



Asbestos Management Plan

December 2024

**373 Khyber Pass Road
Epsom 1023**

Unit Plan - 184031



Inspection Details	
Date of inspection:	11/12/2024
Date of Asbestos Management Plan:	12/12/2024
Inspector name:	Jared Fisher
Reference:	2451316

Asbestos Management Plan

Asbestos is a fibrous mineral that was commonly used in residential and commercial constructions as it was cheap, abundant and desirable as a building material. For a long time, the danger of asbestos use was not widely understood because asbestos related diseases take many years and even decades to develop after exposure. Asbestos use is now viewed as a serious health risk as inhalation of asbestos fibres can cause asbestosis, lung cancer and mesothelioma.

For Bodies Corporate, identifying asbestos or asbestos-containing material (ACM) at a property is the first step for managing asbestos exposure risk.

What is the purpose of the Asbestos Management Plan?

This Asbestos Management Plan assists you in managing any identified asbestos or ACM at a property. This Plan includes information about:

- The identification of asbestos or ACM;
- Decisions about how the asbestos risks are managed;
- Procedures for recording incidents or emergencies involving asbestos; and
- Information about the workers carrying out work involving asbestos.

This plan is intended to cover all areas where asbestos or ACM has been identified or assumed to be present in areas that are owned and managed by the Body Corporate.

How was this Asbestos Management Plan produced?

This plan was produced following the Asbestos Survey which identified the presence of asbestos or ACM, or assumed the presence of asbestos. The plan has been prepared in accordance with the *Health and Safety at Work Act 2015 (NZ)*, *Health and Safety at Work (Asbestos) Regulations 2016 (NZ)* and the Management and Removal of Asbestos - Approved Code of Practice (Work Safe New Zealand) ('The Approved Code of Practice') as current at the date of this Asbestos Management Plan.

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What do you need to do to manage and implement this Asbestos Management Plan?

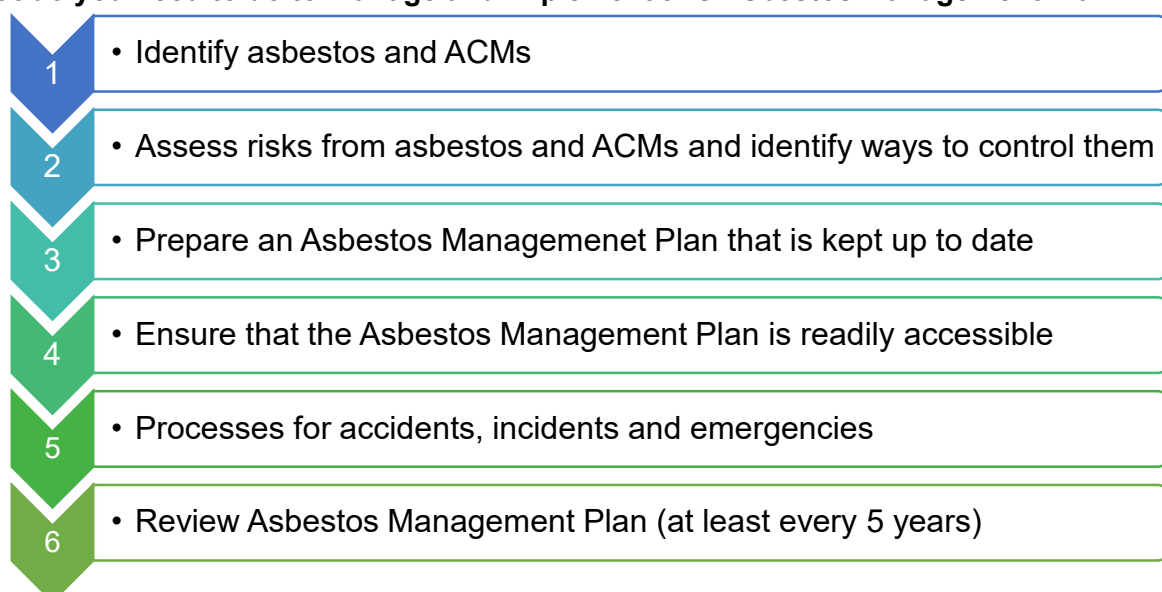


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Asbestos Management Plan

1. Section One

What is asbestos?

'Asbestos' is a term describing naturally occurring fibrous silicate minerals (rock-forming minerals). It became illegal to import blue and brown asbestos into New Zealand in its raw form from 1984. Asbestos-containing products in New Zealand at the time were used until supplies ran out. On 1 October 2016, it became illegal to import asbestos-containing products into New Zealand.

Breathing in airborne asbestos fibres is a serious risk to health. Once the fibres are breathed in, they lodge in the lungs and may cause diseases like asbestosis, lung cancer and mesothelioma. Asbestos is regarded as New Zealand's number one workplace killer.

Do you have a duty to manage asbestos risks?

Under the *Health and Safety at Work Act 2015* (NZ) the "person conducting a business or undertaking" (PCBU) is responsible for managing risks posed by asbestos or ACM at a workplace. The *Health and Safety at Work Act 2015* (NZ) is drafted in a way that it may not be apparent that the legislation applies to Bodies Corporate because it refers to action being required by businesses in workplaces.

However, this does apply to Bodies Corporate as Work Safe New Zealand defines a PCBU as:

- A commercial property owner/ landlord.
- A property manager.
- Commercial tenants.
- A Body Corporate.

This means that Bodies Corporate have a duty of care, so far as reasonably practicable, to ensure the health and safety of everyone involved with or affected by work on or at the property.

How is the presence and location of asbestos indicated?

Bodies Corporate must ensure that the presence and location of asbestos or ACM is clearly indicated in accordance with sections 10 and 12 of the *Health and Safety at Work (Asbestos) Regulations 2016* (NZ) and any applicable safe work instrument. At the time this Asbestos Management Plan was produced, there were no applicable safe work instruments.

The *Approved Code of Practice* in section 6.12 provides ways to indicate asbestos in the workplace, they are as follows:

- 1 • Asbestos Management Plan
- 2 • Asbestos Records
- 3 • Placing colour-coded labels on ACM (if it is safe to do so) and informing all workers of the presence of these labels and their meaning
- 4 • Placing a sign at the entrance to the workplace or the work area
- 5 • Identifying asbestos or ACM presence and location on site plans, making them accessible to all workers, and making sure workers are aware of the presence, meaning and purpose of the plans

Why do you have an obligation to prepare an Asbestos Management Plan?

Bodies Corporate have a duty to prepare and review a written Asbestos Management Plan under sections 13 and 14 of the *Health and Safety at Work (Asbestos) Regulations 2016* (NZ). Bodies Corporate must ensure the information in the Asbestos Management Plan is kept up to date.

Do you need to provide access to the Asbestos Management Plan?

Bodies Corporate under section 13 of the *Health and Safety at Work (Asbestos) Regulations 2016* (NZ) must make sure a copy of the Asbestos Management Plan is readily accessible and should keep one at the workplace.

Bodies Corporate must make sure the Asbestos Management Plan is available to:

- Workers who have worked, are working or plan to work at the property and their representatives
- Any PCBU who has worked, is working, or plans to work at the workplace
- Any PCBU who required, requires or intends to require work to be carried out at the workplace

How often should the Asbestos Management Plan be reviewed?

Under section 14 of the *Health and Safety at Work (Asbestos) Regulations 2016* (NZ) Bodies Corporate must review and (if necessary) revise the asbestos management plan every five years, or earlier when:

- Asbestos controls are reviewed
- Asbestos is removed, disturbed, sealed or enclosed
- The plan is no longer adequate for managing the asbestos risks
- Or if a review is requested by a representative for workers

The *Solutions in Engineering* Quotes Team will send you a reminder annually to review the Asbestos Management Plan.

What are Asbestos Records?

Section 7.0 of the *Approved Code of Practice* provides that where asbestos or ACM has been identified or assumed to be present at a property, Bodies Corporate should keep records of their location and condition. Keeping records of identified asbestos helps Bodies Corporate comply with the requirement to make sure, so far as is reasonably practicable, that the property does not contain risks to anyone's health and safety from asbestos. Asbestos Records are supplied in the Asbestos Register.

What should Asbestos Records look like?

Asbestos records should list all identified or assumed asbestos in a workplace that presents, or is likely to present, a risk of exposure to respirable asbestos fibres.

Section 7.2 of the *Approved Code of Practice* provides that asbestos records should describe all identified asbestos or ACM in the workplace, or likely to be in the property including:

- The date the workplace PCBU identified or assumed the presence of asbestos or ACM
- The location, type and condition of the asbestos
- An estimate of the area or quantity of asbestos
- Analysis results confirming whether a material at the workplace is or is not asbestos

- Dates when the identification occurred
- Details of inaccessible areas

When should the Asbestos Records be reviewed?

Section 7.6 of the *Approved Code of Practice* provides that Bodies Corporate should review asbestos records at least once every five years to keep them up to date. This minimum requirement must be considered in the context that the goal of the report is to provide important safety information to persons visiting the site and also those persons that may be completing work on site and may be interacting with the asbestos that is on site. The records should also be reviewed if:

- More asbestos is identified in the workplace
- Asbestos is removed, disturbed, sealed or enclosed

To review the records a visual inspection of the identified asbestos and ACM should be conducted to confirm its condition and revise the records if necessary. This may require more frequent reviews of the records than the prescribed five-year review process.

Do you need to provide access to the Asbestos Records?

Bodies Corporate should make asbestos records available to:

- Workers that carried out work at the workplace in the past
- Workers currently working at the workplace
- People representing workers that worked, are currently working or intend to work at the workplace

Bodies Corporate should keep a copy of the asbestos records at the property for accessibility.

What other steps can you take to manage this risk of asbestos and ACM?

Solutions in Engineering recommends that an AMP Committee is established with members representing key 'duty of care' stakeholders within the common area/workplace of the property. This aims to ensure that there is consultation and communication. This committee shall meet, at least annually, to review common area/workplace compliance to the management and control of asbestos.

Solutions in Engineering recommends that the AMP Committee conduct an AMP Process Audit. During an AMP audit the following duties may be executed:

1. Review the implementation of the AMP, including a debrief of any property, equipment or work practice changes that would affect the employees or place at work areas where asbestos has been identified.
2. Review the condition of the asbestos on site and confirm all labels and signs are in place.
3. Review the list of persons with duty of care and ensure their contact details are current.
4. Review the training and communication procedures and effectiveness.
5. Review any incidents or corrective action requests and determine if modification to the AMP is required.
6. Nominate a person responsible to;
 - a. Update the Asbestos Management Plan.
 - b. Update Asbestos Register (the Asbestos Records).

Who is responsible for implementing and maintaining this Asbestos Management Plan?

Under the *Health and Safety at Work Act 2015* (NZ) the “person conducting a business or undertaking” (PCBU) is responsible for managing risks posed by asbestos or ACM at a workplace and Work Safe provides that this includes Bodies Corporate.

When more than one PCBU has the same health and safety duty in an asbestos matter all PCBUs must, so far as is reasonably practicable, consult, co-operate and co-ordinate activities with one another over the same matter. A PCBU cannot contract out of its duties, but can make reasonable agreements with other PCBUs to meet the duties. It still has the responsibility to meet its duties. The PCBUs should also monitor one another to make sure everyone is doing what they agreed.

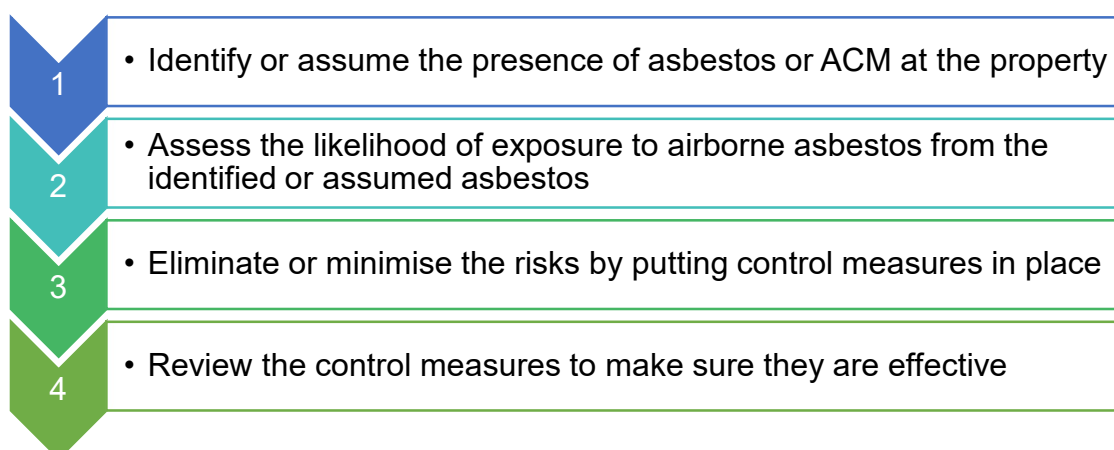
The list of responsible persons can be viewed in Appendix 2.

2. Section Two

Identification of Asbestos Risks and Management of Asbestos Risks

What are your obligations for managing asbestos-related risks?

Bodies Corporate must:



The Bodies Corporate must first consider eliminating asbestos from the property. Bodies Corporate must put control measures in place to minimise any exposure if it is not reasonably practicable to remove the asbestos. These control measures include: enclosing, encapsulating or sealing the asbestos. Bodies Corporate may have to apply a combination of controls to adequately manage and control the risks. Bodies Corporate also need to make sure the airborne contamination standard for asbestos is not exceeded.

This must be done in accordance with section 30 of the *Health and Safety at Work Act 2015* (NZ) which provides that there is a duty to eliminate risks to health and safety, so far as is reasonably practicable and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

Table 4 Asbestos Hazard Assessment Summary Table in this section details:

- The identified asbestos and ACM at a property
- The process of determining control measures
- How asbestos and ACM risks will be controlled.

Table 1 and Table 2 provide the asbestos management options that are the control measures included in Table 3.

Table 1: Assessment of control measures

This table has been produced from the *Approved Code of Practice on Management and Removal of Asbestos* (NZ Work Safe) Section 8 Managing Asbestos Risks Table 6.

Appropriate	Not Appropriate	Advantage	Disadvantage
Removal: complete removal of asbestos or ACM from building.			
• Surface is friable or asbestos is poorly bonded. • Asbestos is severely water damaged or liable to further damage or deterioration. • There is lichen growth or lichen-related damage. • Asbestos is located on air conditioning ducts. • Airborne asbestos levels exceed trace level. • Other control techniques are inappropriate.	• Asbestos is located on complex and inaccessible surfaces. • Removal would be extremely difficult and other techniques are satisfactory.	• Hazard and risk is eliminated. • No further action required.	• Increases immediate risk of exposure particularly to removal workers. • Creates significant disruption to building occupants. • May be the most costly, complex and time consuming method. • Removal may increase fire risk within building requiring substitute material. • Potential to contaminate building if removal not carried out correctly.
Encapsulation: coating ACM with a product that penetrates into and hardens the material. Or; Sealing: applying a protective coating that creates an impermeable seal for the asbestos.			
• Asbestos removal difficult or not feasible. • Minimal likelihood of asbestos being damaged. • Building has a short life expectancy. • Asbestos is visible for regular assessment.	• Asbestos is deteriorating or is water-damaged. • Applying the sealant may damage the asbestos. • Area of damaged asbestos is large.	• Quick and cost-effective. • Asbestos dust is contained.	• Hazard is not eliminated • If the area of asbestos is large, it may be similar in cost to removal. • Eventual removal may be more difficult and costly. • Enclosure and clearance produces are still required.

Enclosure: placing a barrier between ACM and the surrounding environment.			
- Asbestos removal is extremely difficult. - Fibres can be completely contained within enclosure. - Most of the surface is inaccessible (enclosed). - Disturbance to, or entry into the enclosure is unlikely.	- Enclosure is liable to be damaged or water damage may occur. - Asbestos cannot be fully enclosed.	- Minimal disruption to occupants. - Provides an adequate method of asbestos control for some situations.	- Asbestos hazard remains. - Ongoing maintenance of enclosure is required. - Asbestos management program required. - Enclosure has to be removed before removing asbestos. - Entry into the enclosure is prohibited.
Deferral: no action taken at the present time.			
- Risk of asbestos exposure is negligible and - Asbestos is inaccessible and fully contained, or asbestos is stable and unlikely to be damaged	- There is a possibility of asbestos damage or deterioration/ - Airborne Asbestos dust levels exceed trace level.	- No initial cost. - Cost of removal is deferred.	- Asbestos hazard remains. - Ongoing assessment and monitoring is required. - Asbestos management program required.

Table 2: Control Measures**Priority Levels**

Each item of presumed or confirmed ACM has been given a 'Priority' ranking which indicates how it will be managed. Priority levels have been ascertained by calculating the likelihood of exposure against the type of asbestos identified, determining the control measure necessary to most appropriately address the risk.

The 'Hierarchy of Control' method has been used to identify appropriate control measures. A combination of techniques may be required in order to adequately manage the ACM on site.

Priority Level	Meaning & Recommended Control Measure
P1 Immediate Action Required	Based on the condition of the ACM there is an indication of an immediate or elevated health risk to workers. The ACM has been identified as High Risk, and cannot be controlled through enclosure, encapsulation or sealing. Access to the area containing the ACM should be restricted, and the ACM should be safely removed immediately.
P2 High Risk	Based on the condition of the ACM, the likelihood that it will be disturbed, and the likelihood of a person being exposed to respirable asbestos fibres, the ACM poses a potential health risk to workers in their current state. This risk is determined as requiring immediate action of the preferred control measure, elimination. Immediate removal of the asbestos containing materials is recommended, however control measures to stabilise and isolate the material from access by any non essential workers with regular monitoring of the condition of the material is the minimum that would be acceptable, until asbestos removal can be arranged.
P3 Moderate Risk	Based on the condition of the ACM, the likelihood that it will be disturbed, and the likelihood of a person being exposed to respirable asbestos fibres, the ACM does not present an immediate health risk unless further disturbed. Control measures must be implemented to undertake any necessary repairs and maintenance and protect these materials from further damage, including installation of warning signs. Reassessment of this priority rating should be undertaken when any change to the work environment or the work activity within the environment is planned.
P4 Low Risk	Products or bonded ACM that pose low health risk to workers. This material is currently undamaged, stable, non-friable, within a low assessable area. Control measures to protect these materials from damage would include identifying materials with warning signs and providing asbestos awareness instruction to workers by way of workplace training. Reassessment of this priority rating should be undertaken when any change to the work environment or the work activity within the environment is planned.
NI Not Inspected	These areas were not inspected. This may be due to several reasons but generally relate to lack of safe access, area or item requires dismantling, access secured and no key available, etc. Due to the previous issues these areas would rarely be accessed and only by trained workers. These areas have been assessed for the possible presence of Asbestos based on the age, materials found elsewhere and knowledge of building practices. When Asbestos is assumed to be present it must be treated as though it does contain Asbestos until determined otherwise. Maximum precautions should be taken when accessing these areas.

Risk and Hazard Ranking

The Hazard Assessment Summary Table below is extracted from the Asbestos Survey. It shows the identified or assumed asbestos within the common area/workplace, its risk and hazard ranking for the likelihood of potential fibre release.

Date of Assessment: 11/12/2024
Assessed by: Jared Fisher

The criteria to assess risk and hazard levels for this assessment have included;

- Condition of the asbestos or ACM.
- Likely to be further damaged or to deteriorate.
- Location of the asbestos or ACM.
- Nature of the work taking place within the work area adjacent to the area containing asbestos or ACM.
- Advice regarding infrequent activities (such as emergency activities) conducted in the proximity of the Asbestos.
- Volume and proximity of asbestos or ACM to where employees work.

Reassess for risk regularly, particularly when;

- There is evidence that the risk assessment is no longer valid;
- A significant change is proposed in the work area (in place or in work practice)
- There is a change in the condition of the ACM
- The ACM has been removed, enclosed or sealed.

Table 3: Asbestos Hazard Assessment Summary Table

Photo	Inspection Year	Location	Asbestos Item and Description	Condition - Good - Fair - Poor	Work in adjacent areas What work is likely to be conducted in the adjacent areas?	Current Controls What controls are currently in place (including labelling)?	Risk Level	Control Measure - Elimination - Substitution - Engineering/Isolation - Administrative - Behaviour - PPE	Sample
Exterior soffits - Metal cladding 	2024	External Inspection	No asbestos-containing materials (ACM) identified.						
A1 - Exterior wall cladding - Cement panel cladding 	2024	External Inspection	Asbestos cement sheeting The profiled sheets are presumed to contain asbestos.	GOOD - No sign of damage or deterioration due to weather, non-friable	General repairs and maintenance	Area isolated	Low Risk	Administrative or control access.	A1 - No sample was taken from this location as the item was intact and there was a potential to cause damage to the area, making release of airborne asbestos fibres more likely.

Photo	Inspection Year	Location	Asbestos Item and Description	Condition - Good - Fair - Poor	Work in adjacent areas What work is likely to be conducted in the adjacent areas?	Current Controls What controls are currently in place (including labelling)?	Risk Level	Control Measure - Elimination - Substitution - Engineering/Isolation - Administrative - Behaviour - PPE	Sample
Exterior soffits - Metal cladding 	2024		No asbestos-containing materials (ACM) identified.						
A1 - Exterior wall cladding - Cement panel cladding 	2024		Asbestos cement sheeting The profiled sheets are presumed to contain asbestos.	GOOD - No sign of damage or deterioration due to weather, non-friable	General repairs and maintenance	Area isolated	Low Risk	Administrative or control access.	A1 - No sample was taken from this location as the item was intact and there was a potential to cause damage to the area, making release of airborne asbestos fibres more likely.

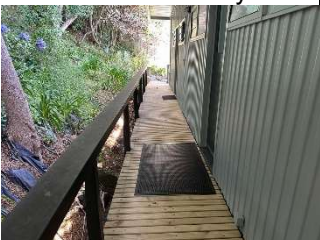
Photo	Inspection Year	Location	Asbestos Item and Description	Condition - Good - Fair - Poor	Work in adjacent areas What work is likely to be conducted in the adjacent areas?	Current Controls What controls are currently in place (including labelling)?	Risk Level	Control Measure - Elimination - Substitution - Engineering/Isolation - Administrative - Behaviour - PPE	Sample
Exterior roofing - Metal roofing 	2024	External Inspection	No asbestos-containing materials (ACM) identified.						
Exterior roofing - Metal roofing 	2024	External Inspection	No asbestos-containing materials (ACM) identified.						
Exterior walkways - Timber walkways 	2024	External Inspection	No asbestos-containing materials (ACM) identified.						

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Exterior cladding - Concrete block walls 	2024	External Inspection	No asbestos-containing materials (ACM) identified.						
Exterior fencing - Timber fences 	2024	External Inspection	No asbestos-containing materials (ACM) identified.						

Photo	Inspection Year	Location	Asbestos Item and Description	Condition - Good - Fair - Poor	Work in adjacent areas What work is likely to be conducted in the adjacent areas?	Current Controls What controls are currently in place (including labelling)?	Risk Level	Control Measure - Elimination - Substitution - Engineering/Isolation - Administrative - Behaviour - PPE	Sample
A1 - Exterior wall cladding - Cement panel cladding 	2024	External Inspection	Asbestos cement sheeting The profiled sheets and flat sheeting are presumed to contain asbestos.	GOOD - No sign of damage or deterioration due to weather, non-friable	General repairs and maintenance	Area isolated	Low Risk	Administrative or control access.	A1 - No sample was taken from this location as the item was intact and there was a potential to cause damage to the area, making release of airborne asbestos fibres more likely.
Exterior walkways - Concrete walkways 	2024	External Inspection	No asbestos-containing materials (ACM) identified.						

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A1 - Exterior wall cladding - Cement panel cladding 	2024	External Inspection	Asbestos cement sheeting The profiled sheets and flat sheeting are presumed to contain asbestos.	GOOD - No sign of damage or deterioration due to weather, non-friable	General repairs and maintenance	Area isolated	Low Risk	Administrative or control access.	A1 - No sample was taken from this location as the item was intact and there was a potential to cause damage to the area, making release of airborne asbestos fibres more likely.
A2 - Exterior porch soffits 	2024	External Inspection	Flat Sheeting The flat sheeting is presumed to contain asbestos.	GOOD - No sign of damage or deterioration due to weather, non-friable	General repairs and maintenance	Area isolated	Low Risk	Administrative or control access.	A2 - No sample was taken from this location as the item was intact and there was a potential to cause damage to the area, making release of airborne asbestos fibres more likely.

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A2 - Exterior porch soffits 	2024	External Inspection	Flat Sheeting The flat sheeting is presumed to contain asbestos.	GOOD - No sign of damage or deterioration due to weather, non-friable	General repairs and maintenance	Area isolated	Low Risk		A2 - No sample was taken from this location as the item was intact and there was a potential to cause damage to the area, making release of airborne asbestos fibres more likely.
A1 - Exterior wall cladding - Cement panel cladding 	2024	External Inspection	Asbestos cement sheeting The profiled sheets and flat sheeting are presumed to contain asbestos.	GOOD - No sign of damage or deterioration due to weather, non-friable	General repairs and maintenance	Area isolated	Low Risk	Administrative or control access.	A1 - No sample was taken from this location as the item was intact and there was a potential to cause damage to the area, making release of airborne asbestos fibres more likely.

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Exterior soffits - Metal cladding 	2024	External Inspection	No asbestos-containing materials (ACM) identified.						
A1 - Exterior wall cladding - Cement panel cladding 	2024	External Inspection	Asbestos cement sheeting The profiled sheets are presumed to contain asbestos.	GOOD - No sign of damage or deterioration due to weather, non-friable	General repairs and maintenance	Area isolated	Low Risk	Administrative or control access.	A1 - No sample was taken from this location as the item was intact and there was a potential to cause damage to the area, making release of airborne asbestos fibres more likely.

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Exterior cladding - Concrete block walls 	2024	External Inspection	No asbestos-containing materials (ACM) identified.						
Exterior soffits - Metal cladding 	2024	External Inspection	No asbestos-containing materials (ACM) identified.						
Exterior cladding - Concrete block walls 	2024	External Inspection	No asbestos-containing materials (ACM) identified.						

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A2 - Exterior porch soffits 	2024	External Inspection	Flat Sheeting The flat sheeting is presumed to contain asbestos.	GOOD - No sign of damage or deterioration due to weather, non-friable	General repairs and maintenance	Area isolated	Low Risk	Administrative or control access.	A2 - No sample was taken from this location as the item was intact and there was a potential to cause damage to the area, making release of airborne asbestos fibres more likely.
A2 - Exterior porch soffits 	2024	External Inspection	Flat Sheeting The flat sheeting is presumed to contain asbestos.	GOOD - No sign of damage or deterioration due to weather, non-friable	General repairs and maintenance	Area isolated	Low Risk	Administrative or control access.	A2 - No sample was taken from this location as the item was intact and there was a potential to cause damage to the area, making release of airborne asbestos fibres more likely.

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A1 - Exterior wall cladding - Cement panel cladding 	2024	External Inspection	Asbestos cement sheeting The profiled sheets and flat sheeting are presumed to contain asbestos.	GOOD - No sign of damage or deterioration due to weather, non-friable	General repairs and maintenance	Area isolated	Low Risk	Administrative or control access.	A1 - No sample was taken from this location as the item was intact and there was a potential to cause damage to the area, making release of airborne asbestos fibres more likely.
Exterior fencing - Timber fences 	2024	External Inspection	No asbestos-containing materials (ACM) identified.						

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Exterior pergolas - Timber pergolas 	2024	External Inspection	No asbestos-containing materials (ACM) identified.						
Exterior pergolas - Timber pergolas 	2024	External Inspection	No asbestos-containing materials (ACM) identified.						
Exterior roofing - Gutters, downpipes and fascia 	2024	External Inspection	No asbestos-containing materials (ACM) identified.						

Photo	Inspection Year	Location	Asbestos Item and Description	Condition - Good - Fair - Poor	Work in adjacent areas What work is likely to be conducted in the adjacent areas?	Current Controls What controls are currently in place (including labelling)?	Risk Level	Control Measure - Elimination - Substitution - Engineering/Isolation - Administrative - Behaviour - PPE	Sample
Exterior roofing - Gutters, downpipes and fascia 	2024	External Inspection	No asbestos-containing materials (ACM) identified.						
Formwork to concrete footings - Northern Elevation shown & presumed throughout the property footings. Photograph supplied by Astech Consulting 	2025	External Inspection	Fibre cement formwork The fibre cement formwork contains asbestos.	FAIR - Only mild damage or deterioration by weathering, friable with force	Gardening, mowing	ACM Warnings Installed Encapsulation confirmed by Morecroft Group on Northern Elevation	Low Risk	Administrative, control, or remove access.	Clearance Report J1103 12/7/2025 Email confirmation of encapsulation 25/7/2025

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ACM labels 	2024	External Inspection	ACM signs were given to Joan Linn from the BC to fix at her discretion. ACM sign installed onsite.						

Control Measures

1. Removing Asbestos

Unlicensed asbestos removal

Section 29.3 of the *Approved Code of Practice* provides that Asbestos removalists or other people (e.g., plumbers, electricians) may remove up to and including 10m² of non-friable asbestos, but the following conditions apply:

- only non-friable asbestos, or ACD associated with removing that amount of non-friable asbestos, may be removed
- ACD not associated with the removal of friable or non-friable asbestos and is only a minor contamination may be removed (see Appendix D for examples of 'minor contamination')
- the 10m² restriction applies cumulatively to the whole asbestos removal project for the site.

The licence requirements cannot be avoided by dividing a large site into 10 m² or less sectors and removing asbestos from each one.

Sites where over 10m² of asbestos needs to be removed must be conducted by licensed asbestos removalists. Asbestos removalists must still follow all other applicable regulations and remove the asbestos in accordance with safe practices.

Licensed asbestos removal

Section 27 of the *Health and Safety at Work (Asbestos Regulations) 2016* (NZ) provides that a PCBU who commissions the removal of asbestos must ensure that the asbestos removal work is carried out by a licensed asbestos removalist who is licensed to carry out the work.

Class A licence is required for:

- Any amount of friable asbestos or ACM
- Any amount of ACD
- Any amount of non-friable asbestos or ACM

Class B licence is required for:

- Any amount of non-friable asbestos or ACM
- ACD associated with removing non-friable asbestos or ACM

Bodies Corporate that commissions an asbestos removal must:

- make sure the asbestos removal work is carried out by a licensed asbestos removalist who is licensed for that type of work
- limit access to the asbestos removal area
- make sure clearance inspections are conducted
- make sure air monitoring is conducted where work requiring a Class A licence is being carried out.

Bodies Corporate who know licensed asbestos removal work is being carried out at the property must:

- make sure people at the workplace are informed about the asbestos removal and provide them with appropriate information (eg tenants, workers, others as applicable)
- take reasonable steps to make sure people in the immediate vicinity are informed about the asbestos removal (eg neighbours, the public)
- limit access to the asbestos work area

Because of the risk to health, the Ministry of Health recommends that you use licensed asbestos removalist to remove any substantial quantity of asbestos.

If it is not reasonably practicable to remove asbestos, Bodies Corporate must put control measures in place to minimise any exposure. These control measures include: enclosing, encapsulating or sealing the asbestos. The Ministry of Health recommends that you use a licensed asbestos removalist for this work because of the risk to health.

2. Enclosing Asbestos

Non-friable asbestos should only be enclosed if it is not reasonably practicable to remove it, and if the asbestos could be damaged from work activities. Enclosure should be an interim control measure, and should be regularly inspected by a competent person to decide if the asbestos needs to be removed due to damage or deterioration.

Enclosing asbestos is done by creating a separate physical barrier that prevents access to the asbestos. This minimises the potential for exposure to airborne fibres. Bodies Corporate as the workplace PCBU need to make sure the enclosure can provide access to the asbestos so it can be regularly inspected, as part of the asbestos management plan.

3. Encapsulation

Encapsulation may be used if the original asbestos bond is still intact, and it would create a greater risk to remove the asbestos. Asbestos is usually encapsulated in a resilient matrix, for example: reinforced plastics, vinyls, resins, mastics, bitumen, flexible plasters and cements. There is little opportunity for asbestos fibres to become airborne unless the matrix is damaged.

Encapsulation helps protect the asbestos from mechanical damage, increases the length of the product's serviceability and may also be used to prevent the release of airborne asbestos during its removal.

Workers encapsulating asbestos should:

- be trained and experienced in working with asbestos
- isolate the area
- use suitable respiratory protection (RPE) that complies with AS/NZS 1716:2012 *Respiratory Protective Devices*
- wear suitable protective clothing
- follow a safe work system that reduces the risk of creating airborne asbestos fibres
- follow a decontamination procedure when the job is completed.

4. Sealing

Sealing covers the ACM's surface with a protective coating to prevent asbestos fibres from becoming airborne. Sealing asbestos is the least effective method for controlling airborne asbestos fibre release. Sealing should only be used as an interim control until a more effective control, such as removing or enclosing can be put in place.

It is commonly used for pipe, furnace and boiler insulation. However, asbestos should not be sealed if it is likely to suffer mechanical damage (for example, drilling or sanding). The method of treating the ACM should not disturb the asbestos.

PCBUs carrying out asbestos-related work must never water-blast, nor should they dry-sand ACM in preparation for sealing, because asbestos fibres will be released by using these methods.

Clean the surface that the sealant will be applied to with a vacuum cleaner used for asbestos work and fitted with a high efficiency particulate air (HEPA) filter. This will help capture loose dust or debris from the surface and help the sealant to adhere. Do not disturb the surface during application because this releases asbestos dust.

Use an airless sprayer at low pressure instead of rollers or brushes on exposed (and unsealed) asbestos, because rollers and brushes may cause abrasion or damage and release fibres from the material's surface. When using a spray brush, do not use a high-pressure spray to apply the paint.

Apply it with a dry airless spray using low pressure to avoid generating levels of asbestos dust. Several coatings may be needed for full protection.

The workplace PCBU should consider using a different coloured sealant to the ACM to help monitor its condition over time. A date-stamped photograph of the sealed surface is also a good way of helping record its condition.

3. Section Three

Workers carrying out work involving asbestos

Bodies Corporate must ensure, so far as is reasonably practicable, every worker who works with asbestos:

- Is knowledgeable about and experienced with asbestos and other risks the work may present so they are not likely to harm themselves or other people, or
- Is supervised by someone with that knowledge and experience, and
- Is adequately trained in how to safely use everything they need to work with, including the protective clothing they may need to wear

Bodies Corporate as PCBUs must ensure, so far as reasonably practicable, the health and safety of workers and must ensure the health and safety of other persons is not put at risk from work that is being carried out in accordance with section 36 of the *Health and Safety at Work Act 2015* (NZ). It is the responsibility of the Body Corporate to ensure that all workers adhere to Safe Work Practices.

Safe Work Practices for Asbestos-Related Work

The *Approved Code of Practice on Management and Removal of Asbestos* (NZ Work Safe) contains Safe Work Practices for control measures that can be used when asbestos is present at the workplace. They are designed to comply with section 7(2)(h) which allows “maintenance and servicing work involving ACM” in accordance with the *Health and Safety at Work (Asbestos) Regulations 2016* (NZ).

The Safe Work Practices specified for asbestos related work are:

- One: Sealing, painting, coating and cleaning ACMs
- Two: Replacing cabling in asbestos cement conduits or boxes
- Three: Working on electrical mounting boards (switchboards) containing asbestos
- Four: Inspecting asbestos friction materials

Safe Work Practices for Asbestos Removal Work

The *Approved Code of Practice on Management and Removal of Asbestos* (NZ Work Safe) contains Safe Work Practices on how to perform specific asbestos removal tasks. They are designed to comply with regulation section 7(2)(c) which allows the “removal or disposal of asbestos or ACM, including demolition in accordance with these regulations” in the *Health and Safety at Work (Asbestos) Regulations 2016* (NZ).

The Safe Work Practices specified for asbestos removal work are:

- One: Asbestos cement products
- Two: Asbestos cement roof sheeting
- Three: Removing bituminous (malthoid) products
- Four: Removing ceiling tiles
- Five: Removing gaskets and rope seals
- Six: Removing pipe lagging using a glove back
- Seven: Fire-retardant material
- Eight: Removing decorative coatings

Workers can conduct asbestos-related work using different practices to the Safe Work Practices for asbestos removal work and asbestos related work, but they must achieve or exceed the same levels of safety provided by these practices. These Safe Work practices do not address other hazards that may be present at a workplace, such as falls from heights or electrical risks. These risks must also be identified and controlled. All workplace health and safety risks need to be managed in accordance with the *Health and Safety at Work Act 2015* (NZ).

Duties for licensed asbestos removalists

The licensed asbestos removalist must:

- Restrict access to the asbestos removal area to:
 - Workers involved in removing asbestos
 - Other people associated with the removal work
 - Anyone permitted under the asbestos regulations or other legislation to be in the asbestos removal area
- Make sure a supervisor is present or readily available
- Provide appropriate training and make sure the asbestos removal workers have been trained to the relevant units of competencies associated with the class of asbestos removal
- Tell relevant parties about the asbestos removal and provide them with appropriate information
- Read the workplace's asbestos documentation, if available
- Prepare an asbestos removal control plan
- Notify Worksafe about the work before work starts (see section 26.7 of this code)
- Display signs at the asbestos work area to warn people about the presence of asbestos and that work is being carried out
- Make sure barriers delineate the asbestos removal area
- Notify Worksafe if respirable asbestos fibres meet or exceed 0.02 fibres/ml during the work
- Make sure appropriate decontamination facilities are in place
- Make sure waste containment and disposal procedures are in place
- (if the workplace is a home, and for class A asbestos removal work) make sure air monitoring is conducted
- Make sure clearance inspections are conducted.

Procedures for incidents or emergencies involving asbestos or ACM

Managing Incidents

When an incident is identified, it will be recorded internally on the incident reporting form, found at Appendix 1 of this report.

What is the procedure for an emergency?

An asbestos removal control plan reflecting the risks involved must be developed before any asbestos removal work commences. A licensed asbestos removalist is responsible for developing the asbestos removal control plan. This document outlines emergency planning, trained first aider(s), site plan including relevant information, the control of non-asbestos hazards, tools and equipment and personal protective equipment. This must be undertaken according to the *Health and Safety at Work (Asbestos) Regulations 2016* (NZ) and the *Approved Code of Practice*.

According to Section 22.6 of the *Approved Code of Practice* and Part 2 of the *Health and Safety at Work (Asbestos) Regulations 2016* (NZ) Bodies Corporate must, so far as is reasonably practicable make sure an emergency procedure is developed before the demolition starts, which will reduce the risk of workers and others in the vicinity being exposed to asbestos in amounts that exceed the airborne contamination standard for asbestos.

The PCBU carrying out demolition in a home must, so far as is reasonably practicable, develop an emergency procedure that must minimise the risk of exceeding asbestos contamination standard.

When developing the emergency procedure, the PCBU should consider:

- the work being done in the workplace or home
- hazards in the workplace or home
- the workplace or home's size and location (e.g., remote location, multi-level site with shared services)
- the number of workers and other people who might be at the work site (e.g., workers on shifts, maintenance and cleaning personnel, customers, people working alone)

The procedure should include:

- how to respond effectively to an emergency
- evacuation procedures
- notifying emergency services
- getting help, including medical treatment
- effective communication between the person the PCBU authorises to co-ordinate the emergency response and the people at the work site
- provisions for regularly testing the procedure
- what information, training and instruction will be given to relevant workers about how to put the emergency procedure into effect.

The emergency procedure must be carried out if there is an emergency.

Appendices

4. Appendix 1 Incident Reporting Form

ASBESTOS INCIDENT REPORT

To use this document put an X in the boxes that are relevant e.g. ☒.

Submit a completed copy to the Person Conducting a Business or Undertaking (PCBU) as identified in the AMP or another manager responsible for safety.

Purpose of this form is to report;

An asbestos related safety or near miss incident ☐

Date of incident: ___/___/___ Time: _____am/pm

Date Reported: ___/___/___ Time: _____am/pm

Incident/ reported to: _____ Location: _____

Classification

Minor Asbestos incident ☐ Major Asbestos incident ☐

Where were you when it occurred?

What happened to cause the incident/non conformity?

Other details of the incident

Witnesses/Emergency Personnel Names:

SIGNATURE OF REPORTEE: _____

If more space is required please attach additional pages.

5. Appendix 2 Stakeholders Responsible for AMP implementation

List of Stakeholders/People Responsible

Stakeholder Identity (e.g., Manager, company or entity with a duty of care to workers on site)	Name and Position	Contact details (phone/email)

6. Appendix 3 Log of Review

Log of when the Asbestos Management Plan and Asbestos Records have been reviewed

	Date of Initial Document	Proposed date for renewal/ date of renewal
Asbestos Management Plan	DD/MM/YY Produced by:	
Asbestos Records (Asbestos Register)	DD/MM/YY Produced by:	

7. Appendix 4 Workers

List of Workers that have undertaken asbestos related work

Worker Name Supervisor Name	Qualification(s)	Work Completed and Date Completed	Contact details (phone/email)

8. Appendix 5 Definitions

Must	Legal requirement that has to be complied with.
Needs to, or content written as a specific direction (E.g. make sure the...)	A practice or approach that has to be followed to comply with this code – Work Safe’s minimum expectation (subject to the legal status of the Code in section 1.2)
Should	Recommended practice or approach, not mandatory to comply with the Act or this code.
May	Permissible practice or approach, not mandatory to comply with the Act or this code.
Reasonably Practicable	Something is reasonably practicable if it is reasonably able to be done to ensure health and safety, having weighed up and considered all relevant matters, including: 1. How likely are any hazards or risks to occur? 2. How significant could the harm that might result from the hazard or risk be? 3. What is known or ought to reasonably be known about the hazards or risks? 4. What are the ways of eliminating or minimising the risks? 5. How available and suitable are they?
Accredited laboratory	A laboratory that is— (a) accredited by International Accreditation New Zealand (IANZ); or (b) accredited under another accreditation regime recognised by WorkSafe; or (c) approved by WorkSafe to test samples under these regulations for up to 12 months while the laboratory is in the process of obtaining accreditation under paragraph (a) or (b).
Air monitoring	Measuring airborne asbestos fibres by sampling and analysing them in accordance with a method based on a membrane filter method (in air)
Asbestos	The asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals, including the following: (a) actinolite asbestos (b) grunerite (or amosite) asbestos (brown) (c) anthophyllite asbestos (d) chrysotile asbestos (white) (e) crocidolite asbestos (blue) (f) tremolite asbestos (g) a mixture that contains 1 or more of the minerals referred to paragraphs (a) to (f)
Asbestos contaminated dust or debris (ACD)	Dust or debris that has settled within a workplace and is or is assumed to be contaminated with asbestos

Asbestos-containing material (ACM)	Any material or thing that, by its design, contains asbestos.
Asbestos related work	Includes: - Research and analysis - Sampling and identification - Transport and disposal - Demonstrations, education or practical training - Response to an emergency - Demolition - Firefighting - Maintenance and servicing work - Rectifying work - Display of an artefact or thing - Mining - Laundering asbestos contaminated clothing - Naturally occurring asbestos - Work carried out in accordance with an approved method
Asbestos removal work (unlicensed asbestos removal)	- Removing 10m² or less of non-friable asbestos and associated asbestos-contaminated dust (ACD) - Removing ACD not associated with the removal of friable or non-friable asbestos and is only a minor contaminant
Asbestos removal work (licensed asbestos removal)	Class A - Any amount of friable asbestos or ACM - Any amount of ACD - Any amount of non-friable asbestos or ACM Class B - Any amount of non-friable asbestos or ACM - ACD associated with removing non-friable asbestos or ACM
Asbestos removalist	A PCBU who carries out asbestos removal work
Asbestos removal licence	Class A or Class B asbestos removal licence
Competent person	A person who has the knowledge, experience, skills and qualifications to carry out a particular task under these regulations, including any knowledge, experience, skills and qualifications prescribed in a safe work instrument
Control measure	In relation to a risk to health and safety, means a measure to eliminate or minimise the risk
Primary duty of care	A PCBU must ensure, so far as is reasonably practicable, the health and safety of (a) workers who work for the PCBU, while the workers are at work in the business or undertaking; and (b) workers whose activities in carrying out work are influenced or directed by the PCBU, while the workers are carrying out the work A PCBU must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking

Friable (asbestos)	In relation to asbestos or ACM, in a powder form or able to crumbled, pulverised, or reduced to a powder by hand pressure when dry
Health	Physical and mental health
Naturally occurring asbestos	The natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil
Non-friable (asbestos)	In relation to asbestos or ACM, means not friable (and asbestos and ACM include material containing asbestos fibres reinforced with a bonding compound)
Person conducting a business or undertaking	A person conducting a business or undertaking— (i) whether the person conducts a business or undertaking alone or with others; and (ii) whether or not the business or undertaking is conducted for profit or gain
Worker	Includes the workplace PCBU's employees, contractors, subcontractors, their employees, trainee workers, people doing work experience, volunteers or PCBUs with a Class A or Class B asbestos removal licence
Workplace	A workplace (a) means a place where work is being carried out, or is customarily carried out, for a business or undertaking; and (b) includes any place where a worker goes, or is likely to be, while at work

9. Appendix 6 Resources

Health and Safety at Work Act 2015 (NZ):

http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html?search=ta_act_H_ac%40ainf%40anif%40bn%40rn%40200%40a%40p%401

Health and Safety at Work (Asbestos) Regulations (NZ):

http://www.legislation.govt.nz/regulation/public/2016/0015/latest/DLM6729706.html?search=ta_regulation_H_rc%40rinf%40rnif%40bn%40rn%40200%40a%40p%401

Management and Removal of Asbestos - Approved Code of Practice (Work Safe New Zealand):

<https://worksafe.govt.nz/topic-and-industry/asbestos/management-and-removal-of-asbestos/>

Property Management Frequently Asked Questions (Work Safe New Zealand):

<https://worksafe.govt.nz/managing-health-and-safety/getting-started/mythbusting-and-faqs/property-management-faqs/>

Roles and responsibilities for businesses and workers – Working with Asbestos (Work Safe New Zealand): <https://worksafe.govt.nz/topic-and-industry/asbestos/working-with-asbestos/roles-and-responsibilities/>

10. Appendix 7 Report Limitations

This plan was produced based on the Asbestos Survey on the 11/12/2024 which identified the presence of asbestos or ACM, or assumed the presence of asbestos. The contents of this plan reflect the Asbestos Survey, so anything not contained in the Survey will not be contained here. Ordinarily inspected areas do not include private property, as the Owner of a private dwelling (e.g., inside individual units) is not required to comply with the Regulation. However, where *Solutions in Engineering* is engaged to conduct inspections of private property, these have been included in the report and any related recommendations are made on the basis of the legislation as an objective safety standard.

It is not always possible to view all areas of the building as access is not physically possible and or would involve the demolition or partial demolition, or work at heights. As *Solutions in Engineering* inspectors perform all on-site inspections alone, they are unable to meet the legislative obligations for WHS with regard to these activities.

Where access was unavailable to the roof we have used the latest available aerial photos, coupled with information from the on-site inspection and additional information we have obtained regarding the materials used, in order to make the determinations within this report. If the roof has been changed since the date of the aerial photo then the recommendations regarding the presence of Asbestos Containing Material on the roof may not be applicable.

11. Appendix 8 Material Sampling and Analysis

Only laboratory analysis of samples of the particular material can conclusively identify the presence, type, and proportion of asbestos. If samples are taken during our inspection, they should be representative of the suspected ACM (e.g., for the walls of multi-storey buildings, at least one sample should be taken on each floor). If there are any variations in the appearance, texture or colour of the material, additional samples should be taken.

When requested, *Solutions in Engineering* can competently collect these samples and arrange for analysis by an IANZ accredited laboratory. SIE will forward both PDF copies and the original certificate(s) of analysis to the client as they are completed. Typically, within 14 days of inspection.

The cost of material sampling and analysis to confirm the presence of asbestos is not included in this Asbestos Management Plan.

12. Appendix 9 Access Limitations For Sampling

ACM may be present in areas that cannot be accessed without implementing destructive sampling techniques. It may not be possible to positively identify the presence of all ACM on the property. Where there is reason to suspect ACM in areas which cannot be inspected, it will be presumed as present and it will be treated as identified ACM. Such areas may include:

- wall cavities
- beneath floor coverings
- pipework in wall cavities
- heater banks in air conditioning ductwork
- penetrations in solid wall cavities and concrete floor slabs
- fire doors
- inaccessible service ducts/risers
- fire doors
- inaccessible service ducts/risers
- window shopping (in older buildings)

13. Appendix 10 Your FREE amendment (conditions)

In order to ensure that this service is provided to all clients in an efficient and productive manner we ask that you fully review your report and list anything you would like changed in a single email allowing for the requested amendments to be dealt with in one effort. Due to the extra work involved and inefficiency created by an incomplete initial amendment request further amendments requests will be charged for based on the hours and effort required.