

**Handover form**

Licensed contractor's thorough visual inspection form (to be passed to the analyst before 4-stage clearance starts)  
Copy to be retained by licensed contractor

**Objective:** To carry out the thorough visual inspection of enclosure/work area. Areas to be clean from visible debris and dust

**Site address**

Size of enclosure? (see POW) (L×W × H (metres))

Has the NPU been switched off and new pre-filter inserted? Yes/No (If No, explain)

Have all ACM removal locations been checked and certified as free from asbestos? Yes/No (If No, explain)

Have all floor surfaces/walls/items been inspected and are they confirmed as visually clean? Yes/No (If No, explain)

Have all ledges, sills, higher level surfaces (including voids where appropriate) been inspected and are they confirmed as visually clean? Yes/No (If No, explain)

Have ACM removal locations been checked and confirmed as visually clean? Yes/No (If No, explain)

Have all rooms been checked and confirmed as visually clean? Yes/No (If No, explain)

Have all cables, wiring and any items to remain in enclosure during the 4-stage clearance been checked and confirmed as visually clean? Yes/No (If No, explain)

**How long did the supervisor's visual inspection take?**

Start time

Finish time

Total time hours/minutes

**I certify that I have carried out a thorough visual inspection of the enclosure/  
work area and can confirm that the area is visually clean and ready to be made  
available to the analyst for the independent 4-stage clearance**

Supervisor's signature

Date

Time

**Form to be handed to analyst before 4-stage clearance starts**

Analyst's signature

Date

Time