

NON-LICENSED ASBESTOS WORK ASSESSMENT AND NOTIFICATION RECORD

FORM — SITE FILE

Licensable, non-licensed or notifiable — the decision in the order the Regulations ask it, and the HSE notification

KD-ASB-NL-004 Rev A0

Three kinds of work with asbestos, and the paperwork changes at each step. Licensable work — CAR 2012 reg 2 defines it and reg 8 requires a licence for it — belongs to a licensed contractor with its own notification 14 days ahead under reg 9(1); this sheet stops there. Non-licensed work splits in two. Work within reg 3(2) — exposure sporadic and of low intensity, the control limit clearly not exceeded, and one of the four kinds of task the regulation lists — needs no notification, no designated asbestos area and no medical surveillance. Everything else that is not licensable is notifiable non-licensed work: reg 9(2) requires HSE to be notified before it starts, reg 18(1)(a) an asbestos area, and reg 22(3) medical surveillance with a health record kept 40 years. Reg 6 requires the risk assessment and reg 7 the plan of work whichever way it falls. HSG210 (4th edition, 2018) holds the task sheets for non-licensed work; HSG247 (2006) marks where licensed work begins; ACOP L143 (2nd edition, 2013) is the code. This sheet is the decision and the record of it. The RAMS is KD-RAMS-AS-001 to 003, the substance assessment KD-COSHH-AS-019, the permit KD-PTW-AD-035, the exposure index KD-ASB-EH-005, the removal check KD-QA-AR-003.

1 THE TASK

PROJECT / SITE REF	SITE	DATE	ASSESSED BY
CONTRACTOR / EMPLOYER	TASK	LOCATION	
MATERIAL AND ASBESTOS TYPE	SURVEY ITEM / SAMPLE REF	DURATION	PEOPLE

2 THE FIGURES — WRITTEN IN FROM THE CURRENT SOURCE, NEVER FROM MEMORY

CONTROL LIMIT	EXPOSURE THE ASSESSMENT EXPECTS	WHERE THE ESTIMATE CAME FROM

3 STEP ONE — IS IT LICENSABLE WORK? (CAR 2012 REG 2) TICK EVERY LINE THAT IS TRUE

- ☐ (a) The exposure is NOT sporadic and of low intensity
- ☐ (b) The risk assessment CANNOT clearly demonstrate that the control limit will not be exceeded
- ☐ (c) The work is on asbestos coating
- ☐ (d) The work is on asbestos insulating board or asbestos insulation, and the assessment shows it is not sporadic and of low intensity, or cannot show the control limit will be kept, or shows it is not short duration work — more than two hours in total or more than one hour by any one person in any seven-day period (reg 2(3))
- ☐ LICENSABLE — any line ticked. Stop. A licensed contractor (reg 8) does this work under its own plan of work and its own reg 9(1) notification; the enclosure and clearance checks are KD-QA-AR-001 and 002 and the handover KD-ASB-HO-006.
- ☐ Not licensable — no line ticked. Go to step two.

4 STEP TWO — IS IT WITHIN THE REG 3(2) EXEMPTION? ALL THREE OF (A), (B) AND (C) MUST BE TRUE

- ☐ (a) The exposure is sporadic and of low intensity
- ☐ (b) It is clear from the risk assessment that no one's exposure will exceed the control limit in section 2
- ☐ (c) The work is one of the four: tick which
- ☐ (i) Short, non-continuous maintenance in which only non-friable materials are handled
- ☐ (ii) Removal without deterioration of non-degraded materials in which the fibres are firmly linked in a matrix
- ☐ (iii) Encapsulation or sealing of materials that are in good condition
- ☐ (iv) Air monitoring and control, and the collection and analysis of samples to find out whether a material contains asbestos
- ☐ NON-LICENSED, NOT NOTIFIABLE — (a), (b) and one of (c) all ticked. Regs 9, 18(1)(a) and 22 do not apply. Sections 5 and 7.
- ☐ NOTIFIABLE NON-LICENSED WORK — not licensable, but (a), (b) or (c) fails. Regs 9(2), 18(1)(a) and 22 apply. Sections 5, 6 and 7.

WHY — IN ONE PARAGRAPH A READER CAN CHECK

5 BEFORE ANY NON-LICENSED WORK STARTS — TICK WHAT IS DONE, WITH THE REFERENCE

- ☐ Risk assessment written for this task (reg 6) and the plan of work (reg 7) — the RAMS reference below; the HSG210 task sheet it follows named
- ☐ Everyone doing it has non-licensed asbestos work training, not awareness training only (reg 10) — the matrix line on KD-SITE-TC-004
- ☐ RPE selected and fit-tested for each person on KD-OH-RP-004; protective clothing, decontamination and waste arrangements in the plan of work
- ☐ The permit KD-PTW-AD-035 issued; the area closed to everyone not on the plan of work; the register item and KD-ASB-MP-002 note the work
- ☐ Waste goes in the labelled containers reg 24 requires, on a consignment note under the Hazardous Waste (England and Wales) Regulations 2005 — KD-SITE-WT-021 line
- ☐ Every person and the job entered on the exposure index KD-ASB-EH-005 on the day

RAMS / PLAN OF WORK REF

HSG210 TASK SHEET

PERMIT REF

SUBSTANCE ASSESSMENT

6 NOTIFIABLE NON-LICENSED WORK ONLY

- ☐ HSE notified before the work started, on its online form for notifiable non-licensed work, with the Schedule 1 particulars — reference and date below; any material change, including a change of dates, notified without delay (reg 9(2)(b))
- ☐ The work area designated an asbestos area and signed as one (reg 18(1)(a) and 18(2)); a respirator zone as well where the control limit could be exceeded (reg 18(1)(b))
- ☐ Medical surveillance in place for every person: an examination by a relevant doctor within the period reg 22(3) sets before the exposure begins, then at the interval it sets — the due dates on KD-OH-HS-001, the certificate reference on KD-ASB-EH-005
- ☐ A health record opened for every person exposed, kept 40 years from the last entry (reg 22), indexed on KD-ASB-EH-005; air monitoring records, or the reason none was needed, kept the same period (reg 19(3) and (4))

NOTIFICATION REF

SUBMITTED ON

SUBMITTED BY

CHANGES NOTIFIED

7 SIGNATURES

Assessed by:

PRINTED NAME

ROLE

COMPANY

SIGNATURE

DATE

TIME

Contractor supervisor — decision accepted and the plan of work briefed:

PRINTED NAME

ROLE

COMPANY

SIGNATURE

DATE

TIME

8 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.