**STANDARD OPERATING**

**PROCEDURES :**

**SOP 8 :-**

**STATEMENT OF COMPLETION / CLEANLINESS AFTER NON-LICENSED ASBESTOS WORKS**

* After removing any non-licensed asbestos material (eg. textured coating), you need to let the client know the premises are safe to use again.
* The following form should be completed and returned to the office (a copy can be given to the client, premises owner or occupier if requested).
* For accuracy all fields should be completed.
* This form will be held on record and used to update the site asbestos management plan.
* Use one column per item / material. If there are more than 3 items you will need to use additional forms.
* Before you complete this form you need to be sure that the non-licensed asbestos material has been removed as agreed, and all debris cleaned up. If any materials remain these need to be recorded.
* If materials have been encapsulated you need to comment on their condition, surface treatment and whether warning labels have been applied.
* The form should be completed using the following references:
	+ **Location –** Describe exact location of works listing rooms if applicable and size where relevant
	+ **Description of work -** e.g. removal/ encapsulation/ repair/ encasement/ isolate, etc.
	+ **Type of Material(s) affected -** e.g. AIB/ Cement/ Textured Coating/ thermoplastic floor tiles, etc.
	+ **Condition of Material after works (must be one of the following) -** No damage / low damage / medium damage / high damage / removed
	+ **Surface Covering after works -** Sealed (e.g. with Paint/ET150 insulation coating) / unsealed / encapsulated with plaster / over boarded / removed / other – specify:

|  |  |
| --- | --- |
| **Asbestos – Statement of Completion / Cleanliness (Non-licensed)****Completed form to be returned to Medway Insulations Ltd. If requested a copy can be given to the Premises Manager. The form updates the asbestos management plan / register. Include copy of consignment note if available.** | Image result for medway insulations logo |
| **Site Address** |  High Holborn London  | **Company Name & Address** | **Medway Insulations Ltd**Unit 7, ViewpointBoxley RoadPenenden HeathME14 2DZ |
| **Date Work done** | **09/11/17** | **Operatives Names (Print)** | **P ward/l tress** |
| **Job Reference Number (if applicable)** |  |
| **IMPORTANT: USE ONE COLUMN PER ITEM, IF NEEDED USE ADDITIONAL FORM**  |
| **Location** | **1. Basement**  | **2.** | **3.** |
| **Description of work**  | **Removal of bitumen from floor** |  |  |
| **Type of Material(s) affected**  | Bitumen  |  |  |
| **Sample Numbers(s) if applicable** |  |  |  |
| **Condition of Material after works**  | **Rough concrete**  |  |  |
| **Surface Treatment / Covering after works**  | **Unsealed**  |  |  |
| **Comments on level of Completion****Use an “X” to mark the column. All fields are to be completed.** |  | **Yes** | **No** | **N/A** |
| **All materials in scope removed** | X |  |  |
| **Any Material remaining left in safe condition and described above** | X |  |  |
| **All debris / loose material removed** | X |  |  |
| **All material in scope encapsulated** |  | X |  |
| **Remaining Items labelled with appropriate warning sticker** |  | X |  |
| **Any other Comments** | Bitumen was removed has far as reasonable practicable there is water leaking from mains water pipe which is making the floor wet in certain areas  |
| **Signed by Supervisor/Foreman** | I have checked that the works described above are complete and the area cleaned thoroughly. I have inspected the area to make sure that there were no visible traces of dust or debris. I am satisfied that the area can be returned to normal use. | Date: | 09/11/17 |
| Named6: | P ward  |
| Signed: Site manager  |  |

