

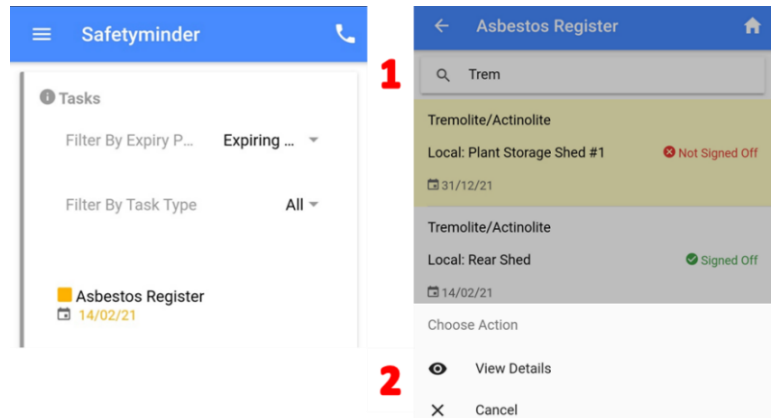






This records any asbestos that may be in or around your workplace or at a customer site.

To create a new entry navigate to Registers and select Asbestos Register and click . Task can also be assigned from the web.

1. Use the search box to narrow down the tasks, click on the required one.
2. Click  **View Details**.



3. Select the Asbestos Type.
4. Select the Date identified.
5. Complete the Conditions field – type unknown if you are creating task for another task member.
6. Status will auto populate as Current – this can be changed as required.
7. Select the Location Type – see below for customer site.
8. Select the appropriate fields for this location type.
9. Select the Staff member completing the review.
10. Select all staff who attended this site.
11. Select the reviewed date or leave blank if assigning to another staff member.
12. Select a Risk Assessment Template if required – optional.
13. Click **Complete Assessment** if one has been selected. This will be greyed out if no template is selected.
14. Clearance Certificate Received will default to NO – see below.
15. Select an Asbestos Contractor if required.
16. Click **+ADD FILE** or **VIEW FILE** to add or view files as needed.
17. Click to  Save & exit if assigned to another staff member or  to sign off the task.

7a. When Customer site is chosen:  
Select the appropriate Customer,  
Worksite & Job no as required.

Location Type

Local **7a** Customer Site

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Customer  
Purple Submarine Ltd ▼

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Worksite  
Growing Fish ▼

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Job No  
2909ht ▼

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Job Name  
other testing

**14a**

Clearance Certificate Received

Yes

No

Site Clearance Date  
29 May 2023

14a. When a Clearance Certificate is received then select YES.  
Select the Date it was received.

**NOTE:** This will change the status to Archived

