|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **METHOD STATEMENT DETAILS** | | | | | |
| Activity | | |  | | |
| Task | | |  | | |
| Prepared by | | |  | | |
| Reviewed By | | |  | | |
| **DOCUMENT APPRAISAL** | | | | | |
| Appraised By | Name: |  | | Signed: |  |
| Title: |  | | Date: |  |

|  |  |  |
| --- | --- | --- |
| **Tick** |  | |
|  | **Accepted** | Work may proceed |
|  | **Not Accepted** | Work may NOT proceed until further control measures, as indicated, are in place. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **CONTENT** | **N/A** | **YES** | **NO** | **COMMENTS** |
| 1. **General** | |  |  |  |  |
|  | Activity – has a suitable description of the works been included? |  |  |  |  |
|  | Task - has the scope of works been defined? |  |  |  |  |
|  | Interfaces – have any interfaces with other operations been included? |  |  |  |  |
| 1. **Document Cross References** | | | | | |
|  | Have all appropriate BMS documents been referenced? |  |  |  |  |
|  | Have any necessary risk assessments been referenced and applicable fatal risks included and controlled? |  |  |  |  |
|  | Have reference to any other associated method statements been included? |  |  |  |  |
| 1. **Resources and Materials** | | | | | |
|  | If plant and equipment is required are plant requirements (i.e. type, rating, number) clear and suitable for the task? |  |  |  |  |
|  | Have suitable operator training and competency requirements been included? |  |  |  |  |
|  | Where trades are involved in the activity have these been included including the number of tradesmen required? |  |  |  |  |
|  | Have all required materials been documented correctly including quantities, type and test certificates if required)? |  |  |  |  |
|  | Have details of any pre delivery checks and documentation been included? |  |  |  |  |
|  | Have plant inspection requirements been included? |  |  |  |  |
|  | Where competency records are required to be kept on site have these been noted? |  |  |  |  |
|  | If a site diary is to be kept has this been defined? |  |  |  |  |
|  | Has other documentation requirements relevant to the task been included? |  |  |  |  |
| 1. **Minimum Gang Structure** | | | | | |
|  | Has the minimum gang structure been sufficiently defined (who do we need to complete this task?) |  |  |  |  |
| 1. **PPE Requirements** | | | | | |
|  | Has necessary PPE required for the activity been listed? |  |  |  |  |
|  | Where specialist PPE is required has this been specialist PPE been listed and any additional competencies? |  |  |  |  |
| 1. **Permit Requirements** | | | | | |
|  | If permits are required for the safe delivery of the activity have these been included and are they appropriate for the work? |  |  |  |  |
| 1. **Training and Competencies** | | | | | |
|  | Where particular competencies are required to deliver the activity safely have these been included? |  |  |  |  |
|  | Are the competencies listed sufficient and in line with the minimum competency requirements associated with the task? |  |  |  |  |
|  | Have Client specific competencies been included? |  |  |  |  |
|  | Is it clear if the competencies are required for each individual undertaking the activity, or if one trained/competent gang member is sufficient to undertake the work safely? |  |  |  |  |
| 1. **Method of Work** | | | | | |
|  | Have details of the work to be completed been included, step by step? |  |  |  |  |
|  | Have key risks identified from the method of work been identified? |  |  |  |  |
|  | Are controls in place for the identified risks? |  |  |  |  |
|  | Are the control measures sufficient? |  |  |  |  |
| 1. **Emergency Arrangements** | | | | | |
|  | Is it clear what actions need to be taken in the event of a fire? |  |  |  |  |
|  | Have the minimum first aid arrangements acceptable for this task been described? |  |  |  |  |
|  | Have rescue arrangements needed in the event of an incident i.e. fall arrest rescue, confined space rescue been clearly defined? |  |  |  |  |
|  | Are actions required in the event of an environmental incident defined? |  |  |  |  |
|  | Have any specialist materials required on site in the event of an environmental incident been noted |  |  |  |  |
|  | Have any specialist emergency equipment needed been included? |  |  |  |  |
| 1. **Briefing and Supervision** | | | | | |
|  | Is it clear how the method statement will be briefed? |  |  |  |  |
|  | If a record is to be kept for all recipients that have read and understood the Method statement is this included? |  |  |  |  |
|  | Has the instructions for a change to the Method statement been included (i.e. to be submitted to the document authoriser, to obtain the relevant Approvals)? |  |  |  |  |
| **Other Comments** | | | | | |