Method Statement for Excavation

Project No:	

REVISION HISTORY	ISSUE DATE	DESCRIPTION	REVIEW / STATUS
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PREPARED BY:	**REVIEWED & APPROVED BY:**
QA QC ENGINEER	PROJECT ENGINEER

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1.0. OBJECTIVE

The objective of this method statement is to provide general guidelines for the excavation.

2.0. SCOPE

This method statement covers the excavation activities at all project sites.

3.0. REFERENCES

Construction drawings & specifications

4.0. DEFINITIONS

4.1.	N.S.L	Natural Surface Level.
4.2.	HSE	Health, Safety and Environment
4.3.	CAR	Corrective Action Request
4.4.	QIP	Quality Inspection Plan
4.5.	S.O.P	Standard Operating Procedures

5.0. RESPONSIBILITIES

The construction Manager shall be responsible for the implementation of this method statement.

6.0. PROCEDURE

6.1. Quality Inspection Plan (QIP) specific to project requirements shall be made and inspection activities shall be recorded either in the formats as given under “Related Documents” or those supplied by the Customer.

6.2. Survey the area and mark the excavation layout and slope cut stakes as per the excavation plan.

6.3. Determine the ground level and depth of excavation required.

6.4. Submit a request for joint inspection of N.S.L and layout of the area to the client/consultant.

6.5. Ensure the safety requirement as per Loss Prevention S.O.P.

6.6. For deep/loose excavations provide proper shoring with planks/sheets as required.

6.7. Isolate the area to be excavated manually/mechanically as per requirements.

6.8. Remove the excavated material on the sides of trenches or dispose by to designated barrow areas as required.

6.9. Frequently check the dimensions/levels of excavations as per drawings to avoid over-cutting, as work proceeds.

6.10. Dress/compact the bottom of the excavation as per requirement & specifications if required.

6.11. Submit a request for final checking/approval by the Customer/Consultant as required.

6.12. In case of non-conformity at any stage of inspection, the segregation shall be covered by the method statement [Reference No. Here] and Corrective Action Request (CAR) shall be raised as per standard operating procedure [Reference No. Here].

7.0. TOOLS AND EQUIPMENTS

7.1. Survey Equipment

7.2. Drill Machine

7.3. Explosives and detonators (for hard rock excavation)

7.4. Dozer with Ripper

7.5. Front End Loader

7.6. Dump Truck

7.7. Wheelbarrows & Hand Tools

8.0. HSE INSTRUCTIONS

8.1. Before excavation, a survey must be carried out to find the presence of underground utilities. Proper Identification of overhead power lines and other obstructions.

8.2. Only rigid & fixed barriers will be provided for edge protection on excavations.

8.3. Tracks used for removal of soil shall be controlled and sited by banks man accordingly.

8.4. Excavated soil shall be stacked a minimum distance of one meter from the excavation edge.

8.5. All shoring shall be constructed of materials capable of withstanding collapse and shall be adequately edge.

8.6. The excavation shall be provided with built staircases or ladders @ 8-meter intervals as a means of escape.

8.7. The walkways of a minimum of 600 mm wide shall be placed across trenches where access is required.

8.8. Uncovered services and utilities will be adequately supported.

8.9. Minimize the soil erosion.

8.10. All hole ditches and sumps should be backfilled to prevent the subsurface water from contamination.

8.11. Periodically water sprinkling to prevent dust arias.

8.12. Keep your environment clean.

9.0. RELATED DOCUMENTS

9.1. Related Drawings /Customer's Specifications.

9.2. QA&QC/ [Reference No. Here] Survey Report

9.3. QA&QC/ [Reference No. Here] Inspection Timing Sheet

9.4. QA&QC/ [Reference No. Here] Material Approval Form

9.5. QA&QC/ [Reference No. Here] Corrective Action Request

HSE Documents