

ASBESTOS ARRANGEMENTS

ARRANGEMENT — EMPLOYER FILE

What this business does before it disturbs a building, when it finds material, and who is trained

KD-HSA-AS-013 Rev A0

CAR 2012: reg 4, the dutyholder's register for the premises; reg 5, no work that could disturb asbestos starts without finding out whether it is there — the survey, or that register; reg 10, awareness training for anyone liable to disturb it and task training for anyone who works on it; reg 11, exposure prevented or reduced to the lowest level reasonably practicable; regs 8 and 9, licensed work and notifiable non-licensed work; reg 22, medical surveillance for both. ACOP L143 (2nd edition, 2013) is the code; HSG210 (4th edition, 2018) the task sheets for non-licensed work. The assessor asks what the business does when it finds material, who is trained, and whether any work on asbestos is done in-house and in which category. The stop-work and discovery method is KD-RAMS-DM-007; awareness KD-TBT-AS-009 and KD-TBT-AF-054; non-licensed work the KD-RAMS-AS range with KD-COSHH-AS-019 and the permit KD-PTW-AD-035; the medicals on KD-OH-HS-001.

1 THE EMPLOYER

EMPLOYER / BUSINESS	RESPONSIBLE PERSON	DATE	REVIEW BY
☐ This business does no work on asbestos — all suspected material is left and referred	☐ Notifiable non-licensed work — notified to HSE, medicals and records kept		
☐ Non-licensed work only, by trained people, to the task sheets	☐ Licensed work — licence number and expiry below		
LICENCE / CONTRACTOR USED FOR LICENSED WORK	ANALYST / SURVEYOR USED		

2 HOW THIS BUSINESS DOES IT

BEFORE WORK IN ANY BUILDING BUILT OR REFURBISHED BEFORE 2000
ON DISCOVERY OF SUSPECTED MATERIAL
TRAINING
WHERE THIS BUSINESS WORKS ON ASBESTOS ITSELF

3 RECORDS THAT EVIDENCE THIS ARRANGEMENT

Tick what is held. Where the record does not exist yet, the tick is the action.

- ☐ Asbestos surveys or registers obtained for each job in a pre-2000 building, with the date checked
- ☐ Awareness and task training certificates on the matrix — KD-SITE-TC-004; the talks KD-TBT-AS-009, KD-TBT-AF-054
- ☐ Non-licensed work RAMS and assessments — KD-RAMS-AS-001 to 003, KD-COSHH-AS-019; the permit KD-PTW-AD-035
- ☐ Discovery and stop-work records — KD-RAMS-DM-007 and the incident report KD-SITE-NR-026
- ☐ Medical surveillance on the health register for notifiable work — KD-OH-HS-001
- ☐ Hazardous waste consignment notes on the waste log — KD-SITE-WT-021
- ☐ Licensed work: the four-stage clearance checked on KD-QA-AR-002; the contractor's licence, plan of work and air tests held with it

WHERE THE RECORDS ARE HELD	KEPT BY	KEPT FOR

4 ADOPTION

By signing, the director adopts this arrangement as the way this business works and undertakes that the records it names are kept.

Adopted by the director:

PRINTED NAME	POSITION	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.