

INSTRUCTION TO CARRY OUT WORK: INFORMATION REQUIRED FROM CLIENT

Please return completed form and required documentation to Capital Environmental Services,
2-4 Bell Road South, 5010 Gracefield, Lower Hutt. Enquires@fibres.co.nz

COMPLETE SECTIONS A & D AND ALL RELEVANT SECTIONS

SECTION A: GENERAL

Requested by: _____ On: _____

Customer: _____ Works Order/OP no: _____

Site Contact (Name & Tel No): _____

Site Address: _____

Type of work required:

AIR MONITORING: Reassurance air test / Clearance air test / Background air test / Leak air test

SURVEY: Sampling / Management / Refurbishment / Demolition

OTHER: _____ Date work required: _____

Any special instructions: _____

CES CLIENT ACCOUNT FORM COMPLETED: DATE: _____ ☐ YES ☐ NO

SECTION B: CLEARANCE / AIR MONITORING

Please provide the following information (tick boxes, as appropriate and requested documents).

CLEARANCE:

In accordance with legislation we require the following information prior to conducting a clearance:

Information and Documents Required Where Applicable	Signed / Attached YES/NO/NA	Initial
Section A and D Completed		
A copy of the Site Asbestos Removal Control Plan		
A copy of the Site Specific Safety Plan		
A copy of your Work Safe Notification		
PCBU Details - You must provide full contact and invoicing details for your Workplace and Client PCBU.		
Confirmation that the Removalist has inspected the site prior to request		
Confirmation and contact details of the COC / Supervisor who will be on site at time of clearance		
Completed Client Account and Terms and Conditions We will not carry out a clearance/air monitoring without having confirmation and appropriate documentation from the PCBU and Requesting Client.		

Please note the above is a minimum requirement for clearance, we reserve the right to require additional information.

SECTION C: SURVEY

Any information on asbestos materials used in the property will assist in carrying out the survey. Please provide the following information (tick boxes, as appropriate). (It is accepted that not all information may be available):

The property will be unoccupied during the time of survey: ☐ YES ☐ NO

Plans of property provided ☐ YES ☐ NO

Asbestos register or other information regarding asbestos provided: ☐ YES ☐ NO

Approximate Age of Property/ year constructed: _____ Approximate size _____

Current use of building _____

Previous uses of building _____

Information from Architects, Surveyors and others with knowledge of asbestos materials present in the property provided: ☐ YES ☐ NO

Details: _____

Information on any significant alterations or refurbishments provided: ☐ YES ☐ NO

Details: _____

Please notify CES of other possible hazards present on your premises

- | | | | |
|---------------------------------|------------------------------|-----------------------------|-----------------------------------------|
| - Confined spaces | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> NOT APPLICABLE |
| - Heights | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> NOT APPLICABLE |
| - Methamphetamine contamination | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> NOT APPLICABLE |
| - Other: _____ | | | |

Send us a completed information via email - enquiries@fibres.co.nz

SECTION D: ACKNOWLEDGEMENT

I / We _____ (Name(s)) as an authorised representative of _____ (Company Name) have read and understood the above material and associated terms and conditions as provided by CES, and the information provided on our website including the [General Information section](#).

Name (Print): _____

Signature: _____

DATE: _____

NOTES:

- The survey, sampling and analysis of suspect asbestos materials will be carried out in accordance to: HSE publications HSG248 and HSG264, WorkSafe guidance on Conducting Asbestos Surveys published October 2016.
- The survey will locate the presence, extent and condition of any asbestos materials in the property, as far as is reasonably practicable. Please note that during Management Surveys intrusion works that would permanently damage assessed surface, are not carried out; therefore, if such intrusion is required a Refurbishment Survey is recommended.
- Structures at heights greater than 4 metres will not be inspected unless suitable scaffolding is available. Electrical, mechanical, gas and pressure plant/machinery will not be inspected, unless supervision of competent person is provided.
- The customer must ensure that the surveyor can gain entry to all areas of the property that is to be surveyed.
- If suspect asbestos materials in poor condition are found in locations readily accessible to building users, air tests may be carried out at the discretion of the surveyor.
- Capital Environmental Services will not commence the survey until the completed form and information requested has been returned.