

Step-by-step user guide

ACM Manager

Version 2.00



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Introduction

ACM Manager is a software product that provides the user with a number of specialist tools to make the job of managing asbestos containing materials (ACMs) simpler and quicker. It has been developed within the AMS group of companies, an organisation with over 10 years experience of providing asbestos management services. It is aimed at dutyholders who wish to comply with the Control of Asbestos at Regulations but do not have the time or resource to commit to the complicated processes involved.

ACM Manager provides tools to simplify all of the following;

- Making asbestos condition, location and risk registers easily and securely available to both internal and external operatives through the Internet.
- Viewing details of high-risk materials.
- Updating the status of ACMs to ensure that registers are always up-to-date.
- Producing concise quote requests that can be sent to contractors for pricing of remedial works.

For the more committed user the system also provides some more sophisticated tools to do the following

- Plan future actions and produce action plans
- Carry out priority assessment surveys
- Plan and record site re-inspections and reviews
- View compliance reports

The system has been developed using Microsoft .NET technology to provide a user-friendly interface through your Internet browser.

WHAT'S NEW IN VERSION 2?

The system has a new look and feel and is more menu-driven than before making it simpler to navigate. It has been changed to look more user-tailored displaying the user's logo at the top of each page. The major functionality change is the addition of two more levels of access known as tenants and managers.

Manager access is aimed at asbestos management companies and property managers looking to have overall control of their portfolio of companies. It allows you to introduce new companies and their sites all of which are controlled from a central console screen. The manager has single password administrator access to all of their client's data.

Tenant access gives the customer the ability to provide login details that give read-only access to a single site. This is particularly useful when you want to give a tenant access to their register but don't want them to be able to see anybody else's.

GETTING STARTED

Before you or any of your operatives can use ACM Manager you need to contact our support department to get a user name and password to enable you to login. Further details on how to login can be found later in this guide.

Developing an Asbestos Management Plan

Before you start to use ACM Manager we strongly suggest that you develop an Asbestos Management Plan (AMP). This is a strategy document that will outline exactly how you intend to manage your asbestos hazard. You might include;

- How you will make information available to operatives and staff;
- How and when you will review and/or re-inspect your ACMs;
- How you will determine the priority of remedial works;
- Responsibilities;
- Procedures to follow when working with asbestos materials;
- Training;

We managed to find several good examples of AMPs by searching for "Asbestos Management Plan" on the internet.

SYSTEM REQUIREMENTS

PC with a 1 Mhz processor or above. 128Mb of RAM, Internet Explorer 5, Internet connection (1Mb recommended).

To view the reports you will need to have Adobe Acrobat Reader installed. This can be downloaded from <http://www.adobe.com/acrobat>.

SUPPORT

If you have any questions or problems while using this user guide please visit the Support section of ACM Manager at www.acmmanager.co.uk/Support.aspx.

Starting ACM Manager

In this chapter you will learn how to:

- ✓ Start ACM Manager
- ✓ Log-in to the system

STARTING ACM MANAGER

To start ACM Manager open your web-browser as you would normally. Type in the Internet address (URL) www.acmmanager.co.uk and press enter.



LOGGING ON TO THE SYSTEM

1. Click on the customer login button on the top right of the home page.



2. Click on the User name field and type your user name.

A screenshot of the ACM Manager login page. The page has a purple header with the text "Please Log In". Below the header, there are two columns. The left column is titled "Registered users" and contains three input fields: "User name", "Password", and "Type" (with a dropdown menu set to "Customer"). Below these fields is a "Login" button. The right column is titled "New users" and contains a paragraph of text: "If you would like to use our service you will need to register. You can use ACM Manager without obligation for the first 30 days after which our representatives will contact you to discuss payment." Below this text is a "Register" button. At the bottom left of the page, there are links for "Privacy Policy" and "Login Securely".

3. Tab to the password field and type your password. If you do not have a password or your password doesn't work contact our support department immediately.
4. Select the type of login you are attempting.
5. Click on the Login button.

You should now be presented with the Site details screen.

NAVIGATION



Navigation has been made simpler by the addition of two new menus. The top (black) menu is for administration and gives you quick access to the administration, log and support pages and also a log out button. It also provides a dropdown menu which gives you fast access (don't forget to click on the Go button!) to management reports and your asbestos register.

The second menu provides a quick way for administrators and users with update privileges to switch between different information screens. Read-only users will see these buttons but they will be disabled as above.

The My Home button (not available to tenants users) will take you back to your home page which is essentially your main console giving you access to all of your sites

Viewing and adding site information

In this chapter you will learn how to:

- ✓ View details of a site
- ✓ Change details of a site
- ✓ Add a new site
- ✓ Delete a site

If you have previously entered details of sites or your data has been automatically uploaded you will be presented with a list of sites. You can view, change or delete any of these sites by following the instructions in this chapter.

If you are starting afresh or you've just had a new survey carried out you can add new sites by following the instructions in the "Add a new site" section.

VIEW DETAILS OF A SITE

1. You will see that as your cursor hovers over each site it is highlighted in pink. To select a site simply click on it while highlighted.

My Home Page

Asbestos Summary

Number of Sites **30** Number of Sites Containing ACMs **25** Number of ACMs **129**

Property List

Site (click to select)	ACMs		
Unit 4 Godstone Trade Park, Godstone, Suffolk	6	Edit	Delete
42 Burkinshaw Road, Hastings, East Sussex	3	Edit	Delete
10 Trimley Cottages, Trimley, Hampshire	2	Edit	Delete
48 Trimley Meadow, Trimley, Hampshire	15	Edit	Delete
9-12 Trimley Meadow, Trimley, Hampshire	4	Edit	Delete
13-16 Trimley Meadow, Trimley, Hampshire	4	Edit	Delete
17-20 Trimley Meadow, Trimley, Hampshire	4	Edit	Delete
21-24 Trimley Meadow, Trimley, Hampshire	4	Edit	Delete
25-28 Trimley Meadow, Trimley, Hampshire	4	Edit	Delete
29-32 Trimley Meadow, Trimley, Hampshire	3	Edit	Delete

[Previous](#) | [Next](#)

Page **1** of 3

Filter: Only list sites that include the word [Go](#) [Advanced Search](#)

[New](#)

Applying a filter

Some users will have several sites under their control and may wish to narrow the site selection down by applying a filter e.g only view sites that include word meadow.

To apply a filter;

1. Type words that you want included in the site **name** in the filter box.
2. Click on the go button

My Home Page

Asbestos Summary

Number of Sites **30** Number of Sites Containing ACMs **25** Number of ACMs **129**

Property List

Site (click to select)	ACMs		
48 Trimley Meadow, Trimley, Hampshire	15	Edit	Delete
9-12 Trimley Meadow, Trimley, Hampshire	4	Edit	Delete
13-16 Trimley Meadow, Trimley, Hampshire	4	Edit	Delete
17-20 Trimley Meadow, Trimley, Hampshire	4	Edit	Delete
21-24 Trimley Meadow, Trimley, Hampshire	4	Edit	Delete
25-28 Trimley Meadow, Trimley, Hampshire	4	Edit	Delete
29-32 Trimley Meadow, Trimley, Hampshire	3	Edit	Delete

[Previous](#) | [Next](#)

Page 1 of 1

Filter: Only list sites that include the word [Advanced Search](#)

To remove the filter

1. Delete the text from the filter box
2. Click on the go button.

UPDATE A SITE'S DETAIL

Occasionally some of your site details will change (or will have been entered erroneously) so you will need to change them.

NOTE: You must have update rights to use this facility.

To update site details

1. Click on the corresponding Edit button.
2. Enter the new details as required

48 Trimley Meadow

Enter Site Details Screen

Property Details Fields marked by * are mandatory

Site name*	<input type="text" value="48 Trimley Meadow"/>
Address line 1	<input type="text" value="48 Trimley meadow"/>
Address line 2	<input type="text"/>
Town/city	<input type="text" value="Trimley"/>
County	<input type="text" value="Hampshire"/> ▼
Post code	<input type="text" value="TR1 4EW"/>
Country	<input type="text"/>
Client Ref.	<input type="text"/>
Tenant username	<input type="text"/>
Password	<input type="text"/>

3. Click on the Next button.

The site parameters screen will be displayed.

4. Enter site details as required. An explanation on the use of these parameters will be provided later in this guide.

48 Trimley Meadow

Enter Site Parameters

Parameters Fields marked by * are mandatory

Surveyed On	<input type="text" value="08/01/2005"/>
Surveyed By	<input type="text" value="AMS"/>
ACM Review Frequency*	<input type="text" value="Quarterly"/> ▼
ACM Reinspection Frequency*	<input type="text" value="Every 18 months"/> ▼
Priority Assessment	<input type="text" value="None"/> ▼

Responsibilities

Compliance	<input type="text"/>
Remedial Works	<input type="text"/>
Emergencies	<input type="text"/>

5. Click on the Next button.

You will be returned to the Site selection screen

CREATE A NEW SITE

If you have had a new survey carried out you will need to create a new site (AMS clients will have automatic data uploads).

To enter a new site go to your home page, and;

1. Click on the new button.

My Home Page

Asbestos Summary

Number of Sites 30 Number of Sites Containing ACMs 25 Number of ACMs 129

Property List

Site (click to select)	ACMs		
40 Trimley Meadow, Trimley, Hampshire	15	Edit	Delete
9-12 Trimley Meadow, Trimley, Hampshire	4	Edit	Delete
13-16 Trimley Meadow, Trimley, Hampshire	4	Edit	Delete
17-20 Trimley Meadow, Trimley, Hampshire	4	Edit	Delete
21-24 Trimley Meadow, Trimley, Hampshire	4	Edit	Delete
25-28 Trimley Meadow, Trimley, Hampshire	4	Edit	Delete
29-32 Trimley Meadow, Trimley, Hampshire	3	Edit	Delete

[Previous](#) | [Next](#)

Page 1 of 1

Filters: Only list sites that include the word [Advanced Search](#)

[New](#)

2. Enter details as required

Enter Site Details Screen

[Property Details](#) Fields marked by * are mandatory

Site name*	<input type="text"/>
Address line 1	<input type="text"/>
Address line 2	<input type="text"/>
Town/city	<input type="text"/>
County	<input type="text" value="v"/>
Post code	<input type="text"/>
Country	<input type="text"/>
Client Ref.	<input type="text"/>
Tenant username	<input type="text"/>
Password	<input type="text"/>
	<input type="button" value="Next"/> <input type="button" value="Exit"/>

3. Click on the Next button

The site parameters will screen will be displayed. The fields will automatically be filled with any defaults set for your organisation.

15 Wretchley Close**Enter Site Parameters**

Parameters Fields marked by * are mandatory

Surveyed On

Surveyed By

ACM Review Frequency*

ACM Reinspection Frequency*

Priority Assessment

Responsibilities

Compliance

Remedial Works

Emergencies

4. Fill in the fields as required. If you are not sure about any of the parameters leave them set as their defaults.
5. Click on Next

NOTE: You will be presented with another Enter Site page. If you do not wish to enter further details click on the Exit button.

DELETE A SITE

Occasionally you may need to remove sites from your portfolio.

To delete a site;

1. Click on the corresponding Delete button on your Home page.
A confirmation screen will be displayed.

Are you sure that you want to delete this site?

2. Click on the yes button
You will be returned to the your Home page.

Adding ACMs to registers

In this chapter you will learn how to:

- ✓ Add an ACM
- ✓ Correct an ACM
- ✓ Delete an incorrect ACM

If you are manually entering your asbestos data you will need to add details of each ACM. In this chapter you can see how to enter, correct and delete ACMs.

NOTE: You should not use the methods described in this chapter to update or delete ACMs that have changed as a result of remedial works. These methods should only be used to change ACMs that have been entered erroneously.

ADD AN ACM

To add an ACM to your register

1. Select the relevant site from your Home Page.
2. Click on the ACMs button on the black navigation bar.

ONLINE ASBESTOS DATABASE

Powered by



3. Click on the New button at the bottom the screen.
4. Enter details as required. Field details can be found in Appendix 1

9-12 Trimley Meadow

Enter ACM Details Screen

ACM Details Fields marked by * are mandatory

<p>Floor* <input type="text"/></p> <p>Description <input type="text"/></p> <p>Sample ID <input type="text"/></p>	<p>Room <input type="text"/></p> <p>Quantity* <input type="text"/> SQM <input type="button" value="v"/></p> <p>Labelled <input type="button" value="No"/> <input type="button" value="v"/></p>
Material Assessment	
<p>Condition* <input type="button" value="Select an item ..."/> <input type="button" value="v"/></p> <p>Material Type* <input type="button" value="Select an item ..."/> <input type="button" value="v"/></p> <p>Accessibility* <input type="button" value="Select an item ..."/> <input type="button" value="v"/></p>	<p>Surface Treatment* <input type="button" value="Select an item ..."/> <input type="button" value="v"/></p> <p>Asbestos Type* <input type="button" value="Select an item ..."/> <input type="button" value="v"/></p>

5. Click on Next.

NOTE: You will be presented with another Enter ACM page. If you do not wish to enter further details click on Exit.

CORRECT AN ACM

If you entered details of an ACM incorrectly you can correct them as follows;

1. Select the site from your Home Page.
2. Select ACMs from the black navigation bar.



3. Find your ACM in the list and click on the corresponding Edit button.

9-12 Trimley Meadow	
ACMs	
Photo	Details
 Edit	<p>Sample No.: 03/300605/ps Location: Roof Line > External > Soffits Quantity: 35 LM Condition: low damage Asbestos Type: amosite Material Assessment: 6</p> <p>Labelled: N Surface Treatment: encapsulated/sealed Priority Assessment: Not Set</p>
 Edit	<p>Sample No.: None Location: Roof > Loft Space > Boarding Quantity: 4 LM Condition: good Asbestos Type: presumed as asbestos Material Assessment: 1</p> <p>Labelled: N Surface Treatment: encapsulated/sealed Priority Assessment: Not Set</p>
 Edit	<p>Sample No.: 02/300605/ps Location: Ground Floor > Landing to Flats > Textured Coating Quantity: 20 SQM Condition: good Asbestos Type: chrysotile Material Assessment: 3</p> <p>Labelled: N Surface Treatment: encapsulated/sealed Priority Assessment: Not Set</p>
 Edit	<p>Sample No.: 01/300605/ps Location: First Floor > Landing to Flats > Textured Coating Quantity: 20 SQM Condition: good Asbestos Type: chrysotile Material Assessment: 3</p> <p>Labelled: N Surface Treatment: encapsulated/sealed Priority Assessment: Not Set</p>

4. Change details as required.
5. Click on Next.

DELETE AN ACM

If you entered details of an ACM incorrectly and you wish to delete it, do as follows;

1. Select the site from your Home Page.
2. Select ACMs from the black navigation bar.



3. Find your ACM in the list and click on the corresponding Delete button.

9-12 Trimley Meadow

Are you sure that you want to delete this ACM?

4. Click on the Yes button.

Adding drawings to registers

In this chapter you will learn how to:

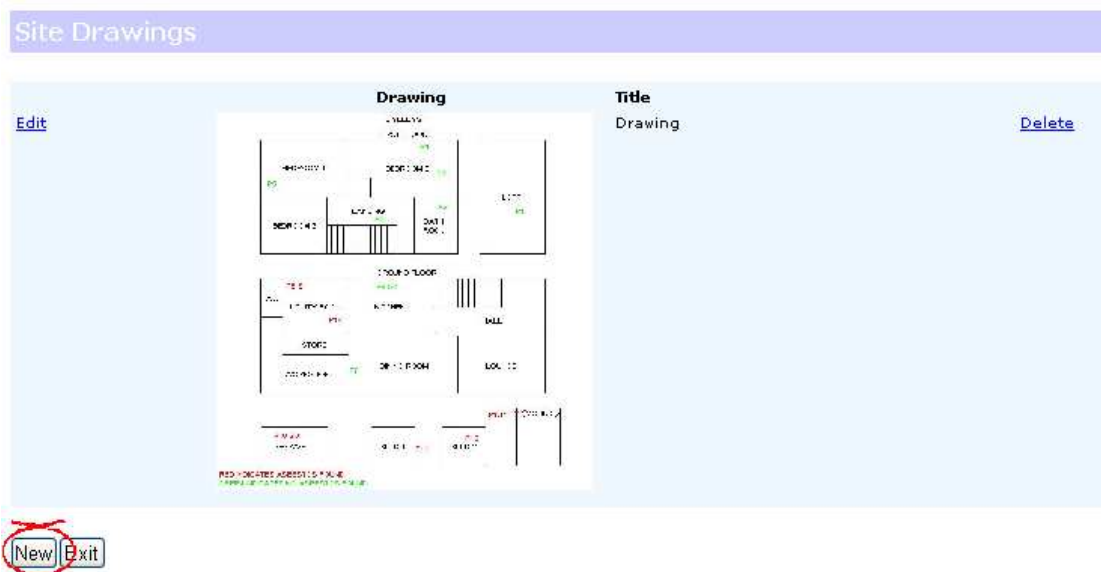
- ✓ Add a drawing
- ✓ Change a drawing
- ✓ Delete a drawing

Many surveys will include drawings that indicate where samples were taken. These can be particularly helpful when trying to identify the location of a hazardous material within a building. ACM Manager can print several graphics format (JPEG, GIF, TIFF, BMP, PNG, EXIF, WMF or EMF) images and add them into both the register and the quote request reports.

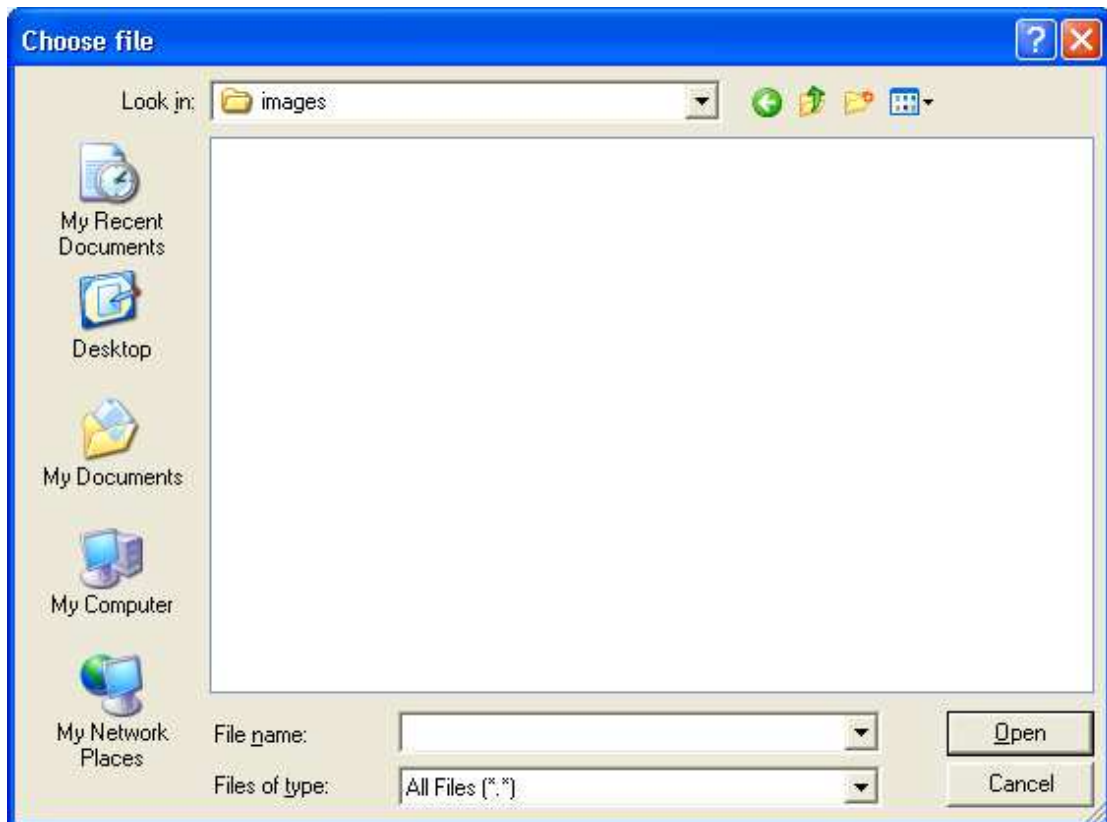
ADD A DRAWING

To add a drawing.

1. Select a site from your Home page and go to the drawings screen.
2. Click on New.



3. Click on the Browse button.
4. Navigate to the file you wish to add and click on Open.



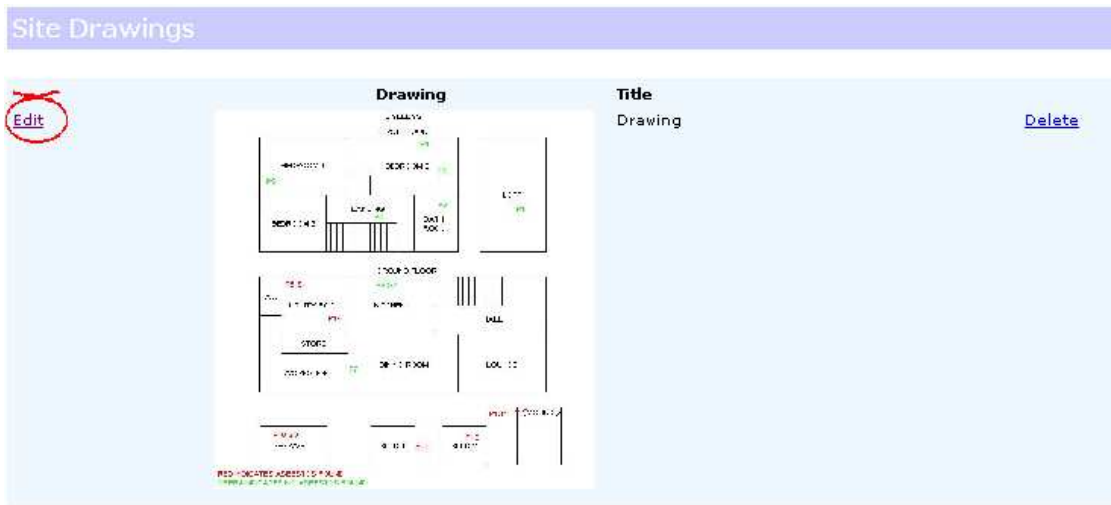
5. Enter a title
6. Click on Next.
7. If you have more drawings to enter then repeat steps 4-7 otherwise click on the Exit button.

CHANGE A DRAWING

If you wish to change the title of a drawing or change the picture itself follow the steps below.

To change a drawing;

1. Carry out steps 1 and 2 as above.
2. Click on the corresponding Edit button.



3. Enter the new details as required.
4. Click on the exit button.

DELETE A DRAWING

If you wish to delete a drawing you can do so as below.

To delete a drawing;

1. Repeat steps 1 and 2 of Add a Drawing.
2. Click on the corresponding Delete button (on the right-hand side of your screen).
3. Click the Exit button.

Adding “no access” details to registers

In this chapter you will learn how to:

- ✓ Add no access to a register
- ✓ Change a no access
- ✓ Delete a no access

It is common when surveying to find areas that are inaccessible for a variety of reasons. Maybe a door is locked and the key is not available or maybe an area, such as a roof, cannot be safely accessed because of its height. Whatever the reason is you need to record these areas in your registers so that people are aware that there may be unidentified hazardous materials present.

ADD “NO ACCESS” TO A REGISTER

To add a “No access” to a register;

1. Select a site on your Home page and go to the No Access screen.
2. Click on the New button

Access Details			
Floor	Room	Area	Reason



3. Enter details as required.
4. Click on Next.

Enter Areas Not Accessed

Company Details

Site Details: ABC Ltd

Property Details

Site Details: Unit 4, Godstone Trade Park
Station Road
Godstone
Suffolk
GD12 1FT

Area Details Fields marked by * are mandatory

Floor*

Room

Area

Reason

5. If you wish to continue entering No Access details repeat steps 4 and 5. Otherwise click on the Exit button.

CHANGE “NO ACCESS” IN A REGISTER

If you want to change the “No Access” details in your register follow these steps.

1. Repeat steps 1 and 2 as above.
2. Click on the Edit button

Access Details

Floor	Room	Area	Reason
<input type="button" value="Edit"/> 1st Floor	Pay Office	Safe	Locked

3. Amend the details as required.
4. Click on Next.

DELETE A “NO ACCESS”

To delete a “No Access”

1. Go into the No Access screen as above.

Click on the corresponding Delete button (on the right-hand side)

Viewing and updating registers

In this chapter you will learn how to:

- ✓ View a register
- ✓ Enter remedial actions that have been carried out
- ✓ Edit or delete remedial actions that have been carried out
- ✓ Enter site actions that have been carried out
- ✓ Edit or delete site actions that have been carried out.

A major part of complying with CAWR is making your asbestos information available to staff and operatives that may come into contact with your ACMs. By making these people aware of the risk you are protecting them and yourself. ACM manager provides registers online in Adobe Acrobat format (PDF) format and these can be viewed by anyone that you set-up on the system as a user (see user administration).

It is essential that all of your actions are documented and that asbestos information is correctly maintained. ACM Manager provides screens that allow you to enter details of any works that have been carried out at the site as well as any actions such as re-inspections or reviews.

This chapter assumes that you have reached the Site details screen as documented in the previous section.

VIEW A REGISTER

Registers contain details of all of the ACMs on your site detailing the condition, location and risk. The reports are produced in Adobe Acrobat format and must have the free reader installed before proceeding (most users have it installed).

To view an asbestos register, either;

1. Go to your summary page and click on the Asbestos Register button, or
2. Select Asbestos Register from the report dropdown and click on the go button.

Site Summary

Property Details

13-16 Trimley Meadow

13-16 Trimley Meadow

Trimley

Hampshire

TR1 4EW

Site Summary


Number of ACMs originally identified: 4

Number still present: 4

Next review due date: 2005-04-08

Next reinspection due date: 2006-07-08

Reports

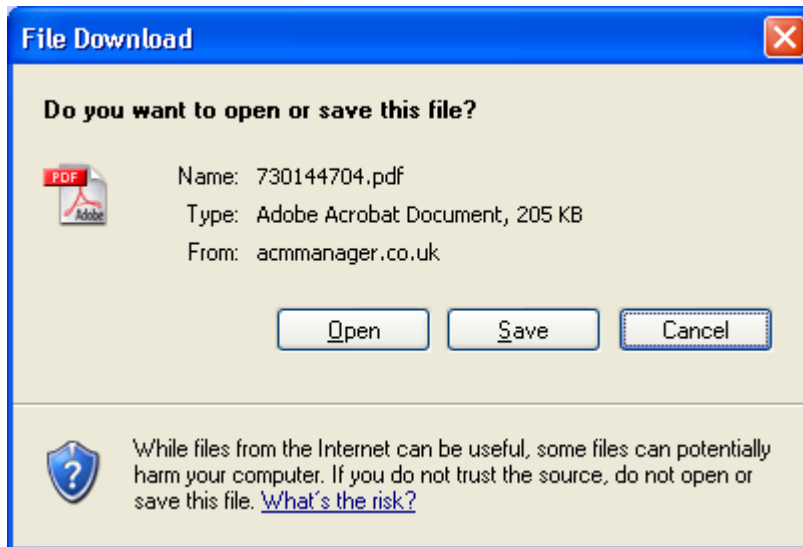
ACM Manager reports are in Adobe format. 

[Asbestos Register](#)

| [Priority Assessment Survey](#) | [Site Action Plan](#)

The file download dialogue will be displayed.

3. Click on Open to view the register.



4. Close Adobe |Acrobat reader when finished.

ENTER DETAILS OF COMPLETED WORKS

Under CAWR you are required as a minimum to label all of your ACMs but you may also want to carry out remedial works to reduce the risk posed by some of the materials. Such works will often change the condition or surface treatment of the material and thus the risk score. Therefore it is essential that these actions be recorded so that the site register is up-to-date.

ACM Manager automatically updates the condition and surface treatment of a material once you have entered an action. It also record the ful history of each ACM in the site register.

To enter a remedial action;

1. Go to the Completed Works screen and click on the new button.

[My Home](#) > [Summary](#) > [ACMs](#) > [Quotes](#) > [Access](#) > [Drawings](#) > [Planned works](#) > **Completed works** > [Reinspections/Rev](#)

13-16 Trimley Meadow

Completed Works

ACM Location	Action	By	Date	Risk (out of 12)
--------------	--------	----	------	------------------

2. Click on the new button.

13-16 Trimley Meadow

Enter Remedial Action

ACM Details

Please Select ...

- Please Select ...
- Roof > Loft Space > Boarding
- First Floor > Landing to Flats > Textured Coating
- Ground Floor > Landing to Flats > Textured Coating
- Roof Line > External > Soffits

Condition:

Surface Treatment:

Recommended Action:

ACM Action

Select an action from the dropdown

Action

Date

By

Comment

3. Select an ACM from the dropdown list

NOTE 1: If an ACM has previously been 'removed' it will still appear in the list in case you wish to delete the action where it was entered erroneously.

NOTE 2: If a planned action has been entered for this ACM the relevant fields will automatically be set to this action.

4. Select the action that was carried out from the dropdown list.

13-16 Trimley Meadow

Enter Remedial Action

ACM Details

Location:

Roof > Loft Space > Boarding

Material: Unknown**Quantity:** 4**Asbestos Type:** Presumed as asbestos**Labelled:** N**Condition:** Good**Surface Treatment:** Encapsulated/sealed**Recommended Action:**

Manage and monitor.

ACM Action

Select an action from the dropdown

Action	Removed
By	abc remov
<input type="button" value="Next"/>	<input type="button" value="E"/>

Please Select ...
 Removed
 Access Controlled
 Repaired
 Repaired & Labelled
 Enclosed
 Enclosed & Labelled
 Sealed
 Sealed & Labelled
 Encapsulated
 Encapsulated & Labelled
 Labelled
 Reviewed
 Re-inspected
 Damaged

Date 01/02/2006**Comment**

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5. Enter the date that the action was carried out (dd/mm/yy format).
6. Enter the name or the individual or organisation that carried out the action
7. Enter any comments
8. Click on Next.

EDIT OR DELETE REMEDIAL ACTIONS THAT HAVE BEEN CARRIED OUT

Occasionally you may enter details of remedial actions incorrectly or erroneously and you will need to change them.

To edit a remedial action;

1. Select Completed Works.
2. Click on "A remedial action on an ACM that has already been carried out"
3. Click on the Edit button that corresponds to the action you wish to edit.

Remedial actions				
ACM Location	Action	By	Date	Risk (out of 12)
Delete Edit	Ground Floor > External/Shed 1 > Cement Sheet Cladding to Walls	Labelled Paul Harrison	04/10/2005 00:00:00	6

[New](#) [Exit](#)

- Amend the details as required.
- Click on the Next button.

To delete an action;

- Select Actions.
- Click on “A remedial action on an ACM that has already been carried out”
- Click on the Delete button that corresponds to the action you wish to edit.

ENTER DETAILS OF A REVIEW OR RE-INSPECTION THAT HAS BEEN CARRIED OUT

CAWR obligates duty-holders to periodically review the status of their ACMs to ensure that their condition has not deteriorated in any way. This can be done through an internal review or by using an external operative to re-inspect. All such actions should be documented and ACM Manager provides screen to do this.

- Go to the reviews & re-inspections page and Click on New.

[My Home](#) > [Summary](#) > [ACMs](#) > [Quotes](#) > [Access](#) > [Drawings](#) > [Planned works](#) > [Completed works](#) > [Reinspections / Reviews](#)
 13-16 Trimley Meadow
Reinspections & Reviews

Action	Date	By	Comment
Exit New			

- Select an action from the dropdown

10 Trimley Cottages

Enter Site Action Screen

Site Action

Select an action from the dropdown

Action	<input type="text" value="Reinspected"/>	Date	<input type="text" value="01/12/2005"/>
By	<input type="text" value="Please Select ..."/>	Comment	<input type="text"/>

[Submit](#) [Exit](#)

- Enter the date the action was carried out (dd/mm/yyyy)
- Enter the name of the individual or organisation that carried out the action.
- Enter any comments.
- Click on the submit button.

HOW TO EDIT OR DELETE A PREVIOUSLY ENTERED SITE ACTION

Occasionally you will incorrectly or erroneously enter a re-inspection or review that will need to be either edited or removed.

To edit a site action;

1. Go to the re-inspections & review screen and click on the Edit button that corresponds to the action that you wish to change.



The screenshot shows a table titled "Site Actions" with the following columns: Action, Date, By, and Comment. A single row is visible with the following data: Action: Reviewed, Date: 15/09/2005 00:00:00, By: Paul Harrison, Comment: No changes found. In the Action column, there are two links: "Delete" and "Edit". The "Edit" link is circled in red. Below the table, there are two buttons: "Exit" and "New".

Action	Date	By	Comment
Delete Edit Reviewed	15/09/2005 00:00:00	Paul Harrison	No changes found

2. Enter the changes as required
3. Click on the submit button.

To delete a review or re-inspection;

1. select Re-inspections/reviews and click on the Delete button that corresponds to the action that you wish to delete.

User administration

In this chapter you will learn how to:

- ✓ Add new users
- ✓ Edit user details
- ✓ Remove users

User administration is a very important task because it controls who accesses the system and what level of access they have. ACM Manager has three levels of user for a customer login;

- Administrator
- Update
- Read-only

Administrators

Administrators have a full set of privileges and are able to do anything on the system. There is only one administrator and only this user can add, edit or remove other users.

Update

Update users have considerably less privileges than the administrator but they are able to perform any action that will update registers. You should take care who you give these privileges as the integrity of your data is essential to complying with CAWR.

Read-only

These users are limited to read-only access to the system. This allows them to view reports such as registers but they can't update anything.

ADDING A USER TO THE SYSTEM

As new people or operatives who are likely to manage or come into contact with ACMs join your organisation you will need to give them some sort of access to ACM Manager. Some organisations will provide a single guest account that everybody has the password for. Some will assign user names to everybody. But whichever way you choose please bear in mind the following;

1. When a register is accessed the user name is logged. Some organisations may wish to use this information as mitigation following exposure to asbestos and it would therefore be essential that you were able to prove who viewed it.
2. Should the login information fall into the wrong hands you will not be able to trace the security leak (asbestos information can be sensitive).

You should also consider at this point whether you would like to give update privileges to the user. Please be aware that this will allow the user to apply potentially damaging changes and should therefore be given sparingly.

To add a new user;

1. Click on the administration button
2. Click on the edit button in the user section

System Defaults

Priority
Assessment: None
ACM Review Frequency: Quarterly
ACM Reinspection Period: Every 18 months
Emergency Contact
Works Contact
Compliance Contact [Edit](#)

Users

No. Of Users 1 [Edit](#)

- Click on the New button

User Details					
User No.	Name	User ID	Updates	Email	Tel. No.

- Enter details of the users as required.

Enter User Details

User Details

Enter user's details below

Contact name
User name
Password
Repeat Password
Email
Telephone
Allow Updates?

- Click on Next.

5. You will now be presented with this screen again. At this stage you can either enter further user details as above or click on the Exit button.

EDIT A USER'S DETAILS

As user's change their details you will want to update them on the system.

To edit a user's details;

1. Click on the administration button.
2. Click on the Edit button in the user section;
3. Click on the edit command that corresponds to the user that you wish to edit.

User No.	Name	User ID	Updates	Email	Tel. No.
Edit	Chris Parker	ChrisP	Y	chris.parker@ams-holdings.com	01732 368359 Delete

[New](#) [Exit](#)

4. Enter the changes as required.
5. Click on the next button.

DELETE A USER'S DETAILS

There is a variety of reasons why you may wish to remove a user's details from the system. For example, the user may have left the company or have been moved to a different department.

To delete a user;

1. Click on the administration button.
2. Click on the edit button in the Users section.
3. Click on the delete button that corresponds to the user that you wish to delete.

Priority assessment

In this chapter you will learn how to:

- ✓ Produce a priority assessment survey report
- ✓ Enter the results onto the system

Many users, especially smaller organisations, of this system will never get this far in their use of ACM Manager. They will simply use the system to view, update and distribute their asbestos registers. For those that wish to be fully compliant there are further steps that you will need to take starting with priority assessment.

Priority assessment is essentially a way of determining the order in which ACMs need to be dealt with. It is particularly useful for large organisations that do not have the resources to carry out all of the necessary actions in one go.

ACM Manager provides three options for priority assessment;

- None;
- Develop your own , and;
- HSE.

None (default)

Some duty-holders will decide that the priority of their remedial works is determined simply by the material risk. This will particularly suit smaller organisations that do not have any significant works to be carried out and therefore have little need for priority assessment.

Own

Those organisations that have a significant number of works to be carried out may want to develop a system of prioritisation. This will, of course, consist of varying factors not least of which will probably be cost. It is, of course, essential that you consider the risk that the material poses when developing your system and continue to take all actions necessary to safeguard your staff and operatives until remedial works are carried out. This in itself could be costly and will often determine the priority (e.g if an area was permanently cordoned-off).

ACM Manager simply gives you the ability to assign each ACM a score of 1-12 so your system will need to take this into account. When ACM Manager uses priority assessment in its calculations it will simply add the material assessment score to the priority assessment score to get a total score.

HSE

The HSE have developed a priority assessment algorithm which they have published in their book HSG227 "A comprehensive guide to managing asbestos in premises". This is a useful tool if a little complicated to understand. Essentially they have decided upon a number of factors to which they assign scores and these are averaged by section and combined to form a final priority assessment score (of 0-12). Some organisations will find this useful, which is why we've included it in ACM Manager. We would urge you to read the above publication first though to get a better understanding of exactly what is involved.


For those using this method we have provided a survey report that will print a tick sheet per ACM for you to complete.

PRODUCE A PRIORITY ASSESSMENT SURVEY REPORT

If you are using the HSE priority assessment algorithm we have added a report that should assist you to record your results. There is one tick-sheet per ACM that should be filled in accordingly.

Priority Assessment

Asbestos Priority Assessment Sheet



Location: Ground Floor > Kitchen & Utility Room > Floor Tiles & Adhesive

Normal Occupant Activity:	Rare <input type="checkbox"/>	Low <input type="checkbox"/>	Periodic <input type="checkbox"/>	High <input type="checkbox"/>
Location:	Outdoors <input type="checkbox"/>	Large room <input type="checkbox"/>	Room < 100m ² <input type="checkbox"/>	Confined <input type="checkbox"/>
Accessibility:	Unlikely <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Easily <input type="checkbox"/>	Routinely <input type="checkbox"/>
Extent/amount:	Small <input type="checkbox"/>	<10 m ² /m <input type="checkbox"/>	10-50m ² /m <input type="checkbox"/>	>50m ² /m <input type="checkbox"/>
No. of occupants:	None <input type="checkbox"/>	1-3 <input type="checkbox"/>	4-10 <input type="checkbox"/>	>10 <input type="checkbox"/>
Frequency of use:	Infrequent <input type="checkbox"/>	Monthly <input type="checkbox"/>	Weekly <input type="checkbox"/>	Daily <input type="checkbox"/>
Average time in use:	< 1 hour <input type="checkbox"/>	1-3 hours <input type="checkbox"/>	3-6 hours <input type="checkbox"/>	> 6 hours <input type="checkbox"/>
Maintenance disturbance:	Minor <input type="checkbox"/>	Low <input type="checkbox"/>	Medium <input type="checkbox"/>	High <input type="checkbox"/>
Maint. Frequency:	Unlikely <input type="checkbox"/>	< 2 per year <input type="checkbox"/>	> 1 per year <input type="checkbox"/>	> 1 per month <input type="checkbox"/>

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To run the priority assessment survey report;

1. Go to the site summary screen and click on Priority Assessment Survey.

NB: If the button is greyed out you will need to get your administrator to change the site priority assessment parameter from "none".

10 Trimley Cottages

Site Summary

Property Details

10 Trimley Cottages

10 Trimley Cottages

Trimley

Hampshire

TR7 6JJ

Site Summary


Number of ACMs originally identified: 2

Number still present: 1

Next review due date: **2004-10-14**

Next reinspection due date: **2006-01-14**

Reports

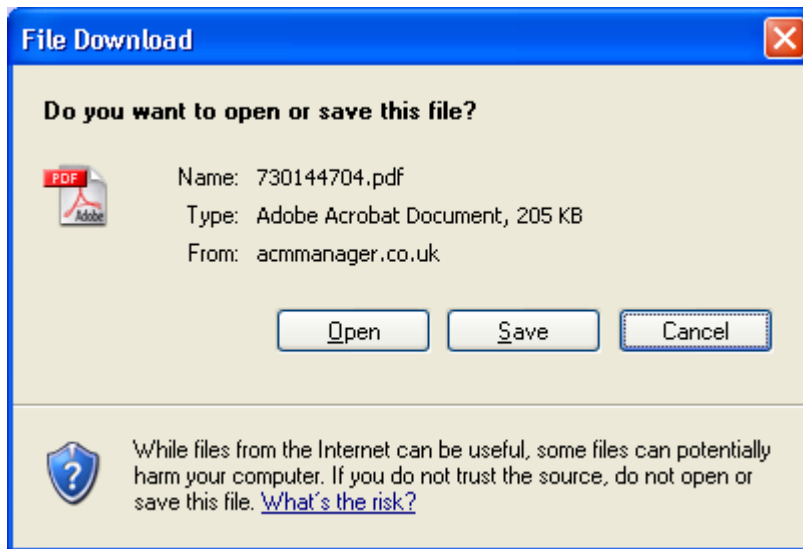
ACM Manager reports are in Adobe format. 

Asbestos Register

Priority Assessment Survey

Site Action Plan

2. Click on Open to view the report.



3. Close Adobe Acrobat reader when finished.

HOW TO ENTER PRIORITY ASSESSMENT RESULTS ONTO THE SYSTEM

If you are using either your Own priority assessment system or the HSE's you will need to enter the results onto the system at some point.

To enter your priority assessment results;

1. Select a site from the your Home page and go to the ACMs screen.

A list of the ACMs identified at this site will be displayed. You will need to edit each ACM for which you wish to enter results.

To edit an ACM;

2. Click on the edit button that corresponds with the ACM you wish to edit.

ACMs	
Photo	Details
	<p>Sample No.: 001/270905/RC Location: Ground Floor > Kitchen & Utility Room > Floor Tiles & Adhesive Quantity: 20 Condition: medium damage Asbestos Type: chrysotile Material Assessment: 4</p> <p>Labelled: N Surface Treatment: composite Priority Assessment: 99</p>
	<p>Sample No.: 003/270905/RC Location: Ground Floor > External/Shed 2 > Cement Sheet to Roof of Shed 2 Quantity: 4 Condition: good Asbestos Type: chrysotile Material Assessment: 5</p> <p>Labelled: N Surface Treatment: unsealed Priority Assessment: 99</p>
	<p>Sample No.: 003/270905/RC Location: Ground Floor > External/Shed 2 > Cement Sheet on Walls</p>

Scroll down to the priority assessment section. The layout of the dropdowns will be dependant on the site setting for priority assessment. I.e if you have set Priority Assessment to None, none of the dropdowns will be available and if you've set it to Own only the Priority Assessment dropdown will be available.

3. Select values from the dropdowns as required.

Priority Assessment

Room activity	Select an item ...	ACM Location	Select an item ...
Material accessibility	Select an item ... Rarely cause disturbance Occasionally cause disturbance Regularly cause disturbance Constantly cause disturbance	Extent/amount	Select an item ...
No. Of Occupants	Select an item ...	Human access	Select an item ...
Time in use	Select an item ...	Frequency	Select an item ...
Maintenance frequency	Select an item ...		
Priority Assessment	Select		

4. Click on Next
- Repeat steps 3-5 until all details have been entered.
5. Click on Exit.

Action plans

In this chapter you will learn how to:

- ✓ Enter planned actions
- ✓ Change planned actions
- ✓ View an action plan

Now that you have registers in place and have assessed the priority of the works that need to be done you need to plan the works. By recording planned actions you will be satisfying one of the major obligations under CAWR, which is to produce action plans. Few organisations have the resources to carry out all necessary works immediately so it is essential that you produce a plan.

ACM Manager allows you to assign planned actions, actionees and planned dates to all ACMs. As a minimum all ACMs must be labelled but some will require further remedial works to make them safe to be around. It is not always easy to work out what action is required. The majority of your ACMs will most likely be in a good condition and therefore labelling is likely to be adequate. But how do you label a fuse sitting on a windowsill? The answer of course is that you don't, you take an alternative action that is likely, in this example, to be safe disposal. ACM Manager does provide recommended actions for each ACM that will give you good guidance on what to do and in the majority of cases it will be easy to calculate the correct action. Occasionally though you will have to make decisions based on other factors such as;

- Cost;
- Risk;
- Disruption;

The most important thing here is that you carry out whatever work is feasible and manage the risk from the ACMs where it isn't. So, for example, if you've got a 500m² badly damaged cement roof that is going to cost you £30,000 to replace you might decide that you can't afford to replace it but you'll just make sure that nobody accesses it unless wearing protective equipment. Or you might decide to replace only the damaged panels. If you are unsure then you should seek advice (your surveying company will probably be pleased to help).

ENTER PLANNED WORKS

Once you've decided upon the actions that you are going to take you will need to enter them onto the system.

To enter a planned action;

1. Select a site from your Home page and go to the planned works screen.

Planned remedial actions

ACM Location	Action	By	Date	Risk (out of 12)	
Add/Edit Ground Floor > External/Rockery > Cement Sheet	None			6	Delete
Add/Edit Ground Floor > Kitchen & Utility Room > Floor Tiles & Adhesive	None			4	Delete
Add/Edit Ground Floor > External/Garage > Cement Sheet to Walls & Roof of Garage	None			4	Delete
Add/Edit Ground Floor > External/Shed 1 > Cement Sheet Cladding to Walls	None			4	Delete
Add/Edit Ground Floor > External > Cement Sheet	None			4	Delete
Add/Edit Ground Floor > External/Shed 2 > Cement Sheet to Roof of Shed 2	None			3	Delete

2. Select the Add/Edit button that corresponds to the ACM against which you want to assign a planned action.
3. Enter details as required.

10 Trimley Cottages

Enter Planned Action

ACM Details

Location: Ground Floor > External/Rockery > Boarding Walls

Material: Control Access

Asbestos Type: Repair

Condition: Enclose

Recommended Action: Seal

ACM Action: Encapsulate

Quantity: 20

Labelled: N

Surface Treatment: Enclosed

Action: Please Select ...

Date:

By:

4. Click on the submit button.

CHANGE PLANNED ACTIONS

Once you've entered details of planned actions you will most likely need to go back at some point and enter details of the actionee and action date or you might just need to correct some of the detail.

To change a planned action follow steps 1 to 6 as above. In step 5 you will update the existing details rather than enter new ones.

DELETE PLANNED ACTIONS

If you wish to delete a planned action simply click on the corresponding "Delete" button.

NOTE: This action will only blank out the action field. It WON'T delete the ACM from the list.

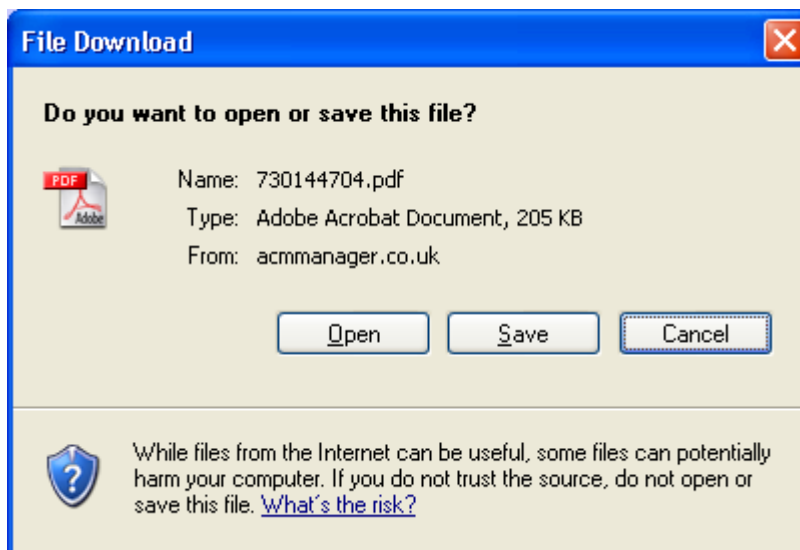
VIEW AN ACTION PLAN

Once you have entered details for all of the actions that you are proposing to carry out you may want to view your action plan. There are two types of action plan report available; one for the whole organisation and one for each individual site.

Planned Actions Report			
Organisation:	ABC Ltd	Date:	09/01/2006
ACM Location	Planned Action	Date	Actionee
Site: 28 Blacklands Meadow			
1st Floor > Kitchen > Bitumen Sink Pads x 2	Remove	01/12/2005	Wring Group
1st Floor > Boiler Cupboard > Board Lining To Doors x 2	Repair & Label	23/11/2005	Wring Group
Site: unit 4 Godstone Trade Park			
Ground Floor > External/Rookery > Cement Sheet	Remove	08/09/2005	Cabot Thermals

To view an action plan for your whole organisation;

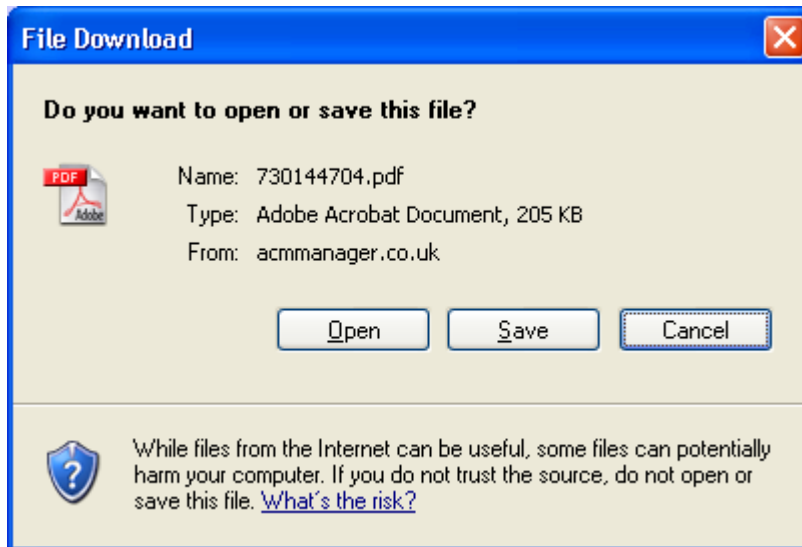
1. Select "Action Plan" from the reports dropdown and click on the Go button.
2. Click on Open



3. Close Adobe Acrobat reader when finished.

To view a site organisation plan;

1. Go to the Summary page and click on the action plan button.
2. Click on Open



3. Close Adobe Acrobat reader when finished.

Chapter
10

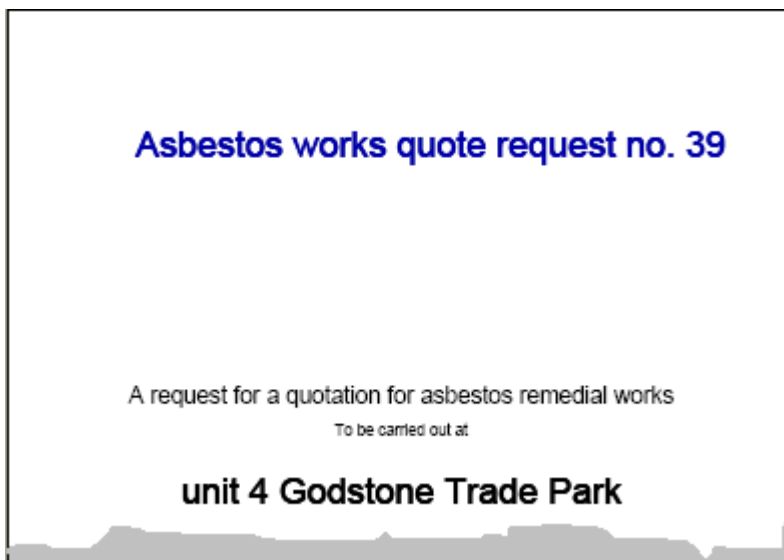
Quotes

In this chapter you will learn how to:

- ✓ Enter a quote
- ✓ Change a quote
- ✓ View and send a quote

Many organisations will need to go and get quotes for remedial works. ACM Manager allows the user to create a customized quote request report in Adobe format that can be sent to a prospective contractor.

Quote report page extracts



QUOTE FOR ASBESTOS REMEDIAL WORKS

Contents

Address Details			2
Quote header pro-forma			3
System Overview			4
ACMs that require action			
Ground Floor	External	Cement Steel	5
	External/Garage	Cement Steel to Walls & Roof of Garage	6
	External/Workery	Cement Steel	7
	External/Shed 1	Cement Steel Cladding to Walls	8
	External/Shed 2	Cement Steel to Roof of Shed 2	9
	Kitchen & Utility Room	Floor Tiles & Adhesive	10

QUOTE FOR ASBESTOS REMEDIAL WORKS

Site Details

Address Unit 4, Godstone Trade Park
 Station Road
 Godstone
 Suffolk
 GD12 1FT

Contact (to view) James Hilton

Contact No. 01234 567890

QUOTE FOR ASBESTOS REMEDIAL WORKS

Quotation return

Please fill in and return the following quote submission form to the address below. Please ensure that you attach your method statement.

James Hilton
 ABC Ltd
 26 Turner Road

Sevenoaks
 Kent
 TN13 5RT

Quote No. **39 - unit 4 Godstone Trade Park**

I have read and accept the terms and conditions for this tender. I have attached a method statement that describes how we will carry out the works requested in this document. Our cost (excluding VAT) for these works will be:

Amount _____

Name _____ Signed _____ Date / /

On behalf of;

Company Name _____

QUOTE FOR ASBESTOS REMEDIAL WORKS

ACM Details



Location: Ground Floor - External - Cement Sheet
Sample ID:
Material: adhesive
Quantity: 2
Asbestos Type: amosite/chrysotile
Condition: good
Surface Treatment: unsealed
Material Assessment Score: 4
Risk of Fibre Release: Very Low
Required action:
 Label

ENTER A QUOTE

When you are at the stage to send out quote requests you must first consider exactly what works you are going to have carried out and whom you want to quote for them. There are strict guidelines on who can carry out work on asbestos materials and you should familiarise yourself with these (further information and a list of licensed contractors is available at <http://www.hse.gov.uk/asbestos>).

To enter a quote request;

1. Select a site from your Home page and go to the Quotes screen.
2. Click on the New button.

Quotes			
Title	Date	Contact	No.
View/Edit Labelling	10/01/2006 08:29:09	James Hilton	01234 567890



3. Enter a quote title and details of the person managing the job.

Enter Quote Details

Quote No.: 40

Quote Details

Title:

Contact (to view):

Contact No.:

Click on + to add an ACM to the quote

			Click on - to remove an ACM from quote
-	Edit	Sample No.:	001/270905/RC
		Location:	Ground Floor > Kitchen & Utility Room > Floor Tiles & Adhesive
		Action:	Label
-	Edit	Sample No.:	003/270905/RC
		Location:	Ground Floor > External/Garage > Cement Sheet to Walls & Roof of Garage
		Action:	Label
-	Edit	Sample No.:	003/270905/RC
		Location:	Ground Floor > External/Shed 2 > Cement Sheet to Roof of

4. If you wish to remove an ACM from the quote click on the corresponding “-“ button (you can also click on the Remove All button to remove all of the ACMs)
5. You will not be permitted to send a quote request until an Action has been assigned to each ACM within the request. To edit an ACM and assign an action click on the Edit button.
6. To save the quote click on the Submit button.

CHANGE A QUOTE

If you wish to update a quote you can do.

To change a quote;

1. Repeat steps 1 and 2 as above.
2. Click on the corresponding View/Edit button

Quotes

	Title	Date	Contact	No.
View/Edit	Labelling	10/01/2006 08:29:09	James Hilton	01234 567890

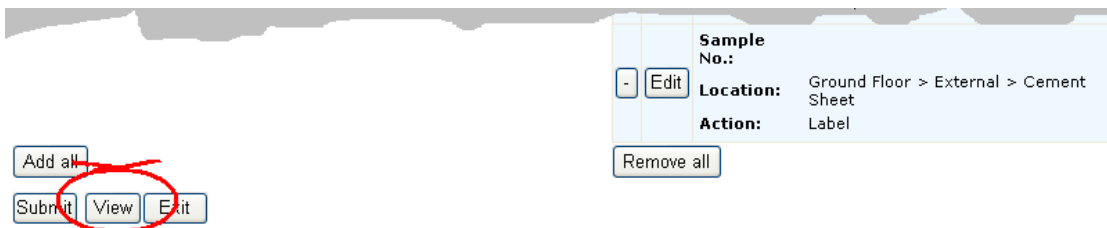
3. Amend details as required.
4. Click on the submit button.

VIEW/SEND A QUOTE

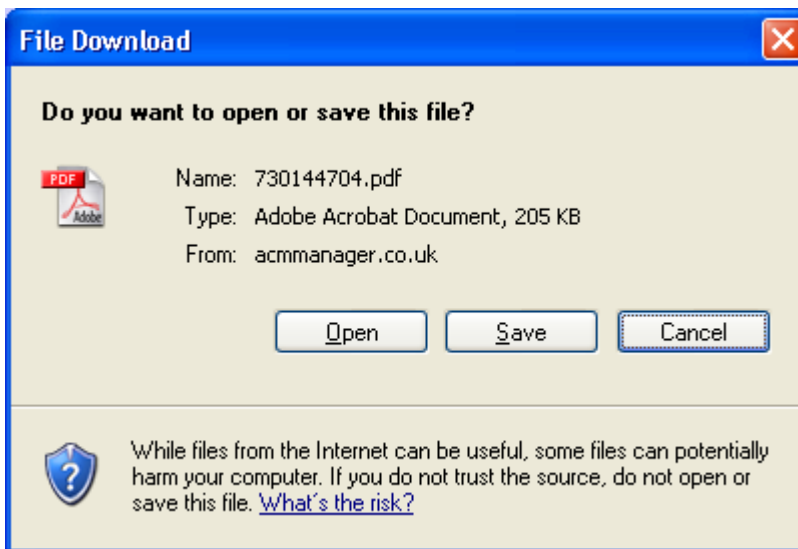
The quote report is in Adobe PDF format and will be opened by Acrobat Reader. This software has several file options available including Emailing or printing and enables you to send the quote request to your chosen contractors either as an electronic or hard-copy.

To view a quote.

1. Select a site.
2. Click on Quotes.
3. Click on the corresponding view/edit button.
4. Click on the view button.



5. Click on Open.



6. Print or Email the document as required.
7. Close Adobe Acrobat Reader

Chapter
10

Reports

In this chapter you will learn how to:

- ✓ View a list of ACMs in order of material risk
- ✓ View a list of ACMs in order of priority
- ✓ View your organisation's reinspection and review schedule
- ✓ View your CAWR compliance status

In some organisations there will be many sites and ACMs that need to be managed. In these cases it is often handy to have reports that give an overview of what needs to be done, when and by whom. ACM Manager provides four such reports (as well as the organisational Action Plan that we saw in chapter 6) as detailed above.

VIEW A LIST OF ACMs IN ORDER OF MATERIAL RISK

This report will be particularly useful to large organisations that have to manage many buildings because it shows exactly which ACMs are an immediate danger to those working in close proximity. This will help such organisations to deal with high-risk ACMs as a priority.

To view this report simply "High risk ACMs" from the reports dropdown and click on Go.

ACMs in order of risk report		
Organisation:	ABC Ltd	Date: 10/01/2006
Material Risk: Medium		
Eastlands Close	Ground Floor > External - Communal Building > 12" Soffit	Monitor as a minimum. Consider sealing or enclosing if feasible.
Eastlands Close	Ground Floor > External Porch > Boarding	Repair if feasible otherwise monitor.
Eastlands Close	Ground Floor > External Block 26-33 > Boarding to Porch	Repair if feasible otherwise monitor.
Eastlands Close	Ground Floor > External Block 1-8 Soffit-High Level > 1	Repair if feasible otherwise monitor.
Eastlands Close	Ground Floor > Blocks 9-16 > Boarding-12" Soffit -High L	Repair if feasible otherwise monitor.
Eastlands Close	Ground Floor > Block 17-25 External > Boarding 12" Soffit	Repair if feasible otherwise monitor.
75 Pollards Oak Road	Ground Floor > External > Cement Sheeting	Seal or enclose if feasible, otherwise remove.
75 Pollards Oak Road	Ground Floor > Cupboard Beneath Stairs > Redundant Ceme	Seal or enclose if feasible, otherwise remove.
61 Ninehams Road	Ground Floor > External > Boarding Garage Walls	Seal or enclose if feasible, otherwise remove.
27 Eastlands Close	Ground Floor > External > Board Panel to Ceiling of Por	If it feasible to do so then seal or enclose otherwise remove.
27 Eastlands Close	First Floor > Lounge > Board Panel To Wall Adjacent Glas	Repair if feasible otherwise monitor.
Material Risk: Low		
unit 4 Godstone Trade Park	Ground Floor > External/Rockery > Cement Sheet	Seal or enclose if feasible, otherwise remove.
Eastlands Close	Loft > Communal Areas Loft > Cement Boiler Flue	Repair.
Eastlands Close	Ground Floor > External Porchway > Boarding	Repair if feasible otherwise monitor.
Eastlands Close	Ground Floor > External Block 1-8 > Boarding - Porchway	Repair if feasible otherwise monitor.
Eastlands Close	Ground Floor > External 17-25 Porchway > Boarding	Repair if feasible otherwise monitor.

VIEW A LIST OF ACMs BY PRIORITY

In Chapter 5 we talked about the importance of priority assessment in some organisations. If yours is such an organisation you will probably want to see your ACMs organised by priority assessment and this report does just that.

To view this report simply select “ACMs by Priority” from the reports dropdown and click on the Go button.

ACMs in order of priority report			
Organisation: ABC Ltd		Date: 10/01/2006	
Priority: 13			
unit 4 Godstone Trade Park	Ground Floor > Kitchen & Utility Room > Floor Tiles & Adhesive		Monitor as a minimum. Consider sealing or enclosing.
Priority: 10			
unit 4 Godstone Trade Park	Ground Floor > External/Shed 2 > Cement Sheet to Roof of Shed 2		Manage and monitor.
unit 4 Godstone Trade Park	Ground Floor > External/Rockery > Cement Sheet		Seal or enclose if feasible, otherwise remove.
Priority: 9			
unit 4 Godstone Trade Park	Ground Floor > External/Garage > Cement Sheet to Walls & Roof of		Repair.
Eastlands Close	Ground Floor > External - Communal Building > 12" Soffit - Board		Monitor as a minimum. Consider sealing or enclosing if feasible.
Priority: 8			
unit 4 Godstone Trade Park	Ground Floor > External > Cement Sheet		Manage and monitor.
Eastlands Close	Ground Floor > External Porch > Boarding		Repair if feasible otherwise monitor.

In this example some ACMs that would normally be classed as low risk have become high priority because the priority assessment algorithm in use by this client classifies them as needing urgent attention.

VIEW MY SITE REINSPECTION AND REVIEW SCHEDULE

As a minimum all dutyholders are required to check the condition of their ACMs regularly to ensure that it has not altered significantly. This ensures that materials have not become a risk since the last inspection. There are two ways to achieve this; review and reinspection. ACM Manager provides a Review and Reinspection schedule report so that you can clearly see what is outstanding.

To view this report simply select Site Schedule from the reports dropdown and click on the Go button.

Site reinspection and review schedule report		
Organisation: ABC Ltd		Date: 10/01/2006
Site	Reinspection Due	Review Due
5 Anchor Cottages, Lingfield, East Sussex	2006-01-14	2004-10-14
unit 4 Godstone Trade Park, Godstone, Suffolk	2006-02-12	2005-12-15
9-12 Blacklands Meadow, Nutfield, Surrey	2006-03-28	2004-12-28
42 Lingfield Common Road, Lingfield, East Sussex	2006-05-18	2005-02-18
69 Featherstone, Blindley Heath, Surrey	2006-07-08	2005-04-08

Reviewing ACMs

Reviewing of ACMs is something that can be carried out by the dutyholder or those appointed by them. Essentially it is a walk around to visually assess whether or not the condition of an ACM or its accessibility has changed. For example, you might have a situation where an ACM was considered low risk because it was located in a room that wasn't in use. However, since the last inspection the cleaners have started to use the room for storage. In this instance your priority assessment may have increased and thus when you enter the new details into the system the risk increases and falls within your parameters of materials that need attention. A review is simply a quick check to make sure that nothing significant has changed with your ACM. You should not though that a review is a visual assessment only, you should not touch the ACMs or enter areas where it would not be safe to do so.

Reinspecting ACMs

Reinspection is very similar to review but should be carried out by a qualified person (typically the same person or organisation that performed the survey). Essentially it is a full visual assessment of your material as would be performed in a non-intrusive survey (such as a Type 1). The condition and accessibility of ACMs is expertly reassessed ensuring that you have an accurate picture of your asbestos hazard.

Frequency of reinspections and reviews

There is no definitive frequency for either and it needs to be decided on an individual basis. You may have one site that has 10 very low risk ACMs present that you decide you will reinspect every two years but another which has 3 medium risk ACMs you will reinspect every year. The same principle applies to reviews.

As a guide we suggest reviewing at least twice a year and reinspection every 18 months for sites that contain a high number of ACMs.

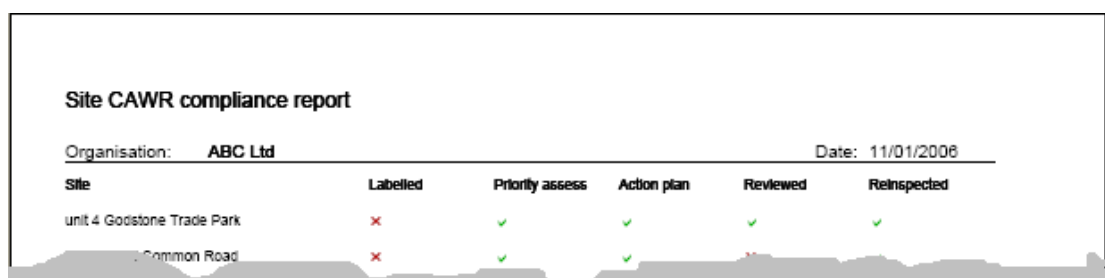
How does your report know when reviews and reinspections are due?

In Chapter 2 you will have seen how to change details for a site. The reinspection and review frequency parameters are set here. If you didn't set this or change it, it will have defaulted to whatever is set in your Site Parameters. You will see how to change these parameters in subsequent chapters.

VIEW A COMPLIANCE REPORT

For those organisations using ACM Manager to fully comply with CAWR it is not always obvious where you are not compliant. This report clearly shows which areas of CAWR you are satisfying and which you are not.

To view a compliance report simply select "Compliance Report" from the reports dropdown and click on Go.



Site CAWR compliance report					
Organisation: ABC Ltd			Date: 11/01/2008		
Site	Labelled	Priority assess	Action plan	Reviewed	Reinspected
unit 4 Godstone Trade Park	✗	✓	✓	✓	✓
Common Road	✗	✓	✓	✗	✗

Labelled

The labelled column indicates whether your ACMs have been labelled as containing asbestos fibres. Under CAWR dutyholders must ensure that **all** materials that have been identified as containing asbestos are labelled as so. If you have done so then you need to enter the information into ACM Manager by adding a “remedial action that has been carried out” to each ACM (see chapter 3).

A typical asbestos hazard warning label



Priority Assess

This column indicates whether a priority assessment has been carried out at the site. If the site default for Priority Assessment is None then a tick will always appear in this column otherwise you will need to carry out an assessment and enter the results (see chapter 5).

Action Plan

This column indicates whether an action plan has been prepared for the site. To prepare an action plan you need to enter planned actions against your ACMs (see chapter 7). The report checks if ACMs with a Medium Risk or higher (material assessment > 6) have planned actions.

Reviewed

This column indicates whether a review has been carried out at the site. The report calculates when a review is due by adding the review frequency to the date of the last review (or survey). If a review is outstanding this column will show a red cross (fail).

Reinspected

As above, but for reinspection.

System settings

In this chapter you will learn how to:

- ✓ Edit company details (including logo)
- ✓ Edit personal details
- ✓ Edit print settings
- ✓ Edit the system defaults

There are a number of system settings that are held in the ACM Manager database many of which can be changed by the administrator. All of the above settings are changed within the administration section.

To enter the administration section click on the administration button on the administration (black) menu.

EDIT COMPANY DETAILS

The company details parameters include the address and corporate logo.

To change these details.

1. Enter the administration area as above.
2. Click on the Edit button in the Company Details section.

System and User Settings

Company Details



Client Name: ABC Ltd
Address: 28 Turner Road
Sevenoaks
Kent
TN13 5RT

[Edit](#)

3. Enter the new details as required.

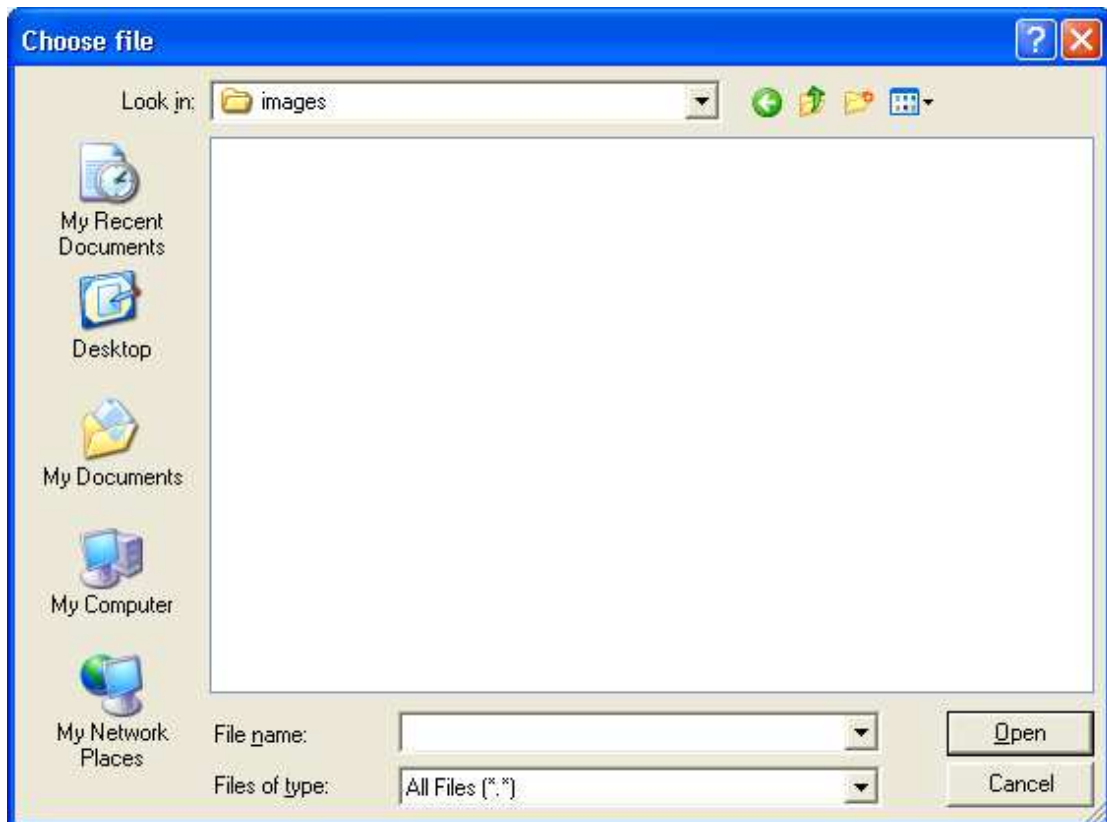
Edit Company Details

Company Details

Amend your company details below

Company Name:	<input type="text" value="ABC Ltd"/>
Address Line 1:	<input type="text" value="28 Turner Road"/>
Address Line 2:	<input type="text"/>
Town/City:	<input type="text" value="Sevenoaks"/>
County:	<input type="text" value="Kent"/>
Post Code:	<input type="text" value="TN13 5RT"/>
Logo:	<div style="text-align: center;"> <input type="text" value=""/> <input type="button" value="Browse..."/></div>
<input type="button" value="Submit"/> <input type="button" value="Exit"/>	

- To enter a new logo click on the browse button and navigate to the file you want and select Open.



5. Click on the Submit button.

EDIT YOUR PERSONAL DETAILS

If you wish to change your password or any other personal details you can do so.

To change your personal details;

1. Enter the administration area.
2. Click on the Edit button in the Personal Details section.

Personal Details

Name: jason nevin
Updates: Y
Administrator: Y

[Edit](#)

3. Enter your new details as required.

Note: If you want to enter a new password you must ensure that you enter a matching password in the repeat password field.

Enter User Details

User Details

Enter user's details below

Contact name	<input type="text" value="jason newin"/>
User name	<input type="text" value="jasonnewin"/>
Password	<input type="password"/>
Repeat Password	<input type="password"/>
Email	<input type="text" value="jason.newin@amsbristol.couk"/>
Telephone	<input type="text" value="0117 966 9688"/>
Allow Updates?	<input type="button" value="Ye"/> ▾
	<input type="button" value="Next"/> <input type="button" value="Exit"/>

4. Click on the Next button.

CHANGE PRINT SETTINGS

The "Important Notes" section in the register is intended to provide a way of adding your own set of organisation specific notes, warning and caveats. At present this is the only print setting held within the ACM Manager database.

To change the important notes;

1. Enter the administration area.
2. Click on the Edit button in the Print Setting section.

Print Settings

Important Notes:

3. Enter your new settings as required.

Edit Print Settings

Print Settings

Important Notes:
The notes below will be printed on the important notes page of your site register.

Please ensure that you read this document carefully |

4. Click on the Submit button

CHANGE SYSTEM DEFAULTS

Your system defaults are stored by ACM Manager and used as default values when creating new sites.

To change your system defaults;

1. Enter the administration area.
2. Click on the Edit button in the System Defaults section.

System Defaults

Priority Assessment:	HSE
ACM Review Frequency	Quarterly
ACM Reinspection Period	Every 18 months
Emergency Contact	
Works Contact	
Compliance Contact	Edit

3. Enter your details as required.

Enter System Defaults

Company

ABC Ltd

Parameters

Fields marked by * are mandatory

ACM Review Frequency*

ACM Reinspection Frequency*

Priority Assessment Type

Responsibilities

Compliance

Remedial Works

Emergencies

4. Click on the Submit button.

Chapter
12

Useful functions

In this chapter you will learn how to:

- ✓ Advanced search
- ✓ View the activity log

This section describes some of the functions in ACM Manager that you may find useful.

ADVANCED SEARCH

In some of the larger organisations using ACM Manager just finding a site can be a painful experience which is why we've included an advanced search that gives you a but more flexibility. With this function you search by;

- Client ref
- Address
- Post code, or;
- County

The "client ref" field allows the user to assign a generic description to a register so that it can be used for all buildings that fall into that category i.e 1953 Flat roof 3 bed semi. This is often used by housing authorities to minimise the number of surveys that are carried out.

To carry out an advanced search;

1. Click on the advanced search button on the Site Selection Screen.
2. Enter your search fields as required.

Advanced Site Search

Search Items

Client Ref	<input type="text"/>
Address	<input type="text"/>
Post Code	<input type="text"/>
County	<input type="text" value="Surrey"/>
<input type="button" value="Search"/>	

Property List

Select a property from the list below and click on 'View'

	Site	ACMs		
View	4 East Close, Lower Lumsley, Surrey	17	Edit	Delete
View	2 Eastbury Close, Millton, Surrey	11	Edit	Delete
View	44 Coneybury, Redhill, Surrey	2	Edit	Delete
View	3 Uplands, Warlingham, Surrey	0	Edit	Delete
View	23 Maple Close, Whyteleaf, Surrey	0	Edit	Delete
View	30 Eastlands Way, Oxted, Surrey	0	Edit	Delete
View	42 Pollards Oak Crescent, Oxted, Surrey	0	Edit	Delete
View	52 West Andbury Road, Durlston, Surrey	1	Edit	Delete

3. Click on the search button.

4. If the search is successful you can select one of the site options as required.

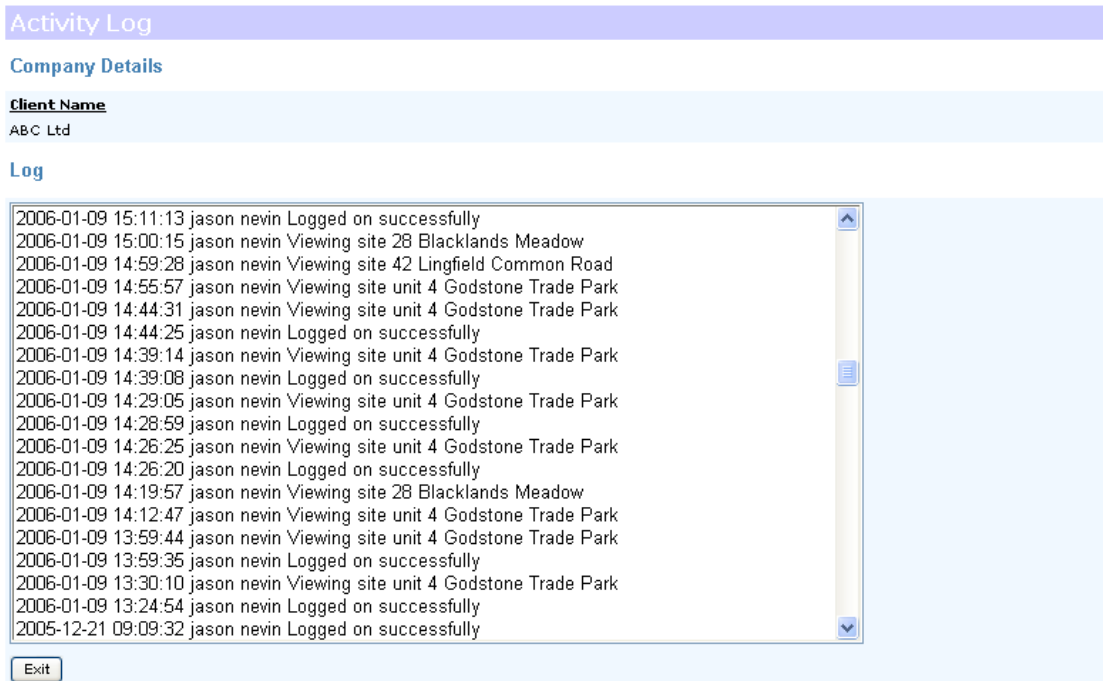
VIEW YOUR ACTIVITY LOG

The activity log is particularly useful and can be used to;

- Monitor register access
- Find when something was changed
- Check for unauthorised access attempts

To view the log;

1. Click on the log button on the administration (black) menu.



The screenshot displays the 'Activity Log' interface. At the top, there is a purple header bar with the text 'Activity Log'. Below this is a light blue section titled 'Company Details' which contains the text 'Client Name' and 'ABC Ltd'. Underneath is another light blue section titled 'Log' containing a scrollable list of log entries. Each entry consists of a date and time, a user name, and an action description. The entries are as follows:

2006-01-09 15:11:13	jason nevin	Logged on successfully
2006-01-09 15:00:15	jason nevin	Viewing site 28 Blacklands Meadow
2006-01-09 14:59:28	jason nevin	Viewing site 42 Lingfield Common Road
2006-01-09 14:55:57	jason nevin	Viewing site unit 4 Godstone Trade Park
2006-01-09 14:44:31	jason nevin	Viewing site unit 4 Godstone Trade Park
2006-01-09 14:44:25	jason nevin	Logged on successfully
2006-01-09 14:39:14	jason nevin	Viewing site unit 4 Godstone Trade Park
2006-01-09 14:39:08	jason nevin	Logged on successfully
2006-01-09 14:29:05	jason nevin	Viewing site unit 4 Godstone Trade Park
2006-01-09 14:28:59	jason nevin	Logged on successfully
2006-01-09 14:26:25	jason nevin	Viewing site unit 4 Godstone Trade Park
2006-01-09 14:26:20	jason nevin	Logged on successfully
2006-01-09 14:19:57	jason nevin	Viewing site 28 Blacklands Meadow
2006-01-09 14:12:47	jason nevin	Viewing site unit 4 Godstone Trade Park
2006-01-09 13:59:44	jason nevin	Viewing site unit 4 Godstone Trade Park
2006-01-09 13:59:35	jason nevin	Logged on successfully
2006-01-09 13:30:10	jason nevin	Viewing site unit 4 Godstone Trade Park
2006-01-09 13:24:54	jason nevin	Logged on successfully
2005-12-21 09:09:32	jason nevin	Logged on successfully

Below the log list is a small button labeled 'Exit'.

2. Page through the log using the scroll button on the right.
3. Click on the Exit button when you have finished.

Managers

In this chapter you will learn how to:

- ✓ Login as a manager
- ✓ Select a customer
- ✓ Add a new customer
- ✓ Change your details

Version 2 of ACM Manager introduces the idea of a Manager login. The objective of a manager login is to give asbestos management companies and property managers a platform to provide their customers with online registers that can be controlled from a single manager screen.

In version 1 a survey company will have had to buy a license for every one of their customers and would have had to store details of a username and password for each. This was both expensive and time-consuming and the manager login overcomes these obstacles.

A manager login can be supplied by contacting Support.

LOGIN AS A MANAGER

To login as a manager click on the customer login button at the top of the screen.



1. Enter your username and password as supplied by our Support department.
2. Select Manager from the dropdown and

Please Log In

<p>Registered users</p> <p>User name <input style="width: 100%;" type="text" value="manager"/></p> <p>Password <input style="width: 100%;" type="password" value="*****"/></p> <p>Type <input style="border: 1px solid blue;" type="text" value="Manager"/></p> <p><input style="width: 50px;" type="button" value="Login"/></p> <p>Privacy Policy Login Securely</p>	<p>New users</p> <p>If you would like to use our service you will need to register. You can use ACM Manager without obligation for the first 30 days after which our representatives will contact you to discuss payment.</p> <p style="text-align: center;"><input style="width: 50px;" type="button" value="Register"/></p>
--	--

3. Click on the login button.

You will be presented with a list of the customers under your control known as the Management Summary view. You will notice that a Manager View button is available on your administration (black) menu and this will return you to this screen whenever pressed.

SELECT A CUSTOMER

1. To select a customer simply hover over the site you wish to select and then click.

My Customers

Manager Summary Page

Client Summary

Number of Customers **2**

[Client List](#)

Client (click to select)	Sites	
DEF Ltd, Sevenoaks, Kent	5	Delete
ABC Ltd, Sevenoaks, Kent	30	Delete

[Previous](#) | [Next](#)

Page of 1

Filter: Only list clients that include the word

By selecting a customer you will be logged into their account as an administrator and have the power to do anything you wish to such as change their details or add ACMs.

ADD A NEW CUSTOMER

As a manager you will need to add new customers as you add them to your portfolio.

To add a new customer.

1. Click on the New Customer button.
2. Enter details as required.

Client Registration

Company Details

Insert your company details below. Required fields are marked *.

Company Name:*

Address Line 1:*

Address Line 2:

Town/City:*

County:*

Post Code:*

Logo::

x

3. Click on Next

Client Registration

Personal Details

Insert your company details below. Required fields are marked *.

Administrator's name:*	<input type="text" value="Micheal Harrison"/>
Telephone No.:*	<input type="text" value="0117 854 3254"/>
Email:*	<input type="text" value="michael.harrison@ghi.co.uk"/>
Username:*	<input type="text" value="MICHAELH"/>
Password:*	<input type="password" value="••••••"/>
Repeat password:*	<input type="password" value="••••••"/>
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

4. Click on Next.

You will be returned to the Manager Summary screen. To add ACMs simply click on the site and follow the instructions in this guide.

TO CHANGE YOUR MANAGER DETAILS

1. Go to your Manager Summary screen and click on the Edit my Details button.
2. Insert changes as required.

Edit Manager Details

Company Details

Amend your company details below

Company Name:	<input type="text" value="AMS Management (GB) LLP"/>
Address Line 1:	<input type="text" value="Unit 1"/>
Address Line 2:	<input type="text" value="9 Cannon Lane"/>
Town/City	<input type="text" value="Tonbridge"/>
County:	<input type="text" value="Kent"/>
Post Code:	<input type="text" value="TN9 1PP"/>
Country:	<input type="text"/>
Contact Name:	<input type="text" value="Chris Parker"/>
Telephone No.:	<input type="text" value="01732 368359"/>
User name:	<input type="text" value="AMS"/>
Password:	<input type="text"/>
Logo:	<input type="text" value="AMS Management (GB) LLP"/> <input type="button" value="Browse..."/>

3. Click on the submit button.

You will be returned to the manager summary.

Chapter
 14

Tenants

In this chapter you will learn how to:

- ✓ Login as a tenant
- ✓ View your register
- ✓ Add or change a tenant

Version 2 introduces the tenant login that is aimed at providing staff and dutyholders at sites within large portfolios with quick and easy access to their asbestos register. This allows the property portfolio manager to maintain discretion where necessary such as in a Local Authority where you don't want Mrs Jones seeing Mr Smith's asbestos register.

LOGIN AS A TENANT

To Login as a tenant.

1. Go to the login screen by clicking on the customer login button at the top right of your screen.



2. Enter your username and password in the correct fields.
3. Select "Tenant" from the type dropdown.

2. Click on the submit button.

You will now be take to the Summary screen for your property.

VIEW A REGISTER

To view a register.

1. Click on the Asbestos Register button, or;
2. Select Site Register from the reports dropdown on the administration (black) menu and click on Go.

To exit click on the logout button.

ADD OR CHANGE A TENANT LOGIN

Administrators can add or change a tenant login. To do so enter or change site details as detailed previously in this guide and enter a tenant username and tenant password.

Appendix 1 – ACM fields

FLOOR

The name of the floor where the material was identified i.e 1st floor.

ROOM

The name of the room where the material was identified i.e Kitchen

DESCRIPTION

A basic description of the material i.e Textured coating on ceiling, pad under sink, lining to cupboard, etc.

QUANTITY

This consists of two fields, the first is a measurement and the second indicates the type that can be one of SQM (square metres), LM (linear metres), No. or space.

SQM should be used for materials that cover a wide area such as boarding, textured coating or tiles. Example 5 SQM

LM should be used for materials that are long and narrow and indicates the length in metres. Typical materials that this applies to would be pipe lagging and rope seals.

No. should be used for objects such as sink pads, gaskets and blankets and indicates the number of these objects that were discovered in this area. So for example if you found 12 gaskets lying in a pile you would use 12 No.

Finally you can free type something in the first field such as Throughout and select the space for the second field. An example of this might be where debris has been found throughout a boiler room.

SAMPLE ID

The identifier that survey companies use to uniquely identify each sample they take i.e FG/010906/08.

LABELLED

Indicates whether the ACM has been labelled to identify the presence of asbestos.

CONDITION

Condition	Description
Good	No visible damage
Low damage	A few scratches or surface marks; broken edges on boards, tiles etc.
Medium	Significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
High	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
Unknown	Used when the surveyor has presumed the presence of ACMs but cannot actually see the material. I.e where a surveyor has found a electrical fusebox and can only presume that it contains asbestos fuseguards

	because the fusebox is live.
--	------------------------------

SURFACE TREATMENT

Surface	Description
Encapsulated/sealed	The material is boxed, painted, papered or protected in some way.
Composite	The material is a composite such as a plastic, resin or vinyl product.
Unsealed	The material has at least one surface where fibres are exposed.
Unknown	Used when the surveyor has presumed the presence of ACMs but cannot actually see the material. I.e where a surveyor has found a electrical fusebox and can only presume that it contains asbestos fuseguards because the fusebox is live.
Not applicable	The surveyor is presuming that the material is not asbestos (you have the option to enter non-asbestos materials)

MATERIAL TYPE

Material	
adhesive	Tile adhesives
textured coating and board	Textured coating (Artex) painted onto board
bitumastic adhesive	A bitumen mastic used as an adhesive (often for ceramic floor tiles)
bitumastic adhesive & paper	Asbestos paper painted with bitumastic adhesive
bitumastic product	Any other bitumen mastic product
bitumen	Bitumen products such as acoustic sink pads.
bitumen adhesive	See bitumastic adhesive.
bitumen product	See bitumen.
bitumen with board	Bitumen over board.
board	Asbestos cement board.
board with textured coating	Asbestos cement board painted with textured coating.
cement board	Cement board
cement & bitumen	Cement board painted with bitumen.
cement & paper	Cement board covered with asbestos paper.
cement debris	Debris from damaged cement product
cement product	Cement product such as rainwater goods or profiled roof sheet.
cement product & textile	Cement product covered with asbestos textile.
cement residue	Residue created by drilling or sanding cement product.
cement with spray coating	Cement product covered with an asbestos spray coating
composite	Composite asbestos material.

debris	Debris from unknown or mixed asbestos material(s).
dust	Dust from unknown or mixed asbestos material(s).
felt	Roofing felt
fibrous dust	See dust
fibrous wool	Fibrous wool such as packing
floor covering	Roll floor covering (see also linoleum).
floor tile	Tiled floor covering
flooring	Flooring product that does not come in rolls or tiles.
friction product	Product that is used to protect a material against friction such as a brake pad.
galbestos	Galvanised metal backed with asbestos cement
gasket	Gasket
heavy duty paper tile	Heavy duty paper tile
insulation	Insulation product such as lagging.
insulation board	Asbestos insulation board (AIB)
insulation board debris	Debris from damaged asbestos insulation board
insulation residue	Residue from drilled or sanded asbestos insulation board
lagging debris	Debris from damaged insulation.
linoleum	Linoleum
mastic	Mastic
mastic product	Mastic product
mastic seal	Mastic seal
packing	Packing used for insulation, often found under floors and in roof voids.
paint	Paint
paper	Paper
paper backing	Paper backing used as fireproofing
paper lining	Paper lining used as fireproofing
paper packing	Paper packing
plaster	Plaster
plastic & bitumen	Bitumen backed or painted plastic product (such as tile)
plastic & bitumen adhesive	Bitumen adhered plastic product.
plastic & paper	Paper backed plastic product
plastic & plastic	Combination of plastic products
plastic product	Plastic product such as toilet cistern.
putty	Putty

residue	Residue from unknown or mixed materials
residue on paper	Residue from unknown or mixed materials stuck to paper
residue on felt	Residue from unknown or mixed materials stuck to felt
roofing	Roofing material such as tile
rope	Rope such as rope seal around an oven door.
rubber product	Rubber
slate	Roofing slate
spray coating	Sprayed asbestos coating
textile	Textile such as a blanket, oven glove, pan mat.
textile gasket	Gasket created from asbestos textile.
textured coating	Textured coating (also known as Artex).
textured coating with AIB	Textured coating painted onto asbestos insulation board.
timber	Timber
unknown	Survey has not been able to identify the material

ASBESTOS TYPE

Asbestos type	
Chrysotile, crocidolite, amosite, etc	Asbestos type as identified by a UKAS laboratory. Where the report has identified the presence of other amphibole asbestos such as anthophyllite, tremolite and actinolite use amosite.
Presumed as asbestos	Surveyor has not been able to access the material and has therefore presumed that it contains asbestos.
No asbestos detected	The material does not contain asbestos.

ACCESSIBILITY

High	The ACM is highly accessible when in the room. I.e textured coating, boarding.
Medium	The ACM is fairly hard to get to. I.e it's a gasket.
Low	The ACM is not easily accessible in the room i.e its in a locked cupboard
Unlikely	It is very unlikely that the ACM will be accessed i.e it's in the middle of a motor.

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