INSERT CONTRACT NAME

Site Management Arrangements for Asbestos Containing Materials (ACM)

Site: INSERT DE & or MOD Site NAME
### Document Approvals

<table>
<thead>
<tr>
<th>Document Approval Record</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewed by:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEFM:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Manager:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CO/HoE Copy Issued by:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Management Arrangements Review: CO/HoE</th>
<th>Name</th>
<th>Signature</th>
<th>Due Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Type 2 Survey Review: Maintenance Management Organisation (MMO) Asbestos Coordinator</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ACM Action Plan Review: Maintenance Management Organisation (MMO) Asbestos Coordinator</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

### Amendment Sheet:

<table>
<thead>
<tr>
<th>Document, Section &amp; Paragraph Number</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Defence Estates Site Management Arrangements for Asbestos

Site/Establishment Name

CONTENTS

Title
Contents
Amendment Sheet

SECTION 1 GENERAL INFORMATION

Introduction
Purpose
Asbestos Policy
Definitions
Roles and Responsibilities
Scope of the Arrangements
Monitoring and review of the Arrangements

SECTION 2 SITE ARRANGEMENTS

Organisation & Responsible Persons
Emergency procedures
Medical advice
Instruction and Training
Communication and Co-ordination

Appendices

Appendix 1: Roles and Responsibilities (Attached)

Appendix 2: Organisation and Responsible Persons (Attached)

Appendix 3: MoD Form 960 (Soft copy can be located via MoD Intranet)
SECTION 1. GENERAL INFORMATION

INTRODUCTION

1. On behalf of Defence Estates (DE), the MMO is to undertake a detailed and comprehensive review of the existing asbestos management provisions on all sites to ensure compliance with the “duty to manage asbestos in non domestic premises, in accordance with Regulation 4 of the Control of Asbestos Regulation 2006 (CAR)” This will apply to those assets specific to this contract as amended from time to time. The day to day responsibility for managing asbestos has been delegated to the Commanding Officer (CO)/Head of Establishments (HoE) through the MOD internal management structure. The CO/HoE is responsible for the management of Asbestos Containing Material (ACMs) through the development, implementation and operation of an Asbestos Management Plan (AMP).

2. The review undertaken by the RPC will result in the development of an Asbestos Management Plan (AMP) complete with Site Survey Results, Asbestos Register, Asbestos Action Plan and Site Management Arrangements, incorporating input from DE, CO/HoE, RPC and others. The AMP and associated and supporting documentation have been fully developed to comply with:

   a. Control of Asbestos Regulations (CAR) 2006
   d. JSP 375 Volume 2, Leaflet 34
   e. JSP 375 Volume 2, Leaflet 54
   f. JSP 815

3. The Asbestos Management Arrangements (AMA) referred to within this document as “The Arrangements”, contains the site specific management arrangements and guidance for DE, employees within the Regional Prime Contract, who have responsibilities with regard to the management, or potential contact with, ACMs as part of their normal duties.

4. These arrangements also detail those emergency arrangements that are in place in the event of accidental exposure to ACMs. These arrangements should be read in conjunction with the AMP.

PURPOSE

5. The purpose of these arrangements is to set out the overall strategy for ensuring that:

   a. DE staffs have the information, training and competence to carry out their responsibilities with regard to asbestos management.
b. The MoD 4C’s process is followed with regard to the:
   i. Control of any Works that have the potential to disturb asbestos.
   ii. Co-operation and Co-ordination with all interested parties to ensure
       the safe management of ACMs at site.
   iii. Communication of all relevant and significant asbestos related
       information to those interested parties in a timely manner.

c. Assistance is provided to the CO/HoE is provided in establishing and
   recording the presence of ACMs.

d. ACM condition is being assessed, monitored and maintained.

e. Removal work is undertaken in a safe manner.

f. Risks to DE staff and those hosted by DE are assessed.

g. Suitable and sufficient information on the location and condition of ACMs is
   provided to anyone hosted by DE who is liable to work on or has the potential to
   disturb it.

h. Work is only being carried out by persons authorised to do so.

i. Work on ACMs is being carried out in such a way as to minimise the
   release of airborne fibres.

j. Asbestos waste(s) generated as part of any works is disposed of as
   Hazardous Waste in accordance with the CAR 2006.

k. Exposure of persons to Asbestos fibres is being monitored and recorded

l. Emergency procedures and actions to be taken when there is an
   uncontrolled release of asbestos.

m. The Arrangements are being reviewed and monitored and accord with the
   outcomes from the Asbestos Action Plan.

ASBESTOS POLICY

6. The MMO under their contract with DE is required on behalf of DE to fully comply
   with the requirements of the Control of Asbestos Regulations 2006 and the Health &
   Safety at Work Act 1974. INSERT MMO NAME Asbestos Policy and Site
   Management Arrangements for the Presence of, and Work on, ACMs will be applied
   to all of its maintenance activities, without exception. It is the MMOs policy to:

   a. Take whatever reasonable practicable actions, including training, detection,
      assessment and recording, as are necessary to prevent exposure to the hazards
      associated with asbestos, to it’s personnel and all third parties during it’s
      maintenance activities.
Defence Estates Site Management Arrangements for Asbestos

Site/Establishment Name

b. Produce and maintain an asbestos register, asbestos action plan and comprehensive management arrangements (as and when information from ongoing surveying, inspection and data gathering activities are received);

c. Freely share any asbestos information within it’s possession, in a timely manner with Defence Estates, CO/HoE and all relevant third parties, to facilitate and assist their own asbestos management arrangements, procedures and activities and to follow the 4C’s process;

d. Implement an effective and comprehensive Asbestos Management Plan (AMP) complete with Site Survey Results, Asbestos Register, Asbestos Action Plan and Site Management Arrangements, to ensure that appropriate measures are taken, when necessary, to prevent exposure to the hazards of asbestos;

e. Regularly review the Asbestos Management Plan, Site Survey Results, Asbestos Register, Asbestos Action Plan and Site Management Arrangements.

DEFINITIONS

7. The following are defined:

a. Asbestos means any of the following materials, chrysotile (White Asbestos), amosite (Brown Asbestos), crocidolite (Blue Asbestos), fibrous actinolite, fibrous anthophyllite, fibrous tremolite and any mixture containing any of those materials.

b. “Common Areas” - means those parts of premises that are used in common by, or providing services to or common facilities for, the occupiers of the premises

c. “4C’s Co-ordinator” – This person is a nominated duty holder within the MoD health and safety management systems, (JSP 375 vol. 2 Leaflet 34). The person has specific duties within the MoD site organisations and is responsible on behalf of the CO/HoE for ensuring the, Co-operation, Co-ordination, Control and Communication of health and safety risk management related arrangements with regard to the on site activities of the MOD and including all sub-contractors, visitors and others who are at site

d. “Area/Building Custodian” - means a person appointed under the MoD 4C’s system (JSP 375 vol. 2 Leaflet 34) as “a person appointed by line management, in consultation with the 4C’s duty holder to compile hazard registers for the area concerned and liaison with visiting workers”

e. “Host” – This means any person invites any individual(s), onto the establishment as part of their work duties

f. “Asbestos Surveys” - are detailed in MDHS 100. They are:

  i. Type 1. Location and assessment survey. A presumptive survey; this is the normal survey that forms the basis of many registers that are then added to as definite presences are confirmed. It includes a ‘walkabout site’ inspection. This has a drawback in that the Regulations require all materials must be presumed to be asbestos unless proven otherwise

  ii. Type 2. Standard sampling, identification and assessment survey in which representative samples are taken and analysed. If samples prove positive, similar locations etc. can be presumed to contain asbestos. It is the most effective way of establishing a Management Plan and reduces the need for the employment of specialist contractors.
iii. Type 3. Full access sampling and identification survey. This is a full intrusive survey. It is required before demolition or major alterations to a building, or any other works involving access to items not accessible in Type 1 or Type 2 surveys

NOTE Until such time as materials have been tested, it is to be PRESUMED that all materials contain asbestos unless there is strong evidence to suggest it does not or until testing confirms otherwise.

ROLES AND RESPONSIBILITIES

8. Defence Estates PG 02/07, dated; 30 August 2007, describes the roles and responsibilities of those who hold responsibility for the Management and Control of Asbestos. These are defined in Appendix 1 of this document.

SCOPE OF THE ARRANGEMENTS

9. The contents of Defence Estates Practitioner Guide “Management of Asbestos Containing Materials on the Defence Estate”. PG 02/07, dated; 30 August 2007, specifically apply to those assets under the control of DE as listed in the Contract asset register as amended from time to time and managed by the MMOs 1st Tier Supply Chain at this Establishment

10. Whilst Regulation 4 (1) (a) of the Control of Asbestos Regulations 2006 specifically covers the management of Asbestos in Non-Domestic Premises, Barrack Blocks and Messes are deemed to be within their scope. Similarly, domestic properties such as misappropriated Married Quarters (MQs), when forming a place of work, are covered under the Management of Health and Safety at Work Regulations 1999. In addition, the MMO retains a duty of care for their workforce, at all times. Therefore, if the MMO require their workforce, including those not directly employed, to enter such domestic properties, the MMOs Site Management Arrangements for the Presence of, and Work on, ACMs Arrangements is be followed. When a tradesman enters domestic premises it becomes a workplace.

MONITORING AND REVIEW OF THESE ARRANGEMENTS

11. These Arrangements will be reviewed by Deputy Director of Estate Management (DDEM) at least every 6 months to ensure they are up to date and compliant.

12. In addition the Arrangements will be reviewed on other occasions such as:
   a. Incident of accidental exposure to asbestos on site to a DE member of staff or accompanying visitor.
   b. Changes in legislation or HSE Guidance
   c. A significant non compliance
   d. Changes to the use or nature of the site
   e. When there is reason to suspect the Management Arrangements are no longer valid

   Any changes will be communicated to the CO/HoE and RPC
Defence Estates Site Management Arrangements for Asbestos

Site/Establishment Name

SECTION 2  SITE ARRANGEMENTS

13. This section of the Asbestos Management Arrangements contains those arrangements specific to this Establishment/Site.

Organisation & Responsible Persons

14. The table contained at Appendix 2 provides the details of those persons at the Establishment/Site who have responsibilities under Regulation 4(1) of the Control of Asbestos Regulations 2006. Those persons named in the Table are to make themselves fully aware of their responsibilities.

Emergency Arrangements for DE staff and their visitors

15. In case of emergency requirements, the MMO Should hold a small stock of Asbestos Protection Removal Kit. Ref: Kit-ASB-SSE available from Willis Safety (0141 892 0666).

16. In any circumstance where there is an accidental/uncontrolled release of asbestos which directly involves any DE staff or their visitors, the following steps must be followed:

   a  In the event of any asbestos emergency the first point of contact is the MMO helpdesk on INSERT TEL No.
   b  In the event of contamination with asbestos fibres, the first priority is to secure your safety and prevent or minimise exposure to others. Having contacted the MMO helpdesk the MMOs Service Delivery Manager (SDM) will inform you of the actions to take to minimise the risk to personal health and to restrict the spread of the contamination.
   c  If the exposure to ACM is to your accompanying visitor, ensure that all personal details are recorded and advise them of the medical advice in paragraph 17 of this document.
   d  Communicate the situation to DE Ops South Senior Health and Safety Advisor, your Line Manager, the 4 C Duty Holder and the MMOs Contract Health and Safety Advisor. – See Appendix 2 for organisational details.
   e  All asbestos fibre exposure to unprotected personnel must be recorded and placed on the person’s employment records using MOD Form 960, a copy of which can be obtained via the MoD Intranet. This form is to be completed by the individual but support will be provided by DE Ops South Senior Health and Safety Advisor (Mil Tel: 9380 25197) and the appropriate Line Manager. For further guidance on medical advice please see paragraph 17 of this document.
   f  An entry should also be made on the MoD Incident Recording and Information System (IRIS).

NOTE: ON POPULATION OF THE TABLE AT APPENDIX 2 (HIGHLIGHTED IN YELLOW), WITH DETAILS RELEVANT TO THIS ESTABLISHMENT/SITE, DELETE THIS TEXT BOX. APPENDIX 2 CURRENTLY HOLDS EXAMPLE DETAILS FOR BICESTER SITE.
Medical Advice;

17. In the absence of structured MoD policy on Medical advice following an incidental exposure to Asbestos, the following set of steps should be utilised for MoD Employees. These have been extracted from the information contained with HSE Medical Guidance Note MS13 and following advice from D Ops Health and Safety Advisors. The individual should:

   a. Inform their Line Manager of the exposure and jointly complete MoD Form 960 – copy attached at Appendix 3. A copy of this document should be sent to PPPA/JPA (PMA) to be uploaded onto your personal records.
   b. Contact the D Ops H&S Advisor on INSERT TEL No for further advice on the occupational health issues associated with exposure and any further steps to take.
   c. Report the incident to the INSERT NAME OF INCIDENT NOTIFICATION CELL (E.g DINC AINC...)
   d. In line with HSE guidance, make an appointment with personal GP to record the exposure on their medical record for future reference.

INSTRUCTION AND TRAINING

18 Induction Training for DE staff: - On arrival to the Establishment Site DE staff who are likely to come into contact with ACMs (presence known or unknown) will be given a structured Asbestos awareness brief by INSERT MMO NAME. This will cover the existence of these arrangements. It will specifically include details regarding emergency arrangements.

19. Visitors visiting DE: - All visitors hosted by DE will undergo induction training provided by INSERT MMO NAME and will be made aware of the general site arrangements regarding asbestos.

20. Awareness Training/Duty to Manage: - As part of the measures to reduce the risk of accidental exposure to as low as is reasonably practicable, the DEFM and other DE staff nominated by the DDEM, including the DDEM himself where it is considered appropriate, will undergo suitable Asbestos Training. The training will cover those areas as required by the Control of Asbestos Regulations, 2006 Regulation 10 and further described within the Approved Code of Practice L143, Work with Materials containing asbestos. This training should cover the following topics in appropriate detail, by means of both written and oral presentation, and by demonstration as necessary:

   a. The properties of asbestos and its effects on health, including the increased risk of lung cancer for asbestos workers who smoke,
   b. The types, uses and likely occurrence of asbestos and ACMs in buildings and plant
   c. The general procedures to be followed to deal with an emergency, for example an uncontrolled release of asbestos dust into the workplace
   d. How to avoid the risks from asbestos

21. Specialists. Any person who is employed, or has a responsibility as a specialist with regard to the management, maintenance and/or removal of ACMs within the RPC area, must have the required qualifications and competence as described within the Control of Asbestos Regulations, 2006 Regulation 10. This would also include
those persons who are employed as Health and Safety Advisors and Employee Health and Safety Representatives. This training may include British Occupational Hygiene Society (BOHS) qualifications such as P405 and P402 for some specialist appointments.

22. Duration and Refresher Training: - The duration and refresher times for each type of training are listed below;

a. Induction. The length of time taken for Induction training for visitors is dependant on frequency of visits and their reason for attending site. For most persons, however; it would not be expected to take more than a few minutes. For new starters it is only once on starting and appropriate to the role they have been employed to fulfil, the training should form part of their overall induction training.

b. Awareness. This training is specific to the subject of asbestos and will, on employee start, be approximately of 4 hours duration being refreshed annually, the refresher taking approximately no more than an hour.

c. The “Duty to Manage” Course is a two day course and will be refreshed annually, the refresher taking approximately no more than an hour. The full course is to be renewed as a minimum, every 3 years

d. All other training for specialists etc. will be as required, each training course must have a run out date and a refresher date where appropriate unless the course is progressive and subject to continued professional development (CPD)

23. Training Records: All training that takes place is to be recorded on the individuals HRMS/PMA account

COMMUNICATION AND CO-ORDINATION

24. INSERT MMO NAME have put in place arrangements that ensure any information related to and/or involving the management of ACMs is communicated to those that need it, in a timely manner and all works under their control involving ACMs are coordinated in such a way as to, reduce risk to health from exposure to asbestos fibres.

25. INSERT MMO NAME Site Service Delivery Managers are to, through the SER; provide to the Area Custodians, appointed under the MoD 4Cs system, a copy of the sections of the Asbestos Register relevant to their facilities. The Area Custodians are then responsible for ensuring the information contained within is made available to and discussed with any person who may be working in, or on, the fabric of the facility, appropriately to the activities and work(s) they are carrying out.

26. Any information and/or works that may result in a change to the information contained within the AMP, its associated asbestos register or asbestos action plan that are as a result of something that INSERT MMO NAME, has done or not done, must be notified to the DEFM, SER and 4C Duty Holder in order that the information can be passed on to other interested parties including the Area/building Custodians, site users and other contractors, as required.

27. Any information and/or works that may result in a change to the information contained within the AMP, its associated asbestos register or asbestos action plan, that are not as a result of something that an INSERT MMO NAME employee has
done or not done, must be notified to the INSERT MMO NAME Site Service Delivery Manager by either the person responsible, or through the DEFM.

28. For construction type project works, pre-tender documentation to potential subcontractors will contain full information with regard to the presence or absence of Asbestos in those work areas that will potentially be operated within, including any Type 2 or 3 survey reports for areas affected by the proposed scope of work. Health and Safety Files produced on completion of works will contain relevant information about Asbestos within the structure(s) worked upon. This information will be transferred to the Asbestos Register by the responsible project manager in consultation and co-operation with the Site Service Delivery Manager. All such amendments will be notified to all interested parties through the relevant site 4C’s process.

29. Any lack of an 4C’s representative at site is not to prevent the communication and co-ordination taking place, INSERT MMO NAMEs is to make every effort in co-operation with DEFM and SER to ensure that those persons that require information regarding asbestos are provided such information. If this does not resolve the matter the INSERT MMO NAME Contract H&S Advisor is to be contacted and informed of the issue.
Appendix 1 to Annex B3 of 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). (Co-ordinating 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.

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

x) 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 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 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 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 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 they have responsibility.

**Maintenance Management Organisation.**

1. 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.

2. 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.

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

4. 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.
NB: Complete one table per Maintenance Management Organisation (MMO)

**ORGANISATION & RESPONSIBLE PERSONS**

1.1 This section of the Asbestos Management Arrangements contains the details of those persons within INSERT ESTABLISHMENT NAME who have responsibilities under the CAR 2006, Regulation 4, in relation to INSERT MMO NAME activities and undertakings within the INSERT CONTRACT NAME. Those persons listed below are to be made fully aware of the information contained within this document and their responsibilities as described within the table below. For non-INSERT MMO NAME employees the responsibilities have been extracted from their CO/HoE’s AMP’s and has been agreed with the individual listed through the MoD 4C’s process.

<table>
<thead>
<tr>
<th>Ser</th>
<th>Level</th>
<th>SITE - Organisation</th>
<th>Responsible Person Title</th>
<th>Asbestos Management Responsibilities</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Key:**
Level 1 = Commanding Officer/Heads of Establishment (CO/HoE) staff. Level 2 = Defence Estates Staff. Level 3 = MMO Staff.
Level 4 = MMO employed Specialist Sub-Contractors.