



## **AIMS Dutyholder**

**Total asbestos management  
for those with the duty to  
manage asbestos within  
buildings**

- **Maintain survey and register information**
- **Undertake risk assessments to MDHS 100 guidelines**
- **Manage ongoing management tasks in compliance with CAW 2002 regulations**
- **Integrated Work Permit system**



## Total Asbestos Management

The **Control of Asbestos Regulations 2006** requires organisations to put processes in place in order to manage asbestos within their buildings. Asbestos must be managed within all non-domestic properties, regardless of the type of business that is carried out within them, as well as all communal areas of residential rented properties.

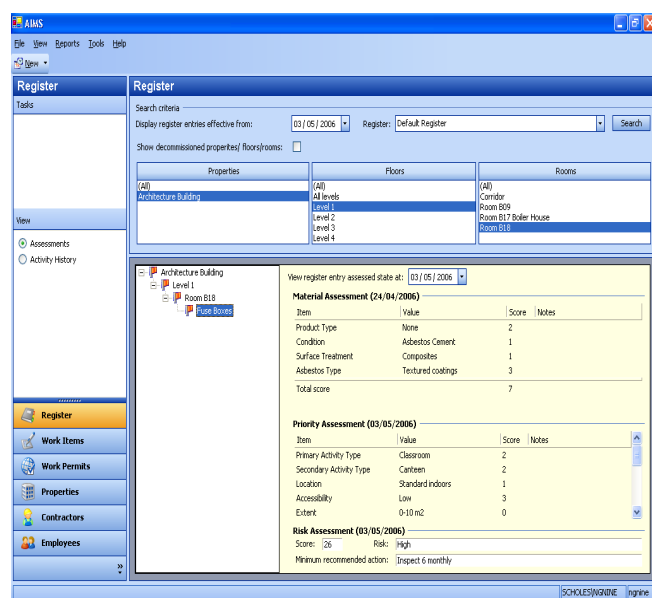
ngNINE's **AIMS Dutyholder** is a comprehensive asbestos management solution for those with a duty to manage asbestos within their organisation's properties (dutyholders). AIMS Dutyholder contains the necessary tools and features to help organisations meet their legal duties and follow the HSE guidance notes MDHS 100.

AIMS Dutyholder includes functionality to manage all asbestos register information, surveys and all future management tasks as well as a fully integrated work permit system. This work permit system helps organisations put processes in to place to avoid uncontrolled disturbances to Asbestos Containing Materials (ACMs) within their properties.

All files, documents and decisions that are used, created or made as part of the management process can be stored within AIMS Dutyholder so as to provide full traceability of all information and actions undertaken. This includes survey result files, signed work permits, bulk sample results and air monitoring and clearance certificates.

AIMS Dutyholder is supported by comprehensive consultancy, training and support to offer a complete asbestos management solution for all organisations regardless of type, size or budget.

## Survey & Register Management



At the heart of AIMS Dutyholder are the tools to enable effective management of all survey information and asbestos registers.

Asbestos registers can be created and updated automatically by importing survey results or register information. This information can also be entered and updated manually with the process designed to be as easy and quick as possible.

AIMS Dutyholder can import information in any format so survey information from different surveyors can be easily centralised

within the system. This prevents duplication of effort whilst ensuring the information is valid. All original survey information is kept within AIMS Dutyholder for auditing purposes. Organisations can standardise the content and format of survey information exchanged with surveyors using the templates within AIMS Dutyholder.

Register data within the system can be easily accessed via the hierarchical trees used to display the information and the comprehensive search and filtering methods available.

All ongoing tasks such as further surveys, inspections and removals are reflected in the register to ensure you have the complete and up-to-date picture of the asbestos within your buildings at all times.

Any kind of document such as photos and floor plans can be stored in the register or against a specific part of a building. Details of samples taken and their results are stored within AIMS Dutyholder allowing users to easily view and find sample information.

All information within AIMS Dutyholder is time based so the register can be viewed for any point in time. This also allows users to view the full history for all properties for informational and auditing purposes.

## Risk Assessments

The screenshot displays the 'Assessment' wizard interface. It is divided into three main sections:

- Material Assessment:** Assessment date: 24/04/2006. Table:

Item	Value	Score	Notes
Product Type	None	2	
Condition	Asbestos Cement	1	
Surface Treatment	Composites	1	
Asbestos Type	Textured coatings	3	
Total score		7	
- Priority Assessment:** Assessment date: 03/05/2006. Table:

Item	Value	Score	Notes
Primary Activity Type	Classroom	2	
Secondary Activity Type	Canteen	2	
Location	Standard indoors	1	
Accessibility	Low	3	
Extent	0-10 m2	0	
Occupancy Level	Medium	2	
- Risk Assessment:** Assessment date: 03/05/2006. Assessment method: Calculated. Total score: 26. Risk category: High. Minimum recommended action: Inspect 6 monthly. Notes: (empty field).

AIMS Dutyholder includes a Risk Assessment Wizard that allows users to easily and accurately perform risk assessments that adhere to the MDHS 100 guidelines.

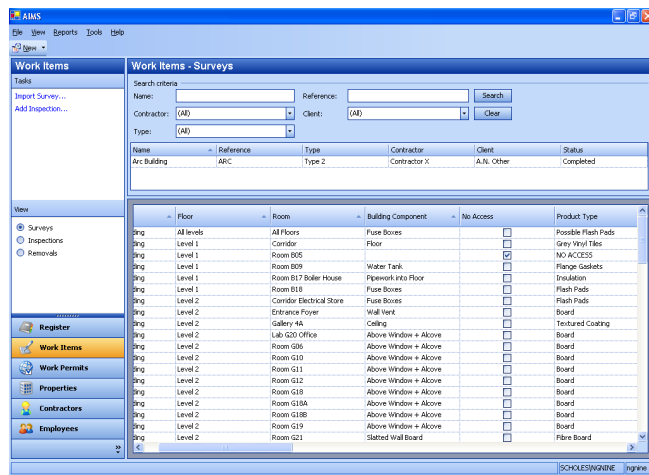
Material assessments can be automatically entered based upon survey results.

Material and priority assessment data is stored along with any decisions and comments made during the process.

Assessments can be performed at any time to reflect any change of circumstance, such as the change of use of a room or the results of an inspection.

The Material, Priority and Risk Assessment calculations can be customised based upon the specifics of your organisation and properties.

## Inspections & remedial works



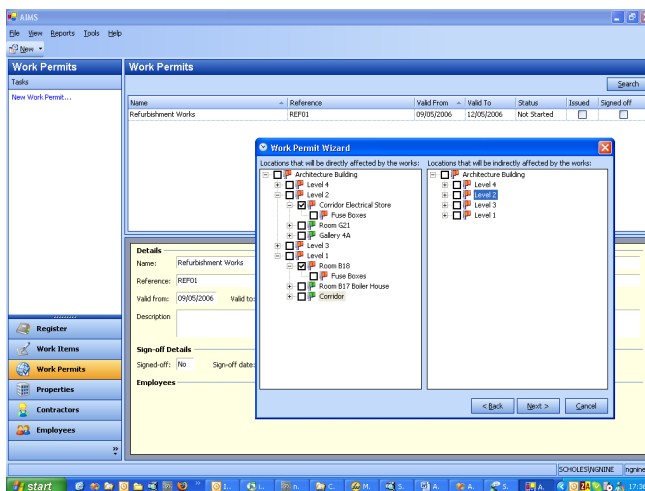
A vital part of a complete asbestos management plan is the ongoing management of any ACMs within buildings. AIMS Dutyholder provides the necessary tools to fully manage inspections and remedial works.

AIMS Dutyholder provides a number of methods for managing future inspections. Items due for inspection in the near future can be displayed on reports and users can be warned using in-built alerts

and reminders.

The results from an inspection can be imported or manually entered into the system including any associated documents. The asbestos register is automatically updated with the results of any inspection or works with any further actions required highlighted, such as changing the frequency of inspection of an ACM or scheduling remedial works.

## Integrated Work Permit System



The integrated work permit system within AIMS Dutyholder enables organisations to put processes in place so as to avoid uncontrolled disturbances of ACMs.

Register information within AIMS is used to ensure that all parties are fully aware of any asbestos related issues before works commence.

Work permit documents can be generated in multiple formats thus ensuring that they can be easily distributed to all relevant parties.

Signed work permits can be scanned and stored within AIMS Dutyholder ensuring a full audit trail is provided of all works.

## Essential AIMS Dutyholder Features

### Management Reporting

AIMS Dutyholder includes a sophisticated and flexible reporting system that allows reports to be generated based upon any set of data within the system. Whilst a set of standard reports are included with the system, new reports based upon your specifications can be added at any time.

Reports can be exported to a variety of formats including PDF, therefore allowing them to be distributed and/or backed up electronically.

### Integration and data exchange

AIMS Dutyholder has been designed from the ground-up to support the need of organisations to exchange data to and from other parties and systems. Data can be imported from any external source, regardless of its format and likewise, data can be exported to any required format.

AIMS Dutyholder can be integrated with other applications within your organisation as required.

### Security and auditing

AIMS Dutyholder is a fully networked application allowing multiple users to use the system concurrently. The system is built on secure and robust Microsoft SQL Server database technology.

An individual login is provided for each user, giving you full control over which parts of the system a user has access to.

All data is retained within the system, providing both a full audit trail and traceability of all information over time.

### Ease of use and customisation

AIMS Dutyholder has an intuitive graphical interface, based upon Office products such as Word and Excel, that reduces the amount of training required to use the system and allows users to focus on their work.

All elements within AIMS Dutyholder can be customised to ensure the system fully meets the requirements of your organisation.

## Purchasing from ngNINE Ltd

ngNINE not only have considerable experience in the asbestos industry but also have extensive experience of developing and delivering large, complex and robust software to address real world needs and satisfy customers requirements.

All of our software is designed from the ground-up to be simple to use, whilst at the same time ensuring that it can be customised in order to adapt to your business's specific needs. This includes integration with other IT systems that you may already have, therefore helping to protect your existing IT related investments. This flexibility in design

also ensures that the software can be easily adapted to incorporate future changes in health and safety regulations.

## Technical support and upgrades

ngNINE provide the highest level of customer support, with technical support being free for at least six months. A variety of options are available for continuing support after this period. Product enhancements and upgrades are provided free of charge whilst a support agreement is in place.

## Training

Initial training tailored to your organisation is provided free of charge. Additional training can be provided to suit your individual needs at any time.

## Contact us

Contact us to arrange a demonstration or for further information on AIMS Dutyholder and how it can help your organisation:



ngNINE Limited  
Alba Innovation Centre  
Alba Campus  
Livingston  
EH54 7GA

Telephone: 0870 766 1955  
Fax: 0870 622 0015  
Email: [info@ngnine.com](mailto:info@ngnine.com)  
Web: [www.ngnine.com](http://www.ngnine.com)