
**VOLUME 0 INTRODUCTION
AND GENERAL
REQUIREMENTS**

SECTION 2 GENERAL GUIDANCE

PART 4

GD 5/16

**ASBESTOS MANAGEMENT IN TRUNK
ROAD ASSETS**

SUMMARY

This document provides the systems and procedures to be adopted for managing Asbestos Containing Materials in Motorway and Trunk Road Assets to comply with Control of Asbestos Regulations.

INSTRUCTIONS FOR USE

1. Insert GD 05/16 into Volume 0, Section 2.
2. Please archive this sheet as appropriate.

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HIGHWAYS ENGLAND

GD 5/16
Volume 0, Section 2
Part 4



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Welsh Government

**LLYWODRAETH CYMRU
WELSH GOVERNMENT**



**DEPARTMENT FOR INFRASTRUCTURE
NORTHERN IRELAND**

Asbestos Management in Trunk Road Assets

Summary: This document provides the systems and procedures to be adopted for managing Asbestos Containing Materials in trunk road Asset to comply with Control of Asbestos Regulations.

WITHDRAWN

REGISTRATION OF AMENDMENTS

Amend No	Page No	Signature & Date of incorporation of amendments	Amend No	Page No	Signature & Date of incorporation of amendments

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WITHDRAWN

1. INTRODUCTION

Background

- 1.1 The Control of Asbestos Regulations 2012 (CAR 12) made under Section 15 of the Health and Safety at Work etc. Act 1974, and in particular Regulation 4 (the duty to manage asbestos) applies to all non-domestic premises. HSG 264 (Asbestos – The Survey Guide) provides guidance on the identification and management of asbestos in non-domestic premises. Although CAR 12 applies to all highway assets, neither the regulations nor the guidance make any specific reference to these. GD5 contains requirements and advice on the application of Regulation 4 to all highway assets. This is the first issue of GD5 and it replaces the previous requirements and advice given in IAN 63/05 Rev 3.
- 1.2 In the UK CAR 12 came into force on 6 April 2012. Its predecessor, The Control of Asbestos Regulations 2006, brought together three sets of previous regulations covering the prohibition of Asbestos, the control of Asbestos at work and the Asbestos licensing regulations. It also stipulated mandatory training on working with Asbestos for those liable to be exposed to Asbestos fibres at work.
- 1.3 Asbestos Containing Materials (ACMs) are known to exist within the highway boundary, in roads, drainage, structures, associated buildings and other Asset. Road tunnels, depots and toilet blocks are considered to pose the highest risk for highway works. ACMs only pose a risk to health if the material is disturbed and the fibres become airborne and can then be inhaled. For further details of areas of known ACMs refer to the GAMP (held separately) Section 3.

Scope and Purpose

- 1.4 GD5 contains requirements and advice for the Overseeing Organisation to comply with the duties imposed upon it by CAR 12 in particular Regulation 4 – the duty to manage asbestos in non-domestic premises. HSG 264 (Asbestos – The Survey Guide) published by the Health and Safety Executive provides guidance to persons in control of premises on how to comply with Regulation 4 and is referred to throughout this (GD5) document.
- 1.5 This document applies to all Motorways and Trunk road Assets in England, Scotland and Wales. In the case of Northern Ireland, all the Road Assets managed by the Department for Infrastructure, Northern Ireland are also covered by this document.
- 1.6 The purpose of this document is to provide requirements and advice for Service Providers to enable them to assist the Overseeing Organisations to carry out their duties as trunk road Asset Owners in accordance with CAR.

Definitions, Acronyms and Abbreviations

- 1.7 The following abbreviations are used in this document.

AAMP	Area Asbestos Management Plan
AAP	Asbestos Action Plan
ABB	Asbestos Bulletin Board
ACM	Asbestos Containing Material
AO	Asset Owner
ASC	Asset Support Contractor
CAR	Control of Asbestos Regulations

CDM	Construction, Design and Management Regulations
COSHH	Control Of Substances Hazardous to Health
CPO	Compulsory Purchase Order
ECI	Early Contractor Involvement
DBFO	Design, Build, Finance & Operate
GAMP	General Asbestos Management Plan
GD	General Design Standard
HAPMS	Highways England Pavement Management System
HSG 264	Health and Safety Guidance on surveys
HSE	Health and Safety Executive
IAN	Interim Advice Note
IAM IS	Integrated Asset Management Information System
MAC	Managing Agent Contractor
MPD	Major Projects Directorate
NDD	Network Delivery and Development Directorate
PCF	Project Control Framework
PFI	Private Finance Initiative
SAMP	Scheme Asbestos Management Plan
SDTL	Service Delivery Team leader
SMIS	Structures Management Information System
TCC	Traffic Control Centre
TechMAC	Technology Managing Agent Contractor
TNAMP	Technology National Asbestos Management Plan
TPMS	Technology Performance Management System
TTD	Traffic Technology Division
UKAS	United Kingdom Accreditation Service
WG	Welsh Government

Mutual Recognition

- 1.8 Where there is a requirement in this document for compliance with any part of a “British Standard”, technical specification or quality mark, that requirement may be met by compliance with the mutual recognition clause in GD01.

Implementation

- 1.9 These requirements shall be used forthwith on all projects for the assessment, design, construction, operation, management, maintenance, refurbishment and demolition of motorways and trunk roads in England, Scotland, Wales, and the road assets managed by the Department for Infrastructure, Northern Ireland. If procurement of works has reached a stage where in the opinion of the Overseeing Organisation, its use would result in significant additional expense or delay making it not possible, such decision must be recorded in accordance with the procedure required by the Overseeing Organisation.

Application in Devolved Administrations

- 1.10 Specific requirements of the Devolved Administrations in Scotland, Wales and Northern Ireland are presented in the following Annexes of this document:

ANNEX B: TRANSPORT SCOTLAND

ANNEX C: WELSH GOVERNMENT

ANNEX D: DEPARTMENT FOR INFRASTRUCTURE, NORTHERN IRELAND

Assumptions made in the Preparation of the Document

- 1.11 This document has been prepared by reference to The Control of Asbestos Regulations 2012 Approved code of Practice number L143 (Second Edition) and HSG 264 Asbestos – the Survey Guide, both published by the Health and Safety Executive.

Feedback and Enquiries

- 1.12 Users of this document are encouraged to raise any enquiries and/or provide feedback on its content and usage. The email address for all enquiries and feedback is:
DMRB_Enquiries@highwaysengland.co.uk

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2. GENERAL REQUIREMENTS

Introduction

- 2.1 CAR Regulation 4 places a duty on those persons (the dutyholder) who have responsibility for maintenance or repair, to ensure that a suitable and sufficient assessment is carried out as to whether ACMs are likely to be present in their premises. A written plan must then be prepared detailing the controls required to effectively manage any risk from ACMs and that must be available to all who may come to the premises. Premises are defined as “Assets” for the purposes of this document.

Roles and Responsibilities

Asset Owner

- 2.2 The term “Asset Owner” (AO) in this document refers to the Overseeing Organisation.

Dutyholder

The term “dutyholder” is used in this document as defined in CAR¹² Regulation 4. In the context of the Trunk Road Network, AOs carry responsibility of the dutyholder. This document contains requirements and advice for Service Providers to safely carry out tasks that would otherwise fall under responsibility of dutyholder.

- 2.3 This document establishes the processes and procedures that enable AOs to:
- take reasonable steps to find ACMs in their Assets,
 - presume materials contain Asbestos, unless proven otherwise,
 - make written records of location and condition of ACMs,
 - manage the risks by removing such items safely or by keeping records up to date and accessible to all parties potentially at risk, and
 - remove Asbestos before any major works begin in cases of final demolition or major refurbishment unless such works cause greater risk.
- 2.4 In pursuance of these requirements, Asbestos Management Plans (AMP) must be prepared by the Service Provider as the dutyholder. These must define the proposed programme for Asbestos surveys for the Assets so far not inspected and assessed. Following the surveys, Asbestos Action Plans (AAPs) must be prepared to assess risks and define the controls planned for managing any health risk from any known ACMs and these must be used in all maintenance, refurbishment or demolition projects. AO will review, monitor and audit the process in line with the level of risk posed by ACMs in their Assets and will take steps to ensure the knowledge is stored and transferred to the other parties working on, or occupying, the Assets.
- 2.5 Where the network is controlled under a Private Finance Initiative (PFI), Operating Company (OC), Public Private Partnership (PPP) or Design, Build, Finance Operators (DBFO), it is their responsibility to fulfil the requirements of CAR as ‘the dutyholder’.

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3. ASBESTOS SURVEYS

Introduction

- 3.1 The HSE guidance on Asbestos surveys is available in 'HSG 264 Asbestos': The survey guide. It has implications for both those undertaking Asbestos surveys and for dutyholders.
- 3.2 HSG 264 emphasises the need to plan surveys effectively and provide information to those who are undertaking the survey works. The Asbestos surveying and laboratory testing organisations shall be accredited to ISO 17020 and 17025 respectively (UKAS or other). Accordingly, prior to commissioning the survey, the dutyholder must check the competency of the surveyor/laboratory. HSG 264 describes the two types of survey – Management Survey and Refurbishment and Demolition Survey.
- 3.3 CAR Regulation 8 provides for the licensing of work with Asbestos and that includes Asbestos surveys. In the case of hidden Assets, for example drainage pipework must be presumed to contain Asbestos unless there is definite evidence to the contrary.
- 3.4 All Asbestos survey activities should take maximum advantage of planned traffic management activities required for other works such as geotechnical investigations, routine maintenance, bridge inspections and other work streams.
- 3.5 The Asbestos (Prohibitions) (Amendment) Regulations 1999 imposed a ban on the importation, supply and use of any ACMs in the UK. These Regulations came in to force in November 1999.

Management Survey

- 3.6 The purpose of a Management Survey is to locate and assess the condition of (so far as is reasonably practicable), any suspect Asbestos Containing Materials (ACMs) which could be damaged or disturbed during normal use including during foreseeable maintenance and improvement activity of the asset.
- 3.7 A management survey shall be carried out to comply with HSG 264 on all assets prior to any emergency maintenance, foreseeable maintenance or improvement works. Guidance on completing the management survey is given in HSG 264 – Types of Survey. It is anticipated that for the majority of highway Assets, a Management Survey will be undertaken. The AO may decide to undertake further sampling to ascertain whether any materials are suspected to contain Asbestos on the advice of the surveying organisation.

Refurbishment and Demolition Survey

- 3.8 A Refurbishment and Demolition Survey shall be carried out to comply with HSG 264 before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, so far as is reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole Asset if demolition is planned. Guidance for completing the refurbishment and demolition survey is given in HSG 264 – Types of Survey.

Asbestos Survey Reports

- 3.9 Those commissioning a survey shall ensure that the specification is adequate and agreed in full with the surveyor including access to all areas of the asset (including areas at height and within structures). Guidance for completing the survey report is given in HSG 264 – Survey Reports.
- 3.10 Asbestos survey reports for assets will be in the format given at Annex A4 – Asbestos Action Plans (AAP).

Records – AAP database upload requirements

- 3.11 In accordance with CAR, survey reports must be accessible so that stakeholders minimise the health risk from exposure to Asbestos fibres. Such information must be kept up to date and held as a readily accessible record for the period defined in the records retention schedule for the organisation concerned. Databases should be used for ease of access, and information should be uploaded as soon as possible once it becomes available, particularly where an ACM is known or presumed present.

WITHDRAWN

4. REFERENCES

4.1 Legislation and Guidance Documents:

- Statutory Instrument 2012/632: The Control of Asbestos Regulations 2012 or the most recent amendment of same.
- Statutory Instrument 2015/51: The Construction (Design and Management) Regulations 2015.
- Work with materials containing Asbestos. Control of Asbestos Regulations 2012. Approved Code of Practice and guidance. (L143)
- Managing health and safety in construction: Construction (Design and Management) Regulations 2015 Approved Code of Practice. (L153)
- Asbestos: The survey guide. (HSG 264)
- Asbestos Essentials HSE task sheet 'a0' Advice on non-licensed work with asbestos.

Latest versions of HSE documents are available at the HSE website www.hse.gov.uk.

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5. ENQUIRIES

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ANNEX A – SPECIAL ASPECTS AND REQUIREMENTS OF HIGHWAYS ENGLAND

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WITTHDRAWN

A1.1 INTRODUCTION

- A1.1.1 The Highways England strategy for Asbestos management is defined within the Highways England General Asbestos Management Plan (GAMP) (available separately). The GAMP sets out how Highways England will meet its obligations to comply with its duty to manage asbestos on the strategic network in accordance with CAR 2012. For further information refer to section 1 of the GAMP. A copy of the GAMP is available on the “Further Technical Information” page at www.standardsforhighways.co.uk. The Highways England GAMP is based on agreements reached with the Health and Safety Executive (HSE) to cover all highway network Assets with Asbestos Action Plans (AAPs – see generic template within Annex A4) within a 20 year timescale from April 2005. This Advice supports the GAMP by setting out the duties and actions needed for compliance with the “duty to manage” as defined by Regulation 4 of CAR.
- A1.1.2 Highways England Service Providers and Major Projects Providers are responsible for delivering the actions for Highways England to meet its responsibilities. Where the Highways England network is controlled under a Private Finance Initiative (PFI), Design, Build, Finance and Operate Company (DBFO), or Private Project Provider (PPP) the dutyholder is that Company or Organization and it is their responsibility to fulfil obligations of the dutyholder.
- A1.1.3 As an Asset owner, Highways England will audit and monitor Highways England Service Providers’ and Major Project Providers’ compliance with the Highways England policy.
- A1.1.4 The Highways England asbestos management strategy complements existing requirements under the Construction (Design and Management) Regulations (CDM) 2015. It will form the basis for ensuring asbestos issues are included with Pre-Construction Information and Health and Safety File, and assessments as required by the Control of Substances Hazardous to Health Regulations (COSHH) 1992, as detailed in the appropriate Highways England standards and HSG 264.

A1.2 THE DOCUMENTS FOR FURTHER READING

- Interim Advice Note 105/08: Implementation of Construction (Design and Management) 2007 and the withdrawal of SD 10/05 and SD 11/05.
- BD 62/07: Design Manual for Roads and Bridges Volume 3, Section 2, Part 1: As built, Operational and Maintenance records for Highway Structures.”
- See www.standardsforhighways.co.uk for access to Interim Advice Notes, the Design Manual for Roads and Bridges and the Manual of Contract Documents for Highway Works.
- Highways England Strategic Network General Asbestos Management Plan (GAMP) is available on the “Further Technical Information” page at www.standardsforhighways.co.uk

A1.3 DOCUMENTATION OVERVIEW AND DEFINITIONS

- A1.3.1 This document contains processes, procedures, flow charts and information to address elements of the GAMP.
- A1.3.2 Definitions:

- Premises – Highways England interpret the term ‘premises’ in CAR to mean all strategic network road Assets and associated infrastructure within and outside the highway boundary where the Provider is responsible for maintenance or design work on these Assets as part of the contract Highways England holds with the Service Provider organisation.

- Assets include but are not limited to: roads, bridges and other highway structures, tunnels, masts, communications and electrical items, control rooms, maintenance compounds, depots, stores, weather stations, workshops and picnic sites (including toilet blocks).
- Highways England Service Providers: includes DBFO Cos, Managing Agent Contractor (MAC), Regional Maintenance Contractor, Asset Support Contractor (ASC), Technology Managing Agent Contractor (TechMAC), Early Contractor Involvement (ECI), Framework Contractor and other Consultants, Contractors and Suppliers – such as for weather stations.
- Area Providers: includes The Highways England Service Delivery Team working under the direction of Highways England's Network Delivery and Development Directorate (NDD), Service Delivery Team Leader (SDTL) or other managers, including Regional Technology Managers responsible for maintenance and improvement schemes.
- Major Projects Project Team: means The Highways England major project team working under the direction of the Highways England Major Project Directorate (MPD).
- Major Projects Providers: includes the consultants (Framework or otherwise), contractors and their designers (ECI, DBFO or other Design and Build Contracts) working under the direction of MPD Project Managers.
- GAMP Owner: means The NDD Board Director or the NDD nominee.
- Dutyholder Plan Owners: means those senior members of the Service Provider organisation who have the necessary skills, knowledge and experience for robust asbestos management.

A1.4 RELATIONSHIP OF THIS DOCUMENT TO OTHER HIGHWAYS ENGLAND DOCUMENTS

A1.4.1 Highways England has adopted a suite approach to the management of ACMs in all Assets owned or managed by Highways England. However this Annex A relates only to Assets on the strategic road network and associated infrastructure. The management system outlined in this document does not supersede any of the requirements in the following Departmental Standards and Advice Notes, which give effect to the health and safety regulations shown:

- Interim Advice Note 105/08 Implementation of Construction (Design and Management) 2007 and the withdrawal of SD 10/05 and SD 11/05

A1.4.2 It is important to note that the management system introduced by the GAMP should not duplicate or replace CDM requirements and processes in any respect.

A1.4.3 Highways England – Traffic Technology Division [TTD] has its own arrangements and is governed by the TNAMP. The Technology Performance Management System (TPMS) has generated a management procedure in relation to asbestos risk within TTD Assets that fall within that the scope of the TNAMP.

A1.5 SCOPE OF HIGHWAYS ENGLAND STRATEGY FOR COMPLIANCE

A1.5.1 The GAMP (held separately), and associated supporting procedures within this Annex detail the strategy to be adopted by Highways England Service Providers and Major Project Providers. Both this Annex and the separately available GAMP should be read in tandem to ensure full compliance with Highways England policy.

A1.6 ASSETS EXCLUDED FROM THE GAMP

Building Type Assets on the Highways England Estate

- A1.6.1 For building type assets excluded from the GAMP refer to section 5 of the GAMP.

Land and properties acquired by Highways England under blight or a Compulsory Purchase Order (CPO)

- A1.6.2 There are lands and property owned and maintained by Highways England as a result of past or future road schemes. Such Assets are managed separately by MPD through their national property management and disposal (PMD) team.

Other properties managed by a third party

- A1.6.3 These currently include Police Control Centres and Traffic Control Centres (TCCs). They are independent of Highways England and are either owned or managed by others. They may include highway equipment or infrastructure managed by Highways England or Highways England Service Providers but Highways England is not the primary Asset owner and or the dutyholder. However where Highways England or Highways England Service Provider is aware that ACMs managed by Highways England or Highways England Service Provider could be disturbed by maintenance/improvement/demolition activities, information must be passed to the building manager or dutyholder prior to any invasive activity being undertaken.

A1.7 HSE AGREED TARGET

- A1.7.1 For highway Assets a maximum 20 year programme for full coverage with AAPs has been agreed with HSE. HSE agreed targets for the GAMP are described in section 1.2 of the GAMP.
- A1.7.2 For Works additional to the 20 year target including schemes and programmed works to be delivered by MPD, it has been agreed with HSE that AAPs are put in place in advance of all planned schemes and other work activities where disturbance of a known or potential ACM within Assets affected by the scheme is possible. For types of work additional to the 20 year target refer to section 1.3 of the GAMP.

NOTE: The contribution made from the production of AAPs in advance of major projects schemes shall not be utilised by the Highways England Service Providers to demonstrate progress towards their required annual target. For MPD the Scheme Asbestos Management Plan (SAMP) process has been agreed with HSE.

A1.8 HIGHWAYS ENGLAND SERVICE PROVIDER AND MAJOR PROJECT PROVIDER REQUIREMENTS

- A1.8.1 Highways England Service Providers and Major Project Providers are required to ensure Highways England meets its obligations under CAR as outlined in the GAMP. They must co-operate fully with other parties and ensure that information is obtained and communicated as required including any third parties managing Highways England buildings and Assets. Further detail of the process for dealing with third parties is found within Annex A8 and in section 6.3 of the GAMP. Area Asbestos Management Plan (AAMP), Scheme Asbestos Management Plan (SAMP) and AAP processes are described below. In addition there are other actions as outlined in this document which are required to be undertaken and these are detailed in Annexes A2 to A10. A checklist shall be completed for all work as listed in section G1 of Annex A9. The checklist shall be used throughout the work activity (e.g. scheme procurement) process to confirm that asbestos identified is controlled or removed and finally there is confirmation that

the “asset” is safe to reoccupy. For further details on completion of the checklist refer to Annex A9. The Asbestos Control Checklist (Annex A9) applies to all activities, including the following:

- Discrete planned maintenance schemes or operations.
- Major schemes or projects.
- Minor schemes or projects.
- Routine or cyclic maintenance or operations.
- Emergency works following an incident (ACMs affected are updated in the relevant AAP).
- Principal, General or Special inspections or other specialist works, operations or inspections requiring intrusive examination.
- Minor new/maintenance work or operations (e.g. grass cutting, installation of sign posts on verges/central reserves or replacement of fencing/barriers).

A1.8.2 The ‘Process for works following an emergency incident and or fly tipping’ shall apply to works which may be necessary after an emergency incident to all Asset types. The incident could include but need not be limited to collision, road traffic accident, fire, collapse or partial collapse of a structure, embankment/cutting slips after bad weather, etc., where ACM are known to be present or suspected to be present. It also applies to fly tipping which may contain asbestos waste from building materials, and vehicles carrying waste which may be involved in an incident. For further details refer to Annex A10.

AAMP and SAMP production

A1.8.3 In order to comply with their duty to manage asbestos under CAR 2012 Regulation 4 Network Delivery and Development (NDD) shall prepare an AAMP for their works. The template for an AAMP is at Annex A2. For Network Delivery and Development activities, Service Providers shall prepare an AAMP annually and forward to the SDTL/Highways England Nominee for review under Review Procedure. This document shall be reviewed at least annually and updates forwarded to the SDTL/Highways England Nominee for review under Review Procedure. The template for an AAMP is at Annex A2. TTD has its own arrangements and is governed by the TNAMP. The Process Flow Chart for production of AAMPs and AAPs can be found in Annex A3.

A1.8.4 In order to comply with CAR 2012 Regulation 4 (the duty to manage) SAMPs are to be produced for all MPD schemes. The template for a SAMP can be found in Annex A6. The SAMP shall take into account all Assets which are to be affected by the proposed works, including roads, structures, buildings, drainage, electrical and communication equipment. For MPD schemes, the Project Control Framework (PCF) requires a Scheme Asbestos Management Plan (SAMP) at preliminary design stage which includes the AAP programme for the financial year. This shall be produced by the Major Project Provider in consultation with the MPD Project Manager for the scheme. Major Project Teams shall liaise with Service Delivery Teams to share asbestos management information as the SAMP process is triggered following the preferred route announcement. An associated PCF product description can be found within MPD WwW process. The template for a SAMP can be found in Annex A6 of this document. The SAMP shall take into account all Assets which are to be affected by the proposed works, including but not limited to roads, structures, buildings, drainage, electrical and communication equipment. The SAMP shall then receive signed approval from the SDTL and be forwarded to the Senior Responsible Officer for signed approval in accordance with the PCF arrangements. SDTLs and MPD Project Managers shall review and approve the costs associated with the production of Management Plans and operating the management

system. Costs are estimated not to exceed 0.5% of Highways England's annual budget for all scheme work.

AAP Production and Dissemination

- A1.8.5 Highways England Service Providers, shall produce AAPs for all Assets and carriageway lengths. A template for an AAP can be found in Annex A4 of this document. At least one AAP per structure, depot, or tunnel shall be required. Other Assets shall be captured within one AAP which relates to a nominal 5 kilometre section of carriageway length. The AAPs shall be reviewed by the Dutyholder plan owner at least in line with the Asset monitoring/inspection frequencies as set out in Annex A4. The Dutyholder plan owner shall ensure that the plan adequately reflects the condition of Assets contained within the plan. The Dutyholder plan owner must have undertaken training on the requirements of the duty to manage in order to ensure that the AAP is suitable.
- A1.8.6 For MPD schemes, only Assets affected by the works shall have AAPs produced. A template for an AAP can be found in Annex A4 of this document. In preparing highway schemes that utilise lands and property acquired by CPOs the Major Projects MPD Team shall be contacted for the relevant asbestos information on these Assets for incorporation into the Health and Safety Files and be included in the AAPs for the particular Scheme. In recognition that a major project life cycle is subject to change, where an AAP identifies the presence of an ACM this must be communicated to the SDTL should the Highways England Service Provider be required to maintain the Assets during major project scheme preparation stages. The AAPs shall be reviewed by the Dutyholder plan owner at least in line with the Asset monitoring/ inspection frequencies as set out in Annex A4. The Dutyholder plan owner shall ensure that the plan adequately reflects the condition of Assets contained within the plan. The Process Flow Chart for Production of AAPs can be found in Annex A5.
- A1.8.7 Both Highways England Service Providers and Major Project Providers, shall complete desk studies, including a review of all available information, as part of the AAP production process. Any surveys and inspections for the presence of ACMs must be undertaken by a competent asbestos surveyor as defined in HSG 264 As a minimum they must be accredited to ISO 17020 by the United Kingdom Accreditation Services.
- A1.8.8 Both Highways England Service Providers and Major Project Providers must ensure that the AAPs are distributed to those that may be affected by them. Completed AAPs must be passed to designers, consultants, contractors and any other operators preparing to work on highway premises.
- A1.8.9 Information must be passed on to all those who may have the potential to disturb ACMs within highway Assets in building Assets on the Highways England estate or properties managed by a third party or as requested by the Major Projects PMD team. Communication and co-operation must take place with other parties for shared or adjacent premises, utility companies, landlords and emergency services etc. as outlined in Annex A8.
- A1.8.10 If no AAP is in place, no work shall take place until an assessment has been made and agreed with SDTL.
- A1.8.11 Highways England Service Providers and Major Project Providers, should plan monitoring and/ or inspection of Assets containing asbestos or presumed asbestos to tie in with other routine or planned inspections/surveys. Once AAPs are in place, re-inspections must be carried out by a suitably qualified person who has the necessary skills knowledge and experience to identify whether there is a risk of exposure to ACMs and ensure mitigation action is properly considered.

A1.8.12 During these re-inspections the condition of the ACMs shall be monitored and recorded (i.e. photographs – note: new photographs should be uploaded if taken during re-inspections). If, based on comparison with previous photographs, and risk assessments, the condition has changed then specialist advice must be sought. Service Providers have a general duty to maintain the existing network through regular inspections and routine works to ensure it remains fit for purpose. MPD shall liaise closely with Highways England Service Providers on the production and review of AAPs at any given point.

AAP database upload requirements

A1.8.13 All completed AAPs shall be uploaded in PDF format onto Highways England databases. Requirements for uploading AAPs are given in section 8 of the GAMP.

Note: Surveys of discrete elements of structures have been uploaded into SMIS, for example on waterproofing, which are not representative of the whole structure. A green status may be triggered for a part survey but it shall not be presumed that there are no ACMs present within the whole structure.

Highways England will be introducing an Integrated Asset Management Information System (IAM IS), which will bring changes to the uploading process.

A1.8.14 Other Highways England databases, including HAPMS and TPMS, are considering similar arrangements. Help and advice on this can be found on the SMIS help inventory. Should there be any additional enquiries then initial contact can be made at smis@highwaysengland.co.uk

A1.8.15 Maintenance compounds, other depots, stores, picnic sites, carriageway AAPs etc. shall be uploaded to Highways England Pavement Management System (HAPMS). A copy of the AAP must always be kept at depots, stores and other buildings.

A1.8.16 TTD Asset AAPs produced by the TechMACs or AAPs for these Assets produced by the Highways England Service Provider shall be uploaded to Technology Performance Management System (TPMS).

A1.9 MONTHLY REPORTING

A1.9.1 Monthly reporting requirements are detailed in Section 7 of the GAMP. On a monthly basis Highways England Service Providers shall complete a Highways England proforma.

A1.10 AUDITS

A1.10.1 Auditing arrangements are detailed in Section 6.2 of the GAMP.

A1.11 TRAINING

A1.11.1 Highways England Service Providers and Major Project Providers shall nominate one or two key staff in their organisation to act as the named Dutyholder plan owner and to deliver the dutyholder responsibility in conjunction with Highways England. Providers must maintain an appropriate number of trained key staff, to allow for staff changes. In addition, those likely to come into contact with asbestos within the team must be trained in accordance with Regulation 10 of CAR. Training requirements are detailed in Section 9 of the GAMP.

A1.12 FURTHER INFORMATION

A1.12.1 Requests for advice and feedback on this document (GD5/16) should be sent to: DMRB_Enquiries@highwaysengland.co.uk

ANNEX A2 Example

GENERIC FORMAT FOR AREA ASBESTOS MANAGEMENT PLAN (AAMP) (see section A1.8.3)

(COVER SHEET)

HIGHWAYS ENGLAND ASBESTOS MANAGEMENT

AREA ASBESTOS MANAGEMENT PLAN (AAMP)

for

(Insert Area Name)

ORGANISATION

(Insert Name)

DUTYHOLDER PLAN OWNER

(Insert Name)

DATE

(Insert date of initial preparation)

Notes:

1. Purpose of this AAMP is to demonstrate how the Highways England Service Provider shall plan for the delivery of AAPs for their Highways England Area of responsibility.
2. The Dutyholder plan owner shall be the competent person in the dutyholder's organisation. They must have undertaken training to cover asbestos awareness and the requirements of the duty to manage relating to asbestos in workplace premises.
3. Date shall be when the initial plan was prepared. Revision and date history shall be recorded on the contents page, including changes to "organisation" and "Dutyholder plan owner".

ANNEX A2 CONTENTS PAGE

2.1	Asset List for the Whole Area	A2/3
2.2	Works Programme for Financial Year	A2/4
2.3	AAP Programme for Financial Year.....	A2/5
2.4	Arrangements for Monitoring and Review.....	A2/7
2.5	Procurement of Asbestos Services	A2/8

Note: record keeping of reviews and updates shall be documented below as a life history table.

Date	Plan Status and Comments	Plan compiled by (name)	Reviewed by (name)	Approved by Dutyholder plan owner (name)

A2.1 ASSET LIST FOR THE WHOLE AREA (Only includes TTD Assets not covered by TechMACs)

To include but not limited to:

- List of Structures as appears in SMIS: bridges, viaducts, tunnels, culverts, walls and the like. List major structures separately. Grouping their numbers and types.
- Brief description and length of carriageway types – main carriageways, slip roads, junctions, dual, single (including Assets such as drainage, signs, communications infrastructure, etc).
- Brief description of buildings – compounds, depots, stores, workshops, outstations, control offices, etc.
- Brief description of other Assets – masts, pumping stations, picnic sites, etc.

a) Highway Structures (as held on SMIS including references and terminology)

Structure	Number	Special features/comments
Bridges	179	
Culverts	103	
Road Tunnel	1	Name, length, standard including associated building structures
Viaduct, etc	2	Names, lengths, standards

b) Highways Lengths (as held on HAPMS)

Route	Carriageway Standard	Length (lane km)	Comments
M33	D2M	80	
	D3M	100	Includes 3km of viaduct in a)

c) TTD (as held on TPMS)

Route	TTD Asset Type	Number of similar items	Comments
M33	Portal gantries equipment	20	Equipment upgrade

d) Buildings, maintenance compounds discrete 'off network Assets' (outside highway boundaries, as held on HAPMS)

Name and Location	Purpose	Brief Description of Asset
M44 Northbound Junction 38	Maintenance compound	Offices, salt barn, garages, workshop and yards

e) Other discrete 'off network' Assets

Asset description	Number (if appropriate)	Location
Westwood picnic site	–	A88 Westwood Road Littleham
Greener pumping station	–	M33 Junction 16

A2.2 SECTION 2

WORKS PROGRAMME FOR FINANCIAL YEAR (Insert dates)

To include the number and type of Assets to be worked on derived from:

- Listings work programmes for major schemes and identifying number and extent of Asset affected.
- Minor/routine maintenance programmes.

Listing of all Maintenance Work in Area for Financial Year (Insert dates)

Brief Description	Asset Nos/Lengths affected	Comments if required

A2.3 SECTION 3

AAP PROGRAMME FOR FINANCIAL YEAR (Insert dates)

To Include:

- Assets covered by Works Programme and target for producing AAPs.
- Other Assets for which AAPs are required to meet the 5% annual target.
- Proposed prioritisation to meet the annual target.
- Schedule for agreement by Highways England Service Delivery Team Leader.

Asset Type	Asset Description	Programme
Highway Structures	Individually listed	Date for surveys, AAP completion and works start (if appropriate)
Highways	Listed by 5km nominal length	Date for surveys, AAP completion and works start (if appropriate)
Compounds	Individually listed	Date for surveys, AAP completion and works start (if appropriate)
Other Asset	Individually listed	Date for surveys, AAP completion and works start (if appropriate)

Notes:

- A2.3.1 Service Providers shall obtain confirmation of the progress, or intended progress, of AAP compilation, prior to reporting to the Highways England Service Delivery Team Leader.
- A2.3.2 In the schedule, the line for the following year should be left blank at the start of the current year, as should the column for “Total Achieved”.
- A2.3.3 At the end of the current year, the line for the following year should be completed and the total achieved for current year should be noted.
- A2.3.4 The schedule is the means of approving the AAP programme and recording progress in the year and shall be updated annually.

A2.3 continued

SUMMARY SCHEDULE FOR APPROVAL BY HIGHWAYS ENGLAND SERVICE DELIVERY TEAM LEADER

HE ASBESTOS MANAGEMENT

AREA No (Insert Area No)

Example

Year	Target		Included in TPI limits	Prioritised from Maintenance Programme	Remainder to achieve target	Total Programmed	Total Achieved
	Asset Type	No/Length					
2010/11	Structures	50 No	—	35 No	15 No	50 No	
	5km lengths of Carriageway	30 km	—	25 km	5 km	30 km	
	Compounds	3 No	—	2 No	1 No	3 No	
	Other Assets	10 No	—	3 No	7 No	10 No	
2011/12							

Completed by (Name) Dutyholder plan owner

..... Signed

..... Date

Approved by (Name) HIGHWAYS ENGLAND
SERVICE DELIVERY TEAM
LEADER

..... Signed

..... Date

A2.4 SECTION 4

ARRANGEMENTS FOR MONITORING AND REVIEW

Note:

Proposed arrangements for reviewing the programmed schedule for compiling AAPs shall be listed in this section.

These will include:

- Measuring progress against annual target.
- A formal review shall be undertaken at least annually to check whether procedures are working. Results of this review shall be recorded and this plan amended if required. Changes should be recorded in the 'Life History' table on the contents page.
- Reporting to the Highways England Service Delivery Team Leader is a requirement following agreement of annual programmes and any budget reviews. Any revisions to this plan shall be sent to the Highways England Service Delivery Team Leader.

A2.5 SECTION 5

PROCUREMENT OF ASBESTOS SERVICES

Notes:

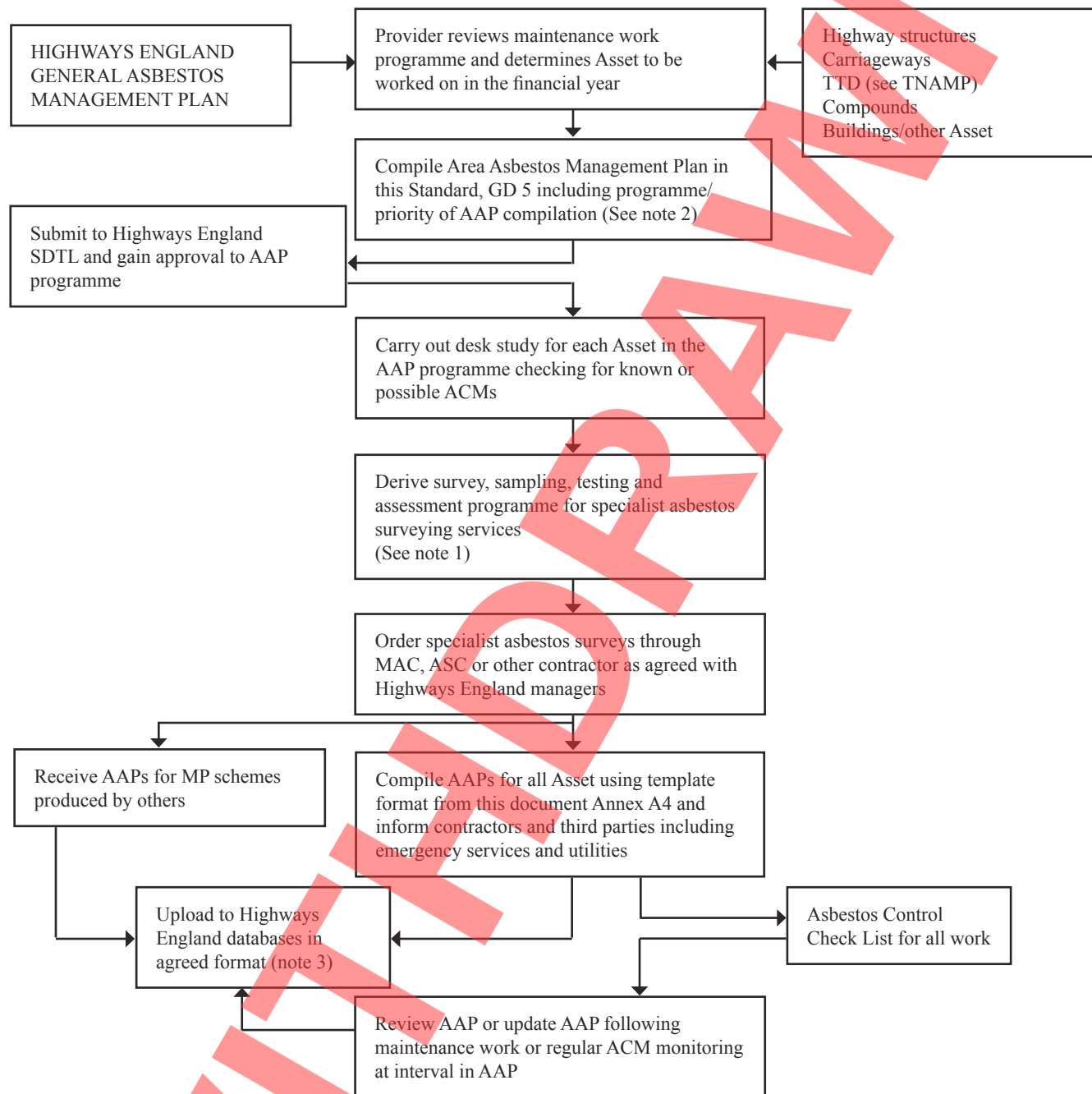
- A2.5.1 The HSE recommends, and Highways England requires, that asbestos surveying and laboratory testing organisations shall be UKAS accredited to ISO 17020 and 17025 respectively. The Highways England Service Provider will let the appropriate contract with the Surveying and Testing Organisation. Furthermore, the AAPs may state a requirement for Management Surveys and/or Refurbishment/Demolition Surveys.
- A2.5.2 Highways England Service Provider shall obtain approval from the Highways England Service Delivery Team Leader prior to the issue of the works order for the proposed asbestos surveyor services commission to the Specialist Service Provider via the usual approval route.
- A2.5.3 All surveys shall comply with the requirements of HSG 264.
- A2.5.4 In planning for surveys (in addition to the guidance given in HSG 264) the following issues shall be considered:
- The risk posed by working under traffic management compared to the likely risk of disturbing ACMs during planned maintenance work must be properly assessed.
 - Combining survey work for asbestos with other maintenance activities within planned traffic management measures.
 - Whenever possible combine asbestos surveys with any planned inspections to take advantage of shared access arrangements.
- A2.5.5 The survey shall comply with HSG 264 and requires the asbestos surveyor to recommend actions for each known or presumed ACM. Recommended actions must be produced by the surveyor in conjunction with the Provider to make sure decisions on actions are appropriate for the Asset in question. These actions form the 'action plan' column on the asbestos register required for inclusion in the AAP format.
- A2.5.6 The following survey types are appropriate in the following general circumstances in the table below.

Asset Type	Element/Feature included in the Survey	Survey Type (As HSG 264)
Buildings, compounds, miscellaneous structures	All visible components or materials in roofs, ceilings, walls, floors etc where no intrusive maintenance work is planned to hidden components.	Management Survey.
	All components where intrusive work is planned during refurbishment, modification, demolition, reconstruction or extension of a building structure.	Refurbishment/Demolition Survey unless works deemed to be minor.

Asset Type	Element/Feature included in the Survey	Survey Type (As HSG 264)
Highway Structures	All visible materials in structure – no intrusive work planned.	Management Survey.
	All materials/components in the structure which would be affected by intrusive work e.g., re waterproofing or joint repairs.	Refurbishment/Demolition Survey
	Any demolition or reconstruction.	Refurbishment/Demolition Survey.
Highways Generally	All visible surface features – no work planned which could affect ACMs in the ground, e.g. in ducts and surface water drains.	Management Survey.
	All elements which could be affected by major construction work – e.g. ducts, chambers, surface water drains, buried joints, utilities infrastructure.	Refurbishment/Demolition Survey.
	Any demolition or reconstruction – e.g. major widening, new slip roads or junctions.	Refurbishment/Demolition Survey.

WITHDRAWN

Annex A3 Process Flow Chart for production of AAMPs and AAPs (see section A1.8.3) ASBESTOS MANAGEMENT FOR ALL MAINTENANCE WORK (SCHEMES, COMPOUNDS AND OTHER BUILDINGS).



Notes

1. For survey types see HSG 264.
2. Generic AAMP and AAP formats to Annexes A2 & A4.
3. Databases include SMIS, HAPMS, and TPMS.
4. For third parties see Annex A8.
5. For Check List see Annex A9.

Abbreviations

- GD: General Design Standard
AAP: Asbestos Action Plan
Highways England SDTL: Service Delivery Team Leader
MAC: Maintaining Agent Contractor
ASC: Asset Support Contractor
TNAMP: Technology National Asbestos Management Plan
TRAMP: TTD Regional Asbestos Management Plan

TTD Asset are outside the scope of this document and can be found in the TNAMP and TRAMPs.

WITTHDRAWN

ANNEX A4

GENERIC ASBESTOS ACTION PLAN (AAP) (see sections A1.1.1; A1.8.5 and A1.8.6)

(COVER SHEET)

AREA XX/ SCHEME REFERENCE

ASBESTOS ACTION PLAN

for

(Asset Name)

(Organisation)

(Dutyholder plan owner)

(Date first compiled)

Notes:

1. Area no. or major scheme name to be inserted.
2. Asset name to be inserted, e.g. Westover Road Bridge, Greenhills retaining wall, Northbury Park maintenance compound, M33 carriageway from xx to yy.
3. Service Provider organisation and Dutyholder plan owner's name to be inserted. This must be a competent person within the Service Provider organisation's local management team holding suitable training in the duty to manage requirements.
4. Date shall be inserted as the date of the initial plan. Updates and amendments shall be listed in the table on the Contents Page, including changes to "organisation" and "Dutyholder plan owner".

WITHDRAWN

ANNEX A4 CONTENTS PAGE

4.1	Scope and Description.....	A4/4
4.2	Desk Study and Surveys Undertaken.....	A4/5
4.3	Risk Register and Actions.....	A4/6
4.4	Action Plan, Monitoring and Review	A4/8
4.5	Location Plans/Drawings.....	A4/11
4.6	Detailed Asbestos Survey Reports	A4/12
4.7	Evidence of Inspections and Feedback Following Works to Assets.....	A4/13

Life History Summary

Date	Plan Status and Comments	Plan compiled by (name)	Reviewed by (name)	Approved by Dutyholder plan owner (name)

Notes:

1. Table shall include the full life history of changes to the plan.
2. Section 7 shall include paperwork/documents evidencing the changes.

A4.1 SECTION 1 – SCOPE AND DESCRIPTION

ASSET NAME	(Insert)
ASSET REFERENCE NO(S)	(Insert)
LOCATION	(Insert)
OTHER DEFINING REFERENCE/NAME	(Optional)
BRIEF DESCRIPTION OF ASSET	(Insert)

Notes:

- A4.1.1 Asset name should be normal name of highway structure, maintenance compound, etc., or section length and route for a nominal 5 km highway length.
- A4.1.2 Reference numbers should be those used generally and included in formal records, databases etc. These should include structure key, marker post, OS reference, etc.
- A4.1.3 All location and reference details should be given to ensure that the Asset is adequately defined.
- A4.1.4 Brief description should include main features only, e.g.:
- 4 span bridge, road over rail.
 - 300 metre retaining wall.
 - 5km length of M33 including junction 4.
 - Greenhills maintenance compound, including salt barn, garage, office and store.

A4.2 SECTION 2 – DESK STUDY AND SURVEYS UNDERTAKEN

- A4.2.1 DOCUMENTS REVIEWED (Note 4.2.1) (List)
- A4.2.2 CORRESPONDENCE WITH PRODUCT MANUFACTURERS (Note 4.2.2) (List)
- A4.2.3 SURVEYS UNDERTAKEN FOR INITIAL AAP (Note 4.2.3) (List with dates)
- A4.2.4 ADDITIONAL SURVEYS (Note 4.2.4) (List with dates)

Notes:

- A4.2.1 The desk study shall comprise a thorough review of all as built and other Asset records, including structure files, health and safety files, any existing asbestos registers, drawings, photographs, inspection records etc. to obtain information on the likely asbestos containing material (ACM).
- A4.2.2 Other parties have a duty to co-operate under the Control of Asbestos Regulations 2012, with anyone preparing an AAP. These include contractors and component or material manufacturers. Components in tunnels, movable bridges and other special structures could be the subject of specific enquiries by Service Providers in their areas.
- A4.2.3 A listing and brief description of surveys undertaken on the Assets shall be included here. Surveys will include Management Surveys or Refurbishment/Demolition Surveys (intrusive sampling is possible under both survey methods). See also HSG 264.
- A4.2.4 When further survey and testing is carried out in advance of any planned intrusive maintenance, improvement or reconstruction work to an Asset, the results of those surveys shall be included here as an update to the AAP, and the AAP given a new revision number. This is to ensure the plan includes all current information at all times.

A4.3 SECTION 3 – RISK REGISTER AND ACTIONS

RISK REGISTER DOCUMENT

Notes:

- A4.3.1 The Risk Register table is produced by the asbestos surveying organisation as part of the commission. This will contain all elements of the Asset, irrespective of whether ACM is present, presumed to be present or assumed not to be present by virtue of age, test result or the constituent material, e.g. brick, stone, concrete, steel, etc. The purpose of the register is two-fold; firstly to identify ACM, or presumed ACM and secondly to alert all persons working on and around the Assets as to when these materials could be affected by any work carried out on the Assets.
- A4.3.2 The Risk Register therefore contains three sections down the sheet:
1. Those Asset elements which have been confirmed as ACM through survey, testing and assessment or known following prior work on the Assets.
 2. Those elements which must be presumed to be ACM because they are hidden or buried in the Asset and have not been subject to testing and assessment.
 3. Those elements which are presumed not to contain ACM by virtue of age or their engineering material characteristics. This section also will include those components proved not to contain asbestos following sampling and testing.
- A4.3.3 The Risk Register also contains three sections across the sheet for each Asset element:
1. The element description, location and other defining details.
 2. The summary of survey, sampling, testing and assessment results, OR reasons for presuming ACM, OR reasons for assuming no ACM by nature of the material.
 3. The actions to be carried out in respect of known ACM or presumed ACM. Actions will be graded A, B, C or D see below in note 4.3.6.
- A4.3.4 The register should include summary details only. The full details will include the report from the asbestos surveyor and/or testing house. Most of the details required in the register should be taken from reports by the specialist surveyor.
- A4.3.5 The Risk Register shall be updated by inclusion of information gained following further sampling, testing and assessment prior to maintenance or construction work and any changes to elements as a result of that work, e.g.:
- replacement of waterproofing containing asbestos;
 - replacement of broken asbestos cement roofing sheeting;
 - repair of damage to asbestos cement electrical ducts/chambers;
 - replacing damaged asbestos insulation board in buildings; and
 - demolition of Assets and rebuilding under major widening schemes.

A4.3.6 Actions shown on the register are those necessary as a result of the risk assessment process. They indicate the level of remedial work necessary which must be carried out to ensure all persons are not accidentally exposed to airborne asbestos fibres which could be inhaled.

- Action Level A: indicates those materials or Asset elements which are known not to contain asbestos as a result of a direct test, or presumed to be non ACM because of age or constituent material. More detail can be found in HSG 264.
- Action Level B: indicates ACMs which as a result of the survey and assessment process have a low score and can be left in place and managed. This will also include materials which were not investigated in the survey because they were hidden, buried and not likely to be disturbed during most work activities.
- Action Level C: indicates known ACMs which as a result of assessment are in a condition which requires repair, sealing, covering or other means of encapsulation to prevent fibre release. When work has been carried out these elements should be regraded to Action Level A or B in the register.
- Action Level D: indicates known ACMs which as a result of assessment are in a condition such that the material should be removed and replaced with non-ACM.

It is expected that most highway infrastructure will fall into Action Levels A and B with the occasional C. Buildings and other Assets in maintenance compounds may be Action Levels A, B, C or D.

A4.3.7 Unless ACMs fall into Action Levels C and D, no disturbance of the ACM should be necessary. If work is to be done on parts of the Assets which actually do contain an ACM, then further survey work is necessary prior to that work being carried out.

A4.4 SECTION 4 – ACTION PLAN, MONITORING AND REVIEW

A GENERAL ITEMS (Include standard text) see below and notes

B ASSET SPECIFIC ITEMS (Include specific text)

A4.4A GENERAL ITEMS (To be included in all AAPs)

1A This section contains the management actions which shall be carried out to ensure that:

- Asbestos materials requiring treatment or removal, (Action Levels C and D) are dealt with in a timely manner.
- Known or presumed asbestos materials (Action Level B) that remain in situ, are maintained in a safe condition.
- Procedures are in place to control all work which could effect, or potentially effect known or presumed asbestos materials.

2A Register Updates

The Risk Register shall be maintained and updated on receipt of new information. The Dutyholder plan owner shall approve all changes.

3A Remedial Work to ACM

The Dutyholder plan owner must consult with the appropriate Highways England manager to gain approval to work required to any known ACM assessed by surveyors to fall into Action Level C or D. On approval, the required work must be carried out and the register updated.

4A Surveys

All asbestos surveys shall comply with the requirements of HSG 264. This applies to Management surveys and Refurbishment/Demolition surveys.

5A Monitoring Inspection

All Assets where ACM is known or presumed must be re-inspected for signs of deterioration of the visible ACM, using the standard form in section 7. Re-inspections must be carried out by a suitably qualified person who has the necessary skills knowledge and experience (refer to HSG 264) to identify whether there is a risk of exposure to ACMs and ensuring mitigation action is properly considered. Such inspection shall not include any intrusive work. If, on comparison with initial photographic evidence, the ACM shows signs of damage/deterioration, additional survey and assessment work must be ordered before determining the extent of any remedial work. If the assessment shows the ACM to be Action Level C or D remedial work must be instigated as 3A above. Inspection shall therefore be targeted where surveys have shown ACMs to have the greatest risks from damage and disturbance.

6A ACM monitoring inspection frequencies shall be as follows (tick box for Asset type – please note this should not be confused with review of the AAP).

Highway structures	2 years	<input type="checkbox"/>
Highway lengths (including all Assets within the highway boundary)	2 years	<input type="checkbox"/>
Buildings in maintenance compounds	6 months	<input type="checkbox"/>
Other buildings and network Assets outside the highway boundary	1 year	<input type="checkbox"/>

In addition, other regular network inspections will facilitate collection of visible damage to ACM components. The Dutyholder plan owner must ensure that information is passed on from such inspection reports with regard to ACMs, using the standard form in A4.7.

Asbestos Hazard Labelling

7A No labels shall be fixed to any part of the Asset unless specifically recommended by the surveyor's report. If labels are used they should be fixed in a position that is protected from the weather. For TTD Assets please refer to the TNAMP document.

Communicating the Plan

8A The Dutyholder plan owner must ensure that the information in this plan is communicated to all Third Parties likely to work in, on and around the Asset. Annex A8 – Process for Dealing with Third Parties – will be followed. Third Parties will include:

- Other Highways England Service Providers.
- Emergency services.
- Utility companies whose equipment is carried over, under or through this Asset.
- Local Authorities.
- Network Rail.
- British Waterways.
- Navigation Authorities.
- Private bridge owners.
- Other companies, such as Trafficmaster.

Planned Work

9A Before any planned work is carried out on this Asset, the Highways England project manager for the work shall follow the procedures outlined in this Annex A. This ensures materials are identified and incorporated in the pre-construction information prior to ordering or commencing any maintenance or construction works. This also includes sampling/testing in advance of any intrusive work in connection with other engineering surveys where ACM would be encountered, for example, testing in connection with Principal Inspections for highway structures. Contractors arriving at maintenance compounds to carry out building or other maintenance must be shown a copy of the appropriate AAP and risk register.

Unplanned or Emergency Work

10A When an emergency incident occurs on the network which directly affects this Asset or part of it, the “Process for Works after an Emergency Incident and/or Fly Tipping” (Annex A10) shall be followed by the Service Provider(s). On completion of the ‘emergency’ part of the work, including initial clearance, the Dutyholder plan owner shall ensure that any further work follows the “Planned work process” above.

11A Reviewing the Plan

The AAPs shall be reviewed by the Dutyholder plan owner at least in line with the Asset monitoring/ inspection frequencies. The Dutyholder plan owner shall ensure that the plan adequately reflects the condition of Assets contained within the plan.

12A The Review must include answering the following key questions

- Has the Plan been fully communicated to others, including employees, other Highways England Service Providers, and appropriate Third Parties?
- Have the results of inspection and monitoring activity been fully recorded and included? Is there a need to change the frequency of ACM monitoring?
- Have any arrangements for ACM labelling, remedial treatment or removal been carried out and the plan updated?
- Has any work been carried out to the Assets and any necessary documentation included in the Plan?

13A The results of the review must be recorded, in writing and/or electronically stating whether the management arrangements herein are still current and satisfactory and the document appended to this Plan. Any significant changes must be communicated in the same manner as in 8A above.

A4.4B ASSET SPECIFIC ITEMS

B1 Any special items for major structures – listed to include particular arrangements for:

- viaducts;
- tunnels;
- complex interchanges;
- access restrictions; and
- access to internal parts of structures.

B2 Any special items for maintenance compounds and other miscellaneous Assets – listed to include particular arrangements for:

- Shared occupations.
- Reviewing fixed equipment in premises ‘controlled’ by other organisations.
- Assets with regular significant vandalism.

A4.5 SECTION 5 – LOCATION PLANS AND DRAWINGS

This section includes the means whereby ACMs are identified on appropriate drawings. Where available, CAD or scanned drawings should be used.

Notes:

- A4.5.1 For Highways: 1:2500 or 1:1000 is suggested
- For Structures: General arrangement drawings or drawings already in structure files.
- For Buildings: Building layout plans identifying floors/partitions etc.
- For other miscellaneous Assets: Layout plans, general arrangement drawings or sketch plans if nothing else available
- A4.5.2 Known or presumed ACMs should be denoted on the drawings using appropriate colour code.
- Red: known ACM from knowledge or testing
- Orange: presumed ACM in areas not tested
- Green: Assets known to be free of asbestos, by material constituents, age or prior asbestos removal.
- A4.5.3 Above colour code may be inappropriate for highways, especially “green areas” and “orange areas”. It should be sufficient to note on the drawings that all buried items, drainage and duct runs are presumed to be ACM unless and until proved otherwise by either a Management Survey and/or Refurbishment/Demolition survey. ACM “Reference” and “Present” fields is provided within the Highways England TPMS database for electrical and communications infrastructure (including cabinet, controllers, feeder pillars, jointing chambers, etc.) where the incidence of ACMs is known from manufacturer’s data or survey results respectively. These fields indicate if ACMs are present in that item.
- A4.5.4 Drawings shall be amended as and when further information becomes available.
- A4.5.5 Service Providers should determine the best drawing format on which to record ACMs, allowing for the document size on their systems and avoiding the need to store and then update drawings in different formats but holding the same information.

A4.6 SECTION 6 – DETAILED ASBESTOS SURVEY REPORTS

(Detailed reports etc. should be listed and included here as Annex A, B etc.)

WITHDRAWN

A4.7 SECTION 7 – UPDATE SHEET AND OTHER DOCUMENTS

This section comprises update sheet and other evidence in respect of the following:

- Results of specific ACM monitoring inspections (use standard form attached).
- Feedback comments from other routine network inspections with respect to ACM (use standard form attached completed only when a problem has been identified).
- Results of AAP review process (use standard form attached).
- Summary report following an emergency incident.
- Other miscellaneous feedback received from other Highways England Service Providers, emergency services, utility companies or other Third Parties with regard to ACM in this Asset.

FEEDBACK RECORD FROM ROUTINE NETWORK INSPECTIONS (ASBESTOS ISSUES ONLY)

Asset Name	
Asset Reference	
Date	Name of Inspector reporting
Comments	
Signed	
Date	Name of Inspector reporting
Comments	
Signed	
Date	Name of Inspector reporting
Comments	
Signed	
Date	Name of Inspector reporting
Comments	
Signed	

RECORD OF SPECIFIC ASBESTOS MONITORING INSPECTIONS

Asset Name	
Asset Reference	
Date	Name and status of person carrying out the inspection
Comments/Outcome	
Signed	
Date	Name and Status of person carrying out the inspection
Comments	
Signed	
Date	Name and Status of person carrying out the inspection
Comments	
Signed	
Date	Name and Status of person carrying out the inspection
Comments	
Signed	

RECORD OF REVIEW PROCESS FOR AAPs

Asset Name			
Asset Reference			
Review Date	Reviewer	Dutyholder plan owner	
<p>1. COMMUNICATION – Has the Plan been communicated to others?</p> <ul style="list-style-type: none"> – to employees? – to other Highways England Service Providers? – to emergency services? – to utility companies and other Third Parties? <p style="text-align: right;">} Provide feedback</p>			
<p>2. INSPECTION/MONITORING – Have the results of inspection and monitoring activity been recorded and included?</p> <ul style="list-style-type: none"> – Provide comments on records and any need to change the monitoring frequency. – Include comments on whether the Risk Register needed updating or otherwise amending. 			
<p>3. LABELLING, REMEDIAL TREATMENT AND REMOVAL OF ASBESTOS – Have recommendations from asbestos surveyor been carried out?</p> <ul style="list-style-type: none"> – labelling – was any required? Include comments. – remedial work – has it been carried out and the register updated? Include comments and refer to evidence. – removal work – has it been carried out? Include comments and refer to documentary evidence for safe removal and disposal. 			
<p>4. MAINTENANCE OR OTHER WORK – Has any work been carried out to the Asset or part of the Asset which affected an ACM?</p> <ul style="list-style-type: none"> – planned work – Include comments and refer to documentary evidence and any updating. – emergency work – Include comments and refer to documentary evidence and any updating. 			

5. OVERALL REVIEW OBSERVATIONS

List any observations and recommendations to this Plan and any possible general modifications to management systems or procedures.

In Summary state whether Plan should be modified.

Yes / No

6. Reviewed by

Name: _____

Signed: _____

Date: _____

7. Approved by Dutyholder plan owner

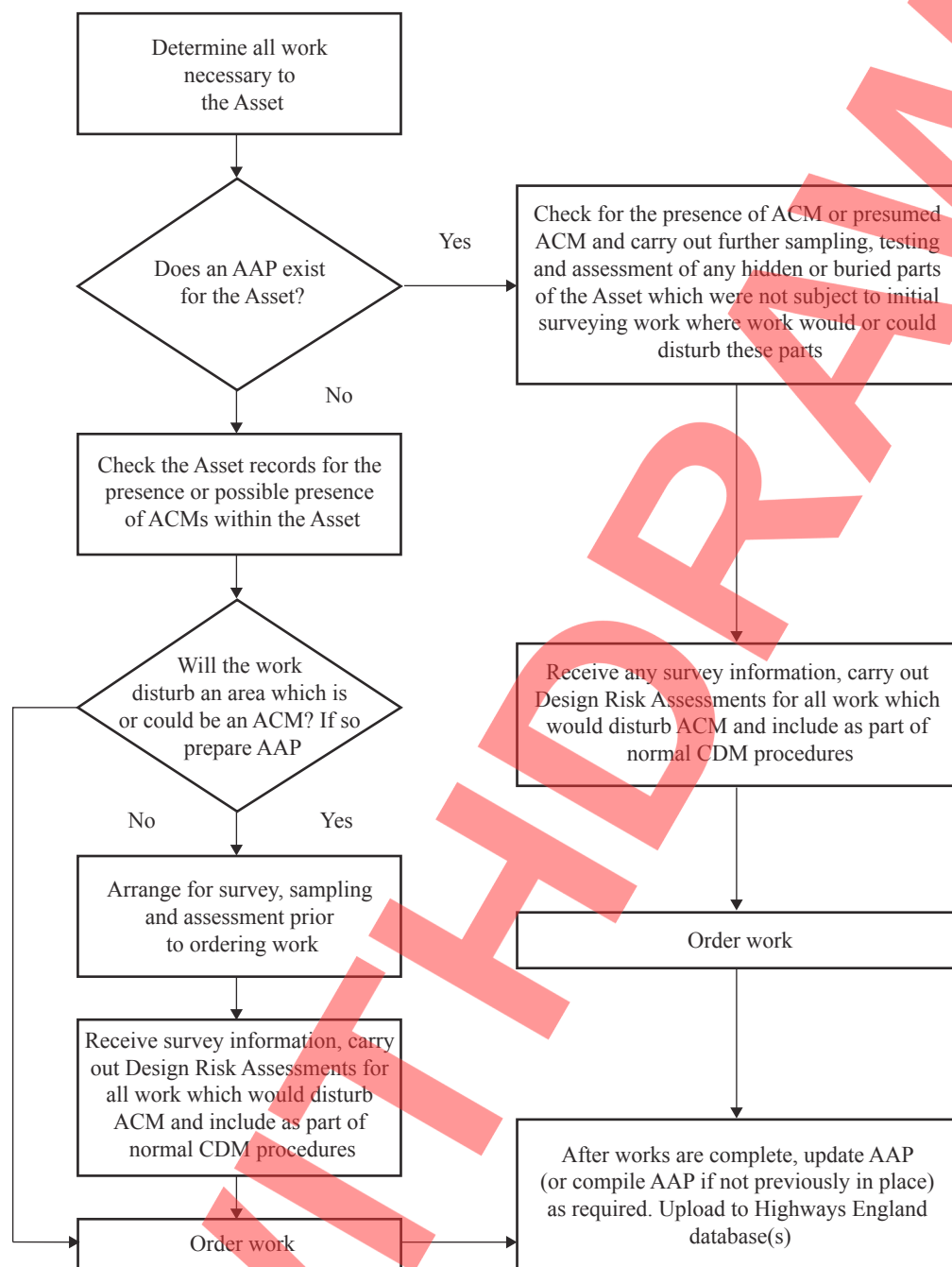
Name: _____

Signed: _____

Date: _____

WITTHDRAWN

ANNEX A5 Process Flow Chart for production of AAP (see section A1.8.5) FOR ASBESTOS MANAGEMENT OF ALL MAINTENANCE WORK, MAJOR SCHEMES (INCLUDING ROUTINE MAINTENANCE, BRIDGE INSPECTIONS AND MISCELLANEOUS SURVEYS/INVESTIGATIONS (SEE NOTE 3)



Notes

- Without specific knowledge, ACM must be presumed to be present in the absence of test results following surveying and sampling.
- Materials known to be concrete, steel, aluminium, brick, timber, stone or bituminous pavement can be assumed to be asbestos free.
- For MP schemes, it is assumed that an AAP is in place prior to the ECI contractor carrying out Design Risk Assessments.

Abbreviations

AAP: Asbestos Action Plan
ACM: Asbestos Containing Material
CDM: Construction Design and Management Regulations 2015

WITTHDRAWN

ANNEX A6

HIGHWAYS ENGLAND ASBESTOS MANAGEMENT

(COVER SHEET)

SCHEME ASBESTOS MANAGEMENT PLAN (SAMP) *(see section A1.8.4)*

for

(Insert Discrete Major Scheme Name)

ORGANISATION

(Insert Name)

DUTYHOLDER PLAN OWNER

(Insert Name)

DATE

(Insert date of initial preparation)

Notes:

1. Purpose of this SAMP is to demonstrate how the Major Project Provider shall plan for the delivery of AAPs for their Scheme.
2. The Dutyholder plan owner must be the competent person in the dutyholder organisation. They must have undertaken training to cover asbestos awareness and the requirements of the duty to manage relating to asbestos in the workplace.
3. Date shall be when the initial plan was prepared. Revision and date history shall be recorded on the contents page, including changes to “organisation” and “Dutyholder plan owner”.
4. Discrete schemes are those managed by the Highways England Major Projects Directorate and include National Road Programme schemes, other major schemes and section 278 schemes.

ANNEX A6 CONTENTS PAGE

6.1 Asset List – All Assets affected by the SchemeA6/3

6.2 Works ProgrammeA6/4

6.3 AAP ProgrammeA6/5

6.4 Arrangements for Monitoring and Review.....A6/6

6.5 Procurement of Asbestos ServicesA6/7

Note: record keeping of reviews and updates shall be documented below as a life history table. Initial plan and all reviews in line with Project Control Framework stage requirements.

Date	Plan Status and Comments	Plan compiled by (name)	Reviewed by (name)	Approved by Dutyholder plan owner (name)

A6.1 ASSET LIST FOR ALL ASSETS AFFECTED BY THE SCHEME WITHIN ITS LIMITS

To Include:

- List of Structures as they appear in SMIS: bridges, viaducts, tunnels, culverts, walls and the like. Grouping their numbers per type.
- Brief description and length of carriageway types – main carriageways, slip roads, junctions, dual, single (including Assets such as: drainage, signs, communications infrastructure, etc).
- Brief description of buildings – compounds, depots, stores, workshops, outstations, control offices, etc.
- Brief description of other Assets – masts, pumping stations, picnic sites, etc.

a) Highway Structures (as held on SMIS including references and terminology)

Structure	Number	Special features/comments
Bridges	179	Name, length, standard including associated building structures Names, lengths, standards
Culverts	103	
Road Tunnel	1	
Viaduct, etc	2	

b) Highways Lengths (as held on HAPMS)

Route	Carriageway Standard	Length (lane km)	Comments
M33	D2M	80	Includes 3km of viaduct in a)
	D3M	100	

c) TTD (as held on TPMS)

Route	TTD Asset Type	Number of similar items	Comments
M33	Portal gantries equipment	20	Equipment upgrade

d) Buildings, maintenance compounds discrete 'off network Assets' (outside highway boundaries, as held in HAPMS)

Name and Location	Purpose	Brief Description of Asset
M44 Northbound Junction 38	Maintenance compound	Offices, salt barn, garages, workshop and yards

e) Other discrete 'off network' Asset

Asset description	Number (if appropriate)	Location
Westwood picnic site	–	A88 Westwood Road Littleham
Greener pumping station	–	M33 Junction 16

A6.2 WORKS PROGRAMME FOR FINANCIAL YEAR (Insert dates)

To include the number and type of Asset which will be subject to major works during delivery of the scheme:

- Listing the work programme for the major scheme and identifying number and extent of Asset affected.

Brief Description	Asset Nos/Lengths affected	Comments if required

A6.3 ASBESTOS ACTION PLAN PROGRAMME FOR THE SCHEME

To Include:

- Assets covered by the Scheme and proposed phase target for production of Asbestos Action Plans (AAPs).
- Schedule for agreement by MPD Project Manager and SDTL.

Asset Type	Asset Description	Programme
Highway Structures	Individually listed	Date for surveys, AAP completion and works start (if appropriate)
Highways Lengths	Listed by nominal lengths	Date for surveys, AAP completion and works start (if appropriate)
Building, Garage, Compounds etc	Individually listed	Date for surveys, AAP completion and works start (if appropriate)
Other discrete 'off network' Assets	Individually listed	Date for surveys, AAP completion and works start (if appropriate)
TTD	Asset type/description	Date for surveys, AAP completion and works start (if appropriate)

Notes:

- A6.3.1 The SAMP shall receive signed approval from the relevant SDTL (or SDTLs should the Scheme span over more than one area) and be forwarded to the Senior Responsible Owner for signed approval in accordance with the Project Control Framework arrangements.
- A6.3.2 The timing of compilation of AAPs shall be agreed with the Scheme Project Manager and this will be dependent on Scheme's progress. The AAPs must be in place prior to the start of any works. These are also a product to be delivered within PCF process.

A6.4 SUMMARY SCHEDULE FOR APPROVAL BY HIGHWAYS ENGLAND SERVICE DELIVERY TEAM LEADER

HIGHWAYS ENGLAND ASBESTOS MANAGEMENT

SCHEME NAME

Example

Year	Target		Total Programmed	Total Achieved
	Asset Type	No/Length		
2010/11	Structures	50 No	50 No	
	Highway Lengths	30 km	30 km	
	TTD	10 No	10 No	
	Compounds	3 No	3 No	
	Other Assets	10 No	10 No	

Completed by (Name) Dutyholder plan owner

..... Signed

..... Date

Approved by (Name) HA Service Delivery Team Leader

..... Signed

..... Date

Approved by (Name) Senior Responsible Owner

..... Signed

..... Date

A6.5 ARRANGEMENTS FOR MONITORING AND REVIEW

Note:

Proposed arrangements for reviewing the programmed schedule for compiling AAPs shall be listed in this section.

These will include:

- Measuring progress.
- Means of incorporating the consequences of works programme changes into the AAP programme to ensure plans are in place prior to the start of any work to the Assets.
- A formal review shall be undertaken and should be in line with the PCF process to check whether procedures are working. Results of this review shall be recorded and this plan amended if required. Changes shall be recorded in the 'Life History' table on the contents page.
- Any revisions to this plan shall be sent to the Highways England Service Delivery Team Leaders.

A6.6 PROCUREMENT OF ASBESTOS SERVICES

Notes:

- A6.6.1 The HSE recommends, and Highways England requires, that asbestos surveying and laboratory testing organisations shall be accredited to ISO 17020 and 17025 respectively (UKAS or other). The Major Project Service Provider will let the appropriate contract with the Surveying and Testing Organisation. Furthermore, the AAPs may state a requirement to undertake Management Surveys and/or Refurbishment/Demolition Surveys.
- A6.6.2 Major Project Provider shall obtain approval from the MPD Scheme Project Manager prior to awarding any contract for the proposed specialist services.
- A6.6.3 All surveys shall comply with the requirements of HSG 264.
- A6.6.4 In planning for surveys the following issues shall be considered:
- Whether records indicate a strong likelihood of ACM or not.
 - The risk posed by working under traffic management compared to the likely risk of disturbing ACMs during planned maintenance work.
 - Known consistency of materials/components based on contract limits during the original construction work and the repeated detailing on bridges and culverts. This will allow representative sampling and assessment work to take place. However, previous modifications to Asset need to be considered.
 - Similarity in the appearance of construction details in buildings and other similar structures.
 - Combining survey work for asbestos with other maintenance activities within planned traffic management measures.
 - Whenever possible combine asbestos surveys with any planned inspections to take advantage of shared access arrangements.
- A6.6.5 The survey specification shall comply with HSG 264 and requires the surveyor to recommend actions for each known or presumed ACM. Recommended actions must be produced by the surveyor in conjunction with the Service Provider to make sure decisions on actions are appropriate for the Asset in question. These actions form the 'action plan' column on the asbestos register required for inclusion in the AAP format.
- A6.6.6 The following survey types will be appropriate in the following general circumstances in the table below.

Asset Type	Element/Feature included in the Survey	Survey Type (As HSG 264)
Buildings, compounds, miscellaneous structures	All visible components or materials in roofs, ceilings, walls, floors etc where no intrusive maintenance work is planned to hidden components.	Management Survey.
	All components where intrusive work is planned during refurbishment, modification, demolition, reconstruction or extension of a building structure.	Refurbishment/Demolition Survey unless works deemed to be minor.

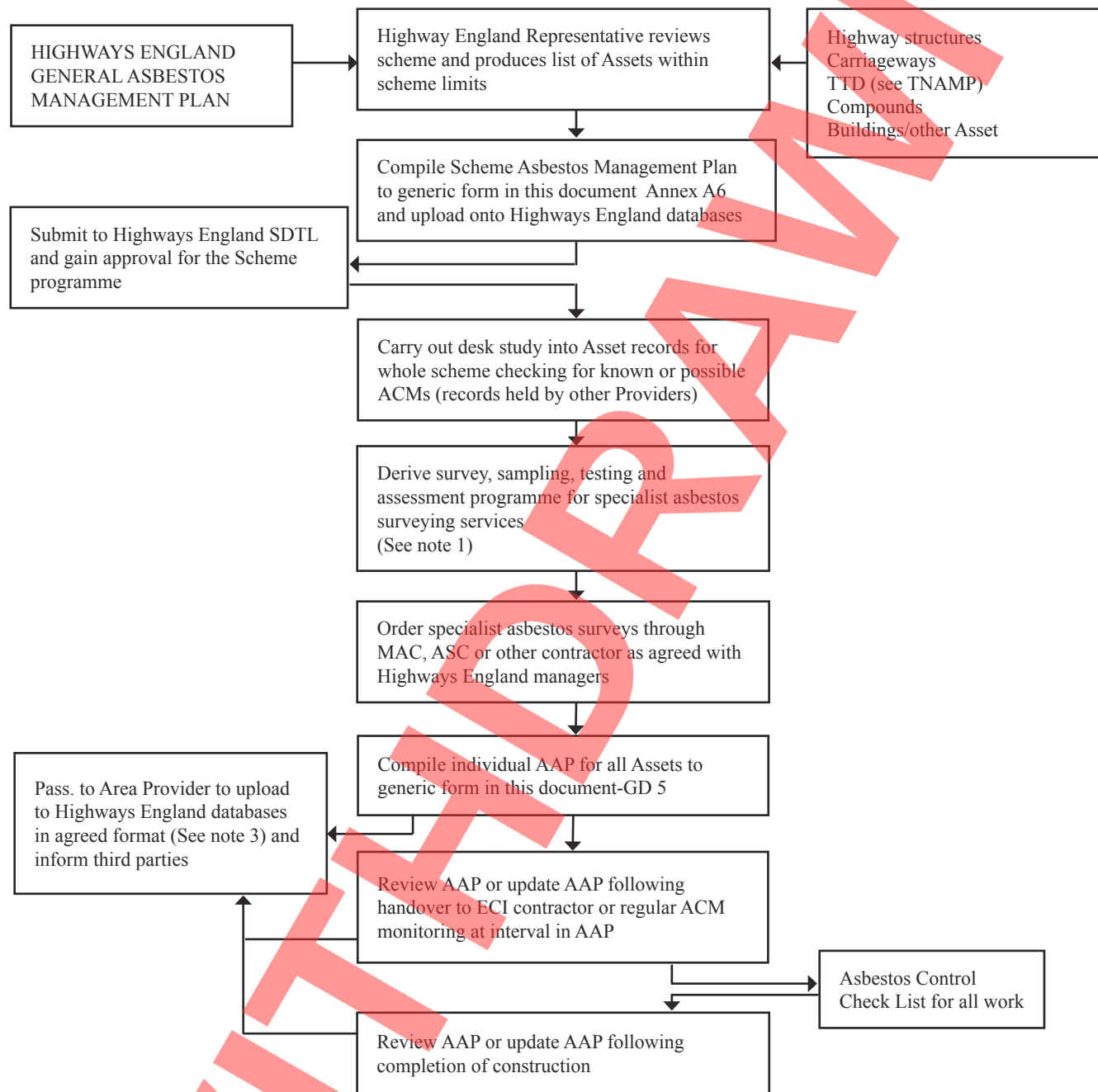
Asset Type	Element/Feature included in the Survey	Survey Type (As HSG 264)
Highway Structures	All visible materials in structure – no intrusive work planned.	Management Survey.
	All materials/components in the structure which would be affected by intrusive work e.g. waterproofing or joint repairs.	Refurbishment/Demolition Survey.
	Any demolition or reconstruction.	Refurbishment/Demolition Survey.
Highways Generally	All visible surface features – no work planned which could affect ACMs in the ground, e.g. in ducts and surface water drains.	Management Survey.
	All elements which could be affected by major construction work – e.g. ducts, chambers, surface water drains, buried joints, utilities infrastructure.	Refurbishment/Demolition Survey.
	Any demolition or reconstruction – e.g. major widening, new slip roads or junctions.	Refurbishment/Demolition Survey.

WITTHDRAWN

Annex A7 Process Flow Chart for Production of SAMP and AAP

ASBESTOS MANAGEMENT FOR MAJOR PROJECT SCHEMES (ASSUMES ECI PROCUREMENT)

PRODUCTION OF SCHEME MANAGEMENT PLANS (SAMP) AND ASBESTOS ACTION PLANS (AAP)



Notes

1. For survey types see HSE document HSG 264.
2. Generic SAMP and AAP formats to GD 5 Annex A6 and A4.
3. Databases include SMIS, HAPMS, TPMS and NOMAD.

Abbreviations

GD: General Design Standard
SAMP: Scheme Asbestos Management Plan
AAP: Asbestos Action Plan
ASC: Asset Support Contractor
MAC: Maintaining Agent Contractor
Highways England SDTL: Service Delivery Team Leader
TNAMP: Technology National Asbestos Management Plan

WITTHDRAWN

ANNEX A8

PROCESS FOR DEALING WITH THIRD PARTIES (*see section A1.8.1 and A1.8.9*)

Scope: Describes the way that Dutyholder plan owners will deal with the issues of communication and cooperation with Third Parties who may have a duty to manage in respect of their infrastructure in the vicinity of Highways England Assets or who may carry out work on those Assets.

Third Parties: These will include the Emergency Services, Utility Companies, Local Authorities, Network Rail, British Waterways, other navigation authorities, private bridge owners and other companies, such as Trafficmaster.

General

A8.1.1 It is anticipated that, in time, all third parties will develop reciprocal arrangements with Highways England in line with new duty to manage responsibilities. These include a duty to co-operate with other dutyholders for shared or adjacent premises and infrastructure.

A8.1.2 The following process shall apply to each category of third party.

Emergency Services

A8.1.3 ACM information must be passed to the Emergency Services, particularly Fire and Rescue, for a route/section on a summary basis. Passing of individual AAP copies to the Fire and Rescue service is unlikely to be appropriate, owing to the volume of paperwork involved. The summary should contain only those items which would prove to be a problem in the event of a road traffic accident or fire. Examples would include ACMs in: – claddings, deck soffit formwork to structures, waterproofing (deck surface fire), highway ducts (close to surface) and cable troughs (on or close to the surface). Discussion must be held with emergency services (fire particularly) to ascertain format/level of information required on a local basis.

A8.1.4 The sharing of information with Emergency Services shall be in accordance with paragraph 103 of the HSE Approved Code of Practice (L143) for Regulation 4 of CAR.

Utility Companies

A8.1.5 Utility companies must hold Asbestos Management Plans, and make the information available. The provisions of the New Road and Street Works Act 1991 apply to the exchange of information following serving of notices. Thus, if notice is served on a utility company in advance of works, any asbestos related information must be included in the company's responses. If no reference to asbestos is received then a follow up request for clarification shall be sent. If works are then to be carried out for diversion and alteration as part of the scheme, by a contractor working for that utility company, AAP Risk Register information must be made available to that contractor prior to work commencing on site.

A8.1.6 A similar process is required if the utility company serves notice in advance of a proposed utility scheme. The response to the utility company by the Highways England Service Provider must include AAP Risk Register information as required. This should be achieved using standard paragraphs inserted in requests and returns to and from the utility companies.

All Other Third Parties

- A8.1.7 Where Highways England owns a highway structure, but not the Asset component carried by that highway structure, there must be an exchange of AAP information in advance of works being undertaken on site. Information exchange must include nil returns where appropriate and is expected to take place at first notification by the Highways England Service Provider or the Third Party of works to be carried out. An example would be resurfacing of a Local Authority road over a Highways England Highway Structure.
- A8.1.8 Where the highway is carried by a structure owned by the Third Party, the Dutyholder plan owner must ensure that exchange of information takes place on receipt of the notice of any works from the Third Party.
- A8.1.9 A similar process must be followed for non-highway Assets to ensure that the required level of asbestos related information is made available to all other contractors who may be carrying out work on Highways England Assets. An example would be contractors carrying out plumbing or electrical cabling work in offices located in maintenance compounds. Dutyholder plan owners must ensure that a process is in place for buildings under their control.
- NOTE: Highways England must agree responsibility for carrying out surveys where AAPs are not in place. Generally, survey work generated because of third party activity should be funded by the third party.

ANNEX A9

ASBESTOS CONTROL CHECK LIST ASSOCIATED WITH ALL WORK ACTIVITIES (see section A1.8.1)

Asset Name:

Reference (structure key, marker post, etc):

Database location (tick)

SMIS ☐

HAPMS ☐

TPMS ☐

Description of maintenance scheme, improvement or upgrade scheme, routine maintenance activity or emergency works

.....

.....

.....

.....

General Notes

G1 A check list shall be completed as follows:

- for each discrete maintenance scheme; copied to the appropriate individual AAPs if scheme covers more than one Asset;
- for each major scheme; copied to each Asset covered by the scheme;
- for each type of generic routine maintenance activity per area, or route within an area; copied to individual AAPs only if required by activity affecting an ACM;
- for each emergency works incident; copied to AAP if incident affected an ACM;
- for each Principal Inspection or other specialist work requiring intrusive testing or investigation work to an Asset; and
- minor new/maintenance work (e.g. grass cutting, installation of sign posts on verges/central reserves and replacement of vehicle restrain posts).

G2 Where surveying and testing has not proved to be practicable prior to work being carried out to an Asset, the presumption must be made that asbestos is present, especially for buried or hidden features, unless materials involved can be categorically stated not to contain asbestos. See also AAP guidance in this Annex A. This must be reflected in Pre-construction Information (as defined in CDM 2015) and appropriate measures taken.

G3 Each checklist shall apply for the life cycle of the scheme or maintenance activity. When work is completed, the form shall be signed off and copied to the Dutyholder plan owner. Annex A5 also applies. The AAP must be updated by changes to the Asset Risk Register if required.

- G4 It is recommended that this Check List should be incorporated into Providers' project management systems, with modifications as necessary.

CHECK LIST (See notes below)

1.	Was an AAP in place prior to work being identified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Are ACMs present or suspected to be present in areas or elements where work is planned?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Will work disturb an ACM or presumed ACM?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	Have surveys, samples, tests, assessments been completed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If Yes Date results/report completed	d <input type="checkbox"/> d <input type="checkbox"/> m <input type="checkbox"/> m <input type="checkbox"/> year <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	If No Reason? (e.g. emergency works)	
5.	Have Design Risk Assessments been carried out with respect to asbestos and included in CDM processes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	Has HSE been notified (refer to CAR 9) if works removing ACM are due to be carried out?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If No Reason?	
7.	Has Pre-Construction Information been passed to Contractor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	Have method statements been received from Contractor with respect to work on ACM?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

9. Did work involve control measures in area of ACM? Yes ☐ No ☐
10. Did work uncover any unexpected ACM? Yes ☐ No ☐
If Yes brief description with outcome:
11. Did work involve removal of ACM or demolition of element including ACM? Yes ☐ No ☐
12. If Yes, have consignment notes and other details of Special Waste disposal been received from Contractor? Yes ☐ No ☐
13. Date works on ACM completed d ☐ d ☐ m ☐ m ☐ year ☐ ☐ ☐ ☐
14. Has AAP been updated via a copy of this check list? Yes ☐ No ☐
15. Has appropriate Database been updated? Yes ☐ No ☐
16. Has documentation been issued after completion of the works to confirm that the works area is safe to "reoccupy" (CAR 17)? Yes ☐ No ☐

Completed by Project Manager

Signed:

Name:

Date:

Received by AAP Owner

Signed:

Name:

Date:

NOTES FOR EACH SPECIFIC QUESTION/SECTION OF THE CHECK LIST

- Q1 For the first few years of applying the Asbestos Management System, AAPs will not be in place prior to identifying work programmes. However, it is the intention that AAPs must be prepared for all Assets prior to works being carried out (CAR 5).
- Q2 This information must come from survey results in the AAP (when completed). If this is not available, a presumption must be made that hidden elements may contain asbestos unless strong evidence to the contrary.
- Q4 This applies to surveys and testing work specifically required in advance of identified work which may disturb ACMs. This includes tests on dust and debris to be removed prior to routine maintenance on bearing shelves, etc.
- Q5 This is to ensure that asbestos issues from the register are integrated into the Pre-construction Information and the CDM processes.
- Q6 Certain works on ACMs require notification to HSE 14 days prior to contractors carrying out work. See HSG 264 and CAR 9.
- Q7 This is to ensure that asbestos issues are integrated into CDM processes.
- Q8 This is to ensure that asbestos issues are integrated into CDM processes.
- Q10 Occasionally work may uncover ACMs which were totally unexpected. Contractors must be prepared for this situation under their obligations as an employer under CAR 2012.
- Q14 AAPs should be updated by appending a copy of the completed check list where ACMs have been affected or where new ACM information has come to light.
- Q15 Where ACMs have been confirmed, sealed or removed as part of any works, the entry in the appropriate Highways England database must be amended accordingly.

ANNEX A10

PROCESS FOR WORKS FOLLOWING AN EMERGENCY INCIDENT AND/OR FLY TIPPING

SCOPE:

Applies to works necessary after an emergency incident to all Asset types. Incident could include collision, road traffic accident, fire, collapse or partial collapse of a structure, embankment/cutting slips after bad weather, etc, where ACM are known to be present or suspected to be present. Also applies to fly tipping which may contain asbestos waste from building materials and vehicles carrying waste which may be involved in an incident.

- A10.1.1 Duty officer, Incident Support Unit (ISU) or maintenance contractor's representative, in conjunction with Highways England Traffic Officers (where HATO's operate), confirms that the emergency services have completed their work and that all necessary general safety measures have been implemented.
- A10.1.2 Emergency services must be consulted to establish if they are aware of any spread of dust which could contain asbestos fibres.
- A10.1.3 AAP owner shall ensure that any safety measures are maintained in place in conjunction with maintenance contractor and emergency services.
- A10.1.4 Contractor or ISU shall arrange for any debris which is suspected to contain asbestos and still on the highway, to be removed by a licensed asbestos removal contractor. It must be presumed that debris does contain ACM and appropriate precautions taken during the clearance work to current asbestos and other health and safety requirements. All necessary paperwork shall be forwarded to the Dutyholder plan owner, including consignment notes and other details of material disposed of as Special Waste. Whenever possible, clear up work must be undertaken before the Police open up the carriageway to traffic.
- A10.1.5 If further work is needed to protect and/or repair the Assets, then the work should be treated as planned work and the process to establish the appropriate knowledge of ACMs should be commenced prior to any work being carried out.
- A10.1.6 Results of this process shall be fed into AAPs as required by other procedures/flow charts, which should be completed as required, although it is accepted that not all sections will apply.
- A10.1.7 As fly tipping poses a risk, those representatives who may come across waste on the network or next to Highways England Assets shall assess whether there is a likelihood that because of the type of material the risk of ACMs is present. Where risk is evident specialist contractors must be appointed to dispose of the ACMs safely.

WITTHDRAWN

ANNEX A11

EXAMPLES OF ASBESTOS CONTAINING MATERIALS DISCOVERED IN HIGHWAYS AGENCY ASSETS

- A11.1 Asbestos filler board was found unexpectedly as a joint filler between the end of an infill concrete/precast beam deck and an insitu reinforced concrete ballast wall on a highway structure. The bridge was built in the 1960's and few, if any, drawings of the deck construction had survived. During testing operations associated with the bridge assessment process, the board was found after breaking out a section of the ballast wall to view the ends of the precast beams. Fortunately the testing contractor noticed the material and took appropriate measures to avoid exposure to asbestos fibres.
- A11.2 Asbestos cement ducts and chambers were noted on walk over surveys for a street lighting renewal contract on a dual carriageway in the midlands. The ducts ran along the central reservation and chambers which had previously been damaged had been covered with temporary concrete slab covers. When work proceeds a decision will have to be made as to whether the whole system should be replaced with non asbestos containing materials as part of the scheme.
- A11.3 Asbestos cement surface water drainage pipes were found during drainage renewal work on a late 1970's dual carriageway. At that time, pipe material choices in the Specification gave Contractors the option to use AC pipes. Most contractors sourced up to around 300 diameter pipes in thermoplastics or vitrified clay, 375 to 525 diameter in AC material and over 600 diameter ones in concrete. Construction drawings often show line and level, but not materials.
- A11.4 Asbestos cement sheet materials were found in service bays of M1 Bridges built in the 1960's. The material had been used to create a drainage path in deep service bays along the bridge deck cantilevers. A removal process has been ongoing in order to completely replace the material within a programme of deck refurbishment works.
- A11.5 Compressed Asbestos fibre was used in the bearing surface of GLACIER standard sliding bearings that were designed to operate under expanded neoprene sliding surface.

WITHDRAWN

ANNEX B – SPECIAL REQUIREMENTS: TRANSPORT SCOTLAND

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B12	TS General Asbestos Mangement Plan (GAMP)	B12/1

WITHDRAWN

B1.1 INTRODUCTION

- B1.1.1 In the UK the Control of Asbestos Regulations 2012 (CAR) came into force on 6 April 2012, replacing CAR 2006. The previous set brought together three previous sets of regulations covering the prohibition of Asbestos, the control of Asbestos at work and the Asbestos licensing regulations.

Asbestos Containing Materials (ACMs) are known to exist within the highway boundary, in roads, drainage, structures, associated buildings and other Asset. Road tunnels, depots and other buildings are considered to pose the highest risk for highway works. ACMs only pose a risk to health if the material is disturbed and the fibres become airborne and can then be inhaled.

- B1.1.2 Regulation 4 of CAR places a duty on those persons (the dutyholder) who have responsibility for maintenance or repair, to ensure that a suitable and sufficient assessment is carried out as to whether ACMs are likely to be present in their premises. A written plan should then be prepared detailing the controls required to effectively manage any risk. For TS a “premises” is defined as any Asset – a full definition can be found in section B1.3.
- B1.1.3 The TS strategy for Asbestos management is defined within the TS General Asbestos Management Plan (GAMP). This is a controlled document (see Annex B13). The TS GAMP follows the development of IAN 63 by Highways England and the agreements they reached with the Health and Safety Executive (HSE) to cover all trunk road network Asset with Asbestos Action Plans (AAPs) (see generic template within Annex B4) within a 20 year timescale from April 2005. This Advice supports the GAMP by setting out the duties and actions needed for compliance with the “duty to manage” as defined by Regulation 4 of CAR.
- B1.1.4 TS Providers are responsible for delivering the actions for TS to meet its responsibilities. Where the TS network is controlled by an Operating Company (OC), Private Finance Initiative (PFI), Design, Build, Finance and Operate company (DBFO), or Private Project Provider (PPP) the dutyholder is that Company or Organization and it is their responsibility to fulfil obligations of the dutyholder.
- B1.1.5 As an Asset owner, TS will audit and monitor TS Providers compliance with the TS policy.
- B1.1.6 The TS Asbestos management strategy complements existing requirements under the Construction (Design and Management) Regulations (CDM) 2015. It will form the basis for ensuring Asbestos issues are included in Pre-Construction Information and Health and Safety Files, design risk assessments and other assessments as required by the Control of Substances Hazardous to Health Regulations (COSHH) 1992, as detailed in the appropriate standards. HSG 264 Asbestos: The survey guide, published by the HSE in January 2010 replaces and expands on MDHS100, surveying, sampling and assessment of Asbestos containing materials. The requirements are included in this document.

B1.2 REFERENCE AND FURTHER READING

B1.2.1 Legislation and Guidance Documents

- Statutory Instrument 2012/632: The Control of Asbestos Regulations 2012.
- Approved Code of Practice and guidance LI43: The management of Asbestos in non-domestic premises. Regulation 4 of the Control of Asbestos at Work Regulations 2012.
- Statutory Instrument 2015/51: The Construction (Design and Management) Regulations 2015.

- Managing health and safety in construction: Construction (Design and Management) Regulations 2015. Approved Code of Practice (L153).
- Asbestos: The survey guide (HSG 264).

These documents are available at the HSE website www.hse.gov.uk.

B1.2.2 Guidance Documents from Highways England:

- Asbestos: An introduction: PR050/10.
- Interim Advice Note 105/08: Implementation of Construction (Design and Management) 2007 and the withdrawal of SD 10/05 and SD 11/05.
- Design Manual for Roads and Bridges Volume 3, Section 2, Part 1: BD 62/07 “As built, Operational and Maintenance records for Highway Structures”.
- Highways England, General Asbestos Management Plan (GAMP).
- Technology National Asbestos Management Plan (TNAMP) produced by Highways England TTD.

See www.standardsforhighways.co.uk for access to Interim Advice Notes, the Design Manual for Roads and Bridges and the Manual of Contract Documents for Highway Works.

B1.3 DOCUMENTATION OVERVIEW & DEFINITIONS

B1.3.1 This document contains processes, procedures, flow charts and information to address elements of Asbestos Management and details can be found in annexes B2 to B13.

Definitions

Premises – TS interpret the term ‘premises’ in CAR to mean every trunk road Asset and associated infrastructure within and outside the trunk road boundary where the Provider is responsible for inspection, management and maintenance or design work on these Asset as part of a contract TS hold with the Provider organisation.

Trunk Road Asset – includes but are not limited to: roads, bridges and other trunk road structures, masts, communications and electrical items, control rooms, maintenance compounds, depots, stores, weather stations, workshops and picnic sites (including toilet blocks).

TS Providers – includes TS Service Providers, TS Area Providers and Major Project Providers as noted below.

TS Area Providers – Includes TS Service Providers, DBFO and Operating Companies (OC’s).

TS Service Providers – Includes DBFO, OC’s, Multiple Framework Contractors and Consultants, Contractors and Suppliers, such as Vaisala for weather stations.

Major Projects Team – TS major project team work under the direction TS Project Managers of Major Transport Infrastructure Projects Directorate (MTRIPS).

Major Projects Providers – The consultants, contractors and their designers working under the direction of TS Project Managers of MTRIPS.

GAMP Owner – For TS this will be the Director of MTRIPS or designated nominee.

Dutyholder Plan Owners – Senior members of Service Provider organisations, including OC's, DBFO, DBFM, MTRIPS, Multiple Framework Contractors and Consultants, Contractors and Suppliers who have the necessary skills, knowledge and experience set for robust Asbestos management.

B1.4 RELATIONSHIP OF THIS DOCUMENT TO OTHER TS DOCUMENTS

- B1.4.1 TS has adopted a suite approach to the management of ACMs in all Asset owned or managed by them. This Annex B relates to Asset on the Scottish Trunk road network, associated infrastructure and Asset outwith the trunk road network managed by TS.
- B1.4.2 The management system introduced by this document and the GAMP must not duplicate or replace CDM requirements and processes in any respect.
- B1.4.3 The TS Health and Safety Consultant has also published a Site Safety Manual that document contains references to Asbestos as a hazard and the risk associated with it and necessary control measures to be implemented. This is available online at www.besafe.org.uk.

B1.5 SCOPE OF TRANSPORT SCOTLAND STRATEGY FOR COMPLIANCE

- B1.5.1 The GAMP and associated supporting procedures within this Annex B detail the strategy to be adopted by TS Service Providers and TS Major Project Providers. Both the Annex B and GAMP should be read to ensure full compliance with TS policy.

B1.6 ASSET EXCLUDED FROM THIS DOCUMENT AND GAMP

- B1.6.1 The building fabric and associated building Asset and infrastructure on the TS Estate including all building Asset owned by the Scottish Ministers under the control of TS. These include but are not limited to: M9 Burghmuir Depot, the Control Building at Erskine Bridge, Polmadie Depot Glasgow and Traffic Scotland Control Centre, South Queensferry and the Motorway Service Areas at Harthill and Hamilton, which are managed by others on a long term lease agreements. These must have developed their own Asbestos management procedures. All these are therefore excluded from the scope of this Annex B and the GAMP.
- B1.6.2 Land and properties acquired by TS under blight or Compulsory Purchase Order (CPO) or by agreement.
- This is land and property acquired and/or owned and maintained by Scottish Ministers or TS on their behalf as a result of past or future road schemes. It is managed separately by MTRIPS. B1.6.1 applies.
- B1.6.3 Other buildings and properties managed by a third party
- These currently include OC, DBFO, DBFM and PPP premises. They are independent of TS and are either owned or managed by others. They may include trunk road equipment or infrastructure managed by TS or its Providers but TS is not the primary Asset owner and therefore not the Duty Holder. However where TS is aware or likely to be become aware that ACMs managed by TS could be disturbed by maintenance/improvement/demolition activities, information is to be passed to the building manager or Duty Holder by TS prior to any invasive activity.

B1.7 HEALTH AND SAFETY EXECUTIVE IN SCOTLAND – AGREED TARGET

- B1.7.1 No targets have been agreed with HSE in Scotland to cover those non-domestic premises for which TS are the Duty Holder. It is planned to follow the Highways England lead as noted below.
- B1.7.2 For trunk road Asset a maximum 14 year programme for full coverage is proposed to be adopted by TS, this will tie in with Highways England timescales. The running total must be equal or greater than an average of 8% of the total Asset per annum. The 8% target applies only to OC, DBFO, DBFM and PPP TS Service Providers and the process shall commence from the financial year beginning 2012/13. A number of Asset types are of a higher risk than the general network and as such a timescale for 100% compliance for AAP production shall be implemented for completion by March 2014. These Assets included all maintenance compounds, depots, offices, picnic site facilities and buildings, owned or leased by TS and managed by TS Service Providers.

The 8% target will, in the first instance, be achieved by undertaking AAPs associated with Asset for which works are planned. Any outstanding balance is to be met on a prioritised basis determined by (in priority order):

- Age (oldest first).
- The need for Principal Bridge or other Inspections or surveys utilising planned Traffic Management.
- Asset which have a known or suspected Asbestos content.
- Giving due consideration to routes to be de-trunked.

For schemes and programmed works to be delivered by TS, AAP's shall be put in place in advance of all planned schemes and other work activities where disturbance of a known or potential ACM within Asset affected by the scheme is possible.

IMPORTANT NOTE: The contribution made from the production of AAPs in advance of TS major or minor projects schemes cannot be utilised by TS Service Providers to demonstrate progress towards their required annual target. The Scheme Asbestos Management Plan (SAMP) process shall be subject to agreement with TS.

B1.8 TS REQUIREMENTS FROM SERVICE AND MAJOR PROJECT PROVIDERS

- B1.8.1 TS Service and Major Project Providers are required to undertake a range of actions to ensure TS meet its obligations under CAR as outlined in the GAMP. Providers are required to ensure that they co-operate fully with other parties and that information is obtained and communicated as required. This includes TS buildings and Asset managed by third parties. Further detail of the process for dealing with third parties is found within Annex B8 and in section 13.7.3 of the GAMP. Area Asbestos Management Plan (AAMP), Scheme Asbestos Management Plan (SAMP) and AAP processes are described below. In addition there are other actions as outlined in this document which are required to be undertaken and these are detailed in Annexes B2 to B10 This includes the Asbestos Control Checklist (Annex B9) which applies to all activities, including the following:
- Discrete planned maintenance schemes or operations (TS up to £5m).
 - Major Schemes or Projects (TS schemes > £50m).

- Minor Schemes or Projects (TS schemes £5m to £50m).
- Routine or Cyclic maintenance or operations.
- Emergency works following an incident (ACMs affected are updated in the relevant AAP).
- Principal, General or Special Inspections or other specialist works, operations, inspections or investigations requiring intrusive examination.
- Minor new/maintenance work or operations (e.g. grass cutting, installation of sign posts on verges/ central reserves or replacement of fencing/barriers).

AAMP and SAMP production

B1.8.2 For Network development and maintenance activities, TS Service Providers shall prepare an AAMP annually and forward to the APM/TS Nominee for review under Review Procedure. This document must be reviewed at least annually and updates forwarded to the APM for review under Review Procedure. The template for an AAMP is at Annex B2.

For TS Major Projects, MTRIPS requires a Scheme Asbestos Management Plan (SAMP) at preliminary design stage which includes the AAP programme for the financial year. TS may require this for TR:BO Minor Projects, discrete planned maintenance schemes or operations and the Service Provider shall agree this with TS depending upon if Asbestos may be present and a SAMP is appropriate.

The SAMP shall be produced by the TS Provider in consultation with the TS Project Manager for the scheme. MTRIPS and their providers shall liaise with TR:BO and OC Area Service Providers to share asbestos management information as the SAMP process is triggered following the preferred route announcement. The template for a SAMP can be found in Annex B6 of this document. The SAMP shall take into account all Asset which are to be affected by the proposed works, including roads, structures, buildings, drainage, electrical and communication equipment etc. The SAMP must then receive signed approval from the APM and be forwarded to the TS Senior Responsible Officer for signed approval. TS Project Managers are required to review and approve the costs associated with the production of Management Plans and operating the management system.

AAP Production and Dissemination

B1.8.3 TS Service Providers shall produce AAPs for all Asset and carriageway lengths. A template for an AAP can be found in Annex B4 of this document. At least one AAP per structure, depot, or tunnel is required. Other Asset are to be captured within one AAP which relates to a nominal 5 kilometre section of carriageway length. The AAPs should be reviewed by the Plan Owner at least in line with the Asset monitoring/ inspection frequencies as set out in Annex B4. The Plan Owner is responsible for ensuring that the plan adequately reflects the condition of Asset contained within the plan. The Plan Owner should have undertaken relevant training on the requirements of the duty to manage in order to ensure that the AAP is sound.

For TS (MTRIPS and TR:BO) schemes, only Asset affected by the works require AAPs to be produced. A template for an AAP can be found in Annex B4 of this document. In preparing trunk road schemes that utilise lands and property acquired by CPO or agreement the MTRIPS or TR:BO project and area teams should be contacted for the relevant Asbestos information on these Asset for incorporation into the Health and Safety Files and be included in the AAPs for the particular scheme. In recognition that a major project life cycle is subject to change, it is imperative that where an AAP identifies the presence of an ACM this is communicated to the APM should the TS Service Provider be required to maintain the Asset during

major project scheme preparation and/or construction stages. The AAPs should be reviewed by the Plan Owner at least in line with the Asset monitoring/inspection frequencies as set out in Annex B4. The Plan Owner is responsible for ensuring that the plan adequately reflects the condition of Asset contained within the plan. Care should be taken to ensure that inspection and monitoring regimes are not duplicated.

TS Providers, shall complete desk studies, including a review of all available information, as part of the AAP production process. Any surveys and inspections for the presence of ACMs must be undertaken by a specialist. As a minimum they must be accredited to ISO 17020 by the United Kingdom Accreditation Services.

It is necessary for TS Providers to ensure that the AAPs are distributed to those that may be affected by them. Completed AAPs are to be passed to designers, consultants, contractors and any other operators and providers preparing to work on the trunk road premises.

Information shall be passed on to those who may have the potential to disturb ACMs within trunk road Asset in building Asset on the TS estate or properties managed by a third party or as requested by the MTRIPS or TR:BO. Communication and co-operation with other parties; for shared or adjacent premises, utility companies, landlords and emergency services etc is required as outlined in Annex B8.

If no AAP is in place it is expected that third parties will carry out their own risk assessment in agreement with the APM.

TS Providers shall plan monitoring and/ or inspection of Asset containing Asbestos or presumed Asbestos to tie in with other routine or planned inspections/surveys. Once AAPs are in place, re-inspections shall be carried out by a suitably qualified person who has the necessary skills knowledge and experience to identify whether there is a risk of exposure to ACMs and ensure mitigation action is properly considered.

During these re-inspections the condition of the ACMs should be monitored and recorded (i.e. photographs; new photographs should be uploaded if taken during re-inspections). If, based on comparison with previous photographs, and risk assessments, the condition has changed then specialist advice should be sought. It is recognised that Area Providers have a general duty to maintain the existing network through regular inspections and routine works to ensure it remains fit for purpose. Therefore, it is imperative that TS Providers liaise closely with Area Providers on the production and review of AAPs at any given point.

AAP upload database requirements

- B1.8.4 All completed AAPs shall be uploaded in PDF format onto TS databases. Upload should be undertaken as soon as the plan is completed. This will ensure that information is available centrally to TS and TS Service Providers. Following reviews, any updates of AAPs will need to be uploaded.

For major project schemes, the MTRIPS Project Manager shall agree with TR:BO the most appropriate way to upload the AAPs (e.g. entrust the task to relevant Area/Unit OC with access to database). MTRIPS shall liaise with TR:BO so that AAPs produced by major project schemes can be uploaded by TS Service Providers onto the relevant database.

Structure AAPs shall be uploaded into the TS Bridges Database – Structures Management System (SMS). Any structures with confirmed ACMs will still require AAPs to be added to them. TR:BO Bridges Section Asset Manager shall inform all affected TS Providers of any and all occurrences of Asbestos within structures, which have not previously been identified and shall circulate this information to the relevant Area/Unit OSC.

Note: Asbestos Surveys of discrete elements of structures may have uploaded into SMS, for example on waterproofing, which are not representative of the whole structure. A green status may be triggered for a part survey but it should not be presumed that there are no ACMs present within the whole structure.

Other TS databases include Roads Management and Maintenance System (RMMS), which is part of Integrated Roads Information System (IRIS), are considering similar arrangements to upload and store AAPs.

Maintenance compounds, other depots, stores, picnic sites, carriageway AAPs etc should be uploaded to RMMS. A copy of the AAP should always be kept at depots, stores and other buildings.

Traffic Scotland Asset AAPs produced by the TS Provider for these Asset must be uploaded on SMS and RMMS, as appropriate.

All enquires regarding TS databases should be addressed to Willie Grant, IRIS Manager – willie.grant@transportscotland.gsi.gov.uk

B1.9 Survey Types

B1.9.1 The HSE guidance on surveys is available in HSG 264 Asbestos: The survey guide. It has implications both for those undertaking Asbestos surveys and for those with specific responsibilities for managing Asbestos such as Duty Holders.

B1.9.2 This emphasises the need to effectively plan surveys and provide information to those who are undertaking the survey works. The Duty Holder, who shall be the TS Provider, shall check the skills knowledge and experience of the surveyor by an assessment of the individuals or company. Further information on the various types of surveys is available in HSG 264. In the case of hidden Asset, for example drainage, the Asset must be presumed to contain Asbestos unless there is evidence to the contrary. All Asbestos survey activities should take maximum advantage of planned Traffic Management required for other work e.g. geotechnical investigations, routine maintenance, principal bridge and other investigations or work streams.

B1.9.3 Management Survey

Management Survey is conducted at the initial phase to locate, so far as is reasonably practicable, the presence and extent of any suspect ACMs which could be damaged or disturbed including foreseeable maintenance and improvement activity, and to assess their condition. Guidance for completing the survey report is given in HSG 264.

B1.9.4 Refurbishment and Demolition Survey

A Refurbishment and Demolition Survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole Asset if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. Guidance for completing the survey report is given in HSG 264.

B1.9.5 Duty Holder's use of survey information

TS Providers commissioning surveying companies should ensure that the specification for the survey is adequate and fully agreed with those commissioned to carry out the work. Guidance for commissioning the survey is given in HSG 264.

B1.10 MONTHLY REPORTING

B1.10.1 On a monthly basis TS Service Providers shall complete a report and forward to the TS Project Manager or TS Area Manager.

B1.10.2 Major and Minor Scheme Project Managers and Managers of Discrete planned maintenance scheme or operations requiring SAMP's shall obtain update information in relation to the SAMP and associated AAPs. TS Project Managers should obtain this information from TS Providers.

B1.11 AUDITS

B1.11.1 Asbestos management audits shall be incorporated in the Performance Audit Group for Contract Compliance Audits for TS Providers. MTRIPS shall undertake there own scheme specific auditing regime on Major and Minor Projects under their control.

B1.11.2 TS shall maintain a register of Asbestos issues identified by this process and take action to address them in liaison with TS Providers and the Auditors. In addition TS and PAG will set requirements for regular self auditing by TS Area Providers and will sample audit a selection of schemes compliance each year.

B1.12 TRAINING

B1.12.1 All TS Providers shall nominate one or two key staff in their organisation to act as the named Plan Owner and to deliver the Duty Holder responsibility in conjunction with TS. TS Service Providers are expected to maintain an appropriate number of trained key staff, to allow for staff changes. In addition those likely to come into contact with Asbestos within the Service Providers team or others will require training in accordance with Regulation 10 of CAR. All Service Providers are responsible for ensuring that within their organisation there is an appropriate number of adequately trained staff. This training must meet the requirements of the relevant legislation and guidance. A range of courses can be found such as those accredited by the British Occupational Hygiene Society.

B1.12.2 Nominated Plan Owners shall have undertaken training to cover Asbestos awareness and the requirements of the duty to manage relating to Asbestos in the Asset and non-domestic premises covered by their duties.

B1.13 FURTHER INFORMATION

B1.13.1 If you have any questions or enquires on this document please contact please contact Donald Morrison, Head of Asset Management, donald.morrison@transportscotland.gsi.gov.uk.

Annex B2

GENERIC FORMAT FOR AO AREA ASBESTOS MANAGEMENT PLAN (AAMP) COVERING TS REQUIREMENTS

(COVER SHEET)

TS ASBESTOS MANAGEMENT

AREA ASBESTOS MANAGEMENT PLAN (AAMP)

for

(Insert Area, Unit, OC, DBFO Scheme or DBFM Scheme)

ORGANISATION

(Insert Name of TS Provider)

PLAN OWNER

(Insert Name)

DATE

(Insert date of initial preparation)

Notes:

1. Purpose of this AAMP is to demonstrate how the TS Provider will plan for the delivery of AAPs for their Area, Unit, DBFO Scheme or DBFM Scheme of responsibility.
2. The Plan Owner will be the competent person in the Provider organisation. They will be expected to have undertaken training to cover Asbestos awareness and the requirements of the Duty to Manage relating to Asbestos in the workplace.
3. Date will be when the initial plan was prepared. Revision and date history will be recorded on the contents page, including changes to “organisation” and “Plan Owner”.

ANNEX B2 CONTENTS PAGE

B2.1	Asset List for the Whole Area, Unit, DBFO Scheme or DBFM Scheme	B2/3
B2.2	Works and Operations Programme for Financial Year.....	B2/4
B2.3	AAP Programme for Financial Year.....	B2/5
B2.4	Arrangements for Monitoring and Review.....	B2/6
B2.5	Procurement of Specialist Asbestos Services	B2/7

Note: record keeping of reviews and updates should be documented below as a life history table.

Date	Plan Status and Comments	Plan compiled by (name)	Reviewed by (name)	Approved by Dutyholder plan owner (name)

B2.1 SECTION 1

ASSET LIST FOR THE WHOLE AREA, UNIT, DBFO SCHEME OR DBFM SCHEME

To Include:

- List of Structures as appears in SMS: bridges, culverts, walls and the like. List Major Structures separately. Grouping their numbers and types.
- Brief description and length of carriageway types – main carriageways, slip roads, junctions, dual, single (including Asset such as drainage, signs, communications infrastructure, etc).
- Brief description of buildings – compounds, depots, stores, workshops, outstations, control offices, etc.
- Brief description of other Asset – masts, pumping stations, picnic sites, etc.

a) Structures (as held on SMS including references and terminology)

Structure	Number	Special features/comments
Bridges		
Culverts		
Retaining Walls		
Gantries		

b) Trunk Road Lengths (as held on RMMS)

Route	Carriageway Standard	Length (lane km)	Comments
M8		8	

c) TTD Assets (as held on SMS, Traffic Scotland database and/or RMMS)

Route	TTD Asset Type	Number of similar items	Comments
M8	Portal gantries equipment		Equipment upgrade

d) Buildings, maintenance compounds discrete 'off network Asset' (outside highway or trunk road boundaries, as held on RMMS)

Name and Location	Purpose	Brief Description of Asset
M9 Burghmuir Depot	Maintenance compound	Offices, salt barn, garages, workshop and yards.

e) Other discrete 'off network' Asset

Asset description	Number (if appropriate)	Location

B2.2 SECTION 2

WORKS AND OPERATIONS PROGRAMME FOR FINANCIAL YEAR (Insert dates)

To include the number and type of Asset to be worked on derived from:

- Listing work programmes for major and minor schemes and identifying number and extent of Asset affected.
- Minor/Routine/Cyclic maintenance and Operations programmes.

Listing of all Maintenance Work and Operations in Area, Unit, DBFO Scheme or DBFM Scheme for Financial Year (Insert dates).

Brief Description	Asset Nos/Lengths affected	Comments if required

B2.3 SECTION 3

AAP PROGRAMME FOR FINANCIAL YEAR (Insert dates)

To Include:

- Asset covered by Works and Operations Programme and target for producing AAPs.
- Other Asset for which AAPs are required to meet the 5% annual target.
- Proposed prioritisation to meet the annual target.
- Schedule for agreement by TS Service Delivery Team Leader or equivalent nominated person.

Asset Type	Asset Description	Programme
Bridges & Structures	Individually listed	Date for surveys, AAP completion and works start (if appropriate)
Trunk roads	Listed by 5 km nominal length	Date for surveys, AAP completion and works start (if appropriate)
Compounds	Individually listed	Date for surveys, AAP completion and works start (if appropriate)
Other Asset	Individually listed	Date for surveys, AAP completion and works start (if appropriate)

Notes:

- B2.3.1 TS Providers should obtain confirmation of the progress, or intended progress, of AAP compilation, prior to reporting to the TS Area Performance Manager or nominated person
- B2.3.2 In the schedule, the line for the following year will be left blank at the start of the current year, as will the column for "Total Achieved".
- B2.3.3 At the end of the current year, the line for the following year will be completed and the total achieved for current year will be noted.
- B2.3.4 The schedule will be the means of approving the AAP programme and recording progress in the year and will be updated annually.

B2.3 continued

**SUMMARY SCHEDULE FOR APPROVAL BY TS AREA PERFORMANCE MANAGER OR
NOMINATED PERSON**

TS ASBESTOS MANAGEMENT

AREA (Insert Unit)

Example

Year	Target		Included in TPI limits	Prioritised from Maintenance Programme	Remainder to achieve target	Total Programmed	Total Achieved
	Asset Type	No/Length					
2011/12	Structures	50 No	—	35 No	15 No	50 No	
	5 km lengths of Carriageway	30 km	—	25 km	5 km	30 km	
	Compounds	3 No	—	2 No	1 No	3 No	
	Other Asset	10 No	—	3 No	7 No	10 No	
2011/12							

Completed by (Name) Plan Owner

..... Signed

..... Date

Approved by (Name) TS Area Performance
Manager or nominated
person

..... Signed

..... Date

B2.4 SECTION 4

ARRANGEMENTS FOR MONITORING AND REVIEW

Note:

Proposed arrangements for reviewing the programmed schedule for compiling AAPs should be listed in this section.

These will include:

- Measuring progress against annual target.
- A formal review shall be undertaken at least annually to check whether procedures are working. Results of this review are to be recorded and this plan amended if required. Changes are to be recorded in the 'Life History' table on the contents page.
- Reporting to the TS Area Performance Manager or nominated person will be a requirement following agreement of annual programmes and any budget reviews. Any revisions to this plan will be sent to the TS Area Performance Manager or nominated person.

B2.5 SECTION 5

PROCUREMENT OF SPECIALIST ASBESTOS SERVICES

Notes:

- B2.5.1 The HSE recommends, and TS requires, that specialist Asbestos surveying and laboratory testing organisations shall be UKAS accredited to ISO 17020 and 17025 respectively. The TS Provider shall procure the appropriate contract with a Surveying and Testing Organisation. Furthermore, the AAPs may recommend that there is a requirement to undertake Management Surveys and/or Refurbishment/Demolition Surveys.
- B2.5.2 The TS Provider shall be responsible for obtaining approval from the TS Area Performance Manager or nominated person, prior to the issue of the works order or bid for the proposed asbestos surveyor commission to the AO Service Provider.
- B2.5.3 All surveys must comply with the requirements of HSG 264.
- B2.5.4 In planning for surveys (in addition to the guidance given in HSG 264) the following issues need to be considered:
- Whether records indicate a strong likelihood of ACM or not.
 - The risk posed by working under traffic management compared to the likely risk of disturbing ACMs during planned maintenance work. However, the likelihood of exposure to asbestos and the need to avoid exposure should be assessed properly.
 - Known consistency of materials/components based on contract limits during the original construction work and the repeated detailing on bridges and culverts. This will allow representative sampling and assessment work to take place. However, previous modifications to Asset need to be considered.
 - Similarity in the appearance of construction details in buildings and other similar structures.
 - Combining survey work for Asbestos with other maintenance activities within planned traffic management measures.
 - Whenever possible combine Asbestos surveys with any planned inspections to take advantage of shared access arrangements.

B2.5.5 The following survey types will be appropriate in the following general circumstances in the table below.

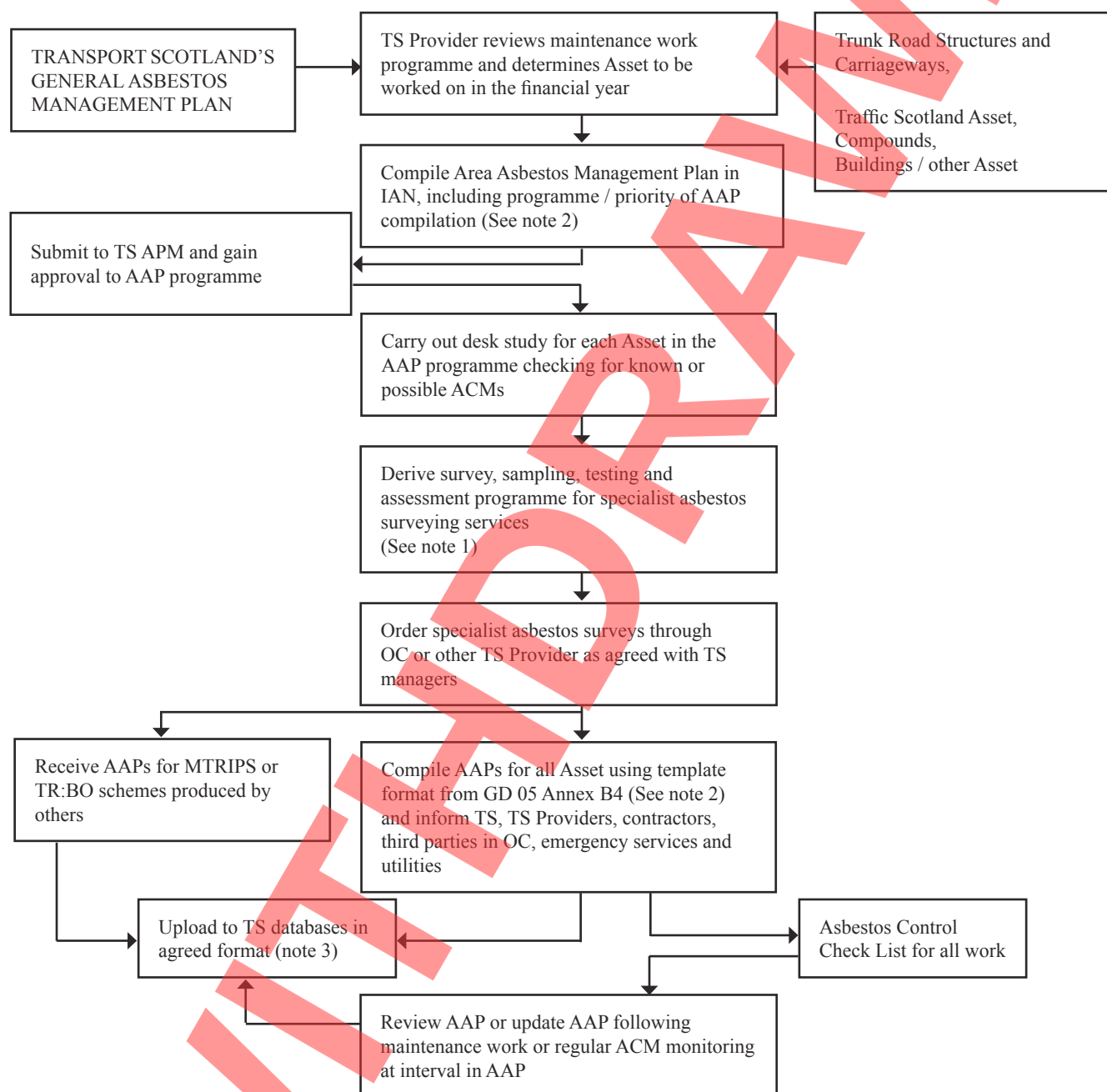
Asset Type	Element/Feature included in the Survey	Survey Type (As HSG 264)
Buildings, compounds, miscellaneous structures	All visible components or materials in roofs, ceilings, walls, floors etc where no intrusive maintenance work is planned to hidden components.	Management Survey.
	All components where intrusive work is planned during refurbishment, modification, demolition, reconstruction or extension of a building structure.	Refurbishment/Demolition Survey unless works deemed to be minor.
Trunk Road Bridges & Structures	All visible materials in structure – no intrusive work planned.	Management Survey.
	All materials/components in the structure which would be affected by intrusive work e.g., re waterproofing or joint repairs.	Refurbishment/Demolition Survey unless works deemed to be minor.
	Any demolition or reconstruction.	Refurbishment/Demolition Survey.
Trunk Roads Generally	All visible surface features – no work planned which could affect ACMs in the ground, e.g. in ducts and surface water drains.	Management Survey.
	All elements which could be affected by major construction work – e.g. ducts, chambers, surface water drains, buried joints, utilities infrastructure.	Refurbishment/Demolition Survey.
	Any demolition or reconstruction – e.g. major widening, new slip roads or junctions.	Refurbishment/Demolition Survey.

WITHDRAWN

ANNEX B3 Process Flow Chart for Production of AAMP

ASBESTOS MANAGEMENT FOR ALL MAINTENANCE WORK (SCHEMES, PROJECTS, OPERATIONS, COMPOUNDS AND OTHER BUILDINGS).

PRODUCTION OF AREA ASBESTOS MANAGEMENT PLANS (AAMP) AND ASBESTOS ACTION PLANS (AAP).



Notes

1. For survey types see HSE document HSG 264
2. Generic AAMP and AAP formats to GD5 Annex B2 and B4.
3. Databases include SMS and RMMS

Abbreviations

GD: General Design Standard
AAP: Asbestos Action Plan
OC: Operating Company Contractor
TS: Transport Scotland
MTRIPS: Major Transport Infrastructure
TR:BO: Trunk Roads and Bus Operations

WITHDRAWN

ANNEX B4

GENERIC ASBESTOS ACTION PLAN (AAP) COVERING TS REQUIREMENTS

(COVER SHEET)

AREA, UNIT, DBFO SCHEME OR DBFM SCHEME XX/ SCHEME REFERENCE

ASBESTOS ACTION PLAN

for

(Asset Name)

(Organisation)

(Plan Owner)

(Date first compiled)

Notes:

1. Area, Unit or Scheme name to be inserted.
2. Asset name to be inserted, e.g. M8 Woodside Viaduct, A7 Ashley Bank Retaining Wall, M9 Burghmuir maintenance compound, Skye Bridge Toll Building, A82 Allt Chonoglais Bridge Replacement.
3. TS Provider organisation and Plan Owner's name to be inserted. This should be a competent person within the TS Provider organisation's local management team holding suitable training in the Duty to Manage requirements.
4. Date to be inserted as the date of the initial plan. Updates and amendments to be listed in the table on the Contents Page, including changes to "organisation" and "Plan Owner".

ANNEX B4 CONTENTS PAGE

B4.1	Scope and Description.....	B4/3
B4.2	Desk Study and Surveys Undertaken.....	B4/4
B4.3	Risk Register and Actions.....	B4/5
B4.4	Asbestos Action Plan, Monitoring and Review.....	B4/7
B4.5	Location Plans/Drawings.....	B4/10
B4.6	Detailed Asbestos Survey Reports	B4/11
B4.7	Update Sheet and other Documents	B4/12

Life History Summary

Date	Plan Status and Comments	Plan compiled by (name)	Reviewed by (name)	Approved by Plan Owner (name)

Notes:

1. Table should include the full life history of changes to the plan.
2. Section 7 should include paperwork/documents evidencing the changes.

B4.1 SECTION 1 - SCOPE AND DESCRIPTION

ASSET NAME	(Insert)
ASSET REFERENCE NO(S)	(Insert)
LOCATION	(Insert)
OTHER DEFINING REFERENCE/NAME	(Optional)
BRIEF DESCRIPTION OF ASSET	(Insert)

Notes:

- B4.1.1 Asset name should be normal name of the trunk road structure, maintenance compound, etc, or section length and route for a nominal 5 km trunk road length.
- B4.1.2 Reference numbers should be those used generally and included in formal records, databases etc. These will include structure reference number, marker post, OS reference, etc.
- B4.1.3 All location and reference details should be given to ensure that the Asset is adequately defined.
- B4.1.4 Brief description should include main features only, e.g.:
- 4 span bridge, road over rail.
 - 300 metre retaining wall.
 - 5 km length of M90 including junction 4 or M8 Junction 9.
 - M9 Burghmuir maintenance compound, including salt barn, garage, office and store.

B4.2 SECTION 2 - DESK STUDY AND SURVEYS UNDERTAKEN

- B4.2.1 **DOCUMENTS REVIEWED (Note 4.2.1)** (List)
- B4.2.2 **CORRESPONDENCE WITH PRODUCT MANUFACTURERS (Note 4.2.2)** (List)
- B4.2.3 **ASBESTOS SURVEYS UNDERTAKEN FOR INITIAL AAP (Note 4.2.3)** (List with dates)
- B4.2.4 **ADDITIONAL SURVEYS (Note 4.2.4)** (List with dates)

Notes:

- B4.2.1 The desk study should comprise a thorough review of all as built and other Asset records, including structure files, health and safety files, any existing Asbestos registers, drawings, photographs, inspection records etc to obtain information on the likely Asbestos containing material (ACM).
- B4.2.2 Other parties have a duty to co-operate under the Control of Asbestos Regulations 2012, with anyone preparing an AAP. These include contractors and component or material manufacturers. Components in tunnels, movable bridges and other special structures could be the subject of specific enquiries by Area Providers.
- B4.2.3 A listing and brief description of surveys undertaken on the Asset should be included here. Surveys will include Management Surveys or Refurbishment/Demolition Surveys (intrusive sampling is possible under both survey methods). See Annex B6 section 5 above and also HSG 264.
- B4.2.4 When further survey and testing is carried out in advance of any planned intrusive maintenance, improvement or reconstruction work to an Asset, the results of those surveys shall be included here as an update to the AAP and the AAP given a new revision number. This is to ensure the plan includes all current information at all times.

B4.3 SECTION 3 – RISK REGISTER AND ACTIONS

RISK REGISTER DOCUMENT

Notes:

- B4.3.1 The Risk Register table (See HSG 264) will be produced by the Asbestos surveying organisation as part of the specialist commission. This will contain all elements of the Asset, irrespective of whether ACM is present, presumed to be present or assumed not to be present by virtue of age, test result or the constituent material, e.g. brick, stone, concrete, steel, etc. The purpose of the register is two-fold; firstly to identify ACM, or presumed ACM and secondly to alert all persons working on and around the Asset as to when these materials could be affected by any work carried out on the Asset.
- B4.3.2 The Risk Register therefore contains three sections down the sheet.
1. Those Asset elements which have been confirmed as ACM through survey, testing and assessment or known following prior work on the Asset.
 2. Those elements which must be presumed to be ACM because they are hidden or buried in the Asset and have not been subject to testing and assessment.
 3. Those elements which are presumed not to contain ACM by virtue of age or their engineering material characteristics. This section also will include those components proved not to contain Asbestos following sampling and testing.
- B4.3.3 The Risk Register also contains three sections across the sheet for each Asset element.
- 1: The element description, location and other defining details.
 - 2: The summary of survey, sampling, testing and assessment results, or reasons for presuming ACM, or reasons for assuming no ACM by nature of the material.
 - 3: The actions to be carried out in respect of known ACM or presumed ACM. Actions will be graded A, B, C or D see below in note B4.3.6.
- B4.3.4 The register should include summary details only. The full details will include the report from the specialist Asbestos surveyor and/or testing house. It is important to note that most of the details required in the register are taken from reports by the specialist surveyor.
- B4.3.5 The Risk Register should be updated by inclusion of information gained following further sampling, testing and assessment prior to maintenance or construction work and any changes to elements as a result of that work, e.g.
- replacement of waterproofing containing Asbestos;
 - replacement of broken Asbestos cement roofing sheeting;
 - repair of damage to Asbestos cement electrical ducts/chambers;
 - replacing damaged Asbestos insulation board in buildings; and
 - demolition of Asset and rebuilding under major widening schemes.

B4.3.6 Actions shown on the register are those necessary as a result of the risk assessment process. They indicate the level of remedial work necessary which must be carried out to ensure all persons are not accidentally exposed to airborne Asbestos fibres which could be inhaled.

- Action Level A: indicates those materials or Asset elements which are known not to contain Asbestos as a result of a direct test, or presumed to be non ACM because of age or constituent material. More detail can be found in HSG 264.
- Action Level B: indicates ACMs which as a result of the survey and assessment process have a low score and can be left in place and managed. This will also include materials which were not investigated in the survey because they were hidden, buried and not likely to be disturbed during most work activities.
- Action Level C: indicates known ACMs which as a result of assessment are in a condition which requires repair, sealing, covering or other means of encapsulation to prevent fibre release. When work has been carried out these elements should be regraded to Action Level A or B in the register.
- Action Level D: indicates known ACMs which as a result of assessment are in a condition such that the material should be removed and replaced with non-ACM.

It is expected that most highway infrastructure will fall into Action Levels A and B with the occasional C. Buildings and other Assets in maintenance compounds may be Action Levels A, B, C or D.

The supervisor of any works falling into Action Levels C and D should be licensed under the Control of Asbestos Regulations 2012.

B4.3.7 It should be noted that unless ACMs fall into Action Levels C and D, no disturbance of the ACM should be necessary. If work is to be done on parts of the Asset which actually do contain an ACM, then further survey work is necessary prior to that work being carried out.

B4.4 SECTION 4 – ASBESTOS ACTION PLAN, MONITORING AND REVIEW

4a GENERAL ITEMS (Include standard text) see below and notes

4b ASSET SPECIFIC ITEMS (Include specific text)

4a GENERAL ITEMS (To be included in all AAPs)

A1 This section contains the management actions which will be carried out to ensure that:

- Asbestos materials requiring treatment or removal, (Action Levels C and D) are dealt with in a timely manner.
- Known or presumed Asbestos materials (Action Level B) that remain in situ, are maintained in a safe condition.
- Procedures are in place to control all work which could effect, or potentially effect known or presumed Asbestos materials.

A2 Register Updates

The Risk Register included will be maintained and updated on receipt of new information. The Plan Owner will be responsible for approving all changes.

A3 Remedial Work to ACM

The Plan Owner shall consult with the appropriate Highways England manager to gain approval to work required to any known ACM assessed by specialist surveyors to fall into Action Level C or D. On approval, the required work shall be carried out and the register updated.

A4 Surveys

All specialist Asbestos surveys shall comply with the requirements of HSG 264. This applies to Management and Refurbishment/Demolition surveys.

A5 Monitoring Inspection

All Asset where ACM is known or presumed shall be re-inspected for signs of deterioration of the visible ACM, using the standard form in section B4.7. Re- inspections should be carried out by a suitably qualified person who has the necessary skills knowledge and experience to identify whether there is a risk of exposure to ACMs and ensuring mitigation action is properly considered. Such inspection will not include any intrusive work. If, on comparison with initial photographic evidence, the ACM shows signs of damage/deterioration, additional survey and assessment work shall be ordered before determining the extent of any remedial work. If the assessment shows the ACM to be Action Level C or D remedial work shall be instigated as A3 above. Inspection will therefore be targeted where surveys have shown ACMs to have the greatest risks from damage and disturbance.

A6 ACM monitoring inspection frequencies shall be as follows (tick box for Asset type – please note this should not be confused with review of the AAP).

Trunk Road Bridges & Structures	2 years	<input type="checkbox"/>
Trunk Road lengths (including all Asset within the trunk road boundary)	2 years	<input type="checkbox"/>
Buildings in maintenance compounds	6 months	<input type="checkbox"/>
Other buildings and network Asset outside the trunk road boundary	1 year	<input type="checkbox"/>

In addition, other regular network inspections will facilitate collection of visible damage to ACM components. The Plan Owner shall ensure that information is passed on from such inspection reports with regard to ACMs, using the standard form in section B4.7.

A7 **Asbestos Hazard Labelling**

No labels will be fixed to any part of the Asset unless specifically recommended by the specialist surveyor's report. If labels are used they should be fixed in a position that is protected from the weather. For Traffic Scotland Asset these must be agreed with TS and the TS Provider and be consistent with existing component labelling.

A8 **Communicating the Plan**

The Plan Owner shall ensure that the information in this plan is communicated to all Third Parties likely to work in, on and around the Asset. Annex B8 – Process for Dealing with Third Parties – will be followed. Third Parties will include but are not limited to:

- other TS Providers;
- emergency services;
- utility companies whose equipment is carried over, under or through this Asset;
- Local Authorities;
- Network Rail;
- British Waterways, Scotland in partnership with Waterways Trust, Scotland;
- Navigation Authorities;
- private bridge owners;
- other companies, such as Trafficmaster; and
- other stakeholder organisations, such as Scottish Natural Heritage, National Trust for Scotland.

A9 **Planned Work**

Before any planned work is carried out on this Asset the TS and the TS Provider for the work shall follow the procedures outlined in this document. This will ensure materials will be considered in advance of design work and incorporated in pre-construction information prior to ordering or commencing any maintenance or construction works. This will also include sampling/testing in advance of any intrusive work in connection with other engineering surveys where ACM would be encountered, for example, testing or Special Inspections or Investigations arising from Principal Inspections on trunk road

structures. Contractors arriving at maintenance compounds to carry out building or other maintenance should be shown a copy of the appropriate AAP and risk register.

A10 Unplanned or Emergency Work

When an emergency incident occurs on the network which directly affects this Asset or part of it, the “Process for Works after an Emergency Incident and/or Fly Tipping” (Annex B10) shall be followed by the TS Provider(s). On completion of the ‘emergency’ part of the work, including initial clearance, the Plan Owner shall ensure that any further work follows the ‘Planned work process.’ above.

A11 Reviewing the Plan

The AAPs should be reviewed by the Plan Owner at least in line with the Asset monitoring/ inspection frequencies. The Plan Owner is responsible for ensuring that the plan adequately reflects the condition of Asset contained within the plan.

A12 The Review shall include answering the following key questions:

- Has the Plan been communicated to others, including employees, other TS Providers, and appropriate Third Parties?
- Have the results of inspection and monitoring activity been recorded and included? Is there a need to change the frequency of ACM monitoring?
- Have any arrangements for ACM labelling, remedial treatment or removal been carried out and the plan updated?
- Has any work been carried out to the Asset and any necessary documentation included in the Plan?

A13 The results of the review are to be recorded, stating whether the management arrangements herein are still current and satisfactory and the document appended to this Plan. Any significant changes should be communicated as A8 above.

4b ASSET SPECIFIC ITEMS

B1 Any special items for Major Structures and/or Structures with Particular Requirements – listed to include particular arrangements for:

- Major Bridges, as defined by TS, e.g. A898 Erskine & A9 Kessock Bridges.
- Structures with Particular Requirements, e.g. Canal opening bridges.
- Complex Interchanges, e.g. M8 Baillieston and M8 Kingston Complex.
- Access Restrictions.
- Access to internal parts of structures.

B2 Any special items for maintenance compounds and other miscellaneous Asset – listed to include particular arrangements for:

- Shared occupations.
- Reviewing fixed equipment in premises ‘controlled’ by other organisations.
- Asset with regular significant vandalism.

B4.5 SECTION 5 – LOCATION PLANS AND DRAWINGS

This section includes the means whereby ACMs are identified on appropriate drawings. Where available digital or scanned paper record drawings should be used.

Notes:

- B4.5.1 For Trunk Roads: 1:2500 or 1:1000 is suggested
- For Bridges & Structures: General arrangement drawings or drawings already in structure files.
- For Buildings: Building layout plans identifying floors/partitions etc.
- For other misc Asset: Layout plans, general arrangement drawings or sketch plans if nothing else available
- B4.5.2 Known or presumed ACMs should be denoted on the drawings using appropriate colour code.
- Red: known ACM from knowledge or testing.
- Orange: presumed ACM in areas not tested.
- Green: Asset known to be free of Asbestos, by material constituents, age or prior Asbestos removal.
- B4.5.3 Above colour code will be inappropriate for trunk roads, especially “green areas” and “orange areas”. It will be sufficient to note on the drawings that all buried items, drainage and duct runs are presumed to be ACM unless and until proved otherwise by either a Management Survey and/or Refurbishment/Demolition survey. ACM “Reference” and “Present” fields will be provided within TS IRIS database. For electrical and communications infrastructure (including cabinet, controllers, feeder pillars, jointing chambers, etc.) where the incidence of ACMs is known from manufacturer’s data or survey results respectively. These fields will indicate if ACMs are present in that item.
- B4.5.4 Drawings should be amended as and when further information becomes available.
- B4.5.5 TS Providers should determine the best drawing format on which to record ACMs, allowing for the document size on their systems and avoiding the need to store and then update drawings in different formats but holding the same information.

B4.6 SECTION 6 – DETAILED ASBESTOS SURVEY REPORTS

(Detailed reports etc should be listed and included here as Annex A, B etc)

WITHDRAWN

B4.7 SECTION 7 – UPDATE SHEET AND OTHER DOCUMENTS

This section comprises update sheet and other evidence in respect of the following:

- Results of specific ACM monitoring inspections (use standard form attached).
- Feedback comments from other routine network inspections with respect to ACM (use standard form attached completed only when a problem has been identified).
- Results of AAP review process (use standard form attached).
- Summary report following an emergency incident.
- Other miscellaneous feedback received from other TS Providers, emergency services, utility companies or other Third Parties with regard to ACM in this Asset.

FEEDBACK RECORD FROM ROUTINE NETWORK INSPECTIONS (ASBESTOS ISSUES ONLY)

Asset Name	
Asset Reference	
Date	Name of Inspector reporting
Comments	
Signed	
Date	Name of Inspector reporting
Comments	
Signed	
Date	Name of Inspector reporting
Comments	
Signed	
Date	Name of Inspector reporting
Comments	
Signed	

RECORD OF SPECIFIC ASBESTOS MONITORING INSPECTIONS

Asset Name	
Asset Reference	
Date	Name and status of person carrying out the inspection
Comments/Outcome	
Signed	
Date	Name and Status of person carrying out the inspection
Comments	
Signed	
Date	Name and Status of person carrying out the inspection
Comments	
Signed	
Date	Name and Status of person carrying out the inspection
Comments	
Signed	

RECORD OF REVIEW PROCESS FOR AAPs

Asset Name		
Asset Reference		
Review Date	Reviewer	Plan Owner
<p>1. COMMUNICATION – Has the Plan been communicated to others?</p> <ul style="list-style-type: none"> – to employees? – to other TS Providers? – to emergency services? – to utility companies and other third Parties? <p style="text-align: right;">} Provide feedback</p>		
<p>2. INSPECTION/MONITORING – Have the results of inspection and monitoring activity been recorded and included?</p> <ul style="list-style-type: none"> – Provide comments on records and any need to change the monitoring frequency. – Include comments on whether the Risk Register needed updating or otherwise amending. 		
<p>3. LABELLING, REMEDIAL TREATMENT AND REMOVAL OF ASBESTOS – Have recommendations from specialists been carried out?</p> <ul style="list-style-type: none"> – labelling – was any required? Include comments. – remedial work – has it been carried out and the register updated? Include comments and refer to evidence. – removal work – has it been carried out? Include comments and refer to documentary evidence for safe removal and disposal. 		
<p>4. MAINTENANCE OR OTHER WORK – Has any work been carried out to the Asset or part of the Asset which affected an ACM?</p> <ul style="list-style-type: none"> – planned work – Include comments and refer to documentary evidence and any updating. – emergency work – Include comments and refer to documentary evidence and any updating. 		

5. OVERALL REVIEW OBSERVATIONS

List any observations and recommendations to this Plan and any possible general modifications to management systems or procedures.

In Summary state whether Plan should be modified.

Yes / No

6. Reviewed by

Name: _____

Signed: _____

Date: _____

7. Approved by Plan Owner

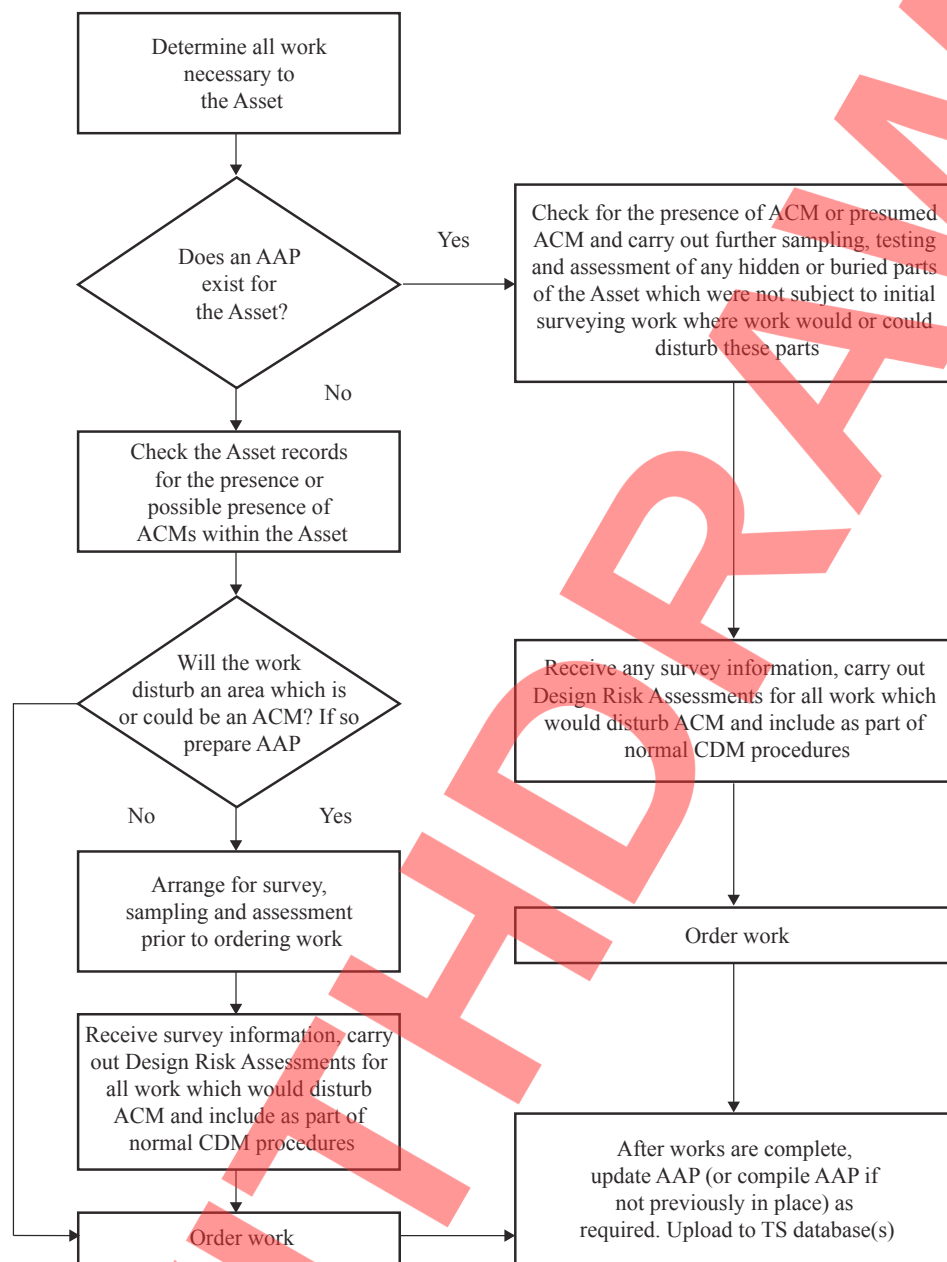
Name: _____

Signed: _____

Date: _____

ANNEX B5 Process Flow Chart for Production of AAP

FOR ASBESTOS MANAGEMENT OF ALL MAINTENANCE WORK OR OPERATIONS, MAJOR AND MINOR SCHEMES (INCLUDING CYCLIC AND ROUTINE MAINTENANCE, BRIDGE INSPECTIONS AND MISCELLANEOUS INSPECTION, SURVEYS OR INVESTIGATIONS (SEE NOTE))



Notes

1. Without specific knowledge, ACM must be presumed to be present in the absence of test results following surveying and sampling.
2. Materials known to be concrete, steel, aluminium, brick, timber, stone or bituminous pavement can be assumed to be asbestos free.
3. For Major or Minor Project schemes, it is assumed that an AAP is in place prior to the TS Provider carrying out Design Risk Assessments.

Abbreviations

- AAP: Asbestos Action Plan
ACM: Asbestos Containing Material
CDM: Construction (Design and Management) Regulations 2015

WITHDRAWN

ANNEX B6

(COVER SHEET)

TS ASBESTOS MANAGEMENT

SCHEME OR PROJECT ASBESTOS MANAGEMENT PLAN (SAMP)

for

(Insert TS Major Project or Scheme Name or TS Minor Project or Scheme Name or Planned Maintenance Project or Scheme name)

ORGANISATION

(Insert Name)

PLAN OWNER

(Insert Name)

DATE

(Insert date of initial preparation)

Notes:

1. Purpose of this SAMP is to demonstrate how the TS Provider will plan for the delivery of AAPs for their Scheme.
2. The Plan Owner will be the competent person in the TS Provider organisation. They will be expected to have undertaken training to cover Asbestos awareness and the requirements of the Duty to Manage relating to Asbestos in the workplace.
3. Date will be when the initial plan was prepared. Revision and date history will be recorded on the contents page, including changes to "organisation" and "Plan Owner".
4. Discrete TS Major and Minor Schemes are project managed by MTRIPS, with the exception of some Structures Schemes, which are managed by TR:BO, Bridges.
5. TS Major and Minor Schemes are those managed by MTRIPS include schemes from the Motorway and Trunk Road Improvement Programme.
6. Planned Maintenance Schemes are project managed by TR:BO.

ANNEX B6 CONTENTS PAGE

B6.1 Asset List – All Asset affected by the Scheme within its limits.....B6/3

B6.2 Works Programme for Financial YearB6/4

B6.3 AAP Programme for the Scheme or Project.....B6/5

B6.4 Arrangements for Monitoring and Review.....B6/7

B6.5 Procurement of Specialist Asbestos ServicesB6/8

Note: record keeping of reviews and updates should be documented below as a life history table. Initial plan and all reviews in line with Project Control Framework stage requirements.

Date	Plan Status and Comments	Plan compiled by (name)	Reviewed by (name)	Approved by Plan Owner (name)

B6.1 SECTION 1

ASSET LIST FOR ALL ASSET AFFECTED BY THE SCHEME WITHIN ITS LIMITS

To Include:

- List of Structures as they appear in SMS: bridges, culverts, retaining walls and the like. Grouping their numbers per type.
- Brief description and length of carriageway types – main carriageways, slip roads, junctions, dual, single (including Asset such as: drainage, signs, communications infrastructure, etc).
- Brief description of buildings – compounds, depots, stores, workshops, outstations, control offices, etc.
- Brief description of other Asset – masts, pumping stations, picnic sites, etc.

a) Structures (as held on SMS including references and terminology)

Structure	Number	Special features/comments
Bridges		
Culverts		
Retaining Walls		
Gantries		

b) Trunk Road Lengths (as held on RMMS)

Route	Carriageway Standard	Length (lane km)	Comments
M8		8	

c) TTD Assets (as held on SMS, Traffic Scotland database and/or RMMS)

Route	TTD Asset Type	Number of similar items	Comments
M8	Portal gantries equipment		Equipment upgrade

d) Buildings, maintenance compounds discrete 'off network Asset' (outside trunk road boundaries, as held on RMMS)

Name and Location	Purpose	Brief Description of Asset
M9 Burghmuir Depot	Maintenance compound	Offices, salt barn, garages, workshop and yards

e) Other discrete 'off network' Asset

Asset description	Number (if appropriate)	Location

B6.2 SECTION 2

WORKS PROGRAMME FOR FINANCIAL YEAR (Insert dates)

To include the number and type of Asset which will be subject to major or minor works during delivery of the scheme:

- Listing the work programme for the major or minor scheme and identifying number and extent of Asset affected.

Brief Description	Asset Nos/Lengths affected	Comments if required

B6.3 SECTION 3

ASBESTOS ACTION PLAN PROGRAMME FOR THE SCHEME OR PROJECT

To Include:

- Asset covered by the Scheme and proposed phase target for production of Asbestos Action Plans (AAPs).
- Schedule for agreement by TS, MTRIPS or TR:BO Project Managers and APM or nominated person.

Asset Type	Asset Description	Programme
Trunk Road Bridges and Structures	Individually listed	Date for surveys, AAP completion and works start (if appropriate)
Trunk Road Lengths	Listed by nominal lengths	Date for surveys, AAP completion and works start (if appropriate)
Building, Garage, Compounds etc	Individually listed	Date for surveys, AAP completion and works start (if appropriate)
Other discrete 'off network' Asset	Individually listed	Date for surveys, AAP completion and works start (if appropriate)
Traffic Scotland M & E Asset	Asset type/description	Date for surveys, AAP completion and works start (if appropriate)

Notes:

- B6.3.1 The SAMP must receive signed approval from the relevant APM or nominated person (or APMs should the Scheme span over more than one area) and be forwarded to the Senior Responsible Owner for signed approval in accordance with the Project Control Framework or Project Management arrangements.
- B6.3.2 The timing of compilation of AAPs should be agreed with the TS Scheme Project Manager and this will be dependent on Scheme's progress. The AAPs must be in place prior to the start of any works.

B6.3 continued

SUMMARY SCHEDULE FOR APPROVAL BY TS AREA PERFORMANCE MANAGER OR
NOMINATED PERSON

TS ASBESTOS MANAGEMENT

SCHEME NAME

Example

Year	Target		Total Programmed	Total Achieved
	Asset Type	No / Length		
2011/12	Bridges & Structures	50 No	50 No	
	Trunk Road Lengths	30 km	30 km	
	Traffic Scotland M & E Asset	10 No	10 No	
	Compounds	3 No	3 No	
	Other Asset	10 No	10 No	

Completed by (Name) Plan Owner

..... Signed

..... Date

Approved by (Name) TS Service Delivery Team
Leader or nominated person

..... Signed

..... Date

Approved by (Name) Senior Responsible Owner

..... Signed

..... Date

B6.4 SECTION 4

ARRANGEMENTS FOR MONITORING AND REVIEW

Note:

Proposed arrangements for reviewing the programmed schedule for compiling AAPs should be listed in this section.

These will include:

- Measuring progress.
- Means of incorporating the consequences of works programme changes into the AAP programme to ensure plans are in place prior to the start of any work to the Asset.
- A formal review shall be undertaken in line with the TS TR:BO procedures or MTRIPS Project Management process to check whether procedures are working. Results of this review are to be recorded and this plan amended if required. Changes are to be recorded in the 'Life History' table on the contents page.
- Any revisions to this plan will be sent to the TS Area Performance Managers or nominated persons.

B6.5 SECTION 5

PROCUREMENT OF SPECIALIST ASBESTOS SERVICES

Notes:

- B6.5.1 The HSE recommends, and TS requires, that specialist Asbestos surveying and laboratory testing organisations should be UKAS accredited to ISO 17020 and 17025 respectively. The TS Provider shall procure the appropriate contract with the Surveying and Testing Organisation. Furthermore, the AAPs may recommend that there is a requirement to undertake Management Surveys and/or Refurbishment/Demolition Surveys.
- B6.5.2 The TS Provider shall be responsible for obtaining approval from the MTRIPS or TR:BO Project, Scheme or Area Manager prior to awarding any contract for the proposed specialist services.
- B6.5.3 All surveys must comply with the requirements of HSG 264.
- B6.5.4 In planning for surveys the following issues need to be considered:
- Whether records indicate a strong likelihood of ACM or not.
 - The risk posed by working under traffic management compared to the likely risk of disturbing ACMs during planned maintenance work.
 - Known consistency of materials/components based on contract limits during the original construction work and the repeated detailing on bridges and culverts. This will allow representative sampling and assessment work to take place. However, previous modifications to Asset need to be considered.
 - Similarity in the appearance of construction details in buildings and other similar structures.
 - Combining survey work for Asbestos with other maintenance activities within planned traffic management measures.
 - Whenever possible combine Asbestos surveys with any planned inspections to take advantage of shared access arrangements.

B6.5.5 The following survey types will be appropriate in the following general circumstances in the table below.

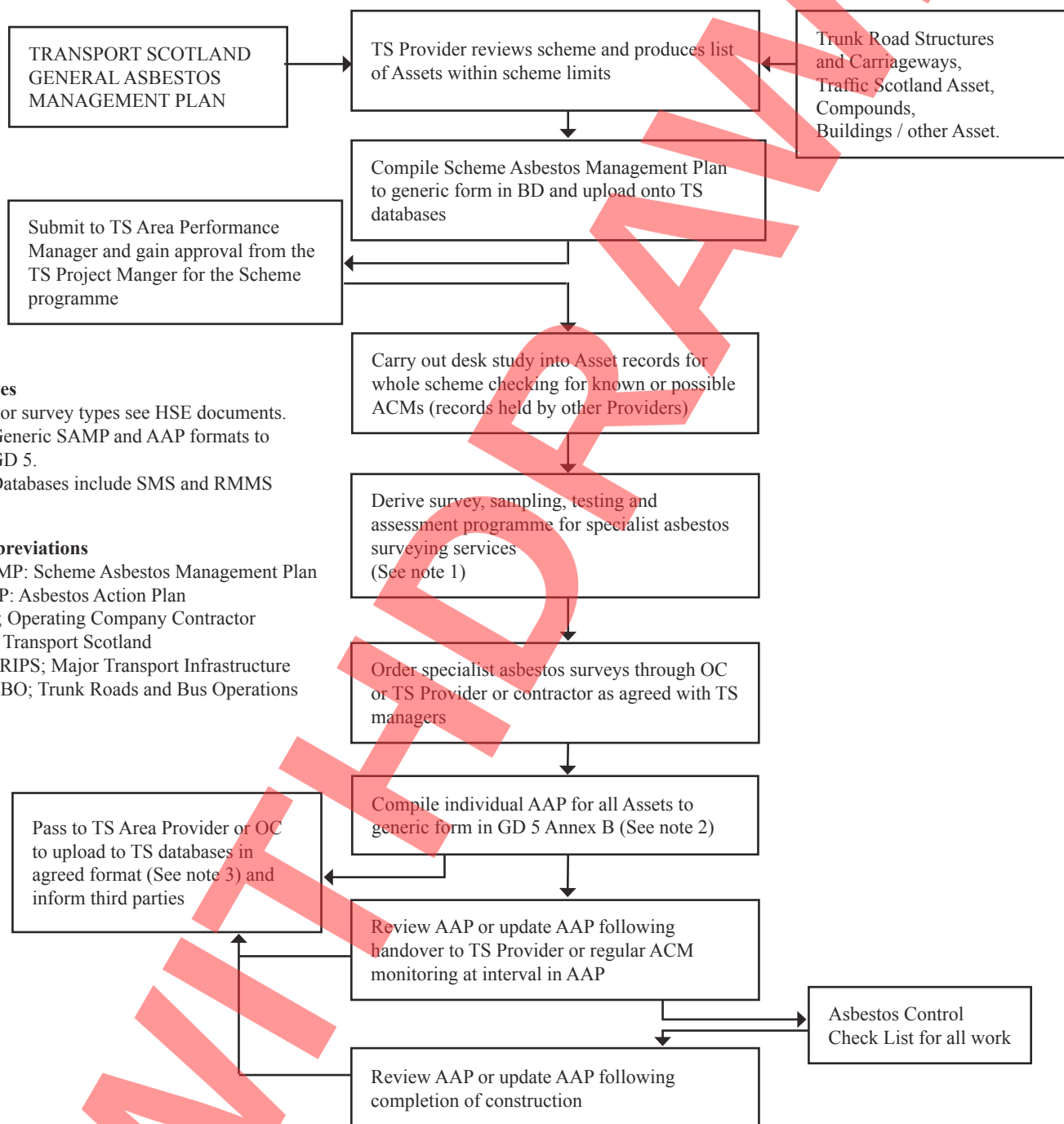
Asset Type	Element/Feature included in the Survey	Survey Type (As HSG 264)
Buildings, compounds, miscellaneous structures	All visible components or materials in roofs, ceilings, walls, floors etc where no intrusive maintenance work is planned to hidden components.	Management Survey.
	All components where intrusive work is planned during refurbishment, modification, demolition, reconstruction or extension of a building structure.	Refurbishment/Demolition Survey unless works deemed to be minor.
Trunk Road Bridges & Structures	All visible materials in structure – no intrusive work planned.	Management Survey.
	All materials/components in the structure which would be affected by intrusive work e.g. waterproofing or joint repairs.	Refurbishment/Demolition Survey unless works deemed to be minor.
	Any demolition or reconstruction	Refurbishment/Demolition Survey.
Trunk Roads Generally	All visible surface features – no work planned which could affect ACMs in the ground, e.g. in ducts and surface water drains.	Management Survey.
	All elements which could be affected by major or minor construction work – e.g. ducts, chambers, surface water drains, buried joints, utilities infrastructure.	Refurbishment/Demolition Survey.
	Any demolition or reconstruction – e.g. major widening, new slip roads or junctions.	Refurbishment/Demolition Survey.

WITHDRAWN

ANNEX B7 Process Flow Chart for the Production of SAMP and AAPs

ASBESTOS MANAGEMENT FOR MAJOR OR MINOR OR PLANNED MAINTENANCE PROJECT SCHEMES OR OPERATIONS WHERE APPROPRIATE

PRODUCTION OF SCHEME ASBESTOS MANAGEMENT PLANS (SAMP) AND ASBESTOS ACTION PLANS (AAP)



WITHDRAWN

ANNEX B8

PROCESS FOR DEALING WITH THIRD PARTIES

Scope: Describes the way that Plan Owners will deal with the issues of communication and cooperation with Third Parties who may have a Duty to Manage in respect of their infrastructure in the vicinity of TS Asset or who may carry out work on those Asset.

Third Parties: These will include the Emergency Services, Utility Companies, Local Authorities, Network Rail, British Waterways, other navigation authorities, private bridge owners, other companies, such as Trafficmaster and other organisations such as Scottish Natural Heritage and National Trust for Scotland.

General

B8.1.1 It is anticipated that, in time, all third parties will develop reciprocal arrangements with the TS in line with new Duty to Manage responsibilities. These include a duty to co-operate with other Duty Holders for shared or adjacent premises and infrastructure.

B8.1.2 The following process will apply to each category of third party.

Emergency Services

B8.1.3 ACM information should be passed to the Emergency Services, particularly Fire and Rescue, for a route/section on a summary basis. Passing of individual AAP copies to the Fire and Rescue service is unlikely to be appropriate, owing to the volume of paperwork involved. The summary should contain only those items which would prove to be a problem in the event of a road traffic accident or fire. Examples would include ACMs in: – claddings, deck soffit formwork to structures, waterproofing (deck surface fire), service or drainage ducts (close to surface) and cable troughs (on or close to the surface). It is suggested that discussion is needed with emergency services (fire particularly) to ascertain format/level of information required on a local basis.

B8.1.4 Guidance contained in paragraph 103 of the HSE Approved Code of Practice (L143) for Regulation 4 of CAR should be noted in respect of Emergency Services and the transfer of information.

Utility Companies

B8.1.5 Companies should hold Asbestos Management Plans, probably on their GIS. records/databases. The provisions of the New Road and Streetworks Act apply to the exchange of information following serving of notices. Thus, if notice is served on a utility company in advance of TS works, any Asbestos related information should be included in the company's responses. If no reference to Asbestos is received then a follow up request for clarification should be sent. If works are then to be carried out for diversion and alteration as part of a TS scheme, by a contractor working for that utility company, AAP Risk Register information should be made available to that contractor prior to work commencing on site.

B8.1.6 A similar process will be required if the utility company serves notice in advance of a proposed utility scheme. The response to the utility company by the TS Provider will include AAP Risk Register information as required.

B8.1.7 It is suggested that this is achieved using standard paragraphs inserted in requests and returns to and from the utility companies.

All Other Third Parties

B8.1.8 Where the TS owns or is responsible as Roads Authority for a trunk road structure, but not the Asset component carried by that trunk road structure, there will be a need to exchange AAP information in advance of works being undertaken on site. Information exchange shall include nil returns where appropriate and is expected to take place at first notification by the TS Provider or the Third Party of works to be carried out. An example would be resurfacing of a Local Authority road over a TS trunk road structure.

B8.1.9 Where the trunk road is carried by a structure owned by the Third Party, the Plan Owner shall ensure that exchange of information takes place on receipt of the notice of any works from the Third Party.

B8.1.10A Similar process should be followed for non-trunk road Asset to ensure that the required level of Asbestos related information is made available to all other contractors who may be carrying out work on TS Asset. An example would be contractors carrying out plumbing or electrical cabling work in offices located in maintenance compounds. Plan Owners will be responsible for ensuring that a process is in place for buildings under their control.

NOTE: TS should agree responsibility for carrying out surveys where AAPs are not in place. Generally, survey work generated because of third party activity should be funded by the third party.

ANNEX B9

ASBESTOS CONTROL CHECK LIST ASSOCIATED WITH ALL WORK ACTIVITIES

Asset Name:

Reference (structure key, marker post, etc):

Database location (tick) SMIS ☐ HAPMS ☐ TPMS ☐

Description of maintenance scheme, improvement or upgrade scheme, routine maintenance activity or emergency works

.....

.....

.....

General Notes

- G1 A check list should be completed as follows:
- for each discrete maintenance scheme; copied to the appropriate individual AAPs if scheme covers more than one Asset
 - for each major or minor scheme; copied to each Asset covered by the scheme
 - for each type of generic routine maintenance activity per area, or route within an area; copied to individual AAPs only if required by activity affecting an ACM
 - for each emergency works incident; copied to AAP if incident affected an ACM
 - for each Principal Inspection or other specialist inspection or investigation work requiring intrusive testing or investigation work to an Asset.
 - Minor new/maintenance work (e.g. grass cutting, installation of sign posts on verges/central reserves and replacement of vehicle restrain posts).
- G2 Where surveying and testing has not proved to be practicable prior to work being carried out to an Asset, the presumption must be made that Asbestos is present, especially for buried or hidden features, unless materials involved can be categorically stated not to contain Asbestos. See also AAP guidance in this document. This must be reflected in Pre-construction Information (as defined in CDM 2015) and appropriate measures taken.
- G3 Each checklist will apply for the life cycle of the scheme or maintenance activity. When work is completed, the form should be signed off and copied to the Plan Owner. Annex B5 also applies. The AAP should be updated by changes to the Asset Risk Register if required.

- G4 It is recommended that this Check List should be incorporated into Providers' project management systems, with modifications as necessary.

CHECK LIST (See notes below)

1.	Was an AAP in place prior to work being identified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Are ACMs present or suspected to be present in areas or elements where work is planned?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Will work disturb an ACM or presumed ACM?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	Have surveys, samples, tests, assessments been completed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If Yes Date results/report completed	d <input type="checkbox"/>	d <input type="checkbox"/>
		m <input type="checkbox"/>	m <input type="checkbox"/>
		year	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	If No Reason? (eg emergency works)	
		
5.	Have Design Risk Assessments been carried out with respect to asbestos and included in CDM processes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	Has HSE been notified (refer to CAR 9) if works removing ACM are due to be carried out?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If No Reason?	
		
7.	Has Pre-Construction Information been passed to Contractor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	Have method statements been received from Contractor with respect to work on ACM?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

9. Did work involve control measures in area of ACM? Yes ☐ No ☐
10. Did work uncover any unexpected ACM? Yes ☐ No ☐
If Yes brief description with outcome:
11. Did work involve removal of ACM or demolition of element including ACM? Yes ☐ No ☐
12. If Yes, have consignment notes and other details of Special Waste disposal been received from Contractor? Yes ☐ No ☐
13. Date works on ACM completed d ☐ d ☐ m ☐ m ☐ year ☐ ☐ ☐ ☐
14. Has AAP been updated via a copy of this check list? Yes ☐ No ☐
15. Has appropriate Database been updated? Yes ☐ No ☐
16. Has documentation been issued after completion of the works to confirm that the works area is safe to "reoccupy" (CAR 17)? Yes ☐ No ☐

Completed by Project Manager

Signed:

Name:

Date:

Received by AAP Owner

Signed:

Name:

Date:

NOTES FOR EACH SPECIFIC QUESTION / SECTION OF THE CHECK LIST

- Q1 For the first few years of applying the Asbestos Management System, AAPs will not be in place prior to identifying work programmes. However, it is the intention that AAPs should be prepared for all Asset prior to works being carried out. (CAR 5)
- Q2 This information should come from survey results in the AAP (when completed). If this is not available, a presumption should be made that hidden elements may contain Asbestos unless strong evidence to the contrary.
- Q4 This applies to surveys and testing work specifically required in advance of identified work which may disturb ACMs. This could include tests on dust and debris to be removed prior to routine maintenance on bearing shelves, etc.
- Q5 This is to ensure that Asbestos issues from the register are integrated into the Pre-construction Information and the CDM processes.
- Q6 Certain works on ACMs require notification to HSE 14 days prior to contractors carrying out work. See HSE guidance and CAR 9.
- Q7 This is to ensure that Asbestos issues are integrated into CDM processes.
- Q8 This is to ensure that Asbestos issues are integrated into CDM processes.
- Q10 Occasionally work may uncover ACMs which were totally unexpected. TS Providers and Contractors should be prepared for this situation under their obligations as an employer under CAR 2012 and other Health and Safety legislation.
- Q14 AAPs should be updated by appending a copy of the completed check list where ACMs have been affected or where new ACM information has come to light.
- Q15 Where ACMs have been confirmed, sealed or removed as part of any works, the entry in the appropriate TS database should be amended accordingly.

ANNEX B10

PROCESS FOR WORKS FOLLOWING AN EMERGENCY INCIDENT AND/OR FLY TIPPING

SCOPE:

Applies to works necessary after an emergency incident to all Asset types. Incident could include collision, road traffic accident, fire, collapse or partial collapse of a structure, embankment/cutting slips after bad weather, etc, where ACM are known to be present or suspected to be present. Also applies to fly tipping which may contain Asbestos waste from building materials and vehicles carrying waste which may be involved in an incident.

- B10.1.1 Duty officer, Trunk Road Incident Support Services (TRIS), TS Service Provider, OC or maintenance contractor's representative, in conjunction with the TS and OC Traffic Officer's (where TRIS. operate) confirms that the emergency services have completed their work and that all necessary general safety measures have been implemented.
- B10.1.2 Emergency services to be consulted to establish if they are aware of any spread of dust which could contain Asbestos fibres.
- B10.1.3 AAP owner ensures that any safety measures are maintained in place in conjunction with maintenance contractor and emergency services.
- B10.1.4 TS Service Provider, OC, DBFO, Contractor or TRIS arranges for any debris which is suspected to contain Asbestos and still on the trunk road to be removed by a licensed Asbestos removal contractor. It should always be presumed that debris does contain ACM and appropriate precautions taken during the clearance work to current Asbestos and other health and safety requirements. All necessary paperwork shall be forwarded to the Plan Owner, including consignment notes and other details of material disposed of as Special Waste. Whenever possible, clear up work shall be undertaken before the Police open up the carriageway to traffic.
- B10.1.5 If further work is needed to protect and/or repair the Asset, then the work should be treated as planned work and the process to establish the appropriate knowledge of ACMs should be commenced prior to any work being carried out.
- B10.1.6 Results of this process should be fed into AAPs as required by other procedures/flow charts, which should be completed as required, although it is accepted that not all sections will apply.
- B10.1.7 As fly tipping poses a risk, those representatives who may come across waste on the network or next to TS Asset should assess whether there is a likelihood that because of the type of material the risk of ACMs is present. Where risk is evident specialist contractors should be appointed to dispose of the ACMs safely.

WITHDRAWN

ANNEX B11

EXAMPLES OF ASBESTOS CONTAINING MATERIALS DISCOVERED IN TRUNK ROAD INFRASTRUCTURE

- B11.1.1 Asbestos filler board was found unexpectedly as a joint filler between the end of an infill concrete/precast beam deck and an insitu reinforced concrete ballast wall on a bridges. The bridge was built in the 1960's and few, if any drawings of the deck construction had survived. During testing operations associated with the bridge assessment process, the board was found after breaking out a section of the ballast wall to view the ends of the precast beams. Fortunately the testing contractor noticed the material and took appropriate measures to avoid exposure to Asbestos fibres.
- B11.1.2 Asbestos cement ducts and chambers were noted on walk over surveys for a street lighting renewal contract on a dual carriageway. The ducts ran along the central reservation and chambers which had previously been damaged had been covered with temporary concrete slab covers. When work proceeds a decision will have to be made as to whether the whole system should be replaced with non Asbestos containing materials as part of the scheme.
- B11.1.3 Asbestos cement surface water drainage pipes were found during drainage renewal work on a late 1970's dual carriageway. At that time, pipe material choices in the Specification gave Contractors the option to use AC pipes. Most contractors sourced up to around 300 diameter pipes in SGW material, 375 to 525 diameter pipes in AC material and over 600 diameter in concrete. Construction drawings show line and level, but not materials.
- B11.1.4 Asbestos cement sheet materials were found in service bays of M1 Bridges built in the 1960's and are likely to be present on similar bridges on the M8, M9 and M90 dating from the same period. The material had been used to create a drainage path in deep service bay on the bridge deck cantilevers. A removal process has been ongoing in order to completely replace the material within a programme of deck refurbishment works.

WITHDRAWN

ANNEX B12 TRANSPORT SCOTLAND

Trunk Road Network

General Asbestos Management Plan (GAMP)

CONTENTS

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Life History Summary (TS GAMP Document Development)

Date	Plan Status and Comments	Plan originator (name)	Reviewer (name)	Plan Owner (name)
August 2011	Derived from Highways England General Management Plan	Wayne Hindshaw Network Bridges Manager		Trunk Road and Bus Operations (TR:BO)

Signature of Nominated Plan Owner:

Donald Morrison –TS; TR:BO Head of Asset Management

B12.1 ABBREVIATIONS LIST

AAMP	Area Asbestos Management Plan
AAP	Asbestos Action Plan
ABB	Asbestos Bulletin Board
ACM	Asbestos Containing Material
APM	Area Performance Manager or Asset Owner's nominee as appropriate
AO	Asset Owner, in this case Transport Scotland
ASC	Asset Support Contractor
BD	Bridges Design Standard
CAR	Control of Asbestos Regulations
CDM	Construction, Design and Management Regulations
COSHH	Control Of Substances Hazardous to Health
CPO	Compulsory Purchase Order
DBFO	Design, Build, Finance & Operate or Operators
DBFM	Design, Build, Finance & Maintain
GAMP	General Asbestos Management Plan
HSE	Health and Safety Executive
HSG 264	Health and Safety Guidance on surveys
MTRIPS	Major Trunk Road Infrastructure Projects
OC	TS Operating Company
OO	Overseeing Organisation
PAG	Performance Audit Group
PFI	Private Finance Initiative
RMMS	Roads Management and Maintenance System
SAMP	Scheme Asbestos Management Plan
SERIS	Scottish Executive Roads Information System
SMS	Structures Management System
TCC	Traffic Control Centre
TR:BO	Trunk Roads and Bus Operations
TS	Transport Scotland

B12.2 PLANNING FOR COMPLIANCE

B12.2.1 Introduction

Highways England issued an Interim Advice Note (IAN 63/05) "Asbestos management applicable to the strategic road network, in England. TS have used this to benchmark the requirements for the Scottish Trunk Road Network as set out in Annex B of this document. The IAN was not implemented by TS but formed best practice guidance pending the formulation of this document. This GAMP provides an overview of required activity whilst the remainder of Annex B of this document gives specific instruction and a range of templates to assist those responsible for asbestos management procedures.

B12.2.2 Achieving the Percentage Target

Owing to the size of the trunk road and related infrastructure Asset, TS aim to implement the requirements of Regulation 4 over a period of 14 years, from implementation of this document to tie in with the timescales that Highways England agreed with the HSE.

TS require that Asbestos Action Plans (AAPs) be completed by TS Providers for depots and other buildings by March 2014. Coverage of the remaining trunk road network by the production of AAPs must be completed by March 2025. This will be commenced TS Providers upon the implementation of this document. TS Service Providers, as agreed with Area Providers and OCs are to achieve a minimum target of 8% per year in terms of AAP coverage for the strategic road network to deliver 100% coverage by March 2025. TS Service Providers in liaison with Area Providers and OCs shall produce annual management plans detailing their proposed breakdown of programmes on a prioritised basis as set out below to cover at least 8% of the total network for which they are responsible year on year.

TS Service Providers are required to prepare AAPs for nominal 5 kilometre trunk road lengths covering all trunk road Asset and structures.

Asbestos related surveys should be prioritised with oldest parts of the network to be surveyed first. Schemes with planned maintenance needs and/or improvement/inspection schemes will take priority, followed by other activities, particularly where there is a known or suspected Asbestos contaminated material (ACM) presence.

Transport Scotland and their TS Service Provider shall provide detailed guidance on Asbestos in their Asset. They shall follow the requirements of Annex B in the production of AAPs for their Asset. The preferred database for storage of this information is to be determined and may be held separately from IRIS.

B12.2.3 Works additional to the 14 year target

Asbestos related surveys generated by TS under the Major or Minor Projects or Planned Maintenance Schemes and programmes are not included in the 14 year target. These schemes are managed and delivered by MTRIPS or TR:BO. The announcement of the Preferred Route now acts as the trigger for the production of a Scheme Asbestos Management Plan (SAMP) at preliminary design stage. AAPs must be in place prior to the commencement of any works associated with any major or minor project or scheme.

AAPs produced by TS Providers will be passed to MTRIPS or TR:BO, as appropriate, at Preferred Route Announcement stage to assist with SAMP development. Thereafter MTRIPS or TR:BO will update and produce any new plans prior to construction as required for uploading into TS databases or systems. Upon completion of the major or minor project or scheme works, updated AAPs will be lodged with TS Service Provider for loading onto TS database systems.

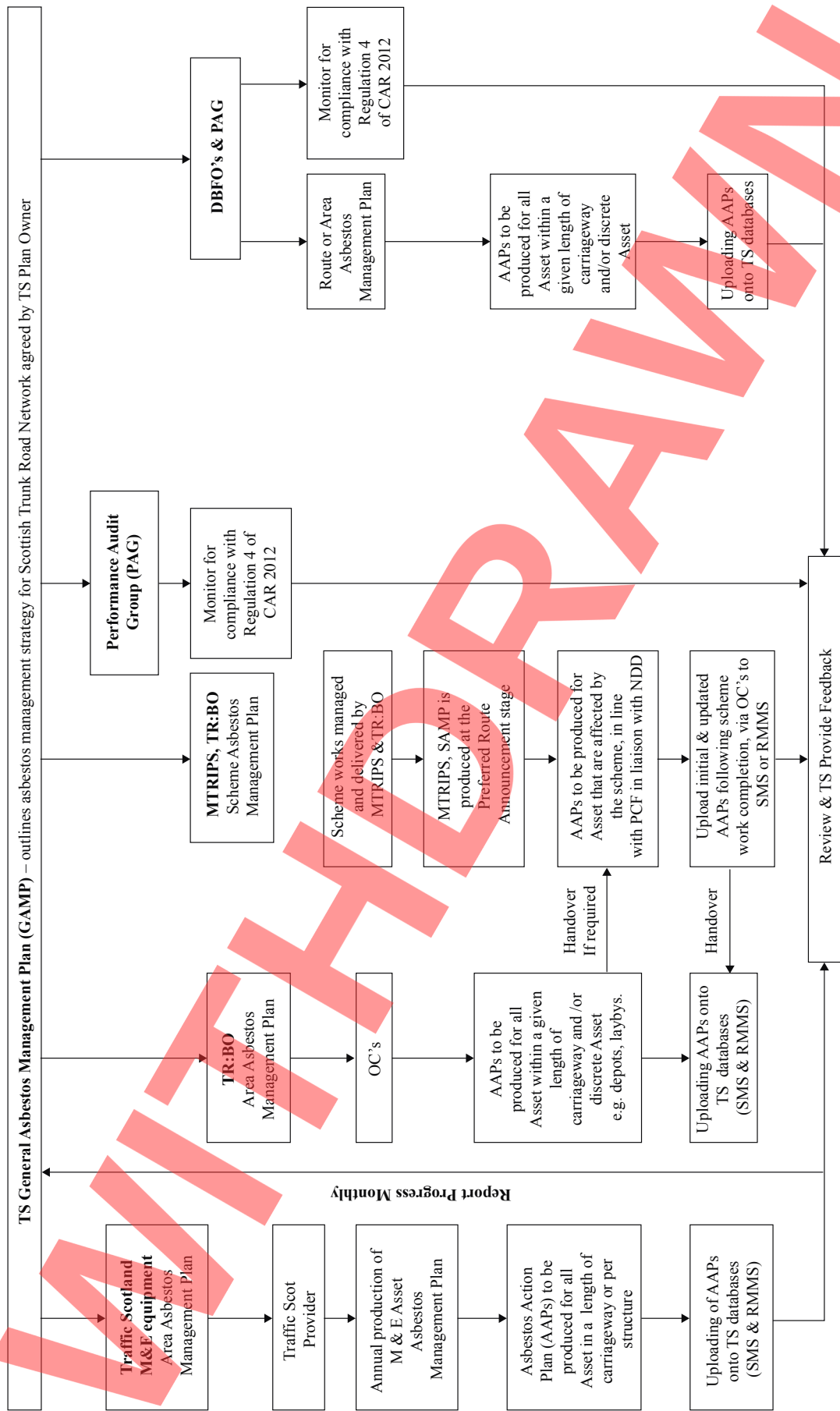
B12.2.4 Building Asset Managed by TS Service Providers

AAPs for TS winter maintenance compounds, depots and other buildings shall be put in place by March 2014 in recognition of the greater risk to exposure to an ACM for this type of Asset. This will be commenced by TS Providers upon the implementation of this document. Where works or operations are planned, a review of the available information should be undertaken to assess the need for further survey work i.e. a Management Survey or Refurbishment/Demolition Survey. Detailed guidance on surveys is found at section 9 of the IAN.

In buildings, where the TS and/or TS Providers install and maintain equipment through other organisations but do not have responsibility for the building itself, the “Duty to Manage” under CAR rests with those with responsibility for the building. For example, the Duty Holder will generally be the building owner or an agent in the case of police control centres. However, the TS shall expect all TS Providers to co-operate with the Duty Holder on Asbestos issues. For any buildings managed by TS (none at present) it will be necessary to all TS Providers to contact MTRIPS and/or TR:BO to agree how Asset will be managed in terms of Asbestos risks.

WITHDRAWN

TS Asbestos Management Procedures (excludes MTRIPS Land and Estate Management procedures)



B12.3 TS GAMP SCOPE AND DEFINITIONS

Strategy Owner: TS – TR:BO, Branch 5

Nominated Plan Owner: TS – Donald Morrison – Head of Asset Management

Plan Owner: TS – MTRIPS Director Ainslie McLaughlin

Purpose: Describes how TS will discharge the Duty to Manage under Regulation 4 of the Control of Asbestos Regulations 2012, in respect of the trunk road network and associated Asset owned or managed by TS as Trunk Road Authority.

Scope: An 'umbrella plan' outlining how TS Providers will be tasked to produce Asbestos Management and Asbestos Action Plans to minimise the risk of exposure to Asbestos contaminated material.

Asset Types: All TS trunk roads and associated signs, barriers, drainage fencing, etc, bridges and structures, as defined in BD 2, BD 62 and BD 79, including minor structures such as culverts and masts. Also, communications and mechanical and electrical items, control rooms/computer centres, out stations, weather prediction stations and their associated road sensors, etc, equipments, maintenance compounds, depots, stores, workshops and laybys, where the current or a future TS Provider is responsible for maintenance, operations or design work on these Asset as part of a contract between the TS and the Provider organisation.

Service Providers: Include TS, OCs, DBFO's, MTRIPS providers, TR:BO providers and other Consultants, Contractors and Suppliers, including those under framework agreements.

B12.4 ASBESTOS CONTAINING MATERIALS

Much of the highway infrastructure is over 20 years old and therefore may contain ACMs unless it is specifically known and recorded that subsequent maintenance and improvement works have included the removal of all ACMs. An example would be new drainage works involving the removal of Asbestos cement pipes or re-waterproofing a bridge deck by replacing Asbestos sheet composite boards. Known areas where ACMs exist include the following items or products, however this list is not exhaustive:

Trunk Road: Permanent formwork to bridge decks

Structures: Early M8, M9 & M90 motorway bridges
Filler boards in joints
Bearings
Some joint fillers/mastics
Gasket between precast beams
Drainage pipes and ducts to abutments and piers
Certain board waterproofing systems
Pipes, including insulation to water pipes slung under decks
Bitumastic coatings to some buried corrugated culverts
Service duct covers
Canal Opening Bridges; Insulation, lagging and lining for fire protection to ducting and cables for Mechanical and Electrical equipment

Associated control buildings and rooms, containing M & E services, water or fluid tanks, sumps and debris, tiling and roofing materials.

Trunk Roads: Drainage pipes and chambers.
Communication ducts and troughs.
Electrical ducts and chambers.
Roofing to shelters, cabins, etc.
Panels in electrical cabinet.
Back panels and fuse assemblies in street lighting columns, lanterns and other jointing cabinet/enclosures.

Buildings: Likely occurrence of ACMs are referred to in numerous documents issued by the HSE, including roofing, drainage, lagging, insulation, etc.

Tunnels: Build up of dust deposits behind claddings, ceilings, etc from vehicles (for example, brake linings).
Asbestos cement ventilation ducting and cladding panels.
Rope gasket between tunnel segments.
Insulation, lagging and lining for fire protection to ducting and cables for Mechanical and Electrical equipment.
Water tanks, sumps and debris, tiling and roofing materials.
Associated control buildings and fan rooms, containing M & E services.

B12.5 TYPICAL WORK PROGRAMMES

The TS maintain and improve their Asset through a wide variety of work activities which include, but is not restricted to:

- A programme of Major and Minor Project Schemes involving maintenance, improvements and new build, usually to significant lengths of existing or new trunk road. These include bypasses, widenings, carriageway re-alignments, junction improvements, bridge and structure strengthening and replacement.
- A programme of planned maintenance projects and schemes involving major and minor maintenance and operations to carriageways, road pavements, bridges and structures.
- A programme of Accident Prevention Schemes involving predominantly safety related schemes to junctions or other accident 'hot spots' on the network or from the TS moving cursor programme.
- Programmes of traffic management and driver information schemes.
- Smaller schemes for trunk roads and structures.
- Routine and cyclic maintenance and operations on the network, including sign cleaning, renewing road markings, gully emptying, litter picking and clearing vegetation, grass cutting, bridge movement joint cleaning, etc.
- Principal, General, Special & Superficial Inspections and other surveys and investigations to bridges and structures.

- Emergency response works following Road Traffic Incident damage, fly tipping, fires and safety defects (potholes in carriageway, flooding, etc).
- Landscape management, including planting, cutting back of intrusive or overgrown vegetation, removal of noxious or invasive species, e.g. Ragwort.
- Winter maintenance, including salt spreading, gritting and snow clearance.

There are also activities related to building maintenance, improvement work and operations in all depots, workshops, stores, control rooms, etc, both for planned and emergency works.

B12.6 EXCLUDED ASSET

The GAMP does not include the following, which are outside the control of TS Providers tasked with the management, maintenance, operation and improving the Scottish Trunk Road Network:

- Asset managed by TS MTRIPS which are subject to a separate Asbestos management plans, land, property and associated infrastructure usually acquired under CPO, agreement or blight provisions as part of MTRIPS scheme preparation for major or minor projects or schemes.
- Private finance and/or DBFO controlled infrastructure such as former testing laboratory on the M6DBFO used by TS provider Autolink.
- Other TS property and Asset not maintained by TS Providers such as motorway service areas where the Duty to Manage Asbestos is delegated to the leaseholder.
- Asset provided or maintained under specific contracts where the TS are not the Duty Holder. The term "Duty Holder" is defined in CARS 06 Regulation 4.

B12.7 PROCESS CONTROL

B12.7.1 Requirements for AAMP/SAMP and AAPs

Details of AAMP/SAMP and AAP production are provided in the Annexes B2 – B7 of this document which asks that Area Asbestos Management Plans are prepared annually and signed off at Area Performance manager (APM) level. TS Providers are required to agree with the APMs or nominated person how the AAP programme will be delivered.

MTRIPS and TR:BO are required to submit a SAMP and AAPs at agreed stages as part of their annual delivery programmes for major and minor project schemes.

Traffic Scotland's AMP is approved by the Director of TR:BO. AAPs are annually produced, completed and uploaded into TS databases in line with TS guidance.

B12.7.2 Audits/Feedback – Performance Audit Group

Performance Audit Group Audits and Monitoring for Contract Compliance, now includes Asbestos management and/or issues.

Information collected by TS from TS Providers, self audits carried out by TS Service Providers, specific major and minor projects scheme audits, OC audits and the monthly monitoring sheet shall be used to target future asbestos audits and improvement activity to ensure full compliance across the TS trunk road network and the associated Asset.

B12.7.3 Co-operation

As part of the Duty to Manage under Regulation 4 of CAR 2012, if TS has information regarding the presumed or confirmed presence of ACMs in Asset, there is a requirement for TS to co-operate with any other party with responsibilities associated with that Asset or organisations intending to carry out works which may affect the Asset. TS therefore instructs all its Providers to:

- Co-operate with all parties likely to have or require information.
- Review information which has been provided by manufacturers and centrally held on SMS and RMMS and any OC or DBFO paper or electronic handover records and share all information as appropriate.
- Review as-constructed/maintenance records prior to compiling each AAP.
- Inform all parties likely to be involved in any operations, works, maintenance, inspections, investigations, survey and improvement works of the presence, or presumed presence, of ACMs.
- Inform all third parties and/or stakeholders with an Asset in the vicinity of or running over, across, under or through any trunk road Asset of the presence, or presumed presence, of ACMs. These will include, but are not limited to, the emergency services, utility and service companies, local authorities, Network Rail, British Waterways, navigation authorities, private bridge owners and other companies, such as Trafficmaster, etc.
- Co-operate with developers and other statutory undertakers.

B12.8 MONITORING AND REVIEW

B12.8.1 This plan will be reviewed, as a minimum annually by TS and PAG to measure the effectiveness of the compliance measures. The fundamental questions will be:

- “Are these arrangements working?”
- “Are TS Providers delivering the requirements?”
- “Are safe working practices in place for all Asset under the control of or the responsibility of TS and TS Providers?”
- “TS taking the right steps to minimise risk of exposure to ACMs?”

Information captured from this process will be fed back into this GAMP as appropriate by TS and PAG. The review will be based on audit findings, monthly monitoring, and any other sources of information which are considered appropriate, such as: PAG monitoring and audits, MTRIPS and TR:BO compliance reviews, etc.

B12.8.2 TS Providers are required to complete a monthly reporting proforma in liaison with OC Area Providers which outlines monthly target and achievements to date including status of reports in relation to uploading AAPs onto TS databases. Uploading of all AAPs completed must be undertaken as soon as possible once the AAP is in place and in any event secured by the end of each financial year. MTRIPS and TR:BO will submit a monthly overview of SAMP and AAP development relating to schemes and projects within the TS Motorway and Trunk Roads Programme. The TS information will be collated to form part of a regular reporting regime to Ainslie McLaughlin as Plan Owner, and the TS Board.

B12.9 RECORDS

- B12.9.1 TS Providers will be required to keep records of AAPs in PDF format on the appropriate databases as agreed with TS. (Word documents are unacceptable). The TS databases are SMS and RMMS. Service Providers shall seek advice from TS database contacts via TS Project or Area Managers in order to complete the necessary uploading.
- B12.9.2 Templates are included in this Annex. These must be adopted by TS Providers to ensure consistent information. These will include:
- AAMP or SAMP – generic format stating how the TS Provider will plan for delivery of AAPs for their areas of responsibility. This will include reporting requirements to Area Provider. Traffic Scotland Asset may be covered within TS Provider's plans.
 - AAPs – generic format for each Asset (structures, buildings) or group of Asset (highway lengths).
 - Model specification for Asbestos surveys and assessments to be used to procure survey work from properly accredited specialist contractors employed through TS Provider organisations.
 - A range of flow charts and standard procedures which set out the principles to be followed by the range of Providers in their own project management systems to demonstrate compliance and to record actions, reviews, etc.

B12.10 TRAINING

- B12.10.1 All TS Providers will be expected to nominate one or two key staff in their organisation to act as the named AAP Owner and to deliver the Duty Holder responsibility in conjunction with TS. TS Providers will be expected to maintain an appropriate number of trained key staff, to allow for staff changes. In addition those likely to come into contact with Asbestos within the external Providers team will require training in accordance with Regulation 10 of CAR. No training shall be provided by TS. All TS Providers are responsible for ensuring that within their organisation there is an appropriate number of adequately trained staff. This training must meet the requirements of the relevant legislation and guidance.
- B12.10.2 Nominated Plan Owners will be expected to have undertaken training to cover Asbestos awareness and the requirements of the Duty to Manage relating to Asbestos in the workplace.
- B12.10.3 A training strategy for TS staff shall be developed and programmed for delivery from 2012 onwards. A training log of attendees will be kept by the TS and reviewed in line with the strategy.

ANNEX C – SPECIAL REQUIREMENTS: WELSH GOVERNMENT

WELSH GOVERNMENT REQUIREMENTS

C1 GENERAL REQUIREMENTS

- C1 The requirements for Wales are set out in the Welsh Government Trunk Road Maintenance Manual.
- C2 If you have any questions or enquires on this document please refer to the Welsh Government General Asbestos Management Plan or contact Welsh Government Transport Division, Crown Buildings, Cathays Park, Cardiff CF10 3NQ.

WITTHDRAWN

ANNEX D – SPECIAL REQUIREMENTS: DEPARTMENT FOR INFRASTRUCTURE

D1 Introduction

- D1.1 This Annex outlines the implementation and management of GD 5/16 Asbestos Management in Trunk Roads Asset for Northern Ireland and should be read in conjunction with the main body of the document. More detail is provided in Transport Northern Ireland's General Asbestos Management Plan (GAMP).
- D1.2 The Department for Infrastructure is the sole Roads Authority for Northern Ireland and thus is the Asset owner for all (adopted) roads within the province. The Department's Asbestos management strategy is defined within its Safety Management Procedures, these procedures discharge the obligation defined in the Control of Asbestos Regulations (Northern Ireland) 2012 (CAR 12) and compliment other requirements and guidance such as; the Health and Safety at Work (NI) Order 1978, Construction Design and Management Regulations (CDM) 2007, Control of Substances Hazardous to Health (COSHH) 1992 and HSG 264 Asbestos: The Survey Guide.
- D1.3 In the UK the Control of Asbestos Regulations 2012 (CAR 12) came into force on 6 April 2012 replacing CAR 2006. Car 2012 and Car 2006 brought together three set of previous regulations covering the prohibition of Asbestos, the control of Asbestos at work and the Asbestos licensing regulations.

This document shall apply to all adopted roads and roads which Department for Infrastructure maintains within Northern Ireland noting responsibility lies with the "Duty Holder", as defined in Section 2 – Roles and Responsibilities of GD 5.

D2 General Asbestos Management Plan (GAMP)

- D2.1 The Department's GAMP details strategy and arrangements for managing its responsibilities under CAR 2012. The guidance offered in GD 5/16 complements the GAMP and should be read in conjunction with it.

D3 Asset Excluded From General Asbestos Management Plan (GAMP)

- D3.1 The Department's shared buildings where it is not the controlling authority; these Asset are managed through separate procedures by either the duty holder's nominated premises management personnel or facilities management branch.
- D3.2 Any Departmental buildings, whether shared or not, owned or controlled by a third party, unless the Department is explicitly defined as the duty holder.

D4 Target

- D4.1 HSENI and the Department have discussed a six year strategy which aims to have completed management surveys for 95% of the Department's Assets. Asset will be prioritised into three categories, **High, Medium and Low** and this will be reflected in the Department's Asbestos Action Plan (AAP).

D5 Hierarchy of Asset Review and Management

D5.1 The Department adopts a strategic approach in determining the presence of Asbestos in its Asset, these are detailed in the GAMP however the following considerations are given:

- Review of “as built” drawings and details will be reviewed to confirm the presence or absence of Asbestos containing materials (ACMs).
- The Department will presume that ACMs are present within an asset unless there is evidence to attest ACMs are not present.
- For Assets where the Department has not evidentially ruled out the presence of ACMs, and it is advantageous to establish its presence/type/condition, an Asbestos management survey will be undertaken in accordance with guidance document HSG 264 – Asbestos: The Survey Guide.

D5.2 All Assets for which the presence of ACM is presumed or confirmed are placed on a register. These Assets are categorised according to Risk; High, Medium and Low. The category determines the priority for undertaking of the Asbestos surveys and development of the Asbestos Action Plan (AAP).

D6 Survey Types

D6.1 Asbestos Surveys are carried out as advised in *Section 3 – Asbestos Surveys* of GD 5. The initial Asset review and subsequent risk classification determines the priority given to survey. Where the Asset does not prove to be a high risk, surveys shall be scheduled to compliment maintenance inspections, unless refurbishment or demolition work is planned. In these instances a Refurbishment and Demolition Survey will be carried out prior to work commencing.

D7 Asbestos Register

D7.1 The Department for Infrastructure maintains an Asbestos register for all its Asset identified as having ACMs (with or presumed or confirmed), excluding those which are managed by a third party.

D7.2 The register details, as far as is reasonably practical, the location and condition of the Asbestos. Departmental policies define the roles and responsibilities for maintaining and updating the register. No work shall commence without consulting the Asbestos register.

D8 Asbestos Action Plan (AAP)

D8.1 The Department for Infrastructure maintains an Asbestos Action Plan for its Assets which are found to contain ACMs and these are prioritised as described in Section D4.1 of this Annex. AAPs will be uploaded onto an electronic database as per the requirements set out in **Section 3.6 AAP Upload Database Requirements** of GD 5.

D9 Further Information

References:

- The Hazardous Waste Regulations (Northern Ireland) 2005.
- The Control of Asbestos Regulations (Northern Ireland) 2012.
- Health and Safety at Work Order (Northern Ireland) 1978.
- Construction Design and Management Regulations (CDM) 2007.

- Asbestos: The Survey Guide HSG 264.
- Transport Northern Ireland Health and Safety Management Procedure 8 – Hazardous substances.

If you have any queries regarding this Annex please contact Department for Infrastructure:
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WITHDRAWN

WITTHDRAWN