

Asbestos Licensing Unit (ALU)
Asbestos Liaison Group (ALG)
ALU Memo 01/12

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

Date: 06/07/2012

Subject: **Site Documentation**

1. Asbestos Licensing is in addition to the general framework of health and safety. Licence holders are expected to demonstrate compliance with legal requirements and take all necessary steps to ensure excellent standards of health and safety management.
2. The Control of Asbestos Regulations 2012 and the accompanying Approved Code of Practice and Guidance to the Regulations (ACOP) state that certain documentation should be readily available on site for the duration of any contract, as follows:
 - Current asbestos licence;
 - Plan of Work;
 - ASB5 Notification, and waiver (where appropriate);
 - Other relevant Risk Assessments;
 - ELCI Certificate;
 - Copy of the company's current Standard Procedures;
 - Site log;
 - Training certificates for all personnel working with asbestos;
 - Medical surveillance certificates for all personnel working with asbestos;
 - Current face fit certificates for all personnel working with asbestos;
 - Personal monitoring results (where appropriate);
 - Test certificates for NPUs and any other plant in use (as appropriate);
 - Clearance certificates for DCUs;
 - Inspection reports for RPE;
 - Thorough examination and test certificates for plant etc;
 - Daily records of checks on the enclosure, DCU and air extraction;
 - Smoke test certificate.

Further details are given at paragraph 3:45 of HSE publication HSG247, '*Asbestos: The Licensed Contractors' Guide.*'

3. Where possible, the original documents should be available although it is appreciated that this may not be practicable. Copy documents should be authenticated in some way e.g. signed by a senior manager to confirm their authenticity in order to avoid forgery. It may be appropriate for some documents to be held on site in an electronic form.
4. On occasion forged documentation, specifically training, medical and face-fit certificates, has been discovered. HSE's view is that reliable management control is more easily achieved when staff are directly and permanently employed. In these circumstances, licence holders will have direct responsibility for organising their

employees training, medical and face-fit certificates. Regardless of what employment route they chose to take, licence holders should be aware that new employees, as well as agency staff and those who are deemed 'self-employed' for tax purposes etc, are likely to require both a higher degree of supervision and pre-employment competency checks as well as greater vigilance to verify documentation provided. Licence holders are reminded that it is their responsibility to ensure that appropriate checks are carried out to ensure that this documentation is genuine.

5. Detailed below are some reasonable steps that licence holders may take to check that certification provided 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.
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
July 2012