

REFURBISHMENT AND DEMOLITION SURVEY BRIEF AND SCOPE

FORM — SITE FILE

What the surveyor is instructed to do, where, how far in, with what access — and the checklist the report is read against

KD-ASB-SB-003 Rev A0

Before refurbishment or demolition the dutyholder needs to know what is in the fabric the work will disturb, and a management survey does not tell them. The survey for that is a refurbishment and demolition survey: fully intrusive, in an area vacated for it, locating and describing every asbestos-containing material within the area where the work will take place, with the surveyor going into the voids and breaking into the fabric where the works will. CAR 2012 reg 4 is the dutyholder's assessment; reg 5 is every employer's duty not to start without one; CDM 2015 reg 4(4) makes the report pre-construction information the client gives every designer and contractor; ACOP L143 (2nd edition, 2013) describes the two survey types. A surveyor works to the brief they are given, and a poor survey is nearly always a poor brief. This sheet is the brief — what, where, how far in, with what access — and the checklist the report is read against when it comes back. The register the report fills is KD-ASB-RG-001.

1 THE INSTRUCTION

PROJECT / SITE REF	SITE	DATE	INSTRUCTED BY
CLIENT / DUTYHOLDER	SURVEYOR	ACCREDITATION / COMPETENCE EVIDENCE	
ORDER / INSTRUCTION REF	REPORT NEEDED BY	REPORT TO	LABORATORY FOR SAMPLES

2 SURVEY TYPE AND PURPOSE

- ☐ Refurbishment and demolition survey — for the refurbishment described below
- ☐ Management survey of the areas retained and occupied during the works
- ☐ Refurbishment and demolition survey — for demolition of the whole or part
- ☐ Re-inspection of the items on the existing register

THE WORKS THE SURVEY IS FOR

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3 SCOPE — ONE LINE PER ROOM OR AREA; THE SURVEY INTRUDES WHERE THE WORKS WILL

BUILDING / BLOCK	FLOOR	ROOM / AREA / ELEMENT	WORKS INTENDED THERE	INTRUSION EXPECTED

4 ACCESS AND CAVEATS — TICK WHAT IS ARRANGED; THE SURVEYOR IS TOLD WHO DOES EACH

- ☐ Area vacated and handed to the surveyor for the dates agreed; occupiers told and kept out; the surveyor controls the area while sampling
- ☐ Isolations arranged for the services the intrusion reaches — electrical, gas, water, fire alarm — by whom, on which certificate (KD-SITE-IS-019)
- ☐ Access equipment provided — towers, MEWP, roof access — by whom; the surveyor's own work at height and confined-space arrangements in their RAMS
- ☐ Keys, escort and out-of-hours access arranged; locked rooms and plant listed with a keyholder
- ☐ Permission given to break into the fabric and lift finishes where the works will; who makes good, and how the sampling points are sealed and labelled
- ☐ Sampling agreed — the surveyor samples rather than presumes wherever the works will disturb the material; the laboratory named in section 1
- ☐ Anything not accessed is listed in the report with the reason and recorded as presumed, and comes back for a second visit before the works reach it
- ☐ Fragile roofs, live services, confined spaces, structural risks and occupied neighbours flagged to the surveyor before the visit

AREAS EXCLUDED FROM THIS BRIEF, AND WHY

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INFORMATION ISSUED TO THE SURVEYOR

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5 THE REPORT — READ AGAINST THIS LIST; ANYTHING UNTICKED GOES BACK

- The survey type stated, the scope drawn on plans, and every line of section 3 either surveyed or listed as not accessed with the presumption
- Every item: location, product, extent, condition, asbestos type from the analysis, photograph, and the item number that will go on the register
- Sample results from the laboratory named in section 1, with its accreditation on the report; presumed and strongly presumed items flagged as such
- A material assessment for each item, by a stated method, so the priority assessment on KD-ASB-MP-002 can follow
- Caveats, exclusions and the areas not accessed stated plainly, in the report and on the plans, not only in the small print
- The surveyor named, with the competence or accreditation evidence the brief asked for
- Recommendations that fit the works — what must be removed before which activity, what can be managed, what needs a second visit

REPORT REF / DATE	CHECKED AGAINST THIS LIST BY	RETURNED FOR	REGISTER UPDATED

6 SIGNATURES

Instructed by (client / dutyholder / principal contractor):

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Surveyor — brief, scope and access accepted:

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.