LICENSED CONTRACTOR'S HANDOVER FORM FOR ANALYST
Operational from 14 February 2018

This document explains that the Licensed Contractor should ensure that the asbestos enclosure or work area has been thoroughly cleaned by the contractor and that a thorough visual inspection has been completed by the contractor.

The licensed contractor should complete a "Handover Form" which should be given to the Analyst before the 4-stage clearance starts. The Analyst should not start the clearance until the Handover Form has been received and is satisfactory. The Analyst should sign and date the form.

Cleaning the enclosure is licensed work. It must not be carried out by the Analyst.

After licensed asbestos removal work, there is a legal requirement for the premises to be thoroughly cleaned (Control of Asbestos Regulations 2012, Regulation 17). This cleaning is the legal responsibility of the licensed contractor.

After cleaning has been completed, the licensed contractor (for example the supervisor) should carry out a thorough visual inspection of the enclosure (including airlock and baglock)(or work area in the absence of an enclosure) in preparation for the "handover" of the site to the Analyst for the independent 4-stage clearance procedure.

This visual examination by the supervisor should be sufficiently thorough to ensure that the cleaning has been completed to a satisfactory visual standard (ie there should be no visible dust or debris).

The licensed contractor should complete the "handover" document (including the signed declaration) to confirm the satisfactory completion of this process. The document should be presented to the Analyst. The Handover Form to be used is attached.

The Analyst should not start the independent clearance until the handover document has been received and is satisfactory. The Analyst should sign and date the form.

In summary, the contractor should not arrange for the 4-stage clearance procedure to start until satisfied that:

- All the asbestos has been removed as detailed in the POW;
- The area inside the enclosure and airlocks is both clean and dry and has already passed their own thorough visual inspection;
- A Handover Form has been prepared for the Analyst;
- Sealant has not been applied.

<u>Asbestos Enclosure Handover Form</u> Licensed Contractor's Thorough Visual Inspection Form (to be passed to Analyst before 4-stage clearance starts) Copy to be retained by Licensed Contractor	
Objective: To provide confirmation that the licensed contractor has carried out the thorough visual inspection of the Enclosure (or Work Area) and that the area is clear of visible debris and dust	
Licensed Contractor: **Address:** **Removal Site Address:**	
Size of enclosure? (see POW) (LxWxH (metres))	
	Yes (Tick to confirm (where appropriate))
Has full access of the site been obtained?	
Has a new pre-filter been installed in the NPU(s)?	
Have all ACM removal locations been checked and certified as free from asbestos?	
Have all floor surfaces/walls/items been inspected and confirmed as visually clean?	
Have all ledges, sills, higher level surfaces (including voids where appropriate) been inspected and confirmed as visually clean?	
Have all cables, wiring, piping, ducting etc been checked and confirmed as visually clean?	
Have all items or equipment brought into or remaining in the enclosure for the clearance procedure (including scaffolding and large waste items) been checked and confirmed as visually clean?	
How long did the supervisor's visual inspection take? Start Time: Finish Time: Total time: Hours/minutes	
I certify that I have carried out a thorough visual inspection of the enclosure/work area and can confirm that the area is visually clean and ready to be made available to the Analyst for the independent 4-stage clearance	Supervisor's signature, date and time
Form to be handed to Analyst before 4-stage clearance starts	Analyst's signature, date and time