

arca AMI Skills Card

Scheme Information

Asbestos Removal Operatives
Asbestos Removal Supervisors
Asbestos Removal Managers
Professionally Qualified Person

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ARCA AMI SKILLS CARD SCHEME INFORMATION

1. CLC: One Industry Logo

The Construction Leadership Council (CLC) was created in 2013 to work between industry and government to identify and deliver actions supporting UK construction in building greater efficiency, skills and growth.

At the beginning of 2015 the CLC announced, via its Industrial Strategy: Construction 2025, that industry, including trade associations, contractors, clients and government, should specify and promote card schemes carrying the CSCS logo with no equivalents accepted. This is known as the "One Industry Logo" action.

The CLC set out a number of recommendations for a card scheme to qualify for the CSCS logo, which include agreeing appropriate qualifications for each occupation, setting a minimum standard for skilled occupations at NVQ/SVQ Level 2, and the requirement for all logoed cards to be Smart and compatible with CSCS Smart Check without the need to manually enter data.

The objective of this action is to provide clients, employers and contractors with a consistent means of recognising that an individual has achieved the agreed standard of qualification and skill in the occupation they are working in, and to give the industry confidence in that brand.

The CLC's recommendations have been widely adopted across the industry since 2015 and were updated in March 2024 to reflect the significant progress made and to align with the expectations of the Building Safety Act 2022. Since 2015, 38 card schemes across construction and the Built Environment have committed to the CLC's recommendations and now display the CSCS logo on their cards. Together these schemes are known as the CSCS Alliance, and between them they cover more than 2.1 million cards. All cards displaying the CSCS logo can be verified electronically using CSCS Smart Check.

Partner Card Schemes

ARCA was audited in June 2017, and the Construction Skills Certification Scheme (CSCS) has approved the AMI Skills Card Scheme as a nationally recognised construction skills card scheme carrying the CSCS logo.

ARCA is operating a Partner Card Scheme under licence from CSCS. ARCA is one of the partners operating the AMI Skills Card Scheme. All Partner Card Schemes display the CSCS logo and are based on the same standard as CSCS, often requiring the card holder to gain a nationally recognised qualification and pass a Health and Safety Test, and may have additional requirements.

The requirements of the ARCA AMI Skills Card scheme are detailed within this Scheme Information document.

2. PURPOSE OF THE SCHEME

The key objects of the scheme are:

- To maintain a record of individuals within the asbestos management / removal industry who achieve or can demonstrate that they have already achieved an accredited qualification, and to provide such individuals with a suitable means of identification.
- To promote the use of qualified people within the asbestos management / removal industry to users of construction skills.

3. SCHEME AIMS

Cards carrying the CSCS logo provide a means to verify that people who want to work on construction sites have the necessary training and qualifications for the type of work they do. The ARCA AMI Skills Card scheme keeps a database of those working in the asbestos management / removal industry that have, or are committed to achieving, a recognised construction related qualification.

For individuals, holding an ARCA AMI Skills Card verifies identity and shows employers that the holder has the required qualifications, training and experience to carry out work in the asbestos management / removal industry on a construction site.

4. SCOPE

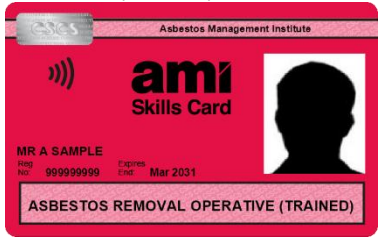
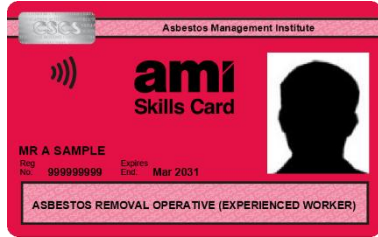
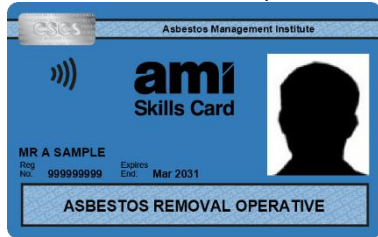
The Scheme covers occupations related to the asbestos management / removal industry and is a CSCS Partner Card Scheme.

The Terms and Conditions of this scheme are available in [section 15](#) of this document.

5. OCCUPATIONS COVERED

There are a range of cards available for the Asbestos Removal Operative, Supervisor and Manager occupations. They are either red temporary cards which are non-renewable, or blue/gold/black 5-year renewable Skilled Worker cards.

Asbestos Removal Operative

Occupation	Valid	Requirements	Renewable?
Asbestos Removal Operative (Trained) 	3 years	<ul style="list-style-type: none"> Valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA New Asbestos Operative / Asbestos Operative Refresher certificate (copy to be provided with application) Passed CITB HS&E (operative) test or CCNSG Safety Passport within the last 2 years 	Not renewable. Operative must have achieved Level 2 NVQ* to apply for the Asbestos Removal Operative blue card.
Asbestos Removal Operative (Experienced Worker) 	1 year	<ul style="list-style-type: none"> Valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA New Asbestos Operative / Asbestos Operative Refresher certificate Registration on Level 2 NVQ* Passed CITB HS&E (operative) test or CCNSG Safety Passport within the last 2 years 	Not renewable. Operative must have achieved Level 2 NVQ* to apply for the Asbestos Removal Operative blue card.
Asbestos Removal Operative 	5 years	<ul style="list-style-type: none"> Level 2 NVQ*# Passed CITB HS&E (operative) test or CCNSG Safety Passport within the last 2 years 	Renewable. Operative can renew card with valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA Asbestos Operative Refresher certificate and passed CITB HS&E (operative) test or CCNSG Safety Passport within the last 2 years.

* Level 2 NVQ Diploma in Removal of Hazardous Waste (Construction) - Licensed Asbestos

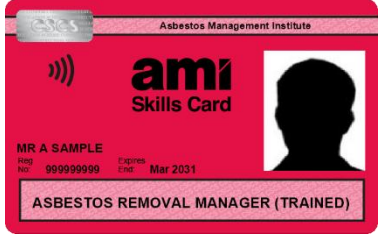
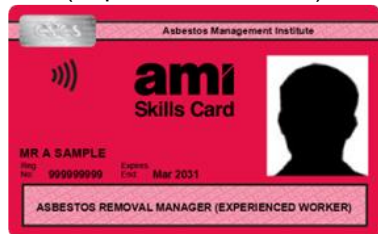
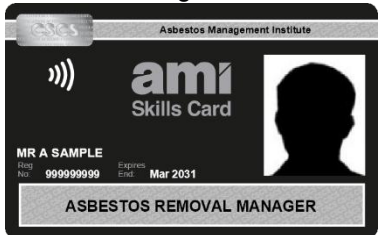
Asbestos Removal Supervisor

Occupation	Valid	Requirements	Renewable?
Asbestos Removal Supervisor (Trained) 	3 years	<ul style="list-style-type: none"> Valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA New Asbestos Supervisor / Asbestos Supervisor Refresher certificate (copy to be provided with application) Completed CITB HS&E (specialist supervisory) test or CCNSG Safety Passport within the last 2 years. 	Not renewable. Supervisor must have achieved Level 3 NVQ** to apply for gold Asbestos Removal Supervisor Card.
Asbestos Removal Supervisor (Experienced Worker) 	1 year	<ul style="list-style-type: none"> Valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA New Asbestos Supervisor / Asbestos Supervisor Refresher certificate (copy to be provided with application) Registration on Level 3 NVQ** Completed CITB HS&E (specialist supervisory) test or CCNSG Safety Passport within the last 2 years. 	Not renewable. Supervisor must have achieved Level 3 NVQ** to apply for gold Asbestos Removal Supervisor Card.
Asbestos Removal Supervisor 	5 years	<ul style="list-style-type: none"> Level 3 NVQ** Completed CITB HS&E (specialist supervisory) test or CCNSG Safety Passport within the last 2 years. 	Renewable. Supervisor can renew card with valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA Asbestos Supervisor Refresher certificate and CITB HS&E (supervisory) pass or CCNSG Safety Passport within the last 2 years.

** Level 3 NVQ Diploma in Supervising Licensed Asbestos Removal (Construction)


Or
 Level 2 NVQ Diploma in Removal of Hazardous Waste (Construction) – Licensed Asbestos
Plus Level 3 NVQ Diploma in Occupational Work Supervision

Asbestos Removal Manager

Occupation	Valid	Requirements	Renewable
<p>Asbestos Removal Manager (Trained)</p> 	3 years	<ul style="list-style-type: none"> Valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA Licensed Contract Manager / Licensed Contract Manager Update certificate (copy to be provided with application) CITB HS&E (managerial and professional) test pass or CCNSG Safety Passport within the last 2 years. 	<p>Not renewable.</p> <p>Manager must have achieved RSPH Level 4 Certificate or Diploma in Asbestos Removal for Contract Managers# to apply for the black Asbestos Removal Manager Card.</p>
<p>Asbestos Removal Manager (Experienced Worker)</p> 	1 year	<ul style="list-style-type: none"> Registered on RSPH Level 4 Diploma in Asbestos Removal for Contract Managers Valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA Licensed Contract Manager / Licensed Contract Manager Update certificate (copy of certificate to be provided with application) CITB HS&E (managerial and professional) test pass or CCNSG Safety Passport within the last 2 years. 	<p>Not renewable.</p> <p>Manager must have achieved RSPH Level 4 Certificate or Diploma in Asbestos Removal for Contract Managers# to apply for the black Asbestos Removal Manager Card.</p>
<p>Asbestos Removal Manager</p> 	5 years	<ul style="list-style-type: none"> RSPH Level 4 Certificate or Diploma in Asbestos Removal for Contract Managers# Valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA Licensed Contract Manager / Licensed Contract Manager Update certificate (copy of certificate to be provided with application) CITB HS&E (managerial and professional) test pass or CCNSG Safety Passport within the last 2 years. 	<p>Renewable.</p> <p>Managers can renew card with valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA Licensed Contract Manager / Licensed Contract Manager Update certificate and a CITB HS&E test (managerial and professional) test pass or CCNSG Safety Passport within the last 2 years.</p>

The RSPH Level 4 Certificate in Asbestos Removal for Contract Managers qualification is valid when applying for a Black Asbestos Removal Manager CSCS card, however this qualification has now been replaced with the RSPH Level 4 Diploma in Licensed Asbestos Removal for Contract Managers.

Professionally Qualified Person

Occupation	Valid	Requirements	Renewable?
	<p>5 years</p>	<ul style="list-style-type: none"> • Membership of the Asbestos Management Institute at Full Member or Fellow Grade • Completed CITB HS&E (managerial and professional) test or CCNSG Safety Passport within the last 2 years. 	<p>Renewable.</p> <p>Professionally Qualified Person can renew card with valid Certificate of Membership for AMI and CITB HS&E (managerial and professional) test pass or CCNSG Safety Passport within the last 2 years.</p>

6. HEALTH AND SAFETY REQUIREMENTS

All applicants for new cards and renewals must take and pass an independent assessment of retained health and safety knowledge. The assessment is designed to examine the knowledge of the individual across a wide range of health and safety topics.

The only health and safety assessment which currently meets CSCS' Health and Safety Requirements is the CITB Health, Safety and Environment (HS&E) range of tests or the CCNSG Safety Passport.

The CITB HS&E test is available at three levels: operative, specialist/supervisory (SUP) and managerial & professional (MAP).

ARCA AMI Skills Card applicants, both for new and renewed cards, must have passed the relevant CITB HS&E test or the CCNSG Safety Passport within the last 2 years.

Exemption to taking a CITB HS&E test:

This applies if you hold a SOLAS card. CSCS has a mutual recognition agreement with SOLAS (previously known as FAS (Eire) Safepass) which acts as an exemption to the Operative CITB Health, Safety and Environment test requirement providing that it was completed within 2 years of the application. Please note that SOLAS is not acceptable as an exemption to the Specialist/Supervisor (SUP) or Managers and Professionals (MAP) level CITB HS&E tests.

More information about booking the CITB HS&E test is available on the CSCS website. Alternatively, applicants can call 0344 994 4488.

7. APPLICATIONS

The type of work applicants carry out on site determines which ARCA AMI Skills Card is needed. In application, they need to prove they have the respective training and qualifications required.

The available ARCA AMI Skills Cards are listed in [section 5](#) of this document.

As well as physical smartcards, virtual smartcards can also be issued to applicants, at no additional cost, if the applicant provides a personal mobile number and email address in the application. A virtual smartcard is a smartcard stored in an app on the card holder's smartphone or tablet. (It can be used instead of, or as well as, a physical card). Further details can be found in [section 13](#) of this document.

Applying Online

Once the correct CITB HS&E test is passed, the applicant should visit the [ARCA website](#) for information or the [Portal Login](#) to register / log in and apply.

Applicants need:

- employer's details including contact name, full address and telephone number
- scanned copies of documentation needed to support the application, such as photo for card, copies of CITB HS&E pass and qualification certificates.
- credit or debit card to pay £36 including VAT for the card, or payment by invoice can be selected with payment after the checking process.

With problems or questions, contact ARCA on 01283 505763 or amicards@arca.org.uk.
For technical problems on the portal (including delegates/NI numbers existing on previous employer accounts), contact 01283 505764

Following applications being checked and processed, a card will usually be sent within 4 working days.

If the application has not been completed correctly or additional information is required, the applicant will be contacted for further information.

Payment

Payment can be made by card on submission of online application.

Those selecting payment by invoice will have one sent once applications have been processed and approved. For cards to be dispatched without undue delay, payment will need to be made by debit/credit card, cheque (made payable to ARCA Ltd) or BACS.

BACS payments can be made to:

ARCA Ltd
National Westminster Bank PLC
4-5 High Street, Chelmsford, Essex, CM1 1BL
Sort Code: 60 05 13
Account number: 55400221

8. ARCA AMI SKILLS CARD RENEWALS

ARCA AMI Skills Card holders must advise ARCA in writing to amicards@arca.org.uk if they change address, mobile number or email address.

The cost to renew a card is £36 including VAT.

9. OWNERSHIP AND WITHDRAWAL OF CARDS

ARCA AMI Skills Cards issued by ARCA remain the property of ARCA.

Cards are issued to and should be kept by the named cardholder.

ARCA reserves the right to withdraw a card.

10. UPDATES AND LOST CARDS

ARCA AMI Skills Card holders must advise ARCA if they change address, mobile number or email address in writing to amicards@arca.org.uk

Cardholders who achieve an additional qualification and then undertake a different type of work on site should update their ARCA AMI Skills Card by contacting ARCA via amicards@arca.org.uk providing a copy of the qualification certificate.

Cardholders who change names should call ARCA on 01283 505765 and provide a scanned copy of relevant documentation e.g. Deed Poll, marriage certificate etc.

If a card is lost, a replacement can be ordered by calling ARCA on 01283 505765. The cost for issuing an updated or lost card is £36 including VAT.

11. DATA PROTECTION

Please see the Association's GDPR Privacy and Cookies Policy at www.arca.org.uk/arca-privacy-policy

12. FRAUDULENT CARD PROCEDURE FOR EMPLOYERS

Employers presented with a fraudulent ARCA AMI Skills Card should call ARCA on 01283 505765 or report the fraud by email at amicards@arca.org.uk

13. SMART TECHNOLOGY

Physical Smartcards

ARCA AMI Skills Cards use smart technology and contain an electronic chip which can be used to check the identity of the cardholder and confirm the appropriate qualifications. When ARCA updates a holder's record, the chip in the card will automatically update.

The high-capacity chip can be used for many purposes beyond storing cardholder qualifications and training data, including links with access control systems, improved management of training records and links to project management systems and payroll.

SmartCard Aims:

- Eliminate incorrect/fake cardholders gaining access to site
- Portable means of providing evidence of skills and training
- Efficient card checking method, which reduces time spent manually checking cards and data-entry.
- Reduction of number of different cards needed: can be used for other purposes in addition to identity and qualification/verification checks, including:
 - Site access control
 - Training logs
 - Time in/out logs
 - Links to project management systems

Virtual Smartcards and App

Virtual AMI Skills Cards can be issued to applicants who provide a personal mobile number and email address on the application form.

A virtual smartcard is stored in an app on the card holders' smartphone or tablet. The virtual AMI Skills Cards are designed to work with an app called [Vircarda](#).

If you are issued a virtual smartcard, you will first need to install Vircarda on your device.

The Vircarda app can be downloaded FREE from [Google Play](#) or [The App Store](#). Once you have installed Vircarda, to download your card, you will need to enter a registration code and PIN that will be sent to you by email and/or SMS when your card is issued.

Your Virtual Smartcard has the following information shown on the exterior or stored electronically on your device:

Name, Photo, Registration Number, Type of Card, Date of Issue, Date of Expiry, Qualifications, Training and other certificates, Health and Safety Test Results.

These details may be updated or removed, and further information about qualifications, training and other certificates you hold may be electronically added to your card at our discretion after its issue. We may also cancel your card and remove it from Vircarda.

Smart Check – card-checking software

Your card can be checked using the Smart Check app on the following platforms:

- Android: Available as a free app from [Google Play](#)
- iPhones: Available as a free app from the [The App Store](#)
- Via browser at: <https://cscssmartcheck.co.uk/>

More information about the Smart Check system is at: <https://www.cscs.uk.com/checkcards/>

We keep a log of all online card checks and changes made to your card. The log is used for support and security purposes, for helping us understand how cards are being used and for producing statistics about card use. The log file is maintained by [Causeway](#), the provider of our smartcard ecosystem, acting as a data processor on our behalf.

When your card is read electronically by Smart Check, a copy is recorded along with the time and location, where available. This provides a log of checked cards for the person checking. Smart Check enables the person who checks the card to forward a copy of your data to someone else (at head-office for example.) Before doing this, the card checker must inform you whom the data will be sent to and what it will be used for.

Your card can be checked electronically by some other software systems. Data protection laws require that, before reading your card, the users of these systems must tell you whether they are going to keep a copy of your data and what it will be used for.

14. APPEALS PROCEDURE

If your application for an ARCA AMI Skills Card is rejected and you want to appeal against the decision you need to submit all the required documentation to ARCA, along with any additional supporting documentation which might help support your appeal.

Please note any required documents not included with your appeal will not be considered and will not be accepted for a re-appeal. You must ensure that all documents are up to date and relevant to the card/occupation being appealed. Appeals are reviewed on internal criteria and all decisions are final.

Please return your appeal and required documentation to:

ARCA AMI Skills Card Appeals, ARCA Ltd, Unit 1 Stretton Business Park 2, Brunel Drive, Stretton, Burton upon Trent, Staffordshire, DE13 0BY

Or email amicards@arca.org.uk with 'ARCA AMI Skills Card Appeal' in the subject line

Timescales

Upon receipt of an appeal ARCA will:

- Check that all required documentation has been provided for consideration by the Appeals Panel.
Note: ARCA will not consider documentation submitted after the first submission so it is important to ensure all supporting documentation is submitted with your appeal.
- Confirm the decision taken by the Appeals Panel to you within 20 working days. If the appeal is approved you will be advised of any additional requirements. If the appeal is rejected you will be advised of the outcome and the reason/s for rejection. The decision of the Appeals Panel is final.

If you have any questions regarding the appeals process, please contact amicards@arca.org.uk or call 01283 505765.

15. ARCA AMI SKILLS CARD SCHEME TERMS & CONDITIONS

Application

By applying for an ARCA AMI Skills Card

- you confirm that the information you are providing is true, correct and accurate in all respects
- you agree to comply with all applicable rules relating to ARCA AMI Skills Cards as laid out in the ARCA AMI Skills Card Scheme Information and as may be amended from time to time
- you understand and agree that all or part of the information you supply will or may be used by ARCA Ltd and AMI Ltd for the purposes of administering the ARCA AMI Skills Cards Scheme, which may include copying it to Employers or Training Providers and entering it onto a secure database accessible via a website. To the extent that any part of the information supplied constitutes personal data within the meaning of the Data Protection Act 1998, you expressly consent to the foregoing
- you will notify ARCA on amicards@arca.org.uk or 01283 505763 of any material alteration to any of the information supplied by you (including but not limited to your name(s) or home address) as soon as it occurs, together with documentary evidence thereof (e.g. a marriage certificate or deed poll); and (if your application is made on behalf of a third party) you confirm that the latter has expressly consented in writing to your so doing.

Delivery

Most cards arrive at their requested destination within 20 days of application. If your card has not been delivered to your requested destination within five weeks of your application, please contact ARCA. After 90 days, your application will be considered closed and a further payment of £36 (including VAT) will be required to re-process an application.

Updates

ARCA requires a home address for all card holders. ARCA AMI Skills Card holders must advise ARCA if they move house or change occupation.

Ownership

The ARCA AMI Skills Card remains the exclusive property of ARCA Ltd. Cards are issued to and must always be kept in the named cardholder's secure possession. ARCA Ltd reserves the right to unilaterally withdraw a card.

The Asbestos Removal Contractors Association (ARCA) has made every effort to ensure that the information contained within this publication is accurate. Its content should be used as guidance material and not as a replacement for current regulations or existing standards.

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