

**Design stage**

1. PM to issue University asbestos management plan (AMP) to design team, located at: <http://www.ncl.ac.uk/estates/healthsafety/Policy.htm>
2. PM / PEPS to check records on up2date and issue to design team and PD
3. PM / PEPS to consult with Asbestos Compliance and Contracts manager on scope of works. The asbestos scope may include areas outside the immediate work area. In some cases, Maintenance may offer a financial contribution for works outside the project scope – discuss with Maintenance Manager.
4. PM to carry out survey of agreed areas for the presence of asbestos containing materials (*standard scope of survey to be developed in ESS*).
5. PM to consider access and strategy for survey. Further surveys may be needed if access is not possible at this stage. Allow for cost and programme risks (still include in scope for survey once space is decanted). Include for air testing in initial tender for later removal process
6. If existing records can clearly show that a survey is not required, the PM shall sign off for AR1 in the AMP. It is however, recommended surveys are done for reassurance.
7. Carry out survey - PEPS to complete checklist **DOC A (GN 202)**, covering surveying site audit.
8. Survey to be issued to up2date immediately upon receipt.

**Main Contractor Tender stage**

9. University AMP to be issued in contract documents at tender stage, including emergency plan
10. Survey information to be included in Pre-Construction Information (PCI) pack, including information of which areas require further survey and when
11. PM to make appointment for independent air tests and supervision – this should be the surveying company

**Construction**

12. ESS to carry out further surveys as needed once area is decanted and clear. This must cover any areas not checked by survey at design stage.
13. PEPS to add information to up2date immediately on receipt and issue to the main contractor
14. Main contractor to supply the details and all RAMS of works in advance for checking by the University (PM and Compliance and Contracts Manager). This shall include details of the responsible person on site and details of the emergency procedure
15. Main contractor to issue HSE notification for client team to review and comment
16. Main contractor to log onto up2date before commencement to check records match those issued to date
17. PM / PEPS to ensure main contractor has all survey information on site and shared with all operatives
18. Main contractor to commence asbestos removal. PEPS complete asbestos removal site audit as **DOC B (GN 203)**
19. Independent analyst to carry out site inspection and air clearance tests. PEPS to complete analyst air monitoring site audit **DOC C (GN 204)**
20. NOTE: If removal works are outside the main contract, CDM will still apply while removal company and analytical works are on site at the same time (two contractors)
21. Main contractor to provide all certificates and disposal certificates with marked up drawings within 10 days of carrying out the work.
22. PM / PEPS to add information to up2date immediately on receipt
23. PM / PEPS to add air clearance certificates to up2date and copy to main contractor

**Completion**

24. PM to check all details on up2date are accurate and complete
25. Operation and Maintenance Manual to include copies of all asbestos information and stored on the ESS IPR system