
Additional Guidance for Asbestos Survey Report Contents

This document is intended to provide additional guidance with respect to the expected content of any asbestos survey report submitted as required for the purposes of BOHS examinations. This guidance supports the items identified in the P402 and S301 Certificate of Competence 'Requirements for Candidates' report requirements documents, GB.6 and EA.9 respectively, and does not replace those documents.

Asbestos: The survey guide (HSG 264) provides guidance on the items which should be included within any survey report and as such those items must be included within any report submitted for it to be acceptable. Section headings may vary from report to report with content being included in different locations however all items as detailed below should be included. The latter section provides a brief overview of typical reasons for report rejection.

1. Executive Summary

The Executive Summary should briefly describe the scope, type and extent of the survey and it should summarise the most important information including:

- the locations with identified (or presumed) ACMs
- areas not accessed (which should be specific to the survey and not generic)
- ACMs with high material assessment scores
- clear note on any actions (and priorities)

2. Introduction

The introduction should explain the scope of the work and the purpose, aims and objectives of the survey. If this is a refurbishment survey then it must clearly outline the extent of the refurbishment to ensure that the report can be checked with respect to suitable access into affected areas. If the survey combines areas for refurbishment and also areas for demolition then this must also be clearly specified so that again the correct level of access and intrusion can be assessed.

It should also contain a description of the nature and age of the building(s) (or other structures) plus the construction type.

3. General site information

General site and survey information should include:

- the name and address of the organisation
- the names of the surveyors
- the name and address of the person who commissioned the survey
- the name and address of the premises surveyed
- the date of the report
- the date of the survey
- a description of the areas included in the survey (this may be included within the scope of the survey)
- a description of any areas excluded in the survey
- the survey method used (this publication and/or other documented procedures)

- the type of survey undertaken (Management or Refurbishment/Demolition) and, if more than one type is used, where they apply within the premises (this may be included within the scope of the survey)
- any variations or deviations from the method; and
- agreed exclusions and inaccessible areas. These **MUST** be specific to the survey and **NOT** generic and reasons **MUST** be provided for any exclusions or inaccessible areas.

4. Survey Results

The survey results should be summarised in table format and as a set of marked-up plans (diagrams) showing the location of ACMs and presumed ACMs. The summary table should contain the following information:

- location of the ACMs (eg building identifier, floor number or level, room identifier and position)
- extent of the ACMs (area, length, thickness and volume, as appropriate)
- product type
- level of identification of the ACM (presumed, strongly presumed or identified); and
- asbestos type in the ACM (eg chrysotile, amosite, crocidolite).

For a Management Survey (and Refurbishment and Demolition Surveys where the work is not imminent), the following additional information should be provided:

- accessibility of the ACM
- amount of damage or deterioration; and
- surface treatment (if any)
- the material assessment score or category
- any actions required from the material assessment

The information in the results table should be presented on an individual room basis. Any rooms or areas not accessed and presumed to contain asbestos should be included in the results table.

The location(s) of any suspicious proven non-asbestos items (eg those sampled and confirmed not to be asbestos or confirmed by other means) should also be summarised in a table. This will assist in any future debate over the nature of these materials.

5. Conclusions and Actions

The conclusions section should summarise the rooms where asbestos is present and the products/items which contain asbestos (ie it is an “easy guide” for the client/duty holder). It should also contain a list of any actions identified in the Material Assessment (or the Priority Assessment if included) and indicate their urgency eg immediate, middle/longer term.

6. Bulk Analysis Results

The survey report should also include the certificate of analysis showing the results of the samples taken and should contain the following information:

- the name and address of the laboratory carrying out the bulk identification;
- a reference to the method used;
- the laboratory’s current United Kingdom Accreditation Services (UKAS) accreditation for bulk asbestos analysis/sampling and accreditation number;
- the results of the bulk analysis, including asbestos found or not found and types identified, by sample identifier;
- dates the bulk analysis was carried out and reported by the laboratory; and
- the names and signatures of the analyst and any countersigning person.

7. Photographs

Photographs can be very informative to the client and should be included in the report. Photographs can show the material sampled, its condition and its location and surrounding environment. This information can assist the client in managing asbestos for example by providing a benchmark for the comparison of condition overtime. Photographs can also be used to identify the specific sampling locations and the rooms and areas surveyed. They also provide an overview of ACMs within an area. Photographs showing general views of each location also help the client appreciate the mixture of ACMs which may be present together as these will need to be managed in context, especially when considering maintenance works which may affect more than one ACM. However it is important not to dominate the report with photographs (eg 500 photos, 500 page report). It is not necessary to have a single page per photograph.

8. Additional Information

The following is a brief list of items which are regularly omitted from submitted reports and which will result in rejection of the report.

- Site description and executive summary generally missing from large percentage of reports
- No plan or sketches included
- Certificate of analysis missing
- No proper (or inappropriate) recommendations (e.g. use of licensed contractor for asbestos cement without justification e.g. client specific requirement)
- Conclusions and recommendations are usually just general/generic comments and not specific to the survey.
- No photographs, or photographs not included for all ACMs and presumed ACMs
- Conflicts between analysis certificate and report contents
- Generic caveats which are not specific to the survey e.g. we will not have accessed partition walls when building is stone built with no cavity partition walls, or where there may be a cavity partition wall then this has not been referenced to a specific location etc.
- Large percentage of reports contain the caveat “we cannot be held responsible or accept any liability for loss, injury, damage or penalty caused by omissions or errors contained within this report” This advises that the report may have omissions therefore cannot be used for examination purposes as the report needs to be complete.
- Other common caveats such as ‘we did not inspect the lift shaft’ when the property was a bungalow etc.
- Survey reports must also be accompanied by a ‘Survey Plan’ which should also include a site specific risk assessment outlining site risks (this is not the same as the risk assessment for sampling ACMs).
- If the report is not a survey report, it is still essential that a site specific risk assessment and method statement is submitted to support the report.