



New Zealand  
**DEFENCE  
FORCE**  
Te Ope Kaitiaki O Aotearoa

# NATIONAL ASBESTOS SURVEY PROGRAMME (NASP) SURVEYORS MANUAL

**NZDF Defence Estate and Infrastructure**  
**October 2024**

**Version 3.0**

## DOCUMENT VERSION CONTROL

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|----------------|-------------------------------------------------------------------------|--------------------------------------------------------|
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| Version 0.2    | DRAFT update to various to procedures following consultations with AQAA | 20 April 2021                                          |
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| Version 3.0    | Full review and update of all content, new template                     | 10 October 2024                                        |
|                |                                                                         |                                                        |
|                |                                                                         |                                                        |
|                |                                                                         | <i>Notes:</i><br>From 10/12/2021 updates made by NZDF. |

This document is intended for use by Contractors and Project Managers of Defence Estate and Infrastructure to understand the requirements of the survey programme. It is specific to the undertaking of asbestos management surveys on the Defence estate and should not be referred to for works elsewhere.

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## PART 1 – PROJECT INTRODUCTION

### 1.1 NASP Overview - Project Introduction

The New Zealand Defence Force (NZDF) operates nine camps and bases across New Zealand. These are as follows:

Royal New Zealand Navy: Devonport

New Zealand Army: Burnham, Linton, Papakura, Trentham, Waiouru

Royal New Zealand Air Force: Auckland (Whenuapai), Ohakea, Woodbourne

In addition, there are many satellite sites which are managed from each of the administering sites listed above (administering sites and associated satellite bases are listed in Part 7 – Appendices).

These camps and bases have been in use since the early 20th century (Devonport since the 19th century), so there are many buildings constructed or refurbished during a time where the use of asbestos containing materials was prevalent.

NZDF is required by law to comply with the *Health and Safety at Work (Asbestos) Regulations 2016*. Section 10(1) of the Regulations states that: “A PCBU with management or control of a workplace who knows or ought reasonably to know that there is a risk of exposure to respirable asbestos fibres in the workplace must ensure, so far as is reasonably practicable, that all asbestos or ACM giving rise to the risk at the workplace is identified.”

It must be assumed that all buildings structures and plant built before the year 2000 contain asbestos unless proven otherwise.

NZDF have commissioned NASP to identify ACM's in buildings and structures across the Defence estate. Due to the large number and geographic spread of buildings that will require surveys, multiple consultancies are required to complete the programme.

Before asbestos surveyors are engaged, NZDF will prepare a Statement of Work. This document will include relevant building information so that surveyors can adequately scope the works. Each NZDF owned building is assigned a functional location (Floc ID) which is referred to throughout this document.

This manual has been prepared to assist surveyors to maintain consistency and quality across all management surveys. Specific processes which should be adhered to before, during and after surveys are detailed, including details of communications required during the tasks.

This manual includes instructions for the NZDF Asbestos Survey123 field app, which must only be used on NZDF supplied iPads to collect survey data on site, as well as the associated web apps and tools to assist with production of reports and recording of data within the AGOL register.

This manual is to be kept up to date in accordance with changes to NASP, requirements for data collection and reporting, as well as following any updates to applicable legislation or guidance documents.

## 1.2 Project Stakeholders

Below is a list of key NASP stakeholder.

|                                                  |                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Asbestos Manager</b>                          | Manager of the National Asbestos Survey Programme and Asbestos Information Management. Responsible for authorising all planned asbestos disturbances throughout the estate, and custodian of the NZDF Asbestos Management Plan. Reports to the CPM.<br><br>Email: <a href="mailto:matthew.wrigglesworth@nzdf.mil.nz">matthew.wrigglesworth@nzdf.mil.nz</a>         |
| <b>Asbestos Surveyors</b>                        | Conducts asbestos management surveys on all sites and records data on the Survey123 field app, and produces asbestos management survey reports (one per pre-2000 building) in accordance with this manual.                                                                                                                                                         |
| <b>Asbestos Assurance (AQAA) Quality Advisor</b> | Responsible for assessing the quality of surveys provided by the Surveyors. The AQAA undertakes quality assurance audits of all reports received, and reports to the NZDF Asbestos Manager.<br><br>Email: <a href="mailto:asbestos@nzdf.mil.nz">asbestos@nzdf.mil.nz</a>                                                                                           |
| <b>Asset Information Team</b>                    | The NZDF Asset Information Team manage the NZDF ArcGIS Online (AGOL) geodatabase and are the administrator of the Survey123 app and the associated databases. They provide logins to asbestos surveyors and technical support for the app in conjunction with the Asbestos Information Managers.                                                                   |
| <b>Building Occupants</b>                        | Encompasses all personnel who are working in, living in or otherwise occupying NZDF property. The POC will inform relevant parties about any upcoming surveys due to take place and will schedule any works around other military and civilian operations. The POC may also nominate a building representative to communicate directly with the asbestos surveyor. |
| <b>Contamination Programme Manager (CPM)</b>     | The person responsible for managing contamination risks throughout the NZDF Estate, including asbestos in buildings and soils.                                                                                                                                                                                                                                     |
| <b>Deputy Director, Delivery (DDD)</b>           | Sometimes also referred to as EDD. The person responsible for management, maintenance, delivery and development of Estate and Infrastructure assets and services throughout each primary base and their associated satellite bases.                                                                                                                                |
| <b>Defence Estate and Infrastructure (DEI)</b>   | The NZDF unit responsible for the development and maintenance of NZDF estate assets and infrastructure, including all buildings and horizontal infrastructure.                                                                                                                                                                                                     |
| <b>DEI Point of Contact (POC)</b>                | Nominated by DEI and contact details included on each Statement of Work, the POC will assist with the on-site facilitation of the survey programme on each base. This includes; liaising with all other interested parties; organising site inductions, base passes and Survey123 app logins; scheduling works around base operations and facilitate access.       |
| <b>Defence Officer of Compliance (DOC)</b>       | Responsible for issuing an asbestos permit to work prior to any new asbestos management survey commencing.<br><br>Email: [Sitename]Permits@nzdf.mil.nz (e.g. WhenuapaiPermits@nzdf.mil.nz)                                                                                                                                                                         |
| <b>Asbestos Information Managers</b>             | Responsible for development and maintenance of the Survey123 forms and applications, designed to capture asbestos information in a consistent manner across all sites. They are also responsible for providing technical support directly to asbestos surveyors.                                                                                                   |



### 1.3 Surveyor Requirements

To achieve high quality standards throughout the Estate, NZDF have set minimum requirements for Surveyors undertaking management surveys:

- Lead surveyor must be (I)P402 trained (or recognised industry equivalent) with no less than 6 months demonstrable survey experience in a similar setting (residential, commercial, industrial).
- Surveyors conforming to all other site access requirements who do not hold the minimum experience can only undertake surveys under the direct supervision of a Lead Surveyor.
- The Lead Surveyor must be trained in use of the NZDF Survey123 NAS survey form within the ArcGIS application and the associated web app.
- Surveyors must complete an MD390 DSC application and be issued with the required Defence Security Clearance before they can be issued a Survey123 app login or attend to undertake surveys on any Defence owned or managed site.
- All NZDF contractors must attend one of the DEI Contractor induction sessions run at least weekly across all camps and bases, as well as any other required site health and safety inductions for each camp or base where works are to be undertaken.
- Surveys will generally be completed by one surveyor, however two surveyors may be required in some instances where an efficiency can be demonstrated or for health and safety reasons.
- Surveyors must have all required tools and equipment to perform an asbestos survey in accordance with the expectations outlined within the Worksafe NZ Publication *Good Practice Guidelines: Conducting Asbestos Surveys, 2016*. This includes equipment required to restrict access to an area during bulk sampling.
- Surveyors must undertake the survey in accordance with the Regulations, the WorkSafe New Zealand Good Practice Guidelines for Conducting Asbestos Surveys (2016), and this manual ('The User Manual'). Where information is omitted by these sources, the standards will default to the UK Health and Safety Executive (HSE) Asbestos: The Survey Guide (2012) (HSG 264) and the Analysts' Guide 2nd Edition (2021) (HSG 248) guideline documents.
- Surveyors should provide information on skills, qualifications and experience as and where requested by the Asbestos Manager or regional POC's.
- Surveyors must also be familiar with the requirements of the Particular Asbestos Risk Notification form and communication process within Part 7.
- All works on the estate must be undertaken in accordance with the requirements of the NZDF Construction, Health and Environment Safety Specification (CHESS). These works are subject to a permit being issued by the local DOC. For information on permit requirements view the DEI Joint Assurance Reporting System (JARS) [here](#).

## 1.4 Survey Process Overview

The below summarises a typical survey process, however the NZDF estate is varied and variations may be necessary, as advised by the NZDF Asbestos Manager or regional POCs. The order of the below may vary.

NZDF have a bespoke system for collection and management of asbestos information. The system is hosted by ArcGIS Online (AGOL) which uses a survey form for data collection and a data editing tool to input results and make amendments to field data. Reports cannot be produced directly from AGOL so there is a resource for production of reports once all edits have been made. All the above are accessible using the same login details.

This results in two deliverables; the asbestos management survey report itself, and the data. Both are made available to PMs and contactors, so they **must** be consistent with each other.

### 1.4.1 Before the Survey

1. Specific NASP training is provided to each Consultancy. Subsequent to the initial training session, in-house training can be provided by each Consultancy to new Surveyors.
2. POC's engage Consultancies to undertake surveys by providing an SOW (Statement of Work) which acts as an instruction for a set of buildings requiring survey.
3. Where available for each Floc, the SOW will include any already known asbestos information, floor plans as well as at least one photo per Floc.
4. Unless indicated within the SOW, we strongly recommend a site visit to scope the works accurately, and to discuss access and health and safety, prior to submitting a proposal. This may not be reasonably practicable for remote sites, or where Surveyors are already familiar with the site and setting.
5. Consultancy prepares their proposal and health and safety documentation to be issued to the POC and Asbestos Manager. This must include details regarding special access arrangements such as working with plant, vehicles, at height, etc. These must be issued for approval by the Asbestos Manager at least 5 days in advance of the planned start date.
6. Once approved, the JSA and permit form can be sent to the local DOC who will agree details with the permit receiver of how and when to attend site to open the permit. Please note that the permit receiver specified on the permit form must be trained to the NZQA 17588 standard and the permit receiver must be on site during all aspects of the asbestos management survey.
7. The Consultancy must alert the POC if a new Surveyor is proposed for the works, so that the POC can arrange for a new ArcGIS login.
8. POC arranges for iPad to be available for surveys.
9. Asbestos Surveyor notifies POC of planned arrival and departure times for each day in advance.

### 1.4.2 During the Survey

1. Surveyor to comply with all Health and Safety legislative and NZDF organisational requirements, which includes any NZDF site inductions and C.H.E.S.S. obligations.
2. Surveyor checks in with POC upon arrival and departure from site each day and collects the camp/base iPad from the regional DEI office located on base.
3. Visual surveying of the building can be undertaken while the building is occupied. However, the collection of samples from the interior should only be completed when rooms are un-occupied or, for larger buildings or open plan spaces, where there is an adequate safe separation distance in place.
4. Surveyors must utilise appropriate controls to minimise the risk of airborne fibre release during all types of sampling and treat all sampled materials as if they are asbestos containing until analysis can



prove otherwise. This includes making good the sample location using paint or other compounds to adequately prevent the exposed ACM surface from further damage or influence by environmental conditions.

5. Surveyors must ensure the condition of each area they visit is the same once the survey is complete and report any accidental damage to the POC prior to leaving the area.
6. During surveys, any item found and assessed to be Particular Asbestos Risk, the process detailed within Part 7 must be followed, and a Particular Asbestos Risk Notification form must be filled in and sent to the Asbestos Team ([asbestos@nzdf.mil.nz](mailto:asbestos@nzdf.mil.nz)) within 24 hours.
7. It is expected that non accessible areas are reported back to the POC and / or site personnel to make further reasonable attempts to gain access before leaving site.
8. All iPads have a cellular connection. Prior to completing works for the day, the Asbestos Surveyor must make sure that all iPad data is uploaded to the cloud (ideally this function should be performed multiple times daily while a connection is available).
9. Asbestos Surveyor returns the iPad to the DEI office and places it on charge. The iPad should not leave site unless by specific arrangement for subsidiary sites where an iPad is not available.

#### **1.4.3 After the Survey**

1. Surveyor submits samples to Hills Labs for bulk sample analysis.
2. Surveyor amends item records via data editor following receipt of analysis results.
3. Surveyor produces asbestos management survey report and must undertake an internal QA review.
4. Surveyor emails final report to the [Asbestos Team](#) (cc POC) for inclusion on the NZDF Asbestos Register.
5. All reports submitted and corresponding data within AGOL may be subject to a quality audit by the AQAA. Review comments may be provided to the Surveyor where survey information is unclear or does not meet requirements. If requested the Surveyor must provide further information or update the report and data. The Surveyor is responsible for resolving any requests for update or information in a reasonable timeframe.
6. Where required, updates to the survey data must be done within the web app. Survey reports with data that does not match the report will be rejected.
7. Asbestos Team uploads final asbestos management survey reports to the Asbestos Register.

## PART 2: INFORMATION MANAGEMENT

The NZDF estate contains hundreds of thousands of assets that require active management. The structured collections, retention, storage, display, promulgation and reporting of information is of paramount importance. Asbestos information is used to inform a variety of NZDF units of asbestos risks but is also used by Defence Estate and Infrastructure to help inform short and long term management decisions. Quality of information is therefore not only relevant for any immediate actions, but will be subject to ongoing review and scrutiny. The NZDF are committed to providing information and ongoing support to Surveyors undertaking these surveys, but have a high expectation of the services and outcomes delivered.

The NZDF have developed an asbestos information management system hosted by ArcGIS Online. To input all asbestos information onto this system, we use a form within the Survey123 mobile app for all asbestos management surveys. NZDF require all consultants engaged to NASP to use this specific survey form.

Each consultancy engaged to conduct asbestos management surveys will be provided one training session in the use of the survey form and will be provided this guidance document.

Survey123 field app contains forms for data collection. One of these forms is called the National Asbestos Survey (NAS) Form which must be used to collect all data. Other (regional forms) should no longer be accessible but must never be used. All the survey data is saved within a database (feature service) hosted on ArcGIS Online (a Cloud technology solution), including the photographs. Customised reports are then generated from the database.

Three tools have been provided for NASP Surveyors to record, edit and manage data:

1. Survey form: A mobile tool used to complete surveys in the field using an NZDF pool device (iPad) and a desktop version of the same form<sup>1</sup>. Surveys submitted using this App are saved in a database hosted on ArcGIS Online and managed by NZDF.
2. NASP Data Editor<sup>2</sup>: Allows access to the field data to conduct post site work review and / or to update survey data e.g. with lab results.
3. Survey123 Website<sup>3</sup>: A portal that allows users to view survey data that they have submitted in the survey form and updated via the editor. By selecting the “AsbestosManagementSurveyReport\_Template” the Surveyor can review the final deliverable and return to the editor to make further changes if required.

### 2.1 Information supplied by NZDF

During the procurement process for each survey, the NZDF POC will provide supporting information, usually as part of the SOW (instruction). This will include asbestos information that is already known about each of the buildings, floor plans and photos, and other supporting information. AGOL also pulls information from other sources that are used to support the surveys and reports, ensuring that the survey captures all the relevant information and can be properly stored and used.

#### 2.1.1 Existing Asbestos Information

Where available, we will supply existing asbestos survey reports or information for the building(s). These can be referred to whilst on site to help inform the surveyor of the presence and locations of asbestos on site. However, it must be noted that the outcome of the asbestos management survey is

<sup>1</sup> <https://estate.maps.arcgis.com/home/item.html?id=1e8feff659904287a77706e82758a8b8>

<sup>2</sup> <https://experience.arcgis.com/experience/97b481340a354350a7be0b9fe21bbab5/page/Data-Management-Editor/>

<sup>3</sup> <https://survey123.arcgis.com/surveys>

entirely the responsibility of the Surveyor and the information supplied may not be correct which means the Surveyor is responsible for verifying any findings and will be accountable for any findings and recommendations made within their report. Where good quality information exists, this may be used to reduce reliance on sampling and therefore reduce the risk of disturbing asbestos during sampling. In some instances an asbestos management survey report already exists; in these cases a full management survey of the building is still required, including resampling if required.

### **2.1.2 Floor Plans**

NZDF may also provide floor plans where they are available. Where these are unavailable, the Surveyor will be expected to prepare basic plans to support the register. The floor plan(s) must be used to record the location of all items found (and reported) during the survey, and a template is provided to improve the consistency of these plans.

### **2.1.3 Functional Locations (Floc IDs) and Other Existing Building Information**

The SOW will include both the building name / address as well as the Floc. A Floc is a functional location, a unique ID assigned to a building. When using the survey form, the Surveyor will select the Floc which will automatically populate the geographical location information as well as other information already known / determined about the building. Certain key bits of information are visible immediately after selecting the Floc, which can help inform the Surveyors as they begin the survey process.

### **2.1.4 Confidential and Classified Information**

Survey data is hosted on ArcGIS Online (a Cloud technology solution), which means sensitive information such as building names, room names / functions and photographs of high security buildings must not be entered into the database. The survey report itself is an unclassified document which is intended to be shared freely with contractors to inform them of the asbestos risks present within the buildings they manage, maintain and work within. This means both the database and the final reports must not contain information designated with a higher security classification. At the point of procurement, the POC will advise if any of the buildings or areas to be surveyed are subject to increased restrictions on the use of electronic devices, and taking of photos. Surveyors may need to adjust their methodology to suit, and this should be agreed in advance and detailed within the proposal.

Generally, sensitive information is confined to small areas of a building, and as such the restrictions on recording information may only be localised. In this case the Surveyors can visually inspect without the tablet and take hand notes if needed, sample if safe to do so with the presence of a security escort, and record the information immediately following the inspection on the iPad, excluding photos.

Some NZDF buildings are subject to more extensive (widespread) security designations. Where a large area, or the entire building is not easily accessible to contractors the quality of the survey report and data collected may be significantly compromised unless specific arrangements are made. Solutions include out of hours access, or during a low occupancy period, or after efforts have been made to conceal sensitive information from view by the occupants of the building. We may request that the transmitting functions of the tablet are disabled whilst on site, and to review all data, photographs, and any field notes or sketches prior to leaving.

A handful of buildings across the estate will not allow a Surveyor to bring any electronic devices on site. For this reason an alternative survey methodology has been created within [Part 5](#). The SOW may include a specific instruction to follow an alternative methodology, where applicable.

## PART 3: SURVEYING AND SAMPLING

### 3.1 Collecting Data

Each Surveyor will be provided with an ArcGIS Online username and password prior to visiting site. Logins can only be gained once the Surveyors Defence Security Clearance has been GRANTED.

**Usernames and passwords must not be shared with anyone, including colleagues and Managers or members of the NZDF.**

For common technical issues encountered when using the tablet and recording data, see Part 5. If the technical issue is not covered they should contact the POC in the first instance to seek advice. The final escalation is to notify the Asbestos Manager and / or the Asbestos Team of a technical problem who can instruct the Asbestos Information Managers to develop a solution.

#### 3.1.1 Data Connection

Each tablet has a cellular connection provided by One NZ, however data may not be available in some remote locations. Data can be collected offline and still be submitted when a connection becomes available. **Whenever a data connection is available, sync your data regularly to reduce the risk of data loss.**

#### 3.1.2 Signing in / out

Before starting a survey, the Surveyor must ensure that they are logged into the app with the username and password supplied to them. **If the data is recorded under someone else's details, the Surveyor will not be able to access the data collected on the web app or Survey123 website, so the data will need to be collected again.**

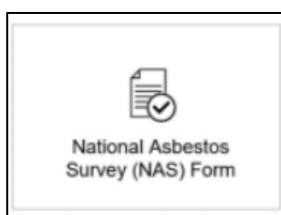
If another user is still logged in, click on the initials in the top right corner, then select Sign out. Then click on the three parallel lines and Sign In with your own unique Username and Password.

Once finished on site, **Surveyors must ensure that they have signed out of the app before handing it back at the DEI office.**

#### 3.1.3 Survey Form Versions and Updates

The Survey123 form is subject to ongoing development and change. Major updates are notified to the Surveyors by email, these may require downloading a new survey form, but are very infrequent. Most updates simply require a refresh of the existing survey form. To check for updates, click on your initials in the top right, select Download Surveys and look for the National Asbestos Surveys (NAS) Survey form. Press the symbol on the right of the screen (this may be a cloud and arrow symbol or a circular arrow symbol) to ensure the form is up to date. **Surveyors should refresh the form before starting each day.**

Previous form types and versions may still appear available, but must not be used. The correct survey version is distinguished by the white logo, shown below. All other versions are red.

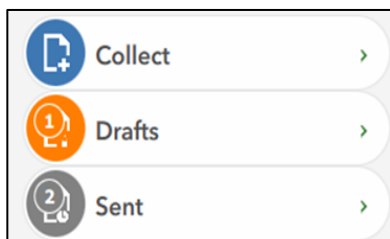


### 3.1.4 Using the Survey Form

Dropdown lists are set up in the survey form to aid consistency of data collection within the database and for reporting. Options can be selected either by scrolling through the list or searching by typing into the field to select the most relevant option. Free text fields are also available for most types of data.

Locational / building data is pulled down from pre-populated fields when the building Floc ID is selected. Refer to Part 6 for app / form troubleshooting.

#### Starting or re-starting the survey



Click **Collect** to start a new survey.

Click **Draft** to continue a saved survey. Draft survey data is only stored on the device, so data can be lost.

Click **Sent** to continue a survey that has already been submitted. Sent data is stored in the cloud, so is fully recoverable to this and other devices.

#### Recording Building Information

**National Asbestos Combined Survey**

**1. Building and Surveyor Information**

1.1 Asbestos Survey Region  
Select the region.

☐ Southern
 ☐ Tasman Wellington
 ☐ Central

☐ Northern
 ☐ Ardmore Papakura

1.1 Asbestos Survey Type\*  
Default entry is Management. Change when appropriate.

Management ▼

1.2 Company carrying out the Survey\*

▼

1.3 Name of the Primary Surveyor\*

\_\_\_\_\_

1.4 Name of the Secondary Surveyor(s)

\_\_\_\_\_

#### 1.1 Asbestos Survey Region

Surveyors must first select the region in which the survey is taking place (see list in Part 7 if uncertain). The Survey Type defaults to Management, and should not be changed.

#### 1.2 Company carrying out the survey

Select your company from the dropdown list provided. If the company is not listed here, select "Other:" which will enable the Surveyor to enter the company details manually.

#### 1.3 Primary Surveyor

Enter only the lead Surveyor's name.

#### 1.4 Secondary Surveyor

Enter only the assistant Surveyor's name (where applicable).

**1.5 Choose NZDF Site name\***

Choose carefully or you may not find the building that you are surveying.

**1.5 Choose NZDF Site**

The Surveyor can make a selection by using the dropdown or by typing in any part of the site name. If the site is not listed, double check the correct region is selected (See 1.1).

**1.6 Choose Building being Surveyed - Building ID (Floc ID)\***

If the building ID (Floc ID) is not found in the list, first check that the site name has been entered correctly as the buildings are filtered by this field entered above. If the building ID is not listed, please follow the procedure outlined in the guidance document.

**1.6 Choose Building**

Options only appear when the Surveyor has selected a site. For some sites the list is extensive, so instead of using the dropdown type the Build ID (the last part of the Floc ID).

If a Floc is not available, seek guidance on next actions. Do not proceed with survey without further instruction from NZDF.

**Building Location:** An overhead view automatically appears once the building is selected. **Confirm building location is correct.**

**2. Existing Building Construction Information (from SAP)**

Building Name

Walkway canopies

Construction Date

7/01/1957 0:00

Acquisition Date

Exterior Wall Type 1

Exterior Wall Type 2

Exterior Wall Type 3

Floor Construction

Foundation

Number of Floor Levels

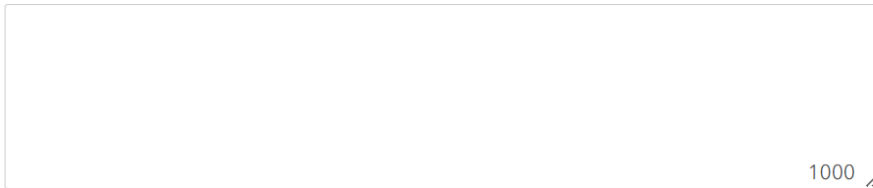
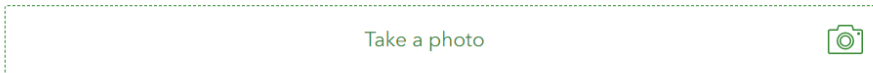
**2. Automated construction info**

Building information from the existing NZDF SAP database appears automatically following selection of the building in Field 1.6. Surveyors must check that the building name relates to the building (detailed on SOW). Also check the construction date and whether the building looks the same age (the date information must not be solely relied on as it is known to be inaccurate in some circumstances).



**2.1 Summary of Building Construction for Report\***

Summarise building construction from observations during asbestos survey. Confirm accuracy of information from SAP. Use observations on site rather than rely on information from SAP.


1000 **2.2 Photo of outside of building being surveyed\***

**2.1 Surveyors construction info**

This is an under-utilised aspect of the survey and can provide essential context to those who rely on the report. The Surveyor will need to fill this section out before progressing to the next screen, but can return to update the text during and after sampling.

Provide notes relating to the general (non-asbestos) building materials and construction including but not limited to; external wall and roof claddings, soffits and other external panels, foundations, internal floors and floor coverings, walls, wall linings, ceilings, pipework, ductwork, insulation materials and textured / decorative coatings. Comments on materials that could be mistaken for asbestos containing materials are particularly important. The survey form allows for extensive notes so Surveyors are expected to be detailed more complex buildings.

*AQAA Tip: The Surveyor should include comment on whether there is a ceiling and or subfloor void present or absent. Comments on the extent of inspections for lagged pipework are also very commonly relied upon, regardless of asbestos status (refer [5.2.5.2](#)). These comments act as additional reassurance for areas that have been accessed but where no samples or other comments were necessary.*

**2.2 Cover photo for report**

Take a photo of the front elevation. This photo will be the main photo on the report. Press the camera button and take the photo in landscape mode.

**2.3 Building Survey Asbestos Status**

Assumed asbestos found



All rooms and exterior of the building were surveyed but no assumed asbestos was found

**2.3 Asbestos Status**

Select **Assumed asbestos found** and **[Next]** to start recording item details. **If the Surveyor inspects the building (internally & externally) and finds no suspect materials to record, the Surveyor should record a single item as a Non Suspect Material (negative). No other options should be selected at this point.**

The Surveyor will now begin recording individual items for inclusion in the Asbestos Register.

### Recording Item Information

#### 3. Asbestos Item Details (1) ▼



##### 3.1 Date of Survey\*

Default entry is today's date. Change if appropriate.

 d/mm/yyyy

##### 3.2 Which part of the building are you surveying?\*



Internal



External

*AQAA Tip: Surveyors should undertake the survey methodically so that the order of items in the register can be read with ease. The Surveyor can choose whether to start internally or externally.*

##### 3.1 Date of Survey

Today's date is the default setting. This can be changed if needed.

##### 3.2 Choose Internal or External

Referring to the location of the material observed, select whether this is inside or outside of the building.

Note: If selecting External a new option (3.2a) will appear.

##### 3.2a Floor Level\*

 ▼

##### 3.2a Floor Level

Select the relevant floor level, including options for "All floors" and "Multiple floors". If the option required is not present, select "Other Floor Level:" and the Surveyor can enter it manually.

**3.2b Room Type\***

**3.2b.i Specific Room Name and/or Description**

Type in the room type if not in dropdown list or expand upon if required i.e. include the common name for the room

255

**3.2b Room Type**

Select relevant room type. Try and match one of the options listed as closely as possible, adding a more detail to 3.2b.i if needed. If the option required is not there, select "Other Room Type:"

**AQAA Tip: If the same material is found in multiple rooms, then a separate entry should be added for the presence of the material in each room. However, in some buildings, such as Barracks, where there are many rooms of the same appearance and similar layout, a single record can be entered detailing each material found throughout the rooms in question, so long as the risk score variables (i.e. condition, accessibility) are consistent throughout all areas. If applying a single item to multiple rooms, the report must be clear on which rooms were inspected (if not all).**

Note: If Roof Void or Sub-floor are chosen in Field 3.2a, the Room Type option will not be available: Specifics relating to these levels can be entered in Location Description below in Field 4.2.

**3.3 Was the Floor/Room/Exterior location or Item (e.g. potential internal ACM) accessed?\***

e.g. If a room was locked, choose 'Not Accessed'. If a gutter was too high, choose 'Visually assessed - but not accessed'.

☐

Accessed

☐

Visually assessed - but not accessed

☐

Not Accessed

**3.3 Access to Item**

Select the relevant option, detailed below:

**Accessed:** The material or item in question can be closely inspected by the Asbestos Surveyor and could be sampled.

**Visually assessed – but not accessed:**

This can also be described as "limited access". The material or item can be seen and assessed but full access cannot be achieved for close inspection and sampling e.g. due to hazards such as height, electrics, etc. This should also be applied if a particular section of a room or area cannot be fully accessed and there is a requirement to assume the presence of asbestos in this area.

**Not accessed:** The room or area cannot be accessed, and no thorough assessment can take place.

**3.3a and 3.3a.i Reason for No Access:**

Appears if item not fully accessed.

**3.3a Reason for No Access to Floor/Room/Exterior location or Item (e.g. potential internal ACM)\***

Select the reason for no access, if not in the dropdown list - choose other.

Arrange access/revisit. If access is possible at a later time, edit the sent survey record for the building in the Survey 123 App and update this item then resubmit the survey. Do not create a new survey for the building.

### ESSENTIAL INFORMATION: ACCESSING ALL AREAS

An asbestos management survey is intended to be a thorough assessment of the entire building for the purpose of general occupation and for minor routine maintenance tasks. It is reasonably foreseeable that ceiling voids and sub-floors will be accessed on occasion for the purpose of undertaking minor maintenance, and that all rooms will be occupied even if they don't appear to be used often. It is therefore imperative that all these areas are inspected, or where not possible, that this is made clear within the report.

When you come across an area that is inaccessible, ask the site contacts / POC for assistance gaining access. Surveyors must make reasonable efforts to access all safely accessible areas. If nobody is able to assist with access, the Surveyor can then ensure this area is marked as such and this can then be discussed with the POC to decide whether a re-visit is required.

*AQAA Tip: In buildings with many similar rooms (like barracks) it may be impossible to access a large number of rooms. In this case the Surveyor must make a judgement whether they have managed to gain access to a sufficient quantity and spread of rooms / room types in order to make any assumptions of the areas not accessed. In all cases, the Surveyor must list any areas not accessed on the report.*

More detailed information and guidance on access issues is available in Part 5.

#### 4.1 Building Component\*

#### 4.2 Location Description (Position)

Describe the position of the item within the room or exterior. e.g. North wall, Floor, Eastern half, Throughout, All walls etc.

#### 4.1 Building Component

Select from the dropdown list of components. If the exact component is not listed, look for an item which most closely matches what is to be recorded. If the relevant option cannot be found, the Surveyor should select "Other Building Component:" and add their own entry.

#### 4.2 Location Description (Optional)

Enter the location or position of the material or item in the room or area, or relative to the building. For example, specific locations of debris or wall linings. This field is not mandatory, so do not enter information where there is no value in doing so.

|                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>4.3 Material*</b></p> <p>What is the material type/product type? Consider dust as a separate item and the surroundings (location/activities/occupants etc.).</p> <div style="border: 1px solid black; height: 30px; width: 240px; margin: 10px 0;"></div> | <p><b>4.3 Material</b></p> <p>Enter the material from the dropdown. Three options are available for debris based on low, medium and high product type scores of the source material.</p>                                                                                                                                                               |
| <p><b>Scores:</b></p> <p>Each material type is assigned a score of <b>1</b>, <b>2</b>, or <b>3</b>. The scoring is based on but not completely aligned with <i>HSG 264: The Survey Guide</i>.</p>                                                               | <p>If a relevant option is not available, the Surveyor should select “<b>Other material:</b>” and add their own entry.</p> <p>If there is assumed ACM contained within a unit which cannot be accessed internally, the surveyor should make an informed decision of the most likely products contained, or select “<b>Unknown – not accessed</b>”.</p> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>4.4a Quantity Units*</b></p> <p>Choose the unit e.g. 100m length or 50m2, or 5 items</p> <div style="display: flex; justify-content: space-around; margin: 10px 0;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"><input type="radio"/> Length (m)</div> <div style="border: 1px solid black; padding: 5px; text-align: center;"><input type="radio"/> Area (sq m)</div> <div style="border: 1px solid black; padding: 5px; text-align: center;"><input type="radio"/> Number of items</div> </div> <p><b>4.4b Estimated quantity*</b></p> <p>Enter the quantity here:</p> <div style="border: 1px solid black; height: 30px; width: 420px; margin: 10px 0;"></div> | <p><b>4.4a Quantity (units)</b></p> <p>One of the three options / units must be selected. The Surveyor must select the most appropriate.</p> <p><b>4.4b Quantity</b></p> <p>The Surveyor must then type the number of units observed according to which unit was selected.</p> |
| <p><b>AQAA Tip: Recording quantities as accurately as possible is important. See <a href="#">5.6</a> for detailed guidance.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                |

|                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>4.5a Sample No.</b></p> <p>Enter the sample number taken at this location. Format must be entered here as ASB001 and then use the next consecutive number e.g. ASB001, ASB002, ASB003 etc. The CoC and sample bag must use the full sample number format Floc_ID+ASB001+Sample date e.g. DPT:BLD:Z11:SY14_ASB001_070520</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">ASB001</div> | <p><b>4.5a Sample No.</b></p> <p>For all sampled items, enter the sample number here. Abbreviated sample number format must be used here i.e. ASB001 must be used for the first bulk sample taken, with use of consecutive numbers thereafter. See <a href="#">3.1.6</a> for more information regarding sample naming.</p> |
| <p><b>4.5a.i Reference Sample No.</b></p> <p>Enter the reference sample number that is being used to record the item result. This must be sampled from the same material type.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">ASB001</div>                                                                                                                                                | <p><b>4.5a.i Reference Sample No.</b></p> <p>If you’re cross referencing a result from another item <u>collected from the same building</u>, write the original sample number here (in the same abbreviated sample number format). This can include historic sample reference numbers.</p>                                 |

**4.5b Item No. \***

Item number being assessed and recorded on the floor layout/building plan. Numbered consecutively 1, 2, 3 etc.

**4.5b Item No.**

Label each item with a unique identifier. The items must be labelled sequentially starting with 1. All items must be unique.

Note: number formats such as '01' and '001' are incorrectly formatted for ArcGIS.

*AQAA Tip: At this stage, the Surveyor should make sure that the item number and sample number are recorded on a site plan (example of a completed site plan is found within [4.4](#) along with any further information that may be required to assist in completing the report.*

**4.6 Photos**

All photos must be in landscape format.

Only two photos per item can be taken using the survey form. Any additional photos should be taken using the Surveyor's own camera / mobile phone – please check prior to conducting the survey with the POC that the device is approved for use in that building.

**4.6a Photo 1** should show the general position and location of the item. Imagine if you were reading the report, what photo would help you to locate the item if you had never seen it before?  
**4.6b Photo 2** should show a close-up of the material and be of suitable quality to identify the specific material in question, and its condition.

See [Part 6](#) for more information on photography and associated requirements.

Photos can be replaced later using the NASP Data Editor.



### 5.1 Sample Results

The following are the correct selections whilst on site. Guidance for updating these whilst editing data is found in [Part 4](#).

The default entry of “**Sampled (Assumed Pending Results)**” must be used for any sampled items. These can be updated later following receipt of the laboratory results.

Select “**Positive**” for any item that has been previously sampled or is otherwise already confirmed as asbestos containing.

Select “**Assumed Positive**” for all assumed items.

Select “**Negative**” for any item that has been previously sampled or is otherwise already confirmed as not asbestos containing.

Select “**Non-Suspect Material**” for items that the Surveyor wants to highlight as being inspected but has deemed as non-asbestos without sampling e.g. modern vinyl or exposed concrete.

### 5.2 Fibre Type

Select the fibre types recorded on the analysis certificate from the dropdown list. This is only likely to be used for assumed positive items where the Surveyor should use their best judgement to estimate the most likely fibre types OR select the “Chrysotile, Amosite, Crocidolite” option. In unusual cases if any other asbestos fibre type is found or assumed, select “Other Asbestos Fibre Type:” and field **5.2a Other type of Fibre not listed** will appear to allow details to be added.

All fibre types are editable in the web app following receipt of the results.

### 5.3 Asbestos Friability

Enter the friability of the material concerned. For assumed materials where the material type is uncertain, enter the assumed friability of product type selected, adopting a “worst case” approach if unsure.

#### 6.2 Asbestos Condition\*

☐ N/A

☐ Good condition: Good condition, no visible damage, or deterioration. Or minor damage to non-friable ACM's with a few scratches or surface marks and / or broken edges.

☐ Fair condition: Significant breakage of non-friable ACM's including associated debris. Or minor damage to friable ACM's with a few scratches or surface marks or broken edges.

☐ Poor condition: Very fine or highly deteriorated debris from non-friable ACM's. Significant breakage of friable ACM's revealing exposed edges or debris prone to further disturbance.

### 6.2 Condition

Refer to [5.3.2](#) for more detailed descriptions of how to assess the items condition.

Select “N/A” for all Negative items and Non-Suspect Materials.

#### Scores:

**Good = 1 Deteriorated = 2 Poor = 3**



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>6.3 Asbestos Disturbance Potential*</b></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <input type="radio"/> N/A     </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <input type="radio"/> Low disturbance potential: material is generally out of reach of building occupants or active machinery/vehicles. Includes materials which are fully (and adequately) enclosed.     </div> <div style="border: 1px solid black; padding: 5px;"> <input type="radio"/> Medium/high disturbance potential: Material can be potentially accessed and/or disturbed during routine and/or maintenance activities.     </div> | <p><b>6.3 Disturbance Potential</b></p> <p>This mostly relates to the accessibility of the material. If people are likely to encounter the material on a regular basis or it is likely to be disturbed routinely, then mark as “Medium / High”, otherwise if it is an item that is generally out of reach of people or machinery then mark as “Low”. For example, fibre cement ceilings could be classed as “Low” but wall linings in the same room could be classed as “Medium / High”. Also mark materials in areas that are generally not accessed as “Low” – this includes materials that are well encased and protected such as safes and HWC’s.</p> <p><b>Scores:</b></p> <p><b>Low = 1      Medium / High = 2</b></p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>6.4 Asbestos Sensitivity*</b></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <input type="radio"/> N/A     </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <input type="radio"/> Low sensitivity: Area/room which is not usually occupied, is accessed infrequently (e.g. for maintenance) and is not connected to an air conditioning intake.     </div> <div style="border: 1px solid black; padding: 5px;"> <input type="radio"/> Medium/high sensitivity: Area/room which is generally occupied or accessed for between 25 - 100% of working hours.     </div> | <p><b>6.4 Asbestos Sensitivity</b></p> <p>This relates to the room or area where the material/item is located. If the room is populated for more than 25% of the day (including as a circulation space such as a corridor or staircase) then it should be classed as “Medium / High”.</p> <p><b>Scores:</b></p> <p><b>Low = 1      Medium / High = 2</b></p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                   |             |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Risk Score and Risk Level:</b>                                                                                                                 |             |
| The survey form automatically calculates the risk score and level by combining all the scores, as follows:                                        |             |
| 4-6                                                                                                                                               | Low Risk    |
| 7-8                                                                                                                                               | Medium Risk |
| 9-10                                                                                                                                              | High Risk   |
| The Surveyor should check the risk score and category are in alignment with their understanding of the material, and amend the scoring if needed. |             |

**7.1 Risk Based Recommendations based on Low Asbestos Risk Score \***

Add your own comments to the free text field in the section below:

- ☒ Do not disturb item, monitor condition of material. Remove or implement controls prior to disturbance.

**7.1 Risk Based Recommendations based on Medium Asbestos Risk Score: \***

Select one of the options from the drop down list below and add your own comments to the free text field in the section below:

- ☐ **ACTION REQUIRED:** Restrict access to area and remove

- ☐ **ACTION REQUIRED:** Control access to vicinity of item, repair / enclose / encapsulate, and monitor condition of material.

- ☐ **ACTION REQUIRED:** Control access to vicinity of item, and remove.

- ☒ Do not disturb item, monitor condition of material. Remove or implement controls prior to disturbance.

**7.1 Risk Based Recommendations based on High Asbestos Risk Score: \***

Add your own comments to the free text field in the section below:

- ☒ **IMMEDIATE ACTION:** Restrict access to area, indicate with warning signage at all access points. Area accessible only to those working under approved work procedures / PTW's. Remove / remediate in accordance with asbestos regulations.

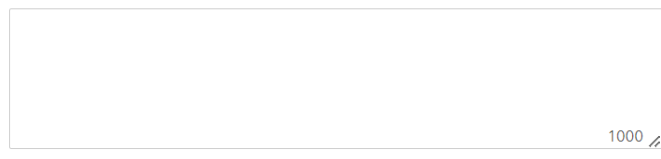
**7.1 Standard Recommendations**

Suggested recommendations are automatically provided in line with the total risk score / level. For **Medium risk** items there are several recommendations to select from. **These are provided as a guide only and are not mandatory if the surveyor chooses to fill in 7.2.**

See [5.4](#) for detailed guidance on recommendations.

**7.2 Surveyors Additional Comments and Recommendations IMPORTANT:**  
The Asbestos Surveyor must ensure the recommended action text for each item is appropriate and practical for the material's spatial context and risk level. It is expected the surveyor will manually amend the pre-populated text, in full or in part as required.

This may include further general observations.



## 7.2 Surveyors Recommendations

Each risk level allows the surveyor to input additional text as recommendations or to add further context that is not covered by the standard options. All surveyors are expected to add further detailed recommendations, advice and context to enable to report users to understand your findings.

Accordingly, **this field is now mandatory.**

## DOES THIS ITEM REQUIRE A PARTICULAR ASBESTOS RISK NOTIFICATION?

If so, send a completed **Particular Asbestos Risk Notification** form to [asbestos@nzdf.mil.nz](mailto:asbestos@nzdf.mil.nz) and the camp / base POC (PM who arranged the survey) within 24 hours. Surveyors are not to discuss findings with the building occupants. Where sample results yield an unexpected particular asbestos risk item, these items must also be notified within 24 hours of receiving the result., (A "**particular asbestos risk**" is defined as a confirmed or STRONGLY presumed asbestos item that presents an immediate risk of exposure to airborne asbestos fibres to those working within the area (even if the area is only occupied from time to time) i.e. an access restriction is required to reduce the risk).

## ESSENTIAL INFORMATION: HIGH RISK MATERIALS

When the survey form calculates a high risk score, this will trigger a prompt to consider whether a Particular Asbestos Risk notification is required. This prompt is not displayed for medium risk items but the same process still applies for any item (regardless of risk level) if there is an immediate risk of exposure if anyone accesses the area.

See [5.5](#) for more details on Particular Asbestos Risk Notifications.



Delete record 1 of 1?

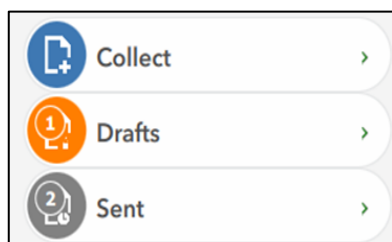
[Delete](#) [Cancel](#)

## Adding items, deleting items and navigating through multiple items

You can add as many items as required. To enter details for another item, press the  button at the bottom to begin the next item.

Use the bin symbol to delete items, deleted items are not recoverable.

When multiple records have been collected, move between them using the left and right arrows at the bottom of the page. Press the **blue** left arrow to return to the building information (Page 1).



## Submitting surveys

Once the survey is completed and all the information has been entered, click on the blue tick icon  in the bottom right corner and, click the '**Submit**' button. **Surveyors should save data regularly.**

To access previously submitted data again, go to the main menu and select '**Sent**'.

## Draft surveys and copying data

Select the **X** symbol on the top left to save a survey as draft. Be careful, this does not sync the data so the data could be lost with the device. To access these surveys again, go to the main menu and select '**Draft**'.

Select '**Copy sent data to a new survey**' within the Sent folder to save time undertaking repetitive surveys with very similar features. Unfortunately, individual items cannot be copied.

### 3.1.5 Field Notes and Floor Plans

Surveyors are encouraged to take field notes for the purpose of completing the final report and should be recording item locations on plans as the survey progresses.

Survey related documentation must not be shared with any other party, other than for use by NZDF via the procedures detailed in this document, without prior consent from the NZDF CPM.

### 3.1.6 Sample Naming Conventions

NZDF use an ESdat database to store the results of all samples taken on their bases, including any that are to be analysed for asbestos. This is a semi-automated system meaning that all sample and analysis information can be communicated directly between the laboratory and NZDF.

To enable communication with the ESdat database, the following sample naming format must be followed for all samples collected:

**[Full Floc ID]\_[Sample ID]\_[Sample date]**

**Each component of the above is detailed as follows:**

- **Full Floc ID:** Each building and structure to be surveyed has a unique identifier known as a Floc ID (some buildings may have multiple Floc IDs, in this situation each sample must be recorded according to the correct Floc ID from where it was taken).

The full Floc ID contains the abbreviated base code, structure type and zone identifiers and the specific building code (which is sometimes displayed outside the building in question) in the following format example:



The full Floc ID will be provided to the Asbestos Surveyor when buildings are allocated for planned surveys. They will also be shown in the *Survey123 app* – when you enter the camp/base name and search for the building ID, the full Floc ID will appear.

- **Sample ID:** The sample ID denotes the type of sample that has been collected:
  - **ASB** – Asbestos bulk samples

The sample ID prefix is followed by a three-digit number. The first sample of that particular type in that building will be 001, then others follow sequentially (e.g. ASB001 – For the first bulk sample collected).

- **Sample date:** This is the date the sample was taken in DDMMYY format, e.g. 19<sup>th</sup> June 2023 would be 190623.

For example, **WHP:BLD:Z6:N5188\_ASB008\_190623**

The Surveyor will need to enter the full sample name on the chain of custody form and sample bags.

### 3.1.7 Chain of Custody Forms

All asbestos samples are to be submitted to Hill Laboratories under the NZDF account number 268774 and using the supplied Chain of Custody forms. A template CoC is available on the Asbestos & Lead section of the Environmental Services Hubsite [here](#). The additional information required on the form is shown on the next page.

Note: The Base acronym entered into the *Client Reference* must be for the administering site (even if the samples were taken at an associated satellite base). A list of primary camps and associated satellite bases is provided in Part 7.

A separate COC form is required for each Floc ID.

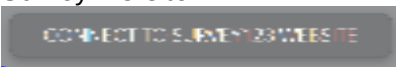
| Hill Laboratories<br>TRIED, TESTED AND TRUSTED                                                                                                                                                          |                                                                                                  | ANALYSIS REQUEST                                                                                                                                                                                                |                                     |                    |                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------|---------------------------------------------|
| <b>Quote No</b> 105064 <b>RETAIN</b>                                                                                                                                                                    | <b>Primary Contact</b> M Wrigglesworth                                                           | R J Hill Laboratories Limited<br>28 Duke Street, Hamilton 3204<br>Private Bag 3205<br>Hamilton 3240, New Zealand                                                                                                | <b>Office use only<br/>(Job No)</b> |                    |                                             |
| <b>Submitted By</b>                                                                                                                                                                                     | <b>Client Name</b>                                                                               | <b>T</b> 0508 HILL LAB (44 555 22)<br><b>T</b> +64 7 858 2000<br><b>E</b> mail@hill-labs.co.nz<br><b>W</b> www.hill-laboratories.com                                                                            |                                     |                    |                                             |
| <b>CONSULTANT DETAILS</b>                                                                                                                                                                               |                                                                                                  | <b>CHAIN OF CUSTODY RECORD</b>                                                                                                                                                                                  |                                     |                    |                                             |
| <b>Address</b>                                                                                                                                                                                          | <b>Postcode</b>                                                                                  | <b>Sent to Hill Laboratories</b>                                                                                                                                                                                | <b>Date &amp; Time:</b>             |                    |                                             |
| <b>Phone</b>                                                                                                                                                                                            | <b>Mobile</b>                                                                                    | <input type="checkbox"/> Tick if you require COC to be emailed back                                                                                                                                             | <b>Name:</b>                        |                    |                                             |
| <b>Email</b>                                                                                                                                                                                            |                                                                                                  | <b>Received at Hill Laboratories</b><br>(Refer to Lab created Job No above)                                                                                                                                     | <b>Date &amp; Time:</b>             |                    |                                             |
| <b>Charge To</b> NZDF <b>RETAIN</b>                                                                                                                                                                     | <b>Client Reference</b> Base_Asbestos_Lead <b>ENTER ADMIN SITE</b>                               | <b>Name:</b>                                                                                                                                                                                                    | <b>Signature:</b>                   |                    |                                             |
| <b>Additional Ref</b> Consultant job number: FlocID (Consultant Project ID)                                                                                                                             | <b>Order No</b> <b>LEAVE BLANK</b>                                                               | <b>Condition</b>                                                                                                                                                                                                | <b>Temp:</b>                        |                    |                                             |
| <b>Results To</b> Reports will be emailed to Primary Contact by default. Additional Reports will be sent as specified below.                                                                            |                                                                                                  | <input type="checkbox"/> Room Temp <input type="checkbox"/> Chilled <input type="checkbox"/> Frozen                                                                                                             |                                     |                    |                                             |
| <input checked="" type="checkbox"/> Email Primary Contact <input checked="" type="checkbox"/> Email Submitter <input type="checkbox"/> Email Client                                                     | <input checked="" type="checkbox"/> Email Other nzdf@esdat.net (Contact ID 268260) <b>RETAIN</b> |                                                                                                                                                                                                                 |                                     |                    |                                             |
| <input type="checkbox"/> Other enter consultant contact                                                                                                                                                 |                                                                                                  |                                                                                                                                                                                                                 |                                     |                    |                                             |
| <b>ADDITIONAL INFORMATION / KNOWN HAZARDS</b><br>Dates of testing are not routinely included in the Certificates of Analysis. Please inform the Laboratory if you would like this information reported. |                                                                                                  | <b>Priority</b> <input type="checkbox"/> Low <input checked="" type="checkbox"/> Normal <input type="checkbox"/> High<br><input type="checkbox"/> Urgent (ASAP, extra charge applies, please contact lab first) |                                     |                    |                                             |
|                                                                                                                                                                                                         |                                                                                                  | <b>Requested Reporting Date:</b>                                                                                                                                                                                |                                     |                    |                                             |
| <b>No.</b>                                                                                                                                                                                              | <b>Sample Name</b>                                                                               | <b>Sample Date</b>                                                                                                                                                                                              | <b>Sample Time</b>                  | <b>Sample Type</b> | <b>Tests Required (if not as per Quote)</b> |
| 1                                                                                                                                                                                                       | <b>FULL SAMPLE NO. SEE PART 3</b>                                                                |                                                                                                                                                                                                                 |                                     |                    |                                             |

## PART 4: REPORTING

### ArcGIS Online (AGOL) Reporting Overview

There are two browser-based applications which are to be used during the post-survey process. Each is intended for a different task. Please use each application as shown below. Instruction on their use can be found further down this section.

**All NASP AGOL resources should be accessed from the Asbestos & Lead section of the Environmental Services Hubsite [here](#).** Disregard all previous links, this is to ensure only the most up to date resources are being used.

| Browser Application                                                                                   | Purpose                                                                             |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| NASP Data Editor<br> | To edit survey data including updates following receipt of sample analysis results. |
| Survey123 site*<br>  | To produce the asbestos management survey report <u>after</u> edits have been made. |

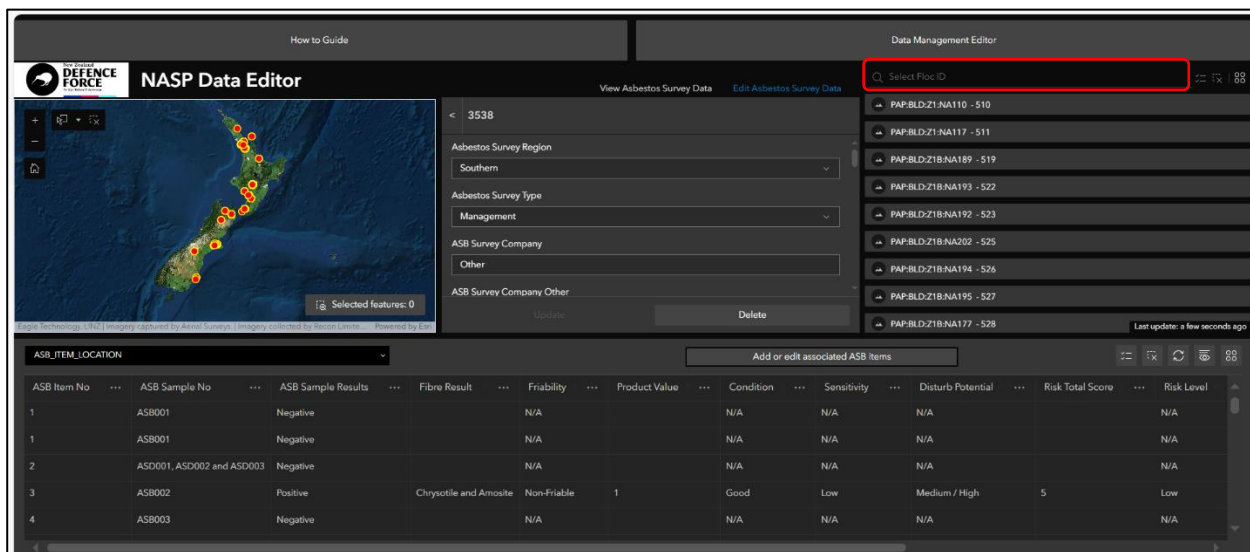
\* Not to be confused with Survey123 iPad app, used to collect survey data on site.

The previous data editor (asbestos data management editor) is temporarily available for use if required.

#### 4.1.1 Editing Survey Data

Surveyors are to access the web editor once the survey has been submitted using the survey form. The NASP Data Editor is a new tool as of October 2024, which allows Surveyors to view and edit all items on a single table, as well as add new items including photos using an embedded Survey123 form.

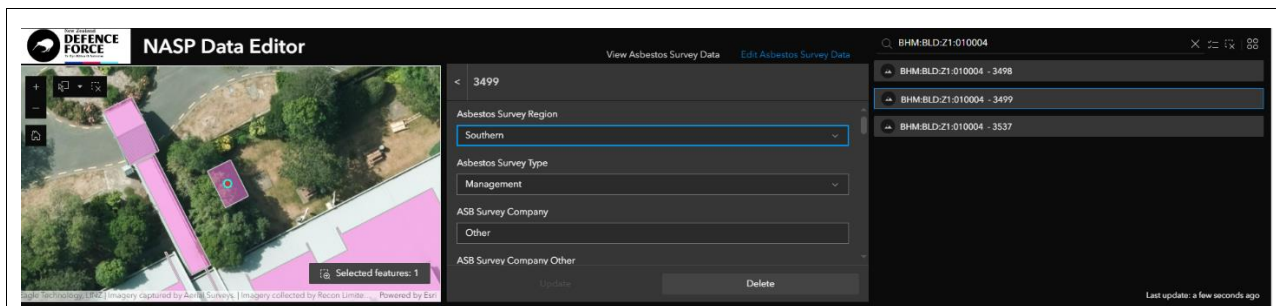
The Surveyor should login using the same Username and Password. **Note the NASP Data Editor works best on Chrome browser.**



| ASB Item No | ASB Sample No             | ASB Sample Results | Fibre Result           | Friability  | Product Value | Condition | Sensitivity | Disturb Potential | Risk Total Score | Risk Level |
|-------------|---------------------------|--------------------|------------------------|-------------|---------------|-----------|-------------|-------------------|------------------|------------|
| 1           | ASB001                    | Negative           |                        | N/A         |               | N/A       | N/A         | N/A               |                  | N/A        |
| 1           | ASB001                    | Negative           |                        | N/A         |               | N/A       | N/A         | N/A               |                  | N/A        |
| 2           | ASD001, ASD002 and ASD003 | Negative           |                        | N/A         |               | N/A       | N/A         | N/A               |                  | N/A        |
| 3           | ASB002                    | Positive           | Chrysotile and Amosite | Non-Friable | 1             | Good      | Low         | Medium / High     | 5                | Low        |
| 4           | ASB003                    | Negative           |                        | N/A         |               | N/A       | N/A         | N/A               |                  | N/A        |

Each individual Surveyor will be able to see all of their own previous surveys, but none from other Surveyors. Navigate to the necessary building by typing the Floc or Build ID into the search bar. The Build ID is the final part of the Floc ID e.g. for the Floc PAP:BLD:Z1:NA110 the Build ID is NA110.





Select the correct Floc ID when it appears below in blue text. If there is more than one survey available for this building, make sure the survey you want to edit is selected, as shown above by the faint blue outline (right).

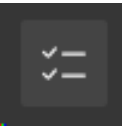
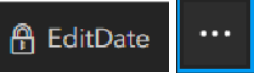
The map will zoom to the building, check that this is correct location before proceeding.

The table beside the map is not editable until you select “Edit asbestos survey data”. Here, you can review and amend your **Building Construction Summary** by scrolling down. You must also update the **[Building Survey Asbestos Status]** dropdown. Click **[Update]** once finished. Do not click **[Delete]** unless you want to remove the entire survey.

Now you can edit your individual items. Double click on any cell in the table at the bottom to edit it. Cells that we don’t want you to edit are restricted.

Everyone will see a standard view that allows you to see the majority of the information you need to see and edit. You can customise your view by using the symbols to the top right of the table

**Be careful and double check your changes; once an edit has been made it populates the database instantly and cannot be undone, so be sure that you’re editing the correct cell.**

|                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><u>Show / hide columns</u> (set up a view)</p> <p>In total, each item comprises a lot of data points. We suggest toggling off all columns of data and switching on the ones relevant to the edits you need to make, plus the item or sample number. This will make it easier to identify the correct cell to edit.</p> <p>If editing multiple surveys your view will remain the same until you end the session.</p> |
|  | <p><u>Show selection</u> (filter to a single item)</p> <p>Single click on an item to select it (the shading will change). Press this icon to filter to the selected item only. Press the icon in the same position to filter back to all items after a single items’ edits are complete.</p>                                                                                                                           |
|  | <p><u>View edits</u> (confirm edits are correct)</p> <p>Filter the EditDate to view all the items you’ve edited before exiting the session. You can filter all columns ascending or descending but be aware that you may not be able to return to the original order with refreshing the page.</p>                                                                                                                     |

| Add or edit associated ASB items |           |               |                   |                  |            |
|----------------------------------|-----------|---------------|-------------------|------------------|------------|
| Product Value                    | Condition | Sensitivity   | Disturb Potential | Risk Total Score | Risk Level |
|                                  | Poor      | Low           | Low               | 6                | Low        |
|                                  | Poor      | Medium / High | Medium / High     | 10               | High       |

By clicking **[Add or edit associated ASB items]** you can also edit your data using the Survey123 form. Using this can allow you to replace and add new photos, utilise a larger text box for your building construction summary, add in entirely new items to the survey, or delete individual items if they're not necessary for the report.

The bigger the survey the longer it will take to populate the Survey123 form. For surveys over 20 items in size you may notice an extended lag – be patient.

Surveys with many items may also not allow you to filter well between items using the numbers displayed at the top of the items pages.

How to Guide

**How to use the NASP Data Editor**

**Search for a record**  
Search for the Floc ID using the search bar in the top right hand corner. Click on the record shown in the list to view information for that record. When a record is selected, the map will zoom to the location and the app will update, to display the associated data.

**Asbestos Survey Data**  
Use the 'View Asbestos Survey Data' tab to view the Asbestos Survey data associated with the record selected. Click on the 'Edit Asbestos Survey Data' tab to edit this data. To save edits, select update at the bottom of the details pane.

**ASB Items**  
The table at the bottom of the app displays all ASB items for the record selected. To view additional fields, display selected records or create filters click the icons on the top right of the table. The order of the fields can be moved and the data sorted.  
  
To edit the data in the table double click on a cell. Once the edits are made click off the cell and the data will update. **Note once a record is edited, there is no undo button.**  
To add new or edit ASB items select the 'Add or edit asbestos items' button, this will open the survey.

Click between the tab to view or edit the NAS main survey data

Search for Floc ID

NASP Data Editor

View Asbestos Survey Data Edit Asbestos Survey Data

Asbestos\_Survey\_FME: 3498

Asbestos Survey Region: Southern  
Asbestos Survey Type: Management  
ASB Survey Company: Pattle Delamore Partners  
ASB Survey Company Other:  
Primary ASB Surveyor: Liz Carterwright  
Second ASB Surveyor: TEST1

Select the record for the Floc ID

1. View selected records  
2. Unselect records  
3. Refresh table  
4. Display/Hide fields  
5. Filter and export records

Add or edit associated ASB items

To add new ASB items or edit existing ASB items click the button to open the data in the survey.

| ASB Item No | ASB Sample No | ASB Sample Results | Fibre Result | Friability  | Product Value | Condition | Sensitivity | Disturb Potential |
|-------------|---------------|--------------------|--------------|-------------|---------------|-----------|-------------|-------------------|
| 1           | 1             | Positive           | Chrysotile   | Non-Friable | 1             | Good      | Low         | Low               |
| 2           | 2             | Negative           | Crocidolite  | Friable     | 1             | Poor      | Low         | Low               |

To edit data in the table double click on the cell and edit the data

At any time, you can select the **[How to Guide]** tab to review basic instructions on how to use this editing tool.

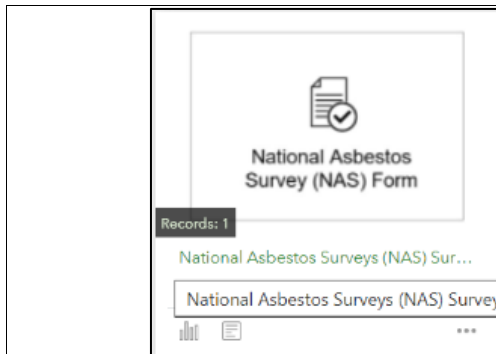
## ESSENTIAL EDITS TO SURVEY DATA

Certain fields must be updated within the web editor prior to producing the final report. These are as follows:

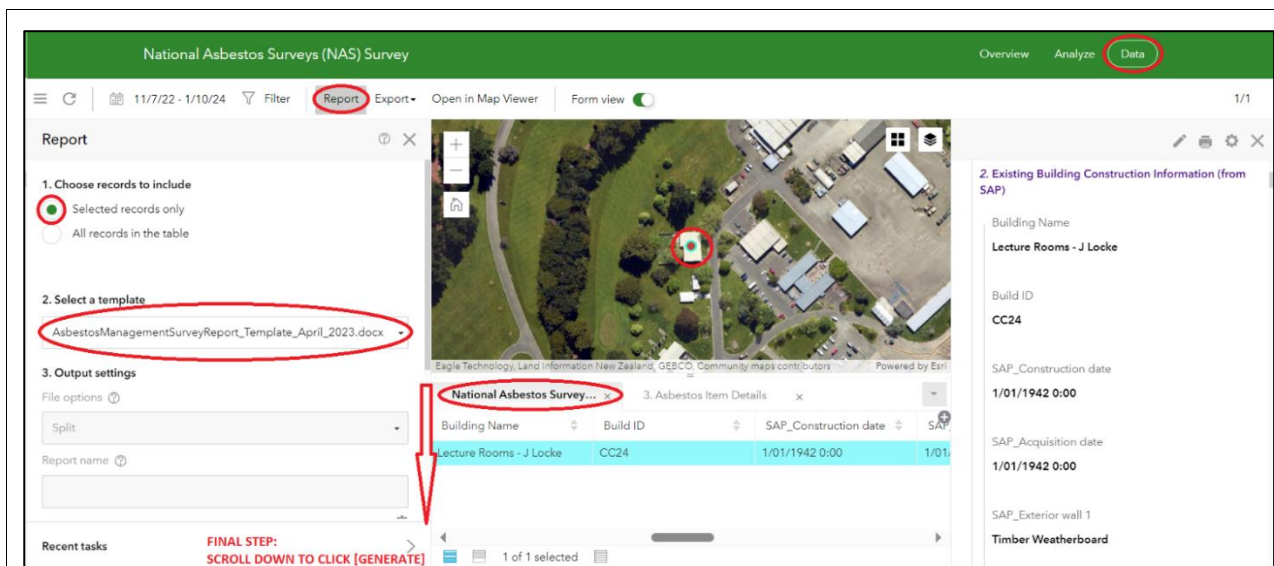
1. For positive items, update **ASB Sample Results** and **Fibre Result**.
2. For negative items, do the following:
  - a. If not originally selected, select or write 'N/A' for **Asbestos Condition**, **Asbestos Disturbance Potential**, **Asbestos Sensitivity** and **Risk Level**.
  - b. Delete information from **Friability**, **Product Value** and **Risk Score**,
  - c. Delete any previously made comments in the **Additional Assessor Comments** field and replace with **"No further actions required"**.

## 4.2 Generating the Report in Word

Asbestos management survey reports must be generated for each individual Floc (unless the NZDF request for them to be combined) using the survey template within the [Survey123 site](#). To do this you need to simply navigate to the correct survey data, select the report template to populate and select **[Generate]**. An example of a generated management survey report is shown In Section 4.3.



The Surveyor should login using the same username and password as all other NZDF GIS tools. Click the  icon to access your recent surveys.



Press the **[Data]** icon in the top right, then navigate to the correct survey and select the red dot on the map (the same as the web editor). You'll then notice the data appear in the table below the map. Double check that (only) the correct survey is selected by clicking on the 'National Asbestos Surveys (NAS) Survey' tab, this tab **must** be selected before generating the report.

If needed, you can also check the 'Asbestos Item Details' to view all individual items recorded during the survey.

When ready, select **[Report]**, make sure the 'Selected records only' checkbox is selected, select the management survey template, then scroll down to generate the report.

Save the file onto your system in accordance with your internal quality control procedures.

## 4.3 Editing the Word Report

Review the contents of the survey report and particularly the register for any previously unidentified quality issues. Ensure you make any necessary edits to existing information in the NASP Data Editor.

**Yellow highlighted** text prompt the updates that are required to be made direct to the Word document. Follow these prompts.

**AQAA Tip: Ensure each item recorded as no access within the register is listed and has a detailed (not generic) reason for no access listed in the no access box.**

Please note: 'NZDF QA auditor' is no longer required to be recorded. You can change this to 'N/A'.

| WHP:BLD:Z9:F5021 ASBESTOS MANAGEMENT SURVEY - ASBESTOS REGISTER                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                                                                                                                                                                                                                                                                                                                                                      |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <p>The register below shows details of Asbestos Containing Materials (ACM) identified at the site including location, quantity and asbestos type. Also included are items assumed to contain asbestos and items that have been sampled and no asbestos has been detected. See further notes at bottom of table explaining the Risk Assessment Method developed by NZDF. A summary of revisions to this register are shown in a table at the end of this document.</p> |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| NZDF Site                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Whenuapai                                                            | Building Information Observations (e.g. age and construction)                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| Building Name and ID                                                                                                                                                                                                                                                                                                                                                                                                                                                  | No 1 Hangar - WP 40 Squadron Maintenance<br>WHP:BLD:Z9:F5021 (F5021) |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| Survey Date(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                        | [INSERT SURVEY DATE(S)]                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Report Date                                                                                                                                                                                                                                                                                                                                                                                                                                                           | [INSERT REPORT PUBLISH DATE]                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Surveyor Company Name                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Example consultancy name                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Lead Surveyor                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Example surveyor name                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Assistant Surveyor                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Example surveyor name                                                | <p>Assumed asbestos found<br/>[LIST ROOMS/LOCATIONS WHERE ASBESTOS FOUND/ASSUMED, including potential contamination, as recorded in register]</p>                                                                                                                                                                                                                                                                                                                                                                                        |  |
| Reviewer                                                                                                                                                                                                                                                                                                                                                                                                                                                              | [INSERT REVIEWER NAME]                                               | <p>Given the age of this building, other ACMs could have been present historically. Information relating to the removal of historical ACM is unknown; however, it is recognised that removal of these items may not have been to current standards. As a result, asbestos-containing debris could potentially be present in some areas that could not be fully accessed as part of this survey. For this reason, please note any survey limitation items listed within register below. [^^ Remove this sentence if built after 1988]</p> |  |
| NZDF QA auditor                                                                                                                                                                                                                                                                                                                                                                                                                                                       | [INSERT QA AUDITOR NAME]                                             | <p>[Insert any actions relating to contamination which are planned or have been conducted, along with results summary]</p>                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <p>Item(s) not accessed during the survey (these items/areas must be assumed to contain asbestos until accessed):</p> <p>[INSERT SUMMARY OF LIMITED/NO ACCESSED AREAS]</p>                                                                                                                                                                                                                                                                                            |                                                                      | <p>Soils or other areas with bare ground surrounding the building could potentially contain asbestos contamination arising from asbestos containing building materials presently or formerly in this area. Soils are not assessed as part of an Asbestos Management Survey, a soil assessment must take place prior to any disturbance works occurring around the halo of the building.</p>                                                                                                                                              |  |

The survey date entry should include all dates the survey was taking place. The report date should be the date the report is completed / compiled into a PDF.

Other essential considerations for finalising the report:

- Building Information Observations** - If the listed Construction Date provided by NZDF appears to be incorrect, delete this line from the register document.
- Asbestos Summary** - If any material has been sampled in the survey and is found to contain asbestos, change the first line from "Assumed asbestos found" to "Identified and assumed asbestos found", followed by a list of any room or area where asbestos has been found or assumed. For any high risk or complex items, this is another opportunity for the surveyors to clearly emphasize the related actions and recommendations.  
  
Remove the paragraph about historical asbestos removal if the construction is post-1988. Retain the final paragraph regarding potential for soil contamination.
- Limited and No Access Areas** – Ensure any rooms / areas which have not been accessed are listed including a brief description of the reason why.
- Survey Item Details** – Reporting of items should be done in a logical order. Consider re-ordering for complex surveys undertaken over many days / phases of access. Item numbers do not need to be consecutive so if items are reordered, do not change the item numbers.

Ensure that all negative items are recorded as follows:

| Condition of ACM | Disturbance Potential | Asbestos Sensitivity | Asbestos Risk Level | Actions / Comments          |
|------------------|-----------------------|----------------------|---------------------|-----------------------------|
| N/A              | N/A                   | N/A                  | N/A                 | No further action required. |

Consider changing the column widths – try to achieve the most items per page as possible.

- Photos** – realign photos if required. Consider adding (bold) arrows if the ACM may be difficult to depict.
- Register Revision History** – add to or update each time a report is created / revised.



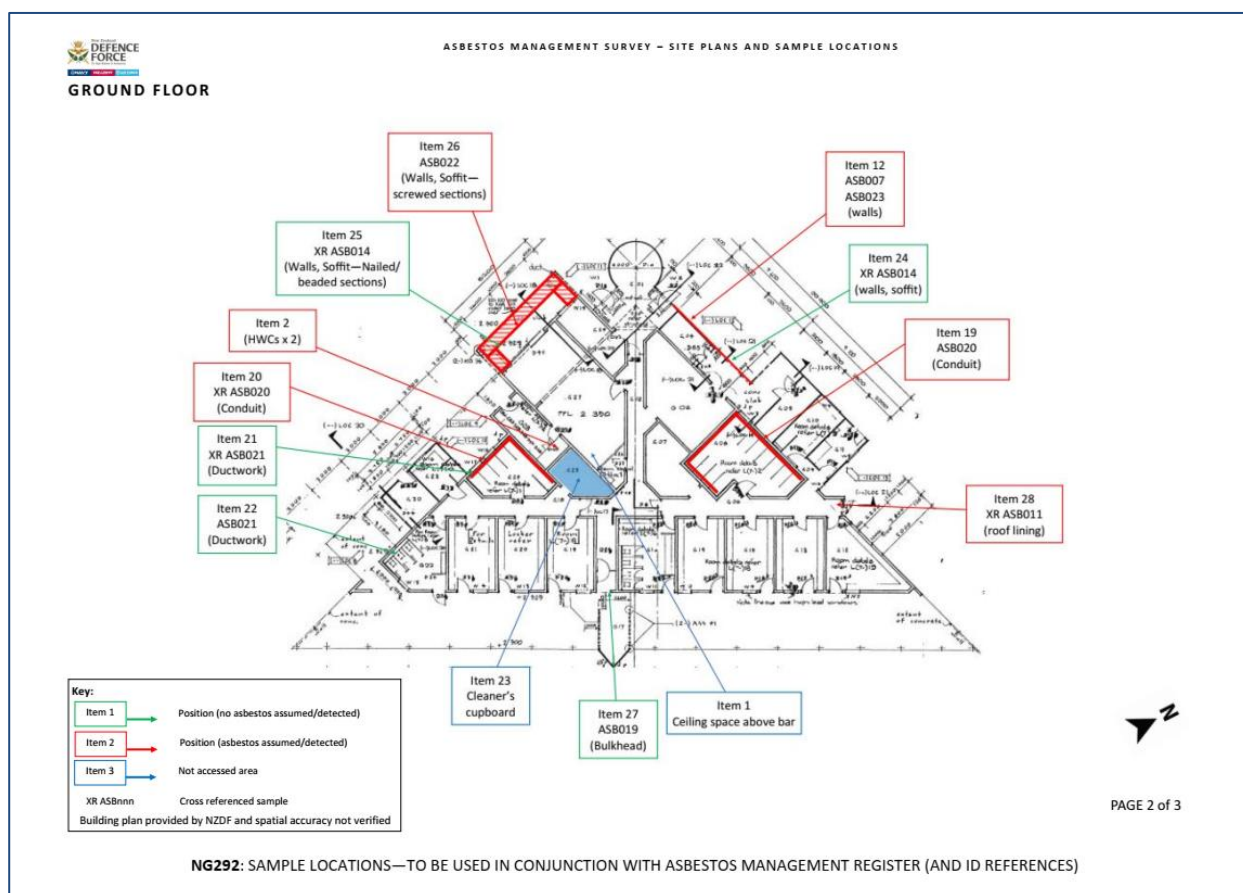
Do not edit the notes / limitations underneath the register. These are pre-agreed and can only be changed through consultation with the NZDF.

#### 4.4 Preparing the Site Plans

The required templates for the floor plans are included within the generated Word report after the register revision history. You must use these templates but the methods may vary depending on the internal process and software you use.

Below is an example of what the correct use of the template should look like. Generally, the plans themselves will be completed / updated using separate software, but then combined with the other elements of the template to produce the final draft.

Don't forget to change the [North] direction and add the floor / level to each plan.



Large buildings will require many plans. We expect to see at least one plan per level, including mezzanines and in some cases sub-floors and ceiling voids, but the most complex surveys may require more e.g. separate plans for positive and negative items. However you display these items, make sure that the location are clearly visible to the readers.

Essential considerations when constructing the site plans:

1. Use the colours within the template i.e. **Green for no asbestos assumed / detected**; **Red for asbestos assumed / detected**; **Blue for not accessed area**.
2. Use the labelling format within the template i.e. Item No, Sample No (if applicable, use XR to denote cross-referenced samples), building component.
3. Mark the extent on the floor plans i.e. use red lines or polygons to show where the positive items are, and blue for non-accessed areas. It is less important to mark-up negative items, but

consider this as part of your technical review; are positive and negative items difficult to distinguish in this building?

4. The text box within the key reading “*Building plan provided by NZDF and spatial accuracy not verified*” should be deleted if floor plan has been manually drawn by the Surveyor).
5. Double check all Floc IDs and references are correct.

#### 4.5 Compiling the Final Report

You now have three completed elements of the asbestos management survey, all of which are essential and must be viewed together. These are:

1. The asbestos management survey report with register, and
2. The floor plans
3. The sample analysis results,

Combine these files into a single PDF in the above order, before submitting for an internal quality audit. See Part 7 for a checklist to assist with internal self-review of the NZDF asbestos management survey reports.

#### 4.6 Report Naming Convention

Reports are no longer submitted in draft format. FINAL reports are to be submitted to the [Asbestos Team](#) following internal sign off using the following naming convention:

ASR\_Floc where ASR is Asbestos Survey Report and the Floc is the last part of the Floc ID (usually between 3 and 5 digits and numbers) e.g. ASR\_NA711.

All other relevant information will be added to the NZDF SharePoint once uploaded.

#### 4.7 Submission to the NZDF

Remember, the report needs to match the data held within AGOL, so applicable edits to the survey report must be made with the NASR Data Editor.

Once finalised, the report must be submitted to NZDF’s AQAA (cc POC as per the instruction from the NZDF), we will undertake our own review of the survey report against the recorded data.

This email should be sent in the following format to the recipients listed:

|                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To: <a href="mailto:asbestos@nzdf.mil.nz">asbestos@nzdf.mil.nz</a>                                                                                                                                                                                                                                                                     |
| CC: [POC email]                                                                                                                                                                                                                                                                                                                        |
| Email Subject: NASP [insert camp / base] FINAL management survey report for [insert Floc ID]                                                                                                                                                                                                                                           |
| Attached is the management survey report for building [insert Floc ID] at [insert camp/base name] submitted to the NZDF Asbestos Quality Assurance Advisor.<br><br>[add information relevant to the review i.e. unusual sample results, access issues and other circumstances that might be considered relevant context to the report] |

The AQAA will provide feedback where required and may advise on any amendments to the documents or data that will be required before the document can be accepted for loading on the NZDF SharePoint. The AQAA will reply all so please consider who else you copy into the email who may be able to support with any amendment requests.

When emailing reports, limit 1 report per email. Each email should be no larger than 10MB – anything larger than this may not be received by all recipients.

Do not share links to external SharePoint sites or document storage systems, the NZDF have difficulty accessing external networks.



## PART 5: EXTENDED GUIDANCE

### Considerations for Surveying on the NZDF Estate

This section presents an overview of the expectations for surveying which will occur on site during the course of reporting the findings of management survey inspections.

All survey works shall be conducted at minimum in accordance with the Good Practice Guidelines: Conducting Asbestos Surveys (WorkSafe, 2016) (GPG) and in accordance with this Surveyors Manual.

In addition to the fact that the NZDF have designed their own asbestos management survey data collection and reporting systems, there are a number of additional considerations when surveying and reporting management surveys of NZDF property that must be followed.

#### 5.1 Secure Areas

NZDF manage varying levels of security throughout the Estate which can impact access and how surveys take place.

The default security requirement involves an Asbestos Surveyor obtaining a Defence Security Clearance (DSC) by completing the MD390 security application, obtaining a contractor card to be able to conduct works unescorted with full use of the tablet. However, in some instances increased security requirements for a building or specific area may result in some or all of the following requirements:

- The Asbestos Surveyor is required to be escorted by NZDF personnel.
- Surveys need to be conducted at particular times, or with sufficient advance warning to allow sensitive operations to be paused while the inspection takes place.
- Photography restrictions in some areas, including areas where photography is completely banned.
- Tablet usage restrictions in some areas, for security and/or transmission reasons. The Surveyor may be required to turn off all transmitting functions during a survey (using flight mode) and/or the Surveyor may be barred from taking photographs from the device.
- Use of the tablet may be completely prohibited in some highly sensitive areas.

**The POC will alert the Surveyor to any security sensitive areas in advance of the survey, when known, within the statement of work, which will include advice on what controls need to be implemented.** The controls may affect some or all elements of the report; including photos, floor plans, data collection and data display. Below is a summary table of the controls that can be agreed with the building POCs.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Additional security controls (options):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Photos:</b> <ol style="list-style-type: none"> <li>1. Photos taken on a digital camera with no transmitting functions that can be inspected before and after use.</li> <li>2. Do not take cover photo.</li> <li>3. Only record one photo per item, as close up as possible to show the item in question but not the surrounding area.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Floor Plan:</b> <ol style="list-style-type: none"> <li>1. Create floor plans by hand whilst on site, omitting all features except walls.</li> <li>2. Annotate rooms as RM1, RM2 etc. no names or other references to be used.</li> <li>3. Mark-up locations of ACMs as normal.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Data collection:</b> <ol style="list-style-type: none"> <li>1. Record all data by hand whilst on site.</li> <li>2. Do not record any information related to building use / function. Only use the RM1, RM2 references to identify locations.</li> <li>3. Follow escort instructions around access to rooms, ceiling spaces, sub-floors, and record areas as inaccessible at the advice of the escort.</li> <li>4. Allow escort to review all notes and photos prior to leaving site.</li> <li>5. Input data to ArcGIS Survey123 app using the NZDF device after the site works are complete, at the DEI Office.</li> <li>6. Take photos of wording 'No Photo Available' in applicable fields to allow survey form to proceed.</li> <li>7. Allow additional time for POCs to conceal restricted or other sensitive information prior to entering rooms or wings.</li> <li>8. Sync data to ArcGIS (unclassified) system whilst on site.</li> </ol> |
| <b>Data display:</b> <ol style="list-style-type: none"> <li>1. Data is visible to the Surveyor only, to create the report using the NZDF reporting template.</li> <li>2. Highly restricted buildings are not visible on ArcGIS Online.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

If, for security reason, access is prevented to particular areas on site which were not notified to the Surveyor in advance, the Surveyor should contact the NASP POC.

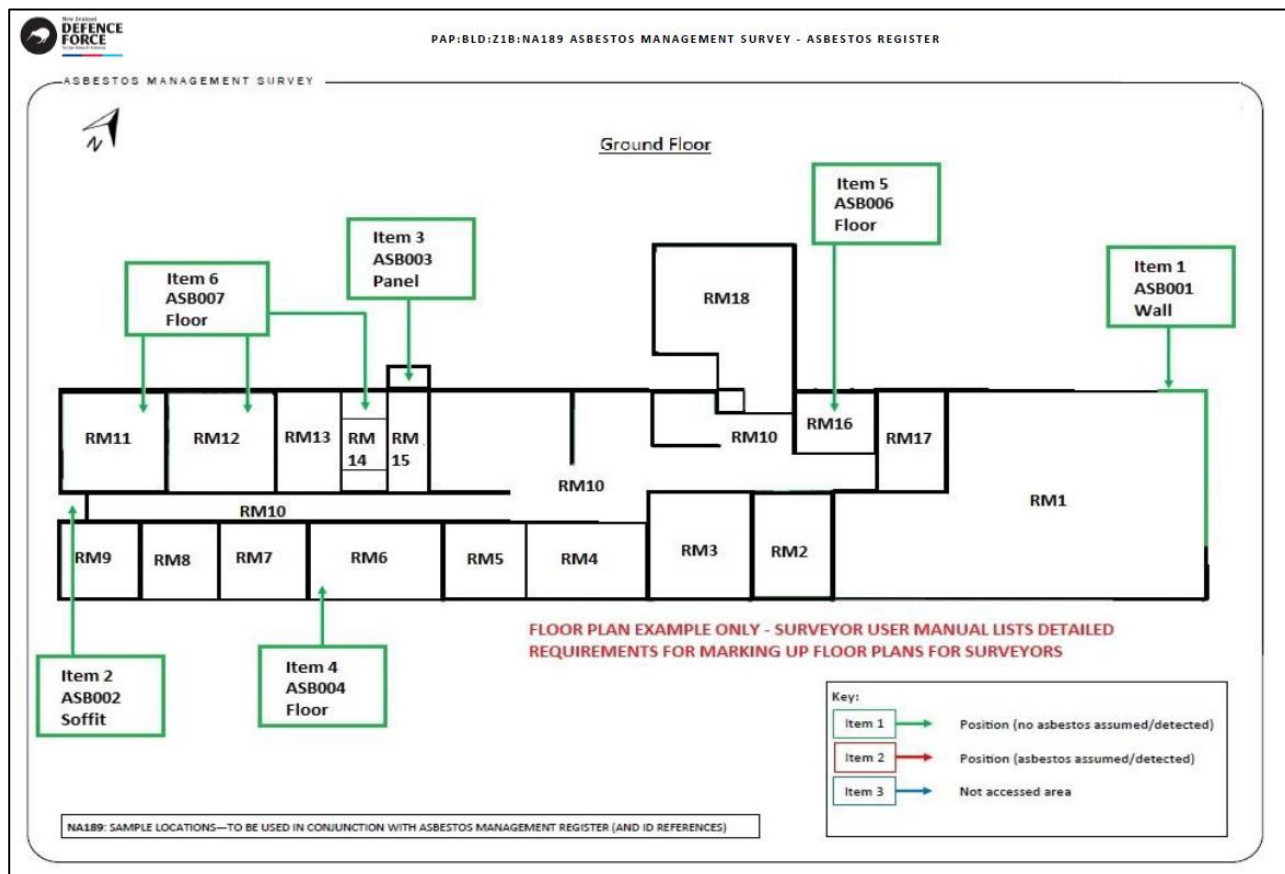
#### 5.1.1 Guidance for Data Collection in Security Sensitive Areas

Below is an example of a management survey report and floor plan when all of the above controls have been implemented. This is used as an example to demonstrate to the building POCs the type and quantity of information required at a minimum to produce an adequate asbestos management survey report.

|  <b>PAP:BLD:Z1B:NA189 ASBESTOS MANAGEMENT SURVEY - ASBESTOS REGISTER</b> |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |                  |                       |                      |                     |                                            |                            |                                                                                     |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------|-----------------------|----------------------|---------------------|--------------------------------------------|----------------------------|-------------------------------------------------------------------------------------|--|
| <b>Introduction</b>                                                                                                                                       |                        | The register below shows details of Asbestos Containing Materials (ACM) identified at the site including location, quantity and asbestos type. Also included are items assumed to contain asbestos and items that have been sampled and no asbestos has been detected. See further notes at bottom of table explaining the Risk Assessment Method developed by NZDF. A summary of revisions to this register are shown in a table at the end of this document. |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |                  |                       |                      |                     |                                            |                            |                                                                                     |  |
| <b>NZDF Site</b>                                                                                                                                          |                        | <b>Papakura, Auckland</b>                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                    | <b>Building Information Observations (e.g. age and construction)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                             |                  |                       |                      |                     | <b>Building Photo</b>                      |                            |                                                                                     |  |
| <b>Building Name and ID</b>                                                                                                                               |                        | <b>NPMS/CMT<br/>PAP:BLD:Z1B:NA189 (NA189)</b>                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                    | <b>REPORT CREATED AS AN EXAMPLE ONLY. VARIOUS ITEMS OMITTED FROM REGISTER.</b><br>Construction date provided by NZDF: 1.01.1945.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                             |                  |                       |                      |                     | <b>No Photo Available.</b>                 |                            |                                                                                     |  |
| <b>Survey Date(s)</b>                                                                                                                                     |                        | <b>30/06/2021</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                    | <p>This single storey building has a plastic exterior lining on top of timber wall cladding with some sections of timber baseboards and concrete lower walls. It has timber soffits throughout including within porch entrances apart from the western porch. It also has a corrugated metal pitched roof throughout. Internally it has various vinyl and carpet floor linings on top of timber with gip, timber and chipboard walls and ceilings. Modern ceiling tiles were seen in some areas. Both a sub-floor and roof void are present.</p> <p>Two refurbishment surveys took place concurrently with this management survey (reported separately).</p> <p><b>Asbestos Summary</b></p> <p><b>Asbestos has been found/presumed in the following locations:</b></p> <ul style="list-style-type: none"> <li>External – No ACM identified;</li> <li>Internal – Sub-floor.</li> </ul> <p>Given the age of this building, other ACMs could have been present historically. Information relating to the removal of historical ACM is unknown; however, it is recognised that removal of these items may not have been to current standards. As a result, asbestos-containing debris could potentially be present in some areas that could not be fully accessed as part of this survey. For this reason, please note any survey limitation items listed within register below.</p> <p>Four swab samples were collected from various surfaces within the roof void, none of which yielded asbestos fibres.</p> <p>Soils or other areas with bare ground surrounding the building could potentially contain asbestos contamination arising from asbestos containing building materials presently or formerly in this area. Soils are not assessed as part of an Asbestos Management Survey; a soil assessment must take place prior to any disturbance works occurring around the halo of the building.</p> |                             |                  |                       |                      |                     |                                            |                            |                                                                                     |  |
| <b>Report Date</b>                                                                                                                                        |                        | <b>3/08/2021</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |                  |                       |                      |                     |                                            |                            |                                                                                     |  |
| <b>Surveyor Company Name</b>                                                                                                                              |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |                  |                       |                      |                     |                                            |                            |                                                                                     |  |
| <b>Lead Surveyor</b>                                                                                                                                      |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |                  |                       |                      |                     |                                            |                            |                                                                                     |  |
| <b>Assistant Surveyor</b>                                                                                                                                 |                        | <b>N/A</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |                  |                       |                      |                     |                                            |                            |                                                                                     |  |
| <b>Reviewer</b>                                                                                                                                           |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |                  |                       |                      |                     |                                            |                            |                                                                                     |  |
| <b>NZDF QA auditor</b>                                                                                                                                    |                        | <b>N/A</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |                  |                       |                      |                     |                                            |                            |                                                                                     |  |
| <b>Item(s) not accessed during the survey (these items/areas <u>must</u> be assumed to contain asbestos until accessed):</b>                              |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                    | <p>Unable to access the majority of the sub-floor due to access restrictions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                             |                  |                       |                      |                     |                                            |                            |                                                                                     |  |
| <b>Survey Item Details</b>                                                                                                                                |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |                  |                       |                      |                     |                                            |                            |                                                                                     |  |
| Item No.                                                                                                                                                  | Location / Floor Level | Room / Position / Access                                                                                                                                                                                                                                                                                                                                                                                                                                       | Building Component / Material                      | Sample No. / Results / Friability                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Estimated Quantity / Extent | Condition of ACM | Disturbance Potential | Asbestos Sensitivity | Asbestos Risk Level | Actions / Comments                         | Photo 1                    | Photo 2                                                                             |  |
| 1                                                                                                                                                         | External               | East                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Decorative coating / cementitious render or screed | ASB001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | N/A                         | N/A              | N/A                   | N/A                  | N/A                 | Material seen to lower, eastern wall only. | <b>No Photo Available.</b> |  |  |
|                                                                                                                                                           | External wall          | Accessed                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                    | Negative                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |                  |                       |                      |                     | A composite sample was taken.              |                            |                                                                                     |  |
|                                                                                                                                                           |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |                  |                       |                      |                     | No further action required.                |                            |                                                                                     |  |
| 2                                                                                                                                                         | External               | Throughout                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Soffit                                             | ASB002                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | N/A                         | N/A              | N/A                   | N/A                  | N/A                 | Material seen to western porch soffit.     | <b>No Photo Available.</b> |  |  |
|                                                                                                                                                           | Porch                  | Accessed                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Fibre cement                                       | Negative                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |                  |                       |                      |                     | No further action required.                |                            |                                                                                     |  |

|  <b>PAP:BLD:Z1B:NA189 ASBESTOS MANAGEMENT SURVEY - ASBESTOS REGISTER</b> |                        |                              |                               |                                   |                             |                  |                       |                      |                     |                                                                                        |                            |                                                                                       |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------|-------------------------------|-----------------------------------|-----------------------------|------------------|-----------------------|----------------------|---------------------|----------------------------------------------------------------------------------------|----------------------------|---------------------------------------------------------------------------------------|--|
| <b>Survey Item Details</b>                                                                                                                                 |                        |                              |                               |                                   |                             |                  |                       |                      |                     |                                                                                        |                            |                                                                                       |  |
| Item No.                                                                                                                                                   | Location / Floor Level | Room / Position / Access     | Building Component / Material | Sample No. / Results / Friability | Estimated Quantity / Extent | Condition of ACM | Disturbance Potential | Asbestos Sensitivity | Asbestos Risk Level | Actions / Comments                                                                     | Photo 1                    | Photo 2                                                                               |  |
| 3                                                                                                                                                          | External               | Throughout                   | Panel                         | ASB003                            | N/A                         | N/A              | N/A                   | N/A                  | N/A                 | Material seen to northern entrance canopy.                                             | <b>No Photo Available.</b> |  |  |
|                                                                                                                                                            | Canopy                 | Accessed                     | Fibre cement                  | Negative                          |                             |                  |                       |                      |                     | No further action required.                                                            |                            |                                                                                       |  |
|                                                                                                                                                            |                        |                              |                               |                                   |                             |                  |                       |                      |                     | Adjacent porch soffit is timber.                                                       |                            |                                                                                       |  |
| 4                                                                                                                                                          | Internal               | RM6                          | Floor                         | ASB004                            | N/A                         | N/A              | N/A                   | N/A                  | N/A                 | Beige vinyl tiles seen in corner.                                                      | <b>No Photo Available.</b> |  |  |
|                                                                                                                                                            | Ground Level           | Corner only                  | Vinyl products                | Negative                          |                             |                  |                       |                      |                     | Surveyor unable to see whether tiles run beneath modern black sheet vinyl.             |                            |                                                                                       |  |
|                                                                                                                                                            |                        | Accessed                     |                               |                                   |                             |                  |                       |                      |                     | No further action required.                                                            |                            |                                                                                       |  |
| 5                                                                                                                                                          | Internal               | RM16                         | Floor                         | ASB006                            | N/A                         | N/A              | N/A                   | N/A                  | N/A                 | No further action required.                                                            | <b>No Photo Available.</b> |  |  |
|                                                                                                                                                            | Ground Level           | Throughout                   | Vinyl products                | Negative                          |                             |                  |                       |                      |                     |                                                                                        |                            |                                                                                       |  |
|                                                                                                                                                            |                        | Accessed                     |                               |                                   |                             |                  |                       |                      |                     |                                                                                        |                            |                                                                                       |  |
| 6                                                                                                                                                          | Internal               | RM11, RM12, RM14/15          | Floor                         | ASB007                            | N/A                         | N/A              | N/A                   | N/A                  | N/A                 | The same material was seen throughout RM11 and RM12, and in most areas within RM14/15. | <b>No Photo Available.</b> |  |  |
|                                                                                                                                                            | Ground Level           | Various areas – see comments | Vinyl products                | Negative                          |                             |                  |                       |                      |                     | No further action required.                                                            |                            |                                                                                       |  |
|                                                                                                                                                            |                        | Accessed                     |                               |                                   |                             |                  |                       |                      |                     |                                                                                        |                            |                                                                                       |  |

**REGISTER CREATED AS AN EXAMPLE ONLY. VARIOUS ITEMS OMITTED FROM REGISTER**



Summary of changes to survey methodology:

- A new room naming convention must be implemented, where each successive room is named RM1, RM2, RM3 etc. Ceiling voids (for example) can be named 'RM1 ceiling void' if above room RM1, or 'RM2 and RM3 ceiling void' (for example) if above multiple rooms. The NZDF do not have a full naming convention to suit all scenarios, but the most important aspect is that within any single report the **plans must match the register**.
- Wide / broad perspective photos are prohibited, close perspective photos that allow the reader to identify the ACM but exclude surrounding components are permitted.
- No references to other room types or components not listed as standard within the Survey123 form.
- Prohibition of electronic devices, so data will need to be recorded by hand and added electronically elsewhere on site.
- Plans to be created by hand, showing internal and external walls only; all other elements, references and names excluded.

This list is not exhaustive – other suitable options may be negotiated with the site POCs.

In addition to the above, other controls may be implemented to manage information security. This may include a security sweep by the site POCs prior to access, the use of secure NZDF devices for photography and / or vetting photos taken before leaving site.

## 5.2 Access and Reporting

In accordance with the expectations outlined within the GPG, asbestos management surveys are intended to identify risk associated with normal ('general') occupation of a building, structure, or area as well as reasonably foreseeable (minor) maintenance tasks. This will involve assessing the risks

that are easily or generally accessible and consultants are expected to plan for and undertake surveys in such a way as to access as many areas as possible during the survey.

Access requirements for ceiling voids and sub-floors must be assessed prior to the survey with the intention of accessing these spaces unless otherwise agreed. Options for access must be discussed in advance and made clear within your proposal.

Access into risers and other void spaces that can be entered without causing damage to the enclosing materials must also be included.

All reasonable efforts must be made by the Surveyor to gain full access, including requesting keys and / or further assistance from the NASP POC's where necessary.

### **5.2.1 Non-Accessed Areas**

If any area within the scope of the survey cannot be accessed for inspection by the Surveyor, it must be assumed to contain asbestos until proven otherwise. If any areas are not accessed that would be typically covered by the scope of a management survey, (subfloor, ceiling voids, locked rooms etc.) each area must be entered as a line item within the register and include a supporting risk assessment and recommendation.

Although it is best practise for the risk assessment for inaccessible areas to assume the work case scenario, we encourage the Surveyor to use their knowledge of the buildings construction, and professional judgement on what ACMs are likely to be present in these areas when determining the appropriate risk assessment and recommendation.

Areas presumed to contain asbestos will have implications for the building occupants and contractors, therefore every effort must be made during the course of the survey to enable access for inspection to take place. The requirements for accessing all areas, and the implications if this will not be possible, should be discussed between the Surveyor and NASP POC prior to the start of survey works during the pre-start site visit. Any failed attempts for accessing rooms or areas should be discussed prior to leaving site to help ensure all reasonable attempts have been made.

The Surveyor must also record the specific reasons why access was not possible at the time of the survey in the relevant item record on the Survey123 form. More detail preferred since it can provide the reader with vital context on what the risk might mean for them.

Photos can also provide information which may help with location of the area and assistance with access (e.g. contact information provided on a locked door). The NZDF supplied device can be used to record additional information using the camera and photos applications.

### **5.2.2 Non-Accessed Areas for Health and Safety Reasons**

There may be areas which cannot be accessed by the Surveyor for health and safety reasons, these instances should be minimised but often this requires additional controls to facilitate safe access. The reasons could include (but are not limited to):

- Areas at height (where feet go above 1.8m),
- Chemical, radioactive, explosive and biological hazards,
- Unsecure/unstable access (i.e. flooring, walkways),
- Unstable structures (including those deemed to be non-seismically safe),
- Active plant, machinery or vehicular activity,

- Live services and electrical equipment,
- Confined spaces.

In many instances, these issues will be anticipated prior to starting works via discussions with the POC and site personnel, as well as site visits. A less desirable but still realistic outcome; they may be encountered whilst conducting the survey, either by coming across warning signs or making visual observations that an area may be unsafe.

When such areas are encountered, the Surveyor and NASP POC must discuss with the local Delivery Team whether there are ways of enabling safe access. This could involve:

- Temporarily making the area safe for the surveyor to enter, e.g. turning off plant / machinery / active vehicles, and installing temporary safe access systems such as scaffolding.
- Use of safe access methods, i.e. mobile elevated work platform (MEWP).
- Implementing control measures, e.g. fall arrest systems, use of respiratory protective equipment (RPE)/personal protective equipment (PPE).
- Remote visual access, e.g. remotely operated cameras.

It's important to note that the decisions around investing more to achieve better access and a more complete survey outcome are often made with consultation between all parties, including those with responsibilities for maintenance of the building, so it is important to raise these concerns as early as possible to initiate the discussion.

**If asbestos warning signage is displayed, the Surveyor is required to access the area in order to make a complete assessment and fulfil the criteria of a management survey, unless:**

- Information is already known and is sufficient to provide a detailed assumption within the management survey report that still applies to the area (beware older reports of lesser standard), or
- Access is physically blocked by a permanently fixed barrier or seal, or
- Safe access cannot be achieved due to the occupancy of the area. Depending on the location of the access point, it may be prudent to only access such areas at a time when site personnel are not present in the adjacent areas.

*AQAA Tip:*

*Many ceiling voids and sub-floors (especially houses and barracks) have been labelled with warning signage of various types to discourage personnel from storing items in areas that could be hazardous. To avoid returning to site, do not use warning signage alone to justify not accessing an area but instead gather information from reports and site POCs to describe the reason for no access.*

**In all instances where an additional risk is encountered that has not been documented within a JSA, the Surveyor needs to assess the risk prior to continuing.** All works on the NZDF Estate are subject to the condition of CHESS including requirements to receive a permit and continuously review its conditions. If you identify a new risk, contact the DOC for advice on what actions to take to close, suspend or modify the active asbestos permit.

### 5.2.3 Partial / Limited Access Areas

The option in the Survey123 app to record a limited access area is ‘visually assessed – but not accessed’. This is typically used for two reasons:

1. A material is visible and from a distance has the potential to be an ACM, but cannot be physically accessed for close inspection or sampling.
2. An area is accessible but only at limited inspection points, so there is still a risk of some elements or areas containing asbestos that has not been identified.

Similar to inaccessible areas, limited access areas will result in additional controls being implemented by the NZDF to prevent exposure of our personnel and contractors, so the use of this option should be minimised wherever possible through detailed planning and communication prior to the survey and whilst present on site.

When recording a limited access area, the Surveyor must comment on the extent of their inspection and specifically where any potential risk remains. This will better inform the reader where additional controls will need to be applied.

### 5.2.4 Returning to Access Areas at a Later Date

In some instances, an area may not be accessible during the time of the survey, but arrangements may be made to return and access at a later date. During the initial visit, the area must be treated as “not accessed” and entered as such into the database, including the assumption of ACM presence within.

After access has been facilitated and the inspection of the required area is complete, the relevant record can be updated to include the details of any ACMs that were identified, along with updated risk scores. If after gaining access no ACMs are identified, the entry and assumption for the area can be deleted.

To do this on the NZDF AGOL Survey123 form, you must ensure that you have picked up the same tablet / device as was used during the initial inspection. You can then open a survey that has already been sent, to add / modify existing items.

### 5.2.5 Common Access Issues

Certain elements of the NZDF estate can be problematic and require specific consideration. Solutions to these have been developed over time and should now be applied (where necessary) to all future management surveys.

#### 5.2.5.1 Vapour Barriers

Within sub-floors, vapour barriers can create an access issue that is difficult to resolve. Vapour barriers should not be damaged to inspect underneath whilst undertaking an asbestos management survey. It is our preference that the ground beneath the vapour barrier is treated as an inaccessible area, or the sub-floor as a whole is treated as a limited access area with Surveyors comments to explain the limitation in more detail. Either way, it has proven problematic in the past to assume that



asbestos is not present beneath the barriers, even where only low risk and good condition materials are present.

#### 5.2.5.2 Lagged Pipework

Surveyors are expected to make an active effort to thoroughly assess and record any insulated pipework throughout the building, whether any visible asbestos is present or not. Limited intrusions into non-asbestos insulation is to be expected during a management survey, and generally it should be possible to carefully inspect in a number of locations to get a fair idea of whether or not asbestos is present without the need to remove sections of insulation.

Asbestos pipe lagging may not be accessible to Surveyors for a variety of reasons, but Surveyors must be aware to the risk of pipe lagging being present and the potential implications of contractors misinterpreting the report. Especially in locations more prone to the presence of asbestos pipe lagging, Surveyors should not rely on the standardised limitations of the management survey to cover this significant risk.

The Surveyor should instead use their judgement by assessing the age, construction and known asbestos history of the building, to determine whether or not to add extra details to reports to minimise the risk of disturbances to asbestos pipe lagging. Occasionally we may request more information post quality audit.

In the majority of cases this problem can be resolved in two ways:

1. Where the Surveyor identified that there is a potential risk; by adding extra details to the 'Building Information' cell to detail the frequency and extent of inspection points as well as the types of insulation materials observed and any areas where additional risk might be present (e.g. inaccessible wall voids or armoured pipe sections).
2. In addition to the above, where Surveyors inspection points are limited; by adding an additional item (with photos) to assume asbestos beneath non-asbestos materials, with comments to describe the risk and why the assumption is necessary. Surveyors should also mark any assumed pipe runs on the floor plans.

#### *AQAA Tip:*

***Regardless of whether suspected asbestos lagging is found or not, Surveyors should always record comments describing the extent of inspection of any insulated pipework and types of insulation materials observed. If there is any uncertainty of whether asbestos may be present on accessible pipework, please make the potential risk clear within the report.***

#### 5.2.5.3 Roof Spaces

Roof spaces are another very common area for access limitations. Detailed planning and taking site observations and records in advance of the surveys will mitigate these limitations to an extent, by implementing controls before the Surveyor is exposed to uncontrolled risk. Walking on rafters as a form of transit through roof spaces during inspections is acceptable where risk assessed as safe to do so. Entry into roof spaces using an A frame ladder is also acceptable without a working at heights

permit if the Surveyor maintains at least two points of contact on solid elements within the roof space (e.g. either side of the hatch) before the Surveyors feet go above 1.8m. It is up to the Surveyors discretion whether it is safe to enter and transit through a roof space, but the reasoning for not accessing a roof space must be detailed within the report and instances should be minimised wherever possible.

### 5.3 Material Risk Assessment

As part of the management survey process, Surveyors must record information relating to the spatial context, condition, and ability to release fibres for all identified ACMs, to contribute towards the risk categorization for each item found.

NZDF have developed a material risk assessment scoring system which is based around four variables:

#### 5.3.1 Asbestos Product Type

Each product (material) type within the Survey123 app have been assigned a score of 1, 2 or 3. This score is based on assumptions relating to the general ability to release fibres for a product type in an undamaged state. The products deemed least likely to release fibres have been scored '1' and the products most likely to release fibres scored '3'.

**Please note that some product type scores are not in alignment with that recommended by the MAS risk scoring model but it is ultimately the Surveyors responsibility to review the end score and recommendation to ensure it is the most effective outcome for the actual risk presented.**

#### 5.3.2 Asbestos Condition

Separate scoring criteria are provided for friable and non-friable ACMs below, but it is important for the Surveyor to interpret their own visual observations when scoring.

| Non-friable                                                                                                               | Friable                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Good</b> <b>Score = 1</b><br>Includes minor superficial damage like a few scratches or surface marks, or broken edges. | <b>Good</b> <b>Score = 1</b><br>fully enclosed or encapsulated, no visible damage or deterioration.                                                                         |
| <b>Fair / Deteriorated</b> <b>Score = 2</b><br>Includes breakage to materials and / or coarse debris.                     | <b>Fair / Deteriorated</b> <b>Score = 2</b><br>Predominately enclosed or encapsulated with minor superficial damage like a few scratches or surface marks, or broken edges. |
| <b>Poor</b> <b>Score = 3</b><br>Extensive visible damage and / or highly deteriorated or fine debris                      | <b>Poor</b> <b>Score = 3</b><br>Not enclosed or encapsulated with more than a few scratches, surface marks, broken edges or any amount of visible debris.                   |

*AQAA Tip:*

*Where the condition of a large material is variable, the Surveyors should assess the most damaged part when risk assessing. However, if the most damaged part forms only a small area of the whole item, assessing this individual area as a separate item will allow actions to be more accurately monitored.*

**5.3.3 Asbestos Disturbance Potential**

Scored according to the potential for the material to be disturbed in its current position within a room or area:

- **1 = Low disturbance potential:** material is generally out of reach of building occupants or active machinery/vehicles. Includes materials which are fully (and adequately) enclosed.
- **2 = Medium / high disturbance potential:** material can easily be accessed and / or disturbed during routine and / or maintenance activities.

**5.3.4 Asbestos Sensitivity**

Scored according to the occupational status of the room or area where the material is located:

- **1 = Low sensitivity:** the area / room is not generally occupied and is only ever accessed infrequently (e.g. for maintenance). Includes friable materials that are fully enclosed.
- **2 = Medium / high sensitivity:** the area / room is generally occupied or accessed for between 25 - 100% of working hours.

**5.4 Risk Category & Recommendations**

The four variables are added together to provide a total risk score between 4 and 10. This score is categorised into a risk level. Within the Survey123 app, each risk level generated will automatically identify suggested standard recommendation(s) for the Surveyor to select. A free text field is then available for recording additional observations, or alternative recommendations.

*AQAA Tip:*

*Consider the fact that the majority of the report users will not have seen the area, so make sure you provide any additional context so they will understand the situation in the same way you do. For any positive items, provide additional info within the "Actions / Comments" to assist with ongoing management.*

*As part of our QA review, we will be asking whether our Project Managers are likely to understand how to manage each positive item. Save time by asking yourselves this question when assembling the report.*

| Risk score | Risk category           | Automatically Generated Recommendation Text                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Any*       | <b>Assumed Asbestos</b> | Further inspection and / or sampling required prior to disturbance. Assume asbestos present unless proven otherwise.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4-6        | <b>Low Risk</b>         | Do not disturb item, monitor condition of material. Remove or implement controls prior to disturbance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 7-8        | <b>Medium Risk</b>      | <p>Four standard options are available for the survey to select:</p> <ol style="list-style-type: none"> <li><b>ACTION REQUIRED:</b> Restrict access to area and remove.</li> <li><b>ACTION REQUIRED:</b> Control access to vicinity of item, repair / enclose / encapsulate <del>[DELETE OPTIONS SO THAT ONLY ONE OPTION REMAINS]</del> and monitor condition of material.</li> <li><b>ACTION REQUIRED:</b> Control access to vicinity of item, and remove.</li> <li>Do not disturb item, monitor condition of material. Remove or implement controls prior to disturbance.</li> </ol> |
| 9-10       | <b>High Risk</b>        | <p><b>ACTION REQUIRED:</b> Control access to vicinity of item, repair / enclose / encapsulate <del>[DELETE OPTIONS SO THAT ONLY ONE OPTION REMAINS]</del> and monitor condition of material.</p> <p><b>ACTION REQUIRED:</b> Control access to vicinity of item, and remove.</p> <p><b>IMMEDIATE ACTION:</b> Restrict access to area, indicate with warning signage at all access points. Area accessible only to those working under approved work procedure / PTW's. Remove / remediate in accordance with asbestos regulations.</p>                                                  |

\*Risk score may be low, medium or high, dependant on options selected by Surveyor.

**IMPORTANT: The Surveyor must ensure the recommended action text for each item is appropriate and practical for the material's spatial context and risk level. It is expected the Surveyor will manually amend or replace the pre-populated text.**

All sampled and assumed asbestos materials identified during the survey will be added to the asbestos register and the recommendations will be reviewed and acted upon by NZDF as part of the Defence Estate Asbestos Management Plan. Recommendations should be written within the Survey123 app at the time of inspection however, these can be changed or modified following the survey using the NASP Data Editor.

To assist further in the creating of recommendations, we have supplied additional context describing the intent of each of the above standard recommendations.

| Recommendation Text                                                                                                                                                                                                                                | Context                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) Further inspection and / or sampling required prior to disturbance. Presume asbestos present unless proven otherwise.                                                                                                                          | This can be used for almost all assumed items.                                                                                                                                                                                                                                                                                                                                                                  |
| (2) Do not disturb item, monitor condition of material. Remove or implement controls prior to disturbance.                                                                                                                                         | Intended for any items where you are simply recommending to manage the risk in-situ.                                                                                                                                                                                                                                                                                                                            |
| (3) <b>ACTION REQUIRED:</b> Restrict access to area and remove.                                                                                                                                                                                    | Intended for medium risk items where an access restriction is required due to an <u>immediate</u> risk of exposure to those in the area. 'Restrict' means to completely lock the area up; usually used for a whole area like a roof space, riser or sub-floor. If there is widespread debris in an area, use this to have the entire area isolated.                                                             |
| (4) <b>ACTION REQUIRED:</b> Control access to vicinity of item, repair / enclose / encapsulate, and monitor condition of material.<br><br>And<br><br>(5) <b>ACTION REQUIRED:</b> Control access to vicinity of item, and remove.                   | Intended for medium or high risk items. 'Control' access is recommending that caution must be taken when accessing an area. The entire area does not need to be access restricted, but there is an immediate risk of exposure if the reported item is disturbed. This could be used if only a small part of a large area is impacted by asbestos debris, or if a positive material is in a vulnerable location. |
| (6) <b>IMMEDIATE ACTION:</b> Restrict access to area, indicate with warning signage at all access points. Area accessible only to those working under approved work procedure / PTW's. Remove / remediate in accordance with asbestos regulations. | Intended for high risk items where an access restriction is required due to an <u>immediate</u> risk of exposure to those in the area. 'Restrict' access means to completely lock the area up.                                                                                                                                                                                                                  |

## 5.5 Particular Asbestos Risk Notifications

During surveys, if a high risk item is encountered the Survey123 app will prompt the Surveyor to consider whether a particular asbestos risk notification form (See Part 7) should be completed. To determine this, the Surveyor should consider whether there is an immediate risk of exposure to anyone who may work in the area (even if the area is only occupied from time to time). If an access restriction is recommended, this triggers the requirement for a Particular Asbestos Risk Notification form.

**Not all high risk items will require a notification and some medium risk items will require one. To avoid unnecessary alarm, only confirmed asbestos items or STRONGLY assumed items should trigger this process.**

### AQAA Tips:

*Surveyors in NZ may not be familiar with the term 'strongly assumed' which is a term that has evolved from the UK Surveyors Guide (HSG264) where a 'strong presumption' indicates a high level of certainty that asbestos is present. It is distinguishable to the Surveyor because a standalone presumption indicates uncertainty and is more a default position based on lack of access.*

*Within the NZ GPG they use the term 'assume' in place of 'presume' and the distinction is not clearly made between an assumption and a strong assumption. This is why the industry does not typically use the term 'strongly assumed' during asbestos surveys, and why the NZDF have chosen not to use it within our survey form.*

*However, Surveyors are still encouraged to use the terms 'strongly assumed' or 'strongly presumed' within their survey reports to immediately indicate to us a high level of certainty around the assumption. This means we will manage the risk in the same way as if it were confirmed ACM.*

In serious cases involving the removal of personnel from an occupied area, immediate notifications to DEI (including completion of this form) take precedence over any ongoing work. It is the Surveyors responsibility to determine the urgency of reporting the requirement to restrict access however, if the Surveyor determines that there is a definite and ongoing exposure event underway, this must be notified by phone immediately to the POC or Delivery Team and in advance of completing the notification form. The normal survey process should stop to ensure they have enough information to determine the extent of the recommended access restriction and to immediately assist NZDF with any supporting information to isolate the area quickly. The survey should then continue if determined safe to do so.

### 5.75.6 Reporting Item Quantity

The NASP is collecting a significant amount of data that is analysed in various ways to assess how we strategically manage asbestos risks. For this type of analysis the most significant data points are the material type and extent (quantity). Historically the way in which extent has been recorded varies considerably, but more recent updates to the survey form has allowed us to start tracking these variables in more detail.

The below methods are to be applied consistently to all NASP survey:

1. Where an area is confirmed or strongly assumed to be contaminated with asbestos debris, but the true quantity is difficult to determine due to partial or limited access for visual inspection.
  - A. If the extent of debris can be fully observed this should be reported as the area over which the debris visually extends (not the total amount of material present).
  - B. If the extent of debris cannot be visually confirmed the Surveyor should estimate the size of the area they believe is contaminated - wording can be added to clarify this in the comments if needed (up to Surveyor).
2. Where ACM is identified in an area, but access to the space is not possible to confirm the quantity.  
Record two separate items as follows:
  - A. An item for the ACM itself with an 'unknown' or 'unquantifiable' extent with comments to explain that the area can't be accessed to confirm extent, and refer to next item (item ref. no.).
  - B. A separate item entry as a no access area and include estimated size of area that cannot be accessed.
3. Where ACM is assumed to be present internally encased within a non-asbestos material:
  - A. State number of items where it is known e.g. '1no.' electrical panel, or '2no.' hot water cylinders, or
  - B. Estimate linear meterage of visible pipe runs (armoured lagging) e.g. 'Estimated 20 linear m'.
4. Where many of the same items are present but difficult to estimate the full extent:
  - A. Estimate the maximum, minimum, or range to provide an indication e.g. 'Up to 10' brake linings or '<100' gaskets.

In general, Surveyors should avoid adding words to the quantity fields but can use symbols like '<' for less than and '>' for greater than. Where there's uncertainty, any required clarifying information can be added to the Surveyors Comments field (e.g. quantities estimated).

#### **5.8.15.7 Assessment of Asbestos Containing Dust**

With consideration to historic results across the NZDF Estate and updated industry guidance NZDF have decided to restrict the collection of dust samples during asbestos surveys to limited specific circumstances only (including those taken for the purpose of TEM analysis). Dust sampling methodologies must be discussed with the Asbestos Manager or AQAA in advance of dust samples being taken or submitted for analysis. This is the case across all survey types.

Currently available analytical methods are not sufficient to relate a positive (presence / absence) dust sample to a quantifiable exposure risk. Instead, Surveyors must continue to prioritise thorough visual observations and bulk sampling, and clearly recording any necessary limitations.

##### **5.8.15.7.1 Background & Regulatory Context**

Settled dust results cannot be used to accurately predict airborne fibre concentrations. Asbestos fibres are expected to be found in low levels within settled dust in any building where asbestos containing materials form part of the construction. In the absence of other information or quantitative



analysis (e.g. TEM), the detection of a few individual asbestos fibres within an area of surface dust does not provide a reliable measure of risk.

When applying the material assessment score to dust samples collected for 'presence / absence' analysis, the detection of a low number of asbestos fibres can cause a 'positive' result and may lead to an unnecessarily high-risk classification that does not reflect the actual potential for exposure. Interpretation of results is further complicated due to the non-homogenous nature of dust deposits and high potential for surface deposit variability (i.e. representativeness) across locations within a building or area. In many instances a 'high risk' value is often prescribed to account for the 'unknown' factors which can result in further unnecessary testing, access restrictions and / or costly remediation work. Conversely, asbestos risk can be missed if the surveyor is overly reliant on dust sample results.

The limitations of current surface testing methods are reflected briefly within the *Management and Removal of Asbestos ACOP* ('The ACOP'), which strongly indicates that the presence of asbestos fibres in low quantities does not indicate an area is unsafe to occupy. This understanding has since been adopted widely in New Zealand when issuing clearance certificates.

The ACOP references guidance from the UK HSE which has recently been updated and republished as *HSG 248 Asbestos: The analysts' guide* (2<sup>nd</sup> edition) which now contains guidance information specifically for asbestos dust assessment, with selected text included below:

*Sampling and analysis of asbestos in settled surface dust is not recommended except in specific circumstances where the spread of asbestos from a substantial recent release incident is being investigated. Dust sampling should not be routine or part of a bulk sampling or survey programme. Sampling is not advised due to the technical difficulties (eg efficiency of collection methods) and surface deposit/settled dust variability (ie representativeness) as well as uncertainties in the statistical relevance and in the assessment and evaluation of risk that arises from the detection of low numbers of fibres.*

*Surfaces with low numbers of microscopic fibres in dusts often occur in buildings and the fibres may have been present for many years, particularly on high-level surfaces. The use of surface samples to trigger extensive 'environmental cleaning' or abatement works requires careful evaluation and 'clean-up' will not usually be necessary in the absence of any visible suspicious asbestos debris and fragments. The fibres may not even be asbestos. Assessment of such material requires the use of standardised methods both to identify the fibres and to collect representative quantitative samples for analysis.*

*Where dust sampling for asbestos is carried out, results should be interpreted with caution. It is important that valid and reasonable conclusions are reached. The implications of small numbers of asbestos fibres in dust are quite different from the presence of visible asbestos debris and fragments. Occasional random asbestos fibres in settled dust cannot be considered to represent 'widespread or significant' contamination and should not be reported as such. Overstated claims and imprecise reporting may lead to undue anxiety for the client and occupants.<sup>4</sup>*

More recently in Australia and New Zealand, the uncertainties around the collection and analysis of dust samples have prompted the accreditation bodies (NATA and IANZ) to remove their accreditation for dust wipe and tape lift samples. This is the strongest indication yet within NZ that the methodologies used are insufficient to determine risk.

#### **5.8.25.7.2 Requirement for Collection of Dust Samples on the NZDF Estate**

With consideration to the above, there are exceptions for limited circumstances where dust sampling may provide benefit, the foreseeable scenarios are defined below:

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<sup>4</sup> Health and Safety Executive (UK), HSG248 Asbestos The Analysts' Guide 2nd Edition, 2021

- **Investigation of a recent and significant disturbance event.** In this scenario the 'source ACM' is already identified and the material type, condition and surface treatment are used to inform of the likelihood of it having released a significant quantity of asbestos fibres to the surrounding area(s). Dust samples may therefore provide (indicative) results on how far the asbestos has spread, and how extensive any required access restrictions should be to mitigate risk. The consultant should design a sampling strategy based on exposure risk (not random sampling), and provide recommendations based on careful interpretation of sample results as well as visual observations made of the area (for example, how much dust is present in general).
- **For scoping of asbestos remediation works.** In the absence of physical barriers such as walls and partitions that can be used to clearly delineate the extent of a remediation activity, dust sampling can provide a limited insight into delineating the remediation areas. Again, results must be carefully interpreted and may require input from others with intimate knowledge of the building / area, and its history.
- **TEM analysis to determine the actual risk of previous dust sampling.** It may be possible to further investigate the risk presented by areas already under close management by the NZDF due to previous presence / absence dust sampling. Where this type of investigations go ahead, a strategy must be developed and agreed with the NZDF for both sampling and interpretation of results, and sample analysis must be based on ASTM-D6480. We encourage the use of *Millette and Hays (1994)*<sup>5</sup> for interpretation of results, but other guideline values may also be developed to account for differing occupational settings and degrees of tolerance.

Excluding TEM analysis, where possible the Surveyor should take bulk dust (minimum approx. 1tbs) samples for analysis by identifying surfaces where dust has been allowed to accumulate over a longer time period, allowing for a more representative result.

It is important to note that during surveys and inspections, adequate precautions must be taken to prevent the Surveyors from exposure to asbestos. This includes minimising the amount of time necessary – and number of samples needed - to investigate asbestos in dust which may present a risk of becoming airborne when disturbed.

In all cases, settled dust sampling may only occur with prior consultation with the NZDF Asbestos Team at [asbestos@nzdf.mil.nz](mailto:asbestos@nzdf.mil.nz), and should generally be approached as a separate exercise to the survey, allowing the survey to continue uninhibited.

NZDF recognise that there is a broad interpretation of dust sampling strategies within the industry currently, and has prescribed various approaches in the past to standardise our approach. In the absence of equivalent formally recognised guidance in New Zealand, settled dust sampling is no longer recognised by NZDF as part of an asbestos survey.

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<sup>5</sup> Hays, S and Millette, J; Settled Dust Sampling and Analysis 1st Edition, 1994

## PART 6: TROUBLESHOOTING

### Problems on Site

If the surveyors encounter an issue related to the Ipad Device while onsite carrying out the survey, the Surveyor should contact the NASP POC or Asbestos Team (asbestos@nzdf.mil.nz ) in the first instance. No requests should be sent direct from the Surveyor to the Asbestos Information Manager.

If urgent (delaying the survey or survey report) please contact the NZDF Asbestos Manager immediately by phone.

Common site based issues are described below.

#### 6.1 Problems Accessing the Combined Survey Form

In order to access the combined survey form, Surveyors must have an ArcGIS Online account for NZDF, and be assigned to the correct survey group. If you have successfully logged into the Survey123 app using your own log in details but can't access the combined survey form, first check for downloads / updates. Once the combined survey app icon is available, if it still doesn't work please contact the NZDF Asbestos Manager who can check for your details in the survey group, and add new members.

#### 6.2 Missing Floc ID

Occasionally a Floc ID may not appear on the survey form section 1.6 dropdown. Where this happens, first check if you selected the correct region. If it still isn't present, contact the NZDF Asbestos Manager for guidance on what to do next.

You may be instructed to undertake the survey under a different Floc ID and then we transfer the data manually to the correct Floc ID once we have updated our database. Where this happens, please note that all edits should be completed before the data is transferred.

#### 6.3 No Flash Available in Dark Areas

The iPads do not come equipped with a flash function. A workaround is to select the forward-facing camera icon and make sure the flash is on, allowing the Surveyor to take a photo with the front camera with the assistance of a "screen flash". Another way is to use a wide angled torch to illuminate the room in question while taking the photograph.

#### 6.4 Error when Selecting Photos from Device

At the time of issue of this survey manual, there is a known error which occurs when choosing to select photos already saved on the iPad, rather than taking them within the survey app. Clicking on the file search icon causes the screen to turn white and freeze. Only shutting down and restarting the App resolves this issue, meaning there is potential for data loss in the process. To avoid this, please only take photos with the camera within the App.

#### 6.5 Restrictions on Photography

Some security sensitive areas will not allow electronic devices, and some will only allow their units' approved devices to be used. In any circumstance where it is not possible to take photos using the NASP tablet at the time of the inspection, photos can be added retrospectively using the WebApp on your desktop or laptop. If no photos were able to be taken, to get through the survey form you can take a 'burner' image of a blank and flat surface and replace with the text 'no photo available' before compiling the final report.

Questions around photography should be directed to the NZDF Asbestos Manager who can check the status of images in the database.

## 6.6 Survey Won't Submit

The inability to submit a survey could be the result of one of the following reasons:

1. Data connection – check the device is connected when in an area that allows electronic devices; move to a different area with a stronger connection if needed. As of 2024 most DEI offices have a Wi-Fi connection, ask the team for connection instructions.
2. You've used the wrong survey form. All Surveyors must use the 'combined' survey form for all surveys. The regional survey forms are redundant and should not be used for any surveys. Completing surveys using the incorrect survey form will result in the survey needing to be repeated at cost to the surveyor.
3. The survey form has been updated. If an upgrade has taken place prior to submitting a survey, the user may not be able to submit the survey as the Online database schema will not match the data collected in the old survey schema. In this instance, it is possible to retrieve the data saved on the device. Contact the NZDF Asbestos Manager for further assistance.

Please note that updates are scheduled and planned around surveys, so updates mid-survey should not take place outside of urgent circumstances. All efforts will be made to communicate scheduled and unscheduled updates in advance.

4. The device has run out of storage space and cannot save any more data to it. Maintenance on the devices by NZDF on base staff will be required to ensure space is made available during a new survey programme. Contact the NASP POC or the NZDF Asbestos Manager.

Occasionally it may not be possible to submit a survey and the data may need to be manually extracted from the device in order to continue. Where this happens, delays to the deliverable are highly likely so consideration should be given to more time effective solutions including re-survey.

## Post Survey Processing and Reporting

### 6.7 Photos Appearing Incorrectly on Report

Using the new Survey123 form on the NASP Data Editor tool described in [Part 4](#), surveyors can remove and replace all item and cover photos.

### 6.8 Unusual Sample Results

The Surveyor should at minimum scan through the results as soon as possible once they receive them, to check for anything erroneous. Occasionally a sample result will be surprising. Unusual results must be investigated and in some cases this involve returning to site for further inspection and / or sampling. If you receive an unusual result it is best practise to request further information from the laboratory. Once notified of an unusual finding the lab will usually double check the results as long as the materials has not been destroyed.

The most common scenarios are:

- **A different material type is reported.** In these cases the Surveyors observations of the material should take precedence over the laboratories. The Surveyor should be more certain

of the physical characteristics of the material as a whole, as well as the context in which it was found.

- **The asbestos is on but not in the material.** Occasionally a lab analyst will note that the fibres they've identified are not within the materials' matrix. This means that cross contamination from tools, other nearby ACMs or other sources of asbestos fibres is a distinct possibility. Try to rule these out where possible, but this is going to make a risk assessment difficult to prepare since we still need to know how to manage the item. Usually, going back to site will be the most efficient solution.
- **Mixed results for a single material type.** For typically homogenous materials it may be worth checking in with the lab analyst, but for non-homogenous materials this is an inherent characteristic that can't always be accounted for during initial sampling. Assuming large quantities of material that have tested negative should not be a default option, but consider whether re-inspecting or re-sampling is likely to improve the level of confidence. If so, arrange for a re-visit before submitting the report. If not, it's important that the report explains the level of certainty but also applies a sensible management approach and recommendation.
- **Small sample sizes.** Achieving the recommended sample sizes can be challenging during a non-intrusive survey. If you get an unusual result, consider the size of the sample and whether this is representative of the material as a whole. Are you confident that it includes all layers and that your sampling strategy accounts for uncommon variations in material type? The Surveyor must be confident before finalising the risk assessment.

In general, there are two things that a Surveyor must do if they receive any unusual results:

1. Investigate. Decide whether or not they need to re-sample or re-inspect, then contact their POC to arrange access. **Do not recommend additional surveying or bulk sampling in the report without first discussing with the NZDF Asbestos Team.**
2. When submitting the report, highlight the unusual finding and summarise the steps that have been taken to identify the cause.

*AQAA Tip:*

*Dealing with ambiguity in advance will make reading and understanding the reports more straight forward. A very common source of delay for the delivery of management surveys is ambiguous findings, risk assessments and recommendations but discussing or simply explaining the rationale behind decision making in advance is a very effective way of avoiding these delays.*

## 6.9 Updating or Adding New Survey Information to an Existing Survey

If you are using the same device and Surveyor, all updates or additions to an already submitted survey (excluding photographs) can be done using the edit and resend option in the survey form. This will edit the existing survey. For minor updates the NASP Data Editor tool can also be used.

If you are unable to use the same device and / or Surveyor, you will need to create a new survey and send the NZDF Asbestos Manager instruction including which data should be kept / removed / combined. Try to quote the FME number(s) (shown below) to help identify the data.



### **6.10 Incorrect Location Data (Floc, Address or Geolocation)**

If the red dot (survey) doesn't appear on the correct building footprint within the WebApp, check neighboring properties or properties with a similar address in the area to see if you can find it. Report your findings to the NZDF Asbestos Manager who will resolve the problem. Seek guidance on whether or not to edit the existing data or to wait until the problem has been resolved.

On the right hand of the WebApp you will be able to edit all the editable fields about the building. Geolocation edits are not possible, but the Build Name / ID can be changed if found to be incorrect.

### **6.11 Combining and Deleting Survey Records**

We can run background scripts to combine multiple surveys into one with detailed instruction from the Surveyor, and to delete survey records on request. It is not possible for Surveyors to do this manually themselves. Send a request to the NZDF Asbestos Manager to initiate the process.

Please do not ignore the data and attempt to combine the entries into one report, since this will mean we are unable to match the report to the data.

**PART 7: APPENDICES****7.1 List of Appendices**

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| Particular Asbestos Risk (PAR) Notification Form               | Page 58 |
| Self-Review Worksheet for Internal QA/QC                       | Page 62 |
| List of Administering and Satellite Camps and Bases, by Region | Page 64 |



## 7.2 Pre-Survey Checklist

| FOR USE BY PROJECT MANAGERS AND NASP CONSULTANTS:                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Complete?                |
| <b>SITE ACCESS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                          |
| - MD390 DSC security clearance granted and in-date?*                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> |
| - Arrangements made for access and relevant contact details shared with surveyors?                                                                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> |
| - Security escort arranged, where applicable?                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> |
| - Tenants notified, where applicable?                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> |
| <b>AGOL ACCESS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                          |
| - Tablet available, charged and accessible (password correct and recorded)?                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> |
| - AGOL account set up and surveyor in the Combined Asbestos AGOL group (check by logging in and clicking on [groups] tab)?                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> |
| <b>HEALTH AND SAFETY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |
| - Permit approved by DOC and arrangements made to open permit on first day of work?                                                                                                                                                                                                                                                                                                                                                                                                                               | <input type="checkbox"/> |
| - Tools, equipment and PPE available in accordance with the JSA?                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> |
| - Copy of JSA and SMP available (printed or electronic) for reference whilst on site?                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> |
| - Arrangements for any other contractors to assist with safe access are confirmed?**                                                                                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> |
| <b>INDUCTIONS AND TRAINING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |
| - Surveyors have attended the DEI Contractor Induction in the previous 12 months?***                                                                                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> |
| - Surveyors have attended the specific camp / base H&S induction?****                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> |
| - Lead surveyor is a qualified permit receiver? (NZQA 17588)                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> |
| - All surveyors attending site have an in-date SiteSafe passport?                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> |
| <b>APPROVAL UNDER CONTRACT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |
| - Has the DEI Asbestos Manager (or in their absence the DEI Contamination Programme Manager) approved the proposal and safety plans?                                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> |
| <p>*Check with your Facility Security Officer (FSO) for details.</p> <p>**Where required, resulting from discussions during site visit. Usually this is based off surveyor recommendations and later agreed with the local team.</p> <p>***This can be confirmed through the local NASP POC's, the Asbestos Manager or by emailing <a href="mailto:DEIH&amp;S@nzdf.mil">DEIH&amp;S@nzdf.mil</a>.</p> <p>**** Some sites will do this on your first day of work but must be confirmed with the POC in advance.</p> |                          |

### 7.3 Particular Asbestos Risk (PAR) Notification Form

**[Consultant Name] and [Consultant Name] from [Company name] has [identified / strongly presumed] a particular asbestos risk that requires immediate action to prevent access to an area. The risk was found during a recent inspection and this document is being issued prior to the completion of the survey report – full details are to be enclosed within said report.**

#### Notes for surveyors:

This form is to notify DEI of an asbestos risk that requires immediate action to prevent exposure to asbestos within a specified area, including areas that are not frequently occupied. If someone could be exposed to airborne asbestos simply by being present within the area, usually where debris is present, this form is to be used to notify DEI as quickly as possible. In serious cases involving the removal of personnel from an occupied area, immediate notifications to DEI (including completion of this form) take precedence over any ongoing work. To avoid unnecessary alarm, only confirmed asbestos items or **STRONGLY** presumed items can trigger this process. One form can be used for multiple areas within a single building.

Notifications are to be sent to [asbestos@nzdf.mil.nz](mailto:asbestos@nzdf.mil.nz) and your local DE&I POC.

**Surveyors are not to discuss survey findings with building occupants without prior consultations with the DE&I Team.**

#### Notes for Project Managers and DE&I Teams:

The notification should not be used as a substitution to any asbestos survey document or plan. Additional asbestos hazards other than those identified in this notification may also exist within the building. Recommendations contained within this notification are preliminary only, based on known information that may change pending discussion.

|                                               |                                                                                    |                        |  |
|-----------------------------------------------|------------------------------------------------------------------------------------|------------------------|--|
| <b>Notification Date</b>                      |                                                                                    | <b>Inspection Date</b> |  |
| <b>FLOC and Address</b>                       |                                                                                    |                        |  |
| <b>Material Type and Location Description</b> |                                                                                    |                        |  |
| <b>Sample References</b>                      | [Must be the same as the final survey report and analysis certificate if attached] |                        |  |
| <b>NZDF Site</b>                              | [Camp / Base name]                                                                 |                        |  |
| <b>NZDF Contact (POC)</b>                     | [Name, email and phone]                                                            |                        |  |
| <b>Consultant Contact</b>                     | [Name, email and phone]                                                            |                        |  |

## PAR Item 1 - Observations and Recommendations

[Add a detailed description of material and its location including material, condition, extent, position and proximity to occupied areas, level / floor, room numbers / names where known.]

### Observations

[Add details of the specific risk for occupants of building / area to airborne asbestos fibres.]

[Delete either option below]

The material has been confirmed to be positive for asbestos (please see attached Laboratory Report). [OR] Based on visual inspection, the material is strongly presumed to be asbestos containing and must be treated as as if it were a confirmed ACM.

### Photographs

**Note:** The consultant should provide appropriate photographs showing the specific material identified, and show spatial context (accessibility, position). (Add more lines if appropriate)

Insert image here

\*Right click on this image  
\*Select "Change Picture"  
\*Select desired picture  
\*If more pages are needed,  
select all of page, copy and  
paste using "Keep Source  
Formatting"

Insert image here

\*Right click on this image  
\*Select "Change Picture"  
\*Select desired picture  
\*If more pages are needed,  
select all of page, copy and  
paste using "Keep Source  
Formatting"

### Recommendations

[Immediate recommendations are required that can be actioned based upon the surveyor's observations, covering the bullet points below:

- Confirm an access restriction is recommended to areas described.
- Provide any applicable recommendations on how the access restriction should be implemented e.g. locations of access points, especially those that may not be obvious to normal occupants of the area(s).
- Any considerations for live ventilation that may require isolation.
- Other considerations for possible exposure pathways where applicable, and actions recommended to isolate pathway.
- Preliminary advice on what controls are appropriate for ongoing access into area.
- Confirm if air monitoring or some other type of further sampling is recommended to better ascertain the risk in adjacent areas (outside the area to be access restricted), if it remains uncertain.]

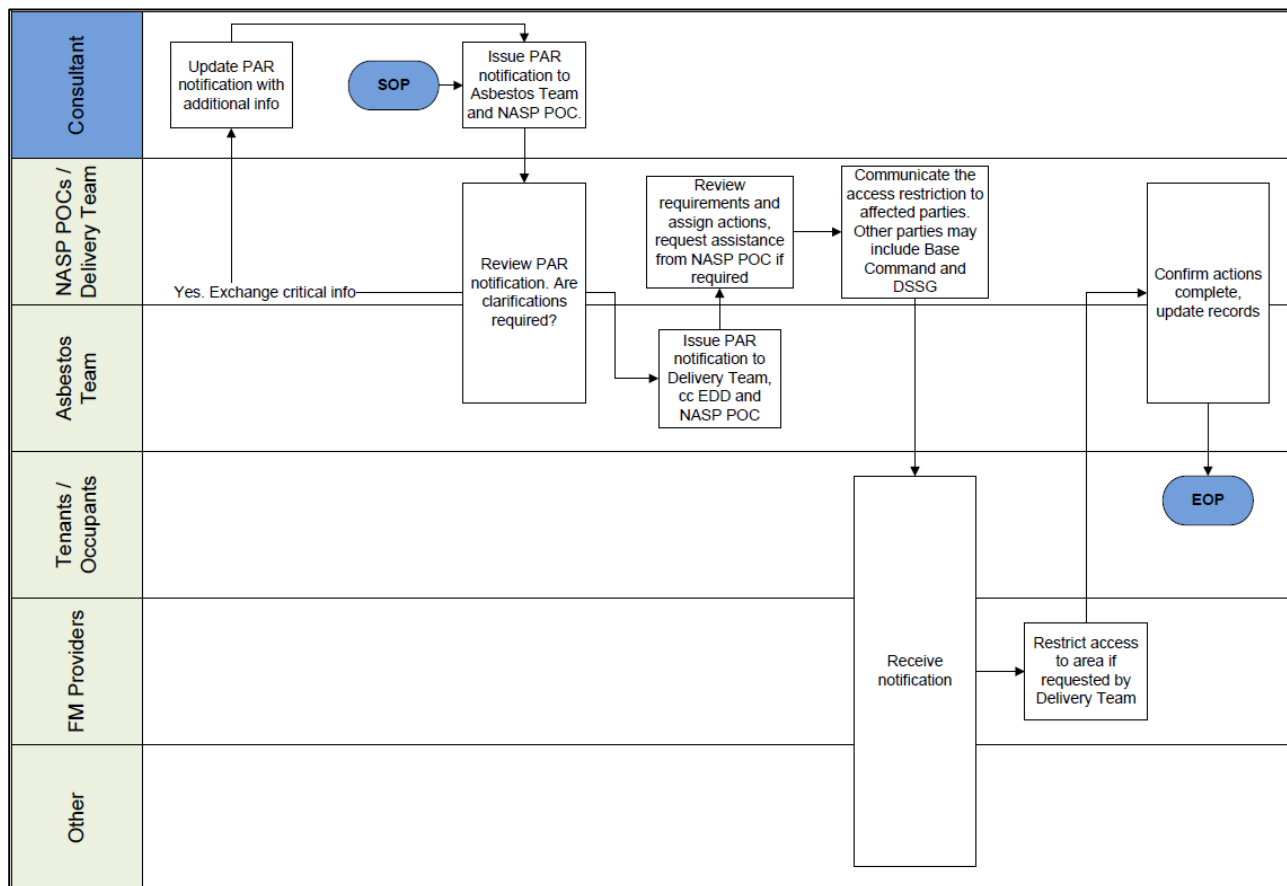
### **Floor Plan**

**Note:** Floor plans should be added below (and / or appended to this notification) to clearly show the extent of the required access restriction.

**Insert image here**

\*Right click on this image  
\*Select "Change Picture"  
\*Select desired picture  
\*If more pages are needed,  
select all of page, copy and  
paste using "Keep Source  
Formatting"

[Copy and paste Table above for any additional items requiring a notification as part of the same survey]



#### Communication process for PAR Notifications:

1. The consultant undertaking the survey must fill in the PAR Notification form and send to the Asbestos Team at [asbestos@nzdf.mil.nz](mailto:asbestos@nzdf.mil.nz) and their NASP POC within 24 hours of the risk becoming evident (this may be prior to or once sample analysis results received). **In a critical situation the issue should immediately be raised by phone.**
2. The Asbestos Team will coordinate exchange of information between the Consultant and DE&I Team. The EDD must be included in comms.
3. DE&I Team to work with respective parties to communicate the requirements of the access restriction to all actual and potential occupants of the affected area(s). For residential buildings DGGs must also be notified.
4. DE&I Team must then isolate the risk by restricting access to the area(s), this can be done directly by locking access routes and affixing warning signage, or by instructing the FM Provider to undertake this on their behalf.
5. Where severe impacts are anticipated, DE&I Team to work with affected building POC's to assist with identifying alternative workspaces and resources.
6. DE&I Team to notify Asbestos Team once the area has been isolated – action to be logged on registers.
7. Once all required information is fully documented; Asbestos Manager to log the incident on S.E.M.T and Asbestos Data Manager to upload the notification and supporting comms to DDMS.

#### Notes:

1/ The above flowchart represents management of a critical and imminent health and safety risk; information can be exchanged verbally but must be followed up in writing.

2/ For the purpose of communication the NASP POC's are considered fully integrated within the DE&I Teams and are therefore to act under the instruction of the Estate Delivery Directors.

3/ Other actions are likely to be recommended within the notification but are not included in this flowchart – for actions related to surveys, dust sampling, air monitoring and / or remediation, the Asbestos Team will provide this info.

## 7.4 Self-Review Worksheet for Internal QA/QC

Lead surveyor:

|                            |  |       |  |
|----------------------------|--|-------|--|
| FLOC / Report No / Job ID: |  | Date: |  |
|----------------------------|--|-------|--|

|                                                                                                                                                                                                          |       |         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|
| <b>General:</b>                                                                                                                                                                                          |       |         |
| Are all the photos present, clear and relevant? Within the register and the cover photo?                                                                                                                 | Y / N | Details |
| Is the spelling and grammar at a high standard throughout the report and is it in a technical report writing style?                                                                                      | Y / N | Details |
| Where roof spaces and crawl spaces are present, does the report clearly show that these areas were accessed, or not?                                                                                     | Y / N | Details |
| Where roof and / or crawl spaces are not present, does the report state this for clarity?                                                                                                                | Y / N | Details |
|                                                                                                                                                                                                          |       |         |
| <b>Cover page:</b>                                                                                                                                                                                       |       |         |
| Are the survey dates correct and consistent with other dates throughout report i.e. dates for reporting and analysis?                                                                                    | Y / N | Details |
| Is the FLOC and address correct and consistent throughout report?                                                                                                                                        | Y / N | Details |
| Do the items in the asbestos summary table match the items in the asbestos register? (confirmed / presumed items)                                                                                        | Y / N | Details |
| Where previous sampling or survey findings are referred to in the register, are these reports also referenced in the Asbestos Summary?                                                                   | Y / N | Details |
| Is it clear which items are 'ASSUMED' items in the list in the asbestos summary?                                                                                                                         | Y / N | Details |
| Where included, are the standard paragraphs for soils and historical ACM's within the asbestos summary relevant to this building?                                                                        | Y / N | Details |
| Where other information has been added to the asbestos summary, is the advice sound?                                                                                                                     | Y / N | Details |
| Is the buildings information field completed and contains adequate information to describe the general construction of the building that was observed?                                                   | Y / N | Details |
| Do the details in the cover page no access areas list match the no access areas listed within the register?                                                                                              | Y / N | Details |
|                                                                                                                                                                                                          |       |         |
| <b>Register:</b>                                                                                                                                                                                         |       |         |
| Are all cells populated? With 'N/A' recorded in place of blank spaces?                                                                                                                                   | Y / N | Details |
| Are all sample numbers present i.e. no numbers missing? And In correct format, including for cross referenced items?                                                                                     | Y / N | Details |
| Are all no access or limited access areas listed with appropriate comments about why access was not possible? And for these items do they contain suitable (not overly alarming) recommendation wording? | Y / N | Details |
| Review the material type, condition and photos. Does the rest of the information appear to be in line with the general risk presented by that material type in its current condition?                    | Y / N | Details |
| Are the recommendations clear, concise, and applicable to each item?                                                                                                                                     | Y / N | Details |
| Does the limitations text below the register contain the correct consultancy details?                                                                                                                    | Y / N | Details |
| List in the box below all item numbers in the asbestos register                                                                                                                                          |       |         |

|                                                                                                                                                                      |       |         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|
| <b>Table 1</b>                                                                                                                                                       |       |         |
| <i>Look out for any duplicate numbers</i>                                                                                                                            |       |         |
| Circle any items that are cross reference to another item i.e. presumed positive or negative based on a separate sample analysis result.                             |       |         |
| Are all item numbers present i.e. no numbers missing, or duplications?                                                                                               | Y / N | Details |
| Do all circled items match appropriately to their parent item?                                                                                                       | Y / N | Details |
| <b>Plans:</b>                                                                                                                                                        |       |         |
| Is a key attached that clearly shows how to delineate between confirmed and presumed items, as well as positive and negative items?                                  | Y / N | Details |
| Strike through each number from Table 1 with a single line once it's located on item plans                                                                           |       |         |
| Are all item numbers present, in correct format and in correct colour?                                                                                               | Y / N | Details |
| Is it clear what each plan represents e.g. roof space, outbuilding, particular area / item, entire level?                                                            | Y / N | Details |
| Could each item location be clearly understood if reading the report on site? Where applicable, are the extents marked out for positive and presumed items?          | Y / N | Details |
| Are all no access areas hatched on plans, or item numbers shown if hatching is not appropriate?                                                                      | Y / N | Details |
| <b>Certificate of Analysis:</b>                                                                                                                                      |       |         |
| List in the box below all sample numbers from the bulk certificate.                                                                                                  |       |         |
| <b>Table 2</b>                                                                                                                                                       |       |         |
| <i>Mistakes can be made during analysis, it is the consultants responsibility to ensure they check the validity of the certificate prior to submission of report</i> |       |         |
| Circle each positive sample number when it is found in the asbestos register.                                                                                        |       |         |
| Underline each negative sample number when it is found in the asbestos register.                                                                                     |       |         |
| Are all item numbers correct and present i.e. no numbers missing, or duplications?                                                                                   | Y / N | Details |
| Do the material product types and asbestos fibre type(s) identified in the report match what is on the lab certificate?                                              | Y / N | Details |
| Strike through each item once you have checked all other information in the bulk certificate matches the asbestos register.                                          |       |         |



## 7.5 List of Survey Regions, Administering Sites and Satellite Camps and Bases

|                                  |            |                   |            |                  |            |
|----------------------------------|------------|-------------------|------------|------------------|------------|
| <b>Northern Region:</b>          |            |                   |            |                  |            |
| <b>Devonport</b>                 | <b>DPT</b> | <b>Papakura</b>   | <b>PAP</b> | <b>Whenuapai</b> | <b>WHP</b> |
| Great Barrier Island             | GBI        | Arch Hill         | ARH        | Hobsonville      | HOB        |
| Auckland                         | AKL        | Ardmore           | ARD        | Kaipara          | KAI        |
| Kauri Point                      | KPT        | Hamilton          | HAM        |                  |            |
| Narrow Neck                      | NNK        | Manukau           | MAN        |                  |            |
| Ngapona                          | NGP        | Mount Maunganui   | MTM        |                  |            |
| Ngataranga Bay                   | NGA        | Rotorua           | ROT        |                  |            |
| North Shore                      | NSH        | Tauranga          | TGA        |                  |            |
| Torpedo Bay                      | TOP        |                   |            |                  |            |
| Whangaparaoa                     | WHA        |                   |            |                  |            |
| Whangarei                        | WEI        |                   |            |                  |            |
| <b>Central Region:</b>           |            |                   |            |                  |            |
| <b>Linton</b>                    | <b>LIN</b> | <b>Ohakea</b>     | <b>OHA</b> | <b>Waiouru</b>   | <b>WAI</b> |
| Gisborne                         | GIS        | Bulls             | BUL        | Iirangi          | IRI        |
| Hastings                         | HAS        | Languard Bluff    | LAN        |                  |            |
| Makomako                         | MAK        | New Plymouth      | NPH        |                  |            |
| Napier                           | NPN        | Raumai            | RAU        |                  |            |
| Palmerston North                 | PNH        |                   |            |                  |            |
| <b>Tasman Wellington Region:</b> |            |                   |            |                  |            |
| <b>Trentham</b>                  | <b>TRN</b> | <b>Woodbourne</b> | <b>WBN</b> |                  |            |
| Cook Islands                     | COK        | Dip Flat          | DIP        |                  |            |
| Mangaroa                         | MGA        | Nelson            | NSN        |                  |            |
| Olphert                          | OLP        |                   |            |                  |            |
| Shelly Bay                       | SBY        |                   |            |                  |            |
| Wellington                       | WLG        |                   |            |                  |            |
| <b>Southern Region:</b>          |            |                   |            |                  |            |
| <b>Burnham</b>                   | <b>BHM</b> |                   |            |                  |            |
| Christchurch                     | CHC        |                   |            |                  |            |
| Glentunnel                       | GTN        |                   |            |                  |            |
| Greymouth                        | GRM        |                   |            |                  |            |
| Invercargill                     | INV        |                   |            |                  |            |
| Kensington Army Hall             | KAH        |                   |            |                  |            |
| Oamaru                           | OAM        |                   |            |                  |            |
| Pegasus                          | PEG        |                   |            |                  |            |
| Tekapo                           | TEK        |                   |            |                  |            |
| Timaru                           | TIM        |                   |            |                  |            |
| Toroa                            | TOR        |                   |            |                  |            |
| Waitati                          | WAT        |                   |            |                  |            |
| Weedons                          | WDN        |                   |            |                  |            |
| Wigram                           | WIG        |                   |            |                  |            |
| West Melton                      | WMN        |                   |            |                  |            |