

## Duty to Manage Asbestos: Appointed Person

Issue Date: 18/03/2025 | Version: 2

AA: Asbestos Awareness

NL: Non-Licensed

LW: Licensed Work

✓ DTM: Duty to Manage

AM: Asbestos Management

AS: Analyst/Surveyor

RP: RPE/PPE

SMG: Soil & Made Ground

OH: Occupational Hazards



## Recognition and Grants



UKATA is an approved CITB 3<sup>rd</sup> Party Awarding Organisation for the Construction Training Register and Construction Training Directory. This UKATA syllabus has been mapped against the CITB standard and is available for automated grant payments to levy registered employers.

Training Type	Grant Tier	Grant Rate	Grant Code
Initial	2	£140	GET2182



UKATA is a Member of The CPD Certification Service providing recognised independent CPD accreditation compatible with global CPD principles.



This UKATA syllabus has been reviewed and independently certified as being suitable for CPD purposes by The CPD Certification Service.



UKATA holds ISO 9001 certification and continues to maintain the quality standard through annual auditing. ISO 9001 is a global standard for quality management systems (QMS), requiring organisations to demonstrate that their internal procedures meet rigorous guidelines, ensuring consistent delivery of quality products and services to customers and stakeholders.

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## **1. Course Title**

Duty to Manage Asbestos: Appointed Person

## **2. Introduction**

This syllabus sets out the guidance issue by UKATA for the provision of duty to manage asbestos appointed person training. It is designed for individuals responsible for managing asbestos containing materials (ACMs) in buildings on behalf of the duty holder, aligning with the standards and requirements outlined in the Control of Asbestos Regulations 2012 (CAR 2012), HSG 264 – Asbestos: The Survey Guide, and HSG 227 – A Comprehensive Guide to Managing Asbestos. This training equips appointed persons with the necessary knowledge and skills to fulfil their legal responsibilities effectively.

This document provides the syllabus for the training along with guidance on the minimum content of all courses. Tutors can offer bespoke or tailored training for the remainder of any training session, but the core content must be adhered to.

## **3. Purpose/Scope**

The purpose of this training is to equip appointed persons with the essential theoretical knowledge and practical skills necessary to manage asbestos-containing materials (ACMs) on behalf of duty holders. This course is designed to ensure appointed persons are thoroughly prepared to undertake responsibilities as stipulated by the Control of Asbestos Regulations 2012 (CAR 2012), enhancing their understanding of legal obligations and improving proficiency in assessing and managing asbestos risks in the buildings they oversee.

## **4. Occupational Relevance**

Any persons responsible for managing asbestos, but not defined as the duty holder, within non-domestic premise, as laid down in CAR 2012, Regulation 4, Table 6 and paragraphs 93 - 102 inclusive. This would normally include, but is not limited to appointed persons, trained individuals designated by the duty holder, consultants managing agents etc. and any person not defined as the duty holder but has responsibilities to manage asbestos for the designated duty holder.

## **5. Duration**

Minimum of 15 learning hours.

*(This includes a minimum of 3.5 learning hours of practical training and the time allocated for the final exam)*

## **6. Learner Pre-requisite**

Learners are required to have successfully completed a [UKATA Asbestos Awareness](#) course within the last 6 months. Proof of this training must be verified by the training provider and should be dated no earlier than six months prior to the start of the course. If the Asbestos Awareness certification has expired beyond this six-month window, learners must undertake a new UKATA Asbestos Awareness course.

## **7. Individual Learning Needs**

The tutor must assess each learner's individual needs before the course begins and adapt the training accordingly.

## 8. Instruction/Supervision

As a minimum, tutors must meet the following criteria:

- Tutors must have a minimum of at least three years' experience (within the past five years) in the asbestos industry. This will be taken to include, surveying, analytical, removal, consultancy, training, management etc. and must be able to demonstrate a comprehensive practical working knowledge, within the asbestos industry, including its legislative requirements;
- Be able to demonstrate experience of delivering Non-Licensable Training;
- Hold a suitable asbestos qualification recognised by the asbestos industry, which may include: asbestos surveying, asbestos management or asbestos removal, or other such qualifications that UKATA deems to be acceptable;
- Hold a recognised trainer qualification, i.e., Level 3 Award in Education and Training, or you must achieve this qualification within 12 months of registration with UKATA;
- A successful UKATA Audit, or an internal Audit undertaken by the Member company they are working for at the highest category of training the Tutor will deliver on behalf of the Member;
- The tutor should have acted in the role of a client managing asbestos (ideally a Duty Holder) or as an asbestos project manager (on behalf of the Duty Holder) dealing with surveyors and licensed asbestos removal work;
- A good understanding of HSE Guidance: HSG 247, HSG 248, HSG 264, HSG 227, HSG 210.

## 9. Delivery

Training must be delivered in a suitable environment and in accordance with the UKATA [Training Centre & Equipment Minimum Standards](#). All equipment must be of a suitable quality and quantity for learners to achieve learning outcomes and must comply with relevant legislation.

The class size and tutor to learner ratio must allow training to be delivered in a safe manner and enable learners to achieve learning outcomes. The approved training delivery methods for this training along with the maximum tutor to learner ratios are:

<b>Classroom:</b>	1:12 (theory & practical)
<b>Virtual Classroom:</b>	1:10 (theory) (refresher training only)

## 10. Assessment

Attainment of the learning outcomes will be assessed by a multiple-choice exam consisting of at least 45 questions taken from the UKATA question bank and sat under exam conditions. At the discretion of the tutor, learners shall be permitted to refer to any notes they make during the training session, or the training manual/notes provided by the tutor.

Learners will be required to achieve a score of at least 36 out of 45 (80%) in the exam. Failure to achieve this will result in the learner requiring to re-sit the exam under exam conditions. If a learner fails the second attempt, they will be required to re-sit the course in its entirety.

The exam should have a completion time of approximately 60 minutes, though this is intended as a guideline. Tutors should accommodate the diverse needs of learners, which may include reading the questions aloud when necessary. However, no assistance may be provided in answering the questions.



## 11. Quality Assurance

Quality assurance against this syllabus requires verification and approval of the presentation materials, exam papers, course handouts and tutor narrative. Independent audits are carried out to demonstrate conformity with the training standards set by UKATA and each tutor maintains a CPD record that aligns with the UKATA [Tutor Competency Framework](#).

UKATA prides itself on numerous accreditations and certifications that reflect our commitment to the highest standards of service and quality. A detailed list of these can be accessed at: [UKATA Accreditations](#).

## 12. Renewal/Refresher

Certification for this training course does not have an expiry date.

It is recommended that renewal/refresher training is carried out as necessary.

Refresher training should be considered if there are changes in work methods or if gaps in competency are identified through a Training Needs Assessment (TNA). It is essential to note that Regulation 10 of the Approved Code of Practice (ACoP) mandates employers to ensure that supervisors of employees who may disturb asbestos during their duties receive adequate information, instruction, and training. This training must be sufficient to enable them to perform their tasks safely and competently, thereby minimising the risk to themselves and others.

The duration of refresher training is determined by a training needs analysis (TNA) conducted by the training provider and should be a minimum of 6 learning hours.

Learners must provide evidence of their previous UKATA Duty Holder or Appointed Person (or refresher) training. If unable to verify certification, learners will need to undergo the full training course again.

## 13. Approved Date

01/02/2025

## 14. Review Cycle

Either on request or within 3 years from approval date.

## 15. Additional Resources

<a href="#">View</a>	The duty to manage asbestos in buildings.
<a href="#">View</a>	Identify the difference between licensable work and non-licensable (notifiable or non-notifiable) work.
<a href="#">View</a>	Managing and working with asbestos - Control of Asbestos Regulations 2012(CAR 2012) - Approved Code of Practice and guidance.
<a href="#">View</a>	HSG264 - Asbestos: The survey guide.
<a href="#">View</a>	HSG227 - A comprehensive guide to managing asbestos in premises.

## 16. Learning Outcomes

- ✓ Understand the key regulations and legal obligations under Regulation 4 and CAR 2012 concerning the management of asbestos in non-domestic premises.
- ✓ Identify the roles and responsibilities of appointed persons, including criteria for determination and the scope of their responsibilities to ensure regulatory compliance.
- ✓ Differentiate between types of asbestos surveys (Management, Refurbishment & Demolition) and understand the requirements and processes for each as outlined in HSG 264.
- ✓ Analyse asbestos survey reports, interpreting detailed findings and recommended actions to manage asbestos safely within regulatory frameworks.
- ✓ Conduct and interpret material and priority risk assessments using provided methodologies and scenarios to evaluate the risk posed by asbestos-containing materials.
- ✓ Develop, implement, and regularly review an asbestos management plan, ensuring it includes comprehensive strategies for maintenance, monitoring, and communication of asbestos risks.
- ✓ Apply knowledge of asbestos surveys and risk assessments in practical scenarios to make informed decisions about managing ACMs in situ or when selecting contractors for remediation works.
- ✓ Determine the appropriate management actions based on assessment results, including repair, removal, encapsulation, or other control options.
- ✓ Select competent contractors for asbestos-related tasks, ensuring they meet legal and safety requirements, including licensure and training standards.
- ✓ Recognise and address poor asbestos removal practices, understanding which types of asbestos work require licensed contractors and the regulatory implications of non-licensed and notifiable non-licensed work.

## 17. Required Course Content - Theory

MODULE 1	DURATION: APPROXIMATELY 90 MINUTES	
	<b>Regulation 4 – Duty to manage asbestos in non-domestic premises:</b>	
	1.1	Explain the applicability of the duty to manage, including the types of premises, rooms, and common areas affected.
	1.2	Define the appointed person, the criteria for their determination, potential candidates, and the scope of their responsibilities.
	1.3	Discuss the importance of cooperation with the duty holder and the delegation of tasks.
	1.4	Outline the obligations of the duty holder, which include assessing, recording, managing, and either removing or repairing asbestos.
	1.5	Developing, reviewing, and updating the management plan.
	1.6	Communication.

MODULE 2	DURATION: APPROXIMATELY 90 MINUTES	
	<b>Asbestos surveying – HSG 264:</b>	
	2.1	Explain the main document used by surveyors undertaking surveys on behalf of the appointed person.
	2.2	Describe the various types of asbestos surveys and the specific circumstances under which each is required.
	2.3	Detail the two main types of surveys: Management Surveys for regular maintenance purposes and Refurbishment & Demolition Surveys required before any building work.
	2.4	Explain what the appointed person should consider when planning a survey (HSG 264, Paragraph 72) and the survey planning process (Steps 1-4), in particular the requirement to be provided with a survey plan, risk assessment and plan of work for the survey work.
	2.5	Summarise the survey process, including sampling, analysis, and the appointed person's responsibilities to ensure access to areas as mandated under the Health and Safety at Work Act Etc. 1974, specifically referencing Sections 3 and 4.

MODULE 3	DURATION: APPROXIMATELY 45 MINUTES	
	<b>Asbestos survey report:</b>	
	3.1	Offer a comprehensive overview of the survey report, explaining what to expect, how to interpret the provided report, and how to understand the conclusions and recommended actions from the surveyor.
	3.2	Present example survey reports, highlighting the layout and specific information included within.
	3.3	Discuss the use of survey information by duty holders (or appointed persons) as outlined in Section 7 of HSG264. Review whether the report fulfils the necessary requirements, including the completeness and accuracy of requests, caveats, drawings, and diagrams. Verify that access to all areas was granted, sufficient samples were collected, and any inconsistencies or discrepancies in the report are addressed.

MODULE 4	DURATION: APPROXIMATELY 45 MINUTES	
	<b>Material risk assessment:</b>	
	4.1	Explain the process and significance of material assessment by surveyors, detailing how the score is calculated and the parameters used.
	4.2	Discuss the requirement for regular material assessments to ensure that there are no further damages or deterioration in the materials.
	4.3	Provide a practical example of how a material assessment is conducted, enhancing understanding through a scenario-based exercise.
	4.4	Guide learners through the hands-on calculation of a material assessment score, using the provided example to practice real-world application.
	4.5	Summarise how to effectively use material assessment results to manage asbestos in compliance with regulations, focusing on analysis and reporting requirements.



MODULE 5	DURATION: APPROXIMATELY 45 MINUTES	
	<b>Priority risk assessment:</b>	
	5.1	Explain the priority assessment process, whether conducted by the appointed person or a surveyor, emphasising the importance of verifying the accuracy of the assessment. Discuss how the priority assessment is calculated, detailing the parameters used and how the scores are obtained.
	5.2	Highlight the need for re-assessment when there are changes in the use of the room or location, explaining the regulatory or practical triggers for these assessments.
	5.3	Provide a practical example for carrying out a priority assessment, coupled with a scenario-based exercise allowing learners to practice calculating a priority assessment score.

MODULE 6	DURATION: APPROXIMATELY 30 MINUTES	
	<b>Analysis of assessment:</b>	
	6.1	Review how to combine the scores from the material and priority assessments to derive a final assessment score.
	6.2	Explain the significance of the total score, including how to interpret it and what it indicates about the condition and risks associated with the asbestos-containing materials (ACMs).
	6.3	Discuss the appropriate actions based on the total score, guiding how to prioritise interventions like management, encapsulation, or removal.
	6.4	Demonstrate the use of assessment results in developing a comprehensive action plan, using a practical example from earlier modules.

MODULE 7	DURATION: APPROXIMATELY 45 MINUTES	
	<b>Management control options (HSG 227):</b>	
	7.1	Introduce the key guidelines from HSG 227 – A Comprehensive Guide to Managing Asbestos, focusing on Appendix 5. Discuss how to communicate asbestos-related information effectively to employees, contractors, and other relevant parties.
	7.2	Detail the required provisions for monitoring the condition of asbestos-containing materials (ACMs). Specify how frequently these checks should be conducted, who is responsible, and the methods for recording these inspections
	7.3	Explain what constitutes a safe system of work, including strategies to prevent exposure to and further damage of ACMs.
	7.4	Explore additional control options available to appointed persons, such as labelling, encapsulation (both bridging and penetrating), repairs, isolation, and removal. Discuss when and how each option should be considered based on the risk assessment and location of ACMs.
	7.5	Briefly cover the process for appointing surveying, analytical and licensed contractors. Emphasise the importance of documentation, competency, independence, impartiality and training in these selections.
	7.6	Discuss the preparation of an 'information pack' for prospective contractors, detailing what should be included to ensure informed and safe handling of asbestos-related tasks.

MODULE 8	DURATION: APPROXIMATELY 45 MINUTES	
	<b>Developing a management plan:</b>	
	8.1	Outline the key contents of an asbestos management plan, including how identified risks will be managed. Discuss responsibilities, document accessibility, and risk management strategies.
	8.2	Explain the protocols for controlling building and maintenance work to prevent asbestos exposure. Detail the schedule for regular monitoring and the roles involved.
	8.3	Highlight the importance of effective communication, implementation, and the regular review of the management plan.
	8.4	Engage learners in a practical exercise to develop a management plan using the knowledge acquired during the course. This will help them understand the essential elements of the plan and how to apply them in their own business settings.

<b>MODULE 9</b>	<b>DURATION: APPROXIMATELY 45 MINUTES</b>	
	<b>Reviewing and communicating the management plan:</b>	
	9.1	Explain the regulatory requirements for reviewing and updating the asbestos management plan as stipulated in CAR 2012, Regulation 4, particularly referencing paragraphs 143-147.
	9.2	Discuss the timescales for review, how these may vary, and the reasons for periodically reassessing the management plan and the condition of identified materials.
	9.3	Detail the requirements for making the management plan accessible, specifying who needs access to it and why this is important for ensuring safety and compliance.

<b>MODULE 10</b>	<b>DURATION: APPROXIMATELY 45 MINUTES</b>	
	<b>Reviewing and communicating the management plan:</b>	
	10.1	Outline the specific requirements under CAR 2012, Regulation 9, focusing on paragraphs 213 to 224.
	10.2	Describe the types of ACMs and scenarios that are classified as notifiable and necessitate the involvement of a licensed asbestos contractor. Explain the criteria that determine when a license is required.
	10.3	Discuss the classification of notifiable non-licensed work (NNLW), including the conditions and situations that fall under this category.
	10.4	Provide an overview of non-licensable work with ACMs, detailing what work can be performed without a license and the safety measures that must still be observed.

<b>MODULE 11</b>	<b>DURATION: APPROXIMATELY 90 MINUTES</b>	
	<b>Reviewing and communicating the management plan:</b>	
	11.1	Provide an overview of the legal requirements and safe practices for asbestos removal. Outline the steps that must be followed to ensure compliance with health and safety regulations.
	11.2	Offer practical examples to help learners identify signs of poor or substandard asbestos removal practices.
	11.3	Emphasise the importance of choosing the right contractor for asbestos removal work. Highlight the necessity of verifying appropriate documentation, sufficient training, and adequate insurance to handle asbestos safely.

## 18. Required Course Content - Practical

MODULE 12	<b>DURATION: APPROXIMATELY 45 MINUTES</b>	
	<b>Material risk assessment:</b>	
	<p>12.1 This practical element allows learners to perform a material assessment by applying their knowledge to a given scenario. Learners can engage in this activity through various methods:</p> <ul style="list-style-type: none"> <li>• They may receive a detailed handout that includes a scenario with sufficient information and colour pictures, enabling them to conduct a material assessment.</li> <li>• Alternatively, a presentation might be provided that delivers information and colour images necessary for the assessment.</li> <li>• Another approach involves a hands-on assessment where learners visually and physically evaluate materials at the training centre or a designated on-site practical area, using hypothetical ACMs. This method includes a risk assessment conducted by the training provider to ensure safety.</li> </ul> <p>This practical module is designed to deepen appointed persons' understanding of how material assessments are conducted and interpreted by surveyors, and it equips them with the skills needed for potential reassessments as part of their ongoing management duties regarding ACMs.</p>	
MODULE 13	<b>DURATION: APPROXIMATELY 45 MINUTES</b>	
	<b>Priority risk assessment:</b>	
	<p>13.1 This practical element equips learners with the skills to conduct a priority assessment using a scenario-based approach. The assessment can be carried out through various methods:</p> <ul style="list-style-type: none"> <li>• Learners may receive a handout containing a scenario detailed with sufficient information and colour pictures, enabling them to perform a practical priority assessment.</li> <li>• Alternatively, information and colour images may be presented to help learners understand and execute the priority assessment.</li> <li>• Another option involves a hands-on assessment where learners practically and visually evaluate the location of ACMs. This approach utilises information about the training centre or an on-site practical area, showcasing hypothetical uses of the area and requiring a risk assessment by the training provider for safety.</li> </ul> <p>This module is designed to help appointed persons understand and perform priority assessments, providing them with practical experience that can be applied to manage asbestos-related risks effectively.</p>	
MODULE 14	<b>DURATION: APPROXIMATELY 45 MINUTES</b>	
	<b>Analysis of assessment:</b>	
	<p>14.1 This module provides learners with the opportunity to analyse the outcomes of both material and priority assessments. It incorporates practical elements to enhance understanding and decision-making skills:</p> <ul style="list-style-type: none"> <li>• Learners will review the results provided from earlier practical assessments, discussing various management options and the reasoning behind each decision.</li> <li>• This element is designed to be integrated with practical exercises previously undertaken for material and priority assessments, ensuring a comprehensive learning experience.</li> </ul> <p>The module aims to equip appointed persons with the necessary skills to interpret assessment results and determine the best course of action. This includes making informed decisions based on survey reports or their assessments of buildings under their control, focusing on effective and compliant asbestos management.</p>	

DURATION: APPROXIMATELY 90 MINUTES	
MODULE 15	<b>Developing a management plan:</b>
	<p>15.1 This module encourages learners to create an asbestos management plan according to the requirements specified in CAR 2012, Paragraphs 129 – 134. Learners can develop their management plans based on scenarios provided or by using the training center/room as a case study. It is recommended that the training provider create a proforma to facilitate the completion process, helping learners gather all necessary information to prepare their own asbestos management plan effectively. Key elements to be included in the plan are:</p> <ul style="list-style-type: none"> <li>• Identifying the person(s) responsible for managing the asbestos risk.</li> <li>• Outlining procedures for accessing the asbestos record or register.</li> <li>• Describing how maintenance work involving ACMs will be controlled.</li> <li>• Detailing the methods for regular checks on the condition of ACMs.</li> <li>• Establishing a schedule for ongoing monitoring of ACMs.</li> <li>• Explaining the strategies for communicating the asbestos management plan to all relevant parties.</li> <li>• Defining control actions such as repair, removal, encapsulation, as well as requirements for training and labelling.</li> </ul>
	<p>This practical element is designed to assist learners in understanding the comprehensive nature of an asbestos management plan and the critical role it plays in ensuring safety and regulatory compliance.</p>