

Duty to Manage Asbestos (Overview)

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AA: Asbestos Awareness

NL: Non-Licensed

LW: Licensed Work

✓ DTM: Duty to Manage

AM: Asbestos Management

AS: Analyst/Surveyor

RP: RPE/PPE

SMG: Soil & Made Ground

OH: Occupational Hazards



Recognition and Grants



UKATA is an approved CITB 3rd Party Awarding Organisation for the Construction Training Register and Construction Training Directory. This UKATA syllabus has been mapped against the CITB standard and is available for automated grant payments to levy registered employers.

Training Type	Grant Tier	Grant Rate	Grant Code
Initial	1	£60	GET2220



UKATA is a Member of The CPD Certification Service providing recognised independent CPD accreditation compatible with global CPD principles.



This UKATA syllabus has been reviewed and independently certified as being suitable for CPD purposes by The CPD Certification Service.



UKATA holds ISO 9001 certification and continues to maintain the quality standard through annual auditing. ISO 9001 is a global standard for quality management systems (QMS), requiring organisations to demonstrate that their internal procedures meet rigorous guidelines, ensuring consistent delivery of quality products and services to customers and stakeholders.

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1. Course Title

Duty to Manage Asbestos Overview

2. Introduction

This syllabus sets out the guidance issued by UKATA for the provision of duty to manage asbestos overview training for employees that require an overview of managing asbestos containing materials (ACMs) in buildings, as defined in Regulation 4 of the Control of Asbestos Regulations 2012 (CAR 2012).

This document provides the syllabus for the training along with guidance on the minimum content of all courses. Tutors can offer bespoke or tailored training for the remainder of any training session, but the core content must be adhered to.

3. Purpose/Scope

The purpose of this training is to provide learners with the responsibilities and legislative requirements outlined in the Control of Asbestos Regulations 2012, Regulation 4, concerning the management of asbestos in non-domestic premises. This training aims to provide learners with an understanding of the duties of asbestos duty holders, the types of asbestos surveys required, and the practical application of findings in an asbestos management plan.

4. Occupational Relevance

Individuals requiring an overview of the duty to manage asbestos and the associated legislative obligations. This would normally include, but is not limited to, assistants to duty holders and appointed persons, building owners, landlords, sub-lessors, managing agents, and anyone assisting in the compliance with the Control of Asbestos Regulations 2012, Regulation 4.

Some learners may require a more advanced course which is specific to their area of work such as but not limited to [duty holders](#) and [appointed persons](#).

5. Duration

Minimum of 3 learning hours.

(This includes the time allocated for the final exam)

6. Learner Pre-requisite

Learners are required to have successfully completed a [UKATA Asbestos Awareness](#) course within the last 6 months. Proof of this training must be verified by the training provider and should be dated no earlier than six months prior to the start of the course. If the Asbestos Awareness certification has expired beyond this six-month window, learners must undertake a new UKATA Asbestos Awareness course.

7. Individual Learning Needs

The tutor must assess each learner's individual needs before the course begins and adapt the training accordingly.

8. Instruction/Supervision

As a minimum, tutors must meet the following criteria:

- Tutors must have a minimum of at least three years' experience (within the past five years) in the asbestos industry. This will be taken to include, surveying, analytical, removal, consultancy, training, management etc. and must be able to demonstrate a comprehensive practical working knowledge, within the asbestos industry, including its legislative requirements.
- Be able to demonstrate experience of delivering Non-Licensable Training.
- Hold a suitable asbestos qualification recognised by the asbestos industry, which may include: asbestos surveying, asbestos management or asbestos removal, or other such qualifications that UKATA deems to be acceptable.
- Hold a recognised trainer qualification, i.e., Level 3 Award in Education and Training, or must achieve this qualification within 12 months of registration with UKATA.
- A successful UKATA Audit, or an internal Audit undertaken by the Member company they are working for at the highest category of training the Tutor will deliver on behalf of the Member.
- After meeting the above criteria, the Tutor is required to pass the UKATA Duty to Manage Tutor Knowledge Test.

9. Delivery

Training must be delivered in a suitable environment and in accordance with the UKATA [Training Centre & Equipment Minimum Standards](#). All equipment must be of a suitable quality and quantity for learners to achieve learning outcomes and must comply with relevant legislation.

The class size and tutor to learner ratio must allow training to be delivered in a safe manner and enable learners to achieve learning outcomes. The approved training delivery methods for this training along with the maximum tutor to learner ratios are:

Classroom: 1:12

Virtual Classroom: 1:10

10. Assessment

Attainment of the learning outcomes will be assessed by a multiple-choice exam consisting of at least 30 questions taken from the UKATA question bank and sat under exam conditions. At the discretion of the tutor, learners shall be permitted to refer to any notes they make during the training session, or the training manual/notes provided by the tutor.

Learners will be required to achieve a score of at least 24 out of 30 (80%) in the exam. Failure to achieve this will result in the learner requiring to re-sit the exam under exam conditions. If a learner fails the second attempt, they will be required to re-sit the course in its entirety.

The exam should have a completion time of approximately 40 minutes, though this is intended as a guideline. Tutors should accommodate the diverse needs of learners, which may include reading the questions aloud when necessary. However, no assistance may be provided in answering the questions.

11. Quality Assurance

Quality assurance against this syllabus requires verification and approval of the presentation materials, exam papers, course handouts and tutor narrative. Independent audits are carried out to demonstrate conformity with the training standards set by UKATA and each tutor maintains a CPD record that aligns with the UKATA [Tutor Competency Framework](#).

UKATA prides itself on numerous accreditations and certifications that reflect our commitment to the highest standards of service and quality. A detailed list of these can be accessed at: [UKATA Accreditations](#).

12. Renewal/Refresher

Certification for this training course will be valid for one year.

It is recommended that renewal/refresher training is carried out as necessary.

Refresher training should be considered if there are changes in work methods or if gaps in competency are identified through a Training Needs Assessment (TNA). It is essential to note that Regulation 10 of the Approved Code of Practice (ACoP) mandates employers to ensure that supervisors of employees who may disturb asbestos during their duties receive adequate information, instruction, and training. This training must be sufficient to enable them to perform their tasks safely and competently, thereby minimising the risk to themselves and others.

The duration of refresher training is determined by a training needs analysis (TNA) conducted by the training provider and should be a minimum of 6 learning hours.

Learners must provide evidence of their previous UKATA Duty to Manage (or refresher) training. If unable to verify recent certification, learners will need to undergo the full training course again.

13. Approved Date

01/02/2025

14. Review Cycle

Either on request or within 3 years from approval date.

15. Additional Resources

View	The duty to manage asbestos in buildings - HSE.
View	Identify the difference between licensable work and non-licensable (notifiable or non-notifiable) work.
View	Managing and working with asbestos - Control of Asbestos Regulations 2012(CAR 2012) - Approved Code of Practice and guidance.
View	HSG264 - Asbestos: The survey guide.

16. Learning Outcomes

- ✓ Comprehend the scope and requirements of Regulation 4 – Duty to Manage Asbestos in Non-Domestic Premises.
- ✓ Identify the roles and responsibilities of the duty holder, including the criteria for their determination and the extent of their responsibilities.
- ✓ Differentiate between the types of asbestos surveys (Management Surveys vs. Refurbishment & Demolition Surveys) and understand when each is required.
- ✓ Interpret asbestos survey reports and apply the findings to manage asbestos safely in the workplace.
- ✓ Develop a detailed understanding of the components of an asbestos management plan and how it should be effectively implemented in the workplace.
- ✓ Explain the legal obligations of duty holders under the Health and Safety at Work Act Etc. 1974, especially Sections 3 and 4, focusing on access and safety.
- ✓ Apply the knowledge of material and priority assessments used to evaluate the risk posed by asbestos-containing materials (ACMs).
- ✓ Understand the distinctions between non-licensable and licensable work involving asbestos as defined by CAR 2012, Regulations 8 & 9.
- ✓ Make informed decisions about selecting appropriate contractors for asbestos-related work, based on the legal definitions of notifiable and non-notifiable work.

17. Required Course Content

MODULE 1	DURATION: APPROXIMATELY 45 MINUTES	
	Regulation 4 – Duty to manage asbestos in non-domestic premises:	
	1.1	Explain the applicability of the duty to manage, including the types of premises, rooms, and common areas affected.
	1.2	Define the duty holder, the criteria for their determination, potential candidates, and the scope of their responsibilities.
	1.3	Discuss the importance of cooperation with the duty holder and the delegation of tasks.
	1.4	Outline the obligations of the duty holder, which include assessing, recording, managing, and either removing or repairing asbestos.
MODULE 2	DURATION: APPROXIMATELY 40 MINUTES	
	Asbestos surveying – HSG 264:	
	2.1	Describe the various types of asbestos surveys and the specific circumstances under which each is required.
	2.2	Detail the two main types of surveys: Management Surveys for regular maintenance purposes and Refurbishment & Demolition Surveys required before any building work.
	2.3	Summarise the survey process, including sampling, analysis, and the duty holder’s responsibilities to ensure access to areas as mandated under the Health and Safety at Work Act Etc. 1974, specifically referencing Sections 3 and 4.
	2.4	Provide an overview of the material and priority assessments used to evaluate ACMs.
MODULE 3	DURATION: APPROXIMATELY 25 MINUTES	
	Asbestos survey report:	
	3.1	Offer a comprehensive overview of the survey report, explaining what to expect, how to interpret the provided report, and how to understand the conclusions and recommended actions from the surveyor.
	3.2	Present example survey reports, highlighting the layout and specific information included within.
MODULE 4	DURATION: APPROXIMATELY 40 MINUTES	
	The management plan:	
	4.1	Outline in detail the components of an asbestos management plan and its application in the workplace.
MODULE 5	DURATION: APPROXIMATELY 30 MINUTES	
	Defining work which is non-licensable and licensable:	
	5.1	Outline the requirements of CAR 2012, particularly Regulations 8 & 9, and paragraphs 213 to 224. It will clarify which types of ACMs and specific situations mandate notification and require the engagement of a licensed asbestos contractor, as opposed to those classified as Notifiable Non-Licensed Work (NNLW). This information will guide learners in selecting the appropriate contractor.