

**Asbestos Licensing Unit (ALU)**  
**Asbestos Liaison Group (ALG)**  
**ALG Memo 03/09**

*ALG memos are produced by the ALG to provide information and guidance to the asbestos industry and other interested stakeholders.*

**Date: September 2009**

**Subject: Verification of training, face fit test and medical certificates**

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- 1) Licensing is an addition to the general framework of health and safety law. Licence holders are expected to demonstrate compliance with legal requirements and take all necessary steps to ensure excellent standards of health and safety management are achieved.
- 2) Forged documentation has been found when licensed agencies and licensed contractors have tried to verify training, medical and face fit certificates. This memo suggests reasonable steps licence holders may take to ensure that records are genuine.
- 3) Only suitably trained staff, with appropriate respiratory protective equipment (with current face fit certification and subject to an adequate maintenance regime) and under suitable medical surveillance can undertake licensed asbestos work. The Licensed Contractors' Guide details the paperwork that should be on site for the duration of any contract. This includes training, medical and face fit certificates for each individual carrying out licensed asbestos work. If original certificates are not available on site, the copies kept on site should be authenticated by a senior manager to provide confirmation of their validity.
- 4) These copy certificates should be verified by a senior manager employed by the licence holder. It is the licence holder's responsibility to ensure the appropriate checks are carried out. The certificate can be stamped, signed and dated by the responsible person to validate authenticity (see Appendix 1 for a sample stamp).
- 5) When employing new operatives or supervisors, records need to be verified. Carrying out the following steps would enable the licence holder to employ an individual, in the confidence that reasonable efforts have been made to check that certification is genuine.
  - (a) Phone the issuer of the certificate to obtain verbal confirmation as to its authenticity.
  - (b) Mark the certificate with the name of the person spoken to and the date of the call.
  - (c) If there are any questions arising from the phone call, further investigation may be required. This could include sending a letter by fax or e-mail to the organisation concerned requesting signed confirmation of the telephone conversation (see Appendix 2 for a sample letter).
- 6) For face fit test certification, a check should be made to ensure it is specific to the RPE in use.

- 7) With regard to medical certificates, some doctors may charge a small fee to verify certificates.
- 8) If forged documentation is found, licence holders should notify their local HSE office and forward copies to them. Asbestos Licensing Principal Inspectors will decide on appropriate action to be taken.

**Asbestos Liaison Group**  
August 2009

# APPENDIX 1

## SAMPLE VERIFICATION STAMP

I _____ (name)
_____ (job Title)
for _____ (Co. Name)
<b>Verify that this Certificate is a true copy</b>
Signed _____
Dated _____

## APPENDIX 2

### SAMPLE LETTER TO DOCTORS (\*AMEND FOR TRAINING PROVIDERS / FACE FIT COMPANIES)

Date:

Name:

Address:

Dear Sirs,

I write further to our recent telephone conversation on ..... with your Mr/Ms....., the individuals listed below have produced copies of Certificates of \*Medical Examination issued in accordance with Regulation 22 of the Control of Asbestos Regulations 2006.

The certificates appear to have been issued by your medical practice. It would be appreciated if you could confirm the validity of the certificates by completing the information below and returning a copy of this letter by fax to our offices.

Thank you for your time in this matter, which is very much appreciated.

Yours sincerely,

(Name and Title)

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Please fax back to: (Insert Fax No)

Can you please tick the appropriate box to indicate the authenticity of the certification. Please sign and date below to confirm.

Delegate	Company	Authentic	Not Authentic
J Bloggs	Asbestos Ltd		

Signed \_\_\_\_\_ Date \_\_\_\_\_

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