# ASSESSMENT REPORT FORM

Part 1 and 3 of this form must be completed jointly by the Scrutineers prior to interview to record queries and comments. Both Scrutineers must sign Part 1 and email a scanned copy to [accreditation@sobra.org.uk](mailto:accreditation@sobra.org.uk) prior to the applicant being invited to interview. Part 2 should then be completed and Part 3 updated immediately after the interview and returned to the Scheme Administrator.

**PLEASE USE BLOCK CAPITALS**

Part 1: Pre-Interview Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| APPLICANT NAME |  | SCRUTINEER 1 |  |
| APPLICANT NUMBER |  | SCRUTINEER 2 |  |

WE RECOMMEND THAT THE APPLICANT: (Tick one box)

IS ACCEPTED FOR INTERVIEW AS PER THE DISCIPLINES IN THE TABLE BELOW

IS ACCEPTED FOR INTERVIEW AS PER THE TABLE BELOW, CONDITIONAL ON SUBMISSION OF ADDITIONAL EVIDENCE AS DETAILED BELOW:

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IS ACCEPTED FOR INTERVIEW BUT WILL BE ASSESSED AT RSoBRA GRADE AS PER TABLE BELOW (State why):

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| --- | --- | --- | --- | --- | --- |
| **PRACTICE AREAS APPLIED FOR** | | | **RECOMMENDATION FOR INTERVIEW** | | |
| HH | ASoBRA |  | HH | ASoBRA |  |
| RSoBRA |  | RSoBRA |  |
| CW | ASoBRA |  | CW | ASoBRA |  |
| RSoBRA |  | RSoBRA |  |
| V | ASoBRA |  | V | ASoBRA |  |
| RSoBRA |  | RSoBRA |  |
| PG | ASoBRA |  | PG | ASoBRA |  |
| RSoBRA |  | RSoBRA |  |

DOES NOT PROCEED TO INTERVIEW (State why):

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|  |

WE HAVE ASSESSED THE APPLICANT ON THE BASIS OF THEIR SUBMITTED DOCUMENTS ON THEIR RISK ASSESSMENT EXPERIENCE, AND UNDERSTANDING OF PROFESSIONALISM.

Signatures (electronic signatures accepted):

|  |  |  |  |
| --- | --- | --- | --- |
| SCRUTINEER 1 |  | DATE |  |
| SCRUTINEER 2 |  | DATE |  |

**Please use this space to make joint notes on the quality, quantity and relevance of the Supporting Documents. If the applicant is not to proceed to interview, please provide the EXACT wording to be conveyed to the applicant as well as any advice you can give to strengthen their future application.**

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**BOTH SCRUTINEERS MUST SIGN PART 1 AND EMAIL A SCANNED COPY TO** [**accreditation@sobra.org.uk**](mailto:accreditation@sobra.org.uk) **PRIOR TO THE APPLICANT BEING INVITED TO INTERVIEW.**

Part 2: Post-Interview Assessment

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| **SCRUTINEER 1** |  | | **LOCATION OF INTERVIEW** |  | |
| **SCRUTINEER 2** |  | | **DATE OF INTERVIEW** |  | |
| **OBSERVER (if any)** |  | | | | |
| **INTENDED INTERVIEW LENGTH** | | |  | | |
| **ACTUAL DURATION OF INTERVIEW** | | |  | | |
| **At the start of the interview the Scrutineers will** | | | * Confirm the disciplines and levels to be discussed with the applicant * Confirm the anticipated duration of the interview * Confirm again no conflicts of interest exist * Offer that the candidate can at any time request a short break | | |
| **IF INTERVIEW WAS LONGER OR SHORTER THAN INTENDED PLEASE STATE WHY:** | | | | | |

WE HAVE ASSESSED THE APPLICANT ON THE BASIS OF THEIR RISK ASSESSMENT EXPERIENCE, AND UNDERSTANDING OF PROFESSIONALISM AND UPDATED SECTION 3 OF THE FORM BASED ON THE INTERVIEW. WE RECOMMEND THAT THE APPLICANT IS ACCREDITED IN THE FOLLOWING REGISTRATION GRADE AND PRACTICE AREAS.

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| **PRACTICE AREAS INTERVIEWED FOR** | | | **RECOMMENDATION FOR ACCREDITATION** | | |
| HH | ASoBRA |  | HH | ASoBRA |  |
| RSoBRA |  | RSoBRA |  |
| CW | ASoBRA |  | CW | ASoBRA |  |
| RSoBRA |  | RSoBRA |  |
| V | ASoBRA |  | V | ASoBRA |  |
| RSoBRA |  | RSoBRA |  |
| PG | ASoBRA |  | PG | ASoBRA |  |
| RSoBRA |  | RSoBRA |  |

Signatures:

|  |  |  |  |
| --- | --- | --- | --- |
| SCRUTINEER 1 |  | DATE |  |
| SCRUTINEER 2 |  | DATE |  |

**Feedback to Applicant – the EXACT wording used below will be conveyed to the applicant and must include justifications for deferrals and accreditation at lower grades than applied for.**

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Part 3: Competency Assessment

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| **Core Level Skills Applicable to All Registrants** | | **Scrutineers’ Notes, Comments and Assessment** | | | | |
| **Pre-interview** | **Post-interview** | | | |
| **R1** | **Desk Study, Site Visit / Walkover** | Sufficient information provided (Y/N) | **Ap** | **K** | **E** | **C** |
| Evidence that the applicant understands what information should be obtained as part of a desk study, for risk assessment purposes, and where to get it. Also, evidence that the applicant knows what to focus on during a site visit /walkover and how to obtain / identify relevant information. | Notes/Questions for interview |  | | | |
| **R2** | **Preliminary Risk Assessment** | Sufficient information provided (Y/N) | **Ap** | **K** | **E** | **C** |
| Evidence that the applicant can use information obtained from a desk study, site visit and walkover to develop an understanding of potential contaminant-pathway-receptor relationships, and present it in the form of a preliminary risk assessment. | Notes/Questions for interview |  | | | |
| **R3** | **Data Requirements – GQRA** | Sufficient information provided (Y/N) | **Ap** | **K** | **E** | **C** |
| Evidence that the applicant understands site investigation data requirements and has the skills to establish a specification for obtaining the data required to perform a land contamination risk assessment with an appropriate level of detail (e.g. groundwater elevations, , in-situ tests, natural attenuation parameters, gas flow data, soil vapour concentrations, organic carbon content, hydraulic conductivity). These skills could be demonstrated by reference to projects where critical review has been required, as well as by performance. The applicant would need to show why this data was required for the assessment at the relevant level of registration. | Notes/Questions for interview |  | | | |
| **R4** | **Ability to Retrieve, Check and Analyse Relevant Data** | Sufficient information provided (Y/N) | **Ap** | **K** | **E** | **C** |
| Evidence that the applicant knows how to retrieve/analyse data relevant to a quantitative risk assessment (e.g. site-related chemical data, meteorological data) and understands how to evaluate its accuracy and usefulness for inclusion (e.g. identifying unreliable data in an existing data-set). The applicant must demonstrate knowledge of appropriate statistical assessment and recognise any limitations of the chosen methodology when making conclusions. | Notes/Questions for interview |  | | | |
| **R5** | **Familiarity With Risk Assessment Approaches** | Sufficient information provided (Y/N) | **Ap** | **K** | **E** | **C** |
| Evidence that the applicant is familiar with land contamination risk assessment approaches, including, but not limited to, those identified in relevant UK guidance (e.g. LCRM). An understanding of the applicability, or otherwise, of the various approaches in specific regulatory settings is also required. | Notes/Questions for interview |  | | | |
| **R6** | **Ability to Undertake a GQRA Using Appropriate GACs** | Sufficient information provided (Y/N) | **Ap** | **K** | **E** | **C** |
| Evidence that the applicant has the skills to select appropriate GACs and apply them properly (including using statistical analysis) during the interpretation of site-specific data, as part of a GQRA. | Notes/Questions for interview |  | | | |
| **R7** | **Ability to Make Recommendations Based on a GQRA** | Sufficient information provided (Y/N) | **Ap** | **K** | **E** | **C** |
| Evidence that the applicant understands what the results of a GQRA can and cannot reveal about a site and how to draw conclusions and recommendations accordingly. | Notes/Questions for interview |  | | | |
| **R8** | **Ability to Communicate the Process and Outcome of Risk Assessment to a Non-Technical Audience** | Sufficient information provided (Y/N) | **Ap** | **K** | **E** | **C** |
| Evidence that the applicant can communicate with a non-technical audience, both verbally and in writing, the process and outcome of a land contamination risk assessment. | Notes/Questions for interview |  | | | |
| **R9** | **Understanding of Other Specialisms** | Sufficient information provided (Y/N) | **Ap** | **K** | **E** | **C** |
| Evidence that the applicant understands the limitations of their own expertise and when that of other specialisms is required. | Notes/Questions for interview |  | | | |
| **Additional Skills Required for Accredited Risk Assessor Grade** | | **Scrutineers’ Notes, Comments and Assessment** | | | | |
| **Post-interview** | **Post-interview** | | | |
| **A1** | **Ability to Undertake a DQRA** | Sufficient information provided (Y/N) | **Ap** | **K** | **E** | **C** |
| Evidence that the applicant understands the role and purpose of a DQRA and the range of options available to the assessor. These could include the collection of additional soil data, the sampling and analysis of environmental exposure media, changes to the exposure model, the collection and use of bioaccessibility measurements and human bio-monitoring. The strengths and weaknesses of each option should be understood, as should their applicability and limitations. | Notes/Questions for interview |  | | | |
| **A2** | **Site-Specific Assessment Criteria (SSACs)** | Sufficient information provided (Y/N) | **Ap** | **K** | **E** | **C** |
| Evidence that the applicant has either derived their own assessment criteria using industry-standard models and approaches or has provided technical review of such criteria, either as a senior/peer reviewer, or in a regulatory capacity. Literature sources refers to the need for physico-chemical and toxicological (e.g. health criteria values) for contaminants. For hydrogeological risk assessment, it would be expected that site-specific hydrogeological data has been obtained; and that the applicant has an understanding of how to use this information in analytical fate and transport software *for example* using the EA’s RTM Workbook or the ConSim model. For ground gas assessments , it would be expected that site specific geotechnical and soil data has been obtained to enable the use of gas generation modelling either via models such as GasSim or by calculations in accordance with appropriate guidance such as the EA’s Guidance on the Management of Landfill Gas. | Notes/Questions for interview |  | | | |
| **A3** | **Data Requirements – DQRA** | Sufficient information provided (Y/N) | **Ap** | **K** | **E** | **C** |
| Evidence that the applicant understands site investigation data requirements and can establish/ advise on a specification for obtaining the data required to perform a land contamination risk assessment with an appropriate level of detail (e.g. natural attenuation parameters, soil vapour concentrations, organic carbon content, hydraulic conductivity, soil geotechnical parameters). The applicant would need to show why this data was required for the assessment at the relevant level of registration. | Notes/Questions for interview |  | | | |
| **A4** | **Use of Risk Evaluation** | Sufficient information provided (Y/N) | **Ap** | **K** | **E** | **C** |
| Evidence that the applicant understands the role of the risk evaluation process, which follows risk estimation, and has used it as the basis of robust decision-making. This may include a regulator forming an opinion on the conclusions an applicant during the planning process, based on the modelling submitted. Knowledge of appropriate techniques and relevant guidance is required. | Notes/Questions for interview |  | | | |
| **A5** | **Understanding of Assumptions and Limitations** | Sufficient information provided (Y/N) | **Ap** | **K** | **E** | **C** |
| Evidence that the applicant understands the implicit and explicit assumptions within any land contamination risk assessment and the limitations inherent in the risk estimation process. Understanding of how this knowledge should be factored into decision-making. | Notes/Questions for interview |  | | | |
| **A6** | **Uncertainty and Sensitivity Analysis** | Sufficient information provided (Y/N) | **Ap** | **K** | **E** | **C** |
| Evidence that the applicant understands how uncertainty and sensitivity analyses can be used to help elucidate the uncertainty inherent within the risk estimation process. Understanding of the limitations of modelling methods and how an overall knowledge of uncertainty should be factored into decision-making. | Notes/Questions for interview |  | | | |
| **A7** | **Impact of Time** | Sufficient information provided (Y/N) | **Ap** | **K** | **E** | **C** |
| Evidence that the applicant is aware of how time affects risk assessment. The applicant must have an understanding of how the nature and extent of contamination can change over time *for example* through degradation, natural attenuation, natural source zone depletion, transportation. | Notes/Questions for interview |  | | | |
| **A8** | **Understanding of the Technical, Social and Environmental Context of Land Contamination Risk Assessment** | Sufficient information provided (Y/N) | **Ap** | **K** | **E** | **C** |
| Evidence that the applicant understands the concept of sustainable remediation and that all appropriate factors are considered prior to recommendations of risk mitigation/remediation. | Notes/Questions for interview |  | | | |
| **A9** | **Understanding of the Legislative Context** | Sufficient information provided (Y/N) | **Ap** | **K** | **E** | **C** |
|  | Evidence that the applicant has sufficient knowledge of the applicable technical guidance and legislation that apply to the management of land contamination in general and to their specific field of risk assessment (including both Part 2A and planning). In addition, the applicant should be able to demonstrate how the various guidance and legislations interrelate and/or co-exist. | Notes/Questions for interview |  | | | |