

Company Name	Application Reference Number (office use only)

When emailing any relevant documents to demonstrate an answer, please send them to:

asbestos@gov.im

The email subject line **must** be completed using the following format:

Asb App followed by the name of your company

Example:

Subject: **Asb App ABC Removals Ltd**

Please ensure that all attached documents/files are clearly named, and that the section or page(s) you are referring to as part of your answer is/are clearly identified in your answer for that particular question. **Lengthy documents that are not clearly referenced in your answer will take more time to assess and your application may be delayed.** It is a requirement that you clearly identify the relevant section or page(s) to us.

In the event that you do not wish to submit any documents for any section, please insert "N/A" in the first cell of column 1 in the table for that section.

Section 1(a): Director / Relevant Person Details (attending assessment meeting)

Person 1

1. Title (e.g. Mr, Ms)	
2. Forename	
3. Family Name	
4. Phone Number	
5. Mobile Number	
6. Email Address	
7. Position Held and Company Name	
8. Describe your experience of working with asbestos	
<p>Tell us where you have worked, your roles, responsibilities and experience. If you have a CV (or other relevant document(s)), you can email us this. Otherwise, please answer in the box above.</p>	

Person 2

1. Title (e.g. Mr, Ms)	
2. Forename	
3. Family Name	
4. Phone Number	
5. Mobile Number	
6. Email Address	
7. Position Held and Company Name	
8. Describe your experience of working with asbestos	
<p>Tell us where you have worked, your roles, responsibilities and experience. If you have a CV (or other relevant document(s)), you can email us this as per above. Otherwise, please answer in the box above.</p>	

Section 1(b): Director / Relevant Person Details (not attending assessment meeting)

Person 1

1. Title (e.g. Mr, Ms)	
2. Forename	
3. Family Name	
4. Phone Number	
5. Mobile Number	
6. Email Address	
7. Position Held and Company Name	

Person 2

1. Title (e.g. Mr, Ms)	
2. Forename	
3. Family Name	
4. Phone Number	
5. Mobile Number	
6. Email Address	
7. Position Held and Company Name	

Section 2: Assessment topic – Organisation Structure and Roles

Organisation structure and roles

1. Describe and evidence the personnel structure of the asbestos operations within your organisation (please provide a diagram / chart of your organisational structure to assist with your answer).
2. Describe all individual roles and responsibilities of staff working in the asbestos operations within your organisation.
3. Tell us about anything that has changed since you were last assessed.
4. Demonstrate how you have successfully addressed any issues that arose out of a previous inspection / assessment.

Tell us about your organisation structure and roles

Choose how to tell us:

1. Tell us on this application form and
2. Email us relevant documents that demonstrate this

Your answer:

Please list all of the documents you have submitted for this assessment topic in the table immediately below. **Lengthy documents that are not clearly referenced in your answer will take more time to assess and your application may be delayed.** It is a requirement that you clearly identify the relevant section or page(s) to us.

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Section 3: Assessment topic – Legislative Understanding / Removal, Repair and Encapsulation Techniques

Not all questions in Sections 3 to 8 (inclusive) will be applicable to all licence holders particularly those whose operations are limited to, for example, scaffolding or equipment maintenance.

Legislative Understanding / Removal, Repair and Encapsulation Techniques - Applicants should be able to demonstrate excellent standards of working with asbestos. Applicants who cannot display satisfactory knowledge in the following areas may be refused a licence.

Legislative understanding of directors and relevant person(s):

1. Describe your legal duties when undertaking licensed work with asbestos.
2. What literature do you possess to support your understanding?

Understanding of controlled asbestos removal, repair and encapsulation techniques:

3. What is your knowledge and understanding of asbestos removal techniques?
4. Provide evidence of how they reflect Chapter 7 of the UK's Licensed Contractors Guide.
5. How do you ensure that appropriate techniques are chosen?
6. Describe and evidence your understanding of enclosure ventilation and calculations.

7. Tell us about anything that has changed since you were last assessed.
8. Demonstrate how you have successfully addressed any issues that arose out of a previous inspection / assessment.

Tell us about your Legislative Understanding / Removal, Repair and Encapsulation Techniques

Choose how to tell us:

1. Tell us on this application form and
2. Email us relevant documents that demonstrate this

Your answer:

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Section 4: Assessment topic – Plans of Work

<p>Plans of work</p> <ol style="list-style-type: none"> 1. What is your procedure for preparing plans of work? 2. Who prepares plans of work? 3. How do you ensure that plans of work are checked for quality / suitability? 4. Send two plans of work covering a range of removal work that you have carried out in the current or last licence term. Please ensure that the two submitted plans describe different removal methods where possible. Please ensure that these correspond to the site files required in section 5. 5. Tell us about anything that has changed since you were last assessed. 6. Demonstrate how you have successfully addressed any issues that arose out of a previous inspection / assessment.
<p>Tell us about your <i>Plans of Work</i> Choose how to tell us:</p> <ol style="list-style-type: none"> 1. Tell us on this application form and 2. Email us relevant documents that demonstrate this
<p>Your answer:</p>
<p>Please list all of the documents you have submitted for this assessment topic in the table immediately below. <u>Lengthy documents that are not clearly referenced in your answer will take more time to assess and your application may be delayed.</u> It is a requirement that you clearly identify the relevant section or page(s) to us.</p>

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**Section 5: Assessment topic – Site Checks and Equipment Maintenance
/ Understanding of Decontamination**

Site Checks and Equipment Maintenance / Understanding of Decontamination - Applicants should be able to demonstrate excellent standards of working with asbestos. Applicants who cannot display satisfactory knowledge in the following areas may be refused a licence.

Site checks and equipment maintenance:

1. What daily checks do you undertake?
2. What is included in the checks (for example, inspections of enclosures, air locks, smoke tests, DCUs, NPUs, vacuum cleaners)?
3. Provide evidence that you routinely obtain copies of clearance certificates.
4. Describe and evidence how the following are clearly identifiable and subject to thorough examination and maintenance:
 - DCUs
 - air extraction equipment
 - H-vacs
5. Provide two entire site files that correspond to the two plans of work required in Section 4 above.

Understanding of Decontamination

6. Describe and evidence your competence in and knowledge of the decontamination process. Describe the transit procedure.
7. How do you avoid the need for transit to the DCU wherever possible?
8. Tell us about anything that has changed since you were last assessed.
9. Demonstrate how you have successfully addressed any issues that arose out of a previous inspection / assessment

Tell us about your Site Checks and Equipment Maintenance / Understanding of Decontamination

Choose how to tell us:

1. Tell us on this application form and
2. Email us relevant documents that demonstrate this

Your answer:

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Section 6: Assessment topic – Site Cleaning and Preparation for Reoccupation / Disposal of Asbestos Waste

Site Cleaning and Preparation for Reoccupation / Disposal of Asbestos Waste - Applicants should be able to demonstrate excellent standards of working with asbestos. Applicants who cannot display satisfactory knowledge in the following areas may be refused a licence.

Site cleaning and preparation for reoccupation:

1. Describe and evidence your knowledge and competence of correct cleaning methods.
2. Demonstrate how you carry out a thorough visual inspection at the end of the job.
3. How do you deal with the 4-stage clearance procedure?
4. The analyst should be employed by the building owner or occupier: How do you ensure adequate co-operation with the analyst?

Disposal of asbestos waste:

5. What is your knowledge of packaging, labelling, storing and transferring waste?
6. Tell us about anything that has changed since you were last assessed.
7. Demonstrate how you have successfully addressed any issues that arose out of a previous inspection / assessment.

Tell us about your *Site Cleaning and Preparation for Reoccupation / Disposal of Asbestos Waste*

Choose how to tell us:

1. Tell us on this application form and
2. Email us relevant documents that demonstrate this

Your answer:

Please list all of the documents you have submitted for this assessment topic in the table immediately below.

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Section 7: Assessment topic – RPE and PPE Knowledge / Air Monitoring and Exposure Records

RPE and PPE Knowledge / Air Monitoring and Exposure Records - Applicants should be able to demonstrate excellent standards of working with asbestos. Applicants who cannot display satisfactory knowledge in the following areas may be refused a licence.

RPE and PPE knowledge:

1. What RPE and PPE equipment do you provide for workers?
2. How do you select it?
3. What are your arrangements to ensure (a) that face fits are carried out, (b) daily pre-use checks are undertaken and (c) the equipment is regularly maintained by competent staff?
4. What are your laundry arrangements?
5. Where employees provide their own equipment, how do you ensure it is fit for purpose prior to any work being undertaken?
6. How do you ensure face fit testing for respirators is adequate and the tester is competent? If applicable, provide evidence of accreditation to support your answer.
7. What are your RPE/PPE/face fit testing arrangements for temporary workers?

Air monitoring / exposure records (monitoring strategy, review control measures, action future risk, personal monitoring):

8. Are air monitoring and personal monitoring carried out?
9. What is your air and personal monitoring strategy?
10. What sampling periods are you achieving in your personal monitoring?
11. How do you ensure that personal monitoring is representative of the range of jobs and work methods being used? Is it used to establish exposure records?
12. How is the information from air and personal monitoring used?
13. How do you make arrangements or discuss with the analyst what air monitoring will be carried out?

14. Tell us about anything that has changed since you were last assessed.
15. Demonstrate how you have successfully addressed any issues that arose out of a previous inspection / assessment.

Tell us about your RPE and PPE Knowledge / Air Monitoring and Exposure Records

Choose how to tell us:

1. Tell us on this application form and
2. Email us relevant documents that demonstrate this

Your answer:

Please list all of the documents you have submitted for this assessment topic in the table immediately below.

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Section 8: Assessment topic – Health Records and Medical Surveillance

Health Records and Medical Surveillance - Applicants should be able to demonstrate excellent standards of working with asbestos. Applicants who cannot display satisfactory knowledge in the following areas may be refused a licence.

Health records and medical surveillance:

1. What is your system to ensure repeat medical examinations at appropriate intervals?
2. Describe and evidence your arrangements for secure 40-year storage of health records.
3. If you use temporary workers, how are their health records and medical certificates managed?
4. Do you have an occupational health programme for workers in addition to the asbestos medicals?

Please do not send in medical records unless specifically asked

5. Tell us about anything that has changed since you were last assessed.
6. Demonstrate how you have successfully addressed any issues that arose out of a previous inspection / assessment.

Tell us about your *Health Records and Medical Surveillance*

Choose how to tell us:

1. Tell us on this application form and
2. Email us relevant documents that demonstrate this

Your answer:

Please list all of the documents you have submitted for this assessment topic in the table immediately below.

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Section 9: Assessment topic – Leadership

Evidence of leadership - includes the company culture, the visibility and influence of senior managers, their attitudes and behaviours, and how this reflects in business performance

1. How do you provide leadership from the top of the organisation?
2. How do you show commitment to health and safety at work?
3. How do you find out/keep yourself current about emerging health and safety issues?
4. What do you see as the top health and safety risks in your business?
5. How do you set examples of excellent working standards to the rest of your business?
6. Describe the status in your business of health and safety versus production, costs etc.
7. How do you recognise and address the health and safety implications of your business decisions?
8. How do you demonstrate that Health and Safety is a priority?
9. What you do on site to promote Health and Safety?
10. How do you communicate health and safety matters around your organisation? How is this visible in the workplace?

11. Tell us about anything that has changed since you were last assessed.
12. Demonstrate how you have successfully addressed any issues that arose out of a previous inspection / assessment

Tell us about your *leadership*

Choose how to tell us:

1. Tell us on this application form and
2. Email us relevant documents that demonstrate this

Your answer:

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Section 10: Assessment topic – Management

Evidence of Management - is the process side of running the business, with a sensible and proportionate approach to risk management – in short a balanced approach

1. What process/management arrangements are in place to help you effectively run your business?
2. Who are the key managers and what are their responsibilities? Where are their responsibilities recorded?
3. How are health and safety issues integrated into business planning processes?
4. From where / who do senior managers access competent advice?
5. How is health and safety information communicated by managers?
6. What systems are in place to assess and manage risk?
7. How are people managed on site?
8. How do managers manage poor performance?
9. Name your key person for H&S.
10. Who sets the company's H&S policy?
11. Who sets the standards for working with asbestos?
12. How do you ensure that these standards are being followed on site?

13. Tell us about anything that has changed since you were last assessed.
14. Demonstrate how you have successfully addressed any issues that arose out of a previous inspection / assessment.

Tell us about your management

Choose how to tell us:

1. Tell us on this application form and
2. Email us relevant documents that demonstrate this

Your answer:

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Section 11: Assessment topic – Training and Competence

Evidence of Training and Competence - through all levels of the workforce. Competency is the ability to undertake responsibilities and perform activities to a recognised standard on a regular basis. It combines practical and thinking skills, knowledge and experience

1. How do you organise training?
2. How do you assess competence?
3. How do you conduct and record training needs analyses (TNAs)?
4. How do you review training records and keep them up-to-date?
5. Do you include all levels within the organisation in training and assessing competence?
6. How do you deal with non-asbestos training needs and competence issues?
7. Do you use temporary workers and, if so, how is this managed?

8. Tell us about anything that has changed since you were last assessed.
9. Demonstrate how you have successfully addressed any issues that arose out of a previous inspection / assessment.

Tell us about your *training and competence*

Choose how to tell us:

1. Tell us on this application form and
2. Email us relevant documents that demonstrate this

Your answer:

Please list all of the documents you have submitted for this assessment topic in the table immediately below.

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Section 12: Assessment topic – Measuring Performance and Reviewing Arrangements

Evidence of Training and Competence - through all levels of the workforce. Competency is the ability to undertake responsibilities and perform activities to a recognised standard on a regular basis. It combines practical and thinking skills, knowledge and experience.

1. How do you measure the performance of your business when working with asbestos?
2. If you carry out formal audits (internal or external/independent), how often are these done?
3. How do you audit your own work internally?
4. Do you have an audit strategy, and if so, please describe it.
5. What other measures do you use to measure performance (such as TNAs through site observation, site inspections, other structured site visits, director's tours, Key Performance Indicators, audits of procedures and records, personal and background monitoring, appraisals)?
6. What do you do with audit results and other forms of feedback?
7. How do you review your performance and develop action plans?
8. How do you find out about health and safety incidents that have happened within your business?
9. Tell us about anything that has changed since you were last assessed.
10. Demonstrate how you have successfully addressed any issues that arose out of a previous inspection / assessment.

Tell us about your *training and competence*

Choose how to tell us:

1. Tell us on this application form and
2. Email us relevant documents that demonstrate this

Your answer:

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Section 13: Assessment topic – Worker Involvement

Worker Involvement - full participation of the workforce in managing health and safety
<ol style="list-style-type: none">1. How do you consult and involve employees or their representatives in H&S matters?2. How effective are those mechanisms in relation to organisation size, structure, or rate of workplace change?3. Do you record meetings where H&S is discussed, and do you cascade the information and actions to the workforce afterwards?4. Thinking specifically about your asbestos operatives, how do you ensure that their views are taken into account?5. What arrangements have you made to facilitate this?6. Can you give an example where you have recently taken forward a health and safety related suggestion from your asbestos workforce? 7. Tell us about anything that has changed since you were last assessed.8. Demonstrate how you have successfully addressed any issues that arose out of a previous inspection / assessment.
Tell us about your <u>worker involvement</u> Choose how to tell us: <ol style="list-style-type: none">1. Tell us on this application form and2. Email us relevant documents that demonstrate this
Your answer:

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Section 14. Declaration

- As a person named in Section 1, I am responsible within the organisation for asbestos operations.
- I have the appropriate authority within the organisation to represent and bind the company.
- It is intended that the organisation will carry out licensable asbestos work.
- I declare that I have checked the answers given in the application and, to the best of my knowledge, they are correct.
- I am aware that it is an offence under Section 33(1)(k) of the Health and Safety at Work etc. Act 1974 (as applied to the island) to make a false declaration, and may result in an asbestos licence being revoked and further action being taken.

Name	
Position in Company	
Date	

Signature: