



Government of **Western Australia**
Department of **Finance**



Guide to the Asbestos Containing Materials (ACM) Register Access Portal

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Quick Access Guide

The Department of Finance [Asbestos Containing Materials \(ACM\) Portal](#) allows authorised users 24/7 access to site asbestos registers. Online access of current registers is only available for sites of agencies who have agreed to use this Portal service.

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I AM ACCESSING THIS REPORT AS A

Supplier
 Manager

a) Supplier Button

The access point for either Finance or PFM suppliers who have received a purchase order to undertake work at a site where an ACM site inspection has been completed. These details appear on the purchase order issued by Finance or PFM. All fields are mandatory.

Supplier Number	This is the <i>Supplier Number</i> that appears on the purchase order issued to the supplier by Finance or PFM.
Site Number	This is the Site Number that appears on the purchase order issued to the supplier by Finance or PFM.
Purchase Order	This is the Purchase Order Number that appears on the purchase order issued to the supplier by Finance or PFM.
Full Name	Name of the Supplier's staff member who is accessing the Portal. Company name is not to be used.
Contact Number	Contact number of the Supplier's staff member who is accessing the Portal. Must comply with landline or mobile numbering conventions.
Email address	Email address of Supplier's staff member who is accessing the Portal.

b) Manager Button

The access point for Finance/PFM staff and staff from participating agencies. All fields are mandatory.

Client Number	This is the unique Client Number assigned to each agency by Finance.
Site Number	This is the unique Site Number assigned to each agency by Finance.
Full Name	Name of agency/PFM staff member who is accessing the Portal. Agency name is not to be used.
Contact Number	Contact number of agency/PFM staff member who is accessing the Portal. Must comply with landline or mobile numbering conventions.



Email address	Email address of agency/PFM staff member making the request. Only email addresses corresponding to the agency's domain name are accepted.
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Once you have accessed the correct site ACM Register, you will see a summary of known asbestos elements when the site was last inspected. Click the green '+' button to display more details about an element or access the full ACM Register document by clicking the "View Report" button.

If you have queries about the use of the Portal, please contact the ACM team at asbestos@finance.wa.gov.au

Please remember that if you are unable to access asbestos information about a site, proceed with caution – asbestos lurks in more places than you would think.

Detailed instructions of access to the Portal are provided in the following pages.



Background

This Portal has been designed to allow authorised users to obtain current asbestos site reports, that are no more than three years since the last assessment review date, through an external facing website on a 24/7 basis in circumstances where they are not able to view the Asbestos Register at a site where work is being undertaken.

Access

The application is an external facing web-based application that is accessed at:

<https://asr.bmw.wa.gov.au>

a) Troubleshooting

Should an unexpected error be encountered when accessing the Portal, the cause may be related to your internet browser storing an older version of the webpage in its memory cache. Using Ctrl+F5 will retrieve the latest version of the webpage.

Device compatibility

The application works on laptops, desktops, tablets and mobile phones. It also works with the most popular web browsers, e.g., Chrome, Edge and Safari, FireFox.

Usability increases as the size of the device's display being used.

Intended users

The situations where the application can be used includes, but may not be limited to, the following scenarios:

a) Suppliers: Department of Finance and Programmed FM only

It is expected that suppliers will use it when undertaking work, primarily after hours, at a site and time, where the asbestos register cannot be accessed.

b) Finance and PFM Managers

The application can be used by staff who, as part of their service delivery role, need to access information about a site's asbestos 'profile'.

c) Agency Managers

The application can be used by agencies who have agreed to participate in the use of the Portal and need information about a site's asbestos 'profile' or to obtain a current copy of the ACM Register to make it available to the site occupants and visitors.



System Access

Users do not need to apply for access or use passwords to use the application. However, they must enter valid information before access is granted.

a) Suppliers

Suppliers must know their Supplier Number and the Site Number for the report they are requesting. Both appear on the purchase order issued by Finance or PFM.

b) Finance Managers

A valid combination of Client Number and Site Number is required. This can be obtained from the Corporate Registers. A valid email address with the Finance domain is required, e.g., '@finance.wa.gov.au'.

c) Agency and PFM Managers

A valid combination of Client Number and Site Number is required. This can be obtained from agency/PFM internal records or from Finance upon request. A valid email address with the agency/PFM domain is required, e.g. '@education.wa.gov.au'.

Please note that Finance records the user's access information for monitoring and management purposes.

Accessing Reports

When the application is launched an important notice outlines legal obligations for the user about Intellectual Property rights, confidentiality, etc and is displayed at the top of the page. The user must acknowledge the notice before proceeding.

Figure 1: Access streams

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The Department of Finance accepts no liability if this website portal is temporarily or even permanently unavailable.

I AM ACCESSING THIS REPORT AS A

Supplier Manager

The user is then presented with of a choice between two streams:

a) Supplier

The access point for either Finance or PFM suppliers who have received a purchase order to undertake work at a site where an ACM site inspection has been completed.

b) Manager

The access point for Finance/PFM staff and staff from participating agencies.



Completing requests

Each 'stream' referred to in section 6 has its own set of fields that need to be completed. All fields are mandatory:

a) Supplier

Supplier Number	This is the Supplier Number that appears on the purchase order issued to the supplier by Finance or PFM.
Site Number	This is the Site Number that appears on the purchase order issued to the supplier by Finance or PFM.
Purchase Order	This is the Purchase Order Number that appears on the purchase order issued to the supplier by Finance or PFM.
Full Name	Name of the Supplier's staff member who is accessing the Portal. Company name is not to be used.
Contact Number	Contact number of the Supplier's staff member who is accessing the Portal. Must comply with landline or mobile numbering conventions.
Email address	Email address of Supplier's staff member who is accessing the Portal.

Figure 2: Fields to be completed for Supplier Stream.

Supplier Type:

Supplier Number:

Site Number:

Purchase Order Number:

Full Name:

Contact Number:

Email Address:

Submit



b) Manager

Client Number	This is the unique Client Number assigned to each agency by Finance.
Site Number	This is the unique Site Number assigned to each agency by Finance.
Full Name	Name of agency/PFM staff member who is accessing the Portal. Agency name is not to be used.
Contact Number	Contact number of agency/PFM staff member who is accessing the Portal. Must comply with landline or mobile numbering conventions.
Email address	Email address of agency/PFM staff member making the request. Only email addresses corresponding to the agency's domain name are accepted.

Figure 3: Fields to be completed for Manager stream.

Client Number:

Site Number:

Full Name:

Contact Number:

Email Address:

Submit



c) Autofill of user's information

The first time a user makes a request their Full Name, Contact Number and Email Address is saved by the application and pre-populates those fields for all subsequent requests. If any of these fields is changed, the changes will also be saved for subsequent requests.

d) Submitting requests

Submit the request by clicking on the 'Submit' button at the bottom the page.

An error message will appear if the agency/PFM staff member is not authorised to access a site report. Agency staff should check that the Client Number and Site ID correspond to their agency. PFM staff should check that the Client Number and Site ID correspond to an agency within the Finance contract.

An error message will also appear if the report for a selected Site ID is more than three years old or if the Site ID has been deactivated in Finance records.

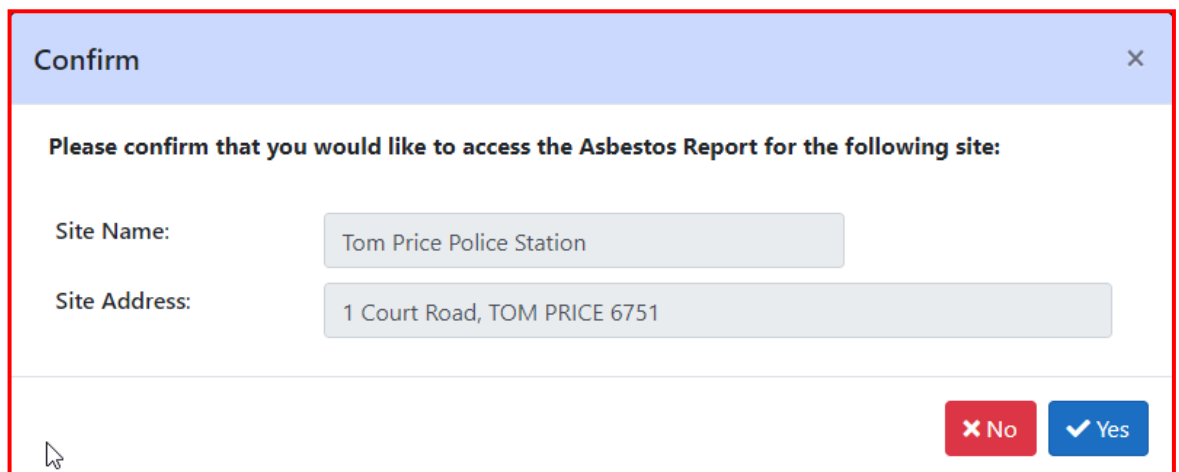
e) Confirming requests

Once a valid request has been submitted a confirmation popup message box will appear asking the user to confirm that the site name and address are those for the site being visited by the supplier, or the site an agency staff member requires for the work they are undertaking.

If the displayed information is not the site required, click on the 'No' button to return to the home page.

If the details are correct for the site required, click on the 'Yes' button to proceed to the next stage.

Figure 4: Site confirmation popup.





When the user has confirmed that the correct site has been selected the message box expands in size to display a set of terms and conditions.

To proceed to the next stage the user must tick the checkbox to acknowledge that they have agreed to the terms and conditions. This also enables the 'View Report' button.

Figure 5: Site confirmation with Terms and Conditions displayed.

Confirm ✕

Please confirm that you would like to access the Asbestos Report for the following site:

Site Name:

Site Address:

Terms and Conditions

To the fullest extent permitted by law, the Department of Finance and its officers and employees are released from liability (including in respect of negligence) for any loss, damage, cost and expense (regardless of whether the loss is direct, indirect or consequential) caused by use of or reliance on this website and the information contained on it.

Unless you own or control the relevant rights in the material, you must not:

- republish material from our website (including republication on another website);
- sell, rent or sub-license material from our website;
- show any material from our website in public;
- conduct any systematic or automated data collection activities (including without limitation scraping, data mining, data extraction and data harvesting) on or in relation to our website without our express written consent;
- exploit material from our website for a commercial purpose; or
- redistribute material from our website.

I have read and agree to the Terms and Conditions.

✕ Cancel ✓ View Report



Site Reports

Once the terms and conditions have been accepted the Site Report page is displayed which contains the following information and menu options:

a) Notice to Suppliers

The following notice should be read by suppliers or other person's who will be undertaking work at the site selected:

Figure 6: Notice to be read by suppliers attending the site selected.

All persons carrying out work at a workplace are required to make themselves aware of potential hazards at the workplace and to comply with the Work Health and Safety Act 2020 and the Work Health and Safety (General) Regulations 2022, including compliance with the relevant codes of practice. The material provided through this website should be used with caution. No inspection can be guaranteed to locate all asbestos within a building. The assessment cannot be regarded as absolute, without extensive invasion of the building. Refurbishment or demolition of the building may expose further situations, which were concealed or otherwise impractical to access during this assessment.

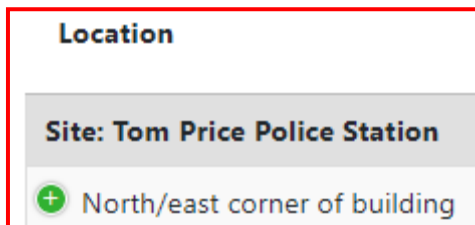
b) Summary of Asbestos Elements

This section contains details of elements that were known to contain asbestos when the site was last inspected.

By clicking on the green '+' button adjacent to an element, a popup message box appears which provides the Element Details and may include a photo of the element.

This message box is cleared by clicking on the screen outside the area of the message box.

Figure 7: Excerpt from Summary of Asbestos Elements Section.




The Information displayed when an Element is selected appears in Figure 9 below. To close the message box, click outside of the box.



Figure 8: Example of the Element details displayed when an Element selected.

Element Details

Photo:



Site/Block:
Site: Tom Price Police Station

Location:
North/east corner of building

Element:
External cable pits (electrical and communications: Grey fibre cement)

Product:
Cabling Pits

Defect:

Status:
Presumed - asbestos present

Sealed:
No

Friable:
No

Quantity:
1

Condition:
Fair

Disturbance:
Low



Risk Rating
[What is this?:](#)

8

Recommended Control Measure:
 Administrative controls

Recommended Action:
 Monitor

c) Risk Rating

Clicking on the What is this? hyperlink will display a popup that displays a risk rating matrix. The matrix puts the risk rating into context.

Figure 9: Risk Assessment matrix

Risk Assessment ✕

The ACM Register contains information of the description of the current condition of the ACM material and probability of the fibre-bond matrix becoming unstable, airborne and respirable.

The following matrix assists in interpreting the results of the risk assessment reported in the ACM Register.

CONDITION OF MATERIAL	GOOD	Risk Rating 9 Sealed, coating in good condition and /or Unweathered and surface sound and well bound. Low Probability of Disturbance.	Risk Rating 7 Sealed, coating good condition and /or Unweathered and surface sound and well bound. Medium Probability of Disturbance.	Risk Rating 4 Sealed and coating good condition and /or Unweathered and surface sound and well bound. High Probability of Disturbance.
	FAIR	Risk Rating 8 Unsealed or Coating deteriorated, Moderately weathered. Low Probability of Disturbance.	Risk Rating 5 Unsealed or Coating deteriorated, Moderately weathered. Medium Probability of Disturbance.	Risk Rating 2 Unsealed or Coating deteriorated, Moderately weathered. Friable. High Probability of Disturbance.
	POOR	Risk Rating 6 Unsealed or coating damaged, Severely weathered. Low Probability of Disturbance.	Risk Rating 3 Unsealed or coating damaged, Severely weathered; or Friable. Medium Probability of Disturbance.	Risk Rating 1 Unsealed or coating damaged, Severely weathered; or Friable. High Probability of Disturbance.
		LOW	MEDIUM	HIGH
PROBABILITY OF DISTURBANCE (During Normal Operational Use)				

d) New Search

This option takes the user back to the Home page so that new search can be undertaken.



e) Full Report

This option produces the actual site report. It is generated in real-time and is not a copy of the most recent report provided to an agency and it may contain additional information captured since the report was provided to an agency.

Troubleshooting

If an error message appears to indicate that the full report is not available, use Ctrl+F5 to clear any issues and then click the Full Report button again.

Clicking on the 'View Report' button will open a new window and the full site report will be displayed.

Figure 10: Popup message confirming that the report has been prepared.

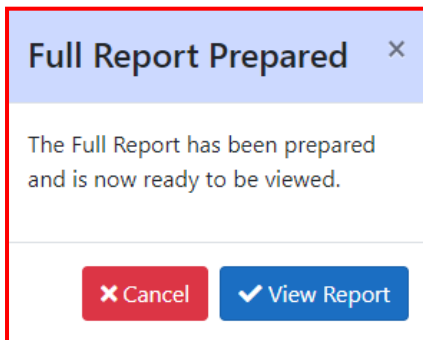
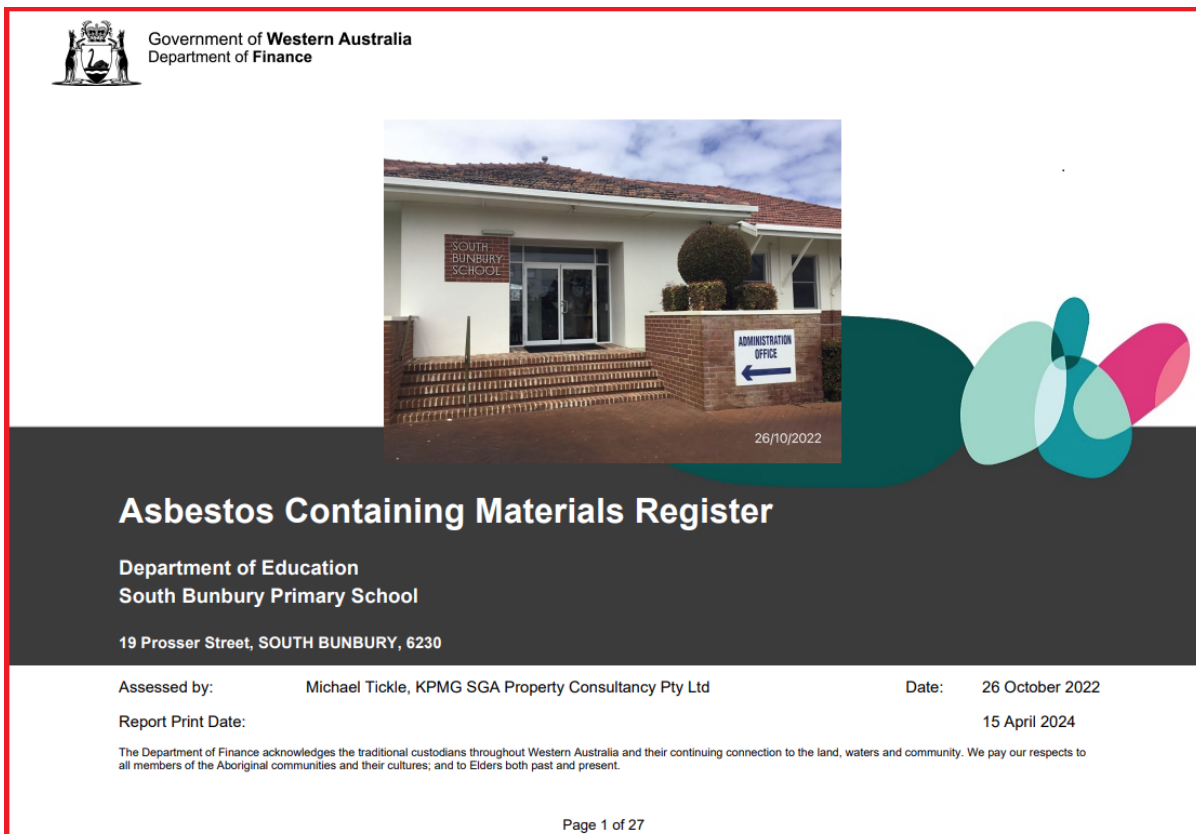


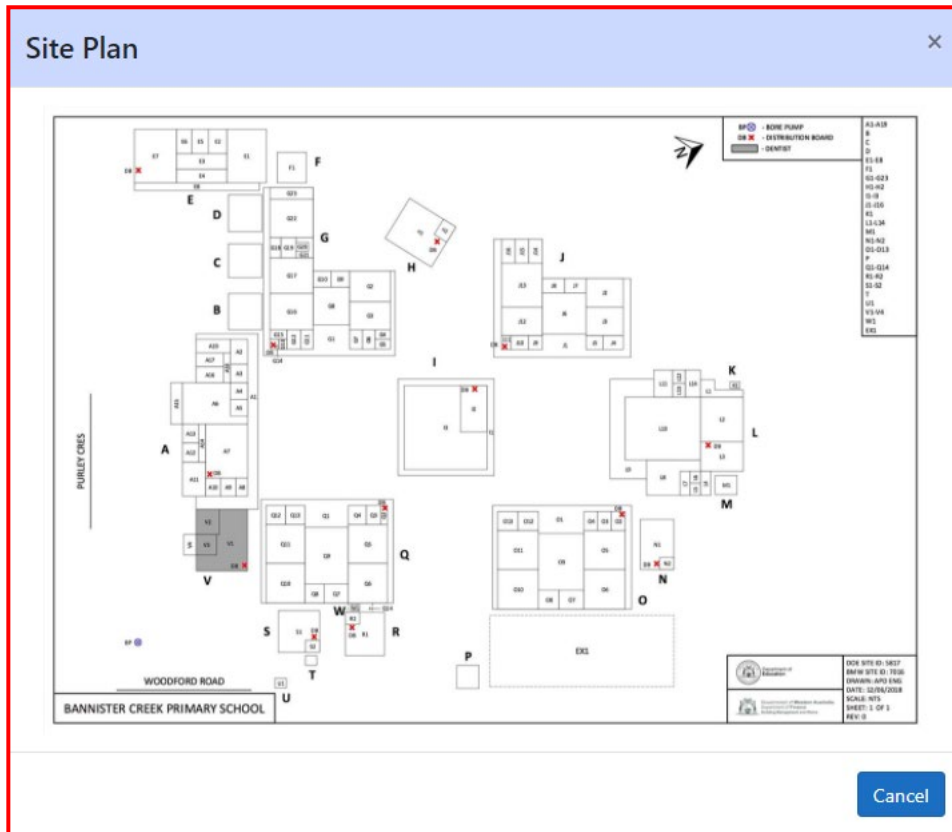
Figure 11: Example of page 1 of an ACM Site Report opened in a new window





f) Site Plan

This option displays a popup message box and the most recently available Site plan. Detail and quality may vary and the one that appears in the full site report may be easier to view as the device's browser zoom function can be used to increase the size of the site map.



End of Document