

**INSTRUCTION TO CARRY OUT WORK:
CLIENT ENGAGING CAPITAL ENVIRONMENTAL SERVICES TO UNDERTAKE THE FOLLOWING:
AIR MONITORING, SMOKE OR CLEARANCE TESTS**

Please return completed form and required documentation to CES 2-4 Bell Road South, 5010 Gracefield, Lower Hutt. Enquires@fibres.co.nz Please complete all sections.

SECTION A: GENERAL

Requested by: (Name) _____ **On:** _____

Company: _____ **PO No.:** _____

INVOICE TO: (Circle) Building Owner, Engineer to the Contract, Main Contractor, ACM Removal Company:

POSTAL Address: _____

Email: _____

REPORT TO Email: _____

CES CLIENT ACCOUNT FORM COMPLETED:

☐ YES

☐ NO

Please request a copy of the CES account form from admin@fibres.co.nz if you answered 'NO'

Authorisation to Proceed with Work Requested in Section B

I / We _____ (Name(s)) as an authorised representative of the Client _____ (Company Name) have read and understood the above material, RFP / quote 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:** _____

SECTION B: CLEARANCE / AIR MONITORING

Contract Details (To Be Completed by the ACM Removal Company)

Site Contact (Asbestos Removalist or Main Contractors Name & Tel No)

Building Name where works are requested to be undertaken: _____

Site Address: _____

Level/Floor number/area where services are requested to be undertaken: _____

Class of Asbestos that has been removed (circle): **CLASS A** **CLASS B**

Contact details of the Supervisor/Removalist who will be on site at time of clearance Inspections:

Name: _____

Ph. Number: _____

NOTES

1. The air testing, monitoring, analysis and associated assessor activities will be carried out in accordance WorkSafe ACoP Management and Removal of Asbestos 2016, HSE publication HSG248 and the Health and Safety at Work (Asbestos) regulations 2016.
2. Items noted in Section B are recognised minimum requirement for clearance and Air Monitoring
3. CES reserve the right to require additional information from the Asbestos Removal Company.
4. If the information is not present or is incomplete the assessor may suspend the clearance inspection and Air monitoring without prejudice.
5. All Costs associated with Clearance failures and aborted clearance inspections will incur standard Clearance costs.
6. CES will not commence works until requested information has been provided.
7. Air monitoring explained:
 - Clearance monitoring: site certification for reoccupation on completion of asbestos removal work;
 - Leak testing: checking an enclosure's integrity;
 - Background/ baseline sampling: establishing existing conditions before work starts;
 - Reassurance sampling: testing the environment after an enclosure is removed/ Class B work/ accidental disturbance etc.
 - Personal monitoring: to check the effectiveness of control measures, medical surveillance etc.

Type of Service Requested
(This Section to be completed by the Asbestos Removal Company):

AIR MONITORING REQUIREMENTS REQUIRED⁷: Clearance /Reassurance / Background / Leak/ Personal

SMOKE TEST REQUIRED ☐ YES ☐ NO

OTHER: _____ **Date/Time work required** _____

Any special instructions: _____

Please provide the following information (tick boxes, as appropriate and requested documents, completed by removalist on behalf of Client PCBU named in Section A).

CLEARANCE:

In accordance with legislation we are required to sight the following information prior to conducting a clearance. The information must be available at the clearance area:

Information and Documents Required Where Applicable	ACM Removal Company Representative to Confirm by Initial	Confirmed as present by CES (Initial)
Confirmation that the Removalist has inspected the site prior to clearance request		
Site Asbestos Removal Control Plan on site		
Asbestos Removals Company Site Specific Safety Plan on site		
Asbestos Removal Companies Work Safe Notification on site		

SECTION C: ACKNOWLEDGEMENT

I / We _____ (Name(s)) as an authorised representative of the ACM Removal Company: _____ 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:** _____

Please send this completed Document to the Main Contractor of the project so that it may be passed onto their Client for Authorisation

NOTES

- The air testing, monitoring, analysis and associated assessor activities will be carried out in accordance WorkSafe ACoP Management and Removal of Asbestos 2016, HSE publication HSG248 and the Health and Safety at Work (Asbestos) regulations 2016.
- Items noted in Section B are recognised minimum requirement for clearance and Air Monitoring
- CES reserve the right to require additional information from the Asbestos Removal Company.
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