

## Appendix 01/24

### Minutes of the 44<sup>th</sup> meeting of the Asbestos Network Technical Working Group (ANTWG), 21<sup>st</sup> August 2024

Composition of TWG = ACAD, ASES, ARCA, BOHS-FAAM, HSE, IATP, Independent Industry Representative, NORAC and UKATA

# Handover of Enclosures to Analysts for 4SC (Site Supervisor Visual Inspection and Handover Form)

---

Appendices are attached to Technical Working Group minutes when the nature and extent of discussions (or the complexity of the subject) warrant further explanation and clarification. This guidance is primarily aimed at Licensed Asbestos Removal Contractors (LARCs) however it is also relevant to Clients and Analysts. The following is a summary of the discussions and conclusions on the above topic and should be read in conjunction with HSG248 and L143.

## Purpose

HSE publication *HSG247 Asbestos: The Licensed Contractors Guide* (2006) does not provide guidance regarding the thorough visual inspection that is required by the LARC supervisor prior to a 4-stage clearance (4SC) by an independent analyst. The 2021 revision of *HSG248 Asbestos: The Analysts' Guide* included new guidance for analysts on the planning of the 4SC, estimating the duration of visual inspections, and a template handover form.

This technical appendix is therefore intended to:

1. Provide practical guidance in the form of a Standard Operating Procedure (SOP) for the Licensed Contractor Site Supervisor's Visual Inspection and Handover.
2. Highlight the areas of new guidance in HSG248 relating to the 4SC procedure which are also relevant to Licenced Asbestos Removal Contractors.

The contents of this technical appendix and SOP should be used to inform initial and refresher training in this area.

## Introduction and Regulatory Requirements

There is a legal requirement for the premises (or parts of premises) to be thoroughly cleaned after asbestos removal work (Control of Asbestos Regulations 2012 Regulation 17). This

cleaning is the legal responsibility of the employer of the workers carrying out the work, i.e., the licensed contractor (LARC). Once the cleaning has been completed, the LARC supervisor should carry out a thorough visual inspection of the work area in preparation for the 'handover' of the site to the analyst for an independent 4SC. This visual inspection by the supervisor should be sufficiently thorough to make sure that it is completed to a satisfactory standard i.e., no visible dust or debris on any surface, item or equipment.

**Key Point: The analyst should NOT clean up any dust or debris as part of the 4-stage clearance. This is work with asbestos and is potentially a licensed activity. Clean-up should be carried out only by the licensed contractor.**

### **Handover Form**

HSG248 now states that the licensed contractor should complete a handover document (including the signed declaration) to confirm the satisfactory completion of this process. The document should be presented to the analyst. A template Handover Form is given in HSG248 Appendix A6.4 and reproduced in this Technical Appendix at **Annex 1**. HSG248 states that if the handover document is not available or not completed or there is any doubt regarding the cleanliness of the site, the 4SC should not be started. Receipt of the Handover Form will be recorded in the Certificate for Reoccupation (CfR).

### **Cooperation and Communication between LARC and Analyst in Scoping and Planning the 4SC**

There is a requirement for the LARC to consider clearance in the initial assessment of the work (ACOP L143 paragraph 165). HSG248 states that the analyst should be involved in the scoping and planning of the work to ensure that appropriate time and resources are allowed for the clearance process and that the complexity of the site and clearance work are established. A pre-removal work site visit will also be beneficial to enable any factors which could disrupt or impede successful clearance to be identified and resolved. If a pre-removal work site inspection does not occur, it will be essential for the analyst to be provided with a copy of the LARCs Plan of Work (POW) before visiting the site to allow for the 4SC to be planned and properly scoped. The analyst should obtain a copy of the LARCs POW when appointed or at the earliest opportunity.

Sufficient time must be allocated for both the cleaning and the clearance processes, including the supervisor's visual inspection. As the analyst is an integral part of the on-site team responsible for ensuring the site is safe for reoccupation, they should receive the same level of communication about the work. This allows them to be as well-prepared as possible for the task ahead.

**Key Point: The 4-stage clearance process is a collaborative team effort. It is critical that all involved recognise this and approach it as such. Effective communication is key.**

## Estimating the Duration of the LARC Supervisors Visual Inspection

The LARC should make sure that sufficient time is available for the site supervisors' visual inspection. A detailed visual inspection can be time-consuming, and the length of time needed will depend on the size and complexity of the job. The nature and complexity of the area to be cleared will be known at the outset of the contract. These factors will help to determine the estimated time for the thorough visual inspection and assist in the planning and preparation of this aspect of the licensed asbestos removal process.

The following guidance in HSG248 will also be helpful to LARCs.

### **Factors to consider in estimating the time for the thorough visual inspection (Box A5.3 HSG248)**

- Enclosure/work area size and volume
- Layout of enclosure
- Extent of sheeting out involved
- Items remaining while removal is carried out
- Voids involved (extent of any cabling, pipework, other items)
- High-level surfaces
- Types of surfaces
- Ducting and pipework
- Tunnels/cavities
- Underground
- Any unusual circumstance

Table A5.4 'Estimated times to carry out the thorough visual inspection for various asbestos removal scenarios' is reproduced at **Annex 2**. The times in Table A5.4 have been derived from analysts' own experiences. These times should also be used as a guide to estimate the likely time for the LARC supervisors' visual inspection. Where the types of circumstances of visual inspection are not covered in the table, the analyst is advised to derive an estimated time based on the scale and complexity of the clearance and previous experience. LARCs are advised to do the same.

**Key Point: Regular breaks should be taken by the LARC supervisor during an extended visual. The LARC supervisor should leave the enclosure, decontaminate and take a break every 2-3 hours. This should be factored in by the LARC when estimating the total time required.**

**Key Point: The visual inspection performed by the LARC supervisor on large or complex enclosures could be split into logical phases over several shifts as the fine cleaning work progresses.**

**Roles and Responsibilities for returning a licensed asbestos removal site for safe reoccupation by members of the public, demolition contractors, other trades etc.**

In summary, it is the LARC **supervisor's** responsibility to assess whether the enclosure is cleaned to a sufficient standard by providing the **operatives** clear direction, reinforcing the standards expected and undertaking a thorough visual inspection prior to handing the area over to the **analyst** for independent verification.

The responsibilities for these respective roles are set out as follows:

**a) LARC Operative's**

Removal operatives are required to:

- ✓ Clean the area thoroughly, ensuring that all ACMs scheduled for removal have been completely removed, any remaining ACMs are properly sealed and in a safe condition, and the enclosure is free from dust and debris.
- ✓ Make the judgement and declare to the supervisor that the area is ready for visual inspection.

**Key Point: If these tasks are completed successfully, the LARC supervisor's visual inspection will be easier, and with no unnecessary exposure to asbestos.**

**b) LARC Supervisor**

The LARC supervisor's thorough visual inspection should be the same as the analyst's stage 2 visual inspection in extent, detail and time however, a phased approach can be taken. It should be treated as **a forensic examination of all surfaces and areas within the enclosure**. The supervisor should undertake a planned systematic inspection and use appropriate equipment to find any dust and debris.

In the event of a failure at Stage 2 the clearance process must start again. The LARC supervisor will need to further instruct and supervise additional cleaning, prior to undertaking a **further** visual inspection. The supervisor should issue the analyst with a new handover document confirming that the area has been recleaned and is suitable for 4SC.

A Standard Operating Procedure that sets out what this entails is provided at **Annex 3**.

**Key Point: By signing the Handover Form, the supervisor is undertaking a personal responsibility in discharging the LARCs duties as outlined in this document. Visual inspection by an analyst should be viewed as the final quality check ensuring that a safe environment is passed to end users. If this is not completed correctly and an enclosure that should have failed is passed by the supervisor, the LARC (as an organisation) and the supervisor (personally) may be in breach of the Health and Safety at Work etc. Act 1974 and subject to formal enforcement action by the regulator.**

### **c) Independent Analyst**

It is each analyst's role to provide **independent verification** that the area is clean and suitable for re-occupation and subsequent use, through completion of the 4SC procedure.

During Stage 2, the analyst may need to direct the LARC to further additional minor cleaning. Guidance in HSG248 (2021) now advises that should the additional cumulative cleaning be estimated to exceed 10-minutes or be likely to exceed the Control Limit, the analyst must leave the enclosure and issue a Stage 2 failure certificate to the LARC outlining the reason for the fail. This document will need to be signed by the LARC supervisor as acceptance of the fail.

**Key Point: At the start of a thorough visual inspection, analysts are trained to conduct a brief initial inspection, looking for gross or significant contamination in difficult to access/clean areas. The intention of this is to identify the extent of further cleaning at an early stage. This may result in an early suspension of the process, and recorded as a Stage 2 failure.**

### **LARC Supervisor Competence to undertake Visual Inspections**

The ability to conduct a thorough visual inspection is one of the most important skills that a LARC supervisor requires. Therefore, the LARC has an absolute duty to ensure competence in this area. As with all the other skills - it should start with adequate training, and be actively monitored on a regular basis, with training refreshed as necessary.

HSE publication L143 states that 'a training course on its own will not make an employee competent. Competence is developed over time by implementing and consolidating skills learnt during training, on-the-job learning, instruction, and assessment.' Employers should identify the specific training needs of their employees so that the refresher training can be appropriately tailored.

The contents of this technical appendix and standard operation procedure should be used to inform initial and refresher training in this area.

### **HSG248 Guidance relating to 4SC relevant to LARCs**

**Annex 4** contains guidance in HSG248 relating to 4SC that is also relevant to LARCs, including that relating to the issue of the site clearance Certificate for Reoccupation.

### **References**

[Managing and working with asbestos. Control of Asbestos Regulations 2012. L143 Approved Code of Practice and guidance \(hse.gov.uk\)](#)

[Asbestos: The licensed contractors' guide - HSG247 \(hse.gov.uk\)](#)

[Asbestos: The Analysts' Guide - HSG248 \(hse.gov.uk\)](#)

## Annex 1 – Handover Form

A template handover form is provided in HSG248 (Table A6.4):

<b>Handover form</b> Licensed contractor's thorough visual inspection form (to be passed to the analyst before 4-stage clearance starts) Copy to be retained by licensed contractor	
<b>Objective:</b> To carry out the thorough visual inspection of enclosure/work area. Areas to be clean from visible debris and dust	
<b>Site Address:</b>	
Size of enclosure? (see POW) (L×W × H (metres))	
Has a new NPU pre-filter been installed?	Yes/No (If No, explain)
Have all ACM removal locations been checked and certified as free from asbestos?	Yes/No (If No, explain)
Have all floor surfaces/walls/items been inspected and are they confirmed as visually clean?	Yes/No (If No, explain)
Have all ledges, sills, higher level surfaces (including voids where appropriate) been inspected and are they confirmed as visually clean?	Yes/No (If No, explain)
Have ACM removal locations been checked and confirmed as visually clean?	Yes/No (If No, explain)
Have all rooms been checked and confirmed as visually clean?	Yes/No (If No, explain)
Have all cables, wiring and any items to remain in enclosure during the 4-stage clearance been checked and confirmed as visually clean?	Yes/No (If No, explain)
<b>How long did the supervisor's visual inspection take?</b>	
Start time:	
Finish time:	
Total time hours/minutes:	
<b>I certify that I have carried out a thorough visual inspection of the enclosure/ work area and can confirm that the area is visually clean and ready to be made available to the analyst for the independent 4-stage clearance</b>	
Supervisor's signature:	Date
	Time
<b>Form to be handed to analyst before 4-stage clearance starts</b>	
Analyst's signature:	Date
	Time

## Annex 2 – Estimated Visual Inspection Times

Table A5.4 from HSG248 is reproduced below.

**Table A5.4** Estimated times to carry out the thorough visual inspection in various types of asbestos removal scenarios

ACM	Location	Size of area or volume	Complexity/difficulty	Estimated time required
<b>AIB</b>				
AIB	Ceiling tiles plus void	500–600 m <sup>2</sup>	Very difficult	8 hours
AIB	Selective ceiling tile removal	200–300 m <sup>2</sup>	Not very complex but time-consuming	3–4 hours
AIB single panel	Domestic cupboard, small enclosure	6–10 m <sup>2</sup>	Not very complex. Some pipes, shelf, skirting etc	15–30 minutes but up to 1 hour
AIB soffit	External	20–40 linear metres	Not complex but high-level with mobile platform	1–4 hours
AIB	Panel(s) below window	20–30 m <sup>2</sup>	Not complex	0.5–2 hours
AIB	Ceiling tiles plus void	25–50 m <sup>2</sup>	Quite difficult. Services, cable trays	1–4 hours
AIB	Ceiling tiles plus void	100–150 m <sup>2</sup>	Quite difficult. Services, cable trays	2–6 hours
AIB	Ceiling tiles plus void	200–300 m <sup>2</sup>	Quite difficult. Services, cable trays. Time-consuming	4–8 hours
<b>Lagging/insulation</b>				
Pipe insulation/lagging	Boiler room	50–100 m <sup>2</sup> (pipes) (150–300 m <sup>3</sup> ) (vessels)	Complex. Various vessels, pipes, ledges	2–4 hours to 1–2 days
Pipe insulation/lagging remnants from previous removal	Boiler room	50–100 m <sup>2</sup> (pipes) (150–300 m <sup>3</sup> ) (vessels)	Complex. Various vessels, pipes, ledges	2–4 hours to 1–2 days
Asbestos debris (lagging/AIB)	Ceiling void	25–50 m <sup>2</sup>	Quite difficult. Services, cable trays. Time-consuming	1–6 hours

### Notes

- 1 The degree of 'sheeting out' by the licensed contractor will greatly affect the time needed to conduct a visual inspection on similar removal works.
- 2 Ceiling voids may be devoid of fixtures/fittings or full of them; this will also affect the time required.

## **Annex 3 Standard Operating Procedure for Asbestos Removal Supervisor's Visual Inspection and Handover**

### **1. Introduction**

- 1.1. The removal process will have caused spread of asbestos dust and debris inside the enclosure, allowing possible deposits on any surfaces. Residual dust may remain on any unprotected or inadequately cleaned or hard-to-access places.
- 1.2. The thorough visual inspection conducted by the Licensed Asbestos Removal Contractor's (LARC) supervisor is a critical step in ensuring that the work area is clean and free of visible asbestos debris and dust before handover to an independent analyst for the 4-stage clearance procedure. This Standard Operating Procedure (SOP) provides detailed guidance on the responsibilities of the supervisor, the essential equipment needed, and the systematic approach to be followed when conducting the visual inspection. By adhering to this SOP, the LARC supervisor can ensure that the work area meets the required cleanliness standards and is ready for the independent 4-stage clearance procedure.

### **2. Supervisor's Responsibilities**

- 2.1. The LARC supervisor plays a crucial role in the asbestos removal process and has the following responsibilities:
  - i. Ensure that all asbestos-containing materials (ACMs) have been removed as detailed in the Plan of Work (POW). This includes checking that the removal work has been carried out in accordance with the agreed methods and that all identified ACMs have been safely removed. Any ACM intended to remain is in good condition.
  - ii. Confirm that all dust and debris have been removed from the enclosure. This involves thorough cleaning of the work area, including the removal of any visible dust and debris from all surfaces, equipment, and waste routes.
  - iii. Conduct a thorough visual inspection of the work area to verify cleanliness. The supervisor must systematically inspect all surfaces and areas within the enclosure, paying particular attention to difficult-to-reach areas and potential dust traps.
  - iv. Complete and sign the handover document, confirming the satisfactory completion of the cleaning process. The handover document serves as a formal record of the supervisor's visual inspection and declaration that the work area is clean and ready for the 4-stage clearance procedure.



### 3. Essential Equipment for the Supervisor's Visual Inspection

3.1. To conduct a thorough and effective visual inspection, the LARC supervisor must have access to the following essential equipment:

- i. **High-powered torch** (multi-thousand lumens): A powerful hand-held torch is necessary to illuminate all surfaces in the enclosure and help identify any remaining asbestos dust or debris. The torch beam needs to be directional, so a floor inspection lamp is not suitable.
- ii. **Access equipment** (if required): Depending on the height and accessibility of the work area, the supervisor may need to use access equipment to inspect high-level surfaces and difficult-to-reach areas. This may be different from the access equipment used for removal – refer to POW for specific equipment.
- iii. **Means to identify further areas for cleaning**: A mirror mounted on a flexible rod is useful to inspect difficult-to-see areas. A flat head screwdriver is useful for poking behind pipes and into crevices.

### 4. Procedure for the Supervisor's Visual Inspection

4.1. The LARC supervisor must follow a systematic approach when conducting the visual inspection to ensure that all areas of the enclosure are thoroughly checked. Before entering the enclosure check that all waste and excess equipment has been bagged and removed.

4.2. Check the following associated areas:

- i. **Airlock and baglock**: Inspect the airlock and baglock, including all compartments, to ensure they are clean and free of dust and debris.
- ii. **Immediate surrounding area**: Check the area immediately surrounding the enclosure for any signs of contamination that may have occurred during the removal work or waste transfer.
- iii. **Transit route**: Inspect the transit route used by operatives and for waste removal to ensure it is clean and free of dust and debris.
- iv. **Waste route and area around the waste skip**: Check the waste route and the area around the waste skip for any signs of contamination or spilled waste.

4.3. A systematic approach should be taken for the visual inspection to reduce the chance of omitting parts of the enclosure. For example:

- Split large enclosures into smaller zones
- Zones could be areas / equipment / ceilings / walls etc
- Mark zones for analyst to identify pass / fail use of flags etc
- Inspected from top to bottom in sections

4.4. Inspect all surfaces within the enclosure, including:

- i. **Locations where ACMs have been removed:** Check that all ACMs have been completely removed and that there are no visible remnants or debris.
- ii. **Surfaces adjacent to removal locations:** Inspect surfaces close to where ACMs were removed, as these areas are more likely to have been contaminated during the removal process.
- iii. **Areas opened up or exposed during asbestos removal:** Fittings inside void sheeting, walls or partitions should be included in the thorough visual inspection where a large number of tiles (in group(s)/area(s)) or all of a room's ceiling tiles have been removed where physical separation has been installed (e.g. sheeting to the roof) or the void has natural separation from adjoining voids (e.g. walls or partitions). The area outside the walls/partition/sheeting would not be included.
- iv. **All other surfaces and ledges within the enclosure, including enclosure polythene:** Check all surfaces within the enclosure, paying particular attention to horizontal surfaces, ledges, and folds in the enclosure polythene where dust and debris may have accumulated in corners, overlaps and folds.
- v. **Access equipment (e.g., scaffold towers):** Inspect any access equipment/ working platforms/scaffolding used during the removal work, ensuring that it is free of visible dust and debris.
- vi. **Plant and other equipment used:** Check the integrity of any internally sheeted out areas or equipment.

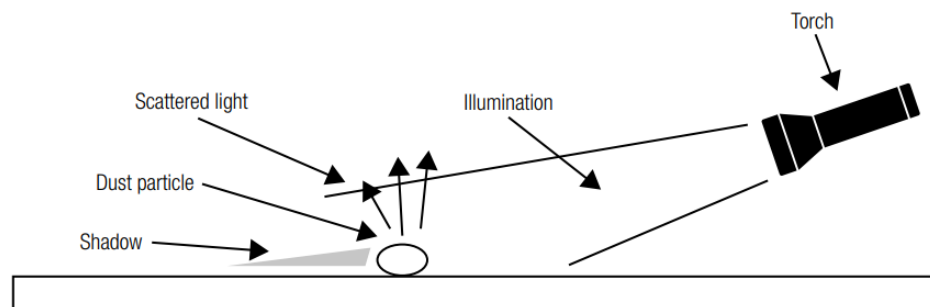
Pay particular attention to difficult-to-reach areas, including (not exhaustive):

- brackets and clamps around pipes and elsewhere
- flanges and hatches of vessels and pipework
- screw holes, or around nails and battens from where asbestos has been removed.

- roof voids
- cable trays and conduits, especially if they have a metal mesh construction.
- horizontal ledges, shelves, windowsills etc.
- the undersides of equipment, furniture, and fittings
- rough, porous brickwork that is not sheeted out, e.g., breeze block and rough concrete
- in holes or cavities in walls etc where pipes, cables or steelwork pass through.
- around drains and sumps

These areas are more likely to have been overlooked during the cleaning process and may harbour dust and debris.

4.5. Use a suitable torch to systematically illuminate all surfaces and areas within the enclosure, helping to highlight any contamination that may not be visible under normal lighting conditions. The torch beam should be directed along the length of a surface at a low angle as this will show up any dust.



**Figure A5.2** Diagram showing the effect of the low-angle torch in identifying dust particles



4.6. Remain focused and methodical during the inspection to ensure all areas are thoroughly checked, breaks may be necessary. The supervisor should maintain

a systematic approach throughout the inspection, ensuring that no areas are overlooked, and that the entire enclosure is thoroughly checked for dust and debris. Concentration required for a detailed visual can cause fatigue, phased visuals with breaks are recommended for large enclosures.

4.7. Where areas for further cleaning are identified, mark these or clearly indicate to an operative and when cleaned re-inspect. Use of tape to mark areas for further cleaning can make it easy to locate for re-inspection.

4.8. If sacrificial flooring or layer of polythene has been used, a phased approach will be needed as this will need to be removed towards the end of the visual inspection once all additional cleaning has been completed. The area underneath should then be inspected as a final check.

## 5. Duration of Site Supervisor Visual Inspection

5.1. The time required for the visual inspection will depend on the size and complexity of the work area. This will be detailed in the POW from the contract managers assessment (using guidance from the Asbestos Network Technical Appendix).

## 6. Handover Document

6.1. Upon satisfactory completion of the visual inspection, the LARC supervisor must complete and sign the handover document. The handover document is a formal record of the supervisor's inspection and declaration that the work area is clean and ready for the 4-stage clearance procedure. The handover document should include the following information:

- i. **Confirmation that all ACMs have been removed as detailed in the POW.** The supervisor should confirm that the removal work has been carried out in accordance with the agreed plan and that all identified ACMs have been safely removed. Any deviations from the scope should be detailed and confirmation that then these have been agreed with the client.
- ii. **Confirmation that all dust and debris have been removed from the enclosure:** The supervisor should declare that the enclosure has been thoroughly cleaned and that all visible dust and debris have been removed from surfaces, equipment, and waste routes.
- iii. **A signed declaration by the supervisor stating the work area has been thoroughly cleaned and is ready for the 4-stage clearance procedure:** The supervisor should provide a signed statement confirming that the

visual inspection has been completed to a satisfactory standard and that the work area is ready for handover to the independent analyst.

- 6.2. A template handover form can be found in Table A6.4 of HSG248. The LARC Supervisor should complete this form or a similar company document that captures the required information and provides a clear record of the handover process.
- 6.3. By completing and signing the handover document, the supervisor provides a formal record of the inspection and declaration that the work area is ready for the independent 4-stage clearance procedure.

## **Annex 4 HSG248 Guidance relating to 4SC relevant to LARCs**

### **Common Problems at Visual Inspection**

There are numerous factors which can disrupt or impede successful clearance, HSG248 paras A5.68 – A5.81 provides guidance on the following:

- Wet enclosures
- Sprayed sealant
- Enclosures with loose rubble or soil flooring
- Clearance with fixed scaffolding or access equipment in place
- Asbestos intended to remain
- Asbestos waste remaining in the enclosure
- Inaccessible or impossible to remove asbestos
- Use of encapsulant and sealant
- Wet blasting removal

The LARC should identify factors which will inhibit or impede clearance e.g., voids in ceilings that contain mineral wool, congested plant rooms that contain multiple pipes or equipment. These issues can normally be eliminated or resolved more easily before the work starts. A failed 4SC can have significant implications in time, costs and reputations, particularly where jobs are over-running or high-profile. Difficulties in completion of the 4SC can be eliminated or reduced by identification and remedy of potential issues in the scoping and planning.

### **Contamination of other equipment [para A5.5]**

The analyst should consult with the LARC about the potential for contamination of other equipment inside the enclosure (e.g., there may be fuse boxes or switches that may have become contaminated). A qualified electrician (with appropriate asbestos training) should be employed to isolate the boxes so they can be inspected. Other trades (with appropriate training and wearing suitable PPE and RPE) can enter enclosures under the supervision of the LARC.

### **Remaining ACMs**

HSG248 [para 6.21] advises analysts:

- To always highlight, so far as is reasonably practicable, any remaining ACMs in poor condition which are within the clearance area, but which were not part of the removal contract or POW. This action will allow analysts to comply with their duty under section 3 of the Health and Safety at Work etc Act to protect the health of people other than their employees.
- The information should be drawn to the Duty-to-Manage dutyholder's attention and recorded in the CfR.
- Immediate remedial action by the appropriate person may be necessary, particularly where this material could lead to an air test failure or where it could be easily disturbed in the future.

### **Use of Sacrificial Floor Covering [para 5.40]**

Where a second sacrificial layer of polythene sheeting (or other material) has been placed on the floor for protection during the asbestos removal. This should have been removed by the contractor at the end of their cleaning process and a lower layer of polythene should remain. If there are signs of water leakage or visible material under the polythene, the analyst should instruct the LARC to remove the polythene and clean the surface before stage 3 will be undertaken.

### **Issue of the Site Clearance Certificate for Reoccupation (CfR) following a Stage Fail**

HSG248 [paras A5.48 – A5.50] state:

- If one of the stages has failed, the reason(s) should be entered into the CfR, and the remaining stages struck through. An acknowledgement of the failure should be obtained from the licensed contractor's site supervisor (e.g., signed hard copies or name entered into electronic version).
- If the failure occurs at either stage 1 or 2 of the process, the inspections (both stage 1 and stage 2) will need to be repeated. Photographs should illustrate why the 4-stage clearance has failed. The photographs should be included in the CfR.
- If a new/ different analyst carries out the work, the whole procedure should start again. If the site fails at stage 3 or 4, it is necessary to repeat these stages only until both have passed. The analyst will then need to cross-refer to and append the certificate where stages 1 and 2 were passed.
- The LARC should acknowledge the outcome on the certificate issued (including a failed certificate) as this provides confirmation that the result has been passed on. The acknowledgement can be electronic or written.
- Photographs should illustrate why the 4-stage clearance has failed. The photographs should be included in the CfR.

### **Issue of the Site Clearance Certificate for Reoccupation (CfR)]**

HSG248 [paras A5.49 and 6.10] advise:

- The LARC should acknowledge the outcome on the certificate issued as this provides confirmation that the result has been passed on. The acknowledgement can be electronic or written.
- The certificate will provide documentary and photographic evidence of the work undertaken by the analyst and should be retained by the analyst.
- Copies of the certificate should be issued to the licensed contractor and to the building owner or occupier e.g. to allow update of the asbestos management plan). The certificate should bear a unique number.
- To make sure there is no uncertainty or confusion over the outcome of the clearance procedures, separate copies of the CfR are provided to the building occupier or owner and to the licensed contractor promptly on completion of the process.

- Where the contractor has appointed the analyst or the analyst does not have direct access to the building owner or occupier, then a second copy of the CfR can be passed to the contractor for further distribution.
- The CfR can be issued as a hard copy or electronically.

### **Clearance of Decontamination unit (DCU) after Asbestos Removal Work**

HSG248 [paras A5.52- A5.58] advise:

- The DCU inspection certificate is required only when the DCU is to be moved permanently off site (i.e. in preparation for the next job).
- Where a DCU is permanently on site, clearance should take place at the end of each specific licensed removal job for which the unit is used.
- The DCU testing should preferably start after the CfR for the enclosure has been issued. Where the analyst considers the enclosure 4-stage clearance not to be complex the DCU may be tested earlier in the process but no earlier than the start of stage 3. If there is a subsequent failure in the 4-stage clearance process and the DCU has to be reused, then a retest of the unit will be required.
- The DCU should be fully operational and available until the 4-stage clearance has been successfully completed.
- The analyst should carry out clearance certification of the DCU. The DCU should have been cleaned and checked by the licensed contractor before the formal clearance process. It will also have been inspected by the analyst as part of stage 1 of the 4-stage clearance.
- The formal DCU clearance consists of a visual inspection of the clean end and a thorough visual inspection and a disturbed air test in the shower area and dirty end.
- The template that should be used for the DCU inspection certificate is produced in Appendix 6B. The certificate should contain the relevant photographs as listed in Table 6.2.
- HSE regards the CfR and the clearance certificate for the DCU as the same clearance contractual process.
- The licensed contractor should also be issued with a copy of the clearance certificate for the DCU, irrespective of who has employed the analyst.
- The certificate can be issued as a hard copy or in electronic format.