



## Specialist Services for the Asbestos Management Industry



With a unique knowledge pool, a team of experts in asbestos, auditing and the HSE asbestos licensing requirements, ARCA is able to offer a comprehensive range of services to support businesses in asbestos management.

### Licence renewal preparation

Prior to an asbestos licence renewal assessment ARCA offers a full review of the removal contractor's systems and procedures to support the application for a full three year licence.

This service includes the analysis of existing performance history in order to give a clear indication of how arrangements are likely to be viewed by the Health and Safety Executive's (HSE) asbestos licensing unit and the assessing inspector. This process will identify any potential areas of weakness to be addressed prior to an assessment.

For maximum benefit, ARCA advise that reviews should be carried out six to twelve months prior to the licence renewal assessment meeting. This would enable improvements to be put in place, progress to be monitored and established procedures illustrated at the licence renewal assessment.

### Audits

ARCA has a team of trained auditors who are available to carry out site audits in the UK and Ireland, to support a business's quality or health and safety management system.

ARCA audits are widely acknowledged within the industry for including key legal requirements, as well as promoting best practices.

### Competent advice

Competent health and safety advice is available for all member licensed asbestos removal contractors. Competent advice helps to ensure that contractors work to current standards and legal expectations, and also know where to obtain additional advice if needed.

The HSE recognise trade associations as the first port of call for those needing external support. ARCA members have the benefit of immediate access to expert confidential advice, and are routinely kept up-to-date on industry standards via ARCA communication channels. More in-depth support and advice is available as required.

## Management system review

In recent years failure to demonstrate 'adequate management arrangements' has been a large factor in the decreasing number of asbestos licences granted. It is one of the most common concerns causing the HSE to review the status of existing asbestos licence holders.

To support members, ARCA can undertake a review of a business's management systems and structures to critically examine the way the business is functioning and check that business operations are on solid foundations.

The review examines the structure of the organisation; testing how well arrangements are defined and how closely they match actual practice. It will also test how well the business is able to demonstrate effective management arrangements, providing invaluable information on where improvements can be made.

Having the right systems in place is crucial. Robust management systems give confidence, and the principles of effective management support every aspect of a business to operate more efficiently.

*Case Study: ARCA was approached by a company for input into a review of its management arrangements. Following analysis of systems, policies and procedures, and a review of site files, internal / external audits and inspections, ARCA was able to provide constructive advice on how to improve arrangements.*

*In tandem, ARCA worked with the company's HR consultant to ensure that newly developed HR processes fully supported asbestos licensing expectations. The company has now moved forward with confidence and the expectation of demonstrating vastly improved management arrangements to clients and the HSE.*

## Communication with enforcing authorities

If an asbestos removal contractor receives correspondence from an enforcing authority, experts at ARCA are on hand to support and advise on how best to respond.

The method and content of a response is crucial for building confidence with the enforcing authority and maintaining licensed status. By understanding what is being looked for, ARCA's advice can turn a negative communication into a positive for the company.

*Case Study: ARCA was contacted by a company seeking advice on an HSE inspection and how to respond. ARCA helped to clearly identify the underlying nature of HSE concerns, suggesting how best to address the issues in a comprehensive manner.*

*Prompt and clear input from ARCA enabled this company to provide a much more complete and positive response, which demonstrated that key issues had been recognised and were in the process of being addressed.*

## Bespoke consultancy services

If members require more in-depth assistance, ARCA can arrange bespoke consultancy, whether that be expert witness services or revising management systems. All ARCA services are managed in confidence.

ARCA experts have provided assistance for:

- producing / revising management systems, such as arrangements for planning and monitoring work
- accident, complaint and near-miss investigation and analysis
- planning methods of work and assessing particular sites
- liaising / communicating with clients and other contractors regarding licensing issues

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**Whatever the need, members can contact ARCA to discuss the best way forward...**  
**call us on 01283 566467**

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### Asbestos Removal Contractors Association

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