

Asbestos Licence Application Form Guide to Completing the Form

Contents

What is this form?.....	2
Who should complete this form?.....	2
Why can't I just fill in an ASB1 form as I have done previously?	2
What's different about this from the ASB1?	2
Payment.....	2
Further information	2
I have a question. Where can I get advice or help?	3
Guidance.....	3
What to send as evidence?	4
How to list your evidence.....	7
How to send your evidence	7
How your application will be assessed.....	8

What is this form?

This form is to be used to apply for an asbestos licence from the Health & Safety Executive (HSE).

Who should complete this form?

To be assessed for a licence, an employer or self-employed person must successfully complete an application for an asbestos licence.

If you wish to work with asbestos and you require a licence to do so, please complete this form.

Why can't I just fill in an ASB1 form as I have done previously?

The ASB1 form is no longer applicable to apply for a renewal asbestos licence from the HSE.

You are being asked to complete this form instead of the previous ASB1 form. **If you submit an ASB1, it will not be assessed, and this will delay your application.**

What's different about this from the ASB1?

It will take you longer to complete than the ASB1.

Last time you applied, you completed an ASB1 and you then attended an assessment visit with an HSE Regulatory Inspector(s) who assessed your competence to hold a licence.

In this form, we ask you to provide all the information that we asked for in the ASB1. In addition, we also ask you for the information captured in the assessment visit. For some applicants, this could mean there is a shorter assessment visit and for some others, it could mean there is no assessment visit at all.

It is likely that you will be asked to make yourself available to receive a telephone call from a member of the assessing team at the Asbestos Licensing Unit (ALU).

Payment

You can pay by credit or debit card, PayPal or via an invoice.

The licence application **will not be assessed** until HSE confirms full payment has been received.

The quickest way to pay and get your licence application assessed is to pay online rather than by invoice. **Invoice payments will take longer** for us to process and therefore you should make payment as soon as you receive this form. You should not wait until you submit this form to make payment.

Please be aware that any delays in payment could delay the licence decision and you may not get a new licence until after your current licence expires. This would mean that you would not be able to trade as a licence holder.

Further information

General information on asbestos licensing can be found on the HSE website at:

<http://www.hse.gov.uk/asbestos/licensing/index.htm>

You may also find the following useful:

- L143: Managing and working with asbestos: Control of Asbestos Regulations 2012 Approved Code of Practice (<http://www.hse.gov.uk/pubns/books/l143.htm>)
- HSG247 Asbestos: The Licenced Contractors' Guide (<http://www.hse.gov.uk/pubns/books/hsg247.htm>)
- HSG65: Managing for Health and Safety (<http://www.hse.gov.uk/pubns/books/hsg65.htm>)
- LWIT: Leadership and Worker Involvement Toolkit (<http://www.hse.gov.uk/construction/lwit/>)

I have a question. Where can I get advice or help?

If you need advice or help, you can contact the ALU at AsbLicApplication@hse.gov.uk. This email address is checked daily and a member of the ALU will respond to your query as soon as possible.

Guidance

The application form should be completed by one or more of the senior people listed in Section 1. Although consultants may support you with your preparation for applying for a licence, they should not complete any part of the application form itself or prepare any of the supporting evidence. Your licence could be revoked if HSE discovers subsequently that consultants completed part of your application or prepared any of the supporting evidence.

The application form is divided into 9 sections:

- (1) Director / Relevant Person, Organisation Structure & Roles
- (2) Legislative Understanding / Removal, Repair & Encapsulation Techniques / Air Management
- (3) Planning & Plans of Work / Site Checks
- (4) Equipment Maintenance / RPE & PPE Knowledge
- (5) Decontamination / Site Cleaning & Preparation for Reoccupation / Disposal of Asbestos Waste
- (6) Air/Personal Monitoring & Exposure Records / Health Records & Medical Surveillance
- (7) Leadership, Management & Worker Involvement
- (8) Competence & Training
- (9) Measuring Performance & Reviewing Arrangements

As well as responding to the questions in the application form, you will need to provide supporting evidence for each of the sections.

What to send as evidence?

Company Name (first box on application form)

Please ensure that you state the correct legal name of your company, firm, partnership etc and, for limited companies, the company number registered with Companies House.

For partnerships in England and Wales, you must state, in full, the names of all the partners. This is because the licence will be issued to all of the partners and all of their names must therefore be included on it.

Please tell us if there is a trading name that you wish to be known by.

Section 1 Director / Relevant Person Details, Organisation Structure & Roles

Evidence Required	Number of Pieces of Evidence
2 CVs of the relevant people (e.g. director, operations manager, contracts manager, health & safety manager, senior supervisor etc.) describing: <ul style="list-style-type: none"> ○ Their experience with asbestos removal ○ Their roles and responsibilities ○ Dates and names of companies worked for in the past five years. You do not need to include age/date of birth, marital status or school history.	2 Senior Staff Members
A chart/diagram/organogram, showing names and roles; tell us about any changes to key people/senior managers since you were last assessed.	1 Diagram

Section 2 Legislative Understanding / Removal, Repair & Encapsulation Techniques / Air Management

Evidence Required	Number of Pieces of Evidence
Your company's standard operating procedures (SOP) for management and removal of asbestos. You may find that your SOP and health and safety policy are helpful as evidence for other sections in the application form, e.g. how you prepare and manage jobs, project set-up, clearance, daily checks etc. However, please ensure that you reference the relevant pages of your SOP/policy if you are using them for evidence. Due to the large size of SOP/policy documents, we will only review the pages/sections referred to specifically in your application.	1 SOP
Your company's health and safety policy for asbestos removal.	1 Policy

Section 3
Planning & Plans of Work / Site Checks

Evidence Required	Number of Pieces of Evidence
<p>Copies of Plans of Work (Powys) that:</p> <ul style="list-style-type: none"> ○ show a range of removal work; including removal, repair and encapsulation techniques, carried out in the current licence term, preferably in the past 6 months, ○ are not for a job already visited by HSE, ○ cover different removal methods where possible <p>If the format of your PoWs has changed, please also provide an example of what you are using now.</p> <p>You may be asked for a further PoW when your application has been allocated to an Inspector.</p>	<p>2 PoWs</p> <p>Clearly name/reference the PoWs</p>
<p>Please include all the site documents related to the job, e.g. equipment list, site diary, amendments to the PoW, isolation certificates, equipment certificates (e.g. DCU, NPU etc), site checks, training certificates, face-fit test certificates, handover to analyst, clearance certificates, 4SC etc.</p>	<p>2 Site Files</p> <p>Clearly name/reference the Site Files</p>

Section 4
Equipment Maintenance / RPE & PPE Knowledge

Evidence Required	Number of Pieces of Evidence
<p>Documents and certificates for your DCU, air extraction equipment and H-vacs that demonstrate that they are identified clearly and that they are subject to thorough examination and testing and maintenance.</p>	<p>1 Copy each</p>
<p>Copies of RPE training certificates</p>	<p>For 2 employees who carry out RPE checks</p>
<p>Copies of current face-fit test certificates</p>	<p>For 2 employees only</p>

Section 5
Decontamination / Site Cleaning & Preparation for Reoccupation / Management & Disposal of Asbestos Waste

Evidence Required
<p>It is assumed that the evidence for Section 5 will be contained in your SOP, that will be submitted for Section 2 and also the PoWs and site files that will be submitted for Section 3. You need to clearly cross-reference to the relevant parts of these documents in the application form.</p> <p>You can also describe what you do in the answer above, as well as referencing to the relevant parts of the SOP and PoWs/site packs for examples of this happening in practice.</p>

Section 6
Air/Personal Monitoring & Exposure Records / Health Records & Medical Surveillance

Evidence Required	Number of Pieces of Evidence
A copy of your company's strategy/system/plan for air and personal monitoring.	1 Strategy Plan
A summary of personal and air monitoring results, including the number undertaken during each year of the licence period, (e.g. spreadsheet showing results).	1 Monitoring Spreadsheet
Copies of personal monitoring records, exposure records and certificate of current valid asbestos medical examination - <u>Please do not send medical records.</u>	For 2 employees
Your ELCI certificate, including details showing that work with asbestos is included.	1 Copy of ELCI Certificate
Evidence of accreditation for the organisations that carry out your face-fits and equipment maintenance.	

Section 7
Leadership, Management & Worker Involvement

Evidence Required	Number of Pieces of Evidence
Copies of notes/minutes from meetings held with operatives and supervisors, or screen shots of WhatsApp group conversations, with evidence to show that employees' suggestions have been actioned.	3 Pieces of Evidence

Section 8
Competence & Training

Evidence Required	Number of Pieces of Evidence
Your company's policy/strategy/system on assessing competence and training needs.	1 Policy
Copies of current TNAs and training certificates. Please include refresher/other training related to asbestos removal; also, non-asbestos related training, e.g. work at height, manual handling, lifting, confined spaces etc.	For 2 employees only; one operative, one supervisor

Section 9
Measuring Performance & Reviewing Arrangements

Evidence Required	Number of Pieces of Evidence
A copy of your company's strategy/system/plan for measuring performance.	1 Copy
Copies external (independent) audits.	3 External Audits
Copies of internal audits.	3 Internal Audits
Details of trends noticed, actions arising from audits, what was done about them and when.	1 Spreadsheet/Report
If your company is certified to ISO 45001 (occupational health and safety) and/or ISO 9001 (quality management), please send a copy of your latest management audit.	1 Management Audit

How to list your evidence and name your email submission

Please list all of the documents that you wish to submit in the pre-populated table immediately below each section in the application form.

If you do not wish to submit any documents for a section, please insert "N/A" in the first cell of column 1 in the table AND send an email with the following subject format with "No attachments for this Section" added to the end of the email subject line.

Please ensure that the documents/files attached to the email are named clearly; named the same as on the application form and that the section and/or page(s) that you are referring to are identified clearly in your answer.

Lengthy documents that are not referenced clearly will not be assessed.

The subject line in the submission email should read as follows:

'Name of company, application reference number*, Section number for topic being assessed'

e.g. 'XYZ Asbestos Ltd, Ref 1234, Section 8'

*You will have been provided with a reference number by HSE when you submitted your initial request for an application form.

How to send your evidence

Please send your licence application form and emails to AsbLicApplication@hse.gov.uk.

Your application form must be fully complete when you send it to ALU and all the emails related to your application should be sent in one consecutive batch.

Within the email that contains the completed application form, you should tell us the total number of emails you have sent regarding your supporting evidence. This will help ALU identify when a complete application has been submitted.

There are restrictions on the file size and types of documents that we are able to receive and open via email because of the limitations of HSE's IT system:

Preferred file formats are Microsoft Word, Excel and PDF. We can also accept files with the suffixes of jpeg and msg.

We are **unable to receive or open**:

- emails **greater than 15Mb**: If the total size of each email, including all the attachments and also the text of the email itself, exceeds 15Mb then you will need to split them into separate emails.
- Large zip files, particularly those with sub-folders.
- Files from file-sharing systems like *WeTransfer* or *Drop Box* for example, especially those with links that expire after a short while.
- Disks, flash drives/memory sticks.

Unless the email file size limit has been exceeded, only send one email for each section of the application form.

How your application will be assessed

HSE will use the following scale to determine whether sufficient evidence has been provided for each section:

1. Not Demonstrated: no positive evidence
2. Minimal Demonstration: limited positive evidence
3. Moderate Demonstration: moderate positive evidence
4. Acceptable Demonstration: adequate positive evidence