

## Asbestos Condition Monitoring in non-domestic Properties: Instructions to nominated staff – completing and returning Forms

The Control of Asbestos Regulations 2012 requires that we manage the risks arising from asbestos in our properties. This includes monitoring the condition of any material containing, or suspected of containing, asbestos.

A full description of the duties of the Person in Control regarding asbestos management is contained in companion Procedure PS/DW/02, available from Property Services (and Intranet pages – search PS/DW/02).

**You have been nominated to carry out the Condition Monitoring.** This involves a visual inspection, determining the condition of the materials, and recording your findings.

### Instructions: (Steps 1 - 7)

1. "Condition Monitoring" involves a formal (recorded) annual visual inspection of all asbestos containing materials (including materials presumed to contain asbestos) in your property.

An "**Asbestos Condition Monitoring Form**" for each property will be made available to you. An *example* of an "Asbestos Condition Monitoring Form" is appended to this Procedure.

Contact your supervisor or line-manager if you are unsure how to obtain the Asbestos Condition Monitoring Form(s) you need.

### Some Important "don'ts"

- **Don't attempt to access electrical panels or switch gear or lift machinery** where asbestos has been identified or presumed. Simply record "no access" on the Form.
- **Don't attempt to open ducts, hatch covers, ceiling voids, lift-up floor coverings, climb into lofts or enter into confined spaces.** Condition monitoring is concerned with assessing the condition of asbestos-containing materials in those areas of the building that you (and anyone else using or working in the building) can easily see or touch.
- **Don't take risks.** Where there is an item or area of asbestos-containing material identified on the Monitoring Form that you cannot see or access, simply record "**no access**"
- **Don't disturb the fabric of the building.** Occasionally, items will appear on your Monitoring Sheet which may have been recently removed but records not yet updated to reflect that removal (e.g., asbestos containing floor tiles may have been removed and replaced with vinyl). Where you suspect this to be the case, simply record "**not found**".

*Instructions continued overleaf*

Procedure No.	Issue	Issue Date	Issued By	Approved By	Page No
PS/DW/01	4.3	23/09/2021	DW	YG	1 of 5

2. For larger properties with multiple 'blocks', the condition monitoring should be undertaken on a 'block-by-block' basis over a 12-month period. Your supervisor or line manager will advise.
3. Complete the details at the top of the Asbestos Condition Monitoring Form. (See the typical Form attached).

**'Monitored by'** Name of the person who carried out the condition monitoring

**'Date Monitored'** The date you did the condition monitoring.

**'Register Expiry'** On-site register expiry date

4. **Assess the condition** of each asbestos-containing material (ACM) as listed in your Asbestos Condition Monitoring Form.
  - If you think the condition of any materials listed has deteriorated (or improved, perhaps because of recent encapsulation or decoration work) record this in the 'comments' column of the form against that material entry.
  - Where you record a new condition, please provide some indication of the reason for your selection e.g., "*flaking paint*", "*water penetration*", "*vandalism*", "*wear and tear*", *improved decoration, encapsulation*. etc.
  - Where there has been **no change** from the previous record (records started in 2011) **please enter "no change"**. It is likely that the majority of your entries will be 'no change'.
  - **Never leave the comments section blank** – make an entry for every material listed.

## 5. Change of Use

Provide details **where you are aware** there has been a significant change of use of the room.

E.g., a dining hall now also used for games would be designated "dining hall/games hall". (*Where a dining hall is now being used for ball games an asbestos-containing ceiling or wall panel would then be at increased risk of damage.*)

*(Instruction continues overleaf)*

Procedure No.	Issue	Issue Date	Issued By	Approved By	Page No
PS/DW/01	4.3	23/09/2021	DW	YG	2 of 5

**6. Discovering damage:**

Where you think a material has been subject to significant damage that is likely to result in the release of asbestos fibres, you must act immediately in accordance with Emergency Procedure OHS-C-17 (Section 6.1 of that Procedure). Where you are otherwise unsure, you must contact the Construction Compliance Officer immediately on (VOIP) **446849**.

**7. Returning completed Forms:**

Please send your completed Monitoring Forms(s) by post as soon as possible to:

**The Construction Compliance Coordinator, Property Services,  
Bankhead Central, Bankhead Park, Glenrothes Fife KY7 6GH**

Where you have a scanning facility, please scan and forward as an e-mail attachment to: [Douglas.wood@fife.gov.uk](mailto:Douglas.wood@fife.gov.uk) or [Craig.richardson@fife.gov.uk](mailto:Craig.richardson@fife.gov.uk).

**- END OF INSTRUCTION -**

**Notes and additional guidance**

**Some additional notes and guidance about the information contained in the Asbestos Condition Monitoring Form. You may find this information useful.**

**UPRN No.** - This is a six-digit number on the top left-hand side of the front page on the Asbestos Risk Register (Unique Property Reference Number) UPRN 000123, 100234 etc.

**Address** - This is the address as printed on the asbestos risk register and not any local name for the property.

**Block** - This is the Block as printed on the asbestos risk register and not any local name for the Block.

In properties where you have more than one building, each building will have a unique Block Reference Number. Some buildings which have been extended or have buildings linked by a corridor may have individual block reference numbers. (The main building may be sub-divided into several blocks). The Block number will be found at the top of each page below the site reference no.

Procedure No.	Issue	Issue Date	Issued By	Approved By	Page No
PS/DW/01	4.3	23/09/2021	DW	YG	3 of 5

**Room - Already populated on the Condition Monitoring Sheet** - This is the Room as printed on the asbestos risk register and not any local name for the Room. The room contains a room identification No. and a Name.

The room number contained in the asbestos risk register as follows –  
Basement -1/001, -1/002 -1/003 etc.; Ground Floor 0/001, 0/002 etc.; First Floor 1/001, 1/002, 1/003 etc

**Hazard Location - Already populated on the Condition Monitoring Sheet** (where in the room) – floor, floor duct, wall, heater, pipe work, ceiling, ceiling void, electrical equipment, boiler plant etc.

**Hazard Description - Already populated on the Condition Monitoring Sheet** (what in the room) -

Vinyl tile, floor tile adhesive, asbestos insulation board (AIB) tile, asbestos cement (AC), heater panel, bitumen sink pad, textured coating, roof covering, pipe insulation, boiler etc.

**Hazard Status - Already populated on the Condition Monitoring Sheet** (where asbestos containing material is present)

**Presumed** - A 'default' situation where a material is **presumed** to contain asbestos because there is insufficient evidence (e.g. no analysis) to confirm that it is asbestos free.

**Strongly Presumed** - Strong presumption: in this case experience suggests it is an ACM, or that it might contain asbestos as sampled elsewhere in the property.

**Hazard confirmed** - Asbestos-containing material is present.

**Comments** - This section to be completed by you. (See **Step 4** on **page 2** of this document)

**A. High Risk, High Damage –**

High damage or degradation of materials, visible asbestos debris

**B. Medium Risk, Medium Damage –**

Significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.

**C. Low Risk, Low Damage –**

A few scratches or surface marks, broken edges on boards, tiles etc.

**D. Very Low Risk, Good Condition - No Visible Damage**

**Property Services Comments** - This section will be completed by Property Services and returned to your service with comments where material condition has changed. This may describe that the material has to be repaired by encapsulation or encased or that the material has to be removed.

A typical Asbestos Condition Monitoring Form is shown overleaf.

Procedure No.	Issue	Issue Date	Issued By	Approved By	Page No
PS/DW/01	4.3	23/09/2021	DW	YG	4 of 5

# Fife Council Asbestos Condition Monitoring

Monitored By \_\_\_\_\_ Date Monitored \_\_\_\_\_ On Site Register Expiry Date \_\_\_\_\_

SITE/UPRN \_\_\_\_\_ Address \_\_\_\_\_ Block No. \_\_\_\_\_

Room Number & Name	Hazard Location (where in room)	Hazard Description (what in room)	Hazard Status (is the asbestos still present)	Property Services Comments (For Property Service use only.)	Comments (material condition, change of condition) <b>TO BE COMPLETED BY THE NOMINATED PERSON</b>
Room: 0/001- Office	Hazard Location: Ceiling	Hazard Description: Textured coating	Hazard Status: Hazard confirmed	Property Services Comments: <i>Reply from Property Services – Area to be cleaned by specialist and encapsulated</i>	Comments: Flaking Paint
Room: 0/003 - Corridor	Hazard Location: Floor	Hazard Description: Floor tiles	Hazard Status: Presumed	Property Services Comments:	Comments: No change
Room: 1/005a - Cupboard	Hazard Location: Electrical Cupboard	Hazard Description: Electricity Panel	Hazard Status: Strongly Presumed	Property Services Comments:	(Comments: fuse holders) – no access
Room: 1/017 - Hall	Hazard Location: Walls 1 & 3	Hazard Description: Storage Heater	Hazard Status: Presumed	Property Services Comments:	Comments: (no access) Heater still in use
Room: 2/003 – Main Stair	Hazard Location: Ceiling	Hazard Description: Ceiling Tiles	Hazard Status: Hazard Confirmed	Property Services Comments: <i>Tiles to be re-instated</i>	Comments: Tiles loose and hanging down but not damaged
Room: 2/003 – Main Stair	Hazard Location: Service riser	Hazard Description: Pipe box	Hazard Status: Hazard confirmed	Property Services Comments: <i>Pipe box to be sealed then encased to stop further damage.</i>	Comments: Surface damaged, surface paint scraped. Corner chipped

**Condition** (material condition, extent of damage)

**High Risk - High damage** – high damage or degradation of materials, sprays, and thermal insulation. Visible asbestos debris.

**Medium Risk - Medium Damage** – significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.

**Low Risk - Low Damage** – a few scratches or surface marks; broken edges on boards, tiles etc.

**Very Low Risk - Good Condition** - No Visible Damage

Procedure No.	Issue	Issue Date	Issued By	Approved By	Page No
PS/DW/01	4.3	23/09/2021	DW	YG	5 of 5