

Asbestos management plan and register

For dutyholders of non-domestic premises and common parts of domestic premises

1. Premises and survey

Premises name and address

Dutyholder (organisation)

Survey type (management / refurbishment and demolition)

Surveyor and survey date

Survey report reference

Date of this plan

2. Who is responsible

HSE says the plan should say who is responsible for managing asbestos, including deputies, and who is responsible for each part of the plan.

Role	Name	Contact	Responsible for

3. Site plan

Where is the site plan showing ACMs and areas not inspected kept? (attach a copy)

4. Monitoring schedule

How often you will check the condition of each ACM, and who does it.

ACM ref	Location	Check frequency	Next check due	Checked by

5. Sharing the register

How the register and plan are shared with workers and contractors before they work on the building fabric (e.g. shown at sign-in, sent with requests for quotes)

6. Asbestos register

All known and presumed ACMs, the type, amount and condition, the dates of the original and last inspection, the material and priority assessment, and the action decided.

Ref	Location	Material / product	Extent	Condition and date last inspected	Material score	Priority score	Action and due date	Done (date)

Areas not inspected (presumed to contain asbestos until inspected)

7. Control arrangements

How you make sure ACMs are not disturbed (e.g. permit-to-work for work on the building fabric, labelling, restricted access, briefing contractors)

8. Emergency procedures

What happens if ACMs are disturbed by accident: who stops work and keeps people out of the area, who is contacted, how the area is assessed and cleaned up

Information given to the emergency services about the location and condition of known ACMs

9. Review log

HSE says to review the plan at least every 12 months, and whenever work affects ACMs, when staff with management responsibilities change, after ACMs are disturbed by accident, and after scheduled condition checks.

Date	Reason for review	Changes made	Reviewed by