

Resource ID 2932240 - Dublin City Council - Panel for the provision of Hazardous Materials Surveys

Competition Summary

Panel for the provision of Hazardous Materials Surveys

1. About the Contracting Authority

Dublin City Council is the largest Local Authority in Ireland, employing approximately 5,900 staff. The 2022 Revenue Budget amounts to €1.13 billion, while the three year Capital Programme 2022-2024 amounts to €2.401 billion.

The Council provides a wide and diverse range of services to the citizens of Dublin City (population in excess of 500,000), to businesses and to visitors to the city. Activities are carried out in both the physical works area (e.g. provision and maintenance of housing, roads) and in the areas of arts, sports, recreation and social services (e.g. libraries, sports facilities, parks, community development and housing welfare services). The City Council also provides emergency services through Dublin Fire Brigade.

Council facilities are spread geographically throughout the city and are also located outside Dublin City Council area. The Council headquarters are located at Wood Quay, Dublin 8. Dublin City Council is responsible for the social, economic, infrastructural and cultural development of the city. The range of services provided by Dublin City Council could best be summarised by listing the programme group structure used by central government to classify the activities of all local authorities as follows:

- Housing and Building
- Road Transportation and Safety
- Development Incentives & Controls
- Environmental Protection
- Recreation & Amenity
- Education, Health and Welfare
- Miscellaneous Services.

2. Scope

2.1 Services Required

Dublin City Council is seeking to establish a Panel for the provision of Hazardous Materials Surveys for projects. This document provides the indicative scope of the services that may arise. Panel members may be required to provide surveys to inform projects through stages (i) - (v) of the Capital Works Management Framework¹ or a subset thereof.

As part of the service delivery, panel members will be required to provide one or more of the following specialist services (some mini competitions will require more than one of the below services) using in-house resources or through the engagement of a sub-consultant

1. Management Asbestos Surveys (MAS)
2. Refurbishment/Demolition Asbestos Surveys (RDAS)
3. Lead Based Paint Surveys and Testing Services

¹ See www.constructionprocurement.gov.ie. The standard stages are (i) feasibility /preliminary, (ii) design / planning application / statutory applications, (iii) tender action, evaluation and award, (iv) construction / works contract administration and (v) handover / final completion

4. Asbestos Surveys in the built environment & brownfield sites
5. Asbestos Consultancy Advisory Services

It should be noted that there is no commitment to run mini-competitions for any of the services listed. It is envisaged that tender competitions will be run using the OGP Provision of Asbestos Surveys (MAS & RDAS) and Asbestos Sampling Framework (expires 2023), where appropriate.

The buildings/properties associated with the projects will vary in terms of their size and complexity. It is intended that surveys to be provided will cover the following project types:

- Refurbishment/upgrade of structures or parts of structures
- Demolition of structures or parts of structures
- Extensions of structures
- Maintenance of structures
- Building and associated works
- Civil works

Areas to be surveyed will include but are not limited to all occupied floor spaces, plant rooms, service ducts, circulation spaces, solum spaces, floor voids, roof spaces, external roofs (where reasonably practicable), soffits and fascias (where reasonably practicable), external and internal plumbing elements and external outbuildings. All reasonably accessible areas that can be accessed through non-destructive means and areas normally accessed for maintenance will typically form part of the survey remit. Surveying will involve intrusive work such as accessing risers or behind fascia panels. Intrusive works and any necessary remediation (replacing benching, repairing doors, etc.) are to be carried out in consultation with DCC. All areas where sampling is undertaken are to be left in an Asbestos-safe condition and all debris created whilst sampling to be removed from site. Areas are to be left clean, tidy and free from waste.

Typically, the value of each contract would be less than €5,000 but may be up to approximately €10,000.

Only those Applicants capable of delivering at least one of the specialist services (using in-house resources or sub consultants) will be considered for inclusion on the panel. Applications not including at least one of the specialist services are not acceptable and will be rejected.

Management Asbestos Survey (MAS) The purpose of the management asbestos survey is to manage asbestos-containing materials during the normal occupation and use of premises. A MAS must locate ACMs that could be damaged or disturbed by normal activities, by foreseeable maintenance, or by installing new equipment. It involves minor intrusion and minor asbestos disturbance to make a materials assessment. This shows the ability of ACMs, if disturbed, to release fibres into the air. It guides those in control of a workplace (e.g. employer, landlord, client in construction) in prioritising any remedial work using priority assessments and risk assessment ratings. The Contractor must conduct a building/property survey on the complete building/property and produce a report along with an asbestos register. The tender documents at mini-competition stage will outline clear full specifications and requirements for this.

Refurbishment/demolition asbestos survey (RDAS) A refurbishment/demolition survey is required where the premises, or part of it, needs upgrading, refurbishment or demolition. It

is used to locate and describe all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will involve destructive inspection, as necessary, to gain access to all locations including those that may be difficult to reach. Refurbishment work may vary from relatively small-scale to large projects. The Contractor must conduct a survey on the specified area and produce a survey report on same. The tender documents at mini-competition stage will outline clear full specifications and requirements for this. The RDAS survey is to be supplemented with a risk assessment of all identified asbestos containing materials. The purpose of this risk assessment will be to help decide if the asbestos containing materials should be left in place or removed by a competent Contractor. Where required by a mini competition the scope will include provision of a specification for the removal of any ACMs identified. The specification will form part of the tender documents for the ACM removal contract.

Lead Based Paint Surveys and Testing Services are to identify all occurrences through inspection, sampling and testing. The Contractor must conduct a survey on the specified area and produce a survey report on same. The tender documents at mini-competition stage will outline clear full specifications and requirements for this.

Asbestos Surveys in the built environment & brownfield sites This survey is required where civil works are proposed. It is used to locate and describe all ACMs in the area where the work will take place. The survey is to be supplemented with a risk assessment of all identified asbestos containing materials. The purpose of this risk assessment will be to help decide if the asbestos containing materials should be left in place or removed by a competent Contractor. Where required by a mini competition the scope will include provision of a specification for the removal of any ACMs identified. The specification may form part of the tender documents for an ACM removal contract.

Asbestos Consultancy Advisory Services As required by the Contracting Authority.

Surveyors must show independence, impartiality and integrity. Surveyors who win a mini competition for hazardous materials surveys under this panel will not be invited to tender for the abatement of hazardous materials identified in the survey. They will be excluded from any mini tender competition for the disposal or removal of hazardous materials identified in their survey both in the capacity as Main Contractor and as Subcontractor to a Main Contractor.

Prior to the commencement of any survey works, the Contractor may be required to carry out a risk assessment and prepare a method statement (where required), to include any equipment required to undertake the works which may be required to be provided.

All survey work must comply fully with the requirements and guidelines set out in the Health and Safety Authority's (HAS) guidance document '*Asbestos-containing materials (ACMs) in workplaces – Practical guidelines on ACM management and abatement*'. The Health and Safety Authority's guidelines refer to publications issued by the UK Health and Safety Executive (HSE [UK]) which are likely to be subject to frequent and ongoing revision. All information reported must be accurate and comply with the requirements and guidelines set out in HSE UK guidance *Asbestos: The Survey Guide (HSG264)*.

2.2 Duration

The Panel will operate for a period of one (1) year with an option to renew for a further three 12-month periods by re-advertising annually on the Irish Government Procurement Opportunities Portal www.etenders.gov.ie, subject to satisfactory performance and review, budgetary constraints and government policy.

There is no deadline for applications for admittance to the panel. However, it is anticipated that the panel will be operational from 3rd October 2022 (indicative date) and Applicants are advised to submit their applications by 5pm (Irish Time) on 2nd September 2022 to ensure that they are eligible for consideration for the first batch of contracts.

New applications will be allowed to be made continuously during the lifetime of the panel, but only with assessments for admission to the panel being made:

- Initially three months after the formal establishment of the panel anticipated to be on 3rd January 2023 at 5pm (Irish Time)
- And at every six-month interval thereafter anticipated to be on 3rd July 2023 at 5pm (Irish Time)

2.3 Numbers to be Admitted

There is no limit on the number of applicants which will be admitted to the Panel, provided they meet all minimum requirements of the application process. Further information on the rules for admittance is included in section 3.1 below.

2.4 Volume of Services

The estimated annual expenditure on contracts under the Panel is in the region of €30,000. It is emphasised, however, that this figure is provided strictly for indicative purposes only as there is no guaranteed expenditure under the Panel.

The financial threshold for the application of the European public procurement rules in the case of services is currently set at €215,000 (ex. VAT). It is envisaged that the hazardous survey fees will not exceed this figure in respect of any project under the panel, or the cumulative total of the projects awarded under this panel.

The panel task allocation will be based on the following:

- All qualifying panel members (who meet the service requirements of the mini competition)

2.5 Health & Safety

The panel members must comply with all relevant Health and Safety regulations in the delivery of their services. All relevant Health & Safety Acts, Statutory Instruments (Regulations), Codes of Practice and Guidelines must be taken into account during the surveys.

In addition, as regards specific work activities involving working with materials containing asbestos, particular attention must be taken concerning the requirements and control measures as outlined in the following legislation:

- Chemicals (Asbestos Articles) Regulations 2011 (S.I. No. 248 of 2011).
- The Safety, Health and Welfare at Work (Exposure to Asbestos) (Amendment) Regulations, 2010 (S.I. No. 589 of 2010).
- The Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations, 2006 (S.I. No. 386 of 2006).
- The Safety, Health and Welfare at Work (Construction) Regulations, 2013 (S.I. No. 291 of 2013).
- REACH Regulation.
- Safety, Health and Welfare at Work (Chemical Agents) Regulations, 2001 (S.I. No. 619 of 2001).
- Safety Health and Welfare at Work (Carcinogens) Regulations, 2001 (S.I. No. 078 of 2001).
- European Communities (Carriage of dangerous goods by road and use of transportable pressure equipment) Regulations, 2011 (S.I. No. 349 of 2011).
- Air Pollution Act, 1989.

All relevant Health & Safety Acts, Statutory Instruments (Regulations), Codes of Practice and Guidelines must be taken into account during the works.

2.6 PSDP

The Asbestos Surveyor/ Analyst may be required to liaise with and provide advice to a separately appointed PSDP.

2.7 Other Services

The panel members must co-operate, liaise with and/or lead other third-party services providers appointed by the Contracting Authority for individual projects, such as PSDP's, Quantity Surveyors etc.

3. Establishment and Operation of the Panel

3.1 Establishment

In the first instance, interested parties must complete and submit the Suitability Assessment Questionnaire (the 'SAQ') and associated appendices as attached to this document. Guidance in this respect is included in section 4 of this document.

Responses received will be assessed on the basis of the minimum financial, economic and technical competency rules (Pass/Fail) set out in the SAQ and, if such minimum rules are passed, the Applicant will be admitted to the panel.

It is anticipated that within 4 weeks from the receipt of the completed SAQ, the Contracting Authority will inform the Applicant in writing of the outcome of the assessment and, in the case of unsuccessful applications, the reasons for their rejection. The Contracting Authority invites

all unsuccessful applicants to re-submit an application that meets the minimum requirements at any time during the currency of the panel.

Inclusion on the panel does not constitute a contract and the Contracting Authority cannot guarantee that a contract will be awarded to any member of the panel. Inclusion on the panel does not guarantee the member the right to tender in respect of any contract.

3.2 Operation

As and when a contract falling within the scope of the Panel arises, the Contracting Authority will apply the following procedure for the award of the contract:

STEP 1: SHORT-LIST

The aim of this step will be to identify the most suitable panel members to be invited to tender. All suitable panel members will be invited to tender for individual projects. The procedure will involve the use of Suitability Criteria.

Suitability Criteria

Panel members will only be invited to tender if they have demonstrated in the SAQ that they can deliver all of the services appropriate to the particulars of the contract being awarded.

STEP 2: INVITATION TO TENDER

The Contracting Authority reserves the right to initially seek expressions of interest from candidates.

The panel member(s) will be issued an Invitation to Tender Document (inclusive of the award criteria) and will be asked to respond with a tender submission. The successful panel member will be awarded the contract (subject always to the approval of the competent authority) while the unsuccessful panel members who submitted a tender will be informed in writing of the award decision taken and the reasons for their rejection.

Relegation Procedure

The Client reserves the right to exclude panel members from the selection process for a period of 6 months for the following reasons:

- where a panel member does not perform on a contract to the requirements set out in the panel agreement and The Client is not satisfied with the reasons provided by the panel member to justify the poor/non-performance; or
- where the panel member has not accepted/responded to an expression of interest and invitation to tender on three (3) consecutive occasions.

STEP 3: AWARD

It will be a condition precedent to appointment to any contract under the panel that the successful tenderer designate provides evidence:

- (i) that the insurances required by that contract are in place;
- (ii) of a Tax Clearance Certificate issued by the Irish Revenue Commissioners for the panel member and any sub-consultant proposed would be the responsibility of the Lead Consultant in this regard; and
- (iii) where appropriate, any collateral warranties from the proposed sub-consultants for the benefit of Dublin City Council
- (iv) if requested, verification of the SAQ submission to ensure that there has been no material change to the suitability of that panel member
- (v) if requested, verification of requested level of turnover of that panel member

The terms and conditions of any contract awarded under the panel will be the COE 1 Standard Conditions of Engagement for Consultancy Services (Technical) as updated by the Department of Public Expenditure and Reform from time to time and available to download from www.constructionprocurement.gov.ie.

If for any reason it is not possible to conclude the contract with the successful panel member or, if having concluded that contract, the Contracting Authority decides to terminate that contract, the Contracting Authority reserves the right to award the contract to the next highest scoring panel member on the basis of the same terms and as tendered by that party at any time during the tender validity period. This will be without prejudice to the right of the Contracting Authority to cancel that competitive process and/or initiate a new contract award procedure at its sole discretion.

NOTE: *Where a panel member wins a particular mini competition for the identification of hazardous materials they cannot be considered for, and will not be invited to tender in the procurement process for the subsequent removal or disposal of any hazardous materials identified in the survey. This applies equally where the panel member is acting as a Main Contractor or as a Sub Contractor to a Main Contractor. Each applicant must agree to these terms before they can be admitted to the panel and must sign a declaration. Failure to do so will result in elimination from the competition.*

3.3 Non-Exclusivity

Dublin City Council reserves the right at their sole discretion to engage in a separate procurement procedure outside of the Panel for any service requirements arising during the lifetime of the Panel. This may apply to a single large project, bespoke projects with particular specialist requirements or any other reason as deemed appropriate by the Contracting Authority.

It should be noted that the Contracting Authority intend to use the OGP Framework agreement Lot 1 - Asbestos Surveys (MAS & RDAS) and Lot 2 - Asbestos Sampling & Analysis Services (PAS092F), where appropriate.

3.4 Updating Information

Panel members can submit via etenders on www.etenders.gov.ie (Resource ID 2932240) updates to their panel information at any time during the currency of the panel via etenders on www.etenders.gov.ie. Updates will be assessed by the Contracting Authority to ensure that the panel member continues to meet the minimum requirements for admittance.

It is anticipated that within 4 weeks from the receipt of an updated SAQ, the Contracting Authority will confirm in writing to the Applicant that their information has been updated in the panel. In the event that the updated information has resulted in the panel member no longer meeting the minimum requirements for admittance, the panel member will be informed of the reasons for same.

3.5 Termination of Panel Membership

The Contracting Authority will have the right (in addition to any other rights which it has at law) to terminate the appointment of a panel member forthwith and without liability for compensation or damages on the happening of any of the following events:

- (i) if the panel member commits any material breach of any provision of a call-off contract and if such breach is capable of being remedied, fails to remedy such breach to the reasonable satisfaction of the Contracting Authority within fourteen (14) days of the notice given by the Contracting Authority requiring the panel member to do so; or
- (ii) if the panel member becomes insolvent, becomes bankrupt, is wound up, commences winding up, has a receiving order made against it, makes any arrangement with its creditors generally or takes or suffers any similar action as a result of debt, or an event having an equivalent effect; or
- (iii) if any event analogous to those contemplated in sub-section (ii) above occurs to the panel member within the laws of any other jurisdiction; or
- (iv) in circumstances where the Contracting Authority becomes aware of that any of the excluding circumstances listed in Article 57 of Directive 2014/24/EU apply to the panel member; or
- (v) if any representation made by the panel member in connection with the panel or a call-off contract shall in the opinion of the Contracting Authority, acting reasonably, prove to be untrue or incorrect in a material respect as of the date when made; or
- (vi) if the panel member (or any subcontractor, agent or employee) commits any offence under the Prevention of Corruption Acts, 1889 to 2005, or section 38 of the Ethics in Public Office Act 1995, or gives, provides or offers to any staff or agent of the Contracting Authority any gift or consideration or commission of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the obtaining or execution of any call-off contract. In this instance, the Contracting Authority will be also entitled to recover the amount of any loss resulting from such termination, including but not limited to recovery from the panel member of the amount or value of any such gift, consideration or commission.

The panel member will not be entitled to any additional amounts or compensation in the event that his membership of the panel is terminated in accordance with this section.

4. Instructions to Applicants

4.1 Queries

Every effort has been made to ensure that this document contains all the necessary information for the completion of applications. The Contracting Authority does not warrant or represent that this document, or any other information given to Applicants, is accurate or complete. No liability is accepted for any error, misstatement, or omission (negligent or otherwise) in this document, or in any other information given to Applicants.

Requests for additional information and clarification on any matters must be made via www.etenders.gov.ie (Resource ID 2932240). Any additional information will be made available to all potential Applicants who have noted their interest on the eTenders website (www.etenders.gov.ie).

4.2 Completing the SAQ

When completing the SAQ, Applicants must note the following conditions:

- All questions must be completed in full and without reference to other documents or other parts of the SAQ.
- All questions must be answered with relevance to the subject matter of this competition.
- Where a 'rule' is associated with a particular question, Applicants must satisfy the requirements of the rule in order to remain eligible for admittance to the panel.
- The SAQ must be completed in English and where copies of original documents are provided in languages other than English, a complete and accurate English translation must be provided or the documents will not be considered during the assessment process.
- All financial information must be denominated in euro (€), except where financial information is being provided in a certified or audited supporting document such as a set of financial statements in which case it is sufficient for the information to remain in its original currency.
- Failure to provide a sufficient level of detail or to explain adequately any relevant matters may result in such data or information not being taken into account during the assessment process.
- Applicants for qualification may include individuals, partnerships, limited companies, groupings or any combination of the foregoing with or without legal personality. However, a grouping if successful will be required to establish legal personality in order to enter into a contract with the beneficiary.
- If the application is from a consortium / joint venture, Applicants are required to provide the information requested in the SAQ separately for each party. The consortium must appoint a single party who will assume overall responsibility for delivery, and who will be authorised to sign a contract on behalf of all consortia members. The Contracting Authority will not act as an arbitrator between members of project consortia.

- Applicants are strictly prohibited from discussing any aspect of their application with other Applicants or otherwise exchanging information or colluding in respect of the panel. Any Applicant who fails to comply with this requirement may have their application rejected or be removed from the panel.
- The Contracting Authority will not be responsible for nor pay for any expense or cost incurred or loss suffered by an Applicant in the preparation or submission of its application.
- Each of the parties will undertake to use their reasonable endeavours to hold confidential any confidential information received from the other party, subject to the Contracting Authority's obligations under law, including (if applicable) the provisions of the Freedom of Information Act 2014. The Applicant agrees that, should it wish any confidential information supplied by it to the Contracting Authority not to be disclosed because of its commercial sensitivity, it will, when supplying such information, identify same and specify the reasons for its sensitivity. The Contracting Authority will consult with the Applicant about such sensitive information before making a decision regarding release of such information under the Freedom of Information Act 2014. However, the Contracting Authority will give no undertaking or assurance that such information will not be released under the provisions of the Freedom of Information Act 2014 and the final decision on whether or not to release such information rests with The Contracting Authority or as set out in the Freedom of Information Act 2014.

4.3 Submission of Applications

The Contracting Authority is using the Tender Postbox facility and tenders must be submitted electronically via the etenders postbox (Resource ID 2932240) facility on www.etenders.gov.ie only. Only Tenders submitted to the electronic postbox will be accepted. Tenders submitted by any other means (including but not limited to by email, fax, post or hand delivery) will not be accepted.

Tenderers must ensure that they give themselves sufficient time to upload and submit all required tender documentation before the Tender Deadline. Tenderers should consider the fact that upload speeds vary.

To submit a document to the electronic postbox, please note that tenderers must click "Submit". After submitting tenderers can still modify and re-send their response up until the response deadline. Tenderers should be aware that the "Submit" button will be disabled automatically upon the expiration of the response deadline.

Tenderers not familiar with uploading on eTenders should ensure they familiarise themselves with the process prior to the submission deadline.

It is the responsibility of Tenderers to use the post-box correctly, which includes taking responsibility for the upload of documents.

The Contracting Authority will not be responsible if a supplier fails to upload their documentation or if the uploaded file(s) is/are corrupted and cannot be read by Dublin City Council.

In order to facilitate assessment, Tenderers are kindly requested to submit a single attachment inclusive of the Tender Response Document(s) and all related appendices for each Lot applied for.

Suppliers should refer to the accompanying Dublin City Council document *“Additional Information for eTenders Notice Aug 2023”* when making their submissions.

Should you experience difficulty when uploading documents or have any queries regarding the tender submission, please contact the eTenders helpdesk directly via phone +353 818001459, Email irish-eproc-helpdesk@eurodyn.com or select ‘Contact Us’ on the home page.

There is no deadline for applications for admittance to the panel. However, it is anticipated that the panel will be operational from 3rd October 2022 (indicative date) and Applicants are advised to submit their applications by 5pm (Irish Time) 2nd September 2022 to ensure that they are eligible for consideration for the first batch of contracts.

APPENDIX I

Asbestos Register

Where an Asbestos register is required to be completed by the Contractor the following information must be recorded:

- Location of the ACMs on a room-by-room basis (e.g., building identifier, floor number or level, room identifier and position within the room). Terms such as “throughout property” will not be accepted.
- Extent of the ACMs (area, length, thickness and volume as appropriate).
- Product type.
- Level of identification of the ACMs (presumed, strongly presumed, or identified).
- Asbestos type in the ACMs (e.g., Chrysotile, Amosite, Amosite & Chrysotile, Crocidolite or a mixture thereof, etc.)
- Accessibility of the ACMs.
- Amount of damage/deterioration.
- Surface treatment (if any).
- Material assessment score and category as per HSG264 (no variations thereof will be accepted).
- Any actions required from the material assessment.
- Priority assessments which must be carried out in consultation with DCC.
- Any non-accessed areas/items.
- Room-by-room breakdown of all materials, i.e., ceiling – plaster, walls – brick on plaster, floor – carpet on concrete, etc.
- Room-by-room breakdown of non-accessed items, i.e., no access above plasterboard ceiling with reasons for the no access, i.e., destructive access required that does not form part of a management survey.
- Suspect material proved not to be Asbestos, by sampling or other means. This will help in any future debate over the nature of these materials

APPENDIX II

Survey & Reporting Requirements

Survey

The service must be delivered as per HSG264 therefore *“In management surveys, surveyors should be properly prepared for accessing all reasonably practicable areas in all parts of the building”*.

Any non-accessed section/item within an area (i.e., ceiling void, boxing) must be clearly detailed within the report (location within the room and reason for non-access, i.e., no access within boxing on wall 2/3 due to irreparable damage).

It is imperative that areas that require destructive access to survey and that are therefore outside the scope of management surveys are clearly detailed within the report to aid and inform future survey requirements.

For refurbishment/demolition surveys, full access may be required to be gained. Where this is not possible then a 2-stage survey process may be used where the first survey identifies and records the additional requirements that can only be completed following specific events but are to be surveyed prior to the works, i.e., live electrics require to be isolated following decant to allow inspection. This can all be agreed in the survey planning process.

In the event a report is issued that does not cover the full scope of works or areas/items have not been accessed without good reason, the Contractor may be expected to return to site to rectify free of charge and may be held responsible for delay costs.

Any potentially difficult-to-enter areas (including locked rooms, etc.) are to be identified in the planning stage with DCC and arrangements made for accessing these. In situations where there is no entry on the day of the survey DCC are to be advised and a re-visit undertaken to gain access where possible. If this is found to be related to poor planning on the service Contractor's part then additional fee may not be paid. Any restrictions to access that cannot be resolved by agreement by both parties should be signed off as a deviation from scope by DCC.

Routine maintenance often includes access requirements within ceiling voids, risers, floor voids, etc. It is therefore imperative that these areas form part of the management survey scope and limitations are kept to a minimum.

The areas to be sampled inside buildings should as far as possible be unoccupied. However, if buildings are in constant use, periods of minimal occupation must be chosen. No-one to be in the immediate area during sampling and adequate warning signage/barriers must be erected to prevent unauthorised access.

Wherever possible, bulk samples must be taken at locations that are hidden from general view, e.g., below work surfaces, behind sanitary appliances, etc. After samples have been taken, the disturbance to the building fabric must be made good, safe and secure with a suitable non removable sealant.

Whenever a sample is collected, it must be given a unique identifier that is also recorded in the survey documentation, records and site plans so that the sample origin can be traced at a later date. The plan must also be updated showing the location of the sample.

Reporting

The report must include an executive summary and an overview of the scope of the work and Client, site and survey information, including photographs to assist with identification of where samples have been taken. Survey plans may be required to be uploaded to the project file for all surveys.

The report must record the location, extent and product type of any presumed or known ACMs, record information on the accessibility, condition and surface treatment of any presumed or known ACMs, determine and record the Asbestos type and include copies of certificates of analysis. Materials sampled and found not to contain Asbestos must be clearly identified and recorded as “No Asbestos Detected”.

The report must contain a material and priority risk assessment prepared in accordance with HSG264, in the form of a material and priority assessment algorithm.

The report must also identify conclusions and any necessary actions for DCC to fulfil its legal responsibilities in connection with the management of Asbestos in its premises.

It is expected that the Contractor will take at least two photographs of all sampled items; one of the item and one of its position within the room. General photographs of all surveyed areas are required along with front of property pictures. Photographs must be of good quality, clear, not blurred and of an appropriate resolution to enable details to be visible. Poor quality images or missing images will not be accepted and will have to be retaken at the expense of the Contractor.

APPENDIX III

Declaration