

<b>Asbestos Leadership Group Technical Working Group (ALGTWG)</b>	
<b>Minutes of the meeting of the ALG TWG held on the 16<sup>th</sup> October 2018 at TICA House, Darlington</b>	
<b>Present:</b> Martin Gibson (MG) (HSE/Chair), Colette Willoughby (CW) (BOHS/minutes), Steve Watkins (SW) (Industry), Graham Warren (GW) (ACAD), Steve Sadley (SS) (ARCA), Gareth Jones (GJ) (UKATA)	
<b>1.0</b>	<b>Introductions, apologies and welcome:</b> MG welcomed all attendees to the meeting and thanked ACAD for providing the venue and hospitality for the meeting.  The matter of voice recording of meetings was raised and agreed by all attendees that the meeting would not be recorded.
<b>2.0</b>	<b>Minutes of ALGTWG meeting (No.22) and acceptance:</b> The minutes of the previous ALGTWG meeting (No.22) held on the 12 <sup>th</sup> July 2018 were reviewed and accepted as an accurate representation of discussions.
<b>3.0</b>	<b>Matters Arising from the minutes of meeting No.22 held 12<sup>th</sup> July 2018 – not covered elsewhere on the agenda:</b>  None – all items on main agenda
<b>4.0</b>	<b>Future of ALGTWG under new ALG structure</b> The ALG has established a number of new groups; Telecommunications group to deal with website etc., Duty to Manage group, Licensed Asbestos Group, Specialist Group for Analysts/Surveyors plus the TWG as currently exists.  The TWG is an independent group and sources for actions come from lots of different areas so would be best to carry on and work independently from the others. As such would continue as already established. The group is to remain with the same make up and will not expand any further as the group works well due to its size.  The group discussed the role of the chair and minute taker and it was agreed that these would remain the same.  It was discussed that the appendices to the minutes which provide a position statement may benefit from inclusion the names of the organisations who have contributed.  <b>Action:</b> Include a section on the appendix template to identify the members of the TWG. (CW)
<b>5.0</b>	<b>Environmental Clean/Classification of small scale debris/Control requirements for removal of trace asbestos</b>

	<p>An updated document was circulated which seeks to clarify that an environmental clean will only be short duration and will not involve any physical force. In summary it will only relate to loose material which will require a minimal amount of time to remove without the use of tools. A little further clarification was suggested to include within the table with some additional examples of what is not an environmental clean.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1) Any additional comments to be provided to MG by 14<sup>th</sup> December 2018 (ALL)</li> <li>2) Draft appendix to be provided at next meeting for final agreement (MG)</li> </ol>
<p><b>6.0</b></p>	<p><b>Gas and Electrical Safety in DCUs including need for Earthing Spikes</b></p> <p>A meeting has been arranged for next week with the HSE specialist inspector to consider the electrical safety requirements.</p> <p>A draft gas safety document has been produced and provided to the HSE specialist inspector for consideration. The document was discussed and agreed that some changes are required such as the use of a gas safe registered fitter who can certify for LPG as this is a specialised area. Other items such as the positioning of the CO monitor were considered, the size of gas bottle to be used/stored and also the use of the different types of gas propane/butane. It was agreed that the draft document would also be circulated to FDEM for their input.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1) Circulate the draft document to FDEM (GW)</li> <li>2) Circulate to ARCA/ACAD DCU manufacturer members (SS/GW)</li> <li>3) Distribute a revised version by 14<sup>th</sup> December 2018 (GW)</li> </ol>
<p><b>7.0</b></p>	<p><b>AIB Soffit Removal</b></p> <p>A large amount of discussion has taken place in recent weeks on the HSE web communities regarding the use of partial versus full enclosures for the removal of AIB soffits. It would appear that in many instances from the comments seen that partial enclosures are being used when in reality the norm should be that a full enclosure is used.</p> <p>It was agreed that everyone should look at the appendix which was produced in 2017 and determine whether or not any further guidance is required.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1) Review the soffit guidance appendix and provide comments to MG by end of October (ALL)</li> <li>2) Circulate the information to all which has been provided by A Mitchell (MG)</li> </ol>
<p><b>8.0</b></p>	<p><b>Analyst Inspection Programme and Auditing of Analysts</b></p> <p>The report from the Analyst Inspection programme requires a number of small amendments before it is ready for circulation. Once completed MG will circulate for comment and agreement before circulating to the ALG.</p> <p>A short document has been produced with regards to wording which could be circulated to LARCs through their trade associations. This is to address the issue where auditors are being</p>

	<p>refused the ability to come to site to witness analysts as part of their initial authorisation and also on-going competence checks.</p> <p>The wording in the document will be reviewed by everyone and comments provided before being distributed through the trade associations. The final wording will also be included within these minutes for future reference.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1) The report from the analyst project to be circulated to the group (MG)</li> <li>2) Provide feedback to CW on the wording regarding auditing of analysts by end of October (ALL)</li> </ol>
<p><b>9.0</b></p>	<p><b>One Day Jobs</b></p> <p>The Norac email query regarding one day jobs was discussed and the pressures which may be brought to bear when one day jobs run over. The contractual arrangements were discussed and the need for additional charges if the clearance fails or over runs. The expectations of the client need to be managed and the LARC should be proactive in addressing this. If a timeline of events was produced by the LARC as part of the planning process then it may be easy to determine if the work is achievable in a day. If Analysts are experiencing this type of issue on a regular basis then it was suggested that this should be raised with HSE (ALU) as a complaint. Also if this was a consistent issue with a select contractor/s then Norac could write to that contractor and also copy the letter to ALU.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1) Make contact with ALU to raise the issue (CW)</li> <li>2) Write to LARC if consistent issue (CW/Norac)</li> </ol>
<p><b>10.0</b></p>	<p><b>Asbestos Contaminated Soil</b></p> <p>Wording carried over from previous meeting as not yet actioned - A discussion was held with regards to what constitutes contaminated soil and it was felt that some guidance would be beneficial.</p> <p><b>Action:</b></p> <p>Produce an outline guidance document and progress at the next meeting (SS)</p>
<p><b>11.0</b></p>	<p><b>Demolition Waste</b></p> <p>Wording carried over from previous meeting as not yet actioned - The ACoP L143 provides some limited guidance on removal of ACMs before demolition. This refers to low risk materials such as textured coating but can also include other low risk products such as bitumen. It is felt that some guidance is required with regards to future use of this waste, including crushing etc.</p> <p>The REACH regulations do not prohibit the re-use so long as the asbestos has not been intentionally added, which would not be the case.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1) Contact NFDC to see what information they have available (SS)</li> </ol>

	2) Review the DEFRA/SEPA position (SS)
<b>12.0</b>	<p><b>Ceramic Wall Tile Adhesive</b></p> <p>The Norac technical guidance briefing note is almost complete and just needs a little input from the Tile and Grout Technical Committee. This committee met on 10<sup>th</sup> October but have yet to reply with any further advice or comments.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1) Tile &amp; grout technical committee to be contacted for comments (CW)</li> <li>2) Once completed the information to be provided on the web communities forum to highlight this product (CW)</li> </ol>
<b>13.0</b>	<p><b>Exposure Records</b></p> <p>GW produced and circulated a draft appendix covering health records and personal monitoring. Health records should take account of the work the individual is doing and be based upon their time sheets so that it is a log of their work. If personal sampling has been undertaken then this is added to the personal exposure log. Accumulated personal monitoring data for the company can be used to help estimate exposure on similar jobs. The use of this information as a management tool will then need to be developed and how the collected data is used.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1) Example time sheets to be provided to GW (GJ)</li> <li>2) Further develop the appendix document (GW)</li> </ol>
<b>14.0</b>	<p><b>NPU Variable Speed Control</b></p> <p>A short document was circulated by MG to describe the best way for measuring the air volume flow for an NPU. A couple of minor amendments were discussed such as identifying where the person should stand when taking the readings and also the position of the anemometer to achieve the maximum reading. A worked measurement example would also be useful for inclusion in the document. It was agreed that it would be useful to produce this as an appendix which could be referred to in the future.</p> <p><b>Action:</b></p> <p>Amend the document and produce on the appendix template (MG)</p>
<b>15.0</b>	<p><b>NVQs &amp; Qualifications for LARCs</b></p> <p>Wording carried over from previous meeting as not yet actioned - GW provided a document which maps asbestos training modules to NVQ Level 2 and 3 which provides details of areas which need to be covered as part of a competency framework. The ARMI guidance document also includes guidance on training and competency requirements. The information will be needed for the updated Licensed Contractors Guide which will also need to ensure supervisor management skill requirements are included as this is often missed. All future CSCS cards will be based on NVQs. An explanation on how NVQs work and interact within the industry needs to be included within the updated Licensed Contractor Guide.</p> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li>1) Produce a document/appendix which clarifies the NVQ driven system (GW)</li> </ol>

<b>16.0</b>	<p><b>Personal sampling by LARCs rather than using an analyst</b></p> <p>It has come to light that some LARCs have attended training sessions to undertake their own personal sampling. It is not known if these LARCs understand all the quality control requirements necessary when undertaking this type of monitoring and the requirements of ISO 17025 with regards to being able to demonstrate the accuracy of any results being produced. This is a matter which needs flagging up to the Licensed sector. It relates to both the taking of the samples and also the analysis.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1) Contact Moira (HSE) to put a post onto the web communities (SS)</li> <li>2) Trade Associations to make members aware of this matter (SS/GW)</li> </ol>
<b>17.0</b>	<p><b>DOP Test Update</b></p> <p>A further meeting of FDEM has taken place. The output of NPU units has been assessed using a scanning probe. Different smoke concentrations using different flow rates have also been considered and different flow rate NPUS are also being looked at to establish that methods are valid across all sizes of NPUs and at different flow rates and smoke concentrations. The testing is now nearing completion and once completed this will be written up as a specialist report and will also go into the Licensed Contractors Guide.</p>
<b>18.0</b>	<p><b>Any Other Business</b></p>
<b>18.1</b>	<p><b>NPU Air Movement</b></p> <p>SW explained an issue where they want to use an ice blasting system and needed a large volume through put of air. Beacon have produced an NPU which removes air at an exchange rate of 90 air changes which then also helps with quick removal of fibres and also moisture.</p>
<b>18.2</b>	<p><b>Blasting Machine</b></p> <p>Quill have added a fibre suppressant as part of their system but this is causing problems with the scavenger system. As a result it is causing problems with the HEPA filters and so cannot be used.</p>
<b>18.3</b>	<p><b>Polythene Thickness</b></p> <p>Polythene classed as heavy duty may not be 1,000 gauge. LARCs will therefore need to check with their supplier. It can also be checked by weighing or measuring. If the supplier advises that it is 1,000 gauge (e.g. on the invoice) and it is not when measured then this will be a trading standards issue.</p>
<b>18.4</b>	<p><b>NPU Filters</b></p> <p>It is believed that some NPUs have been supplied with H13 filters (99.95) instead of H14 filters (99.995). The industry is advised to be aware of this and check to make sure any supplied NPUs have the correct filters included.</p>
<b>18.5</b>	<p><b>Pre-filters in Enclosure Walls</b></p> <p>CW advised that a query has been raised regarding the use of filters in enclosure walls to provide additional air to be brought into enclosures. Concerns were raised that in the event of a power failure there would be nothing to prevent air from inside the enclosure being leaked out through the filter as it will just be a pre-filter. This was discussed and advice provided that wherever pre-filters are used in an enclosure wall to allow</p>

	additional airt flow then there should be a weighted flap on inside which would drop down and cover the pre-filter in the event of a power failure.
<b>19.0</b>	<b>Date of Next Meetings</b>
	Thursday 10 <sup>th</sup> January 2019. Thursday 25 <sup>th</sup> April 2019. All meetings to be held at the ACAD offices in Darlington.  All meetings are scheduled to start at 10:30am

### Memos Currently in Progress

(This table does not intend to provide details of the stage at which each memo is but is just an overview of those currently being considered and worked upon)

Gas Safety in DCUs

Electrical Safety in DCUs including the need for Earthing Spikes

### Appendix Guidance Documents Currently in Progress

(This table does not intend to provide details of the stage of each document but is just an overview of those currently being considered and worked upon)

Environmental Cleaning

Health Records

Calculation of the Air Volume Flow of an NPU

## ACTION TABLE

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