

FOUR-STAGE CLEARANCE AND CERTIFICATE OF REOCCUPATION — QUALITY IN... QUALITY — ONE PER AREA

End of licensed removal · the contractor's own completion check, then the analyst's four stages — preliminary check, thorough vi... KD-QA-AR-002 Rev A0

How this sheet works: the subcontractor ticks and initials each point as the work is checked. ONE named reviewer — the principal contractor's site manager or quality manager — releases every HOLD POINT on this sheet, all the way to completion. The client, contract administrator or clerk of works signs once, at the end. A stack of these signed at a desk is not evidence — every hold point needs a reading, a photo reference and a date. Issue with the activity RAMS.

1 WHERE — A STRANGER MUST BE ABLE TO FIND THIS AREA FROM THIS SHEET IN FIVE YEARS

BLOCK / BUILDING	LEVEL / FLOOR	ENCLOSURE REF / AREA	GRIDLINES	DRAWING AND REVISION
PROJECT / SITE REF	SITE	SPEC CLAUSE / SCHEDULE	SUBCONTRACTOR INSPECTOR	REVIEWER — RELEASES THE HOLD POINTS

2 THE SPECIFIED SYSTEM — FROM THE SPECIFICATION AND THE DRAWINGS, NOT FROM MEMORY

PLAN OF WORK REF AND REV	ANALYST ORGANISATION AND ITS ACCREDITATION REFERENCE	SCOPE OF THE CLEARANCE — AREAS AND MATERIAL...
CLEARANCE INDICATOR (FIBRES / ML) AND SAMPLING METHOD	REOCCUPATION PLANNED (WHO / WHEN)	ASBESTOS REGISTER / MANAGEMENT SURVEY TO BE...

3. Contractor's completion — before the analyst is called

HOLD POINT

All asbestos-containing material within the scope removed; residues removed to the standard the plan of work states; waste bagged, wiped and out of the enclosure through the baglock	HSG247 · CAR 2012
Fine clean complete — every surface within the enclosure, including the enclosure sheeting, framing, tools and equipment, wiped or vacuumed with the specified equipment; sealant applied where the plan states	HSG247
Supervisor's own visual inspection completed and signed; enclosure still intact and under negative pressure for the analyst	HSG247
CONTRACTOR'S INSPECTION BY / DATE / TIME	WASTE REMOVED (BAGS / CONSIGNMENT REF)

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE		TIME	DATE	

4. Analyst's four-stage clearance

HOLD POINT

Stage 1 — preliminary check of the site condition and job completeness against the plan of work — the enclosure, the transit route and the waste route inspected; the work cannot proceed to stage 2 with anything outstanding	HSG248		
Stage 2 — thorough visual inspection inside the enclosure of every surface, including above and behind items, with the lighting the analyst requires; no visible debris, dust or residue anywhere; failures cleaned by the contractor and re-inspected	HSG248		
Stage 3 — air monitoring with disturbance as the guide states; every result below the clearance indicator of 0.01 fibres per millilitre; results recorded with the sample references	HSG248 · CAR 2012		
Stage 4 — final assessment after the enclosure and the decontamination unit are dismantled — the area inspected and, where the guide requires, sampled again; no debris left by the dismantling	HSG248		
Each stage signed off by the analyst on the certificate before the next begins; the analyst independent of the removal contractor and accredited for clearance certification as CAR 2012 requires	HSG248 · CAR 2012		
STAGE 1 — DATE / TIME / ANALYST	STAGE 2 — DATE / TIME / RESULT	STAGE 3 — RESULTS (F/ML) / SAMPLE REFS	STAGE 4 — DATE / TIME / RESULT

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE		TIME	DATE	

5. Certificate of reoccupation — nobody re-enters before it

HOLD POINT

- Certificate of reoccupation issued by the analyst naming the area, the four stages, the air monitoring results and the date; certificate number recorded; a copy on site and a copy to the client

HSG248 · CAR 2012
- Barriers and signage removed only after the certificate; reoccupation recorded with who authorised it

Practice
- Asbestos register or management survey updated to show the material removed, with the certificate reference, so the next person does not treat the area as still containing asbestos

CAR 2012
- Waste consignment notes for every load recorded and filed with this sheet

Hazardous Waste

CERTIFICATE OF REOCCUPATION REF / DATE

REGISTER UPDATED BY / DATE

CONSIGNMENT NOTE REFS

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

HOLD RELEASED BY THE REVIEWER — SIGNATURE

TIME

DATE

6 SNAGS FOUND IN THIS AREA — MINOR DEFECTS FIXED AND RE-CHECKED ON THE SHEET

A snag is a defect the trade puts right and someone else re-checks. Anything that fails an acceptance criterion outright, or cannot be fixed in the area, is a non-conformance and goes in the next section instead.

NO.	WHERE (ELEMENT / POSITION)	DEFECT FOUND	FIXED BY / DATE	RE-CHECKED BY / DAT...	OK?

7 NON-CONFORMANCES FOR THIS AREA — ONE BLOCK PER NCR; CLOSED BY SOMEONE OTHER THAN THE FIXER

NCR 1 — REFERENCE

POINT

OWNER (NAMED PERSON)

DUE

STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

NCR 2 — REFERENCE

POINT

OWNER (NAMED PERSON)

DUE

STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

NCR 3 — REFERENCE POINT OWNER (NAMED PERSON) DUE STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

8 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

PHOTO REF	POINT	WHAT IT SHOWS (LOCATION, ELEMENT, READING VISIBLE)	DATE / TIME	TAKEN BY

9 NOTES FOR THIS AREA

ANYTHING THE NEXT PERSON NEEDS TO KNOW — AGREEMENTS, DEVIATIONS FROM THE SPECIFICATION, ACCESS LIMITS, ITEMS CARRIED TO THE NEXT VISIT

10 RELEASE

The reviewer confirms every hold point on this sheet was released and every snag and non-conformance is closed; the client, contract administrator or clerk of works then signs once. This sheet goes in the handover file with the photos it references.

Subcontractor — work complete and self-checked:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Reviewer — all hold points released, all snags and non-conformances closed:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Client / contract administrator / clerk of works — final sign-off:

PRINTED NAME	ROLE / 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	2026-08-29	first-issue	First issue.	— not yet approved —
A0	2026-08-29	review	Approved for issue by the author. Content unchanged from the 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.