



Department for  
Communities and  
Local Government

**Melanie Dawes CB**  
Permanent Secretary

**Department for Communities and Local  
Government**  
2 Marsham Street  
London SW1P 4DF

19 June 2017

### **Safety checks following Grenfell Tower – further guidance regarding protocol for sampling of Aluminium Composite Material Cladding**

I wrote to you on the 18 June to inform you of additional checks required on buildings to determine whether any panels used are a particular type of cladding made of Aluminium Composite Material (ACM). In this letter, I confirmed that I would provide further guidance regarding the testing process that we have put in place for any buildings with external ACM cladding.

This detailed guidance has now been provided by the Building Research Establishment, and is attached at **Annex A**.

If in the course of your building checks you have identified a building with ACM cladding, please follow the procedure set out at Annex A to enable screening to take place.

The Homes and Communities Agency stand ready to provide support or advice where required. Please contact [responsesupport@hca.gsi.gov.uk](mailto:responsesupport@hca.gsi.gov.uk).

We are working with the Local Government Association, National Housing Federation and fire and rescue services on further support that will be made available to landlords where screening indicates further action may be necessary.

Screening may be undertaken by appropriately qualified organisations other than the Building Research Establishment and you will be contacted as soon as test results are available.

Thank you again for your ongoing efforts to carry out checks on your tower blocks, ensuring the appropriate safety and response measures are in place and reassuring residents.

**MELANIE DAWES**

## 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](mailto: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](mailto: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](mailto:ResponseSupport@hca.gsi.gov.uk)

## Data Return form



170618 Return form  
for local authorities ai