FacilityOptix
FACILITIES MANAGEMENT

Asbestos register and management plan

A register in a drawer is not a management plan. The person who needs it is drilling a wall on Saturday.

Record no-access areas as presumed rather than leaving them blank — a survey that could not get into a riser has found nothing out, not found nothing. Surveying, sampling and assessing asbestos is competent and sometimes licensed work; this records decisions somebody qualified has already made.

BUILDING	ADDRESS	DUTY HOLDER
PLAN PREPARED BY	DATE	REVISION

SURVEYS RELIED ON

Survey type	
Surveyor and organisation	
Date of survey	
Areas covered	
Areas NOT covered, and why	
Report reference, and where it is held	

MATERIALS IDENTIFIED OR PRESUMED

Location — material type — extent — condition — confirmed or presumed.

Location — material — extent — condition — confirmed / presumed	
Location — material — extent — condition — confirmed / presumed	
Location — material — extent — condition — confirmed / presumed	
Location — material — extent — condition — confirmed / presumed	
Location — material — extent — condition — confirmed / presumed	
Location — material — extent — condition — confirmed / presumed	
Location — material — extent — condition — confirmed / presumed	
Location — material — extent — condition — confirmed / presumed	

MANAGEMENT DECISION FOR EACH

One row per material above.

	MANAGE IN PLACE	ENCAPSULATE	REMOVE
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

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	MANAGE IN PLACE	ENCAPSULATE	REMOVE
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

MONITORING

What makes managing in place legitimate is that somebody is looking at it on a known basis and recording what they see.

Who inspects

Frequency, as this plan sets it

Location — date inspected — condition found — by whom

Location — date inspected — condition found — by whom

Location — date inspected — condition found — by whom

Location — date inspected — condition found — by whom

Next inspection due

WHO HAS BEEN GIVEN THIS REGISTER

The duty is to make the information available to anybody liable to disturb the fabric. 'Available if they had asked' is not that.

	ISSUED	DATE
Maintenance contractors	☐	☐
Mechanical and electrical engineers	☐	☐
Cleaning contractors	☐	☐
IT and cabling contractors	☐	☐
Fire alarm and security engineers	☐	☐
Tenants and occupiers	☐	☐
Anybody attending out of hours	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

BEFORE ANY WORK THAT COULD DISTURB THE FABRIC

Check this register for the exact location of the work.

Where the material is presumed rather than confirmed, treat it as containing asbestos until proven otherwise.

Issue the relevant part of this register to whoever is doing the work, and record that you did.

Do not start work that could disturb a listed material without the arrangements this plan requires.

If something unexpected is found, stop work immediately, leave the area, prevent access and report it.

IF SOMETHING UNEXPECTED IS FOUND

Who to tell, and how

Who makes the decision on next steps

Out-of-hours contact

Licensed contractor used by this organisation

PLAN CONTROL

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PREPARED BY	DATE
DUTY HOLDER SIGNATURE	DATE
NEXT REVIEW	SUPERSEDES REVISION

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