Annex A1 to
CO/HoE Asbestos Management Plan

Key Duties & Responsibilities

Key duties to be carried out; please note that further information is available in PG02/07

Commanding Officer (CO)/Head of Establishment (HOE) (Coordinating Duty Holder). The CO/HoE is responsible for the preparation, review, and maintenance of the AMP.

   i) Ensure that an AMP is prepared and implemented for the establishment.

   ii) Ensure that the contents of the AMP, and associated procedures are communicated to all contractors and building users, who may, through their normal work activity have cause to disturb any ACM contained within buildings and facilities over which he exercises control.

   iii) Ensure that the AMP is reviewed at regular intervals.

   iv) Ensure that the effectiveness of the AMP is monitored.

   v) Ensure that any organisation undertaking work related to the AMP has suitable competence and training.

   vi) Ensure that all works on ACMs will be carried out in accordance with the requirements of CAR 2006 and The Hazardous Waste Regulations 2005.

   vii) Ensure that the contents of the AMP and associated procedures are communicated to all building users and Hosts.

   viii) Ensure that an AMP is implemented in those areas for which he is responsible.

   ix) Ensure that surveys to identify and record ACMs are undertaken.

   xi) Receive reports and advice from visiting workers / contractors, with regard to ACMs, and act accordingly.

   xii) Be responsible for the provision and maintenance of the record of ACM for all buildings and facilities over which he exercises control.

Other Duty Holders – DDEM/IPTL

The DDEM/IPTL is responsible for the advising the Co-ordinating Duty Holder on the preparation, review, and maintenance of the AMP, and will:

   i) Ensure that an AMP has been prepared and implemented in those areas for which he has responsibility for maintenance and provide the Co-ordinating Duty Holder with general advice on the suitability of information provided by others for inclusion in the AMP.
ii) Ensure that the contents of the AMP and associated procedures are communicated to all contractors under their control who may, through their normal work activity, have cause to disturb any ACM contained within buildings and facilities which he occupies, and/or has a responsibility to maintain.

iii) Ensure that the AMP is reviewed 6 monthly.

iv) Ensure that the effectiveness of the AMP is monitored.

v) Ensure that any organisation undertaking work related to the AMP on his behalf, has suitable competence and training.

vi) Ensure that all works on ACMs will be carried in accordance with the requirements of CAR 2006 and The Hazardous Waste Regulations 2005.

vii) Ensure that an AMP has been implemented in those areas for which he is responsible.

viii) Ensure that surveys to identify and record ACMs are undertaken.

ix) Receive reports and advice from visiting workers / contractors via the SER, with regard to ACMs, and act accordingly.

x) Be responsible for the provision and maintenance of the record of ACMs for all MMO assets for which he has a maintenance responsibility.

Other Duty Holders – SER/4CDH

The SER/4CDH is responsible for the advising the Co-ordinating Duty Holder on the preparation, review, and maintenance of the AMP, and will:

i) Ensure that an AMP has been prepared and implemented in those areas for which he has responsibility and provide the Co-ordinating Duty Holder with general advice on the suitability of information provided by others for inclusion in the AMP.

ii) Ensure that the contents of the AMP and associated procedures are communicated to all contractors and building users under their control who may, through their normal work activity, have cause to disturb any ACM contained within buildings and facilities within their area of responsibility.

iii) Provide copies of the AMP, on request, to other interested parties (e.g. PFI IPTLs)

iv) Ensure that the AMP is reviewed 6 monthly.

v) Ensure that the effectiveness of the AMP is monitored.

vi) Ensure that any organisation undertaking work related to the AMP on his behalf, has suitable competence and training.

vii) Ensure that all works on ACMs will be carried in accordance with the requirements of CAR 2006 and The Hazardous Waste Regulations 2005.
viii) Ensure that an AMP has been implemented in those areas for which they are responsible.

ix) Receive reports and advice from visiting workers / contractors, with regard to ACMs, and act accordingly.

Be responsible for the provision and maintenance of the record of ACMs for all MMO assets for which he has a maintenance responsibility.

**Maintenance Management Organisation (MMO).**

i. The Maintenance Management Organisation (MMO) is responsible for ensuring the health and safety of their employees and those of their subcontractors. The MMO must ensure that they are made aware of the hazards and the impact of their activities on the health and safety of themselves, or others.

ii. The MMO is responsible for compiling the Asbestos Register and Asbestos Action Plan for the Establishment, and monitoring the compliance of his staff and his supply chain contractors, with the AMP and relevant health and safety legislation.

iii. The MMO is also responsible for making recommendations to the SER and the Co-ordinating Duty Holder regarding any action required on asbestos related issues, including the immediate action required following discovery of, or damage or degradation to ACM.

iv. The structure of the AMP provides the framework to achieve this duty with respect to ACMs. The MMO will therefore additionally:

   a. Ensure that all works, under their contract, are procured in accordance with the AMP Safe Working System, requiring a risk assessment and method statement for all works undertaken with ACMs.

   b. Where work is to be undertaken on, or near, any ACM, ensure that the method statement / risk assessment is specified by a competent person, in accordance with CAR 2006.

   c. Ensure that any work on ACM, under their control, is supervised and undertaken by suitably competent and trained persons, in accordance with CAR 2006.

   d. Ensure that all works under their control are undertaken on site in accordance with the relevant AMP Safe Working System.

   e. Ensure that any suspected exposure is dealt with in accordance with emergency procedures.