

Requirements and Expectations for DIT prequalified Asbestos Management Consultants



Government of South Australia
Department for Infrastructure
and Transport

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We acknowledge the Traditional Custodians of the Country throughout South Australia and recognise their continuing connection to land and waters. We pay our respects to the diversity of cultures, significance of contributions and to Elders past, present and emerging.



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Introduction

As per the Application Prequalification Guidelines for Building Projects Professional Services Contractor, Asbestos Management, requirements are as follows:

Site Surveys and Re-Inspections

- Undertake asbestos surveys or re-inspections to identify Asbestos Containing Material (ACM).
- Assess exposure risk and develop appropriate asbestos management strategies and regulatory documentation.
- Provision of asbestos management advice and updating of required records in Strategic Asset Management Information System (SAMIS).

Air Monitoring and Clearance Certificates

- Asbestos Management Consultants are required to conduct air monitoring and clearance inspections during any building works involving Class A or Class B asbestos containing material (ACM). Contractor undertaking Air Monitoring and Clearance Inspections shall be independent of the company undertaking removal works.
- If independent engagement cannot be achieved, approval must be obtained from the DIT Asbestos Advisory Team Leader.
- All Asbestos removal documents MUST be updated into SAMIS.

Quality and Accuracy Expectation

- Only personnel that have undertaken SAMIS training shall use SAMIS to update asbestos records.
- The quality and accuracy of data entry into SAMIS and supporting documentation is extremely important. Ensure that amendments to the register are accurate and cannot be misinterpreted.

Quick Reference

The following checklists are provided as a 'quick check' summary to ensure that appropriate steps are completed during asbestos management works on all SA Government assets.

Site Inspections/Surveys Checklist

1. Undertake site inspection or survey as required.
2. If any urgent issues are identified, site contact must be informed, and the condition report findings explained. DIT Asbestos Advisory Team can be consulted if further guidance is required. For any suspected asbestos exposure or urgent incidents, DIT Asbestos Advisory Team must be notified.
3. Amend SAMIS asbestos records.
4. Upload all applicable supporting documents and images into SAMIS.
5. Generate updated Asbestos Register in SAMIS.
6. Email Asbestos Register and all supporting documents to the nominated contact (Contract Manager, Site Representative, Agency Representative etc).
7. For Intrusive Pre-Refurbishment / Pre - Demolition surveys also CC DIT Asbestos Services DIT.AsbestosServices@sa.gov.au.
8. Email updated Hazardous Materials Report (Asbestos Register) and all supporting documents to Site Representative with instructions to print and insert into site asbestos folder.

Asbestos Removal Checklist

1. Receive Asbestos Removal Record Form from Facilities Management Service Provider (FMSP), Project Manager (PM), Lead Professional Services Contractor (Lead PSC) or person who commissions the work (PWCW).
2. Download copy of the asbestos register and plans from SAMIS.
3. Undertake Air Monitoring and provide Clearance Certificate (including taking photographs and marking up SAMIS plans).
4. Amend asbestos records in SAMIS.
5. Upload Air Monitoring results, Clearance Certificate, marked up plans, photographs and copy of Asbestos Removal Record Form into Documents and Images in SAMIS.
6. Generate Hazardous Materials Report (Asbestos Register).
7. Email updated Hazardous Materials Report (Asbestos Register) and all supporting documentation to all stakeholders on the Asbestos Removal Record Form and CC a copy to DIT Asbestos Services, DIT.AsbestosServices@sa.gov.au.

Requirements and Expectations for Work Undertaken Across all SA Government Agency Assets

Inspections, Surveys and Pre-Refurbishment/Demolition Intrusive Surveys

- Download current asbestos register and plans for each site (where available). When registers and plans are not available in SAMIS, contact DIT Asbestos Advisory Team for further information as registers and plans in alternative formats may be available.
- For properties where an asbestos register is not available, a comprehensive asbestos survey shall be undertaken.
- If any additional suspect materials are found during inspections, they must be assessed and added to the existing site register in SAMIS, against the relevant site / building / level/ room as appropriate.
- Repeat inspections and new surveys shall include:
 - All buildings, equipment and other infrastructure on site that may contain asbestos.
 - Ceiling spaces if accessible.
 - Under floor coverings (if practical) that may not have been identified in the original survey.
 - Identification of any caulking materials, glazing putties or similar materials (if present) that may not have been identified in the original survey.
 - Every effort to inspect/survey any other 'suspect' areas that can be reasonably accessed.
 - Application of asbestos warning labels and signs to buildings and ACM's in accordance with required standards and regulations.
- Hidden, Inaccessible or otherwise concealed asbestos containing materials may be present that may have not been previously identified and recorded in the site asbestos register. Prior to undertaking any refurbishment or demolition works where existing register may be inadequate, a Pre-Refurbishment/Demolition Intrusive Survey is required.

This may include ACM's such as but not limited to:

- Asbestos Backed Vinyl flooring or Vinyl Floor Tiles – May be present underneath existing floor coverings, cupboards/furniture or under wall framing.
- Remnants of ACM's from previous removal works.
- ACM's in live services, plant and equipment that could not be safely inspected until made safe, decommissioned, or de-energised.
- If hidden or unidentified materials are suspected and cannot be accessed for inspection, enter a cautionary note into register to inspect when access can be created in conjunction with asbestos removal works and/ or demolition works. For example, chased piped work lagging in masonry walls, or voids concealed by building elements requiring invasive works to create access.
- All requirements for inspections, removals, sample analysis and reporting apply.
- Carry out the Pre-Refurbishment/Demolition Intrusive Survey.

- Upload copy of intrusive survey report into SAMIS.
- Update asbestos register in SAMIS.
- Upload marked up plans and photographs.
- Run Asbestos Register Report in SAMIS and save as a PDF.
- Email updated Asbestos Register to all stakeholders and CC a copy to DIT Asbestos Services DIT.AsbestosServices@sa.gov.au.
- Email updated Asbestos Register and all supporting documents to Site Representative with instructions to print and insert into site asbestos folder.

Sample Analysis

Sample analysis shall be undertaken as follows:

- Any suspect materials that have not already been identified shall be verified by sample analysis. Materials shall not be identified via presumption method unless it is not practical or safe to verify.
- Samples should be taken from discrete locations, with consideration to site occupancy and each government agency policy, and in accordance with SafeWork SA approved Code of Practice: How to Manage and Control Asbestos in the Workplace, June 2020.
- All sample locations should be sealed with polyvinyl alcohol (PVA) or other suitable sealant and 'made safe'.
- All samples shall be analysed by a National Association of Testing Authorities (NATA) accredited laboratory.
- All vinyl floor tile, mastics, resins, caulking materials and putties must be further tested using X-ray diffraction analysis if PLM (Polarised Light Microscopy) returns a negative result.
- Any vinyl floor tile, mastics, resins, caulking materials and putties, items in an existing register previously tested using polarised light microscopy and identified as 'non-asbestos' must be re-sampled and re-tested using X-Ray Diffraction Analysis.
- Sample analysis results must be updated in SAMIS Register and copies of Certificates of Analysis (COA's) uploaded into SAMIS 'Document and Images' section.
- Sample locations marked up must be in SAMIS on Site - Building – Level - Room Plans as required.
- Photographs of sample locations shall be taken and uploaded into SAMIS. If multiple photographs are required, they are to be inserted into a word document with captions relating to Site Name - Building - Level - Room - Positive or Negative for asbestos content (e.g., Site name -Building X - Room Y - Asbestos vinyl floor tiles.) Save word document as a PDF and upload into SAMIS.
- Updated register, copies of sample analysis results, marked up plans and photographs must be sent to PWCW and to site with instructions to print and insert into site asbestos folder.

Marked-up Plans

Marked-up plans shall be provided with the register to indicate locations of asbestos products.

- For sites where plans are available in SAMIS, the SAMIS plans shall be used.
- For sites where no plans are available in SAMIS, alternate plans can be used if available.
- For sites where no plans are available, a sketch plan shall be provided.
- Marked up plans/ sketch plans should include the following as a minimum:
 - Marked up to reflect presence and extent of asbestos on site, in buildings, levels, rooms.
 - Colour coding (with index) and captions to indicate type of material and location
 - If colour coding is not practical, arrows with captions may be used in conjunction with colour coding
 - Marked up locations of any samples taken
 - Marked locations of damaged asbestos products or those requiring remediation or maintenance
- Plans shall be provided for removal projects, indicating locations where asbestos has been removed or part removed.
- Marked up plans shall be provided when undertaking scheduled re-inspections, new surveys, intrusive surveys, sampling of suspect ACM's, asbestos removals and provided with the updated asbestos register to PWCW and to site, with instructions to print and insert into site asbestos folder.

Inspection Condition Report (Scheduled Re-Inspection)

- A copy of the Inspection Condition Report shall be supplied to the site contact upon completion of the inspection, with recommendations for any remedial action explained by the Asbestos Management Consultant. The site contact shall sign this report to indicate their understanding of what is required. For unoccupied sites or instances where site contact is unwilling to sign, this shall be stated accordingly on the Inspection Condition Report.
- A photograph of the inspection report (signed by the site contact) shall be sent to the site, agency and PWCW with the updated asbestos register.
- The final Inspection Condition Report shall include:
 - Site details
 - Findings and Recommendations for ongoing management
 - Details of any new ACMs identified.

Asbestos Register and Confirmation Email for Re-Inspections

- Once register updates are completed in SAMIS, the Contractor must provide a PDF copy of the register to site, agency contact and PWCW, or as required.
- For sites not in SAMIS, a register in the Contractor's own format must be provided.
- For sites that are in SAMIS but have no asset hierarchy, a register in the Contractor's own format must be uploaded into the 'Documents and Images' section. The Contractor then must

enter an inspection date and an entry advising that the register is located in 'Documents and Images'.

- A confirmation email shall be provided to the site contact of each asset to confirm that the inspection has been undertaken and the register updated. This email should contain a PDF copy of the register and strict instructions for the register and any supporting documents to be printed, inserted into the site asbestos folder and made accessible.
- If no acknowledgement of email receipt is provided, the site contact should be contacted via telephone to ensure that the register is printed and made accessible. Should this method be unsuccessful, the agency contact should be notified.
- Where there is no site contact, the register should be provided by email to the PWCW and agency contact.

Asbestos Register Update (Air Monitoring and Clearance Inspection only)

- The Asbestos Management Consultant undertaking Air Monitoring and Clearance Inspection shall be engaged independent to the DIT pre-qualified asbestos removal contractor. If independence cannot be achieved, SafeWork SA exemption must be sought and approved. Approval must also be obtained from the DIT Asbestos Advisory Team Leader prior to any works.
- When engaged to undertake Air Monitoring and Clearance Inspection as part of an asbestos removal project, ensure that you are provided with a copy of the Asbestos Removal Record Form, scope of works, and stakeholder contact details. It is the responsibility of the PWCW (e.g., FMSP, PM, Lead PSC, or CM) to provide this information.
- Undertake air monitoring and clearance inspection (including taking photographs and marking up site/building/level/room on plans, indicating locations where asbestos has been removed.).
- Make the appropriate amendments in SAMIS, ensuring that any required changes cannot be misinterpreted (e.g., if an asbestos register item is only part-removed, the item should not be indicated as 'removed', but rather a note inserted to inform that item part-removed). In conjunction with the required asbestos register item note, photographs and marked up building plans shall be provided clearly documenting the extent of the removal.
- Once work is complete, upload into SAMIS required supporting documents and photographs (see table below for further detail).
- Generate Asbestos Register.
- Email updated Asbestos Register and supporting documents to all stakeholders nominated on the [Asbestos Removal Record Form](#) and CC copy to DIT Asbestos Services DIT.AsbestosServices@sa.gov.au.
- Email updated Asbestos Register and supporting documents to Site Representative. This email shall contain strict instructions for the register and any supporting documents to be printed, inserted into the site asbestos folder, and made accessible.

Uploading Files to SAMIS (Documents and Images Section)

Removal projects

Documents to be uploaded for each removal project shall include:

Removal Project Document Types

1. Air monitoring results
2. Clearance Certificate
3. Marked up Plans
4. Asbestos Removal Record Form, including relevant scope of work/plan documents
5. Relevant laboratory sample analysis certificates
6. Any applicable photographs. If numerous photos are provided, insert into a Word document with captions and upload as a single PDF document

Documents titles shall provide adequate description of work and date. E.g., Site Name - Asbestos Removal – Clearance Certificate and Air Monitoring Results – Building Number – Level – Room Number – Date.

NB: All document titles must contain the above-mentioned naming convention components.

Site inspections

Documents to be uploaded for each site inspection shall include:

Site Inspection Document Types

1. Condition Inspection Report
2. Marked up drawings
3. Relevant NATA laboratory sample analysis documentation
4. Any applicable photographs

Documents should use the following naming conventions for each file uploaded:

Removal Projects	Site Name - Asbestos Removal – Clearance Certificate and Air Monitoring Results – Building Number – Level – Room number – Date
Inspections	Site Name – Inspection Type - Date E.g., Site Name - Scheduled Inspection Report - Date E.g., Site Name - Intrusive Survey - Building Number – Level – Room number – Date
Photographs	E.g., Site Name - Asbestos Removal - Building - Room Number - Photographs - Date

Further Assistance

For further assistance with SAMIS, contact: DIT: AGFMASC.DIT.AGFMASC@sa.gov.au.

For assistance with these requirements, contact DIT Asbestos Services DIT.AsbestosServices@sa.gov.au.