



Network Rail

ARMS - Asbestos Risk Management System



Training Guide

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The purpose of this document is to accompany and summarise the content delivered in training courses covering the use of the Asbestos Risk Management System (ARMS).

The aim of the training is to ensure that attendees are familiar with the purpose of the Asbestos Risk Management System (ARMS) and the areas of the system that are relevant to their job roles.

Along with a general, high-level overview of the system, the following topics will be covered:

- ARMS Basics
 - Accessing and navigating ARMS
 - The Dashboard
 - Navigation
 - Definitions
- Working with Sites
 - Searching
 - Adding new sites
 - Site drawings & images
 - Deleting
- Managing Surveys
 - Site Surveys
 - Searching
 - The Inspection Lifecycle
 - Inspection Schedules
 - Adding & editing surveys
 - Survey Detail Reports
 - Re-Surveys and Copying Surveys
 - Cloning Survey Detail Reports
 - Analysis Reports
 - Authorising
- Survey Areas
 - Managing artefacts
 - Deleting Artefacts
 - Documents, Images and Drawings
- Desktop Studies
- Reporting
- Importing & Exporting
 - Sites
 - Surveys & Survey Detail Reports

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Introducing the Asbestos Risk Management System (ARMS)

The original **Asbestos Risk Management System** was part of Network Rail's response to the CAR (Regulation 4 of the Control of Asbestos Regulations 2006).

Under the regulations Network Rail is required to manage the risk of asbestos in its premises, to that end we need to ensure that a suitable and sufficient assessment has been carried out to find out if Asbestos Containing Material (ACMs) is present in any asset for which Network Rail is the dutyholder.

The Asbestos Risk Management System is a web-based application and is accessed using the internet in a secure manner.

Following the initial release of the ARMS system in 2006, a significant update was released in April 2013. This update was undertaken in part, as a response to the Control of Asbestos Regulations 2012 and takes into account changes to the algorithms used to calculate the levels of risk for sites or assets and their contents, along with the following changes:

- Further reporting functionality and additional reports
- Functionality for contractors to update records about themselves
- Additional fields in multiple areas of the system
- Changes to search functionality to take into account changes elsewhere in the system, along with the application of the new algorithm

In order to further demonstrate compliance with **CAR2012** and partly in response to feedback received from Network Rail employees and contractors using the **Asbestos Risk Management System**, a further updated version of ARMS was released in October 2018.

This most recent update allows Network Rail to better monitor Linear Assets and the Surveys carried out on them, as well as providing further tools to allow users of the system to more effectively record and view information.

New features and improvements in this version include:

- The ability to manage both Linear and Non-linear Assets
- A personal Favourite Assets list for each user
- An improved way to record and track where Sites, Assets or Areas have not been inspected
- Import and export functionality for Sites, Assets and Surveys
- Updates to the available fields, system-wide
- Support for greater documentation for Sites, Assets and Surveys
- Granular control over the Inspection Schedule

Accessing ARMS



Network Rail

Asbestos Risk Management System

Home | **FAQs** | Privacy

Welcome to Network Rail's Asbestos Risk Management System

The Asbestos Risk Management System (ARMS) is part of Network Rail's commitment to compliance with the Control of Asbestos Regulations 2012 (CAR 2012).

It is used for the monitoring and management of asbestos containing materials (ACMs). It is mandatory for use with those assets where Network Rail is the dutyholder. It is a web-based application and is accessed using the internet in a secure manner.

If you already have user access credentials please enter them below to enter the ARMS System.

Username*

Password*

If you have forgotten your password or have not yet been issued one then please [click here](#).

Access Requests

For Network Rail users to obtain access to the system please use the form [here](#) to provide the link to IT Helpdesk. Note that there is no requirement for most user access requests to be approved. However Network Rail will require requests to be approved by the relevant line manager following the individual receiving liability from Clarity.

If you are the sponsor for a non Network Rail user (e.g. a UKAS accredited asbestos consultant or a train operating company), a call will need to be raised with the IT Helpdesk on 01273 731883 for external access requests.

Please note that unrestricted access is forbidden and any attempt to access the Asbestos Risk Management System when not permitted is a very serious issue and Network Rail will take all steps under the law to prosecute anyone who tries to access the site illegally.

Importing & Exporting Data

Below are three documents designed to assist with reporting and exporting data from the system:

[Input Asset template](#)

Template to allow Network Rail sponsors to input and set asset information within ARMS.

[Input survey template](#)

Template to allow UKAS accredited asbestos consultants to collect and upload asbestos survey data to ARMS.

[Export spreadsheet](#)

Provides users the ability to bulk export data from many fields within ARMS in a spreadsheet for manipulation.

Useful Information

Below are four training documents to assist with using the system and the responsibilities of stakeholders:

[ARMS Training documentation](#)

User guide for the system, designed for all users.

[CAR 2012](#)

To log in in to the Asbestos Risk Management System:

- In any internet browser, navigate to <https://arms.networkrail.co.uk>
- Enter your **Username** and **Password**
- Select **Log In**

Requesting Access to ARMS

Individuals that do not have an ARMS account can request one by following the instructions on the ARMS homepage, as per the screenshot above.

Resetting a Forgotten Password

If you have forgotten your password, a new one can be requested from the ARMS login screen:

- Select the **click here** link found underneath the **Password** field, to be taken to the *Request a Password* screen



The screenshot shows a web form titled "Request a password" in blue text. Below the title, there is a paragraph of instructions: "Please complete the fields below and click 'Submit' to request a new password for the ARMS system. A new password will be sent to your registered email address." The form contains two input fields: "Username *" with the text "AnArmsUser" and "Email Address *". To the right of the "Email Address *" field is a "Submit" button. At the bottom of the form, there is a reminder: "Please remember to keep your password secret at all times."

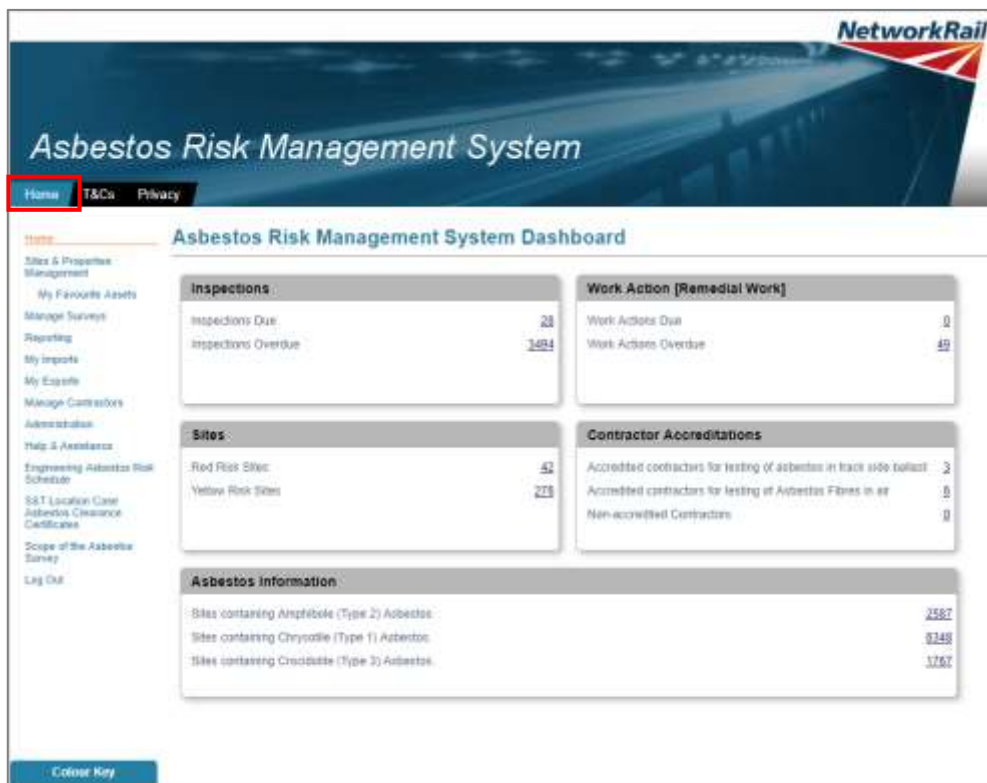
- Enter your Username and Email Address
- Select **Submit**
- You will be sent a *temporary password* via email
- Log in to ARMS using the *temporary password* that will be sent to your provided email address
- Use the next screen to create a new, permanent password

The ARMS Dashboard

Once you have logged in to ARMS, you will be presented with the **Asbestos Risk Management System Dashboard**, which uses a range of metrics to summarise the current status of active information held by the system.

You can return to the Dashboard at any time, by selecting the **Home** tab found near the top-left of each Arms screen.

The image found below shows an example of the Dashboard, but different users may see different sections or values depending on several criteria, including their role and associated dutyholders, Routes and Business Areas. For example, a particular user may only see figures that take into account Inspections related to the *London North Western* route, where the Duty Holder is *Merseyrail*.



From the Dashboard, selecting a value with a left-click will display a list of records for the **Sites** and **Assets**, **Surveys** or **Contractors** from which the figure is calculated. Record lists are discussed later in this training material (see p13).

ARMS - Definitions

The Artefact Hierarchy

At the highest level of the ARMS hierarchy is an individual **Site** or **Asset**. Sites and Assets are made up of different levels, with an object positioned at any of the lower levels being described as an **Artefact**.

Site or Asset

A Site or Asset sits at the top of the ARMS hierarchy.

A Site or Asset can describe many different things, such as: a derelict plot of land – e.g. following the demolition of a building; one or more individual buildings; a tunnel or a piece of specific equipment like a stretch of cabling or fuse box.

The ARMS database is populated with the assets found in Network Rail's core asset systems, along with additional Sites and Assets that have been surveyed since the original system was introduced.

Examples of the types of site that can be found in the system include:

Station	any railway station irrespective of size, this category includes the managed stations
Light Maintenance Depot	these are the light maintenance depots used by the Train Operating Companies (TOCs)
Unoccupied lineside	buildings adjacent to the track which are not intended to be occupied e.g. sub-stations
Occupied lineside	buildings adjacent to the track which are intended to be manned by NR employees e.g. signal boxes.
MDU	facilities used by the maintenance teams
Arch	property comprising one or more arches which are let out commercially by Spacia
Building	property comprising a building which is let out commercially by Spacia
Land	property comprising land which is let out commercially by Spacia
Tunnel	a tunnel or appropriately divided part of a tunnel
Signalling	assets relating to Signalling. For example: Apparatus housing; Track circuits; Signals; Sensors and Point Operating Equipment.

Within ARMS, Sites and Assets can be identified as either *Linear* (items that run from one location to another, such as cabling) or *Non-linear* (static assets such as a signal or a building).

External	<p>Within the ARMS hierarchy, entries defined as “External” can be added directly beneath a Building.</p> <p>An entry marked as “External” may describe an open area of a site, or a structure that is located separate to any Buildings, for example, an outlying and unattached shed or boiler room.</p> <p>An External entry cannot have any inferior entries.</p>
Building	<p>In ARMS, the term “Building” does not necessarily refer to a single structure but, depending on the size and complexity, may be used to identify a number of subdivisions of such e.g. Within a depot, building 1 may refer to the open plan workshop area, building 2, the office accommodation and building 3 the separate, but attached, boiler house.</p> <p>The naming of “Buildings” is at the discretion of the Surveyor. The only proviso is that the means of identification must be clear to ARMS users and be consistent in references used on photographs and drawings etc. for any particular site</p>
Floor	<p>ARMS allows “Buildings” to be subdivided into individual “Floors.”</p> <p>A Floor may describe any level of a building, including voids, mezzanine levels, standard floors and basements.</p> <p>Floors are sub-divided into “Rooms” and should be named numerically where “Floor 0” represents a “Ground Floor,” positive and negative numbers assigned to above and below-ground levels respectively</p>
Room	<p>The term “Room” does not necessarily refer to a single area, enclosed within a building. For example, the surveyor may decide that it is more appropriate to refer to each part of a long corridor, subdivided by doorways, to be a separate room.</p> <p>The subdivision of a “Building” into “Rooms” is also left to the discretion of the Surveyor. The only proviso is that the means of identification must be clear to ARMS users and be consistent in references on photographs and drawings etc. for any particular site</p>
Survey	<p>“Surveys” are performed for Sites and Assets contained within ARMS.</p> <p>Where asbestos has been identified, periodic surveys will typically be required. However, sites and assets which have been fully secured may not require period inspections of ACMs.</p> <p>Where a site or asset has had no asbestos identified, return visits may only be required where there are areas that were not accessible at the time of the survey, or where a more intrusive survey is required.</p>

The details stored by ARMS relate specifically to the management of the risks associated with ACMs.

A survey is a series of **Survey Detail Reports**. Survey Detail Reports can be associated with an asset, a site as a whole or a building or room. A survey detail report can be created only where there is an associated Asbestos Management Survey report and it has a status of "In progress"

Risk Colours

Within ARMS, Risk Colours are used to represent the severity of risk due to Asbestos Containing Materials (**ACMs**) for a particular **asset, site** or one or more of its constituent artefacts (e.g. a **room** or **floor**). Each Risk Colour is a result of an algorithm that evaluates the nature of any ACMs present in a location along with other factors such as the condition of the material or the likelihood of damage to it.

When viewing any screen within ARMS, you can view a summary of the Risk Colours by selecting the **Colour Key** tab found in the bottom-left of the screen.

Colour Key	
Colour	Risk
Red	High
Yellow	Medium
Green	Low
Blue	Very Low
Orange	Not surveyed - Asbestos Presumed
Grey	No ACMs present or Property is post 1999
White	No Survey Required

Navigating ARMS

The Asbestos Risk Management System uses several standard features to allow users to navigate between areas of functionality.

The Left Menu



The different areas of functionality within ARMS can be accessed by using the menu found on the left-hand side of all screens.

The currently viewed item will be highlighted in orange, with any sub-sections displayed as an indented list underneath.

For an individual user the items available in the left menu will be determined by several factors, including their *Business Area* and *Route memberships*.

Tabs

In many cases, it is possible to navigate within a selected area of functionality (e.g. *Sites & Properties Management*) by using the tabs found near the top of the screen.



The tabs allow a user access further levels of detail or related information for the currently displayed information. In the example above, a user could navigate from viewing the summary of a site or asset, to accessing the **surveys** that have been carried-out for that site or asset.

Adding and Updating Data in ARMS

ARMS information can be added or updated using the forms found in the application, or by importing items via the Import Template features (discussed later in this manual).

ARMS can accept all standard characters, for example letters, numbers and common punctuation, but more unusual characters may not be displayed as expected within ARMS and any associated reports or exports. Different web-browsers and software packages may display the characters differently, for example as a question mark, white box or black diamond containing a question mark.

When information is entered manually using the ARMS interface it is unlikely that non-standard characters will be introduced, however these characters may be present in content that is copied and pasted or imported from other applications and databases.

Wherever a replacement character such as a question mark is displayed in ARMS, users should check whether this is the correct character and replace with a valid alternative where appropriate.

Managing Sites, Properties & Assets

Searching for Sites and Assets

The screenshot shows the 'Search Sites / Properties' interface in the Asbestos Risk Management System. The page has a blue header with the NetworkRail logo and the title 'Asbestos Risk Management System'. Below the header is a navigation bar with 'Home', 'T&Cs', and 'Privacy' links. The main content area is titled 'Search Sites / Properties' and includes a search form. The search form has a left-hand column with labels and a right-hand column with input fields. The criteria include Site / Property Name, Asset ID, UPR, ELR, Route, Maintenance Area, Asset Type, Asset Sub Type, Business Area, Holder Name, Risk Colour, Include Deleted Sites, Include Assets, and Mileage. Each criterion has a 'Select' dropdown menu and a corresponding text input field. The 'Route' and 'Maintenance Area' criteria have a 'Please Choose' dropdown menu. The 'Include Deleted Sites' criterion has a checkbox. The 'Include Assets' criterion has a 'Please Choose' dropdown menu. The 'Mileage' criterion has a text input field. The search form is titled 'Search Sites / Properties' and includes a 'Start Search' button, an 'Add a Site / Property' button, and an 'Import Sites' button. The page also includes a 'Home' link, 'T&Cs' link, and 'Privacy' link in the top navigation bar. The left-hand menu includes links for 'Home', 'Sites & Properties Management', 'My Favourite Assets', 'Last Site Viewed', 'Manage Surveys', 'Reporting', 'My Imports', 'My Exports', 'Manage Contractors', 'Administration', 'Help & Assistance', 'Engineering Asbestos Risk Schedule', 'S&T Location Case Asbestos Clearance Certificates', 'Scope of the Asbestos Survey', and 'Log Off'.

From the **Search Sites / Properties** screen, it is possible to use criteria to identify specific records. The records returned by such a search relate to the highest level of the ARMS hierarchy, i.e. **Sites** and **Assets**. It is not possible to directly locate more specific items such as **Floors** or **Rooms** using this screen.

To search for a **Site** within ARMS:

- Select **Sites & Properties Management** from the *Left Menu*
- From the **Search Sites / Properties** screen, set the required criteria
 - Use the left-hand drop-down to set a condition (e.g. STARTS WITH) or continue with the default (CONTAINS)
 - Use the right-hand textbox or drop-down to set the data to be compared
- Select Start Search

Once a search has been completed, any Sites and Assets matching the provided criteria will be displayed in the **Site / Property Search Results** screen.

Note: By default, the **Site / Property Search Results** screen will only display the first 3000 sites and assets that match any applied criteria. In such a situation, it may be appropriate to start a **New Search** using more specific criteria.

Using Search Criteria to Find Sites and Assets

Any number or combination of the fields found on the **Search Site / Properties** can be used to locate one or more sites and assets, although the options available and the records returned may be restricted by the details of the person currently logged in.

The condition drop-downs found on the left of the screen allow a user to set the relationship between their search term and the records. There are three different types of condition drop-down, allowing an appropriate range of complexity when comparing terms.

When searching for a particular site or asset, it may be necessary to try multiple searches using a range of different criteria. This may be particularly relevant when attempting to find assets that are not stations or buildings, as it may be difficult to identify which **Site Name** may be given to a record. An appropriate search may be for a specific **Asset Type** within a specific **Route** and **Maintenance Area**.

When known, the **Asset ID** field is generally the most accurate way of searching for individual Assets. The Asset ID is unique to each Asset held within ARMS and should match the ID found in the relevant Network Rail Asset Database (e.g. Ellipse).

The fields that are available when searching for Sites and Assets are:

Site / Property Name	<p>The name of the Site or Asset.</p> <p>For a better chance of finding records, parts of a Site name may be used with a condition such as Contains or Starts With</p>
Asset ID	<p>A unique identifier.</p> <p>In previous versions of ARMS, this was referred to as the Mentor ID or Horizon ID</p>
UPR	<p>The <i>Unique Property Reference</i>.</p> <p>This is now a legacy field and pertains to data entered in previous versions of ARMS. In many cases this field may contain no data</p>
ELR	<p><i>Engineers Line Reference</i>.</p> <p>Used to identify a section of track</p>
Route	<p>Refers to a division of a <i>network</i> as determined by <i>Network Rail</i>.</p> <p>This division is often made on a geographical basis</p>
Maintenance Area	<p>Refers to a sub-division of a route and relates to the area responsible for maintenance of an asset.</p> <p>The drop-down for Maintenance Area will only be populated when a Route has been selected</p>

Asset Type	Identifies the type of Site or Asset for a specific record
Asset Sub Type	<p>Identifies the sub-type for Asset Type of a Site or Asset.</p> <p>The drop-down for Asset Sub Type will only be populated when an Asset Type has been selected. Not all Asset Types have related Asset Sub Types</p>
Business Area	<p>Identifies whether a Site or Asset is:</p> <ul style="list-style-type: none"> • Operational: e.g. a Linesman’s Hut <ul style="list-style-type: none"> ○ OR • Business Estate: i.e. <i>non-operational</i>, for example an Accounting Office <ul style="list-style-type: none"> ○ For older records, this field may not be populated
Holder Name	<p>The name of the party related to a given Site or Asset (for example: the <i>Train Operating Company</i> or <i>Depot Facility Owner</i>).</p> <p>This field will be populated for all Site and Asset records</p>
Risk Colour	<p>Indicates the severity of the risk posed by Asbestos Containing Materials within a Site or Asset (see Colour Key on p8).</p> <p>The overall Risk Colour for a Site or Asset indicates the highest risk posed by any of its constituent artefacts</p>
Include Deleted Sites	By default, Sites and Assets that have been “deleted” will not be shown in search results
Include Assets	<p>Identifies whether a Site or Asset is a:</p> <ul style="list-style-type: none"> • Linear Asset: items running from one location to another e.g. trackside cabling <ul style="list-style-type: none"> ○ OR • Non-linear Asset: e.g. a Signal Box or Station Building
Mileage	<p>The Mileage at which the Site or Asset can be found.</p> <p>For Non-linear Sites and Assets this will relate to the value entered for the Mileage field, while for Linear Sites and Assets the search will consider the Mileage From value (and the Mileage To value if the BETWEEN condition is selected)</p>

Working with Search Results

The results of any search carried-out from within ARMS (e.g. a Site / Property Search or an Assessment Search), will be displayed in a list view similar to that seen below:

Select	Site Name	Asset ID	Route	Maintenance Area	Asset Type	Asset Sub-Type	Address	Mileage / Mileage From	Mileage To
Cannon Rd (LONDON) (LONDON) (L2628)	CANNON RD (LONDON)	04227888	ANG	Telnetton	Non-Critical Building	Other	Cannon Road, Camden, (L London)	1.800	
Cannon Rd (LONDON) (L2628)	CANNON RD (LONDON)	04227888	ANG	Telnetton	Non-Critical Building	Other	Cannon Road, Camden, (L London)	1.800	
Cannon Rd (LONDON) (L2628)	CANNON RD (LONDON)	04227888	ANG	Telnetton	Non-Critical Building	Other	Cannon Road, Camden, (L London)	1.800	
Cannon Rd (LONDON) (L2628)	CANNON RD (LONDON)	04227888	ANG	Telnetton	Non-Critical Building	Other	Cannon Road, Camden, (L London)	1.800	
Cannon Rd (LONDON) (L2628)	CANNON RD (LONDON)	04227888	ANG	Telnetton	Non-Critical Building	Other	Cannon Road, Camden, (L London)	1.800	
Cannon Rd (LONDON) (L2628)	CANNON RD (LONDON)	04227888	ANG	Telnetton	Non-Critical Building	Other	Cannon Road, Camden, (L London)	1.800	
Cannon Rd (LONDON) (L2628)	CANNON RD (LONDON)	04227888	ANG	Telnetton	Non-Critical Building	Other	Cannon Road, Camden, (L London)	1.800	
Cannon Rd (LONDON) (L2628)	CANNON RD (LONDON)	04227888	ANG	Telnetton	Non-Critical Building	Other	Cannon Road, Camden, (L London)	1.800	
Cannon Rd (LONDON) (L2628)	CANNON RD (LONDON)	04227888	ANG	Telnetton	Non-Critical Building	Other	Cannon Road, Camden, (L London)	1.800	
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Cannon Rd (LONDON) (L2628)	CANNON RD (LONDON)	04227888	ANG	Telnetton	Non-Critical Building	Other	Cannon Road, Camden, (L London)	1.800	
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Cannon Rd (LONDON) (L2628)	CANNON RD (LONDON)	04227888	ANG	Telnetton	Non-Critical Building	Other	Cannon Road, Camden, (L London)	1.800	
Cannon Rd (LONDON) (L2628)	CANNON RD (LONDON)	04227888	ANG	Telnetton	Non-Critical Building	Other	Cannon Road, Camden, (L London)	1.800	
Cannon Rd (LONDON) (L2628)	CANNON RD (LONDON)	04227888	ANG	Telnetton	Non-Critical Building	Other	Cannon Road, Camden, (L London)	1.800	
Cannon Rd (LONDON) (L2628)	CANNON RD (LONDON)	04227888	ANG	Telnetton	Non-Critical Building	Other	Cannon Road, Camden, (L London)	1.800	
Cannon Rd (LONDON) (L2628)	CANNON RD (LONDON)	04227888	ANG	Telnetton	Non-Critical Building	Other	Cannon Road, Camden, (L London)	1.800	
Cannon Rd (LONDON) (L2628)	CANNON RD (LONDON)	04227888	ANG	Telnetton	Non-Critical Building	Other	Cannon Road, Camden, (L London)	1.800	
Cannon Rd (LONDON) (L2628)	CANNON RD (LONDON)	04227888	ANG	Telnetton	Non-Critical Building	Other	Cannon Road, Camden, (L London)	1.800	

Record link

Item count

Navigation buttons

Record links

A left mouse-click on any underlined text within a record list, will navigate to a new screen showing that record.

For example, clicking on the name a **Site** or **Asset** on the **Site / Property Search Results** screen will display the record for that Site or Asset

Item count

Shows the maximum number of records that can currently be displayed per page. To change this figure:

- Click inside the textbox
- Enter a new figure
- Left-click away from the textbox

OR

- Press the *Tab* key

Navigation buttons



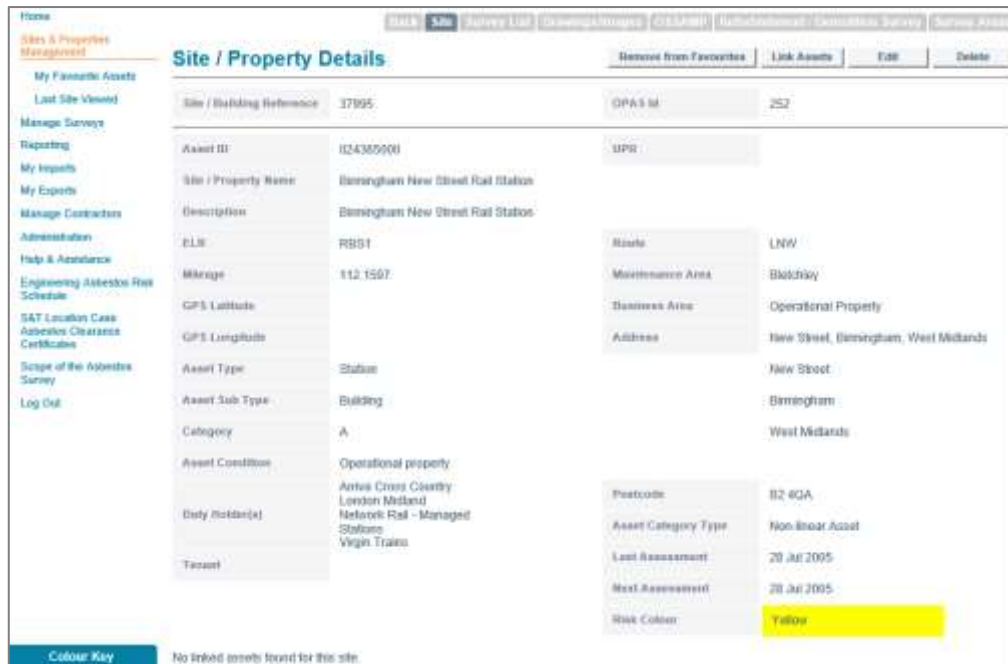
First record

Previous record

Next record

Last record

Working with Site and Asset Records



The **Site / Property Details** screen shows the information held about an individual Site.

The *tabs* section at the top of the screen allows navigation to related information and data:

Site	The Site or Asset record
Survey List	A list of the surveys carried out and planned for the current site (covered in detail on p21)
Drawings / Images	This is no longer an active tab, but will show any legacy Images and Drawings that have been uploaded to show details of Asbestos Containing Materials for a site or asset. For Surveys carried-out after the 2018 ARMS updates, all relevant Images and Drawings will be associated directly with the Survey or its related Survey Details (covered in detail on p52).
OSSAMP	Operational Site Specific Asbestos Management Plans that that have been created and uploaded for the current site or asset. (OSSAMP was previously known as SSAMP).
Refurbishment / Demolition Survey	Refurbishment or Demolition Surveys that have carried-out for the current site or asset
Survey Areas	Shows the full artefact hierarchy of the site or asset and allows amendments (covered in detail on p38)

Managing Favourite Assets

Each ARMS user can more easily access their most commonly used **sites, properties** and **assets** by marking them as **Favourites**. By default, each user can identify up to 20 assets as Favourites.

To add a site, property or asset to the **Favourite Assets** list:

- Display the **Site / Property Details** screen for the required site or asset
- Left-click the **Add to Favourites** button found beneath the navigation tabs at the top of the screen

To quickly find an asset that has been previously marked as a Favourite:

- Select **My Favourite Assets** from the *Left Menu*
- From the **My Favourite Assets** screen, select the *Site Name* for the desired Site, Property or Asset

Site Name	Asset ID	Route	Maintenance Area	Asset Type	Asset Sub Type	Address	Asset Category	Remove from Favourites
Birmingham New Street Rail Station	024365005	LNW	Betchley	Station	Building	New Street, Birmingham, West Midlands	Non-linear Asset	Remove
WATFORD ARCH 179 HAMILTON	DEP017AB	SE	Croydon	Structures	Arch	STREET & LAND	Non-linear Asset	Remove
Leeman Road Training School	YRK14501	LINE EM	York	Light Maintenance Depot	Other	Leeman Road Training School	Non-linear Asset	Remove
NEWCASTLE Rail Station	184328005	LINE EM	Newcastle	Station	Building	Neville Street, Newcastle, Tyne & Wear	Non-linear Asset	Remove
Purfleet Sub Station	202007501	SE	London Bridge			Walmer Terrace, Plumstead, London	Non-linear Asset	Remove
Bilston B.E.S. (Yak & Strath)	215007900	LINE EM	York			Rilington, Yorkshire	Non-linear Asset	Remove
Seven Sisters Twishore Exchange	223327001	ANG	Tottenham			Seven Sisters, Greater London	Non-linear Asset	Remove
Tad House Farm Crossing Hub	230047004	ANG	Tottenham			Tad House Farm, Soham, Cambridgeshire	Non-linear Asset	Remove

Items 1 to 11 of 11 Items per page 20 [Navigation icons]

- The **Site / Property Details** screen for the desired asset will now be displayed

To remove a property from the My Favourite Assets list:

- Display the **Site / Property Details** screen for the required site or asset
- Left-click the **Remove from Favourites** button found beneath the navigation tabs at the top of the screen
 - OR
- Display the **My Favourite Assets** screen
- Select **Remove** for the desired Site, Property or Asset

Working with Linked Assets

The *Link Assets* functionality allows associated assets to be linked within ARMS. Examples of where linking may be appropriate include, when:

- a building has associated offsite structures
- a section of drainage pipe is associated with a station
- pieces of equipment are present within a building but are surveyed separately.

The assets that are linked to a site or asset can be seen in the *Linked Assets* section found at the bottom of the **Site / Property Details** screen.

Tenant	Asset Category Type	Non-linear Asset					
	Last Assessment						
	Next Assessment						
	Risk Colour	Only					
Linked Assets: 3 linked assets	Site Name	Asset ID	Route	Maintenance Area	Type	Category Type	
	MCR ONE RD ARCH 4449 YORK ST	M0013AA	LNW	Manchester	Structures	Non-linear Asset	Remove
	Moss Trest South YORK	170347090	LNE EM	Doncaster		Non-linear Asset	Remove
	Elmwood F.E.B. York & Scotwin	213887090	LNE EM	York		Non-linear Asset	Remove
	Boyley Jct. G. York Penny Lofts	216487091	LNE EM	Leeds		Non-linear Asset	Remove
WILSON YORK CHAMBERS & SHOPS	WQV058AA	LNW	Liverpool	Land	Non-linear Asset	Remove	

To establish a link between one asset and another:

- From the **Site / Property Details** screen to which other assets are to be linked, click on the **Link Assets** button found beneath the tabs at the top of the screen
- Use the search fields found on the **Search & link sites / assets** to specify criteria for the asset(s) to be linked
- Select **Start Search**
- In the search results, select the **Select Asset** checkboxes for the asset(s) to be linked
- Select **Link Selected Asset**

Search & link sites / assets Link Selected Asset Cancel Start Search

Parent Site / Asset ID: 108129000 Parent Site / Asset Name: GLENCARNOCK Rail Station

Asset ID:

Site / Asset Name:

Route:

Maintenance Area:

Asset Type:

Asset Sub Type:

Site Name	Asset ID	Route	Maintenance Area	Asset Type	Asset Sub Type	Address	Select Asset
Ayr LMD	01220001	SCF	Motherwell	Light Maintenance Depot	Other	Ayr	<input type="checkbox"/>
Motherwell Calderbank Road - TMD Transport Building	35748	SCT	Motherwell	Light Maintenance Depot	Other	Bradhurst Industrial Estate	<input type="checkbox"/>

To remove a link present between two assets:

- Display the **Site / Property Details** screen for the parent asset
- Within the **Linked Assets**, click the **Remove** action for the asset to be unlinked



Site Name	Asset ID	Route	Maintenance Area	Type	Category Type	Action
Str LMD	012209001	Scotland	Motherwell	Light Maintenance Depot	Non-Asset Asset	Remove
Muirhead Calderbank Road - TMD Surrey Road	38748	Scotland	Motherwell	Light Maintenance Depot	Non-Asset Asset	Remove

Managing OSSAMP and Refurbishment / Demolition Survey Documents

For an individual Site or Asset, supporting documentation can be viewed and uploaded in the form of **Operational Site Specific Asbestos Management Plan (OSSAMP)** and **Refurbishment / Demolition Survey** documents.

Refurbishment / Demolition Surveys should **always** be uploaded, rather than entered as new **Asbestos Management Surveys**.

To view a supporting document:

- Display the **Site / Property Details** screen for the Site or Asset that the document is related to
- Select the **OSSAMP** or **Refurbishment / Demolition Survey** tab
- Left-click on the **Document Name** for the desired document



Refurbishment / Demolition Survey Document	Upload Date
RCA70 - Refurbishment Summary and Review 20190320	24/04/2018 11:20:08

- The **View Refurbishment / Demolition Survey** or **View Site Specific Asbestos Management Plan** screen for the selected document should now be displayed.

To upload a supporting document:

- Display the **Operational Site Specific Asbestos Management Plan** or **Refurbishment / Demolition Surveys** screen for the required Site or Asset
- Select the **Upload SSAMP** or **Upload Refurbishment / Demolition Survey** button
- From the **Open** file dialog, select a **pdf** file to be uploaded
- Select **Open**
- Use the **Descriptive Caption** field to add a label for the uploaded image
- Select the **Transfer** button found in the top-right of the screen

Adding a New Site or Asset

It may sometimes be necessary to add a new site or asset to the Asbestos Risk Management System; only certain users will have the required permissions to add new site and assets.

Note: Users that are not permitted to add a new Site or Asset from within ARMS and feel that a new record is required should contact their designated ARMS Super User.

To add a new Site or Asset to ARMS:

- From the **Search Sites / Properties** screen, click on the **Add a Site / Property** button found towards the top-right of the screen
- Complete the appropriate fields on the **Add Site / Property** screen
- Select **Save**

Mandatory Fields & Field Validation

In order for a new Site or Asset record to be added successfully, all required (mandatory) information must be submitted and all data must adhere to specific requirements (validation criteria).

If a submitted Site or Asset does not satisfy these criteria, the user will be notified of the issues to be resolved at the top of the form and given a chance to make changes and then resubmit.

Add Site / Property

The Site / Property Name * field is required.
The ELR * field is required.
Latitude value must be between -90.000000 - +90.000000.
The Business Area * field is required.

Site / Building Reference

Mandatory Fields

On the **Add Site / Property** screen, certain fields are mandatory and must be completed. These fields are marked by an asterisk (*).



In addition to the fields denoted by asterisks, some fields will be mandatory depending on the data entered elsewhere on the screen. In the case of the **Add Site / Property** screen:

- The **Address** and **Postcode** fields will become mandatory **IF** the **Asset Type** field is set to a value that represents a *Property Type* e.g. **Building**
- The **Asset Sub Type** field will become mandatory and the appropriate options added, if particular **Asset Types** have been selected. If the field is not mandatory, the only option available in the drop-down for **Asset Sub Type** will be "N/A"
- The **Tenant** field will be mandatory only if "*Commercial Property – Leased*" has been selected for the **Duty Holder(s)** field

Field Validation

The validated fields on the **Add Site / Property** screen are:

Mileage Mileage From Mileage To	Must be numerical and formatted as miles and yards (yyyy.mmmm)
GPS Longitude	Must be a numerical value between -180.000000 and +180.000000
GPS Latitude	Must be a numerical value between -90.000000 and +90.000000

Managing Surveys

In the context of the Asbestos Risk Management System, **Surveys** are carried out by a **Contractor** on a specific **Site** or **Asset**. The **Survey** covers the **Site** or **Asset** and the artefacts therein.

There are three possible types of **Survey**:

Asbestos Management survey	Usually applies to only the first Survey carried out on a site. Always begins or re-starts a Version Number sequence, with a value of 1
Planned Re-Inspection survey	A Survey that is automatically scheduled in line with the Inspection Schedule , following a previous completed and authorised survey. Version Number carries on the sequence from the previous Survey
Remediation Update	An action carried out on a Site or Asset artefact, that does not fall under the remit of a scheduled Planned Re-inspection survey. Remediation Updates are completed once remedial works have been undertaken for a Site or Asset e.g. the removal or encapsulation of ACMs. Version Number carries on the sequence from the previous Survey

All types of Survey are made up of one or more **Survey Detail Reports**, which are carried out in order to determine the Risk presented by Asbestos for a specific Artefact.

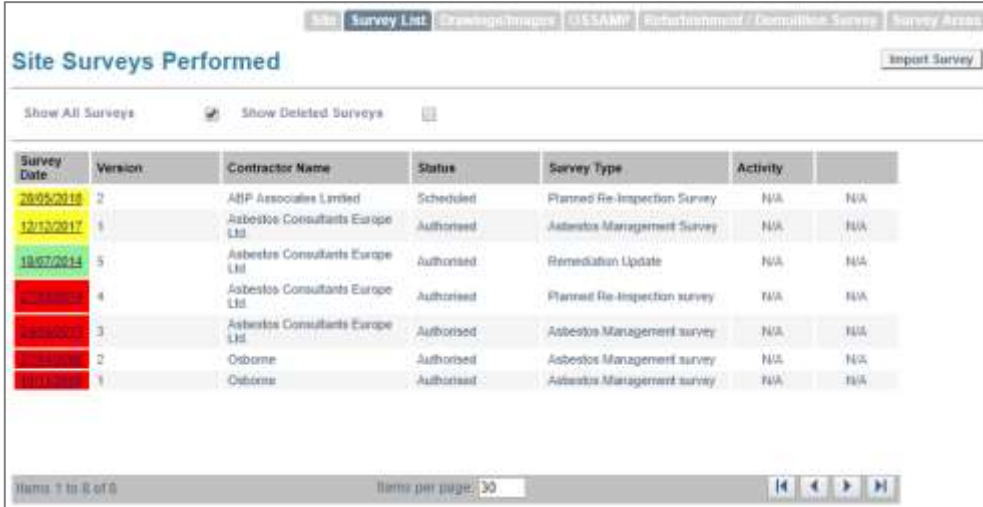
The Risk colour for a site or asset is determined by the most severe Risk Colour assigned to any of the Artefacts for the site or asset, where the Survey that determines the Risk Colour has been authorised.

Viewing Surveys for a Specific Site or Asset

In order to view the Surveys that have been performed for a specific site or asset:

- Navigate to the **Site / Property Details** screen for the desired site or asset
- From the *tabs* found near the top of the screen, select **Survey List**
- The **Site Surveys Performed** screen should now be displayed

Site Surveys Performed



Survey Date	Version	Contractor Name	Status	Survey Type	Activity	
28/05/2018	2	ABP Associates Limited	Scheduled	Planned Re-Inspection Survey	N/A	N/A
12/12/2017	1	Asbestos Consultants Europe Ltd	Authorised	Asbestos Management Survey	N/A	N/A
18/07/2014	5	Asbestos Consultants Europe Ltd	Authorised	Remediation Update	N/A	N/A
22/06/2014	4	Asbestos Consultants Europe Ltd	Authorised	Planned Re-Inspection survey	N/A	N/A
22/06/2014	3	Asbestos Consultants Europe Ltd	Authorised	Asbestos Management survey	N/A	N/A
22/06/2014	2	Osborne	Authorised	Asbestos Management survey	N/A	N/A
18/11/2013	1	Osborne	Authorised	Asbestos Management survey	N/A	N/A

The **Site Surveys Performed** screen shows the Surveys that have been carried out for a specific **Site** or **Asset**,

i.e. **Asbestos Management Surveys**, **Planned Re-inspection surveys** and **Remediation Updates**.

By default, the **Site Surveys Performed** screen will *Show All Surveys* that have been carried-out for the selected site or asset, excluding any *Deleted* surveys.

The **Show All Surveys** can be unchecked to show only the most recent Survey that has a status of **Authorised**, along with any subsequent Surveys.

The **Show Deleted Surveys** checkbox can be checked or unchecked to show or hide *Deleted* surveys.

The colour displayed in the **Survey Date** cell represents the Risk Colour for that particular survey, which is determined by the most severe Risk Colour among the *authorised* Survey Detail Reports of that Survey.

Left-clicking on the **Survey Date** of an item in the list will display the relevant **Site Survey** screen, which will summarise the Survey and its component **Survey Detail Reports** (where present).

Searching Site Surveys

Criteria	Condition	Data
Site / Property Name	Select...	
Asset ID	Select...	
UPR	Select...	
ELN	Select...	
Route	Select...	Please Choose...
Maintenance Area	Select...	Please Choose...
Business Area	Select...	Please Choose...
Include Assets	Select...	Please Choose...
Mileage	Select...	
Holder Name	Select...	Please Choose...
Primary Contractor	Select...	Please Choose...
Sub-Contractor	Select...	Please Select Primary Contractor...
Survey Date	Select...	
Site Survey Status	Select...	Please Choose...
Latest Survey Only	EQUAL TO	Yes
Record State	EQUAL TO	Active

Include Deleted Surveys

To search for a **Survey** within ARMS:

- Select **Manage Surveys** from the *Left Menu*
- From the **Simple Search** screen, use the *tabs* at the top of the screen to select the type of search to be carried out (descriptions of the available types can be found on the next page)
- set the required criteria
 - Use the left-hand drop-down to set a condition (e.g. STARTS WITH) or continue with the default (CONTAINS)
 - Use the right-hand textbox or drop-down to set the data to be compared
- Select Start Search

Once a search has been completed, any records matching the provided criteria will be displayed in the **Search Results** screen.

Types of Survey Search

There are five different Survey searches available, allowing different result sets to be returned and a range of criteria to be applied:

Simple Search	allows users to search by certain Site or Asset based criteria
	Results are shown as a list of Surveys
Assessment Search	allows users to search by particular material and priority assessment criteria on Surveys recorded <i>after April 2013</i>
Risk Assessment	allows searches based on risk assessment criteria on Surveys recorded <i>after April 2013</i>
Material Assessment (Pre Apr 2013)	allows users to search by particular material assessment criteria on Surveys recorded <i>before April 2013</i>
Risk Assessment (Pre Apr 2013)	allows searches based on risk assessment criteria on Surveys recorded <i>before April 2013</i>

Survey Search Criteria

While some of the criteria that Survey searches can be filtered by have been discussed in the **Searching for Sites and Assets** section of this guide (see p10), additional fields are present in order for searches to be performed in relation to **Surveys** and the ACMs and Products found within **Sites** and **Assets**.

The table below summarises the additional fields available when carrying-out **Survey** searches, along with the types of search where they can be found:

Where: 1 = Simple Search; 2 = Assessment Search; 3 = Risk Assessment; 4 = Material Assessment (Pre Apr 2013) and 5 = Risk Assessment (Pre Apr 2014)

Field name	Search types found in	Description
Primary Contractor	<i>All</i>	The Contractor engaged to carry-out the survey
Sub-Contractor	<i>All</i>	A Contractor engaged by the Primary Contractor
Survey Date	<i>All</i>	The date that a Site-level Survey was authored
Site Survey Status	<i>All</i>	The current status of a Survey in relation to the <i>Inspection Lifecycle</i>

Field name	Search types found in	Description
Latest Survey Only	<i>All</i>	Whether only the most recent Survey (in terms of Survey Date) is included in results. Default value of Yes
Record State	<i>All</i>	Whether results include only Active or only Inactive (e.g. deleted) results Default value of Active
Include Deleted Surveys?	<i>All</i>	Whether results include Deleted as well as Active records
Risk Colour	<i>2, 3, 4, 5</i>	The Risk Colour assigned to a result (i.e. a Survey or Survey detail report, depending on search type)
Asbestos Type	<i>2</i>	The type of Asbestos found within an Artefact, as identified by a <i>Survey Detail Report</i>
Extent of Damage or Deterioration	<i>2</i>	The extent to which any Asbestos in a <i>Survey Detail Report</i> has deteriorated
Surface Treatment	<i>2, 4</i>	Any Surface Treatments that have been applied to Asbestos found
Product Type	<i>2, 4</i>	The type of Product within which Asbestos has been found, as identified in a <i>Survey Detail Report</i>
Main type of activity in the area	<i>2</i>	The disturbance to Asbestos expected due to the principle activity carried-out within the Artefact where Asbestos has been found
Secondary activities for the Area	<i>2</i>	The disturbance to Asbestos expected due to the additional activities carried-out within the Artefact where Asbestos has been found
Location	<i>2</i>	The location of any Asbestos found within an Artefact
Accessibility	<i>2, 4</i>	The likelihood of any Asbestos found within an Artefact being disturbed as a result of access to the affected area
Extent/amount	<i>2</i>	The quantity of Asbestos identified in a Survey Detail Report

Field name	Search types found in	Description
Number of Occupants	2	The typical expected number of Occupants for an Artefact that contains ACMs
Frequency of Use of area	2	How often an Artefact that contains ACMs is used
Average time Area is in use	2	The average time that an ACM containing Artefact is in use per instance of usage
Type of maintenance activity	2	The nature of maintenance work, if any, that is scheduled to be carried out in the vicinity of Asbestos identified in a Survey Detail Report
Frequency of maintenance activity	2	The frequency at which any scheduled maintenance work is expected to be carried out
Material Assessment Score	3	<p>The scores and ratings that have been assigned to certain areas of a Survey Detail Report, carried-out for an Artefact.</p> <p>These scores are automatically generated using the algorithms in place from April 2013 onwards</p>
Material Assessment Rating	3	
Priority Assessment Score	3	
Risk Score	3	
Risk Rating	3	
Recommendation	3	The Recommendation of the surveyor carrying out the Survey Detail Report
ACM Type	4	The type of Asbestos Containing Material found within an Artefact, as identified by a <i>Survey Detail Report</i>
Level of Identification	4	A classification of how the level of ACM within an Artefact has been determined during a Survey Detail Report
Extent	4	The quantity of Asbestos found during a Survey Detail Report being carried-out for an Artefact

Field name	Search types found in	Description
Deterioration	4	The extent to which any Asbestos found as a result of a <i>Survey Detail Report</i> has deteriorated
Exposure	4	Whether any Asbestos identified in a Survey Detail Report is Internal or External
Likelihood of Damage	4	The likelihood of any Asbestos identified in a Survey Detail Report being subject to Damage
Occupancy	4	The level of Occupancy of an Artefact being Surveyed as part of a Survey Detail Report
Rating	4,5	The Risk Rating for the Artefact
Access Restrictions	5	The level of restriction that should be applied to access to an Asbestos containing area, as identified in a Survey Detail
Precaution/Protection	5	How potential accessors should be notified of any Access Restrictions
Material Assessment	5	The Surveyor's assessment of ACMs identified in a Survey Detail
Priority Assessment Recs	5	A surveyor's recommended actions to manage Asbestos found during a survey of an Artefact
Protection From Public Recs	5	A surveyor's recommendations for the protection of the public from Asbestos found during a survey of an Artefact

The search criteria for **Risk Assessment** searches carried out in relation to Surveys that are both *Pre April 2013* and *April 2013 onwards*, include criteria relevant to any **Surveyor Override Actions**. These criteria can be applied to **Survey Detail Reports** where the undertaking Surveyor decides that the results calculated by the appropriate algorithms are not suitably reflective of the situation, and should therefore be overridden.

The “Inspection Lifecycle”

All Survey types go through multiple stages, as indicated by the **Survey Status** field:

Scheduled	A Planned Re-inspection survey has been scheduled in line with the <i>Inspection Schedule</i> or a Remediation Update has been scheduled from an <i>authorised</i> Survey
In Progress	An Asbestos Management Survey, Planned Re-inspection survey or Remediation Update has at least one Survey Detail Report that has been started
Completed	All Survey Detail Reports within an Asbestos Management Survey, Planned Re-inspection survey or Remediation Update are complete and the Survey has been marked as <i>Complete</i> by the surveying party. At this stage, the Survey is awaiting review by a Surveyor and / or manager.
Authorised	The Survey has been reviewed and marked as <i>Authorised</i> . At this point, the most severe Risk Colour assigned to an Artefact will become the Risk Colour for the Site or Asset , and the Survey cannot be edited

Note: The information held within a Survey on ARMS must not be used until the Survey has been **Authorised**.

Surveys marked as **Completed** have not been reviewed and therefore, the information held cannot be taken as accurate or correct.

The Inspection Schedule

Inspection Schedule Add Inspection Schedule					
Product Type	Extent of Damage or Deterioration	Location	Accessibility	Number of Occupants	Re-inspection Frequency (months)
Asbestos Textiles / Gaskets		Rooms up to 100 m ²	Routinely disturbed	4 to 10	6
Asbestos Textiles / Gaskets		Rooms up to 100 m ²	Routinely disturbed	>10	6
Asbestos Textiles / Gaskets		Large rooms or well-ventilated areas	Routinely disturbed	1 to 3	6
Asbestos Textiles / Gaskets		Large rooms or well-ventilated areas	Routinely disturbed	4 to 10	6
Asbestos Textiles / Gaskets		Large rooms or well-ventilated areas	Routinely disturbed	>10	6
Asbestos-reinforced composites (Asbestos-reinforced plastics, roofing felt, vinyl floor tiles, semi-rigid ceiling or decorative finishes)					36
Asbestos-reinforced composites (Asbestos-reinforced plastics, roofing felt, vinyl floor tiles, semi-rigid ceiling or decorative finishes)	Medium damage, breakages or several small areas of damage revealing loose fibres or dust				6
Asbestos-reinforced composites (Asbestos-reinforced plastics, roofing felt, vinyl floor tiles, semi-rigid ceiling or decorative finishes)	High damage, delamination of materials, sprays, insulation, etc. Visible debris				6
External asbestos cement					36
External asbestos cement		Outdoors	Easily disturbed	1 to 3	12
External asbestos cement		Outdoors	Easily disturbed	4 to 10	12

Items 21 to 40 of 77 Items per page: 20

Once a Survey has been marked as **Authorised**, if any ACMs were found as a result of the Survey or if one or more areas were not surveyed (i.e. the Risk Colour assigned is not Grey or White), the next Planned Re-inspection survey will be automatically scheduled and added to the Survey Lists for that Site or Asset.

The interval between the Authorised Survey and the Scheduled Date for the next Planned Re-inspection survey is calculated using the **Inspection Schedule**.

The inspection interval begins from the earliest Survey Date from the Survey Detail Reports carried-out on ACM containing Artefacts, for the most recently authorised Survey.

The image above shows how the interval between Planned Re-inspection surveys can be set specifically for every combination of Product Type, Extent of Damage or Deterioration, Location, Accessibility and Number of Occupants that could be found during a Survey (the Re-inspection Frequency seen in the image may not be those currently used in real world scenarios).

Adding New Surveys

For each of the three types of **Survey**, the method and conditions for adding a new occurrence is different. However, once a Survey has been added and is present in the list found on the **Site Surveys Performed** screen, the approach for editing and progressing each type is the same.

Adding a New Asbestos Management survey

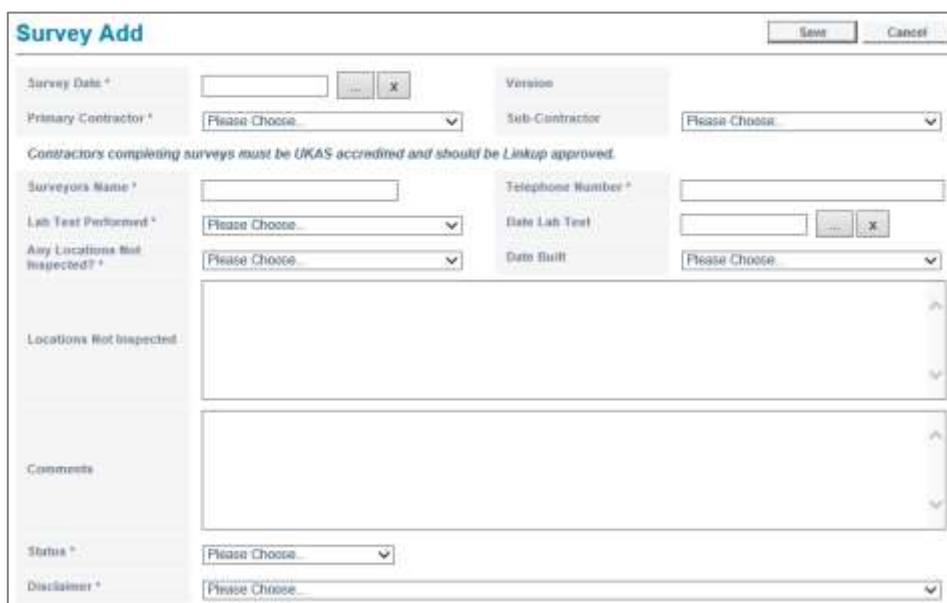
The *first* **Survey** for a **Site** or **Asset** must be added manually as a Site Survey.

To do this:

- Navigate to the **Site Surveys Performed** screen or the desired Site or Asset
- Select the **Add Asbestos Management Survey** button from the top-right of the screen



- The **Site Survey Add** screen should now be displayed and must be completed and saved in order to add the new Site Survey to the related Site or Asset. The process for completing the form, along with the fields involved is discussed in the **Site Survey Add and Site Survey Edit** section of this guide



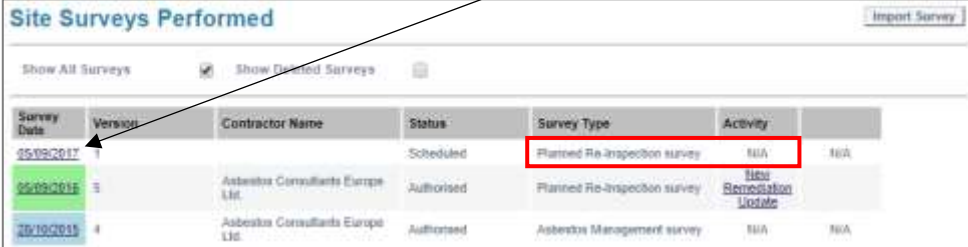
Adding a New Planned Re-inspection survey

Planned Re-inspection surveys are added automatically by ARMS and new Planned Re-inspection surveys cannot be created manually.

Once a Survey (of any type) has been *authorised*, a new Planned Re-inspection survey will be scheduled and added to the **Site Surveys Performed** list for the relevant Site or Asset, with a **Survey Status** of *Scheduled*.

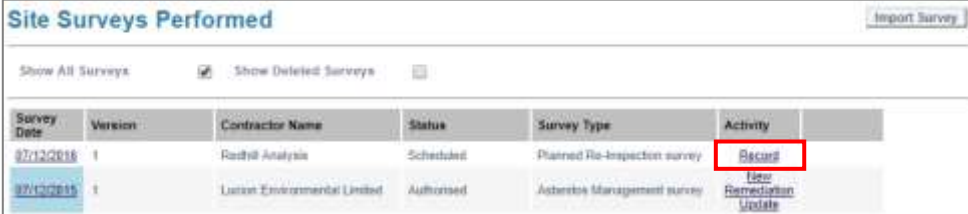
To move a **Planned Re-inspection survey** from *Scheduled* to *In Progress*:

- Navigate to the **Site Surveys Performed** screen for the desired Site or Asset
- Display the **Planned Re-inspection survey** screen by selecting the **Survey Date** for the *Scheduled* Planned Re-inspection survey



Survey Date	Version	Contractor Name	Status	Survey Type	Activity	
05/09/2017	1		Scheduled	Planned Re-inspection survey	N/A	N/A
06/09/2018	1	Asbestos Consultants Europe Ltd.	Authorised	Planned Re-inspection survey	New Remediation Update	
28/10/2015	1	Asbestos Consultants Europe Ltd.	Authorised	Asbestos Management survey	N/A	N/A

- From the top-left of the **Planned Re-inspection survey** screen, select the **Edit** button in order to view the **Planned Re-inspection survey Edit** screen
- Where necessary, update the information displayed on the **Planned Re-inspection survey Edit** screen and ensure that all mandatory fields have been populated appropriately
- Select **Save** to update the record
- The **Site Surveys Performed** screen should now be displayed, with a **Record** link present in the **Activity** column for the affected **Planned Re-inspection survey** item



Survey Date	Version	Contractor Name	Status	Survey Type	Activity	
07/12/2018	1	Radfall Analysis	Scheduled	Planned Re-inspection survey	Record	
07/12/2018	1	Lucien Environmental Limited	Authorised	Asbestos Management survey	New Remediation Update	

- To move the Planned Re-inspection survey from **Scheduled** to **In Progress**, left-click on the link for **Record** and wait for ARMS to update the record

Adding a New Remediation Update

A **Remediation Update** can be added to a **Site** or **Asset** provided that the following conditions are met

- There is an **Asbestos Management Survey** or **Planned Re-inspection survey** that has been *authorised*
- The most recent authorised **Survey** does not have a subsequent **Planned Re-inspection survey** or **Remediation Updates** currently **In Progress** or **Completed**, i.e. any subsequent Surveys must be set as **Scheduled**

To add a new **Remediation Update** for a **Site** or **Asset**:

- Navigate to the **Site Surveys Performed** screen for the desired Site
- Select **New Remediation Update** from the **Activity** column for the most recently *authorised Survey*

Survey Date	Version	Contractor Name	Status	Survey Type	Activity	
20/11/2017	1		Scheduled	Planned Re-Inspection survey	N/A	N/A
20/11/2019	4	Asbestos Consultants Europe Ltd	Authorised	Asbestos Management survey	New Remediation Update	

- A new Survey of type **Remediation Update** should now have been added to the **Site Surveys Performed** list, with a Status of **Scheduled**

Survey Date	Version	Contractor Name	Status	Survey Type	Activity	
20/11/2017	1		Scheduled	Planned Re-Inspection survey	N/A	N/A
20/11/2017			Scheduled	Remediation Update	N/A	N/A
20/11/2019	4	Asbestos Consultants Europe Ltd	Authorised	Asbestos Management survey		

- Display the **Remediation Update** screen by selecting the **Survey Date** for the Scheduled Remediation Update
- From the top-left of the **Remediation Update** screen, select the **Edit** button in order to view the **Remediation Update Edit** screen
- Where necessary, update the information displayed on the **Remediation Update Edit** screen and ensure that all mandatory fields have been populated appropriately

- Select **Save** to update the record
- The **Site Surveys Performed** screen should now be displayed, with a **Record** link present in the **Activity** column for the affected **Remediation Update** item

Survey Date	Version	Contractor Name	Status	Survey Type	Activity	
28/11/2017	1		Scheduled	Planned Re-Inspection survey	N/A	N/A
28/11/2017	1	Lucor Environmental Limited	Scheduled	Remediation Update	Record	
28/11/2016	4	Asbestos Consultants Europe Ltd	Authorised	Asbestos Management survey		

- To move the Remediation Update from **Scheduled** to **In Progress**, left-click on the link for **Record** and wait for ARMS to update the record

Carrying-out Re-Surveys

The default behaviour within ARMS is that once an initial Asbestos Management Survey has been added and completed for a Site or Asset, all subsequent Surveys are either Planned Re-inspection surveys or Remediation Updates.

By carrying-out a **Re-Survey** on an existing, authorised Survey (of any type), the process can be started “from scratch” with a new **Asbestos Management Survey**. The new Asbestos Management Survey will inherit the **Artefact Hierarchy** of the Survey from which the **Re-Survey** was initiated, but will not include any **Survey Detail Reports**. As a result, the Survey will have a **Risk Colour** of **White** and the **Version Number** will be set to **1**.

To create a new Site Survey using **Re-Survey**:

- Display the **Asbestos Management Survey, Planned Re-inspection survey** or **Remediation Update** for the authorised Survey to be used
- Select the **Re-Survey** button from the top of the screen
- A dialog box will be displayed, explaining that the process “*will take some time*”
- Select **OK** to be taken to a holding page
- Using the *tabs* at the top of the screen, select **Site** and then **Survey List** to display the **Site Surveys Performed** screen for the current Site or Asset
- Once the Re-Survey process is complete, a new record should be present with a Survey Date of the current date, a Status of In Progress and a Survey Type of Site
- This record can now be progressed as a normal Asbestos Management Survey

Copying Site Surveys

While carrying out a **Re-Survey** allows a survey and its related artefacts to be copied without any associated **Survey Detail Reports**, it is also possible to **Copy a Site Survey**.

When a Site Survey is copied, all associated images and **Site Survey Details** are also copied and as a result the copy also inherits the **Risk Colour** of the original. The **Version Number** of a copied survey will be set to **1** and the **Survey Date** will be the current date.

To create a copy of an existing **Site Survey**:

- Display the **Asbestos Management Survey, Planned Re-inspection survey** or **Remediation Update** for the authorised Survey to be used
- Select the **Copy Site Survey** button from the top of the screen
- A dialog box will be displayed, explaining that the process *“will take some time”*
- Select **OK** to be taken to a holding page
- Using the *tabs* at the top of the screen, select **Site** and then **Survey List** to display the **Site Surveys Performed** screen for the current Site or Asset
- Once the Copy process is complete, a new record should be present with a Survey Date of the current date, a Status of In Progress and a Survey Type of Site

The **Survey Detail Reports** of a Site Survey copy can be edited providing that the originals were issued using the current version of **ARMS** (i.e. April 2013 onwards).

The Add and Edit Survey Screens

The fields displayed when using the **Add** or **Edit** screens for **Asbestos Management surveys, Planned Re-inspection surveys** and **Remediation Updates** are the same and follow identical rules in terms of their validation and mandatory statuses.

The image below shows the **Planned Re-inspection survey Edit** screen as an example of the fields that are present.

Planned Re-inspection survey edit [Save] [Cancel]

Site Name: IPSWICH Rail Station Asset ID: 137388000
 Survey Date: 28/11/2017 Version: 1
 Primary Contractor: Bacolet Asbestos Limited Sub-Contractor: [Please Choose...]
 Contractors completing surveys must be IMAS accredited and should be Linkup approved.
 Surveyors Name: Horatio X Talbot Telephone Number: [Empty]
 Lab Test Performed: Yes Lab Test Date: 03/12/2017
 Any Locations Not Inspected? No Date Built: Fin 2050
 Locations Not Inspected: [Empty]
 Comments: [Empty]
 Authorised By: [Empty] Risk Colour: Yellow
 Authorisation Date: [Empty] Status: SCHEDULED
 Disclaimer: This data is believed to be complete and compliant to the latest HSE regulations at the time of completion.

When adding or editing a **Survey**, some fields will be automatically populated using data previously entered for the related **Site** or **Asset**; these fields cannot be edited. Other fields may have values inherited from previous **Surveys**, but can be updated if required.

Survey Date	The date that the Survey was completed Can be backdated but not prior to the most recent <i>Authorised Asbestos Management Survey</i> or Planned Re-inspection survey . The date cannot be in the future
Primary Contractor *	The Contractor engaged to carry-out the Survey
Sub-Contractor *	A Contractor engaged by the Primary Contractor
Surveyor's Name	The name of the individual that completed the onsite survey
Telephone Number	The contact phone number for the Consultancy Contractor

Lab Test Performed	A <i>Yes/No</i> option to indicate whether samples were taken on site and bulk sample analysis completed
Lab Test Date	The date that any bulk sample analysis was completed
Date Built	Allows selection of either 2000 Onwards or Pre 2000 , in relation to the construction of the Site or Asset relative to legislative changes
Any Locations Not Inspected?	A <i>Yes/No</i> option to indicate whether, for any reason, any areas of the Site or Asset were not inspected during the Survey
Locations Not Inspected	<p>Details of any areas that were not inspected.</p> <p>This may include areas that fall outside of the scope of the Survey. For example, details may include that there was no access to a live plant or equipment, or that there was no access above 3m.</p>
Comments	<p>General comments regarding the Survey being performed and the Asset being surveyed.</p> <p>For example: the age and general make-up of the building; important comments relevant to the site survey; details and reasons for events such as re-inspections or revisits; details of remediation updates (such as name and contact details of the commissioning party)</p>
Authorised By	<p>For <i>Authorised Surveys</i>, the name of the user that <i>Authorised</i> the Survey.</p> <p>This field will be automatically populated.</p>
Authorisation Date	<p>For <i>Authorised Surveys</i>, the date that the Survey was <i>Authorised</i>.</p> <p>This field will be automatically populated.</p>
Risk Colour	<p>The Risk Colour assigned to the Survey, as determined by the most severe risk colour assigned to any of the associated Survey Detail Reports.</p> <p>This field will be automatically populated.</p>
Status	The current status of the Survey – this reflects its current position within the Inspection Lifecycle (as discussed on p27)
Disclaimer	A selection from a specific set of options, relating to HSE and Health and Safety compliance

* *At least the lowest level of Contractor selected for a Survey must be a UKAS accredited, RISQS approved Framework consultant. That is, if no **Sub Contractor** is selected, then the **Primary Contractor** must meet these criteria; if a **Sub Contractor** is selected then they at least must meet these criteria.*

Who can Edit Surveys and Their Associated Survey Detail Records?

Whether a user of the ARMS application can edit a **Survey** or **Survey Detail** record is determined by their membership of the appropriate *Business Area* and *Route*, along with the User Group that is associated with the user's account.

For example, a user that is a member of the *ASBESTOS CONSULTANT DATA ENTRY* group will be able to edit both **Survey** and **Survey Detail** records.

In addition to the level of security described above, some groups only allow users to edit certain fields found in **Survey** or **Survey Detail** records.

A user that is a member of the *ASBESTOS CONSULTANT DATA ENTRY* group will be able to edit all potentially editable fields on the **Survey** and **Survey Detail** edit screens, whereas a user that is a member of the *SUPER USER* group will be limited in the fields that they can edit.

Working with Analysis Reports

For **Asbestos Management Surveys**, **Planned Re-inspection Surveys** and **Remediation Updates** where the **Lab Test Performed** field is set to **Yes**, the **Analysis Report** tab will be available. The tab shows the **Analysis Report Images** for the current Survey.



Planned Re-inspection survey			
Site Name	Gloucester relay room	Asset ID	100367013
Survey Date	04/01/2017	Version	4
Primary Contractor	Socotec Asbestos Limited	Sub-Contractor	
Contractors completing surveys must be UKAS accredited and should be Linkup approved.			
Surveyor's Name	Rosemary Daffodi	Telephone Number	01562988568
Lab Test Performed	Yes	Lab Test Date	01/04/2018

The **Analysis Report Images** screen shows images that have been uploaded for the current Survey. For **Planned Re-inspection surveys** and **Remediation Updates** the screen will also show **copies** of any images uploaded in relation to the previous Asbestos Management Survey and its subsequent Surveys.

Viewing Analysis Reports

To view an **Analysis Report** associated with a Survey:

- Display the appropriate **Asbestos Management survey**, **Planned Re-inspection survey** or **Remediation Update**
- Select the **Analysis Report** tab found towards the top of the screen. (If the tab is not visible, the **Lab Test Performed** field has been set to **No** for the Survey)
- On the **Analysis Report Images** screen, select the **Document Name** for the desired image



Document Name	Type	Edit Label	Delete
Gloucester relay room Bulk Cert 1	AnalysisReport	Edit Label	Delete
Gloucester relay room Bulk Cert 2	AnalysisReport	Edit Label	Delete

▪ OR

- Display the **Survey Areas** screen for the appropriate asset
- Expand the Node for the **Asbestos Management survey**, **Planned Re-inspection survey** or **Remediation Update** that Analysis Report Images are to be viewed for
- Left-click on an **Analysis Report** from the list directly beneath the Survey Node, to display the available options
- Select **View Analysis Report**

Adding Analysis Report Images

To upload an Analysis Report Image:

- Display the **Analysis Report Images** screen for the appropriate **Asbestos Management survey, Planned Re-inspection survey** or **Remediation Update**
- **Select** the **Add an Analysis Report Image** button
- On the **Add Image** screen, select **Choose File**
- From the **Open** file dialog, select the required file. Files are allowed in any of the following formats: **jpg; gif; png; tiff** or **pdf**
- Select **Open**
- Use the **Descriptive Caption** field to add a label for the uploaded image
- Select the **Transfer** button found in the top-right of the screen

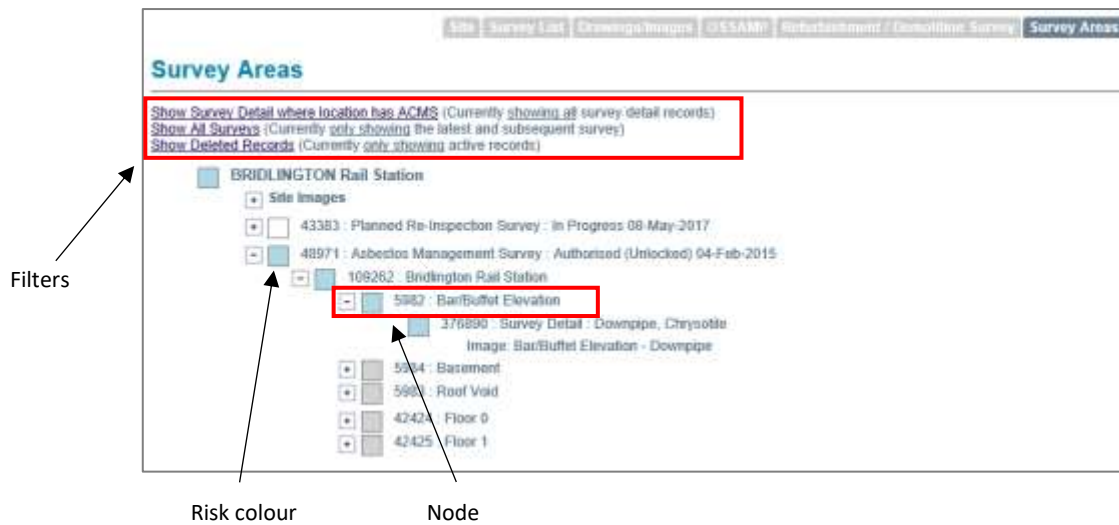
Deleting Analysis Report Images

To delete an Analysis Report Image:

- Display the **Analysis Report Images** screen for the appropriate **Asbestos Management survey, Planned Re-inspection survey** or **Remediation Update**
- Select the **Delete** action found to the right of the Image to be deleted
- From the **Delete Image** dialog box, select **Delete Image**



Working with Survey Areas



The **Survey Areas** screen shows and allows amendments to the Artefact hierarchy for a specific **Site** or **Asset**.

To view the **Survey Areas** screen:

- Navigate to the **Site / Property Details** screen for the desired site or asset
- Select **Survey Areas** from the *tabs* found towards the top of the screen

The hierarchy is represented in a *tree structure* which is made up of *nodes*:

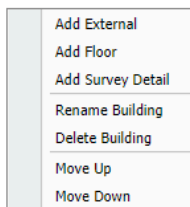
- Nodes that are comprised of other Artefacts (e.g. Buildings) can be expanded (☑) or collapsed(☐), in order to show or hide their constituent Artefacts
- The Risk Colour assigned to an Artefact is indicated by a coloured block positioned to the left of the appropriate node
- To make it easier to manage large and complicated hierarchies, a range of filters can be selected from the top of the **Survey Areas** screen allowing a user to:
 - Include all **Surveys** regardless of ACM level or just those that Contain ACMs
 - Show all active **Surveys** or just those going back to and including the most recent *authorised Survey*
 - Include deleted and active Surveys or just active Surveys
- Any **Survey** or **Survey Detail Report** node may have items for associated Images, Documents or Drawings. It is possible to view each of these types of item
- A list of options for a particular item in a hierarchy can be accessed by left-clicking on the item

Making Amendments to the Artefact Hierarchy

It is only possible to make amendments to an artefact for a **Site** or **Asset**, via an **Asbestos Management survey**, **Planned Re-inspection survey** or **Remediation Update** that is *In Progress*.

To make a change to the **Survey Areas** for a **Site** or **Asset**:

- Display the **Survey Areas** screen for the **Site** or **Asset** to be edited
- Expand the tree until the Node that is to be edited is visible. For example, if you would like to add a new **Floor** to a **Building**, the Building should be visible
- Left-click on the node that represents the Artefact to be edited
- Select the appropriate action from the menu that has been displayed
- Enter any requested information e.g. the name for a new Building

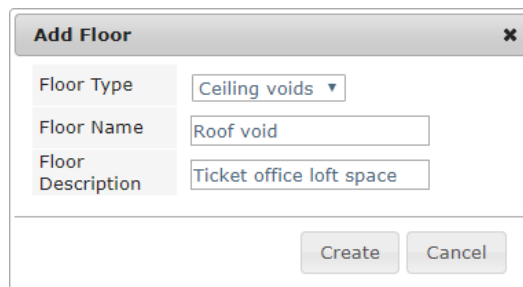


The options that are available when left-clicking on a node are dependent on the type of Artefact selected.

The image to the left shows the options that are displayed when a **Building** is selected, allowing the Building to be renamed or deleted. It is also possible to add Artefacts to the next level down in the hierarchy e.g. External areas or Floors.

Similarly, the options displayed for a Room would allow the Room to be renamed or deleted or for a new Survey Detail to be added.

Floors behave slightly differently when they are added or named; for each a floor, a *Floor Type* must be selected. The available floor types are: *Ceiling Void*; *Floor Void*; *Loft Space*; *Mezzanine*; *Other* and *Regular Floor*.



When the Floor Type of *Regular Floor* is selected, a *Floor Number* must be provided. For all other floor types, a *Floor Name* is required and a *Floor Description* can be added if appropriate.

For many types of artefact, it is also possible to reposition the node in the hierarchy as follows:

- | | |
|----------------------|---|
| Move Previous | Move the selected Artefact from its current parent node to the next up in the same level.
For example, a Room found on Floor 2 would be moved to Floor 1 |
| Move Up | Move the selected Artefact upwards one place, within the same parent node.
For example, the fourth Drawing listed for a Survey Detail Report would become the third listed (and the third would become the fourth) |
| Move Down | Move the selected Artefact down one place, within the same parent node.
For example, the second External listed for a Site or Asset would become the third listed (and the third would become the second) |
| Move Next | Move the selected Artefact from its current parent node to the next down in the same level.
For example, a Room found on Floor 2 would be moved to Floor 3 |

Working with Survey Detail Reports

Survey Detail View			
		Back	Survey Report
		Survey Admin	
		Close	Full
Site Name	FOLKESTONE CENTRAL Rail Station	Route	South East
Building Name	Folkestone Central Rail Station	Survey Date	28/07/2017
External Ref		Survey Status	Completed
Floor Name	Floor 0	Primary Contractor	
Room Name (if any)	008 - Ground Floor - Left Space 4		
This survey detail is part of an <i>Normal</i> re-inspection survey.			
Asbestos Location	Dust Debris to Beam - Insulating Board	Asbestos Known or Presumed?	Asbestos Known
Asbestos Type	Chrysotile	Material Assessment Score	4
Extent of Damage or Deterioration	High damage, delamination of material, sprays, insulation, etc. Visible debris	Material Assessment Rating	Medium
Surface Treatment	Unsealed asbestos insulating board, or encapsulated lagging and sprays	Secondary Product Type	
Product Type	Asbestos Insulating Board (AIB), millboards, other low-density insulation boards, ropes, asbestos paper		
Referenced to Sample			
Assessment Factor	Normal Occupant Activity	Score	3
Main type of activity in area	Rare disturbance activity (e.g. fibre used zones (room))	Description	Dust Debris to Beam
Secondary activities in the area		Description	
Assessment Factor	Likelihood of Disturbance	Score	2
Location	Rooms up to 100 m2	Quantity of asbestos present	Small amounts (e.g. strings)
Accessibility	Easily disturbed	Exact quantity of removal work required	
Extent / Amount	<=10 m2 or <=10 m pipe run		
Assessment Factor	Human Exposure Potential	Score	3
Number of Occupants	None		
Frequency of use of area	Infrequent		
Average time area is used	<= 1 hour		
Assessment Factor	Maintenance Activity	Score	2
Type of maintenance activity	High levels of disturbance (eg removing a number of asbestos insulating board ceiling tiles to replace a valve or for recabling)		
Frequency of maintenance activity	<= 1 per year		
Priority Assessment Score	4	Risk Score	12
Risk Rating	Medium	Risk Colour	Yellow
Recommendation	Potential for fibre release if material damaged or disturbed. Carry out emergency repairs. Label - remove within 12 months. The ACM presents a significant risk to health and there is a medium potential to release fibres if disturbed. The minimum asbestos treatment works necessary to render the material completely safe should be undertaken as soon as reasonably practicable adopting appropriate asbestos working conditions. Decontamination of associated areas affected by the ACM may also be necessary.		
Re-inspection Frequency (in months)	1	Re-inspection Frequency description	Inspected monthly until remedial action complete
Overrides Re-inspection Frequency (in months)		Overrides Re-inspection Frequency description	
Next Inspection Date	29/08/2017	Next Inspection Date Override	
Does the Surveyor agree with the automatically associated findings?	Yes	Surveyor's Risk Colour	Yellow
Risk Assessment	Comments: Comment: N/A Level of Identification: Asbestos Previously Identified (Sample Number: 008) Quantity: 3 Sqm Recommended Action: Remove Re-inspected 28/07/2017 - Debris remains in situ and unchanged since previous inspection.		
Surveyor's Recommended Action	Remove		

Survey Detail Reports describe the assessment of an Artefact by a surveyor and result in the calculation of **Assessment Scores** and a **Risk Colour** for the Artefact.

Survey Detail Reports are components of **Asbestos Management surveys**, **Planned Re-inspection surveys** and **Remediation Updates**, with the **Risk Colour** of any type of Survey being determined by the most severe Risk Colour assigned to its constituent **Survey Detail Reports**.

Viewing Survey Detail Reports

There are two principle methods for locating and viewing a **Survey Detail Report**.

To view a **Survey Detail Report** from a Survey screen:

- Navigate to the **Asbestos Management survey**, **Planned Re-inspection survey** or **Remediation Update** details screen that the desired **Survey Detail Report** is part of
- From the bottom of the screen locate the desired **Survey Detail Report** in the **Survey Reports Available** list (if this list is not present, no **Survey Detail Reports** are present for the displayed Survey)

Show deleted reports?

	Ref	Survey Date	Building Name	Floor Name	External Name	Room Name	ACM Location	Extent of Damage or Deterioration	Action
Survey Reports Available: 17 survey details	428470	08/02/2016	33-35 Padfield Road, Loughborough Junction	Floor 0		Main Area	Roof Sheets - Cement	Low damage, scratches or surface marks, broken edges of boards, tiles, etc	
	428473	08/02/2016	33-35 Padfield Road, Loughborough Junction	Floor 0		Main Area	Ceiling Panels - Insulating Board (2)	Low damage, scratches or surface marks, broken edges of boards, tiles, etc	

- Left-click on the value in the **Ref** column of the item that you would like to view

To view a **Survey Detail Report** from a **Survey Areas** screen:

- Display the **Survey Areas** screen for the Site or Asset that the desired **Survey Detail Report** is related to
- Expand the appropriate **Survey** node along with any child nodes until the Artefact the desired **Survey Detail Report** was carried-out on is displayed
- Within the tree structure, left-click on the **Survey Detail** item below the Artefact, to display the option list
- From the option list, select **View Survey Detail**

Editing Survey Detail Reports

It is not possible to edit **Survey Detail Reports** that are associated with an *authorised Survey*.

To edit a **Survey Detail Report**:

- Display the **Survey Detail View** screen for the desired **Survey Detail Report**
- From the top right-hand corner of the screen, select the **Edit** button

Adding New Survey Detail Reports

A new **Survey Detail Report** can only be added to a **Survey** that is currently *In Progress*.

It should be noted that new **Planned Re-inspection surveys** and **Remediation Updates** will automatically create new **Survey Detail Reports** in line with previous authorised Survey.

To add a new **Survey Detail Report**:

- Display the **Survey Areas** screen for the Site or Asset that the desired **Survey Detail Report** is related to
- Expand the appropriate **Survey** node along with any child nodes until the Artefact the desired **Survey Detail Report** was carried-out on is displayed
- Within the tree structure, left-click on the **Survey Detail** item below the Artefact, to display the option list
- From the option list, select **Add Survey Detail**

Note: When populating information for **Survey Detail Reports**, the values found in dropdown lists match **HSE** guidance. In addition to the information provided using these fields, it is important that the specific details (e.g. concerning asbestos found) are provided in the *Comments* field.

Below are two examples of the type of detail that should be provided when completing **Survey Detail Reports** with **blue** text showing the information that should be added to the *Comments* field:

Level of Identification = **Asbestos Identified**; Notes on any damage = **Flue has split in half**.

Level of Identification = **Asbestos Identified**; Sample number = **(EG006004)**; Notes on any damage = **only 2 sqm of the 30 sqm requires encapsulation**.

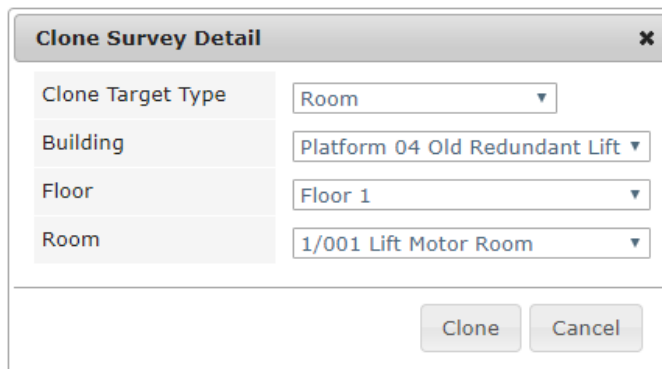
Cloning Survey Detail Reports

Within an **Asbestos Management survey**, **Planned Re-inspection survey** or **Remediation Update**, one or more **Survey Detail Reports** may be very similar; for example, identical or similar asbestos ceiling tiles may be present in multiple rooms. Rather than having to create and populate multiple Survey Detail Reports, each containing very similar information, it is possible to **Clone** a Survey Detail Reports.

The clone process can only be enacted when the parent Survey has a status of *In Progress*. The new Survey Detail Report will replicate all relevant fields and can be associated with any **Building**, **Floor**, **Room** or **External** that is within the current asset.

To **Clone** a **Survey Detail Report**:

- Display the **Survey Detail View** screen for the report that is to be cloned
- Select the **Clone** button found towards the top-right of the screen
- Use the **Clone Survey Detail** dialog box to select the **Clone Target Type**
- For the selected Target Type, use the revealed dropdown controls to find the **Building**, **Floor**, **Room** or **External** that the new Survey Detail Report is to be associated with



Clone Survey Detail	
Clone Target Type	Room
Building	Platform 04 Old Redundant Lift
Floor	Floor 1
Room	1/001 Lift Motor Room
<input type="button" value="Clone"/> <input type="button" value="Cancel"/>	

- Once the desired Target artefact has been selected, left-click on the **Clone** button
- The **Survey Detail Edit** screen will now be displayed for the clone **Survey Detail Report**
- Review the cloned fields, updating where necessary, and populate the fields that are not part of the clone process
- Select **Save** to confirm the process and add the new Survey Detail Report

The Asbestos Known or Presumed? Field

The **Asbestos Know or Presumed** dropdown field is found on **Survey Detail Report** screens and is used to record how a surveyor has determined that an Artefact contains or is likely to contain **Asbestos Containing Materials**.

Completion of the field is mandatory if an **Asbestos Type** has been selected that indicates that Asbestos Containing Materials are, or could be, present.

There are two options available:

Asbestos Known

A sample has been taken and Asbestos has been identified

OR

The surveyor has strongly presumed an item to a sample taken of other similar material used in the same way within the asset

OR

A sample cannot be taken, but due to the surveyor's experience and thorough visual inspection, the material looks as if it is an **Asbestos Containing Material**

Asbestos Presumed

The surveyor has reason to suspect that Asbestos Containing Materials *may* be present, but a sample cannot be taken.

In this scenario, the presence of Asbestos will need to be confirmed via a sample before any disturbance or remedial action can take place.

Completing Survey Detail Reports for Uninspected Rooms or Areas

If it is not possible to carry out an inspection for a room or other area as required, the associated **Survey Detail Report(s)** should be completed with the **Asbestos Type** set to "*Not Surveyed – Asbestos Presumed.*" This will allocate a **Risk Colour** of *Orange* to the artefact, indicating that the area is to be **presumed as asbestos containing until proved otherwise.**

For Survey Detail Reports where the **Asbestos Type** has been set to "*Not Surveyed – Asbestos Presumed,*" the **Asbestos Knows or Presumed** field will become mandatory and should be set to "Asbestos Presumed." Many of the fields will also be automatically locked.

In order to progress a Survey Detail Report away from a **Risk Colour** of *Orange*, an inspection must be carried-out and the resulting **Asbestos Type** set accordingly i.e. to *No Survey Required, None Present* or to indicate the type of asbestos found.

Note: An **Asbestos Type** of "*Not Surveyed – Asbestos Presumed*" (leading to a **Risk Colour** of *Orange*) should always be selected when an artefact or part of an artefact should be surveyed but cannot, e.g. Access to the area is restricted by maintenance work or keys cannot be found to gain entry. An **Asbestos Type** of "*No Survey Required*" (leading to a **Risk Colour** of *White*) should only be selected when no assessment is required to be made for an artefact e.g. the area is no longer controlled by Network Rail

The Surveyor's Recommended Action

When populating a **Survey Detail Report**, a surveyor must select an option from the **Surveyor's Recommended Action** dropdown.

The selection that is made will either confirm that the surveyor agrees with the automatically generated **Recommendation** (a result of the information provided elsewhere in the report), or allow them to provide their own, differing recommendation.

The Surveyor Override Functionality

When a **Survey Detail Report** is being populated for an artefact where ACMs have been found to be present, the surveyor's findings are used to automatically generate the assessment and the frequency at which the artefact should be subsequently re-inspected.

If the surveyor feels that either of these calculated outcomes are incorrect, they can choose to override them.

To override the automatic assessment:

- Display the **Survey Detail Edit** screen for the relevant Survey Detail
- Make sure that all mandatory fields have been populated
- Select *No* from the *"Do you agree with the automatic assessment?"* dropdown
- Select the **Save** button from the top of the screen to update the Survey Detail Report and display the **Survey Report Surveyor Override** screen
- Use the available fields to update the previously calculated scores and assessments
- Add a *Comment* to fully document why calculated values were overridden
- Select the **Save** button from the top of the screen

The **Surveyor Override** functionality should be used with caution and only when it is felt that the **Risk Colour** is very inaccurate – this would mostly be when an **increase** to the **Risk Colour** is felt to be necessary.

To override the *Re-inspection Frequency*:

- Display the **Survey Detail Edit** screen for the relevant Survey Detail
- Make sure that all mandatory fields have been populated
- Use the *Overridden Re-inspection Frequency (in months)* dropdown to select the new Re-inspection Frequency



Re-inspection Frequency (in months)	1	Re-inspection Frequency description	Inspect monthly until remedial action complete
Overridden Re-inspection Frequency (in months)	6	Overridden Re-inspection Frequency description	Inspect every 6 months until remedial action complete
Next Inspection Date	23/05/2016	Next Inspection Date Override	23/10/2016

- Once an *Overridden Re-inspection Frequency* has been selected, the *Overridden Re-inspection Frequency description* and *Next Inspection Date Override* fields will be updated accordingly
- Select the **Save** button from the top of the screen

Note: If an *Overridden Re-inspection Frequency* is selected for a **Survey Detail**, the resulting *Next Inspection Date Override* will be reflected when the next **Survey** is *Scheduled* for the parent **Site** or **Asset**.

Authorising Surveys

Once an **Asbestos Management survey**, **Planned Re-inspection survey** or **Remediation Update** has been marked with a Status of **Completed**, a user with suitable administration privileges will be able to **Authorise** the Survey (after suitable review).

Further to the presence of the correct administration privilege, Surveys can only be authorised by a user associated with the same organisation that carried-out the Survey.

For example, an **Asbestos Management Survey** carried-out by a surveyor acting on behalf of a **Primary Consultant** can only be *authorised* by an employee of that **Consultant**. This configuration allows the appropriate processes to be followed as determined by the organisation or company.

To Authorise a Survey:

- Navigate to the relevant **Asbestos Management survey**, **Planned Re-inspection survey** or **Remediation Update** screen for the Survey to be authorised
- Select the **Authorise** button from the top of the screen



- A dialog box will be displayed to confirm that you wish to **Authorise** the selected Survey
- If you are satisfied that the **Survey** has been completed successfully, select **Authorise Survey**



Once a **Survey** of any type has been *authorised*, a new **Planned Re-inspection survey** will be scheduled in-line with the **Inspection Schedule** (if ACMs have been found).

In the case of **Remediation Updates**, any existing Planned Re-inspection surveys with a Status of **Scheduled** will be deleted and replaced by the new Planned Re-inspection survey.

Deleting Sites, Assets & Associated Artefacts

From time to time, it may be appropriate to delete entries found in ARMS, maybe due to errors in their input or as a result of changes in circumstance.

The ability of a user to delete a specific type of record is dependent on the level of privileges associated with their user account.

Items that have been “deleted” will not be removed from the ARMS database, but their **Record Status** will be changed to reflect the deletion. As a result, “deleted” records will not show up in search results and associates screens by default, but in many cases it will be possible to view them by making changes to search criteria or filters.

Deleting a Site, Asset or Artefact will also delete all of its child objects. For example: by deleting a Floor, a user is also deleting any directly related Rooms along with the Survey Detail Reports, Documents, Images, Certificates and Reports related to that Room.

While it is possible to delete an *authorised* Survey, artefacts that are children of an *authorised* Survey cannot be deleted.

Where necessary, the **Risk Colour** for Artefacts will be automatically recalculated to reflect the changes made as a result of deletions. For example, if all of the Survey Details Reports were deleted for a Survey the associated site or asset would have a **Risk Colour** of *White*.

Note: Users working for a Framework Consultant will not have the necessary account privileges to delete a Site, Asset or Survey. In cases where such an action is required, such users should discuss with their allocated Super User, or call the Network Rail helpdesk.

Deleting Sites, Assets and Surveys

To delete a Site, Asset or Survey:

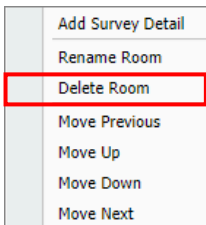
- Display the details screen for the item to be deleted, i.e. the **Site / Property Details**, **Asbestos Management survey**, **Planned Re-inspection survey** or **Remediation Update** screen
- From the top right of the screen, select the **Delete** button



- When prompted, confirm that you would like to proceed with the deletion

Deleting Artefacts

To delete an artefact below the Site, Asset or Survey level (including Survey Detail Reports):



- Navigate to the **Survey Areas** screen for the parent Site or Asset of the Artefact to be deleted
- If necessary, expand the tree view until the node for the item to be deleted is visible
- Left-click on the appropriate node, to display the available options
- Select the relevant *delete* option e.g. *Delete Building* or *Delete Room*

Working with Survey & Survey Detail Report Drawings, Images & Documents

It is possible to associate drawings, images and other documents with **Surveys** and **Survey Details Reports**, to act as supporting information. These associated items will appear in some of the reports that can be generated within ARMS.

Drawings, Images & Documents Associated with Non-survey artefacts

Previous versions of ARMS allowed **Drawings, Images** and **Documents** to be associated with non-survey artefacts: i.e. **Sites, Assets, Buildings, Floors, Rooms** and **Externals**.

While this functionality is no longer present, those items previously associated with non-survey artefacts can still be viewed, renamed and deleted.

It is also possible to move a drawing, image or document that is currently associated with a Site, Asset, Building, Floor, Room or External, to a Survey Detail Report currently associated with the same artefact.

For example, in the image below, the three images could be associated with any of the four Survey Detail Reports.



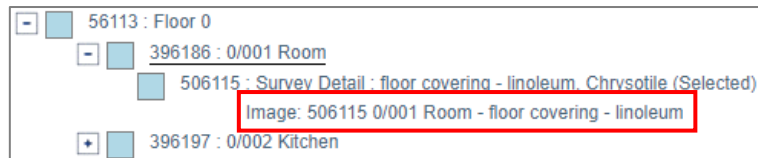
To associate an item with a Survey Detail Report:

- Navigate to the **Survey Areas** screen for the parent Site or Asset of the relevant Artefact
- Expand the tree view until the drawing, image or document to be moved is visible
- Left-click on the item to be moved
- From the options displayed, select appropriate *Associate* option e.g. *Associate Image*
- Use the displayed dialog box to select the Survey Detail that the item is to be associated with
- Select **Associate**

Viewing Survey & Survey Detail Report Drawings, Images & Documents

To view a drawing, image or other document associated with a specific Survey or Survey Detail Report:

- Navigate to the **Survey Areas** screen for the parent Site or Asset of the relevant Artefact
- Expand the tree view until the node for the Survey or Survey Detail Report is visible
- When the node is expanded, any associated drawings, images or documents will be found beneath it in an indented list

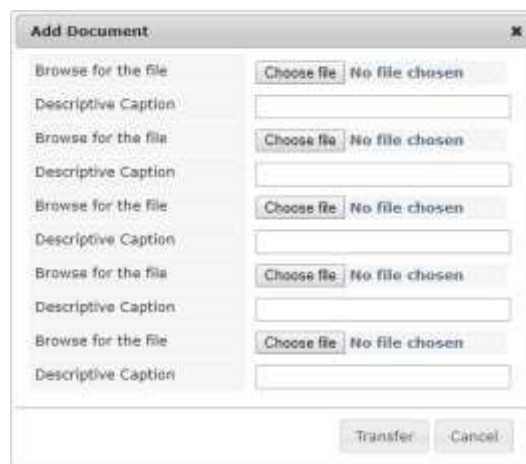


- Left-click on the appropriate drawing, image or document, to display the available options
- Select the *view* option e.g. *View Image*

Adding Survey & Survey Detail Report Drawings, Images & Documents

To add a Drawing, Image or other Document to a specific Survey or Survey Detail Report:

- Navigate to the **Survey Areas** screen for the parent Site or Asset of the relevant Artefact
- Expand the tree view until the node for the required Survey or Survey Detail Report is visible
- Left-click on the node for the artefact, to display the available options
- Select the appropriate *add* option e.g. *Add Document*



- Use the displayed dialog box to select up to five files to be uploaded and to add a caption to each. The captions that are added will be used to describe the documents on the **Survey Areas** screen and in reports
 - The uploaded item cannot be greater than 15Mb in size
 - **Images** must be in **.gif, png, tiff** or **.jpg** format
 - **Drawings** must be in **.vsd** format
 - **Documents** must be in **.pdf** format
- Select **Transfer**

Note: When adding **Site Images** (and other images and files such as *Certificates*), clear and descriptive names should be used so that each can be easily identified.

For example, rather than using generic descriptions such as “Plan 1 of 47” or “Photo 8b” it would be more appropriate to use “1st Floor South End Plan 05/12/2017” or “Basement 1 Boiler Room Image 15/01/2018.”

Re-ordering Survey & Survey Detail Report Drawings, Images & Documents

By default, the Drawings, Images and Documents that are associated with a Survey Detail Report will be grouped by type and then displayed in the order that they were added or associated.

To change the order of a Drawings, Images & Documents associated with a Survey Detail Report:



- Navigate to the **Survey Areas** screen for the parent Site or Asset of the relevant Survey or Survey Detail
- Expand the tree view until the drawing to be replaced is visible
- Left-click on the Drawing, Image or Document to be repositioned
- Select either *Move Up* or *Move Down* from the displayed options

Note: Within a **Survey Detail Report** node in the **Survey Areas** tree, Drawings, Images & Documents will *always* be grouped by type, regardless of the order that they were added, associated with a Survey Detail Report, or any re-ordering that is carried-out.

Replacing Survey & Survey Detail Report Drawings

During the Survey process, it may be necessary to update previously uploaded drawings. So as to remove the confusion of multiple copies being present, and the risk of deleting the drawing to be updated, a drawing can be *replaced*.

To replace a previously uploaded Drawing:

- Navigate to the **Survey Areas** screen for the parent Site or Asset of the relevant Survey or Survey Detail
- Expand the tree view until the drawing to be replaced is visible
- Left-click on the appropriate drawing, to display the available options
- Select *Replace Drawing*
- Use the displayed dialog box to select the file with which the target drawing will be replaced
- Select **Transfer**

Desktop Studies

When **Sites** and **Assets** are added to or imported into ARMS, they are automatically assigned a Risk Colour of *Orange*. This assignment is made as no **Surveys** will have been associated with the Site or Asset and as such, it must be presumed that Asbestos Containing Materials are present until evidence is provided to the contrary.

While a Survey undertaken by a Framework Consultant can confirm that a Site or Asset is free from Asbestos Containing Materials (and therefore can be allocated a Risk Colour of *Grey*), in some cases a **Desktop Study** may be performed in order to identify a Site or Asset as not containing Asbestos Containing Materials, and to allocate a Risk Colour of *Grey* to it as a result.

Desktop Studies can be associated with any Site or Asset for which an **Asbestos Management Survey** has not been carried out and associated with the Site or Asset in ARMS.

Adding a Desktop Study to a Site or Asset

When adding a **Desktop Study** to a **Site** or **Asset** within ARMS, a user must specify one or more pieces of evidence of the absence of Asbestos Containing Materials. For each item of evidence, the user must also provide one or more supporting documents.

To add a **Desktop Study**:

- Navigate to the **Site / Property Details** screen for the **Site** or **Asset** to which the **Desktop Study** is to be added
- Select the **Desktop Study** button found beneath the tabs at the top of the screen.



The button will not be visible if a **Survey** or **Desktop Study** has already been associated with the Site or Asset, or if the ARMS account for the current user does not have the *SITE DESKTOP STUDY* privilege (required to add a Desktop Study)

- On the **Desktop study supporting evidence** screen, select the checkboxes for one or more types of evidence that are to be provided

- For the checked evidence types, use the corresponding **Notes** textbox to describe the evidence that Asbestos Containing Materials are not present at the Site or Asset
- For each type of evidence being provided, select the **Browse** button to display the *File Upload* dialog and then select a file to be uploaded. Supporting documents can be uploaded in any of the following formats: **docx, jpg, gif, png, tiff, vsd, pdf, vsdx, doc**
- Once all appropriate evidence has been provided, select the **Update** button from the top-right of the screen to save the **Desktop Study** and update the *Risk Colour* for the associated **Site** or **Asset**.

If no supporting evidence has been provided, the **Desktop Study** will not be saved and the dialog box seen below will be displayed

Once the **Desktop Study** has been completed, the associated Site or Asset will be updated to show a **Risk Colour** of *Grey*.

Viewing Supporting Evidence for Previously Added Desktop Studies

To view the evidence provided as part of a previously added **Desktop Study**:

- Navigate to the **Site / Property Details** screen for the **Site** or **Asset** to which the **Desktop Study** has been added
- Select the **Desktop Study Supporting Evidence** button found beneath the tabs at the top of the screen to display the **Desktop Study Supporting Evidence** screen



The screenshot shows a web interface titled "Desktop Study Supporting Evidence". At the top right, there is a breadcrumb trail: "Home" > "Desktop Study Supporting Evidence". Below the title, there is a table with the following structure:

Supporting Evidence Document	Asset Manufactured Post 1997?	Asset Material Specification?	Other Evidence Provided?
Station materials 1 to 101 - 1997	False	True	False

- To view a Supporting Document that has been loaded as part of the Desktop Study, left-click on the appropriate link in the **Supporting Evidence Document** column of the table

Importing and Exporting ARMS Data

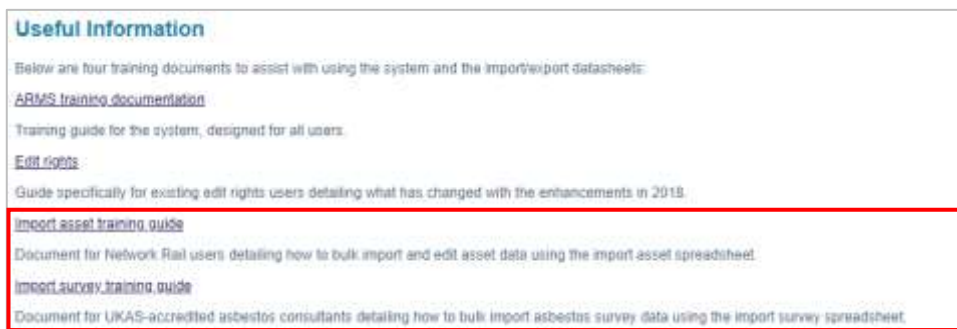
In addition to the functionality allowing **Assets**, **Surveys** and **Survey Detail Reports** to be added individually using the ARMS interface, it is also possible to carry-out *bulk imports* using Microsoft Excel template documents. Certain information relating to Surveys and Survey Detail Reports can also be exported from ARMS to Excel workbooks.

Importing Assets, Surveys and Survey Detail Reports

The records that are to be imported to ARMS should be added to the appropriate Excel template. The templates are distributed by **Network Rail** and two exist:

- **Import Asset Template-vnn.xlsx** – used to import one or more new **Assets**
- **Import Survey Template-vnn.xlsx** – used to import a single new **Survey** and its associated **Survey Detail Reports**

Comprehensive guides to importing Assets and Surveys can be viewed or downloaded from the *Useful Information* section of the ARMS Login page (<https://arms.networkrail.co.uk>).



Useful Information

Below are four training documents to assist with using the system and the import/export datasheets:

- [ARMS training documentation](#)
Training guide for the system, designed for all users.
- [Edit rights](#)
Guide specifically for existing edit rights users detailing what has changed with the enhancements in 2018.
- [import asset training guide](#)
Document for Network Rail users detailing how to bulk import and edit asset data using the import asset spreadsheet.
- [import survey training guide](#)
Document for UKAS-accredited asbestos consultants detailing how to bulk import asbestos survey data using the import survey spreadsheet.

Once an **Asset** or **Survey** template has been uploaded, the import process can be monitored via the **My Imports Queue** screen, which can be accessed from the **My Imports** link found on the Left Menu.

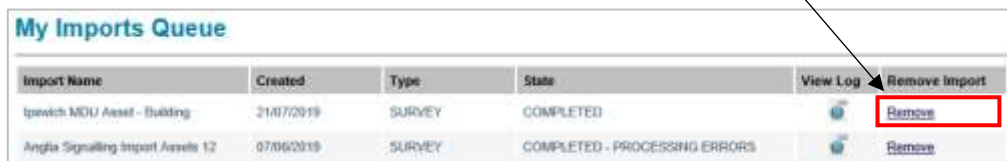
Removing Completed Imports


Once a user has started an **Asset** or **Survey Import**, they will be able to view its progress by selecting **My Imports** from the left menu, to display the **My Imports Queue** screen.

For an import that has been completed (either successfully or unsuccessfully), the relevant item can be removed from the user's My Imports Queue – this will not affect the import itself, only the visibility of the item in the queue.

To remove a completed item from the **My Imports Queue**:

- Select **My Imports** from the left menu
- From the **My Imports Queue** screen, left-click on the **Remove** link for the import item to be removed



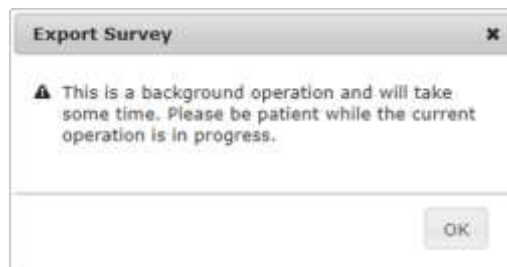
Import Name	Created	Type	State	View Log	Remove Import
Ipswich MDU Asset - Building	21/07/2019	SURVEY	COMPLETED		Remove
Anglia Signalling Import Assets 12	07/06/2019	SURVEY	COMPLETED - PROCESSING ERRORS		Remove

Exporting Surveys and Survey Detail Reports

The export functionality within ARMS can be used to extract Survey and Survey Detail Report records at a Site, Asset or Survey level. The exported records will be added to a downloadable Excel document.

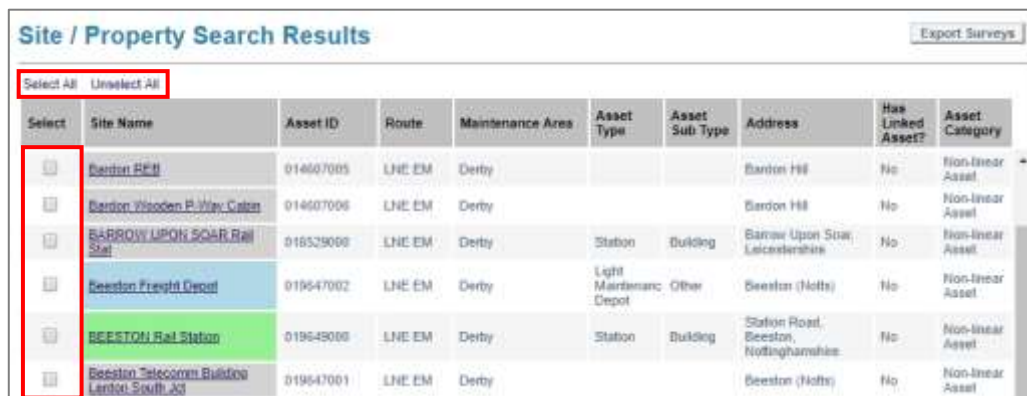
To export a single Survey and its associated Survey Detail Report records:

- Display the appropriate **Asbestos Management Survey, Planned Re-inspection** or **Remediation Update** screen
- Select the **Export Survey** button found towards the top of the screen
- Select **OK** on the **Export Survey** dialog box



To export the latest authorised Surveys for one or more assets:

- Use the **Search Sites / Properties** screen to produce a set of search results containing the assets for which Surveys are to be exported (e.g. for a specific **Route** or **Asset Type**). If extra assets are included in the results, the results can be filtered later in the process
- On the **Site / Property Search Results** screen, use the **Select All** and **Unselect All** links, or the checkboxes in the **Select** column to identify the assets to be included in the export




Select	Site Name	Asset ID	Route	Maintenance Area	Asset Type	Asset Sub Type	Address	Has Linked Asset?	Asset Category
<input type="checkbox"/>	Barton RFI	014607005	LNE EM	Derby			Barton Hill	No	Non-linear Asset
<input type="checkbox"/>	Barton Wooded P. Way, Carter	014607006	LNE EM	Derby			Barton Hill	No	Non-linear Asset
<input type="checkbox"/>	BARROW UPON SOAR Rail Stn	016529008	LNE EM	Derby	Station	Building	Barrow Upon Soar, Leicestershire	No	Non-linear Asset
<input type="checkbox"/>	Beeston Freight Depot	019647002	LNE EM	Derby	Light Maintenance Depot	Other	Beeston (Notts)	No	Non-linear Asset
<input type="checkbox"/>	BEETON Rail Station	019649008	LNE EM	Derby	Station	Building	Station Road, Beeston, Nottinghamshire	No	Non-linear Asset
<input type="checkbox"/>	Beeston Telecomms Building Lenton South St	019647001	LNE EM	Derby			Beeston (Notts)	No	Non-linear Asset

- Select the **Export Surveys** button found above the results list

To check export progress and to download completed exports:

- Display the **My Exports Queue** screen. The screen will be automatically displayed once an export begins and can also be accessed by selecting **My Exports** from the Left Menu
- The Export Queue will automatically update. Once the **State** of a queue item has changed to *COMPLETED*, the export can be downloaded by left-clicking on the Excel icon found in the **View File** column



Export Name	Created	Type	Export Details	State	View File
SitesLatestSurveyExport	05/02/2018	SITESLATESTSURVEY	1 (SEX) POCKET ARCH UPPER MARSH	COMPLETED	

Reporting & Reports

ARMS offers a range of reports that can be generated to summarise and analyse records and information. The reports that are available for an individual user is dependent upon the privileges granted to them as a result of their role and associated Duty Holders, Routes and Business Areas. In some cases, the reporting functionality may not be available at all.

To access the available reports, select **Reporting** from the *left menu*. This will display the **Reports Available** screen as seen below.



Management Survey Report

The primary output of the **Survey** and **Survey Detail Reports** completed by a Surveyor, including an overview of all selected Survey Details and all drawings, images, documents and certificates for those where asbestos was found.
The report is generated against user specified criteria

Management Survey Reports can also be generated by:

- Navigating to the **Survey Areas** screen
- Left-clicking on the desired Survey
- Selecting **Print Management Survey Report** from the option list

General Export

Has four possible output data sets, equivalent to the **Material Assessment, Risk Assessment, Material Assessment (Pre Apr 2013)** and **Risk Assessment (Pre Apr 2013)** Survey searches and created against the same criteria
The report is provided in a .csv file format

Data Extract Report

Provides a summary of Sites and Assets that match the criteria applied, including related Contractor information.
The report is provided in a .csv file format

Material Change Notification

Summarises the Survey Detail Reports of the most recent authorised Survey, for an individual Site or Asset.
Sites and Assets can be filtered against basic criteria and output is provided on screen only, but can be printed

New Property Request

Allows a blank copy of the **New Property Request** form to be downloaded

Unlike report previews and the lists found elsewhere in ARMS, there is no limit to the number of records that can be displayed in a report.

The Report Queue

Reporting Queue					
Report Name	Report Parameters	Status	Run Date	Action	Delete
MaterialChange	Site Equals ARCH 153 BOHEMIA PLACE. Site Survey Date/Status Equals 03/04/2009 Authorized	Completed	20/11/2014	  	Delete
DataExtract	SiteSurvey.LatestSurvey Equals 1	Completed	20/11/2014	 	Delete
GeneralExpert	SiteSurvey.LatestSurvey Equals 1	Completed	20/11/2014	 	Delete
NewProperty		Completed	19/11/2014	  	Delete
NewProperty		Completed	06/11/2014	  	Delete
ManagementSurveyReport	Site Equals YORK Rail Station. Site Survey Date/Status Equals 15/02/2013 Authorized	Completed	06/11/2014	  	Delete
ManagementSurveyReport	Site Equals ARMS Training HQ. Site Survey Date/Status Equals 04/11/2014 Authorized. Floors: Partial Rooms: Partial	Completed	06/11/2014	  	Delete
DataExtract	Site Name Starts With york rail AND SiteSurvey.LatestSurvey Equals 1	Completed	06/11/2014	 	Delete
ManagementSurveyReport	Site Equals Michael Wight. Site Survey Date/Status Equals 13/07/2013 Authorized	Completed	15/08/2014	  	Delete
ManagementSurveyReport	Site Equals BHAM SNOW HILL ARCH 17 & 17A. Site Survey Date/Status Equals 09/06/2013 Authorized	Completed	30/08/2013	  	Delete
ManagementSurveyReport	Site Equals BOROUGH - ARCHES 36-39 GREAT SUFFOLK STREET. Site Survey Date/Status Equals 19/04/2013 Authorized	Completed	14/06/2013	  	Delete
ManagementSurveyReport	Site Equals BOROUGH - ARCHES 36-39 GREAT SUFFOLK STREET. Site Survey Date/Status Equals 21/03/2013 Authorized	Completed	03/06/2013	  	Delete

Once a user has selected to generate a report, they will be automatically redirected to the **Report Queue** screen. This screen can also be displayed by selecting the **Report Queue** tab from the **Reports Available** screen.

Reports can be accessed by selecting the appropriate icon from the **Action** column. Depending on the type of action selected, the report will be displayed or downloaded.



The reports is in the **csv** file format and can be downloaded and opened in a range of applications including **Microsoft Excel**



The report is in a **html** file format and will be viewed within the current browser window / tab



The report is in the **pdf** file format and can be downloaded and opened in any suitable pdf Reader