**Annex A - Protocol for Sampling of Aluminium Composite Material Cladding**

Where the surveyor undertaking assessment of a composite panel determines that it is necessary for cladding to be subjected to laboratory screening they should follow this procedure:

1. Cut out two samples of at least 250x250mm in size from each location sampled. Take photographs as necessary to identify the location of the sample. You should take samples from above and below 18m above ground level as appropriate and check different multiple panels where you have concern that material specification varies.

2. Using an indelible ink pen, note the building name / number, postcode and a unique identifier (i.e. initials of local authority followed by unique sample number e.g. ABC/001) traceable to the specific location within the building of each sample. Add the name of the relevant local authority or housing association that manages the building and a direct dial telephone or mobile contact number to be used in the event that there are any queries on the sample.

3. You must make good by closing the hole using a non-combustible sheet such as steel fixed with self-tapping screws or rivets.

4. Complete Section 3 of the *data return form* issued by letter on Sunday 18 June (also enclosed at the bottom of this letter). You should provide as much information as is readily available, but not if this will delay submission of samples for testing.

5. Place **one** of the samples from each location in a padded envelope with a copy of the *data return form* (attached below). Clearly mark the envelope URGENT – CLADDING TEST SAMPLE.

6. Send the test samples by recorded delivery or courier to:

BRE

Bucknalls Lane

Garston

Watford

Herts, WD25 9XX

**For any testing related queries please email** **material.screening@bre.co.uk**

7. Retain the second sample from each location for your own records or for testing in the event that samples are lost or misplaced in transit.

8. E-mail a copy of the data return form to housingchecks@communities.gsi.gov.uk

**HCA**

If you require any support or advice in procuring technical inspections and reports, then please contact ResponseSupport@hca.gsi.gov.uk