

ASBESTOS REMOVAL HANDOVER AND REOCCUPATION RECORD

FORM — SITE FILE

The clearance received, the waste gone, the register updated, the area handed back

KD-ASB-HO-006 Rev A0

The area comes back in four steps and each one leaves paper. For licensable work the analyst carries out the four-stage clearance — the preliminary check of site condition and job completeness, the thorough visual inspection inside the enclosure, the air monitoring, and the final assessment after the enclosure is dismantled — and issues the certificate of reoccupation; HSG248 (2nd edition, 2021) sets the procedure and CAR 2012 reg 20 requires the employer who appoints the analyst to use one accredited for it. The clearance indicator is on the certificate; do not carry it here. For non-licensed work there is no certificate of reoccupation: the contractor's visual check and clean-up record (KD-QA-AR-003) stands in for it. Then the waste has gone on a consignment note under the Hazardous Waste (England and Wales) Regulations 2005, in the containers and labels reg 24 requires; the register is updated and the plan revised (reg 4(10)); and the area is handed back, removal contractor to principal contractor to occupier. The four stages in detail are on KD-QA-AR-002; this sheet shows all of it is on file.

1 THE WORKS

PROJECT / SITE REF	SITE	DATE	RECORD MADE BY
REMOVAL CONTRACTOR	LICENCE NO. / EXPIRY	PLAN OF WORK REF	NOTIFICATION REF
AREA / ENCLOSURE	REGISTER ITEMS REMOVED OR TREATED	WORK STARTED / FINISHED	

2 CLEARANCE

Licensable work — four-stage clearance completed by the analyst and the certificate of reoccupation received				
Non-licensed work — visual check and clean-up record completed (KD-QA-AR-003) and the area seen clean by the principal contractor				
ANALYST	ACCREDITATION REF	CERTIFICATE OF REOCCUPATION REF	ISSUED ON	INDEPENDENT?
STAGES PASSED	KD-QA-AR-002 / AR-003 REF	ANYTHING LEFT IN PLACE		

3 WASTE

CONSIGNMENT NOTE REF(S)	CARRIER / REGISTRATION NO.	DISPOSAL SITE / PERMIT	QUANTITY

4 RECORDS UPDATED — TICK WHEN DONE, WITH THE REFERENCE

- Register KD-ASB-RG-001: each item marked removed or treated with the date and this record's reference; the issue number raised
- Management plan KD-ASB-MP-002 reviewed and revised (reg 4(10)); marked-up drawings updated
- Exposure index KD-ASB-EH-005: a line for every person on the plan of work; the air monitoring records filed where section 1 of that index says (reg 19)
- Certificate of reoccupation, or the visual check record, and the consignment notes copied to the principal designer (or the client where none is appointed) for the health and safety file (CDM 2015 reg 12(5))
- Licensable work: the enforcing authority told the work has finished, as a material change under reg 9(1)(b) — by the licensed contractor
- Permit KD-PTW-AD-035 closed; isolations restored on KD-SITE-IS-019; signs and barriers removed only after the certificate

REGISTER ISSUE NO.	PLAN REVISION	SENT TO THE PD / CLIENT ON	RECORDS UPDATED BY

5 HANDOVER

Handed over clean and safe to enter without RPE, with the clearance in section 2 held, the waste in section 3 gone and the section 4 records done.

PRINCIPAL CONTRACTOR — ACCEPTED FROM THE REMOVAL CONTRACTOR	DATE / TIME	HANDED TO THE OCCUPIER ON

6 SIGNATURES

Removal contractor — handed to the principal contractor:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Occupier / client — area received with the updated register:

PRINTED NAME	ROLE	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.