



ARCA Specialist Service Licence Renewal Preparation



With a unique knowledge pool of in-house experts in asbestos, auditing and regulatory requirements, together with former HSE inspectors' experience, ARCA is able to offer a comprehensive range of services to support member businesses.

Licence renewal preparation

Being fully prepared to make an asbestos licence renewal application is vital, as shortfalls could delay the licence renewal process.

To support licensed members, full contracting, scaffolding and equipment maintenance businesses, ARCA offers a licence renewal preparation service, which covers a full review of company systems and procedures to support the application.

For maximum benefit, ARCA advises that reviews should be carried out six to twelve months prior to the licence renewal application. This would enable improvements to be put in place, progress to be monitored and established procedures evidence in readiness for an application.

Service Packages

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 HSE asbestos licensing unit. This process will identify any potential areas of weakness to be addressed prior to an application.

With senior management, ARCA would discuss asbestos licensing, leadership and management. Also, cover the way renewal applications are approached by HSE, exploring the subjects HSE would examine and the kind of evidence that could provide HSE with confidence.

The organisation's previous HSE ASB4 assessment reporting form and HSG65 would be used as reference points. If required ARCA would carry out an in-depth review of the organisation's management arrangements and examine representative samples of on-going and completed projects.

ARCA offers two packages depending on the depth of review required.

Licence Renewal Preparation – Package 1

This comprises of a one day meeting (can be arranged via Zoom), with the organisation's senior management, using previous HSE's ASB4 assessment reporting form⁽ⁱ⁾ and HSG65⁽ⁱⁱ⁾ as reference points for the meeting, in preparation for licence renewal application.

The organisation's management would be responsible for taking notes throughout the meeting for compiling an action plan.

Package 1 - £450 +vat⁽ⁱ⁾

Licence Renewal Preparation – Package 2

ARCA would carry out a desktop review of general management arrangements and performance history.

ARCA would then attend a one day meeting (can be arranged via Zoom), with the organisation's senior management, using previous HSE's ASB4 assessment reporting form⁽ⁱ⁾ and HSG65⁽ⁱⁱ⁾ as reference points for the meeting, in preparation for licence renewal application.

Following this, ARCA would produce a report of the findings and submit to the organisation within seven working days after the meeting.

Package 2 - £900 +vat⁽ⁱ⁾

ARCA's team of experts are able to give balanced feedback and suggest where to focus attention in order to continue to make progress. The Association's pragmatic approach has been found to be extremely beneficial.

"We had a satisfactory outcome with the HSE following ARCA's advice and support and we believe that the outcome was influenced by ARCA's engagement. We definitely would (and have) recommended ARCA's involvement to others."

"Very happy with the service provided, would strongly recommend services."

"As ancillary licence holders we found ARCA to be extremely helpful with our recent renewal. We found them to be accessible and quick to respond with our queries, nothing was too much trouble."

Notes

Members can use training credits to purchase this service.

- (i) Plus travel expenses
- (ii) The organisation would need to request from the HSE, a copy of the organisations previous ASB4 assessment report and performance record, this could take two weeks to obtain.

Don't leave it too late to ask for advice... Call us on 01283 566467
