - Filtering half masks to protect against particles - Requirements, testing, marking
4. HSE L5 Control of Substances Hazardous to Health (COSHH) Approved Code of Practice and guidance
5. HSE HSG53 Respiratory protective equipment at work A practical guide
6. HSE INDG 497 Guidance on respiratory protective equipment (RPE) fit testing
7. BSIF Companion to HSE INDG 497 Guidance on respiratory protective equipment (RPE) fit testing - Qualitative Method
8. BSIF Companion to HSE INDG 497 Guidance on respiratory protective equipment (RPE) fit testing - Quantitative Method Ambient Particle Counting
9. BSIF Companion to HSE INDG 497 Guidance on respiratory protective equipment (RPE) fit testing - Quantitative Method Controlled Negative Pressure

Disclaimer

Note:- To avoid any 'litigation' problems, the following disclaimer will be shown on all literature, documents and certificates / badges.

'Accreditation to the Fit2Fit *scheme* confirms that at the point of assessment, the Fit Test Provider was deemed competent of meeting the scheme's criteria. It does not, in any way, imply the scheme will bear any responsibility whatsoever in the event of a fit test provider failing to satisfactorily carry out their duties whilst fit testing (or any other service they may undertake).'

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As a condition of accreditation, accredited providers must ensure they are personally adequately insured against such an event and have agreed to abide by the terms and conditions and rules of the scheme. These are included within the 'Observation' form and before signing, the candidate should be asked to read these conditions and indicate they understand them.

In providing the accreditation, neither Fit2Fit, BSIF nor any of its officers, employees or agents warrant the accuracy or completeness of any fit test carried out, information or advice supplied.'

END