

UKAS Accreditation of Bodies Surveying for
Asbestos in Premises

Inspection Body Declaration Form
(UKAS/HSG264/01)



Inspection Body Name:

Accreditation No.:

Declaration:

I hereby declare that the management responsible for this inspection body and associated sites has taken the measures necessary to ensure that the accredited activities relating to the surveying for asbestos in premises meet the relevant guidance as documented in HSG 264 (January 2010), '*Asbestos: The Survey Guide*'. These measures included undertaking the following arrangements to ensure the effective implementation of policies and procedures as necessary to meet the requirements of the Guide:

(i) **Quality and Technical manuals, controlled documents, survey data capture systems, report templates, marketing**

- All documents have been reviewed and the necessary changes made to references to MHDS100 and survey types;
- all controlled copies of MDHS100 have been withdrawn and replaced with controlled copies of *Asbestos: The Survey Guide* together with amended copies of Quality and Technical Manuals as appropriate;
- related web sites and marketing materials have been reviewed and amended as appropriate.

(ii) **Contract Review**

- Use of caveats, both within the standard Terms & Conditions and report templates have been reviewed and revised to comply with the guidance, and agreement will be sought from clients regarding any remaining caveats at the initial contract review stage;
- full consideration has been given to what specialist support services and equipment may be required for gaining full access during Refurbishment and Demolition surveys;
- reporting and approval process (including documented system for checking finished reports against client's requirements) has been reviewed and revised as appropriate;
- long-term contracts which referenced MDHS100 as a requirement have been revisited with the client and updated as required.

(iii) **Training and Competence**

- Training programme, records and authorisation criteria have been reviewed and amended as appropriate;
- reauthorisation of surveying staff has been undertaken where necessary;
- further training of site staff in Site Risk Assessment has been completed to ensure compliance with the Guide

(iv) **Site Work**

- Survey planning procedures and instructions to ensure that a robust and adequate Plan of Work is in place to cover the site survey work have been reviewed and

revised as necessary. Consideration has been given to need for review and revision of sampling strategies;

- technical procedures and survey templates have been amended as appropriate to ensure that sufficient detail is captured during the survey to enable materials assessments to be reported in certain Refurbishment and Demolition survey reports;
- procedures for gaining access, including reporting of inaccessible areas, have also been reviewed and amended as appropriate.

(v) **Reporting**

- Standard report templates have been reviewed and amended as appropriate to ensure that the headings contained in the Guide are included and that materials assessment is reported as appropriate in Refurbishment and Demolition survey reports.

In making this declaration I am confirming that these arrangements have been incorporated into the management system of this inspection body. I also confirm that the resultant changes to our policies and procedures have been fully implemented and that this inspection body and its staff are committed to maintaining these requirements on a continual basis.

I also acknowledge that in making this declaration I am providing UKAS with the necessary confidence to update the reference on our schedule of accreditation from MDHS 100 to HSG 264. Further, if this declaration is discovered to be false at a later date by UKAS then I understand that this could affect the accredited status of our service for surveying for asbestos in premises, or in fact our status as an accredited inspection body.

Signed on behalf of the inspection body by top management taking responsibility for the testing, and associated, activities of this body:

Signature: Date:

Printed name:

Company Position: