

New Licensed Contract Manager Syllabus

The Asbestos Removal Contractors Association (ARCA) has made every effort to ensure that the information contained within this publication is accurate. Its content should be used as guidance material and not as a replacement of current regulations or existing standards.

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Asbestos Removal Contractors Association (ARCA)

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Overview

Duration: 2 Days (12 Guided Learning Hours)

Level: Level 4

Format: Classroom, Remote or In-House

Max Class Size: 12 delegates

This two-day course is designed for new and prospective contract managers within licensed asbestos removal companies. It builds on existing industry knowledge to provide the core understanding required to manage asbestos removal contracts, direct the safe removal of asbestos, and maintain robust health and safety management systems throughout the project lifecycle.

The course covers a contract manager's responsibilities from asbestos licence renewal and notification requirements through to Plans of Work, risk assessments, emergency procedures, waste management and HSE enforcement. Delegates are also introduced to the latest HSE enforcement information and statistics.

Who Should Attend:

New or prospective contract managers in a licensed asbestos removal company who require core knowledge to manage asbestos removal contracts and direct the safe removal of asbestos. A basic awareness of the Control of Asbestos Regulations 2012 Approved Code of Practice (ACoP L143) would be beneficial, though there are no formal pre-requisites.

Upon Achievement

By completing this course, you will be able to:

- **Direct, monitor and supervise** all aspects of licensed asbestos removal work on site, including at all key stages.
- **Produce, implement and update** Plans of Work (POWs) based on site-specific risk assessments.
- **Notify the appropriate** enforcing authorities and identify when re-notification is required.
- **Apply** suitable emergency procedures when controls fail or circumstances change.
- **Monitor and audit** work activities and maintain effective communication with site teams.
- **Assess** employee competence and provide appropriate training, information and instruction.
- **Manage air monitoring** results, personal air sampling, fit test and medical records.
- **Apply waste management procedures** in line with consignment note and waste carrier requirements.
- **Explain COSHH** obligations and their application to licensed asbestos work.
- **Understand asbestos licence renewal** requirements and the role of HSE enforcement.
- **Apply the procedures** required to allow the issue of a certificate of reoccupation.

Day 1: Legislation, Site Management and Plans of Work

Theory

- **Course introduction**
- **Module 2 – Health Hazards of Asbestos**
 - COSHH assessment obligations for licensed asbestos work
 - How asbestos fibres cause disease; types of asbestos-related diseases
 - Medical examinations under CAR 2012: requirements, frequency and record-keeping
 - Smoking, contaminated clothing and the risk of secondary exposure
 - Manager responsibilities for health surveillance and exposure monitoring
- **Module 3 – Legislation and Regulatory Framework**
 - Overview of the Control of Asbestos Regulations 2012 (CAR 2012) and the Approved Code of Practice (ACoP L143)
 - Duties of the contract manager; key duties of the employer under CAR 2012
 - Licensing framework: types of licence, licence conditions and renewal requirements
 - Role of the contract manager in the licence renewal process
 - HSE inspection and enforcement: current enforcement information and statistics
 - Control of exposure to asbestos – as low as reasonably practicable (ALARP)
 - Action levels, control limits and their practical meaning for contract managers
 - Overview of the Waste Regulations, Environmental Protection Act and Hazardous Waste Regulations 2005
- **Module 4 Site Setup, Supervision and Key Stage Management**
 - Manager responsibilities at all key stages of work on site
 - Witnessing or ensuring the smoke test is carried out
 - Confirming hygiene facilities are fully operational before work commences
 - Ensuring signs and barriers are correctly erected
 - Carrying out and recording daily management checks
 - Overseeing the four-stage clearance process
 - Site inspection requirements, auditing protocols and record-keeping
 - Monitoring and auditing of work activities and control measures
 - Effective communication arrangements with workers inside the enclosure and hygiene unit
- **Module 18 – Risk Assessments and Plans of Work**
 - How Plans of Work are produced, structured and implemented
 - Setting out the appropriate procedures, controls and preventative measures based on the risk assessment
 - How and when to update Plans of Work when circumstances change
 - Understanding risk assessments: significant findings and manager responsibilities
 - Dealing with situations where the methods in the Plan of Work cannot be followed
 - Revision procedures and re-notification obligations
 - Notifying the appropriate enforcing authorities prior to work commencing
 - When re-notification is required and the process for doing so

Day 2: Emergency Procedures, Compliance and Management System

- **Module 12 – Emergency Procedures and Incident Response**
 - Application of emergency procedures when controls fail
 - Enclosure breach or loss of negative pressure
 - RPE failure inside a live enclosure
 - NPU failure and complete loss of electrical power
 - Loss of water supply to the hygiene unit
 - Procedures for dealing with accidents, incidents and emergencies on site
 - Non-asbestos hazardous materials: permit-to-work systems, site hazards and COSHH substances
 - Manager responsibilities in the event of fire, electric shock or hazardous release
- **Module 10 – Information, Instruction, Training and Competence**
 - Providing additional training, information and instruction to workers as required
 - For example, introducing a new piece of equipment or work method not previously trained in
 - Assessing employee competence and identifying individual training needs
 - Manager responsibilities under CAR 2012 Regulation 10 for training
 - Annual refresher training requirements for operatives and supervisors
 - Keeping and maintaining training records
- **Module 9 – Cleaning and Clearance Air Testing & Module 16 – Site Inspections and Record-Keeping**
 - When and how to conduct air monitoring; interpreting results
 - Who needs to see the results and when
 - Managing records of personal air sampling, fit tests and medical examinations
 - Importance of accurate and timely record-keeping for licence compliance
 - Role of the laboratory analyst in clearance sampling and issuing the certificate of reoccupation
 - Supervisor/manager handover form requirements
- **Module 11 – Waste Management and Disposal**
 - Manager responsibilities for asbestos waste management
 - Consignment notes: completion, retention and submission
 - Waste carrier requirements and approved disposal routes
 - Safe transit and storage of asbestos waste on site
 - Hazardous Waste Regulations 2005: practical requirements for licensed contractors
 - Bagging, sealing, labelling and loading procedures for asbestos waste
- **Module 9 – Cleaning, Clearance and Certificate of Reoccupation**
 - Importance of maintaining a clean work area throughout the project
 - Correct end-of-job procedures to enable the issue of a certificate of reoccupation
 - Four-stage clearance process: visual inspection, air testing and associated documentation
 - What the laboratory analyst requires before conducting clearance sampling
 - Communicating appropriately with all parties: the client, workers and analysts

- **Module 17 – Management Systems and Monitoring**

- Company management systems for Plans of Work and health and safety
- Maintenance and monitoring of control measures; pre-start setting-up procedures
- Internal audit and inspection protocols; reporting non-conformances
- HSE enforcement: recent statistics, common enforcement actions and lessons for contract managers
- Licence renewal: the process, common failure points and manager responsibilities

Expert Instructors

Our Instructor Standards:

- Level 3 Certificate in Learning and Development
- Level 3 QCF Certificate in Assessing Vocational Achievement
- 3M Scott Health and Safety RPE Train the Trainer
- Emergency First Aid at Work
- Minimum 3 years relevant industrial experience
- Verified industry CV
- Successfully completed practical and theory training to ARCA delivery standard monitored via audit twice yearly

Assessment and Certification

Rigorous Assessment Process:

- **Knowledge Test:** Minimum 30 multiple-choice questions (80% pass mark required) – *HSE Appendix 4.3 compliant*
- **No "Attendance-Only" Certificates:** In line with HSE requirements, all delegates must pass both theoretical and practical assessments to receive certification.

Why Choose Our Training?

- Client testimonials and success stories
- Training provider company background
- Industry partnerships and affiliations
- Pass rates and student satisfaction scores
- Post-training support services
- Refresher training offerings (annual requirement)

Quality Assurance: This course meets CITB standard GET2825 and HSE requirements, subject to annual quality assurance visits by the CITB quality assurance team. Training is compliant with the Control of Asbestos Regulations 2012 (CAR 2012) and the associated Approved Code of Practice (ACoP L143).

HSE Requirement: Training on its own does not make people working with asbestos competent. Training must be consolidated so that the person becomes confident, skilful and knowledgeable in practice on the job. Senior Managers will play an important role in coaching members of staff following this course.

References:

- **Control of Asbestos Regulations 2012 2nd ed.** (L143) – Regulation 10
- **Asbestos: The Licensed Contractors Guide** (HSG247). Chapter 4 – Modules 1 to 19 plus Practical modules 24 to 27 as specified in Appendices 4.1 and 4.2
- **ARCA Guidance Notes for Asbestos Removal Contractors**
 - Air Management in Asbestos Enclosures
 - Personal Air Monitoring
 - Asbestos Licensing and Employment Status
 - Provision of Welfare Facilities for Asbestos Work
 - Selection, Use, Care and Maintenance of RPE
 - Selection of Personal Protective Equipment (PPE) for Work with Asbestos
- **CITB Training Standard** – Contract Manager (Licensed Asbestos), GET2825