

**JOB DESCRIPTION**

<b>TITLE:</b>	Asbestos Surveyor
<b>DIVISION:</b>	Consultancy
<b>REPORTS TO:</b>	Operations Manager

**Role:** To carry out UKAS accredited Management, Refurbishment, Re-inspection and Demolition asbestos surveys in accordance with the organisations Consultancy Quality and Technical procedures, Quality Management system and Health and Safety documentation.

**Role Profile:**

- Undertake asbestos surveys in accordance with the HSG 264 asbestos survey guidance, CAR 2012, Health and Safety legislation and in house Technical and Quality procedures.
- Site data capture by means of digital and paper based means.
- Production of clear supporting comments for each room surveyed as part of each inspection to support the scope of works and site findings.
- Material risk assessment of potential ACM's identified on site.
- Priority scoring of potential ACM's identified on site in accordance with specific client requirements when requested.
- Take sufficient samples to accurately record the extent of all ACM's within the contract specified.
- To communicate with the office at the end of each job confirming No. of samples so that orders can be emailed to the appointed UKAS laboratory.
- To transport samples safely and promptly to the appointed UKAS laboratory.
- To bag all potential asbestos contaminated RPE, PPE, drop sheeting, wet wipes utilised during surveying / sampling and transport securely and deposit at the Bardon Waste Transfer Station.
- Report writing and plan production.
- Provide an exceptional quality of service to the organisations clients.
- Provide Technical Consultancy advice as and when required to meet the needs of the organisations clients.
- Attend training courses as and when required.
- Liaise daily with the Administration team and Operations Management.
- Ensure reports are completed in accordance with timescales and in accordance with the required standards of output.
- Carry out daily equipment checks.
- Review site risk assessments.
- Complete monthly time sheets and expense forms.
- Attend operational team meetings as and when required.

**Qualifications & Experience:**

- BOHS P402
- Demonstrated 6 months experience within the asbestos field
- The Royal Society for Public Health (RSPH) Level 3 Certificate in Asbestos Inspection Surveying
- BOHS Certificate of Competence in Asbestos
- Meticulous attention to detail
- Exceptional Quality in customer service

**Key Performance Indicator's**

- Communication of relevant information to Administrators, Operations Management and Quality Management colleagues
- Results of internal Technical auditing
- Results of survey report Quality & Technical review
- Results of UKAS Technical auditing

**Key Relationships**

<b>External</b>	<b>Internal</b>
<ul style="list-style-type: none"><li>• UKAS assessment team</li><li>• Clients</li><li>• Suppliers</li></ul>	<ul style="list-style-type: none"><li>• Consultancy Manager</li><li>• Operations Manager</li><li>• Quality Manager</li><li>• Technical Manager / Director</li><li>• Office Manager</li><li>• Tech Admin</li></ul>

**Authorisation**

<b>Approved By:</b>		<b>Date:</b>	02/10/2019
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