

 DublinAirport	Part	DAP Asbestos Standard	Doc. Ref.	STN.715
Aerodrome Manual	Content Mgr.	Dublin Airport Safety Team	Version:	1.0
Standard	Approver:	Operations Health and Safety Manager	Effective Date:	

Contents

0	Introduction	2
0.1	General	2
0.2	Summary of Standards	2
0.3	Safety Objective	2
0.4	Roles and Responsibilities	2
0.5	Background/Context/Scope/Intro/doc overview	3
1	Asbestos Management	4
1.1	Introduction	4
1.2	Standard Statement	4
1.3	Scope of the standard	4
1.4	Risk Assessment / Health and Safety Considerations	5
1.5	Asbestos Containing Materials (ACM) Surveys	5
1.6	Dublin Airport Framework Agreement	6
1.7	Asbestos Portal	8
1.8	Roles and Responsibilities	8
1.9	Specific Roles	9
1.10	Commercial Property / Dublin Airport Central (DAC)	10
1.11	SRC (Safety Regulation and Compliance)	10
1.12	Escalation Process	10
1.13	Related Documents	11
1.14	RACI Chart (Responsible, Accountable, Consulted, and Informed)	11

 Dublin Airport	Part	DAP Asbestos Standard	Doc. Ref.	STN.715
Aerodrome Manual	Content Mgr.	Dublin Airport Safety Team	Version:	1.0
Standard	Approver:	Operations Health and Safety Manager	Effective Date:	

0 Introduction

0.1 General

This standard forms part of the overall Aerodrome Manual System.

☞ Please click here to access the [Aerodrome Manual Document](#)

☞ [Aerodrome Manual Document Appendix 1](#) contains the following sections:

A1.1 Record of Amendments	A1.4 Abbreviations	A1.7 NOTAM Originators
A1.2 Key Contacts	A1.5 Drawings	A1.8 Reference Documents
A1.3 Definitions	A1.6 System and Owners	A1.9 Nomenclature and Levels

0.2 Summary of Standards

This Standard has been prepared to be in compliance with the requirements of the Safety, Health & Welfare at Work Act 2005 and the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2021.

0.3 Safety Objective

The Safety Objective of this Standard is to outline mandatory safety & environmental compliance requirements related to asbestos management at Dublin Airport.

0.4 Roles and Responsibilities

Position Title	Roles/Responsibilities
Project Manager (PM)	Ensures the permit application is submitted and completed prior to works commencing and to continue to monitor safety on site. If issues are found with the Permit to Work application, the PM may revert to the contractor for correction.
Airport Operations Centre (APOC)	Have powers to stop works if informed that there has been a breach in the Permit to Work, following agreement with the Project Manager. If works are stopped, they shall inform the Safety Department, who may suspend the permit until further notice.
Project Supervisor of the Construction Stage (PSCS)	Manage and co-ordinate health and safety matters (e.g. Asbestos Management) during the duration of the project if required under the Construction Regulations including preparation of Construction H&S plans, AF2 notifications, management of sub-contractors etc.
Project Supervisor for the Design Process (PSDP)	Identify hazards (e.g. Asbestos Management) arising from the design or from the technical, organisational, planning or time related aspects of the project and where possible, eliminate or reduce the risks if required under the Construction Regulations.
Dublin Airport Safety	Dublin Airport Safety manage the Permit to Work process at Dublin Airport. They are responsible for training, engagement with PMs /

 DublinAirport	Part	DAP Asbestos Standard	Doc. Ref.	STN.715
Aerodrome Manual	Content Mgr.	Dublin Airport Safety Team	Version:	1.0
Standard	Approver:	Operations Health and Safety Manager	Effective Date:	

Position Title	Roles/Responsibilities
	Contractors on issues related with P2W and ensuring that all relevant stakeholders have access to and are fully aware of the P2W process at Dublin Airport. They are also the owners of this standard and responsible for maintaining this document and facilitate a review on a yearly basis with all stakeholders. Such standards are also enforced through the Permit to work system.
Infrastructure Safety Team	Responsible for monitoring all safety matters on construction sites under the Capital Investment Programme. Providing support at tender, design and construction phase. The team is also responsible for providing guidance on all safety matters under the remit of Infrastructure,
Head of Asset Management	Accountable person for the management of Asbestos related to assets owned and operated by DAP and ensuring a consultancy and management contract is in place and resourced with a competent Asbestos consultancy service provider.
Asset Management Point of Contact (POC)	Updating and maintaining the Asbestos Register. Ensuring that there is asbestos training available to Asset Management staff. Development of risk Assessments and safe work procedure for Asset management staff. Escalation of high-risk Asbestos issues to the Head of Asset Management.

0.5 Background/Context/Scope/Intro/doc overview

- I. The purpose of this standard is to outline how asbestos is managed and monitored at Dublin Airport.
- II. Dublin Airport recognises fully its obligations under the Safety Health & Welfare at Work act 2005 and the Safety, Health & Welfare at Work (General applications) regulations 2007 to 2021.
- III. Contractors and project managers working on any daa property are required to execute their contract in accordance with this standard.
- IV. This document does not remove the obligation on the Contractor/Sub-Contractor to comply with all relevant Legislation, Codes of Practice and Guidelines concerning Health & Safety in the workplace and the production of Safety Statements, Method Statements and Risk Assessments relevant to their work at any daa site.
- V. daa may issue further guidance /rules dictated by changes in legislation, Codes of Practice, Guides or as required by the project.

 DublinAirport	Part	DAP Asbestos Standard	Doc. Ref.	STN.715
Aerodrome Manual	Content Mgr.	Dublin Airport Safety Team	Version:	1.0
Standard	Approver:	Operations Health and Safety Manager	Effective Date:	

1 Asbestos Management

1.1 Introduction

This standard describes the arrangements concerning the management of asbestos containing material (ACM) across Dublin Airport

ACMs (Asbestos Containing Materials) were widely used in the building and construction industry up until 1999. The majority of buildings built between 1940 and 1985, during which time asbestos production peaked, contain asbestos in some form. Asbestos has been widely used in construction materials and for a number of purposes including:

- fireproofing
- thermal insulation
- electrical insulation
- sound insulation
- decorative plasters
- roofing products
- flooring products
- heat resistant materials
- gaskets
- chemical resistance

1.2 Standard Statement

This standard will be reviewed as required. In addition, the standard will be reviewed in the event of any of the following:

- Changes to EU or Irish legislation.
- After a formal request from a regulatory body.
- Compliance review findings mandating a review.
- Internal management request.

1.3 Scope of the standard

The standard applies to all buildings and associate construction works on the Dublin Airport Campus.

 DublinAirport	Part	DAP Asbestos Standard	Doc. Ref.	STN.715
Aerodrome Manual	Content Mgr.	Dublin Airport Safety Team	Version:	1.0
Standard	Approver:	Operations Health and Safety Manager	Effective Date:	

1.4 Risk Assessment / Health and Safety Considerations.

Dublin Airport is guided by the Health and Safety Authority 2013 publication 'Asbestos-containing Materials (ACMs) in Workplaces - Practical Guidelines on ACM Management and Abatement'. Welfare at Work (asbestos) Regulations 2006 – 2010.

Under the Safety, Health, and Welfare at Work (Construction) Regulations, Project Supervisors must be appointed where asbestos has been identified in the building, asbestos is a 'particular risk' when carrying out renovation, repair or demolition to a building.

HSA Guideline Document support - Practical Guidelines on ACM Management and Abatement

1.5 Asbestos Containing Materials (ACM) Surveys

There are two types of survey for ACM which satisfy the risk assessment requirement.

1. Management survey

The Management Survey purpose is required to manage ACM during the normal occupation and use of premises.

A Management Survey aims to ensure that:

- Nobody is harmed by the continuing presence of ACM in the premises or equipment.
- That the ACM remains in good condition; and
- That nobody disturbs it accidentally or with deliberate intent.

The Survey must locate ACM that could be damaged or disturbed by normal activities, by foreseeable maintenance, or by installing new equipment. It involves minor intrusion and minor asbestos disturbance to make a Materials Assessment. This shows the ability of ACM, if disturbed, to release fibres into the air. It guides the client in prioritising any remedial work.

It is mandatory that the Dublin Airport Framework consultant is utilised to conduct management surveys.

2. Refurbishment / demolition survey

The Refurbishment / demolition Survey is required where the premises, or part of it, need upgrading (e.g. fit-outs / re-fits), refurbishment or demolition.

A Refurbishment / demolition Survey aims to ensure that:

- Nobody will be harmed by work on ACM in the premises or equipment.
- Such work will be done by a competent contractor in a compliant manner.
- Document required for ACM Safety file after refurbishment/demolition are complete.
 - ACM Survey report
 - HSA Asbestos Notification
 - ACM Contractor Removal Licence/IOS cert

 DublinAirport	Part	DAP Asbestos Standard	Doc. Ref.	STN.715
Aerodrome Manual	Content Mgr.	Dublin Airport Safety Team	Version:	1.0
Standard	Approver:	Operations Health and Safety Manager	Effective Date:	

- ACM Removal Plan / Risk Assessment / Method Statement
- ACM Waste Acceptance Letter (Waste provider to take Asbestos Waste)
- Waste provider Licence / Permit

The Survey must locate and identify all ACM before any structural work begins at a stated location or on stated equipment at the premises. It involves destructive inspection and asbestos disturbance. The area surveyed must be vacated and certified 'fit for reoccupation' after the survey.

Infrastructure / Asset Management PM and other Dublin Airport Points of Contact related to third party works to ensure main contractor uses the framework contractor or a competent survey company (ISO 17020 and 17025 standard).

Where the framework consultant is not used it is the responsibility of the daa PM to inform Dublin Airport Safety Office within 2 days. The DAP Safety office reserves the right to reject any deviation from the framework contractor based on Safety, Environmental or project grounds. Furthermore it is the responsibility of the daa PM to receive the completed survey within 2 days of receipt by the contractor and distribute to the Asset Management Campus Manager and the Dublin Airport Safety office.

1.6 Dublin Airport Framework Agreement

daa has engaged under a framework agreement a competent asbestos management consultancy company for the following services:

Service Provided	Standard	Why?
ACM Surveys - carried out by competent surveyors	Irish National Accreditation Board (INAB) accreditation for Inspection to ISO 17020	HSA endorse HSG264 (Asbestos - The Survey Guide): "Organisations can demonstrate that they are technically competent to undertake surveys for ACMs through accreditation to ISO/IEC 17020. Accreditation gives an assurance that an independent and authoritative body has assessed the technical competence of an organisation, including its underpinning management system. The scheme should ensure that the organisation can provide a valid service for the services specified on its schedule of accreditation."

 Dublin Airport	Part	DAP Asbestos Standard	Doc. Ref.	STN.715
Aerodrome Manual	Content Mgr.	Dublin Airport Safety Team	Version:	1.0
Standard	Approver:	Operations Health and Safety Manager	Effective Date:	

ACM material sample analysis	INAB accreditation for Testing to ISO 17025	From HSA Guidelines 2013: "Analytical bodies should have in-house documented procedures which conform to a recognised quality assurance system such as the international standard ISO 17025: General requirements for the competence of testing and calibration laboratories."
ACM Register - provide and maintain	Provision and maintenance of an asbestos register on behalf of daa.	For the protection of staff a register is available to view at any time through a dedicated portal for all appropriate daa staff. Follow the link below from any device: <u>Asset Management - Campus - External SharePoint - Dublin Airport - Asbestos Containing Materials - All Documents</u>
Air monitoring and clearance testing	INAB accreditation for Air Monitoring and clearance testing to ISO 17025 and ISO17020	From HSA Guidelines 2013: "Analytical bodies should have in-house documented procedures which conform to a recognised quality assurance system such as the international standard ISO 17025: General requirements for the competence of testing and calibration laboratories."
Consultancy Services	Availability and competency to provide consultancy in services to daa at short notice in relation to ACM management.	May be called to provide expert opinion in the event of regulatory inspections, legal proceedings or incident investigation.
Training	ACM awareness training delivered by competent person.	To provide best quality ACM awareness training. This can be organised directly with this company. Recommended for Asset Care and InfrastructurePM staff.

These services (which are subject to a public tender process) are currently provided by:

OHSS

Postal Address: Unit 2 Beat Centre, Balbriggan, Ireland.

Phone: 016905907

Fax: 01 8020439

www.OHSS.ie

Key contact: Paul Foran

 DublinAirport	Part	DAP Asbestos Standard	Doc. Ref.	STN.715
Aerodrome Manual	Content Mgr.	Dublin Airport Safety Team	Version:	1.0
Standard	Approver:	Operations Health and Safety Manager	Effective Date:	

Note: if main contractor uses the services of another survey company please ensure as PM that you have agreement from the DAP Safety office and you receive the report within 2 days and then send it onto Asset Management Campus Manager and DAP Safety (within 2 days)

1.7 Asbestos Portal.

Asset Management has developed a shared workspace in relation to the management of ACM. This workspace has previous ACM Survey report, clearance testing, information on legislation and safety work procedures.

Please follow the link below

[Asset Management - Campus - External SharePoint - Dublin Airport - Asbestos Containing Materials - All Documents](#)

1.8 Roles and Responsibilities

It is the responsibility of any person employed by Dublin Airport daa (in whatsoever capacity) to comply with the requirements of this Standard Policy where appropriate. Advice on the requirements of the Standard Policy can be obtained at any time from

- daa Safety Office
- Infrastructure Safety Office
- Asset Management
- SRC (Safety Regulation and Compliance)

The person ultimately responsible for all matters relating to ACM Management & Control, within the scope of this standard, is the duty holder (Group Head – Asset Management Care).

However, the operational responsibility is delegated to Dublin Airport Asset Management Campus Manager and Dublin Airport Safety Department who is assigned specific actions, tasks and responsibilities under the ACM Management Standard.

Where there is any change in the personnel listed in the Dublin Airport Responsible Person section of this Standard, the new employee must be made aware (by the senior manager of the previous responsible manager), in writing, of the type and extent of their responsibility in relation to the company's ACM Management & Control Programme and receive appropriate training where necessary.

The ACM Management Standard fits into the SMS structures as described in the daa Safety Management System (SMS) and Safety Statement, and as shown below:

 DublinAirport	Part	DAP Asbestos Standard	Doc. Ref.	STN.715
Aerodrome Manual	Content Mgr.	Dublin Airport Safety Team	Version:	1.0
Standard	Approver:	Operations Health and Safety Manager	Effective Date:	

1.9 Specific Roles

Group Head Asset Management

- Has overall responsibility for all matters relating to ACM Management & Control, within the scope of this Standard.
- Report monthly to the Senior H&S Group.

Asset Management Training Department

- Responsibility to arrange ACM Awareness Training for all Asset Management staff.

Dublin Airport Safety Office

- Responsible for reviewing, updating and publishing of this standard.
- Responsibility to support the Asset Management Campus Manager in maintaining the asbestos register and distribution of documents that it contains.
- Responsibility for communicating the standard for all parties.
- Responsibility to introduce and/or amend associated Safe Work Procedures and Risk Assessments for Asset Management staff

Infrastructure Safety Team

- Responsible for making all infrastructure PMs aware of this standard.
- Ensure all PMs follow the agreed procedures.
- Responsibility to arrange ACM Awareness Training for all infrastructure PMs.
- Responsibility to ensure all ACM surveys and reports carried out by the main contractor / PSCS are uploaded directly on the asbestos register.
- Responsibility to communicate areas of risk to infrastructure PMs and their contractor staff.

 DublinAirport	Part	DAP Asbestos Standard	Doc. Ref.	STN.715
Aerodrome Manual	Content Mgr.	Dublin Airport Safety Team	Version:	1.0
Standard	Approver:	Operations Health and Safety Manager	Effective Date:	

1.10 Commercial Property / Dublin Airport Central (DAC)

Subject to budgetary provision being in place:

- Responsible for identifying (on a risk-based approach) all commercial properties that require risk assessment through an ACM survey.
- Responsibility to identify staff that require ACM Awareness Training. With training to be carried out by subject matter experts.
- Responsibility to ensure all ACM surveys, reports and Air Monitoring/Clearance tests associated with removal projects are sent to the Dublin Airport Safety Department Asset Care SPOC.
- Responsibility to arrange communication of the surveys (using the framework consultant and daa Asset Management Campus Manager Care SPOC) to tenant(s).
- Responsible for making their applicable staff aware of this standard policy.
- Ensure all staff follow the agreed procedures including DAC.

1.11 SRC (Safety Regulation and Compliance)

- Has responsibility for periodically evaluating (review and update) this ACM management process (with Asset Care, and Operational Safety) to ensure it is implemented and properly maintained in line with legislative requirements and guidance.
- SRC Dept. will keep records of the results of the periodic safety audits and communicate these findings to the relevant parties.
- The SRC Department must inform the management of any changes or updates in the legislation which has an impact on this policy.

1.12 Escalation Process

Description	Action Required	Escalation Forum
<ul style="list-style-type: none"> • ACM survey carried out and no ACM detected. • ACM survey carried out and low risk ACM detected. 	<p>No Action Required – follow normal procedure of documenting and recording results.</p> <p>Inform and forward survey to the Dublin Airport Safety Office. Follow the recommendation of the ACM survey report. Communicate the results with the</p>	<p>Asbestos Working Group</p> <p>Dublin Airport Safety Office report to the asbestos working group</p>

 DublinAirport	Part	DAP Asbestos Standard	Doc. Ref.	STN.715
Aerodrome Manual	Content Mgr.	Dublin Airport Safety Team	Version:	1.0
Standard	Approver:	Operations Health and Safety Manager	Effective Date:	

	appropriate staff and / or contractors.	
ACM Survey Carried Out and High-Risk ACM Detected	Inform and forward survey to Asset Care SPOC. Follow the recommendations of ACM Survey Report. Communicate the results with the appropriate staff and/or contractors. Inform Operational Safety and HSSE Framework consultant contacted to seek guidance.	Asset Care Report to the Senior OHSAG meeting. Raise also at the Safety management Group.
ACM survey carried out and high risk ACM detected. Remedial actions are not being implemented to satisfaction	Inform Group Head of Asset Management, Head of SRC, Head of Dublin Airport Safety and Head of Infrastructure.	Asset Management report to the OHSAG meeting. Report at the Safety Management Group also. Highlight at the executive Safety Review Group

1.13 Related Documents

- Safety Statement
- Safety Management System
- Contractors Standard STD 713
- P2W Standard STD 714

1.14 RACI Chart (Responsible, Accountable, Consulted, and Informed)

RACI Definitions			
A	Who is Accountable	The person who makes the final decision and has the ultimate ownership	
R	Who is Responsible	The person who is assigned to do the work	
D	Who has been Delegated Responsibility	The person who is delegated partial or full responsibility	
C	Who is Consulted	The person who must be consulted before a decision is taken	
I	Who is Informed	The person who must be informed that a decision or action has been taken	

 DublinAirport	Part	DAP Asbestos Standard	Doc. Ref.	STN.715
Aerodrome Manual	Content Mgr.	Dublin Airport Safety Team	Version:	1.0
Standard	Approver:	Operations Health and Safety Manager	Effective Date:	

RACI & Nominated Persons Index for the ACM Management Plan						
		Accountable	Responsible	Delegated Responsibility	Consulted	Informed
1	ACM Management Standard (this document)	DAP H&S Manager	DAP Safety Office	DAP Safety Office	Head of Asset Mgmt / Head of Safety	SRC
2	Updating and maintaining an ACM register on the shared workspace	Framework consultant	Asset Management Campus Manager & DAP Safety	Asset Management Campus Manager & DAP Safety	DAP H&S Manager	SRC
3	Conducting Management Surveys	Framework consultant	Asset Management Campus Manager	Framework Consultant	DAP H&S Manager	SRC
4	Refurbishment & Demolition Surveys	PSCS / Contractor	Framework consultant	Framework consultant	Asset Management Campus Manager DAP H&S Manager.	HSSE
3	Management of Framework Agreement for competent ACM consultant	Head of Asset Mgmt.	Asset Mgmt. Campus Property Mgr.	Asset Mgmt. Campus Property Mgr.	DAP Occupational H&S Manager	SRC
4	Ensuring main contractor (PSCS) surveys are sent to Asset Management to upload to ACM register	Head of Infrastructure HSSE	Infrastructure H&S Lead / PM	PSCS / Contractor	Asset Management Campus Manager DAP H&S Manager.	SRC
5	ACM awareness training for Infrastructure Project Managers	Infrastructure HSSE	Infrastructure H&S Lead	HSSE	Asset Management Campus Manager DAP H&S Manager.	SRC
6	ACM Awareness training for Asset Management Staff	Head of Asset Mgmt.	Asset Management SMT	Training & Development Leads	Asset Management Campus Manager DAP H&S Manager.	SRC
7	Communication of ACM Standard and areas and risk levels to Infrastructure and/or contractor staff	Infrastructure HSSE	HSSE	PSCS / Contractor	Asset Management Campus Manager DAP H&S Manager.	SRC
8	Communication of ACM Standard areas and risk levels to Asset Management staff	Head of Asset Mgmt.	Asset Management SMT	DAP Safety office	Asset Management Campus Manager DAP H&S Manager.	SRC
9	Communication of ACM Standard to applicable commercial property / DAC staff / DAC Tenants	Head of Commercial / DAC	Commercial Property Manager	Commercial Property Manager	Asset Management Campus Manager DAP H&S Manager.	SRC
10	Communication of ACM Surveys to commercial property / DAC tenant(s)	Head of Commercial / DAC	Commercial Property Manager	Commercial Property Manager	Asset Management Campus Manager DAP H&S Manager.	SRC

 DublinAirport	Part	DAP Asbestos Standard	Doc. Ref.	STN.715
Aerodrome Manual	Content Mgr.	Dublin Airport Safety Team	Version:	1.0
Standard	Approver:	Operations Health and Safety Manager	Effective Date:	

11	Development of Safe Work Procedures when required for Infrastructure and/or contractor staff	Contractor PSCS	Contractor PSCS	Contractor PSCS	Asset Management Campus Manager DAP H&S Manager.	HSSE
12	Development of Safe Work Procedures when required for Asset Management staff	Head of Asset Mgmt.	DAP H&S Manager	H&S Co-ordinator	Asset Management Campus Manager DAP H&S Manager.	SRC
13	Evaluation of ACM plan through planned safety inspections. Tracking of findings and escalation.	DAP H&S Manager	DAP Safety Office	DAP Safety Office	Asset Management Campus Manager DAP H&S Manager.	SRC
14	Provision of legal updates that may impact this policy	Head of SRC	SRC	SRC	Asset Management Campus Manager DAP H&S Manager.	DAP Safety
15	Evaluation of ACM plan through planned safety audits. Tracking of findings and escalation.	Head of SRC	SRC	SRC	Asset Management Campus Manager DAP H&S Manager.	DAP Safety
16	Escalation of high-risk reports where remediation is required.	Head of Asset Mgmt.	Contractor / PSCS	Asset Management Campus Manager and DAP H&S Manager	Asset Management Campus Manager DAP H&S Manager.	SRC
17	ACM Requirements flagged in the P2W system	DAP H&S Manager	DAP H&S Manager	DAP Safety	Asset Management Campus Manager DAP H&S Manager.	SRC
18	Compliant Disposal of Asbestos	Framework consultant	Contractor PSCS	Contractor PSCS	Asset Management Campus Manager DAP H&S Manager.	DAA Env.