

Policy Guidance Note 26

Recording results of Asbestos Surveys on Orchard

Responsible Officer	Senior Housing Officer – Housing Technical						
Issue No.	1	Revision No.	2	Revision Date:	02/02/09	Doc Ref:	PGN26 v1.2

Amendment and Authorisation Record
PGN26 – Recording Results of Asbestos Surveys on Orchard

Date	Author	Paragraph ref:	Nature of change	Authorised by
21/10/08		N/a	First dated revision	-
02/02/09	MH	N/a	Change to Responsible Officer Job Title	AJ

- 1 Results of Asbestos surveys are to be recorded in the Property Attributes module on Orchard, and will include the following details
 - 1.1 Type of Survey
 - 1.2 Date survey carried out
 - 1.3 Lead officer
 - 1.4 Whether Asbestos found
 - 1.5 Details of where samples taken and results of sample testing, including MAS and type of asbestos.

- 2 Responsibility for updating Orchard
 - 2.1 The lead officer for the inspections will be responsible for updating the Orchard Property Attributes module with the details of any inspections carried out.
 - 2.2 When results are received from any samples, the officer who sent the samples away for testing is responsible for updating Orchard with those results.
 - 2.3 The lead officer will be responsible for saving an electronic copy of the Inspection report in a folder named “Asbestos” in the property folder in J:\ drive. Electronic copies of sample results are also to be saved in J:\ drive. (Where a paper copy only is received, this is to be scanned in and saved)
 - 2.4 Where asbestos is removed from a property, the officer arranging that removal will be responsible for updating Orchard once the removal is complete.