

## Appendix 10: Procedures for updating Asbestos Database (3i Database)

The following is the process for updating the 3i database upon any changes to Asbestos Containing Materials.

- Select Property Database
- Select Site and block at top of page
- select ASBESTOS tab
- then select the UPDATE tab specific to each entry then change Asbestos Survey Date (for this you will receive a prompt)

The screenshot shows the 'Asbestos Details' window in Estate Manager. At the top, it displays 'Active Properties' for 'Daisy Hill Hospital Estate' and 'Medical Staff Accommodation 1'. The 'ASBESTOS' tab is selected. A table lists various rooms and their asbestos status. Row 11, 'B - 002 - Corridor', is highlighted. The table columns include Level, Room No., Description, Product, No Access, Material, Priority, Overall, Material Risk, and Overall Risk. For row 11, the Overall Risk is 'Low Risk'. To the right of the table, there are buttons for 'DETAILS', 'HISTORY', and 'UPDATE' for each row. The 'UPDATE' button for row 11 is highlighted with a red box and an arrow pointing to it from the text above.

- then you are free to update/change data as necessary, a history will be kept of all information and the entry will be automatically saved when you close the page

The screenshot shows the 'Asbestos Occurrence Update' window in Estate Manager. It displays a form for updating the asbestos register for a specific room. The form includes fields for Room / Space, Location, Change Control, Material Assessment, Priority Assessment, and Associated Documents. The overall risk assessment is shown as 'Low Risk'. The form also includes a 'Notes' section with a text area containing 'Green floor tile to communal landing' and a 'Photo References' section with a table for recording photo references.