

Asbestos Project Manager

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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



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

Asbestos Project Manager

2. Introduction

This syllabus sets out the guidance issued by UKATA for the provision of asbestos project manager training for those who are responsible for delivering and overseeing asbestos removal projects and are required to understand the legislative requirements for asbestos surveying and asbestos removal procedures, including the procurement and the on-site management of asbestos contractors (Licensed and Non-Licensed).

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 provide learners with an overview of the requirements and responsibilities on sites and projects where asbestos may be present and when managing asbestos works or contractors. with an understanding of the potential hazards and risks associated with asbestos-containing materials (ACMs). Additionally, the course offers a comprehensive outline of the legal provisions that enable employees to protect themselves and others during work-related activities.

4. Occupational Relevance

Site managers, project managers, contract managers and any other person who may assist in these roles or is responsible for procuring asbestos works.

5. Duration

Minimum of 6 learning hours.

(This includes a minimum of 1.5 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:

- Be an existing approved tutor for the delivery of Asbestos Awareness training;
- Must be able to demonstrate a comprehensive practical working knowledge, within the asbestos industry, including its legislative requirements relating to asbestos project management;
- Pass the UKATA Project Managers 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:	1:10 (theory) (refresher training only)

10. Assessment

Attainment of the learning outcomes will be assessed by a multiple-choice exam consisting of at least 30 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 24 out of 30 (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 40 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.

It is recommended that renewal/refresher training is carried out annually.

The duration of refresher training is determined by a training needs analysis (TNA) conducted by the training provider and should be a minimum of 3 learning hours.

Learners must provide evidence of their previous UKATA Asbestos Project 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 three months 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	Identify the difference between licensable work and non-licensable (notifiable or non-notifiable) work.
View	Managing and working with asbestos - Control of Asbestos Regulations 2012(CAR 2012) - Approved Code of Practice and guidance.
View	HSG264 - Asbestos: The survey guide
View	HSG247 - Asbestos: The licensed contractors' guide
View	HSG248 - Asbestos: The Analysts' Guide

16. Learning Outcomes

- ✓ Be familiar with the types, uses, and likely occurrences of asbestos-containing materials (ACMs) in buildings and items of plant, as well as their potential impact on project management processes.
- ✓ Understand the responsibilities of project managers as outlined in CAR 2012, HSG 264, HSG 247, and HSG 248, including an overview of asbestos-related roles and work categories.
- ✓ Demonstrate the ability to interpret asbestos survey reports, assess risks, and incorporate this information into project planning and decision-making.
- ✓ Gain an overview of the asbestos removal process, including tendering, contractor selection, remedial options, and best practices for ensuring compliance and safety.
- ✓ Understand the expectations and limitations when overseeing asbestos removal contractors, ensuring effective communication and project oversight.
- ✓ Appreciate the role of asbestos analysts during projects, including air monitoring requirements and post-removal clearance procedures, to ensure adherence to regulatory and safety standards.
- ✓ Develop strategies for managing asbestos-related issues within the broader framework of health and safety, project timelines, and budget considerations.

17. Required Course Content - Theory

MODULE 1	DURATION: APPROXIMATELY 40 MINUTES	
	Survey planning and report:	
	1.1	How to plan the survey correctly, consider the preliminary site meeting, desk top study and what to expect in the survey brief.
	1.2	Reference to HSG264, defining the different survey types and the limitation of each survey available.
	1.3	An overview of the survey report and what to expect and how to understand the report provided with particular reference to conclusions and actions recommended by the surveyor. Example survey reports should be shown with particular reference to the layout and information contained within the survey report.
	1.4	The natural origin and physical properties of asbestos which made it invaluable to construction, transport and industry.
MODULE 2	DURATION: APPROXIMATELY 30 MINUTES	
	Defining work with ACMs that are non-licensable (inc.>NNLW) and licensable:	
	2.1	Outline the requirements laid down in CAR 2012, Regulations 8 & 9 with reference to paragraphs 213 to 224. It should describe type of ACMs and situations that are notifiable and require the use of a licensed asbestos removal contractor and those that are notifiable non-licensable work. This will assist the learners in choosing the correct contractor.
MODULE 3	DURATION: APPROXIMATELY 30 MINUTES	
	Selection process and required documentation:	
	3.1	Outline the selection process and the documentation required to adequately appraise and select the correct contractor.
	3.2	Provide in detail what to expect from the contractor regarding the site meeting, site set up, location of plant i.e. skip, DCU, transit routes, pre cleaning, clients' requirements to provide access, services etc. before work commences.
MODULE 4	DURATION: APPROXIMATELY 60 MINUTES	
	Asbestos removal control measures:	
	4.1	Outline the utilisation and correct use of all control measures required and the need and use for enclosures and asbestos areas.
	4.2	Provide sufficient detail to cover the site layout, the enclosure, airlocks, transit routes and waste routes, documentation and plant requirements etc.
	4.3	A detailed explanation of what an asbestos removal site should look like and all the component and work practices that they undertake.
MODULE 5	DURATION: APPROXIMATELY 30 MINUTES	
	Monitoring and managing asbestos removal contractors:	
	5.1	Explain the different site management options available, the use of asbestos consultants and client's responsibility.
	5.2	Explain aspects of what should be checked on site during the asbestos removal process.
MODULE 6	DURATION: APPROXIMATELY 40 MINUTES	
	The role of the analyst and types of air monitoring:	
	6.1	Explain who the analyst is and their importance within the asbestos removal process. This should also detail all different types of air monitoring available and in particular the 4 Stage Certificate of Re-occupation.

18. Required Course Content - Practical

The learner should be given a practical exercise to undertake, with an element of reality. The exact practical assessment that the tutor decides to undertake is discretionary but there must be an element of practical work to give the learner further information to build on the theory modules completed.

Below are some examples of practical exercises:

MODULE 7	DURATION: APPROXIMATELY 90 MINUTES
	Plan of work: A review of a licensed contractors plan of work and highlighting all questions and faults that are built into the plan of work.
	Visual examination: A visual examination of a full enclosure with faults that the learner can assess and highlight as part of the practical work.