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**ASBESTOS MANAGEMENT SURVEY REPORT  
FOR ASBESTOS MATERIALS AT:**

Newspaper House  
29 Simmonds Road, Canterbury  
CT1 3YR

**ON BEHALF OF:**

Canterbury City Council  
Military Road  
Canterbury, Kent  
CT1 1YW



PROJECT MANAGER:	JAMES PULLEN
ISSUE DATE:	31 May 2024
JOB NUMBER:	J029238
PROJECT REFERENCE:	FW-040
UPRN REFERENCE:	100062280109
VERSION NUMBER:	V1
PAGE NUMBER:	1 OF 43

*Please consider the environment and think before you print.*

**REGISTERED ADDRESS**

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PINDEN END FARM | CANADA FARM ROAD | DARTFORD | KENT | DA2 8EA

**COMPANY REGISTRATION NUMBER:** 6257126



4265



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## **MASTER CONTROL PAGE & DUTY HOLDER SECTION**

<p>THE PURPOSE OF THIS MASTER CONTROL PAGE IS TO FACILITATE KEY INFORMATION AND UPDATES OF ALL MANAGEMENT RELATED CHANGES AND REVISIONS TO THE ORIGINAL SURVEY DOCUMENT, AND THE DUTY HOLDERS RESPONSIBLE.</p> <p>PLEASE ENSURE THAT THIS PAGE IS COMPLETED/UPDATED AS REQUIRED TO DEMONSTRATE CONTINUED ASBESTOS MANAGEMENT.</p>	
<b>CLIENT NAME &amp; ADDRESS:</b>	Canterbury City Council, Military Road, Canterbury, Kent, CT1 1YW
<b>CLIENT CONTACT NAME:</b>	Kristian Phillips
<b>CLIENT CONTACT PHONE:</b>	01227 862 000
<b>CLIENT CONTACT EMAIL:</b>	asbestos@canterbury.gov.uk
<b>SURVEYING COMPANY DETAILS:</b>	PA Group UK Limited, Pinden End Farm, Canada Farm Road, Dartford, Kent, DA2 8EA Tel: 0845 474 0172
<b>SURVEY TYPE(S):</b>	Asbestos Management Survey
<b>SURVEY DATE(S):</b>	Wednesday 28th February 2024
<b>REPORT VERSION NUMBER:</b>	V1
<b>REASON FOR RE-ISSUE &amp; AMENDMENTS SUMMARY:</b>	N/A

## **DUTY HOLDER SECTION**

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## EXECUTIVE SUMMARY

<b>AS REQUESTED, AND INSTRUCTED BY OUR CLIENT, PA GROUP HAVE UNDERTAKEN A MANAGEMENT SURVEY AND COMPILED THIS REPORT IN ACCORDANCE WITH HSG 264 ASBESTOS: THE SURVEY GUIDE.</b>	
<b>SURVEY TYPE(S):</b>	Asbestos Management Survey
<b>SURVEY SCOPE:</b>	Asbestos Management Survey to the entire site.
<b>SPECIFIC EXCLUSIONS:</b>	<ul style="list-style-type: none"> <li>• Lift shafts / lift machinery</li> <li>• Areas where destructive investigation would cause unacceptable structural damage or would compromise the safety or security of the premises.</li> <li>• The interior of plant and services, e.g., electrical equipment, boilers, air-handling plant, ducting, tanks, pipework.</li> <li>• Through any existing presumed/identified ACM's.</li> <li>• Any investigation involving the coring or breaking of concrete slabs or structures.</li> <li>• Within areas which would be considered as confined spaces.</li> <li>• Around windows and underneath sills unless a window is removed by a competent individual.</li> <li>• Any areas deemed unsafe for access.</li> </ul>
<b>ASBESTOS PRESENT:</b>	Yes
<b>ACTION REQUIRED:</b>	No
<b>SUMMARY OF FINDINGS &amp; RECOMMENDATIONS:</b>	<p>Asbestos has been identified within the scope of this inspection in the forms of corrugated cement sheets to the upper and lower roofs, insulating board panels to the hoover cupboard ceiling and first floor front stairwell ceiling, bitumen pad below the sink unit within the Ancillary Store and a cement flue pipe above the false ceiling within the Female WC. Please be aware that the flue pipe is not secured to wall and is very fragile.</p> <p>Asbestos has also been presumed to exist in the forms of bitumen adhesive to the timber beam work within the Ancillary Store, insulating board ceiling panels and beam cladding within the Small Finds Archive and Reception and rope seals to skylights within Reception.</p> <p>Continue to manage and monitor items in situ.</p> <p>Please note, during this inspection, there was no access gained within the tank cupboard due to the door being locked and no key could be located.</p> <p>Please observe the Registers within this report for further information.</p>
<b>GENERAL RECOMMENDATIONS:</b>	<p>Any recommendations as stated on the Executive Summary Registers (Section 3), or Photographic Registers (Appendix A) should be actioned as a minimum to ensure the asbestos either remains in situ in sound condition or is removed. A specification / Contractor's method statement for the removal of asbestos materials should be developed prior to any asbestos removal works. Thereafter, ongoing re-inspections are recommended, and specific assessments should be made when refurbishment works are planned.</p>



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## EXECUTIVE SUMMARY REGISTERS

## ASBESTOS REGISTER

<b>Where asbestos containing materials have been identified, referred, presumed, or strongly presumed, their locations will be detailed below. Please refer to the Photographic Asbestos Register contained within Appendix A of this report for further information.</b>									
Building	Floor	Room	Location	Description	Risk Level	Approximate Extent	Level of Identification	Finding Ref.	Recommendation
Main Building	1st Floor	Hoover Cupboard	To Ceiling	Insulating Board Panel	Low	2m <sup>2</sup>	Sampled	3	Manage & Monitor Condition
Main Building	Ground Floor	Small Finds Archive	To Ceiling and Beams	Insulating Board Panels & Cladding	Low	40m <sup>2</sup>	Presumed	10	Manage & Monitor Condition
Main Building	Ground Floor	Reception	Above New Plasterboard Ceiling	Insulating Board Ceiling Panels and Beam Cladding	Low	10m <sup>2</sup>	Presumed	12	Manage & Monitor Condition
Main Building	1st Floor	Front Stairwell	To Ceiling	Insulating Board Panels	Low	16m <sup>2</sup>	Sampled	13	Manage & Monitor Condition
Main Building	External	Roof	To Upper and Lower Roofs	Corrugated Cement Sheets	Very Low	400m <sup>2</sup>	Sampled	7	Manage & Monitor Condition
Main Building	Ground Floor	Ancillary Store	Below Sink Unit	Bitumen Sink Pad	Very Low	1no.	Sampled	8	Manage & Monitor Condition
Main Building	Ground Floor	Ancillary Store	To Timber Beam Work	Bitumen Adhesive	Very Low	50m <sup>2</sup>	Presumed	9	Manage & Monitor Condition
Main Building	Ground Floor	Reception	To Skylights	Rope Seals	Very Low	24lm	Presumed	11	Manage & Monitor Condition
Main Building	1st Floor	Female WC	Above False Ceiling	Cement Flue Pipe	Very Low	3lm	Sampled	14	Manage & Monitor Condition



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## NO ACCESS REGISTER

The following areas have not been accessed. Every effort was made to access all areas of the site, in line with the scope of this survey. A summary of the areas of no access are detailed below. Please refer to the Photographic No Access Register contained within Appendix A of this report for further information. Please ensure that these areas are inspected prior to ANY disturbance.

Building	Floor	Room	Location	Description	Finding Reference	Reason for No Access
Main Building	Ground Floor	Tank Cupboard	Within Tank Cupboard	No Access Within Tank Cupboard	1	No access within tank cupboard due to the door being locked and no key could be located.

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## GENERAL SURVEY INFORMATION

SITE ADDRESS:	Newspaper House, 29 Simmonds Road, Canterbury, CT1 3YR
SURVEY ATTENDANCE DATE(S):	Wednesday 28th February 2024
SURVEYOR NAME(S):	Nicola Roberts, Ollie Roberts
GENERAL SITE DESCRIPTION:	The site consisted of a brick-built Commercial block over ground and first floor levels, originally built for use as a Newspaper Factory. The building has since undergone extensive refurbishment works and is now in use as a museum and a hub for the Archaeology Society. The general construction throughout consisted of concrete floors, plasterboard-lined ceilings, suspended MMMF tiled ceilings, plasterboard and breezeblock internal walls, ceramic cisterns, modern welfare facilities and modern electrics.
SAMPLES ANALYSED BY:	Zamil Ali
SAMPLE ANALYSIS DATE(S):	05/03/2024, 30/05/2024
THE CLIENT DID NOT REQUEST ANY METHODS THAT WERE CONSIDERED INAPPROPRIATE OR OUT OF DATE.	

<p><b>All PA Group employees are audited and authorised prior to undertaking any given survey type. This auditing process covers all property sectors. Those employees not authorised will not undertake the survey, unless being audited for the duration.</b></p>			
<p><b>This Asbestos Management Survey has been undertaken, compiled, reviewed, and approved by Nicola Roberts.</b></p>			
Signature:		Approval Date:	31/05/2024
<p><b>Following approval of the finalised survey report by the surveyor(s), the report undergoes a further final check by an authorised PA Group quality assurance employee.</b></p>			
<p><b>This Asbestos Management Survey has undergone a final review by Sue Anderton. The data collected, conclusions, and actions within this report are accurate and conform to PA Group UK Limited's procedures.</b></p>			
Signature:		Approval Date:	31/05/2024

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## SURVEY TYPE

### ABESTOS MANAGEMENT SURVEY DESCRIPTION & PURPOSE

The purpose of a Management Survey is to control asbestos-containing materials (ACM) during the normal occupation and use of premises by ensuring that:

- a. Nobody is harmed by the continuing presence of ACM in the premises or equipment
- b. The ACM remains in good condition
- c. Nobody disturbs it accidentally.

A Management Survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

Management Surveys will often involve minor intrusive work and some disturbance. The extent of intrusion will vary between premises and depend on what is reasonably practicable for individual properties, i.e. it will depend on factors such as the type of building, the nature of construction, accessibility, etc.

A Management Survey should include an assessment of the condition of the various ACMs. This 'Material Assessment' will give a good initial guide to the priority for managing ACMs as it will identify the materials which will most readily release airborne fibres if they are disturbed. The survey will usually involve sampling and analysis.

A Management Survey can also 'presume' the presence or absence of asbestos. By presuming the presence of asbestos, the need for sampling and analysis can be deferred until a later time (e.g. before any work is carried out).

However, as far as possible, all ACMs should be identified as part of the survey. The areas inspected should therefore include, but not be limited to, underfloor voids, ceiling voids, lofts, inside risers, service ducts and lift shafts, areas behind wall linings, basements, cellars, underground rooms, and undercrofts, among others.

All practical measures should be employed to ensure all possible spaces are included within a Management Survey and that limitations or exclusions should be kept to an absolute minimum and only included with valid reasons and explanations.

Survey planning should ensure as far as possible that adequate access on site is in place and that keys or similar are available. Stating rooms are locked is not a valid reason without good foundation.

The survey methodology employed should, as far as possible, include comment or sampling of possible concealed materials that although partially inaccessible could be included within the Management Survey.

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## NOTES ON APPENDICES

The appendices within our survey reports will generally include the following elements (where applicable).

### APPENDIX A PHOTOGRAPHIC REGISTERS

#### PHOTOGRAPHIC ASBESTOS REGISTER

The *Photographic Asbestos Register* details the location, approximate extent, material risk assessment and required action for each asbestos containing material identified at the time of the survey. Each individual item on the register includes a unique 'Finding' reference. Not all materials detailed on the register have been sampled. Some items may have been referenced 'Referred' where the material is an identical application of an already sampled item. Items may also be 'Presumed' or 'Strongly Presumed' if sampling is not possible. Inaccessible materials, for the purposes of sampling, could also have been included within the 'Register of No Access' and may include annotations of suspected ACM's. This register also contains a representative image of each Finding.

Note: Asbestos can be present behind known existing asbestos. This cannot be identified and included within this report if not known, as in situ asbestos cannot be disturbed.

#### PHOTOGRAPHIC NON-ASBESTOS REGISTER

The *Register of Non-Asbestos* contains only those materials that have been sampled (or referred to a sample), analysed, and subsequently found not to contain asbestos. It should not be taken as a comprehensive list of non-asbestos materials within the premises. This register also contains a representative image of each Finding.

Note: Some ACM's may be found negative during the analysis process due to the inconsistent nature of some products (for example, textured coatings and floor tiles/adhesive are non-homogenous).

#### PHOTOGRAPHIC NO ACCESS REGISTER

Where areas are identified as not having been accessed, they have been identified and included within this *Register of No Access*, including a reason for the no access. These areas should be inspected for ACM's prior to any work being undertaken in these areas. Areas of no access can include annotations stating suspected ACM's are present but as they cannot be accessed, they cannot be sampled. This register also contains a representative image of each Finding.

### APPENDIX B ANNOTATED FLOOR PLANS

The *Annotated Floor Plans* detail the approximate location of ACM's and the 'Finding' references. Annotations can be more detailed including description, recommendation, and extent upon request. The floor plans (where provided) are diagrammatic and should not be relied on for determining precise extents or scale.

### APPENDIX C DETERMINATION OF ASBESTOS CONTENT REPORT

The *Determination of Asbestos Content Report* details only items that have been sampled, and, if applicable, the type of asbestos within said sample. This does not detail all asbestos materials present. See **Appendix A Photographic Asbestos Register**.

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## APPENDIX A

### PHOTOGRAPHIC REGISTERS

#### PHOTOGRAPHIC ASBESTOS REGISTER

#### PHOTOGRAPHIC NON-ASBESTOS REGISTER

#### PHOTOGRAPHIC NO ACCESS REGISTER

### KEYS

#### MATERIAL ASSESSMENT (MA) KEY

The material assessment score is calculated by adding together the MC, ST and PT scores, and the score of the most dangerous asbestos type (AT).

MC	Material Condition
ST	Surface Treatment
PT	Product Type
AT	Asbestos Type

#### ASBESTOS TYPE (AT) SCORING KEY

1	Chrysotile
2	Amosite, Anthophyllite, Actinolite or Tremolite
3	Crocidolite

#### ALGORITHM SCORE & RISK LEVEL KEY

Score	Risk Level
10 or >10	High Risk
7 - 9	Medium Risk
5 - 6	Low Risk
4 or <4	Very Low Risk

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## APPENDIX A PHOTOGRAPHIC ASBESTOS REGISTER

Site Address	Newspaper House, 29 Simmonds Road, Canterbury, CT1 3YR
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FINDING REFERENCE:	3	LOCATION, DESCRIPTION & EXTENT	
		BUILDING:	Main Building
		FLOOR:	1st Floor
		AREA:	Hoover Cupboard
		LOCATION:	To Ceiling
		DESCRIPTION:	Insulating Board Panel
		EXTENT:	2m <sup>2</sup>
		ACCESSIBILITY:	Occasionally likely to be disturbed

MATERIAL ASSESSMENT (MA)			SAMPLE INFORMATION	
MC:	Good Condition	0	LEVEL OF IDENTIFICATION:	Sampled + Analysed
ST:	Surface Sealed / Enclosed Lagging & Sprays	1	SAMPLE REFERENCE:	NR008800
PT:	Insulating Board	2	ASBESTOS TYPE 1 (AT):	Amosite
ASBESTOS TYPE (AT) SCORE:	2	2	ASBESTOS TYPE 2 (AT):	N/A
ALGORITHM SCORE:	5	5	ASBESTOS TYPE 3 (AT):	N/A
RISK LEVEL:	Low	Low	MATERIAL CLASSIFICATION:	Insulating Board

RECOMMENDATION:	Manage & Monitor Condition
SURVEYORS COMMENT:	Continue to manage and monitor item in situ.

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## APPENDIX A PHOTOGRAPHIC ASBESTOS REGISTER

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FINDING REFERENCE:	7	LOCATION, DESCRIPTION & EXTENT	
		BUILDING:	Main Building
		FLOOR:	External
		AREA:	Roof
		LOCATION:	To Upper and Lower Roofs
		DESCRIPTION:	Corrugated Cement Sheets
		EXTENT:	400m <sup>2</sup>
		ACCESSIBILITY:	Usually inaccessible or unlikely to be disturbed

MATERIAL ASSESSMENT (MA)			SAMPLE INFORMATION	
MC:	Low Damage	1	LEVEL OF IDENTIFICATION:	Sampled + Analysed
ST:	Surface Sealed / Enclosed Lagging & Sprays	1	SAMPLE REFERENCE:	NR008803
PT:	Cement	1	ASBESTOS TYPE 1 (AT):	Chrysotile
ASBESTOS TYPE (AT) SCORE:		1	ASBESTOS TYPE 2 (AT):	N/A
ALGORITHM SCORE:	4		ASBESTOS TYPE 3 (AT):	N/A
RISK LEVEL:	Very Low		MATERIAL CLASSIFICATION:	Cement

RECOMMENDATION:	Manage & Monitor Condition
SURVEYORS COMMENT:	The roofs are overlaid in metal sheeting but cement can be seen internally in multiple locations Continue to manage and monitor item in situ.

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## APPENDIX A PHOTOGRAPHIC ASBESTOS REGISTER

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FINDING REFERENCE:	8	LOCATION, DESCRIPTION & EXTENT	
		BUILDING:	Main Building
		FLOOR:	Ground Floor
		AREA:	Ancillary Store
		LOCATION:	Below Sink Unit
		DESCRIPTION:	Bitumen Sink Pad
		EXTENT:	1no.
		ACCESSIBILITY:	Easily disturbed

MATERIAL ASSESSMENT (MA)			SAMPLE INFORMATION	
MC:	Low Damage	1	LEVEL OF IDENTIFICATION:	Sampled + Analysed
ST:	Composite Material	0	SAMPLE REFERENCE:	NR009518
PT:	Bitumen Products	1	ASBESTOS TYPE 1 (AT):	Chrysotile
ASBESTOS TYPE (AT) SCORE:	1	ASBESTOS TYPE 2 (AT):	N/A	
ALGORITHM SCORE:	3	ASBESTOS TYPE 3 (AT):	N/A	
RISK LEVEL:	Very Low	MATERIAL CLASSIFICATION:	Bitumen Products	

RECOMMENDATION:	Manage & Monitor Condition
SURVEYORS COMMENT:	Continue to manage and monitor item in situ.

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## APPENDIX A PHOTOGRAPHIC ASBESTOS REGISTER

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FINDING REFERENCE:	9	LOCATION, DESCRIPTION & EXTENT	
		BUILDING:	Main Building
		FLOOR:	Ground Floor
		AREA:	Ancillary Store
		LOCATION:	To Timber Beam Work
		DESCRIPTION:	Bitumen Adhesive
		EXTENT:	50m <sup>2</sup>
		ACCESSIBILITY:	Usually inaccessible or unlikely to be disturbed

MATERIAL ASSESSMENT (MA)			SAMPLE INFORMATION	
MC:	Good Condition	0	LEVEL OF IDENTIFICATION:	Presumed
ST:	Composite Material	0	SAMPLE REFERENCE:	Visual
PT:	Reinforced Composite	1	ASBESTOS TYPE 1 (AT):	Chrysotile
ASBESTOS TYPE (AT) SCORE:		1	ASBESTOS TYPE 2 (AT):	N/A
ALGORITHM SCORE:		2	ASBESTOS TYPE 3 (AT):	N/A
RISK LEVEL:	Very Low		MATERIAL CLASSIFICATION:	Reinforced Composite

RECOMMENDATION:	Manage & Monitor Condition
SURVEYORS COMMENT:	Presumed Chrysotile. This item has previously been identified in a historical report, however, due to new plasterboard ceilings we are unable to confirm existence and the item is presumed to still be present. Continue to manage and monitor item in situ.

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## APPENDIX A PHOTOGRAPHIC ASBESTOS REGISTER

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FINDING REFERENCE:	10	LOCATION, DESCRIPTION & EXTENT	
		BUILDING:	Main Building
		FLOOR:	Ground Floor
		AREA:	Small Finds Archive
		LOCATION:	To Ceiling and Beams
		DESCRIPTION:	Insulating Board Panels & Cladding
		EXTENT:	40m <sup>2</sup>
		ACCESSIBILITY:	Usually inaccessible or unlikely to be disturbed

MATERIAL ASSESSMENT (MA)			SAMPLE INFORMATION	
MC:	Good Condition	0	LEVEL OF IDENTIFICATION:	Presumed
ST:	Surface Sealed / Enclosed Lagging & Sprays	1	SAMPLE REFERENCE:	Visual
PT:	Insulating Board	2	ASBESTOS TYPE 1 (AT):	Amosite
ASBESTOS TYPE (AT) SCORE:	2	2	ASBESTOS TYPE 2 (AT):	N/A
ALGORITHM SCORE:	5	5	ASBESTOS TYPE 3 (AT):	N/A
RISK LEVEL:	Low	Low	MATERIAL CLASSIFICATION:	Insulating Board

RECOMMENDATION:	Manage & Monitor Condition
SURVEYORS COMMENT:	Presumed Amosite. Unable to sample due to being over safe working height. Continue to manage and monitor item in situ.

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## APPENDIX A PHOTOGRAPHIC ASBESTOS REGISTER

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FINDING REFERENCE:	11	LOCATION, DESCRIPTION & EXTENT	
		BUILDING:	Main Building
		FLOOR:	Ground Floor
		AREA:	Reception
		LOCATION:	To Skylights
		DESCRIPTION:	Rope Seals
		EXTENT:	24lm
		ACCESSIBILITY:	Usually inaccessible or unlikely to be disturbed

MATERIAL ASSESSMENT (MA)			SAMPLE INFORMATION	
MC:	Good Condition	0	LEVEL OF IDENTIFICATION:	Presumed
ST:	Surface Sealed / Enclosed Lagging & Sprays	1	SAMPLE REFERENCE:	Visual
PT:	Textiles/Paper	2	ASBESTOS TYPE 1 (AT):	Chrysotile
ASBESTOS TYPE (AT) SCORE:	1	1	ASBESTOS TYPE 2 (AT):	N/A
ALGORITHM SCORE:	4	4	ASBESTOS TYPE 3 (AT):	N/A
RISK LEVEL:	Very Low		MATERIAL CLASSIFICATION:	Textiles/Paper

RECOMMENDATION:	Manage & Monitor Condition
SURVEYORS COMMENT:	Presumed Chrysotile. Unable to sample due to being over safe working height and damage to integrity. Continue to manage and monitor item in situ.

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FINDING REFERENCE:	12	LOCATION, DESCRIPTION & EXTENT	
		BUILDING:	Main Building
		FLOOR:	Ground Floor
		AREA:	Reception
		LOCATION:	Above New Plasterboard Ceiling
		DESCRIPTION:	Insulating Board Ceiling Panels and Beam Cladding
		EXTENT:	10m <sup>2</sup>
		ACCESSIBILITY:	Usually inaccessible or unlikely to be disturbed

MATERIAL ASSESSMENT (MA)			SAMPLE INFORMATION	
MC:	Good Condition	0	LEVEL OF IDENTIFICATION:	Presumed
ST:	Surface Sealed / Enclosed Lagging & Sprays	1	SAMPLE REFERENCE:	Visual
PT:	Insulating Board	2	ASBESTOS TYPE 1 (AT):	Amosite
ASBESTOS TYPE (AT) SCORE:	2	2	ASBESTOS TYPE 2 (AT):	N/A
ALGORITHM SCORE:	5	5	ASBESTOS TYPE 3 (AT):	N/A
RISK LEVEL:	Low	Low	MATERIAL CLASSIFICATION:	Insulating Board

RECOMMENDATION:	Manage & Monitor Condition
SURVEYORS COMMENT:	Presumed Amosite. This item has previously been identified in a historical report, however, due to new plasterboard ceilings we are unable to confirm existence and the item is presumed to still be present. Continue to manage and monitor item in situ.

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## APPENDIX A PHOTOGRAPHIC ASBESTOS REGISTER

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FINDING REFERENCE:	13	LOCATION, DESCRIPTION & EXTENT	
		BUILDING:	Main Building
		FLOOR:	1st Floor
		AREA:	Front Stairwell
		LOCATION:	To Ceiling
		DESCRIPTION:	Insulating Board Panels
		EXTENT:	16m <sup>2</sup>
		ACCESSIBILITY:	Occasionally likely to be disturbed

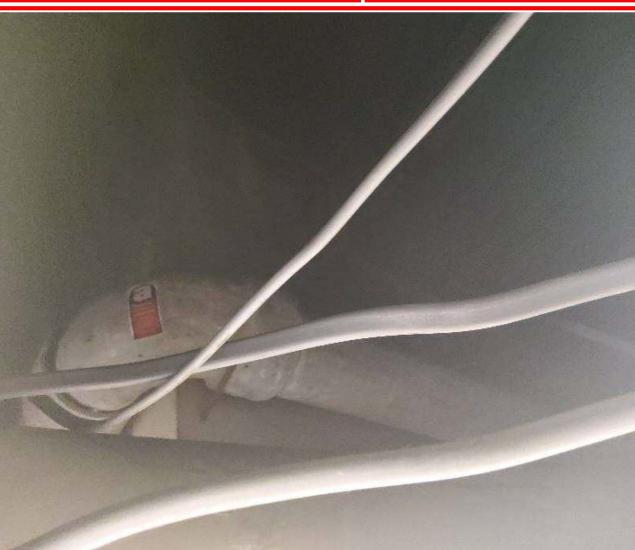
MATERIAL ASSESSMENT (MA)			SAMPLE INFORMATION	
MC:	Good Condition	0	LEVEL OF IDENTIFICATION:	Sampled + Analysed
ST:	Surface Sealed / Enclosed Lagging & Sprays	1	SAMPLE REFERENCE:	NR009519
PT:	Insulating Board	2	ASBESTOS TYPE 1 (AT):	Amosite
ASBESTOS TYPE (AT) SCORE:	2	2	ASBESTOS TYPE 2 (AT):	N/A
ALGORITHM SCORE:	5	5	ASBESTOS TYPE 3 (AT):	N/A
RISK LEVEL:	Low	Low	MATERIAL CLASSIFICATION:	Insulating Board

RECOMMENDATION:	Manage & Monitor Condition
SURVEYORS COMMENT:	Continue to manage and monitor item in situ.

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## APPENDIX A PHOTOGRAPHIC ASBESTOS REGISTER

Site Address	Newspaper House, 29 Simmonds Road, Canterbury, CT1 3YR
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FINDING REFERENCE:	14	LOCATION, DESCRIPTION & EXTENT	
		BUILDING:	Main Building
		FLOOR:	1st Floor
		AREA:	Female WC
		LOCATION:	Above False Ceiling
		DESCRIPTION:	Cement Flue Pipe
		EXTENT:	3m
		ACCESSIBILITY:	Occasionally likely to be disturbed

MATERIAL ASSESSMENT (MA)			SAMPLE INFORMATION	
MC:	Good Condition	0	LEVEL OF IDENTIFICATION:	Sampled + Analysed
ST:	Surface Sealed / Enclosed Lagging & Sprays	1	SAMPLE REFERENCE:	NR009520
PT:	Cement	1	ASBESTOS TYPE 1 (AT):	Chrysotile
ASBESTOS TYPE (AT) SCORE:		1	ASBESTOS TYPE 2 (AT):	N/A
ALGORITHM SCORE:	3		ASBESTOS TYPE 3 (AT):	N/A
RISK LEVEL:	Very Low		MATERIAL CLASSIFICATION:	Cement

RECOMMENDATION:	Manage & Monitor Condition
SURVEYORS COMMENT:	Continue to manage and monitor item in situ.

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## APPENDIX A PHOTOGRAPHIC NON-ASBESTOS REGISTER

Site Address	Newspaper House, 29 Simmonds Road, Canterbury, CT1 3YR
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FINDING REFERENCE:	2	LOCATION, DESCRIPTION & EXTENT	
	BUILDING:	Main Building	
	FLOOR:	Ground Floor	
	AREA:	Corridor	
	LOCATION:	To Step	
	DESCRIPTION:	Composite Stair Nosing (Black)	
	EXTENT:	1lm	
	ACCESSIBILITY:	Routinely disturbed	

MATERIAL ASSESSMENT (MA)			SAMPLE INFORMATION	
MC:	N/A	N/A	LEVEL OF IDENTIFICATION:	Sampled + Analysed
ST:	N/A	N/A	SAMPLE REFERENCE:	NR008799
PT:	N/A	N/A	ASBESTOS TYPE 1 (AT):	No Asbestos Detected
ASBESTOS TYPE (AT) SCORE:	N/A	N/A	ASBESTOS TYPE 2 (AT):	N/A
ALGORITHM SCORE:	N/A	N/A	ASBESTOS TYPE 3 (AT):	N/A
RISK LEVEL:	N/A	N/A	MATERIAL CLASSIFICATION:	Non-Asbestos Material

RECOMMENDATION:	No further action required.
SURVEYORS COMMENT:	No asbestos detected.

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## APPENDIX A PHOTOGRAPHIC NON-ASBESTOS REGISTER

Site Address	Newspaper House, 29 Simmonds Road, Canterbury, CT1 3YR
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FINDING REFERENCE:	4	LOCATION, DESCRIPTION & EXTENT	
		BUILDING:	Main Building
		FLOOR:	1st Floor
		AREA:	Male WC
		LOCATION:	To Lobby Ceiling
		DESCRIPTION:	Insulating Board Panel
		EXTENT:	2m <sup>2</sup>
		ACCESSIBILITY:	Occasionally likely to be disturbed

MATERIAL ASSESSMENT (MA)			SAMPLE INFORMATION	
MC:	N/A	N/A	LEVEL OF IDENTIFICATION:	Sampled + Analysed
ST:	N/A	N/A	SAMPLE REFERENCE:	NR008801
PT:	N/A	N/A	ASBESTOS TYPE 1 (AT):	No Asbestos Detected
ASBESTOS TYPE (AT) SCORE:		N/A	ASBESTOS TYPE 2 (AT):	N/A
ALGORITHM SCORE:		N/A	ASBESTOS TYPE 3 (AT):	N/A
RISK LEVEL:		N/A	MATERIAL CLASSIFICATION:	Non-Asbestos Material

RECOMMENDATION:	No further action required.
SURVEYORS COMMENT:	No asbestos detected.

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## APPENDIX A PHOTOGRAPHIC NON-ASBESTOS REGISTER

Site Address	Newspaper House, 29 Simmonds Road, Canterbury, CT1 3YR
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FINDING REFERENCE:	5	LOCATION, DESCRIPTION & EXTENT	
		BUILDING:	Main Building
		FLOOR:	1st Floor
		AREA:	Male WC
		LOCATION:	To Edge of Room
		DESCRIPTION:	Vinyl Floor Tiles
		EXTENT:	2lm
		ACCESSIBILITY:	Routinely disturbed

MATERIAL ASSESSMENT (MA)			SAMPLE INFORMATION	
MC:	N/A	N/A	LEVEL OF IDENTIFICATION:	Sampled + Analysed
ST:	N/A	N/A	SAMPLE REFERENCE:	NR008802
PT:	N/A	N/A	ASBESTOS TYPE 1 (AT):	No Asbestos Detected
ASBESTOS TYPE (AT) SCORE:		N/A	ASBESTOS TYPE 2 (AT):	N/A
ALGORITHM SCORE:		N/A	ASBESTOS TYPE 3 (AT):	N/A
RISK LEVEL:		N/A	MATERIAL CLASSIFICATION:	Non-Asbestos Material

RECOMMENDATION:	No further action required.
SURVEYORS COMMENT:	No asbestos detected.

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## APPENDIX A PHOTOGRAPHIC NON-ASBESTOS REGISTER

Site Address	Newspaper House, 29 Simmonds Road, Canterbury, CT1 3YR
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FINDING REFERENCE:	6	LOCATION, DESCRIPTION & EXTENT	
		BUILDING:	Main Building
		FLOOR:	1st Floor
		AREA:	Hoover Cupboard
		LOCATION:	To Concrete Floor
		DESCRIPTION:	Vinyl Floor Tiles
		EXTENT:	2m <sup>2</sup>
		ACCESSIBILITY:	Routinely disturbed

MATERIAL ASSESSMENT (MA)			SAMPLE INFORMATION	
MC:	N/A	N/A	LEVEL OF IDENTIFICATION:	Referred to a visually identical material
ST:	N/A	N/A	SAMPLE REFERENCE:	As NR008802
PT:	N/A	N/A	ASBESTOS TYPE 1 (AT):	No Asbestos Detected
ASBESTOS TYPE (AT) SCORE:		N/A	ASBESTOS TYPE 2 (AT):	N/A
ALGORITHM SCORE:		N/A	ASBESTOS TYPE 3 (AT):	N/A
RISK LEVEL:		N/A	MATERIAL CLASSIFICATION:	Non-Asbestos Material

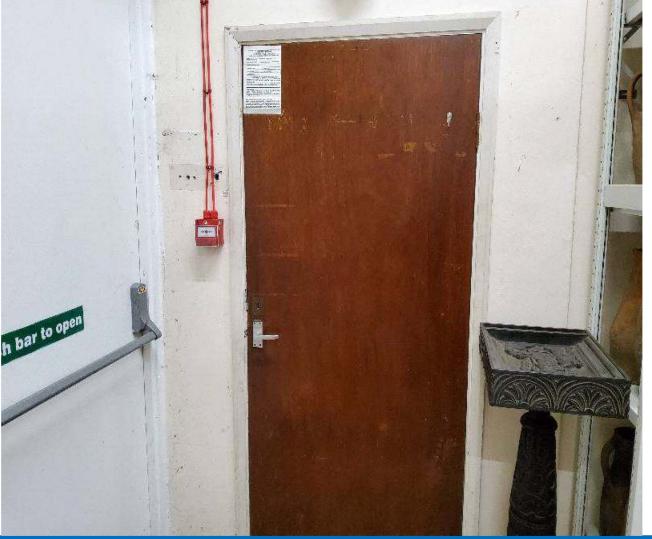
RECOMMENDATION:	No further action required.
SURVEYORS COMMENT:	No asbestos detected.

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## APPENDIX A

### PHOTOGRAPHIC NO ACCESS REGISTER

Site Address	Newspaper House, 29 Simmonds Road, Canterbury, CT1 3YR
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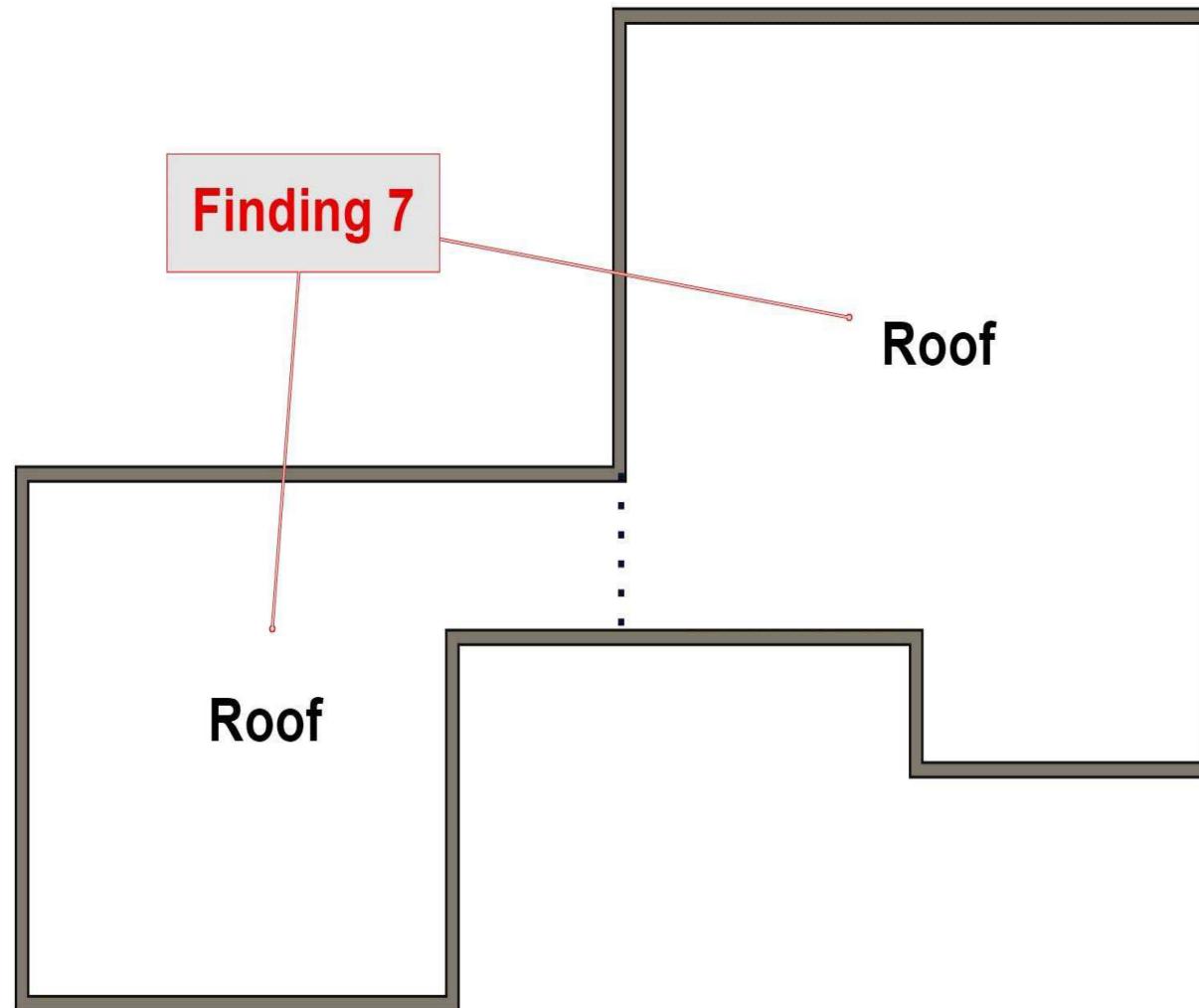
FINDING REFERENCE:	1	LOCATION, DESCRIPTION & EXTENT	
	1	BUILDING:	Main Building
	FLOOR:	Ground Floor	
	AREA:	Tank Cupboard	
	LOCATION:	Within Tank Cupboard	
	DESCRIPTION:	No Access Within Tank Cupboard	

REASON FOR NO ACCESS:	No access within tank cupboard due to the door being locked and no key could be located.
RECOMMENDATION:	ACCESS AND INSPECT PRIOR TO ANY DISTURBANCE WITHIN THIS AREA

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## APPENDIX B

### ANNOTATED FLOOR PLANS



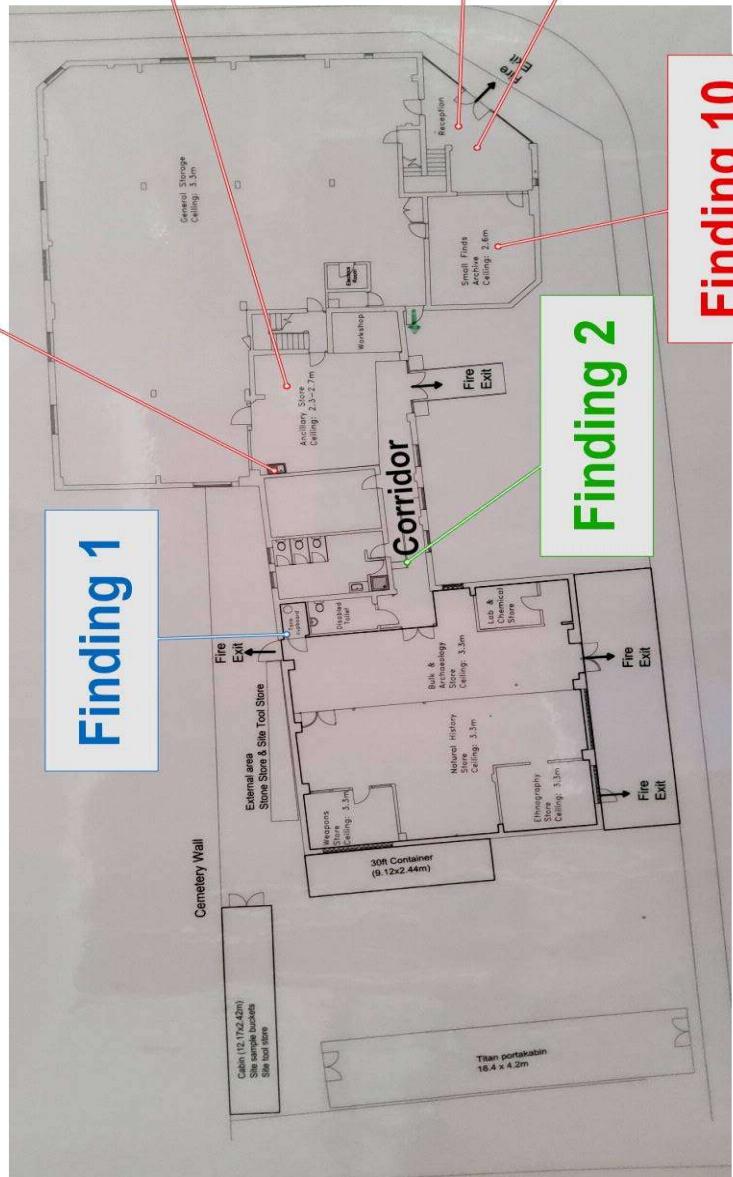
Client Details:	Canterbury City Council, Military Road, Canterbury, Kent, CT1 1YW	KEY			Building:	Main Building
Site Address:	Newspaper House, 29 Simmonds Road, Canterbury, CT1 3YR	Finding ASBESTOS FINDING	Finding NON ASBESTOS FINDING	Finding NO ACCESS FINDING	Floor:	External
					Scale:	NOT TO SCALE
					Purpose of Issue:	Asbestos Management Survey
					 <a href="http://WWW.PAGROUPUK.COM">WWW.PAGROUPUK.COM</a> E: <a href="mailto:RECEPTION@PAGROUPUK.COM">RECEPTION@PAGROUPUK.COM</a> 0845 474 0172	

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**Finding 8**

**Finding 1**

**Finding 9**



**Finding 10**

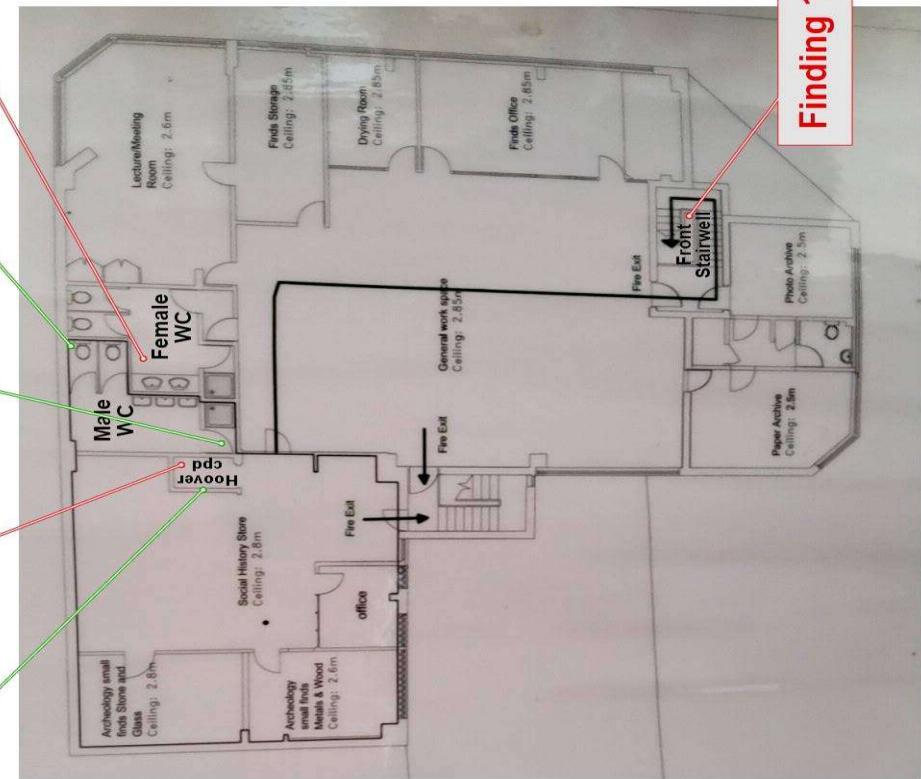
**Finding 11**

**Finding 12**

<b>Client Details:</b>	Canterbury City Council, Military Road, Canterbury, Kent, CT1 1YW	<b>KEY</b>		
<b>Site Address:</b>	Newspaper House, 29 Simmonds Road, Canterbury, CT1 3YR	<b>Finding</b>	<b>Finding</b>	<b>Building:</b>
		<b>ASBESTOS FINDING</b>	<b>NON ASBESTOS FINDING</b>	<b>Main Building</b>
		<b>NO ACCESS FINDING</b>	<b>NON ASBESTOS FINDING</b>	<b>Ground Floor</b>
				<b>NOT TO SCALE</b>
				<b>Purpose of Issue:</b>
				Asbestos Management Survey

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**Finding 3** **Finding 4** **Finding 5** **Finding 6** **Finding 14**



**Finding 13**

Client Details:	Site Address:	KEY			Building:	Main Building
		Finding	ASBESTOS FINDING	NON ASBESTOS FINDING		
Canterbury City Council, Military Road, Canterbury, Kent, CT1 1YW	Newspaper House, 29 Simmonds Road, Canterbury, CT1 3YR				Floor:	1st Floor
					Scale:	NOT TO SCALE
					Purpose of Issue:	Asbestos Management Survey

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## APPENDIX C

### DETERMINATION OF ASBESTOS CONTENT REPORT

# DETERMINATION OF ASBESTOS CONTENT REPORT

<b>Client Name &amp; Address</b>		<i>This laboratory is UKAS accredited to ISO 17025:2017 for identification of asbestos in materials.</i>	
Canterbury City Council Military Road Canterbury Kent CT1 1YW		<i>Documented in-house procedures for sampling are complied with where samples have been obtained by an authorised representative of PA Group UK Limited.</i>	
<b>Client Addressee:</b>	Kristian Phillips		
<b>Certificate Number:</b>	05032024/ZA/J029238		
<b>Site Address:</b>	Newspaper House, 29 Simmonds Road, Canterbury, CT1 3YR		
<b>Date(s) Samples Received:</b>	29/02/2024 - 30/05/2024		
<b>Samples Obtained By:</b>	Nicola Roberts	<b>Samples Analysed By:</b>	Zamil Ali
<p><i>The following results have been obtained for samples examined by optical microscopy using polarising and dispersion staining techniques in accordance with our documented in-house manual based on HSG248 Asbestos: The Analysts Guide. Opinions and interpretations expressed herein are outside the scope of our UKAS accreditation.</i></p> <p><i>*Reference to the material classification is based solely upon physical appearance and asbestos content and is outside the scope of our UKAS accreditation.</i></p> <p><i>**A version number greater than V1 indicates a re-issued certificate which supersedes and replaces any previous version.</i></p>			
<p>Where there is more than one layer within a sample, under 'Layer Component', <b>GREEN</b> signifies that asbestos has not been detected in that layer component. <b>RED</b> signifies that asbestos has been detected in that layer component.</p>			

PAG Sample No.	Analysis Date	Location	Sample Description	No. of Layers	Layer Component	Asbestos Type(s)	*Material Classification
NR008799	05/03/2024	Main Building, Ground Floor, Corridor	To Step, Composite Stair Nosing (Black)	0	N/A	No Asbestos Detected	Reinforced Composite
NR008800	05/03/2024	Main Building, 1st Floor, Hoover Cupboard	To Ceiling, Insulating Board Panel	0	N/A	Amosite	Insulating Board
NR008801	05/03/2024	Main Building, 1st Floor, Male WC	To Lobby Ceiling, Insulating Board Panel	0	N/A	No Asbestos Detected	Insulating Board
NR008802	05/03/2024	Main Building, 1st Floor, Male WC	To Edge of Room, Vinyl Floor Tiles	0	N/A	No Asbestos Detected	Floor Tiles

PAG Sample No.	Analysis Date	Location	Sample Description	No. of Layers	Layer Component	Asbestos Type(s)	*Material Classification
NR008803	05/03/2024	Main Building, External, Roof	To Upper and Lower Roofs, Corrugated Cement Sheets	0	N/A	Chrysotile	Asbestos Cement
NR009518	30/05/2024	Main Building, Ground Floor, Ancillary Store	Below Sink Unit , Bitumen Sink Pad	0	N/A	Chrysotile	Bitumen Products
NR009519	30/05/2024	Main Building, 1st Floor, Front Stairwell	To Ceiling, Insulating Board Panels	0	N/A	Amosite	Insulating Board
NR009520	30/05/2024	Main Building, 1st Floor, Female WC	Above False Ceiling, Cement Flue Pipe	0	N/A	Chrysotile	Asbestos Cement

# NO FURTHER SAMPLES

Authorised Signatory							
Name:	Zamil Ali	Signature:		Position:	DQM	Date of Issue:	31/05/2024
Functions: HT = Head of Technical    QM = Quality Manager    DQM = Deputy Quality Manager    BA = Bulk Analyst							
Laboratory Address: PA Group UK Limited, Pinden End Farm, Canada Farm Road, Dartford, Kent, DA2 8EA							

 <b>PA</b> Group	<b>JOB NUMBER: J029238</b>	<b>DOCUMENT REF: ATF004-V49</b>	<b>ASBESTOS SURVEY REPORT</b>
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## APPENDIX D

1.	<b>SURVEY METHODOLOGY</b>
2.	<b>SAMPLING RATIONALE FOR ASBESTOS SURVEYS</b>
3.	<b>SAMPLING METHODOLOGY</b>
4.	<b>SAMPLING DENSITY</b>
5.	<b>SAMPLE ANALYSIS</b>
6.	<b>REPORTING</b>
7.	<b>METHOD OF MATERIAL RISK ASSESSMENTS</b>
8.	<b>SAFETY INFORMATION</b>
9.	<b>LIMITATIONS, OBSERVATIONS &amp; EXCLUSIONS</b>
10.	<b>STANDARD TERMS OF ENGAGEMENT</b>

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<b>1.0</b>	<b>SURVEY METHODOLOGY</b>
<b>1.1</b>	<b>INTRODUCTION</b>
<b>1.1.1</b>	<p>All surveys undertaken by PA Group are conducted by way of visual inspection and subsequent sampling of suspected asbestos containing bulk materials, in strict accordance with PA Group's standard Survey Manual and all sections therein. The Survey Manual is a thorough and detailed document explaining in detail how we comply with the requirements of HSG264 Asbestos: The Survey Guide. PA Group UK Limited is a UKAS accredited organisation, defined in ISO 17020 as Inspection Body Type C. An uncontrolled copy of our Survey Manual can be made available upon request should the need arise.</p>
<b>1.1.2</b>	<p>Prior to commencing any inspection, PA Group UK Limited request from the Client all/any available information in relation to the building, using our standard Services Proforma Questionnaire document. This document requests information such as whether the building will be occupied during our inspection, availability of power, water, parking or welfare facilities, general description of construction, and whether plans are available. This list is not exhaustive. Where provided, any information received will have been reviewed prior to this survey commencing.</p>
<b>1.2</b>	<b>RISK ASSESSMENT</b>
<b>1.2.1</b>	<p>The risk assessment is compiled, based on the historic information to hand or of that provided by the Client at the time of the document being produced. An additional site-specific risk assessment has also been conducted by the surveyor during the initial site walkthrough upon arrival to the site.</p>
<b>1.2.2</b>	<p>All surveyors have been specifically trained, either in-house or externally, in relation to completion of Risk Assessments and their production in relation to Asbestos Surveys and issues. Please refer to Procedural Note 25 - Risk Assessment (Guidance Notes) for additional information relating to our risk assessment procedures.</p>
<b>1.3</b>	<b>SURVEY COMMENCEMENT</b>
<b>1.3.1</b>	<p>The surveyor commenced the survey by gaining familiarity with the premises and cross-referencing the layout to the plans provided (if applicable). Any discrepancies that were apparent will have been amended accordingly. If no plans were available, then plans have been generated on site by comparing the premises with any descriptions provided. In addition, notes may have been made of any areas likely to require keys for access and brought to the attention of the client or representative. Use of a plan to record on site details is normal and should only be omitted if both a) the client does not require plans; b) the locations of items and features mentioned in the report can be made very clear and precise without a plan.</p>
<b>1.3.2</b>	<p>During this initial familiarisation, the surveyors consider the type, construction, and age of the premises to be surveyed and current or former equipment and types of processes carried out in them. These variables are likely to influence the presence and location of ACM's. However, surveyors should be cautious of basing judgements on generalisations attached to age, type, or other factors. Specifications may have been altered during construction of the building or poor removal practice may have left debris and residues now partially concealed by substitute materials. In some cases, contamination or debris can occur from the time at which the asbestos materials were installed.</p>
<b>1.3.3</b>	<p>The surveyor selected a suitable starting point for systematic coverage of the premises, to avoid missing any areas or items. Generally, they start at the highest or lowest level of the building and at an outermost corner. If plans were being drawn, then this will have been completed first prior to them re-starting a walk around to carry out the survey.</p>
<b>1.3.4</b>	<p>In carrying out the survey it is often helpful to follow risers and ducts or other continuations through as an additional process to the room by room process. Any risers and ducts will be marked on the working plan.</p>
<b>1.3.5</b>	<p>The rooms/areas have been located on the plan and the descriptions have been entered (if not already present). Notes as to the general construction/make-up have been noted in the building description(s).</p>
<b>1.3.6</b>	<p>As well as visible materials, they will have also inspected accessible voids, ducts, risers etc (where applicable). In the case of Refurbishment or Demolition Surveys, a more intrusive approach will be adopted.</p>
<b>1.3.7</b>	<p>All surveys and inspections will involve a thorough and methodical inspection of each accessible functional space within the building:</p> <ul style="list-style-type: none"> <li>a. inspecting walls, partitions, ceilings, floors, beams, ducts, risers, plant, and equipment.</li> <li>b. recording the nature, location and extent of materials suspected to consist of or contain asbestos.</li> <li>c. in the event that materials are inaccessible, or it would be potentially hazardous to gain access to areas, we will record areas to which access was either restricted, partial or not possible or other constraints at the time of inspection together with a reason. In the case of a HSG264 inspection, such limitations will be included by prior consultation and agreement with the Client.</li> <li>d. available plans will be annotated with the location of each finding, area no access and appropriate descriptive.</li> <li>e. each material either presumed, strongly presumed, or demonstrated to contain asbestos through sampling and analysis will be subject to a material risk assessment. Whilst this is not strictly required in the case of an HSG264 Refurbishment or Demolition Surveys, such information will be provided as it often assists Contractors in the preparation of asbestos removal specifications or management strategies.</li> </ul>
<b>1.3.8</b>	<p>For each material identified, a recommended action will have been included, based on the flow charts in <b>Figures 11 to 14</b> contained in <b>Appendix 5 of HSG227 Managing Asbestos in Premises (First Edition)</b>. Factors within the material risk assessment govern the recommended action which, where appropriate or over-ridden by other considerations, may have been altered/extended by the surveyor and provided in the form of 'Surveyors Comments', detailed on the Registers.</p>

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2.0	<b>SAMPLING RATIONALE FOR ASBESTOS SURVEYS (HSG264)</b>
2.1	<p>For all surveys with suspected or presumed asbestos containing materials the following protocols apply: -</p> <ul style="list-style-type: none"> <li>a. Identify all the likely asbestos containing building materials and group them into homogeneous sampling areas in accordance with HSG264 and our in-house procedures and UKAS Accreditation.</li> <li>b. Prepare plans of each area and annotate detailing sample and suspect asbestos incident locations.</li> <li>c. Determine the number of samples to be taken.</li> <li>d. Determine the locations from where samples will be taken.</li> <li>e. Collect samples.</li> <li>f. Report.</li> </ul>
2.2	<p>In more detailed terms the following will take place: -</p> <ul style="list-style-type: none"> <li>a. materials will be grouped into homogeneous sampling areas, uniform in texture, colour, and which in all other respect appear identical. Materials which appear to have been installed at different times or if there is any other reason to suspect that materials may be different then the materials must be allocated to different sampling areas.</li> <li>b. identification of suspect materials and selection of homogeneous sampling areas are by their very nature subjective processes. If there is any doubt the material will be considered suspect or allocated a separate sampling area as appropriate.</li> <li>c. Annotation plans provided by the client. In their absence sketch plans or outline drawings may be provided where necessary to indicate the location of a material which otherwise would not be apparent.</li> <li>d. samples will be taken in numbers that accord with the recommended density stated under Sampling Density, Section of this method statement.</li> </ul>

3.0	<b>SAMPLING METHODOLOGY</b>
3.1	<p>All sampling has been carried out by a trained and authorised PA Group surveyor in accordance with our in-house procedures and UKAS Accreditation, using clear plastic self-seal bags. The procedure for sampling using clear plastic pressure seal bags is detailed below: -</p> <ul style="list-style-type: none"> <li>a. In any instance where significant release of dust or contamination of clothing is likely where clothing may become visibly dusty as a result of inspection, investigation or sampling, the area will be cordoned off with barrier tape and personal protective equipment (PPE) and Respiratory Protective Equipment (RPE) will be worn by the surveyor.</li> <li>b. Place plastic drop cloth below area where sample will be taken.</li> <li>c. Have sample bag ready along with a wet wipe and length of adhesive tape.</li> <li>d. Using a hand spray or wet wipe wet a small area where the sample will be taken.</li> <li>e. For sprayed coatings, pipe or vessel insulation place a wet wipe in the barrel of the core sampler. Using the core sampler, whilst continually spraying the material with a handheld spray, we will bore into the material until the substrata is reached. (Representative samples of other materials will be taken using a hand tool appropriate for the situation).</li> <li>f. Damp area again using hand spray, remove core samples and using plunger push samples into bag and seal.</li> <li>g. Fill sample hole with prepared wet wipe and seal with filler and adhesive tape.</li> <li>h. Affix sample location sticker ensuring that sample number and location tally.</li> <li>i. Clean drop cloth, area, and equipment, especially the core sampler.</li> <li>j. Dispose of or retain contaminated materials such as wet wipes, drop cloth, overalls, gloves etc.</li> <li>k. Continue sampling keeping track of sample numbers and corresponding locations.</li> </ul>
3.2	Each sample is stored in an individual sample bag, labelled with the unique sample reference number. Each batch of samples will be contained within a further sample bag labelled with unique job number, assigned for each specific job. The batch of samples will be labelled with an asbestos "a" label.
3.3	As a minimum, the unique sample reference, title of the room or area from where the sample was taken, the item from which the sample was taken, and a brief description will be recorded on our standard bulk sample report form or survey paperwork. The asbestos type will be added following analysis.
3.4	Additional information recorded at the time of sampling may range from a simple description of the material sampled to the completion of an additional section, which can include a photograph, and an estimate of exposure potential in the form of an algorithm.
3.5	<p>In some instances, the sampling procedure may take other forms such as: -</p> <ul style="list-style-type: none"> <li>a. for thermoplastic or PVC flooring, bitumen roofing felts, asbestos paper, cloth, ropes, or yarns etc by wetting using a spray then cutting a small sample using a scalpel or chisel and seal with filler and adhesive tape.</li> <li>b. asbestos cement panels, roofing sheets or guttering first wet the material using a spray then break off a small sample using pliers before sealing the broken edge using filler and adhesive tape. Samples taken at a corner are easier to seal.</li> <li>c. for "Durasteel" panels first wet the material using a spray then collect the sample using an awl before sealing with filler and adhesive tape.</li> </ul>

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<b>4.0</b>	<b>SAMPLING DENSITY (BULK SAMPLING STRATEGY)</b>
4.1	<p>For the purposes of this survey, initial sampling of any finding will be at the density recommended in our Surveyors Manual (at the density set out in the DETR publication "Asbestos and Man-Made Mineral Fibres in Buildings" which exceeds the requirements of HSG264 and complies with our UKAS Accreditation). One sample only will be taken from all similar subsequent findings unless the following apply: -</p> <ul style="list-style-type: none"> <li>a. Results exist for identical building elements.</li> <li>b. Where a building element is suspected to contain an asbestos containing material of known composition and that material is within the building element concerned.</li> <li>c. Only one sample of each type of debris found in any one functional space will be taken. In which case, no further samples will be taken of the repeat finding(s).</li> </ul>

<b>5.0</b>	<b>SAMPLE ANALYSIS</b>
5.1	<p>All bulk samples (together with all site notes etc), will be submitted to the laboratory, situated at PA Group UK Limited's offices, for analysis. Upon receipt, samples will be logged and analysed, and findings will be reported in accordance with HSG 248 Asbestos: The Analysts Guide and UKAS LAB 30 Application of ISO/IEC 17025 for Asbestos Sampling and Testing. Results are provided to the survey department for inclusion in the final report.</p>

<b>6.0</b>	<b>REPORTING</b>
6.1	<p>Format, content, and number of copies required will have already been agreed in advance of site attendance and are produced in accordance with the requirements of 'HSG 264: The Survey Guide'.</p>
6.2	<p>Reports are produced either by, or under the supervision, of the surveyor. Once the report is compiled, it is checked by the surveyor for completeness and accuracy. A further check is carried out by an authorised signatory prior to the report being signed off by both parties.</p>
6.3	<p>The standard PA Group UK Limited Survey Report will be produced in all instances unless specifically requested in writing and agreed by the Client.</p>

7.0 METHOD OF MATERIAL RISK ASSESSMENTS	
7.1	The material risk assessment adopted by PA Group Limited exceeds the requirements detailed in 'HSG 264: The Survey Guide' and is in accordance with our in-house procedures and our UKAS Accreditation.
7.2	<p>The Material Assessment undertaken by a PA Group UK Limited Surveyor looks at the type and condition of the ACM, and the ease with which it will release fibres if disturbed.</p> <p>The system of Material Risk Assessment which has been adopted, is based on the algorithm stated within HSG264 (Asbestos: The Survey Guide).</p> <p>The algorithm sets out the factors which are most relevant in assessment of the potential release of fibres from a suspect material. These factors have been assigned quantifiable numerical values. The algorithm produces a single numerical value for each asbestos item, which may then be used as a priority rating for remedial work. The items that recommend any action should be implemented in accordance with the company's management policy / plan for asbestos containing materials.</p>

Materials Assessment		Algorithm Values	
MC	Material Condition (Range 0 to 3)	0	Good condition: no visible damage;
	The condition of the material at the time of the inspection. Factors to be considered include the quality of the installation, deterioration of the outer covering or encapsulation, delamination and damage.	1	Low damage: a few scratches or surface marks; broken edges on boards, tiles etc
		2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
		3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris
ST	Surface Treatment (Range 0 to 3)	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles
	Is the surface of the material encapsulated, papered, painted, or covered?	1	Enclosed sprays and Lagging, asbestos insulation board (with exposed face painted or encapsulated), asbestos cement sheets etc.
		2	Unsealed AIB, or encapsulated lagging and sprays
		3	Unsealed Lagging and Sprays
TY	Type of Asbestos (Range 0 to 3)	0	Non-Asbestos
	Determined by laboratory analysis.	1	Chrysotile
		2	Amphibole Asbestos (Excluding Crocidolite)
		3	Crocidolite
PT	Product Type (Range 1 to 3)	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement)
	The range is 1 to 3.	2	Asbestos insulating board, millboard, other low-density insulating board, asbestos textiles, gaskets, ropes, woven textiles, asbestos paper and felt
		3	Thermal Insulation (pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.

<u>Algorithm Significance</u>	
The algorithm is a numerical way of considering many influencing factors, giving each factor considered a score. These scores are totalled to give the material assessment score. Each of the parameters are scored and added to give a total score between 2 and 12:	Materials with scores of 10 or more are regarded as having a high potential to release fibres if disturbed.
	Those with a score between 7 & 9 are regarded as having medium potential to release fibres.

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<b>8.0</b>	<b>SAFETY INFORMATION</b>
<b>8.1</b>	<b>CONFINED SPACES</b>
<b>8.1.1</b>	<p>The Construction (Design and Management) Regulations and the Confined Spaces Regulations require that a healthy and safe atmosphere be maintained in confined spaces and that adequate testing shall be carried out to ensure that the atmosphere is safe before persons can enter.</p> <p>Confined spaces where there is a potential risk of:</p> <ol style="list-style-type: none"> <li>1) Explosion - volatile gases, oxygen enrichment,</li> <li>2) Poisonous gases</li> <li>3) Oxygen depletion</li> <li>4) Presence of vermin</li> </ol> <p>The operatives engaged in these works will not be subject to works with confined spaces. However, care will be taken in ensuring adequate ventilation is available during all activities.</p>
<b>8.2</b>	<b>WORK AT HEIGHTS</b>
<b>8.2.1</b>	<p>The Construction (Design and Management) Regulations and the Health and Safety Executive the Work at Height Regulations will be applied.</p> <p>An assessment into the requirement for working at height has been undertaken and in accordance with the appropriate legislation and guidance, suitable aluminium A frame ladders are deemed appropriate.</p> <p>Consideration has been taken based on the following:</p> <ol style="list-style-type: none"> <li>1) No single activity in a fixed position for longer than 30 mins is likely</li> <li>2) All work at height is likely to be considered as 'light work', and not always impair the ability to maintain 3 points of contact.</li> <li>3) Ladders in use will be footed as necessary</li> <li>4) Ladders in use will have adequate hand holds</li> <li>5) Works will not require overreaching or side loading</li> <li>6) Works will not require use of the top 2 rungs of the ladders</li> <li>7) Ladders will only be used where the work environment is of a flat and stable and uncluttered surface with no hidden traps or hazards</li> <li>8) Operative are experienced in undertaking such works and in the safe use of A frame ladders</li> </ol> <p><b>If during our works, our operatives or the surveyor feels it is unsafe to access specific high-level areas, a high-level access tower will be acquired and erected by a PASMA certified competent person (Certificate Number 208954).</b></p>
<b>8.3</b>	<b>SAFETY &amp; ACCESS EQUIPMENT</b>
<b>8.3.1</b>	<p>Each surveyor will carry with them the following:</p> <ol style="list-style-type: none"> <li>1) Respiratory Protective Equipment (Sundstrom, Orinasal or Sabre Phantom, P3 Filter)</li> <li>2) Personal Protective Equipment (Disposable Coveralls &amp; Overshoes, Grade 2, Ear Plugs, Eye Protection, Gloves)</li> <li>3) Bulk Sampling Kit (Hand Tools, Torch/Headtorch, Sample Bags, Wet Wipes, Drop Sheets, First Aid Kit)</li> <li>4) Appropriate Ladders</li> </ol>

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9.0	LIMITATIONS, OBSERVATIONS & EXCLUSIONS FOR SURVEYING OF ACM'S		
9.1	GENERAL LIMITATIONS & OBSERVATIONS		
9.1.1		The surveys conducted by PA Group will involve thorough inspection of all accessible parts of a building to which we are able to gain safe access, sampling and testing depending on the type of survey being instructed by the 'client' (or nominated representative) of all suspect materials for asbestos and the provision of a report or similar document which must be wholly read in conjunction with all elements. We draw your attention to the fact that as highlighted within each survey type (form of inspection), asbestos still may remain undiscovered within any given building, or parts thereof, and therefore should this be identified at a later stage after our services / involvement have finished that PA Group should be consulted in the first instance to advise as necessary in accordance with legislation. Should this not be done we would accept no liability should any costs, time or further implications arise at a later stage through inappropriate use of the report documented or otherwise. Should intrusive investigation such as a refurbishment survey or demolition survey be undertaken damage will occur to the building or parts thereof by the nature of the inspection, if certain areas are not itemised as not to be inspected all parts will be subjected to such destructive measures and PA Group cannot be held liable for any damage.	
9.1.2		Representative beam casings and bulkheads would be exposed, only where fire protection is not in place. Fire protection will not be exposed as this will comprise the fire integrity of the building with possible insurance ramifications. If suspect materials are thought to be present, then this would be highlighted at the time and further advice or assessment sought. Do not assume areas behind fire protection have been accessed.	
9.1.3		Dismantling or intrusive investigation of structural, load bearing, or substantial walls, beams, columns, or risers for inspection has not been made provision for within the proposal, as this would form part of any refurbishment, renovation, or demolition process. Should it be thought that suspect areas are present within said areas then they will be highlighted and annotated accordingly within the report and advised in summary to await further advice.	
9.1.4		Representative floor spaces would be, exposed and any significant dust deposits sampled. If suspect materials are thought to be present, then this would be highlighted at the time and further advice or assessment sought.	
9.1.5		Brake linings within lift machinery would not generally be inspected, as a potential element of dismantling of plant may be required and only specifically trained and competent personnel can undertake such an activity. If suspected, it should be presumed that the linings contain asbestos.	
9.1.6		As highlighted within our proposal should any plans for existing or historic heating or pipework systems be available please forward them to us in good time, however it is noted that these are not likely to be available in many cases. In this instance for us to inspect every inch of wall or ceiling, concealed within slab or other concealed spaces and open it is not a practical possibility. Should it be thought that pipework is present within the walls themselves then reasonable measures will be employed to trace this occurrence. Should it be required that continual exposing or dismantling of walls is required then we would envisage revisiting the client to highlight the issue and ask further advice on the intended action. However, we would envisage finding and noting any such occurrences during our standard investigations.	
9.1.7		Should service ducts be evident they will be inspected if accessible. We would employ measures to lift the ducts if this was an issue. However, should they be immovable or deemed a confined space then accessing this element is not provided for and would have to be evaluated at the time.	
9.1.8		Regarding the frequency of any form of dust sampling (ventilation, risers, lift shafts, plant rooms, concealed spaces, floors, and ceilings) and sampling of plaster. Dust samples will not be collected by default without substantial rationale specific to the site conditions. If clients wish for dust samples, we would ask for guidance on the expected number or frequency to ensure suitable coverage for all parties. Once clarified as to what is reasonable or representative then we can confirm this in writing pre-survey. Otherwise, we will sample only a minimal number of areas of duct or plaster to prove negative results only where evidence on site suggests dust sampling is relevant.	
9.1.9		Should asbestos removal works be deemed necessary during the inspection to open up spaces for inspection, so the survey is as conclusive as possible the removal costs are not included nor the 14-day period within the timescale (if applicable) for the project timeline. This can generally only be evaluated at the time of the survey and phased in thereafter.	
9.1.10		We would advise that the survey report is for reporting of asbestos materials and documenting them. Should you wish to use it to price for removal works then it is your decision as the use of the report is yours. However, we feel it prudent a specific removal specification is implemented for contractors to price. We cannot be held responsible if a situation or additional cost arises from the removal contract that would have been included in a suitable specification document.	
9.1.11		In advance we wish the client to acknowledge that in accordance with any previous deadline should plant or similar have to be isolated and a programme submitted that this would be currently unforeseeable then there may be a delay in the timescale for completion purely based on these additional elements.	
9.1.12		Should you wish for us to revisit the site once any enabling works are planned to liaise with the structural engineer or similar, we will, of course accommodate any requirements where possible. If the assistance is additional then there may be additional costs.	
9.2	REPORT		
9.2.1		This report details the findings of a survey for asbestos containing materials (refer to HSG 264 for further details) the information may not be taken to be a full and detailed inspection of all parts of the building and therefore further inspection in accordance with legislation will be required prior to any refurbishment, alteration or demolition.	
9.2.2		The report must be read and used wholly in conjunction with all elements of its content, many sections relate directly to others. PA Group can accept no liability or responsibility for the cost of removal of asbestos or other materials or delays etc caused by the inappropriate use of this report. Should interpretation be taken incorrectly, without consulting PA Group in the first instance, then no liability will be associated.	

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9.2.3	Prior to any remedial or removal works being undertaken as a result of our findings or recommendations contained within this report, we recommend a specific specification for such works be drafted by a reputable asbestos consultant or competent person acting on behalf of the client. The recommendations set out in this report should not be relied upon as a specification for remedial works.
9.2.4	We further recommend that under no circumstances should any removal or remedial works be costed based on this report or subsequent specification alone. Such documents should only be used as an aid to what we consider to be an essential site walkthrough at the planning stage. In addition, all parties involved in any remedial works should be fully conversant with the findings of the report, the scope of the inspection and the limitations of the survey. If at any time a full understanding of the report, its findings or limitations are not fully understood, we, or an alternative competent person should be consulted.
9.3	<b>LIMITATIONS RELATING TO INSPECTION</b>
9.3.1	The findings of this report are limited only to those areas accessed at the time of the survey and detailed in this report as per the instruction.
9.3.2	Management Surveys Only - Flues, ducts, voids or any similarly enclosed areas outside the scope of an asbestos management survey, the access to which necessitated the use of specialist equipment or tools, or which would have caused damage to floors, decoration, fixtures, fittings or the structure have not been inspected unless specific information to the contrary has been agreed/provided pre-contract. Therefore, these areas in accordance with guidance provided in HSG264 must be presumed to contain asbestos and prior to any works commencing either re-inspected or removed as asbestos.
9.3.3	Lift shafts or similar which require the attendance of a specialist engineer has not been inspected unless otherwise stated without that engineer in attendance. This attendance must be instructed prior to site works commencing.
9.3.4	Any areas or surfaces that would require the removal or relocation of carpets, furniture, fixed blinds/curtains, fixtures, or fittings have not been subject to inspection unless specifically instructed and mentioned elsewhere in this report. This mainly related to occupied properties to which accessing these areas would disrupt normal working activity.
9.3.5	Parts requiring specialist access equipment e.g. internal elements to boilers, plant or pipework or internal glazing elements have not been inspected unless the survey is a Demolition Survey or agreed pre-contract in writing. Any requirement for specialist access equipment has been specifically excluded unless otherwise stated or previously instructed pre-contract including any possible reinstatement or isolations required.
9.3.6	Inspection of pipe work has been restricted primarily to the insulation visible and by representative sampling of the length of the pipework. Debris may be present to areas of the pipework not accessed, sampled, or inspected, as it is not possible to inspect below every area (cm) of insulation. This is partially due to plant being operational at the time of survey and the damage of the insulation affecting the integrity of its purpose. Where it is evident comment will be made or presumed.
9.4	<b>LIMITATIONS &amp; RESTRICTIONS RELATING TO SAMPLING</b>
9.4.1	Samples have not been taken where the act of sampling would endanger the surveyor or affect or hinder the functional integrity of the item concerned. For example, fuses within electrical boxes, gaskets, fire doors, ropes associated with heating, glazing or power plant etc.
9.4.2	Samples have not been taken where prohibited or prevented by the client, tenant, or their representative.
9.4.3	Materials have been referred to as Asbestos Insulating Board or Asbestos Cement based upon their asbestos content and visual appearance alone. Density checks on materials have not been carried out unless stated otherwise.
9.4.4	Textured Coatings such as Artex may contain a trace quantity of Chrysotile asbestos. Due to this low asbestos content, applications of this product may be non-homogenous and may elicit both positive and negative samples. Where both positive and negative samples are obtained the client should presume that the textured coating contains Chrysotile throughout even though a non-detected result has been obtained.

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<b>10.0</b>	<b>STANDARD TERMS OF ENGAGEMENT</b>
<b>Parties:</b>	
<b>1.</b>	<b>The Client</b> which expression shall mean the party for whom the Agreed Work is being undertaken pursuant to the Proposal as herein defined.
<b>2.</b>	<b>PA Group</b> , whose registered office is Spring Lodge 172 Chester Road, Helsby, Cheshire, England, WA6 0AR (hereafter referred to as "PA")
<b>Recitals:</b>	
<b>1.</b>	The Client has requested PA to provide professional environmental consultancy services upon the terms set out in detail in additions or amendments thereto agreed in writing.
<b>2.</b>	The services to be carried out under the Proposal in accordance with these Standard Terms of Engagement and the Proposal.
<b>The Terms:</b>	
<b>1.</b>	<b>Engagement</b>
<b>1.1</b>	The Client agrees to engage PA and PA agree to undertake the Agreed Work in accordance with these Standard Terms of Engagement and the Proposal.
<b>1.2</b>	If a letter of reliance is not received in advance of us issuing the final report, we will not sign the provided letter.
<b>2.</b>	<b>Standard of Care</b>
<b>2.1</b>	PA shall perform the Agreed Work using the reasonable standard of skill and care normally exercised by the professional environmental consulting firms in performing similar services under similar conditions.
<b>2.2</b>	PA shall use all reasonable endeavours to perform the Agreed Work in accordance with all relevant environmental and safety legislation.
<b>3.</b>	<b>Obligations of the Client</b>
<b>3.1</b>	Throughout the period of this agreement the Client shall afford to PA or procure the affording to PA of access to any sites where access is required for the performance of the Agreed Work.
<b>3.2</b>	The Client will inform PA in writing of all special site and/or plant conditions including without prejudice to the generality of the foregoing the existence of any underground cables, pipes drains or underground buildings or constructions and shall also inform PA of any relevant site operating procedures and site safe operating procedures and any other regulations relevant to the carrying out of the Agreed Work the notification of such matters to be acknowledged in writing by PA if they are to be binding upon them.
<b>3.3</b>	The Client shall take all steps to secure and otherwise keep safe all and any property and personal of PA.
<b>3.4</b>	The Client shall afford to PA access at all reasonable times to any relevant site for the purpose of removing any plant equipment or records owned or hired by it that are present on the site.
<b>3.5</b>	The Client shall provide free of charge such information and drawings as are available to the Client as may reasonably be required by PA for the performance of the Agreed Work.
<b>3.6</b>	Where the Agreed Work requires PA to enter upon any site whether or not owned or occupied by the Client then the Client shall notify PA of any hazards known or suspected by the Client to exist upon such site and shall indemnify PA against all cost claims demands and expenses arising as a result of any non-disclosure in this respect.
<b>3.7</b>	The Client undertakes not at any time without the prior written consent of PA during the performance of the Agreed Work and for a period of six months thereafter to directly or indirectly solicit, entice, procure or employ any person who during the performance of the Agreed Work was an employee of PA and who had material contact of involvement with the Agreed Work.
<b>4.</b>	<b>Confidentiality</b>
<b>4.1</b>	PA Group undertakes not to divulge or disclose to any third party without the written consent of the Client information, which is designated confidential by the Client prior to the acceptance of the contract or which can reasonably be considered to be confidential and arises during the performance of the Agreed Work unless Required to do so by law.
<b>4.2</b>	Subject to 4.1 above PA shall be permitted to use information related to the Agreed Work for the purposes of marketing its services and in proposals for work of a similar type.
<b>5.</b>	<b>Insurance</b>
<b>5.1</b>	PA Group Ltd holds professional indemnity insurance in an amount for not less than £1,000,000 in the aggregate in any one year.
<b>5.2</b>	PA agrees to maintain the insurance referred to in 5.1 above the period of six years from the date of this agreement provided that such insurance continues to be available upon reasonable terms at reasonable commercial rates in the insurance market for environmental consultants and shall when reasonably requested by the Client produce for inspection evidence of such insurance
<b>6.</b>	<b>Liability</b>
<b>6.1</b>	PA confirms that it will be responsible to the Client for all costs claims and demands properly incurred by the Client and which represent the reasonably foreseeable damage suffered by the Client as a direct result of the negligent act of omission of PA in the performance of the Agreed Work under these Term. Without prejudice to the foregoing the Client acknowledges that PA shall have no liability to the Client or to any third party for any indirect, economic or consequential loss howsoever arising and whiter pursuant to the performance of the Agreed Work under these Terms of howsoever otherwise arising.

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<b>6.2</b>	PA is carrying out the Agreed Work solely for the benefit of the Client and the Client shall indemnify PA against any claims from any third parties in respect of the Agreed Work unless PA has without being requested by the Client to do so provided advice of information direct to such parties or has in writing permitted disclosure of such advice or information to such persons.
<b>6.3</b>	The total liability of PA under or in connection with this Agreement and the Agreed Work whether in contract, tort, breach of statutory duty or otherwise shall not exceed reasonable fees for the building in question and the client shall indemnify and keep PA indemnified from and against all costs, claims, demands, proceedings, charges and expenses arising out of or in connection with the Agreed Work in excess of such liability and limitation provided that in the event of the insurance referred to in clauses 5.1 and 5.2 no longer being available upon reasonable terms at reasonable commercial rates then the liability of PA shall be restricted to £25,000 under this clause.
<b>6.4</b>	The liability of PA in respect of the Agreed Work shall be limited to that proportion of the Client's losses and damages which it would be just and equitable to require PA to pay having regard to the extent of PA's responsibility for the same and on the basis that any other consultants contractors and sub-contractors shall be deemed to have provided contractual undertakings to the Client in respect of their services in connection with the project of which the Agreed Work is part in terms no less onerous than under these Standard Terms and shall be deemed to have paid to the Client such proportion which it would be just and equitable for them to pay having regard to the extent of their respective responsibilities
<b>6.5</b>	Nothing contained in these standard terms shall exclude or restrict the liability of PA in respect of death or personal injury resulting from the negligence of PA.
<b>7.</b>	<b>Ownership of Documents &amp; Intellectual Property</b>
<b>7.1</b>	The Client acknowledges and agrees that any and all intellectual property rights (including without limitation any trade marks, patents and any copyright in drawings, reports, specifications, bills of quantities, calculations software, algorithms, work processes and graphic images and other documents and information) created developed subsisting of used by PA or any third party in performance of the Agreed Work ("the intellectual property") shall vest in or (as the case may be) remain the exclusive property of PA or of any relevant third party.
<b>7.2</b>	When so agreed by PA and recorded in writing prior to the delivery of such intellectual property and subject to PA and its sub-consultants having received payment of all fees and disbursements properly due under this agreement the Client shall have a nonexclusive licence to copy and use such intellectual property for the purposes directly related to the Agreed Work. Such Licence shall enable the client to copy and use the intellectual property but solely for his own purpose and such use shall not include any licence to reproduce any conceptual designs of professional opinions contained therein. The Client shall have no right to grant sub-licences.
<b>7.3</b>	Save as above, the Client shall not make copies of such intellectual property nor shall he use the same in connection with any other works of for any other purpose nor pass them to any third party without the prior written approval of PA and upon such terms as may be agreed by PA. PA shall be liable for the use by any person of such intellectual property for any purpose than that for which the same were prepared by or on behalf of PA. The licence granted in terms of this clause 7 may be terminated by PA forthwith if the Client is in material and/or persistent breach of any term of condition of these Terms or if the Client (whether under these Terms or otherwise) within 14 days of the due date therefore. Unless expressly stated, no other licence to any intellectual property is implied or granted under these Terms.
<b>7.4</b>	PA shall not without the written consent of the Client such consent not to be unreasonably withheld, publish alone or in conjunction with any other person any articles, photographs or other illustrations relating to the Agreed Work. For the avoidance of doubt nothing herein shall prevent or restrict PA from using the intellectual property for its own purposes or for the provision of services to third parties.
<b>7.5</b>	Proposals submitted to the Client are solely for his use and the ownership of such proposals not confirmed as Agreed Work with the Client remain with PA and must not be used as the basis for any future work undertaken either by the Client or a third party and no liability can be accepted howsoever arising from such proposals.
<b>8.</b>	<b>Payment</b>
<b>8.1</b>	PA shall submit invoices and payment shall be made by the Client in accordance with the rates and fees and timetable set out in the Proposal. If no payment terms are specified in the Proposal invoices can be submitted monthly.
<b>8.2</b>	Payment shall be made by the Client within fourteen days of the date of any invoice and payment shall be made in full (without any deduction of retention for any claim or counter claim of otherwise) in pounds sterling and interest at the rate of four per cent (8%) above the Bank of England base lending rate will be payable on all overdue payments such interest being calculated from the date of the invoice to the actual receipt of payment by PA.
<b>8.3</b>	All sums payable by the Client under the terms of the Proposal are exclusive of Value Added Tax which will be payable by the Client in addition to such sums and shall be chargeable at the prevailing rate and in the manner prescribed by law.
<b>9.</b>	<b>Limitation</b>
<b>9.1</b>	No action in proceedings under or in respect of this agreement whether in contract or in tort or in negligence or for breach of statutory duty or otherwise shall be commenced against PA after the expiry of a period of six years from the date of commencement of the Agreed Work of such other date as may be agreed in writing between the parties.
<b>10.</b>	<b>Waiver</b>
<b>10.1</b>	No failure by PA to seek redress for breeches by the Client, or failure by PA to exercise any right or remedy to which it may be entitled in terms of these Terms unless in writing by an authorised officer of PA shall in any way affect or prejudice the rights of PA or be taken as a waiver of the terms of this or any other clause of these terms.

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11.	<b>Entire Agreement &amp; Exclusion of Representations</b>
11.1	These Terms and the Proposal to which they apply represent the entire agreement of the parties hereto with respect to the Agreed Work and supersede any prior written or oral warranties, terms, conditions and representations whether express or implied and any claim against PA in respect of the Agreed Work can only be made in contract under the provisions of these Standard Terms or the Proposal, and not under the law of tort or otherwise.
11.2	PA will not be bound by any standard or printed terms, conditions, warranties, or representations furnished by the Client in any of its documents unless PA specifically states in writing separately and the Client acknowledges such notification in writing.
11.3	For any variation to these Terms to be effective the variations must be in writing and signed by both PA and the Client.
12.	<b>Notices</b>
12.1	Any notice to be given by the Client under this agreement shall be deemed to be duly given if it is in writing and delivered by hand or sent by registered post to PA at the address of PA shown at the head of these Standard Terms. Any notice to be given by PA shall be duly given if it is in writing and delivered by hand or sent by registered post to the Client at the address of the Client as set out in the Proposal or if there is no such proposal the registered office of the Client. These notices shall, if sent by registered post, be deemed to have been received forty-eight hours after being posted.
13.	<b>Delay &amp; Force Majeure</b>
13.1	PA will comply with the programme for the achievement of the Agreed Work unless delayed or prevented by circumstances beyond its reasonable control and in the event of any such circumstances arising PA undertakes to complete the Agreed Work as promptly as is reasonable but will not be liable to the Client for any delay resulting from such circumstances beyond PA's reasonable control.
13.2	If PA through no fault of its own is unable to carry out the Agreed Work according to an agreed timetable by reason of other works being unfulfilled or for any other reason which is the responsibility of the Client additional expenses of staff subsistence travel mobilisation as appropriate will be met by the Client and shall include the cost of the hire of equipment of additional sub-contractors' costs reasonably incurred.
14.	<b>Governing Law</b>
14.1	This agreement shall be governed by and construed in accordance with English law and the parties submit to the exclusive jurisdictions of the English Courts.
15.	<b>Termination</b>
15.1	The appointment of PA may be terminated in the event of either party becoming bankrupt, going into liquidation (either voluntary or compulsory unless as part of a bona fide scheme of reconstruction or amalgamation), being dissolved compounding with its creditors or having a receiver of an administrative receiver or administrator appointed to the whole or any part of its assets. Notice of termination must be given to the party that is insolvent by the other party.
15.2	If for any reason the performance of the Agreed Work is suspended for a period in excess of one calendar month then PA shall be entitled to terminate its appointment in respect of the Agreed Work by seven days written notice to the Client.
15.3	Any termination of the appointment of PA howsoever caused shall be without prejudice to the right of PA to require payment for all services performed up to the date of such termination.
16.	<b>Assignment</b>
16.1	The Client shall not be entitled to assign transfer or pass the benefit of the whole or any part of this Agreement without the consent in writing of PA and signed by a Board Director.
17.	<b>Conflict</b>
17.1	In the event of any conflict between the wording of these Terms of Engagement and the terms of the Proposal the terms of the latter shall prevail.

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18.	<b>Disputes</b>
18.1	If the Agreed Work is of a 'Construction Contract' within the definition in Section 104 of the Housing Grants Construction and Regeneration Act of 1966 then the following provisions shall apply.
18.2	In the event of any dispute or difference arising under or by reason of breach of this Agreement (other than with regard to the meaning or construction of this Agreement) such disputes or difference whether arising before or after the determination of this Agreement may be referred to some independent and fit person to be nominated by the President or Vice President for the time being of the Chartered Institute of Arbitrators within seven days of the application of either of the parties hereto but in the event of any such dispute or difference arising under or by reason of breach of this Agreement then the matter may be referred to a leading Counsel of proven ability and experience to be nominated by the President for the time being of the Law Society within seven days of the application of either of the parties to the person hereto and any fees and expenses which may become payable to the person appointed shall be within the award of that person.
18.3	Any such adjudicator appointed in the terms of clause 18.1.1 hereof shall have twenty eight days from the date of referral within which to reach a decision on the dispute, or such longer period as is agreed between the parties after the dispute has been referred, but without prejudice to the forgoing the adjudicator shall be permitted to extend the said period of twenty eight days up to fourteen days, with the consent of the party by whom the dispute was referred. The adjudicator shall act fairly, reasonably, and impartially and shall conduct the adjudication in accordance with rules 13 to 25 (inclusive) of the Technology and Construction Solicitors Association Adjudication Rules 1999 (version 1.3) except that 19(ix) shall not apply thereto.
18.4	<b><i>The adjudicator shall be required to issue a written decision to the parties to the dispute, within seven days of reaching a decision, giving detailed reasons for his decision. The decision of the adjudicator shall be binding on both parties until the dispute is finally determined by agreement of the parties or by legal proceedings.</i></b>
18.5	When issuing his decision, the adjudicator shall be entitled, but not bound, to award damages and interest thereon to such parties as he may think fit.
18.6	<b><i>If the Agreed Work does not constitute a Construction Contract' as defined above then the following provisions shall apply.</i></b>
18.7	If any dispute arises between the parties with respect to any matter then such dispute shall at the instance of either party be referred to a person agreed between the parties, and, in default of agreement within twenty-one days of notice from either party by the President for the time being of the Institution of Civil Engineers. Such person shall be appointed to act as an expert and not as an arbitrator. The costs of such expert shall be borne to equally by the parties unless such experts shall decide one party has acted unreasonably in which case, he shall have discretion as to costs.
19.	<b>Severance</b>
19.1	If any term or provision in these Terms shall be held to be illegal or unenforceable in whole or in part under any enactment or rule of law such term or provision or part shall to that extent be deemed not to form part of these Terms but the validity and enforceability of the remainder of these Terms shall not be affected.
20.	<b>Contracts (Rights of Third Parties) Act 1999</b>
20.1	The provisions of the Contract (Rights of Third Parties) Act 1999 are expressly excluded from applying to these Terms or the Proposal to which they relate and accordingly no benefit it to any third party is intended nor shall be implied under such Terms or Proposal.
21.	<b>Asbestos Survey Terms</b>
21.1	The surveys conducted by PA Group will involve thorough inspection of all accessible parts of a building to which we are able to gain safe access, sampling and testing depending on the type of survey being instructed by the 'client' (or nominated representative) of all suspect materials for asbestos and the provision of a report or similar document which must be wholly read in conjunction with all elements. We draw your attention to the fact that as highlighted within each survey type (form of inspection), asbestos still may remain undiscovered within any given building, or parts thereof, and therefore should this be identified at a later stage after our services / involvement have finished that PA Group should be consulted in the first instance to advise as necessary in accordance with legislation. Should this not be done we would accept no liability should any costs, time or further implications arise at a later stage through inappropriate use of the report documented or otherwise. Should intrusive investigation such as a refurbishment survey or demolition survey be undertaken damage will occur to the building or parts thereof by the nature of the inspection, if certain areas are not itemised as not to be inspected all parts will be subjected to such destructive measures and PA Group cannot be held liable for any damage.
22.	<b>GDPR</b>
22.1	<p>The General Data Protection Regulation (GDPR) will come into force in the UK on 25th May 2018 through a new Data Protection Act. We are committed to the principles of data security outlined in the GDPR and ensuring our compliance with our data protection obligations.</p> <p>In line with the new data protection laws, our policies have been amended and are listed below: -</p> <ul style="list-style-type: none"> <li>• Communications Policy</li> <li>• Data Breach Notification Policy</li> <li>• Data Protection Policy</li> <li>• Policy on your Rights in relation to your data</li> <li>• Privacy Notice for Employees</li> <li>• Privacy Notice for Clients</li> <li>• Privacy Notice for Job Applicants</li> <li>• Subject Access Request Policy</li> <li>• Variation to Employee Terms and Conditions.</li> </ul>