



DHW Technical Guideline

TG020 Intrusive Hazardous Materials Survey

1. Purpose

This guide outlines the expectations for arranging intrusive hazardous materials surveys to support safe and compliant refurbishment or demolition works. These intrusive surveys are required; asbestos surveys are specifically mandated - under the Work Health and Safety (General) Regulations 2022 to ensure hazardous materials are identified, risk assessed and removed before any demolition or refurbishment activities commence.

Conducting the survey early provides important information to inform design, costing, and procurement. Where buildings cannot be vacated, strict isolation, containment, and reoccupation controls must be applied.

2. Scope

This guideline is relevant to any party responsible for arranging or undertaking intrusive hazardous materials surveys on behalf of the Department of Housing and Works (DHW).

It provides guidance for project managers, service arrangers, and anyone required to coordinate an intrusive hazardous materials survey, as well as expectations and requirements for hazardous materials consultants engaged to carry out these surveys.

This guideline applies wherever planned works may open, disturb, or remove building fabric – including refurbishment and demolition activities—regardless of project size.

3. Abbreviations and Definitions

Abbreviation	Definition
IHMS	An Intrusive Hazardous Materials Survey is a fully invasive assessment carried out to identify asbestos and any other hazardous materials that may be disturbed during planned refurbishment or demolition activities.
Arranger	Term used in this guideline that refers to the party responsible for arranging an intrusive hazardous materials survey on behalf of the Department of Housing and Works (DHW).

Abbreviation	Definition
HMC	Hazardous Materials Consultant refers to the <i>competent surveyor</i> engaged to undertake the IHMS.
ACM	Asbestos-containing material. Asbestos Product Guide (ASSEA) provides a visual reference for various types of products with ACM that can still be found in Australia.
ACD	Asbestos Contaminated Dust or debris that has settled within a workplace and is, or is assumed to be, contaminated with asbestos.
Lead (Pb)	Paints, surface coatings, and associated residues such as paint flakes, dust and debris containing Pb at levels requiring a risk-based management approach. Commonly in older buildings timber joinery, metal substrates, and decorative finishes.
RCS	Respirable Crystalline Silica - Crystalline silica containing materials such as engineered stone, concrete, mortar, render, terrazzo tiles when works involve cutting, grinding, drilling generating fine RCS.
PCBs	Poly Chlorinated Biphenyls, pre-1980 electrical gear and building fabric, fluorescent light ballasts/capacitors, transformers, and legacy sealants/caulks/paints.
PCBU	Person Conducting a Business or Undertaking
Mould and associated dampness	Visible mould growth or musty odours, particularly in poorly ventilated or water affected areas. (e.g., subfloors, ceiling voids, risers, wet areas) include signs of moisture ingress (leaks, condensation, damp substrates).
MMVF	Man Made Vitreous Fibres, collectively referring to synthetic mineral fibre (SMF) or man-made mineral fibres (MMMMF) - glasswool, rockwool and ceramic fibres used for insulation, fireproofing and acoustic treatments.
PFAS	Per - and Polyfluoroalkyl Substances, synthetic “forever chemicals” used for water, oil and stain resistance common in firefighting foams, textiles, coatings. PFAS considerations generally only apply to environmental interfaces rather than building fabric.
ODS	Ozone Depleting Substances. Principally CFCs, HCFCs, halons, carbon tetrachloride, methyl chloroform, methyl bromide and related compounds

4. Intrusive Hazardous Materials Survey

4.1. What is an IHMS?

An Intrusive Hazardous Materials Survey (IHMS) is a targeted, invasive investigation in which the surveyor deliberately opens sections of building fabric - such as walls, ceilings, floors, risers, voids, and service routes - to inspect concealed conditions and identify any hidden asbestos containing materials (ACM) and other hazardous materials that may be disturbed by refurbishment or demolition works.

In relation to asbestos, an IHMS fulfils the intent and requirements of a refurbishment and demolition asbestos survey, as described under the [WHS Regulations](#) and the [Code of Practice: How to Manage and Control Asbestos in the Workplace](#).

The broader term, *hazardous materials*, is used in this guideline to reflect that, in addition to ACM, an IHMS also addresses other concealed hazards such as lead-based coatings, MMVFs, PCBs, mould-affected materials, and other hazardous materials.

4.2. Why is it required?

An IHMS is required because WHS legislation places a duty on PCBUs to identify and manage hazardous materials wherever proposed works may disturb, open, or remove building fabric. A standard (non-intrusive) asbestos register cannot determine what is concealed behind linings, within cavities, or in inaccessible spaces, and therefore cannot provide the level of information necessary to ensure risks are accurately identified and effectively controlled.

Refurbishment and demolition activities inherently disturb concealed areas, increasing the likelihood of uncovering previously unknown ACM or other hazardous materials such as lead or mould-impacted materials.

An IHMS physically opens building fabric to identify, characterise, and assess these concealed hazards. This enables hazardous materials to be safely removed or controlled prior to construction works, preventing unsafe encounters, unplanned discoveries, delays, variations, and avoidable project costs.

4.3. Who is engaged to undertake an IHMS

An IHMS must be undertaken by suitably qualified and competent hazardous materials professionals with demonstrated experience in intrusive surveying, sample collection, and hazardous materials risk assessment. This typically includes licensed asbestos assessors, occupational hygienists, or hazardous materials practitioners who meet the competency, training, and accreditation requirements outlined in Appendix 3 – Hazardous Materials Consultant Competency Declaration.

For the purposes of this document, these professionals are collectively referred to as the Hazardous Materials Consultant (HMC).

4.4. When is it required?

A IHMS is required when a building is older than 2004 **AND** any of the following apply:

- Planned demolition (full or partial).
- Refurbishments or upgrade works that will involve opening, cutting, penetrating, or removing walls, ceilings, floors, façades, plant, risers, voids, soffits, subfloors.
- The ACM Register cannot confirm concealed conditions of asbestos.
- There is uncertainty about the presence of or there is reasonable suspicion that ACM and other hazardous materials may be disturbed.

Note: Buildings constructed after 2004 are generally considered lower risk; however, asbestos may still be present in certain circumstances. Where uncertainty or reasonable suspicion exists, an IHMS should also be considered regardless of construction date.

4.4.1. Critical note for timing and building occupancy

IHMS should be completed as early as possible to support good project planning, accurate budgeting, fewer design changes, timely procurement, and to identify concealed hazards before work begins.

Where possible, surveys should be done in unoccupied areas. However, some buildings—such as schools, hospitals, or facilities awaiting viability assessment—may still be in use when an intrusive survey is needed.

Where buildings cannot be fully vacated:

- Plan the work so people can be moved out of the area being opened up and protect or move furniture and equipment as needed.
- The survey area must be fully isolated using barriers, signs, and dust-control measures.
- Intrusive work must be done in a way that prevents hazardous materials from being released.
- After each stage of intrusive work, the area must be made safe and undergo a clearance check before personnel re-enter the area.

5. Roles and Responsibilities

5.1. Site Owner/Occupier

- Provide available site information (e.g., drawings, previous surveys, hazardous materials registers) to support planning of the intrusive survey.
- Ensure safe access to the site is available for survey.
- Endorse the commissioning of an IHMS.
- Support communication of key survey findings to relevant stakeholders.
- Maintain overall accountability for ensuring hazardous materials are managed.

5.2. Arranger

- Commission an IHMS early in the planning phase of proposed demolition or refurbishment works.
- Provide available information required to support the survey and scope of work.
- Appoint competent HMC to conduct the survey.
- Review and verify the quality and completeness of the IHMS report.
- Communicate key findings to relevant stakeholders.
- Arrange for the removal and/or treatment of identified hazardous materials in accordance with the requirements and recommendations of the HMC and the IHMS report.

5.3. Hazardous Materials Consultant (HMC)

- Demonstrate sufficient training, qualifications and experience to carry out the IHMS (Refer Appendix 3).
- Plan and deliver a fit for purpose and safe intrusive survey in accordance with minimum requirements outlined in this guideline, and the defined scope of work.
- Identify, characterise, and risk-assess relevant hazardous materials as required by the scope of work.
- Provide a clear, succinct and project-specific report with practical recommendations, avoiding unnecessary detail that may impede interpretation or decision-making (Refer Section 8).

6. Requirements for Planning

The Intrusive Hazardous Materials Survey (IHMS) must follow a systematic and repeatable methodology to identify, characterise, and document all hazardous materials that may be disturbed by the planned works.

6.1. Arranger – Pre Survey Requirements

Refer also: Appendix 1: Arranger Checklist for IHMS

6.1.1. Scope of Work and Information Package

To allow the HMC to prepare an accurate, compliant, and informed quotation, the Arranger must prepare and issue a Scope of Work package.

Compiling this information prior to engagement allows the HMC to prepare a reliable, compliant, and informed quotation and supports consistency and fairness when obtaining multiple quotations.

Refer to Appendix 2 – Intrusive Hazardous Materials Survey Scope of Work and Information Package (Template).

6.1.2. Access Requirements, Restrictions and Caveats

The Arranger and the HMC must agree on the full survey scope and access requirements before work begins. Intrusive surveys require a high level of access to structural areas, voids, risers, service routes, and other concealed spaces. Access should only be restricted where it is unsafe or physically impossible to enter.

Any difficult-to-reach areas must be discussed during planning so that suitable equipment or assistance can be arranged. These access arrangements should be documented in the scope of work and contract.

If access cannot be gained during the survey, the HMC must inform the Arranger immediately. Areas that remain inaccessible must be clearly identified in the survey report. Restrictions and caveats should be kept to an absolute minimum and any unavoidable limitations must be agreed, justified and documented.

6.1.3. WHS Requirements

Before any intrusive work begins, the Arranger and the HMC must identify key WHS hazards associated with opening building fabric and ensure appropriate controls are planned. This includes consideration of physical hazards (e.g., live services, structural integrity, confined spaces), environmental and health risks (e.g., dust, heat, biological hazards), and risks to building occupants.

Where intrusive activities may disturb ACM or ACD, the work must comply with asbestos-related-work requirements under the WHS (General) Regulations 2022. This includes confirming if licensed asbestos personnel, air monitoring, decontamination, or re-occupation checks are required.

WHS hazard considerations, including asbestos-specific regulatory obligations - must be addressed during pre-survey planning to ensure the survey can be undertaken safely.

6.2. HMC – Pre Survey Requirements

6.2.1. Competency Declaration

The Hazardous Materials Consultant (HMC) must demonstrate their competency to undertake an IHMS by providing clear, verifiable evidence of their qualifications, experience, and capability.

The HMC must complete and submit Appendix 3 – Hazardous Materials Consultant Competency Declaration to the Arranger.

6.2.2. Minimum Requirements for Planning and Preparation

The HMC will be required to:

- Review all information provided by the Arranger, including the scope of work, drawings, the ACM Register, previous surveys and building history.
- If required, undertake an initial walkthrough for large or complex sites to confirm access routes, and areas requiring intrusive openings.
- Confirm WHS asbestos-related work requirements, refer 6.1.3.

7. Requirements for Undertaking the IHMS

7.1. Minimum Requirements for Survey

The HMC will be required to:

- Liaise with Arranger to coordinate access requirements, permits and inductions.
- Liaise with Arranger to coordinate necessary isolations (electrical, mechanical, fire systems) before intrusive openings.
- Open building elements as required to inspect concealed and structural areas (including voids, risers, subfloors, ceilings, façades and service routes).
- Liaise with Arranger where areas are unexpectedly inaccessible to discuss options.
- Consider if a licensed asbestos removal contract is required to safely access materials.
- Identify hazardous materials using recognised sampling methods and visual assessment (Section 7.2).
- Assess risks based on condition, extent, disturbance potential, exposure pathways and occupancy using recognised models (Section 7.2).
- Implement dust and debris control measures and protect occupants and contents in partially occupied areas.
- Where works occur in occupied buildings, conduct air monitoring and re-occupation checks, as required.
- Reinstate or make safe all openings. Where areas remain occupied, ensure effective isolation is removed only after re-occupation checks confirm area is safe for use.
- Capture data in accordance with Section 7.3.
- Provide recommendations and final reporting in accordance with Section 8.

7.2. Hazardous Identification and Risk Assessment

7.2.1. General Principles

The HMC must use recognised, repeatable methods to identify and assess hazardous materials that may be disturbed by the planned works. Requirements include:

- Use only appropriate, industry-recognised sampling methods.
- Ensure samples are collected by a competent person using clean, controlled methods that minimise cross-contamination.
- Use NATA-accredited laboratories for all analytical testing.
- Do not sample dust unless a project-specific protocol or defined decision-point requires it.
- Incorporate additional project-specific hazards (e.g., ODS, PCBs, RCS) where relevant to the scope.

7.2.2. Asbestos (ACM and ACD)

Identification and Sampling

- Undertake identification and risk assessment of ACM/ACD in accordance with [ASSEA National Guide for Asbestos Survey](#)⁸.
- Collect representative bulk samples of assumed and suspect materials.
- Confirm ACM status via NATA accredited laboratory analysis (asbestos type optional)
- Do not routinely collect settled dust samples; characterise dust based on visual and contextual indicators unless project-specific requirements dictate otherwise.

Characterisation and Risk Assessment

- Apply the ASSEA national asbestos risk assessment model⁸.
- For ACD, consider:
 - extent (localised or widespread), thickness, distribution
 - whether deposits are fresh or historic.
 - whether the area is routinely cleaned (e.g., corridors, offices, common spaces) where low dust loads expected, however visual evidence of settled dust and a suspected ACM source may indicate active migration.
 - long-term accumulation likelihood in concealed spaces (e.g., risers, ceilings spaces, subfloors).
- Identify the parent ACM source - sample the material, not the dust.
- Consider condition, disturbance potential, exposure pathways, and occupancy.

7.2.3. Lead-based paint and residues

Identification and Sampling

- Collect representative bulk samples of suspect parent materials.
- Determine lead content using XRF or paint chip sampling consistent with AS4361.2:2017⁵.
- Only undertake dust sampling where visual assessment cannot determine contamination extent, and the results will influence remediation or re-occupation decisions.

Characterisation and Risk Assessment

- Assess coating extent and layering, particularly in older or heritage buildings.
- Document coating condition (intact, chalking, flaking, powdery, moisture-damaged).
- Characterise residues, flakes, or debris per AS 4361.2:2017⁵.
- Assess dust spread potential, especially in cavities, ceiling voids, risers and subfloors.
- Distinguish between routinely cleaned areas and concealed spaces.
- Identify whether planned works will abrade, cut, grind, or otherwise disturb the coating.

7.2.4. Mould and moisture

Identification and Sampling

- Conduct a visual inspection to identify mould growth and moisture sources.
- Microbial surface or air sampling is not routinely required; focus on identifying visual mould, moisture causes and remediation requirements.
- Document all affected materials, including hidden areas revealed through intrusive access.

Characterisation and Risk Assessment

- Describe extent, severity of mould (localised, widespread, confined to voids, etc.).
- Identify required moisture rectification and appropriate remediation methods.
- Assess potential occupant and worker exposure during both the survey and proposed works.
- Note any material degradation that may affect sequencing of proposed works.

7.2.5. Crystalline silica-containing materials

Identification and sampling

- Identify silica containing materials likely to be cut, drilled, ground or otherwise disturbed (e.g., engineered stone, concrete, mortar, render, terrazzo)
- Record the presence of legacy engineered stone and note any WHS obligations with its prohibition.
- Sampling is not required unless results would change risk controls or disposal pathways.

Characterisation and Risk Assessment

- Assess risk based on planned activities, recognising that respirable crystalline silica is generated only when materials are mechanically disturbed.
- Provide recommendations on controls, sequencing, contractor competency and safe handling.

7.2.6. Man-Made Vitreous Fibres (MMVF)

- Identify MMVF materials (e.g., glasswool, rockwool, ceramic fibre).
- Laboratory analysis only required where refractory ceramic fibres are suspected, as they may carry higher health risks, and trigger different control/disposal methods.
- Identify degraded or disturbed MMVF likely to release loose fibres and specify safe removal or containment methods.

7.2.7. Polychlorinated Biphenyls PCBs

- Identify likely PCB sources including fluorescent light ballasts, capacitors (pre-mid-1980s), transformers, legacy sealants/caulks, specialty paints.
- Sampling is not required unless results would change risk controls or disposal pathways.
- If clear indicators exist, assume PCB presence for planning and risk control purposes, with removal recommended, unless testing provides a defined benefit.

7.2.8. PFAS (project-specific)

- Identify whether site activities historically involved PFAS (e.g., firefighting foams, wash-down areas, fuel handling, drainage pathways).
- PFAS testing is not required as part of an IHMS.
- Where indicators exist, flag the risk and recommend an environmental specialist for investigation consistent with NEMP¹¹ guidance.

7.2.9. Ozone Depleting Substances (ODS)

- Identify plant and equipment that may contain CFC/HCFC refrigerants, halons; ODS-blown foams.
- Record location and agent type (where labelled).
- Sampling for ODS is not required.

7.3. Data Capture Requirements

For hazard identification and risk assessment:

- Record hazardous materials information at the asset hierarchy:
 - Site → Building → Space → Asset/Element
- For each finding include (minimum) hazard type, material, location, extent/quantity, condition, risk rating (for ACM use ASSEA risk model⁸), recommended action, photos, drawing reference.
- Document justification for any assumed ACM or other hazardous material and detail a recommended verification plan.

8. Deliverables & Reporting

HMCs must provide a contractor-ready¹ IHMS Report that includes (minimum):

- Executive summary
- Introduction including survey scope, assumptions, and limitations.
- General site information and relevant background to the survey.
- Methodology and intrusive access locations (with photographs), clearly noting any inaccessible areas and associated assumptions.
- Marked-up plans/drawings showing locations and extents.
- Findings and a summary of analysis for each hazardous material identified and risk assessment outcomes.
- Identification of any regulatory notifications or statutory requirements (e.g., asbestos removal, lead risk work, legacy engineered stone).
- Pre-works removal scope and treatment recommendations for identified hazards.
- Appendices including bulk analysis results, sample register (IDs, locations, CoCs) and clear supporting photographs.

¹ A contractor-ready report means the report is complete, clear, and robust enough to be relied upon as part of contractual documents for demolition, refurbishment or construction works.

8.1. Reporting Principles

HMCs to ensure reports are:

- Targeted and relevant - include only information required to identify hazardous materials, assess risks and define removal/controls.
- Concise and easy to read - avoid generic filler, long technical commentary or unnecessary background material.
- Structured for rapid interpretation - provide clear links between hazards, locations, risk ratings and required actions.
- Free of unnecessary appendices - do not include bulk text that obscures the key findings or complicates decision-making.

Reports that are overly long, generic or unclear will not be accepted.

8.2. Report and Quality Check

The Arranger should review the report to confirm the survey has been undertaken in accordance with the agreed scope and that the report is fit for purpose.

The review should include:

- Checking the report against the agreed scope of work.
- Confirming there are no unagreed caveats or limitations.
- Confirming that all parts of the building and rooms outlined in the scope of work have been assessed.
- Checking for any obvious discrepancies and inconsistencies.
- Confirming the content directly supports pre-works planning requirements.

If issues are identified during the review, the Arranger should seek clarification or correction from the HMC before accepting the report. This may include requesting additional verification, clarification of assumptions, removal of unagreed limitations, or further intrusive investigation where gaps are identified.

Where additional guidance or assurance is required, the Arranger can consult with the DHW Building and Technical Services (BTS) Hazardous Materials Team.

9. Information, Records and Asbestos Register Updates

The findings of an Intrusive Hazardous Materials Survey (IHMS) provide critical information about hazardous materials that may not be captured in existing site records or asbestos registers. This information must be retained and provided to the site/owner to inform asset records, hazardous materials management, and compliance activities.

Following completion and acceptance of the IHMS report:

- The Arranger must provide the final IHMS report and relevant findings to the Site Owner/Occupier.
- Information relating to identified, removed or change to ACM status must be used to support the review and updating of asbestos registers, as required.

The Site Owner/Occupier remains responsible for ensuring asbestos registers are maintained and updated in accordance with WHS requirements, including reflecting intrusive verification and removal outcomes.

Processes for incorporating IHMS findings into the DHW ACM register application are under development. Guidance will be provided once these processes are finalised.

Until that time, IHMS information must continue to be provided directly to the Site Owner/Occupier.

10. Actions Following IHMS

The identification of hazardous materials through an IHMS triggers specific planning and control actions prior to any works commencing.

- For refurbishment works, all hazardous materials likely to be disturbed must be removed, or made safe to prevent inadvertent disturbance, activities commence.
- For demolition works, all hazardous materials identified within the building must, so far as reasonably practicable, be removed prior to demolition. Where removal is not reasonably practicable or presents a greater risk, alternative management strategies may be adopted, subject to a documented risk assessment and appropriate controls (e.g., encapsulation, controlled demolition techniques).
- IHMS findings must be communicated to all relevant stakeholders and used to inform the sequencing, scope, and management of hazardous materials removal or treatment works.
- Works must not proceed until identified hazardous materials have been appropriately addressed (e.g. removed, treated, or otherwise controlled in accordance with risk assessment) and required controls are in place.

11. References

1. Work Health and Safety Act 2020 (WA),
https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a147282.html&view=consolidated
2. Work Health and Safety (General) Regulations 2022 (WA),
https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_s53267.html.
3. Code of Practice: How to Manage and Control Asbestos in the Workplace. WorkSafe Western Australia.
4. Code of Practice: How to Safely Remove Asbestos. WorkSafe Western Australia
5. Standards Australia. (2017). AS 4361.2:2017 – Guide to hazardous paint management – Part 2: Lead paint in buildings.
6. Standards Australia (2004) AS 4964:2004 – Method for the qualitative identification of asbestos in bulk samples.
7. Standards Australia (2004) AS 5370:2004 – Sampling and qualitative identification of asbestos in bulk materials (ISO22262-12012).
8. Asbestos and Silica Safety and Eradication Agency (2025). *National Guide for Asbestos Surveys*. ASSEA, Canberra, Australia.
<https://www.asbestossafety.gov.au/national-guide-asbestos-surveys-2025>
9. Health and Safety Executive (2012). *Asbestos: The Survey Guide (HSG264, 2nd ed.)*. HSE Books, London ISBN 9780717665020.
10. Asbestos and Silica Safety and Eradication Agency. Asbestos Product Guide. ASSEA, Canberra, Australia. <https://products.asbestossafety.gov.au/>
11. National Environmental Management Plan for PFAS (NEMP), Expanded Second Edition 2020. Heads of EPAs Australia and New Zealand.
12. Additional Technical Resources (Optional but Recommended) these are not standards but are widely cited in practice:
 - a. NICNAS IMAP Assessments – Lead and PCBs
 - b. AIHA / AIOH Mold & Moisture Assessment Guides
 - c. WA Department of Health – PFAS Guidance Notes

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Appendix 1: Arranger Checklist for IHMS

This checklist is provided to support Arrangers in planning, commissioning, reviewing, and acting on an Intrusive Hazardous Materials Survey (IHMS).

1. Early Planning and Commissioning	
a) Confirm whether planned works involve refurbishment, demolition, or both.	<input type="checkbox"/>
b) Confirm an IHMS is required due to the intrusive nature of the planned works.	<input type="checkbox"/>
c) If possible, commission the IHMS early in the planning phase.	<input type="checkbox"/>
d) Inform Site Owner/Occupier an IHMS will be commissioned prior to works.	<input type="checkbox"/>
e) Identify key stakeholders who will require survey findings (PMs, designers, contractors)	<input type="checkbox"/>
2. Scope of Work and Information Package	
a) Complete the IHMS Scope of Work and Information Package (Appendix 2)	<input type="checkbox"/>
b) Issue Scope of Work and information package to HMCs to provide quote.	<input type="checkbox"/>
3. Access, Restrictions and Planning	<input type="checkbox"/>
a) Agree survey boundaries and full access requirements with the HMC.	<input type="checkbox"/>
b) Liaise with site owner/occupier to: <ul style="list-style-type: none"> i. Identify any areas that may be difficult to access and discuss solutions early. ii. Confirm arrangements for isolations (electrical, mechanical, fire systems). iii. Confirm whether the building will be occupied during the survey and plan controls. 	<input type="checkbox"/>
c) Ensure any unavoidable access limitations are agreed, justified, and documented.	<input type="checkbox"/>
d) Confirm that access restrictions are kept to an absolute minimum.	<input type="checkbox"/>
3. WHS and Asbestos-Related Work Planning	
a) Identify key WHS hazards associated with intrusive survey activities.	<input type="checkbox"/>
b) Confirm any special licenses, air monitoring, decon. processes and reoccupation checks.	<input type="checkbox"/>
4. HMC Appointment and Competency	
a) Confirm the HMC has demonstrated competency (Appendix 3).	<input type="checkbox"/>
b) Verify qualifications, training, and experience are appropriate for the site and scope.	<input type="checkbox"/>
5. During the Survey	
a) Liaise with HMC to coordinate site access, permits and inductions and required isolations. <ul style="list-style-type: none"> i. Respond promptly if the HMC advises that access has not been possible. ii. Facilitate further access where feasible to minimise survey limitations 	<input type="checkbox"/>
6. Report Review and Quality Check	
a) Review the report against the agreed scope of work.	<input type="checkbox"/>
b) Confirm there are no unagreed caveats or limitations	<input type="checkbox"/>
c) Confirm all buildings, areas, and rooms have been assessed.	<input type="checkbox"/>
d) Check for obvious discrepancies or inconsistencies.	<input type="checkbox"/>
e) Consult with Operations BTS team if further hazardous materials guidance is required.	<input type="checkbox"/>
f) If issues are identified: seek clarification and further verification from the HMC.	<input type="checkbox"/>
7. Close-Out and Next Steps	
a) Provide the report to relevant stakeholders (e.g., designers, contractors and agency reps)	<input type="checkbox"/>
b) Use findings to plan and sequence hazardous materials removal or treatment.	<input type="checkbox"/>
c) Retain the IHMS report and data as part of project records.	<input type="checkbox"/>

Appendix 2 – Intrusive Hazardous Materials Survey Scope of Work and Information Package (Template)

Arranger to complete and provide to Hazardous Materials Consultant

Project Name:
Project Address:
Arranger / Project Manager:
Date Prepared:
Timeframe:
Hazardous Materials Competency Declaration: HMC to complete and provide
<p>1. Planned Works</p> <p>a. Describe the nature of planned works that require the intrusive survey: <input type="checkbox"/> Demolition <input type="checkbox"/> Refurbishment <input type="checkbox"/> Other work involving disturbance</p> <p>b. Describe the building elements or areas affected: <i>[Insert details]</i></p> <p>c. Site drawings (architectural, structural, services, as constructed are provided): <input type="checkbox"/> Yes <input type="checkbox"/> Not Available</p>
<p>2. Building History - provide relevant background information:</p> <p>a. Previous refurbishments: <i>[Insert details]</i></p> <p>b. Existing hazardous materials known or suspected: <i>[Insert details]</i></p> <p>c. Previous asbestos or hazardous materials reports (attach if available): <input type="checkbox"/> Attached <input type="checkbox"/> Not available</p>
<p>3. Survey Boundaries</p> <p>a. Define the areas the HMC must access and investigate: <i>[Insert details]</i></p> <p>b. Adjacent or connected areas requiring access (e.g., voids, risers, ceiling spaces, subfloors, interstitial spaces): <i>[Insert details]</i></p>
<p>4. Required Level of Intrusiveness</p> <p>a. Specify expected intrusive actions and any limitations: <i>[Insert details, e.g. - Fully intrusive]</i></p> <p>b. Required level of opening / penetration: <i>[Insert details, e.g. involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach.]</i></p> <p>c. Known limitations (e.g., restricted access, operational constraints): <i>[Insert details]</i></p>
<p>5. Site or Access Constraints - any constraints that may impact survey planning:</p> <p>a. Access times / site operating hours: <i>[Insert details]</i></p> <p>b. Occupied or sensitive zones: <i>[Insert details]</i></p> <p>d. Heritage considerations or restrictions: <i>[Insert details]</i></p> <p>e. Site Inductions: <i>[Insert details]</i></p>

f. Required Isolations or permits - Arranger to coordinate where required:

- Electrical: Yes / No
- Mechanical / HVAC: Yes / No
- Fire systems (e.g., EWIS, sprinklers): Yes / No
- Other - plant or equipment shutdowns, confined spaces: *[Insert details]*

6. Reinstatement Requirements - specify expectations for reinstatement of intrusive openings where area will be reoccupied:

a. Reinstatement standard required (temporary or permanent): *[Insert details]*

b. Any materials, finishes, or systems requiring careful handling: *[Insert details]*

7. Potential Hazard Triggers:

a. Deteriorated ACM/ACD and potential settled dust prone voids *[Insert details]*

b. Silica-containing materials (to be cut or drilled) *[Insert details]*

c. Lead-based paint or coatings *[Insert details]*

d. Other foreseeable hazards: *[Insert details]*

8. Deliverables

a. Ensure data is captured and reported in accordance with Section 8 of TG020.

b. Provide a contractor-ready survey report in accordance with Section 8 of TG020.

10. Additional Requirements, Restrictions and Caveats

Restrictions and caveats should be kept to an absolute minimum, and any unavoidable limitations must be agreed, justified and documented. Refer to Section 6.1.2 of TG020 for guidance.

Include any further project-specific details, expectations, restrictions, caveats or instructions.

Appendix 3 – Hazardous Materials Consultant Competency Declaration

HMC to complete all sections, attach required evidence and submit declaration to Arranger.

A. Professional Qualifications

- Relevant formal qualification(s) is attached, and/or
- Asbestos training certificate(s) is attached
- Licensed Asbestos Assessor evidence of currency attached (if applicable)
- Other relevant competency/training evidence attached

B. Technical Experience

- Capability statement attached
- Evidence of experience with relevant hazardous materials attached

C. Operational Capability

- SWMS and intrusive access protocols / procedures attached that include:
 - ✓ Isolation procedures
 - ✓ Dust control and contamination control procedures
 - ✓ Sampling protocols and chain-of-custody procedure
 - ✓ Reinstatement/make-safe procedures
 - ✓ Re-occupation verification process

D. Laboratory & Analysis

- NATA accreditation certificate or partnership evidence attached

E. Reporting

- Sample contractor-ready report attached

F. Quality Assurance

- QA/QC procedure summary attached
- Current insurance certificates attached (unless pre-qualified)

G. Declaration

I declare that all information provided is true, accurate, and reflects my organisation's capability to undertake an Intrusive Hazardous Materials Survey in accordance with the requirements of this guide.

I confirm that all work will be undertaken with independence, impartiality, and integrity, and that all personnel are adequately trained and competent for the tasks they will perform.

Name:

Position:

Date:
