UKATA Syllabus

LW03

Licensed Asbestos New Manager

Issue Date: 10/03/2025 | Version: 1

- 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

UKATA is a leading non-profit association dedicated to improving the quality and standards of asbestos, silica and dust control training.

Recognition and Grants

UKATA is an approved CITB 3rd 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	GET2825
Refresher	2	£70	GET2826

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.

Contents

1. Course Title

Licensed Asbestos New Manager

2. Introduction

This syllabus sets out the guidance issued by UKATA for the provision of licensed asbestos new manager training for employees whose management role will oversee the handling and removal of asbestos-containing materials (ACMs) in a capacity that requires a license, as defined under the Control of Asbestos Regulations 2012. **While this type of work has historically been guided by HSG247 – Asbestos: The Licensed Contractors' Guide, it is now also encompassed within UKATA LTG23: The Licensed Training Guide, which updates and replaces Chapter 4 of HSG247 to ensure the training is fit for purpose.**

In recognition of career progression within the asbestos removal industry, this syllabus incorporates "Progressive" learning for individuals transitioning from Supervisor to Manager roles. It adapts course content to build on existing knowledge while introducing new managerial skills as detailed in LTG23. This targeted approach ensures efficient training by focusing on new responsibilities instead of repeating familiar content. See section 19 for guidance.

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 learners with both theoretical knowledge and practical skills necessary for the effective management of safely working with licensed asbestos-containing materials (ACMs). This training is designed to advance understanding of the hazards and risks posed by ACMs, enhance managerial proficiency over advanced removal and containment techniques, and ensure compliance with stringent health and safety legislation applicable to licensed asbestos removal.

4. Occupational Relevance

This training is exclusively intended for new managers who are employed by organisations holding an HSE asbestos removal license. It is designed for those responsible for managing the removal of high-risk asbestos-containing materials (ACMs) under the stringent regulations outlined in CAR 2012, Reg 3(2). The course targets individuals who will manage the handling and removal of asbestos in settings that demand a licensed contractor due to the friability and hazardous nature of the materials involved, such as thermal insulation, asbestos insulating board, and sprayed coatings.

5. Duration

Minimum of 12 learning hours.
(This includes a minimum of 6 learning hours of practical training and the time allocated for the final exam)

6. Learner Pre-requisite

Learners must have a minimum of 12 months experience as an asbestos removal supervisor and must have successfully completed a UKATA Licensed Asbestos New Supervisor or Supervisor Refresher course within the last 12 months. Proof of this training must be verified by the training provider and should be dated no earlier than 12 months prior to the start of the 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;
- A good understanding of HSE Guidance: HSG247;
- Be able to demonstrate experience of delivering 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;
- After meeting the above criteria, the Tutor is required to pass the UKATA Licensable Tutor Knowledge Test.

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:

Classroom: 1:12 (theory & practical)
Virtual Classroom: 1:6 (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 will be valid for one year.

Annual refresher training is required for licensed asbestos managers, and more frequent refreshers may be necessary if there are changes in work methods, equipment, or significant alterations in the type of work. Refresher courses are also recommended if any gaps in competency are identified.

The duration of refresher training is determined by a training needs analysis (TNA) conducted by the training provider and should be a minimum of 4 learning hours.

Learners must provide evidence of their previous UKATA Licensed Asbestos Manager (or refresher) training, completed within the last 12 months. If unable to verify recent certification, learners will need to undergo the full training course again.

Following the certification expiration date, a grace period of one month is permitted for refresher training to be delivered. The employer should, in this case, carry out a TNA and discuss the training requirements with the training provider.

13. Approved Date

01/02/2025

14. Review Cycle

Either on request or within 3 years from approval date.

15. Additional Resources

View	Managing and working with asbestos - Control of Asbestos Regulations 2012(CAR 2012) - Approved Code of Practice and guidance.
View	HSG247 Asbestos: The licensed contractors' guide.
View	Licensable work with asbestos – HSE.
View	LTG23 Asbestos: The licensed training guide.

16. Learning Outcomes

- ✓ Recognise various asbestos types and associated risks, ensuring the correct identification and analysis methods are used.
- ✓ Expand knowledge on the health hazards of asbestos, emphasising the need for strict medical surveillance and adherence to health safety standards.
- ✓ Understand and articulate the comprehensive duties under the licensing framework, CAR 2012, and other relevant legislation, with a focus on responsibilities as a manager, including insurance and information sourcing requirements.
- ✓ Ensure strict compliance with waste management regulations and environmental protection laws.
- ✓ Coordinate and manage the setup, maintenance, and dismantling of asbestos removal sites, ensuring all operations adhere to safety regulations and best practices.
- ✓ Manage the maintenance of enclosures, hygiene units, and ensure the effective implementation of site safety measures.
- ✓ Oversee the development and implementation of risk assessments and management plans, ensuring they are updated as necessary and comply with legal and safety requirements.
- ✓ Manage controlled stripping techniques and other asbestos removal methods, supervising fibre suppression and exposure control strategies.
- ✓ Supervise the use, maintenance, and regular inspection of Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE), ensuring compliance with safety standards and legal requirements.
- ✓ Oversee the implementation and management of emergency procedures and decontamination processes, ensuring all safety measures are actionable and effective.
- ✓ Supervise cleaning, clearance, and air testing procedures to ensure the area's safety post-asbestos removal, including readiness for reoccupation.
- ✓ Ensure all managerial and operational personnel receive the necessary training and information, maintaining meticulous records of training, exposure, and compliance with health and safety standards.
- ✓ Implement ongoing assessments to determine the need for additional training or updates in response to new equipment or changes in procedures.
- ✓ Directly oversee practical training modules, ensuring all practical aspects such as decontamination procedures, the use and maintenance of RPE, construction of enclosures and airlocks, and controlled stripping techniques are conducted according to the highest standards.
- ✓ Utilise fault-finding techniques in practical settings to ensure the effectiveness of asbestos removal methods and adherence to safety protocols.

17. Required Course Content – Theory

MODULE 1	**Types, uses and risks of ACMs**
	Types of asbestos fibres – characteristics, uses, identification methods (introduction), nature and levels of risk for different groups of ACMs; history of import, manufacture, and installation of different ACMs; types of products that may contain asbestos; likely locations; previous treatment methods covering old asbestos applications; ACMs' friability/conditions when they will release fibres; recognition and need for control; emergency and remedial work, surveys (overview). Plus, know how the presence of asbestos can be confirmed (bulk sampling and analysis).

MODULE 2	**Health hazards of asbestos**
	How fibres cause disease; types of asbestos-related diseases and how related to exposure; medicals under CAR; need for dust/fibre suppression to control exposure; need for correct use/ maintenance of RPE; health effects of smoking and risks of taking home asbestos-contaminated equipment/clothing etc. Plus, outline of legal responsibilities (CAR); civil vs criminal law.

MODULE 3	**Legislation**
	Duties of the individual; key duties of the employer; overview of the licensing framework; control of exposure- as low as reasonably practicable; overview of CAR; requirements of the ACOP and associated guidance; overview of waste regulations and Environmental Protection Act and overview of REACH 2009. With emphasis on management responsibilities; knowledge of which work requires a licence, the types of insurance cover required and sourcing of information on ACMs.

MODULE 4	**Site set up, maintenance and dismantling**
	Set up: Need for pre-clean; vacuum cleaners; site layout, including siting of hygiene unit as close to enclosure as possible; optimal positioning of air/baglocks and NPUs; explanation of how NPUs work and the significance of the voltmeter and pressure gauges and what changes in the gauge readings mean; when pre-filters should be changed; connection and testing of hygiene unit; construction of enclosures, air/baglocks including possible weather protection; positioning of clear viewing panels; positioning and wording for warning notices and barriers; how to delineate work areas and transit routes; smoke testing and need for witnessing. Maintenance: Daily inspections of enclosure (start, middle and end of shift) and immediate rectification of defects; strategy for NPUs to be kept running after stripping finishes for the day. Dismantling: Once clearance achieved, spray enclosure with sealant, bag and seal vacuum cleaners, bag other equipment, dismantle polythene and dispose of as asbestos waste; final inspection of area once enclosure and all associated equipment have been removed. Where construction of enclosures on scaffold or where scaffold is used inside an enclosure, the boards, tubes, clips, tube ends will need protecting. Recognise which ACMs are not being removed as agreed with client, check certificates for hygiene unit NPU, gas test, clearance in shower and dirty end from previous job, NPUs and vacuum cleaners; how to check for negative pressure in the enclosure; ensure that viewing panels (or other viewing means eg CCTV or webcams) are provided and covering all enclosure work areas. Strategy for air management. Undertake all necessary gas and electric pre use checks. Plus, understanding the calculation of NPU referring to RR988.

MODULE 5	**Plant and equipment (using demonstration of equipment)**
	Outline of components, use and maintenance of NPUs, class-H vacuums; use and maintenance of injection equipment; siting and daily maintenance of hygiene unit; record-keeping (RPE covered separately): need for new injection equipment to meet BS8520.

MODULE 6	**Non-asbestos hazards**
	Site safety procedures; permit-to-work systems; entry and exit in case of fire; location of possible site hazards; emergency procedures in case of fire, electric shock, burns, hazardous substances, solvents etc; care of injured casualty; manual handling, noise, vibration and falling object protection, slips, trips and falls, eg working from scaffolding.

MODULE 7	**RAs and POWs**
	Introduction to RAs (know what they are for) – understanding the main points, right to see significant findings; requirements to follow RAs and risks/penalties if not followed; the meaning of the control limits and action levels. Plus, carrying out RAs and developing a POW (instruction and exercise); changes and amendments to RA/POW; seeking advice and informing of changes; notification to HSE when change is significant and what is a significant change. Plus, notification to enforcing authority, review of RA/POWs, recordkeeping, and storage of RA/POW.

MODULE 8	**Controlled stripping techniques**
	The principles of fibre suppression and control of exposure; equipment – use of, maintenance and cleaning; wet injection and spraying techniques; wrap-and cut; direct vacuuming; LEV (shadow vacuuming); vacuum transfer; air management; preparation time and testing of controls before removal; wetting agent selection, preparation and use; COSHH requirements; anticipated and desired fibre levels and comparison with RPE maximum exposure levels; personal assessment monitoring (principles); access to personal assessment information. Equipment inspections and records, fault-finding, and solutions. Monitoring for effectiveness of fibre control techniques and recording information. Plus, equipment and wetting agent selection; maintenance and training requirements and understanding compliance monitoring and utilising the time weighted average when 4-hour compliance cannot be achieved.

MODULE 9	**Respiratory protective equipment**
	The circumstances when RPE must be worn which may include inspection of work area, building and dismantling enclosures, working in enclosure, taking bags to skip; how to inspect, test and wear respirator; need for quantitative face-fit test, a good face seal and the need to be clean shaven; correct storage, battery charging and keeping clean; strategy for changing pre-filters and main filters.

MODULE 10	**Personal protective equipment and clothing**
	The use of the appropriate PPE including overalls, headgear, footwear, and gloves; employer requirements to provide appropriate PPE and employees' obligations to use it; care, wearing, cleaning, decontamination and/or disposal of PPE; not taking contaminated PPE out of designated areas; transit overalls; when and where PPE should be worn; ensure correct use and maintenance of PPE. PPE use during transit procedures; contaminated clothing and waste; keeping of relevant records. Plus, knowledge of practical difficulties of wearing PPE, such as heat/cold and laundry requirements.

MODULE 11	**Waste management and disposal**
	Bagging, sealing, and cleaning; transportation through baglock and airlock; storage of asbestos waste; correct loading of skip/van. Plus, outline of Waste Regulations; use of consignment notes; registration of carriers; role and powers of environment agencies; transportation of dangerous goods; bagging, sealing, and cleaning.

MODULE 12	**Cleaning and clearance air testing**
	Cleaning and clearance requirements, including the need for the four-stage clearance process and associated certificate of reoccupation; visual cleanliness and air testing requirements; methods of cleaning for enclosures, hygiene facilities and equipment; re-cleaning in event of air test failure; cleaning after enclosure dismantling; cleaning in the event of an emergency or enclosure/equipment damage. Plus, the requirements of analysts before clearance inspection and sampling (including completion of supervisor handover certificate).

MODULE 13	**Transit procedures and decontamination**
	Personal decontamination procedures for directly connected and remote (transit) DCUs and airlocks including: PPE changing and disposal, showering, colour coding of coveralls, RPE decontamination, cleaning, charging and storage; use of towels; changing and disposal of pre and main RPE filters; decontamination procedures where no enclosure or DCU is required (open sites); common problems with decontamination; cleaning of airlocks and DCUs; emergency decontamination in case of evacuation or accident; what should be in the DCU, i.e. mirror, soap/ shower gel. Common problems, and fault-finding with decontamination; air monitoring results in DCUs; inspection and record-keeping; the importance of ensuring that procedures are followed; making time available to allow adequate showering; DCU checks. Plus, interpretation of inspections and audit results; the importance of ensuring that adequate equipment, materials, and resources are made available to put the procedures in place.

MODULE 14	**Fault-finding**
	Work practices – how to spot problems with wetting of ACMs, RPE, airlocks, enclosures, and hygiene unit; method statements; RAs; signs; record-keeping and fault reporting procedures. Plus, an overview of fault-finding while SLHs need a far more detailed session at the level of an Asbestos Supervisor.

MODULE 15	**Site inspection and record-keeping**
	Purpose of site inspections, site auditing and record keeping; role of inspector/auditor; responsibilities of operatives; reporting faults and other problems. Criteria, for site inspections; actions in event of faults; record-keeping; scope and nature of records, use of typical record and reporting systems (including electronic devices eg tablets). Plus, retention of data, including exposure records and health surveillance; methods and criteria; interpreting and monitoring records; fault-finding and solutions; data handling and the need for site audits.

MODULE 16	**Emergency procedures**
	What to do in the event of major and minor injuries or illnesses occurring inside 'live' enclosures; what to do in the event of fire, or some other hazardous release such as toxic gas or radioactive dust occurring inside or outside enclosure; what to do if a leak of asbestos is found outside the enclosure; what to do if power on power-assisted respirator fails while inside 'live' enclosure; what to do if the NPUs stop working; what to do if there is complete loss of electrical power; what to do if loss of water supply to hygiene unit. Confirming the responsibility of the supervisor to ensure that suitable emergency procedures are in place to cope with the failure of any control measures or the injury or ill health of a worker inside contaminated areas, and to confirm they are all in place and appropriate to specific site and circumstances; assessing the competence of operatives and supervisors, importance of auditing and monitoring work activities; notification of asbestos work.

MODULE 17	**Management systems and monitoring**
	Maintenance and monitoring of control measures; controlling exposure to asbestos; ensuring that equipment functions correctly; pre-start setting-up; barriers and signs; construction and testing of enclosures and airlocks; site monitoring; use/testing of negative pressure equipment and ventilation and air management systems; correct maintenance of all site equipment - following manufacturers' operating instructions, including the correct maintenance and monitoring of the following control measures: enclosures, external services, NPUs, wet strip units, mobile generators, water supply, heating appliances, PPE, RPE, any dust suppression equipment, tools and DCUs. Plus, site supervision and record-keeping of work in progress; method statements; POWs; monitoring and auditing work in progress.

MODULE 18	**Roles and responsibilities**
	To ensure everyone complies with regulations, ACOPs, guidance and follows the RA and POW. If the work method has to change - work is stopped and reassessed. The RA and POW are amended, and personnel informed of the changes in writing; to ensure all personnel are instructed, face-fitted and have received a medical; all equipment is inspected and tested; all daily inspections are carried out; all documentation is available and up to date; the importance of being on site for key stages of the work and their crucial role in directing the work and monitoring standards of work. Plus, to ensure that all activities and training meet the legal requirements.

MODULE 19	**Information, instruction and training**
	How to implement and monitor on-job training (consolidation); how to assess the competence of employees; the types of training available and how to choose the right course; TNA in practice; recognising the need for additional training when new equipment or work methods are introduced. Plus, undertaking competency assessments to develop a TNA.

18. Required Course Content - Practical

MODULE 20	**Decontamination and transit procedures**
	N/A

MODULE 21	**Use and maintenance of RPE**
	Fault finding RPE with emphasis on the importance of ensuring all certification and documentation of all RPE.

MODULE 22	**Construction of enclosures and airlocks**
	Fault finding and enclosure inspections

MODULE 23	**Use of controlled stripping techniques**
	Specific fault finding within all aspects of injection , vacuum, set up and cleaning.

19. Asbestos Training Transition Modules Required

To support progressive learning for supervisors transitioning to a manager role, specific transition modules are available. These modules allow experienced supervisors to skip basic supervisory content and concentrate on managerial skills crucial for their new roles. The transition emphasises modules critical to managerial responsibilities, allowing for a more targeted and efficient learning experience. Key aspects include legal compliance, strategic planning, and leadership development, ensuring that learners are thoroughly equipped to handle the complexities of managerial duties in asbestos management.

Module	**Requirements**	**Additional practical modules and assessments**
1. Types, uses and risks of ACMs	Not Required	
2. Health hazards of asbestos	As per module	
3. Legislation	As per module	
4. Site set up, maintenance and dismantling	As per module	NPU calculations. Practical enclosure assessment, form completion
5. Plant and equipment (using demonstration of equipment)	As per module	
6. Non-asbestos hazards	As per module	
7. RAs and POWs	As per module	Undertake practical RA and POW for an area with this training centre, discuss and critique
8. Controlled stripping techniques	As per module – Thorough understanding of compliance monitoring.	Discussion based on a practical scenario where compliance monitoring will be required and calculated
9. Respiratory protective equipment	As per module	Practical RPE fault finding and mandatory checks
10. Personal protective equipment and clothing	As per module	
11. Waste management and disposal	As per module – Understanding waste licensing regime	Practical completion of a Consignment Note
12. Cleaning and clearance air testing	As per module – Thorough understating of personal exposure and record keeping	
13. Transit procedures and decontamination	Not required	
14. Fault-finding	As per module	Practical Fault-finding exercise of a work areas, fault finding POW, Undertake an audit of a typical site/enclosure
15. Site inspections and record-keeping	As per module	Typical records keeping requirements scenario
16. Emergency procedures	As per module	
17. Management systems and monitoring	As per module – Understanding the licensing regime and licence holders' responsibilities	
18. Roles and responsibilities	As per module	
19. Information, instruction, and training	As per module – Understanding competency assessments of workers and developing a TNA	
20. Decontamination and transit procedures	Not Required	
21. Use and maintenance of RPE	Not Required	
22. Construction of enclosures and airlocks	Not Required	
23. Use of controlled stripping techniques	Not Required	