

**ALG Memo 5/03
Asbestos Licensing Unit**

To: Members of the Asbestos Liaison Group

From: James Skilling
Head of ALU

Date: 5 December 2003

Subject: **Site documentation**

1 **The previous version of this memo was issued in January 2001. The memo has come up for automatic review and has been updated to take account of recent changes (see highlighted areas at paragraph 2 and bullet points (b) and (d) below).**

2 As this is an issue, which has been raised with me by several contractors, I have outlined below the documentation that should be available on site. It is expected that these are on site, not at a remote head office, from which they can be faxed. **Ideally the original certificates should be available on site. However it is appreciated that this might not always be practicable. If this is the case, then the copy documents should be authenticated in some way (eg signed by a senior manager to confirm their authenticity) to avoid forgery.** Enforcing Authority Inspectors would expect to see the following, as a minimum:

(a) Copy of licence.

(b) **Copy of the significant findings of the assessment (which are not already contained in the Plan of Work (CAWR 2002 L28 para 38))**

(c) Copy of plan of work.

(d) **Latest version of company's standard procedures**

(e) Re employees

- training certificate
- medical surveillance certificate
- face-fit test certificate

(f) Maintenance

- enclosure) inspection each shift
- decontamination unit)

- vacuum cleaners) weekly inspection and 6 monthly thorough
- air extraction equipment) examination and test

- RPE) monthly thorough examination and test

(g) Smoke test of enclosure.

- (h) Clearance test of decontamination unit from previous contract.
- (i) Any air monitoring details.
- (j) Copy of current employer's liability insurance.

3 This memo will be available on the Internet shortly. It replaces the previous version (3/01), which should now be destroyed.

JAMES SKILLING