

SURVEYING SITE AUDIT	
Company Name	Date
Surveyors Name	
Audit Location	
Nature of the work (Brief description of the activity witnessed)	

Site Documentation	Yes/No	Comments
Is there a job specific plan of works / method statement on site detailing the scope of		
Are there job specific Risk Assessment on site for activities other than analytical/surveying works? (e.g. confined space, manual handling,		
Is there a copy of the project specification on site?		
Is there a copy of company standard analytical/surveying procedures on site?		
Is there a copy of HSG 264 on site?		
Is the analysts' / surveyors paperwork available for inspection and up to date?		
Is there a copy of the analysts' mask inspection record on site?		

Survey	
What type of survey is being carried out?	Management/Refurbishment/Demolition
Is there a copy of the Asbestos Survey Brief available?	
Who specified the survey requirements?	
On site surveyor – Record Name	

Equipment	Yes/No	Comments
Screwdrivers and chisels		
Stanley Knife / Blades		
Core sampling tools		
Waste disposal bags and sampling bags (Large and small)		
Tape including barrier tape and safety signage		
Spray and wet wipes		
Paints / Filler		
Torch		
Hammer		
Pliers		
Sample labels		
Tape measure		
Crowbar / Sledge Hammer / Endoscope / 'H' Type vac for intrusive work		
Ladder		

Plant on site / Certification	Yes/No	Comments
Are PAT tests up to date for electrical equipment on site?		

Survey and Sampling Methodology	Yes/No	Comments
Are samples being taken in line with documented procedures?		
Are sample locations appropriate to the work being undertaken?		
Has sufficient time been allocated to the survey?		

Is the survey being carried out in a methodical manner?		
Can the surveyor demonstrate knowledge of typical ACMs that may be		
Is negative sampling being carried out?		
Can the surveyor identify areas where previous abatement work may have		Detail evidence
Are access limitations proportionate / acceptable?		Detail evidence
Did the surveyor wear suitable RPE and PPE during sampling?		
Was the surface prepared with water/detergent in the case of friable		
Was a drop sheet used?		
Were tools appropriate for the material being sampled?		
Were samples double bagged?		
Were tools cleaned after each use?		
Were sampling points made safe? How?		
Were sampling points photographed and annotated on plans?		

AUDIT SUMMARY

Has the work been completed to a satisfactory standard and Newcastle University requirements been met? Yes/No

Summarise any identified non-conforming work

Audit Complete

Date:

Name:

Signature: