

General Plumbing, Installation & Maintenance

Method Statement

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	Method Statement	
	Organization Name	

Revision Summary

S/#	Date	Rev	Revision Description	Revised By & Title
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1. Scope

The method statement titled as **General Plumbing, Installation & Maintenance** is developed and implemented to provide valuable and accurate guidelines, for plumbing, installation, and maintenance or repairing work.

The document is applicable to all of the workers, sub-activities that are part of the main activity mentioned above. Any change to the work activity, document, is subject to the top management approval.

2. Abbreviations

S/#	Term	Description
1	CEO	Chief Executive Officer
2	MD	Managing Director
3	SM	Safety Manager
4	SO	Safety Officer
5	RA	Risk Assessment
6	PPE	Personal Protective Equipment
7	ERP	Emergency Response Plan
8	JSA	Job Safety Analysis
9	MEWP	Mobile Elevated Work Platform
10	ITC	Installation, Testing, and Commissioning

3. Responsibilities

3.1. CEO/MD

- Ensure the work and work place is safe for the execution.
- Provide guidance, information, and resources to execute the job safely & as per legal requirements.
- Ensure the work activity is reviewed and appropriate control measures are adopted & implemented.
- Ensure the workforce is trained and competent enough to perform the job activity.
- Ensure the accident investigation is carried out and appropriate controls are adopted to prevent reoccurrence.
- Ensure risk assessment, JSA, and inspections are carried out.

3.2. Project Manager

- Take responsibility of the overall project.
- Ensure the work is performed safely and delivered on time.
- Ensure strong communication between client, project team/head office.
- Good project monitoring, planning, conduct meetings, and submit the reports to higher management.
- Ensure timely completion of the project and delivery.

3.3. Safety Manager/ Safety Officer

- Provide the guidance and information to perform the job.
- Review the work activities, identify the hazards, adopt control measures.
- Conduct the trainings, mock drills, and ensure workers are trained.
- Develop the risk assessments, job safety analysis, and implement.
- Conduct incident investigations, and adopt appropriate control measures.

- Conduct site inspection, visit work activities and ensure safety standards are complied.

3.4. Workers

- Perform the job as per the method statement.
- Report all kind of hazards, incidents, and stop the job if necessary.
- Take part in risk assessment, incident investigation, mock drills on regular basis.

4. Health and Safety Prerequisites

Before start of the job the management and the HSE department is responsible to ensure the work activity, work area, and work equipment are safe for use. The work activity is performed as per the method statement, and controls are adopted to manage the risk.

Following steps should be taken before start of the job, by all of the workforce;

1. Before start of the job, all kind of hazards and corresponding risks will be identified and documented.
2. Risk assessments will be prepared and implemented on all levels of the job activity.
3. Job Safety Analysis (JSA) will be prepared and implemented.
4. Firefighting, first aid arrangements will be made and implemented.
5. Mock drills shall be conducted to keep workers up-to-day.
6. All machinery shall be well maintained, and record shall be maintained.
7. After job, all of the debris shall be removed, sharp objects shall be secured and placed on safe location.
8. Toolbox talks shall be conducted on regular basis to keep the workers trained, and well informed.
9. Close supervision of the work activity is necessary.
10. Barriers, signages shall be placed during the job, irrelevant or old signs shall be removed immediately.
11. Emergency arrangements and power backup should be available.
12. Emergency plan should be available on appropriate location, properly marked.
13. Chemicals that are to be used in the work activity should be inspected and assessed before use.
14. MSDS of the chemicals should be available on the site.
15. Ensure the work area is safe and clean.
16. All workers will report all kind of safety issues, hazards, accidents and incidents.
17. The work area shall be inspected, and wrong things shall be corrected before start of the job.
18. All workers will adopt all of the safety measures and requirements.
19. During the work execution, all of the PPEs shall be worn e.g., helmet, gloves, coverall, gloves, goggles, safety shoes, ear plugs etc.
20. Worker will wear the fall arrest system/full body harness when working at height.
21. Proper platform shall be adopted for work at height.
22. Work at height location shall be secured with guard rails, proper access/egress shall be provided.
23. Ensure the worksite is properly lit, lighting arrangements are made appropriately.
24. Before start of the job, ensure the electrical appliances are isolated, and secured properly.

5. Equipment & Tools

S/#	Equipment & Tools	Qty
1	Scaffolding	
2	MEWP	
3	Step Ladder	
4	Portable Drill Machine	

5	Grinder	
6	General Toolbox	
7	Wrench	
	Total	

6. Personal Protective Equipment

S/#	Personal Protective Equipment – PPEs	Qty
1	Helmet	
2	Coverall	
3	Goggles	
4	Ear Plugs	
5	Gloves	
6	Safety Shoes	
7	Face Mask	
	Total	

7. Procedure

7.1. Procedure Sequence

1. Pre-Installation Meeting, and Site Survey & Inspection
2. Survey Reporting and Drawings Preparations
3. Project Planning and Scheduling
4. Technical Submittal, Procurement, & Material Delivery
5. Installation, Testing, and Commissioning (ITC).
6. Handover to the client

7.2. Prerequisites

1. Communicate with the other workers about the work activity, specially those who are working nearby or on the same system.
2. Permit to the work shall be acquired by the relevant person.
3. The area should be barricaded and the warning signs shall be posted.
4. All electrical appliances are isolated, secured, and removed from the ground.
5. Inspect the area and ensure it is safe for the use.
6. Conduct the preliminary meeting, communicate the details to all of the workers and ensure they are well informed.
7. Always use PPEs for the work execution.
8. Ensure all tools are correct, safe, and well maintained.
9. Place the scaffolding, ladder, and MEWP on firm, stable, and even flooring.
10. Make sure the worker is working at least 10ft away from the overhead power lines.

7.3. Installation, Maintenance Work

1. Use the drawings to assess the job activity for execution.
2. Identify the pipe lines, label properly, and isolate these pipelines.
3. Use separate labelling methodologies for hot and cold-water pipes.
4. Ensure the water valves are properly closed, and sealed.

5. Ensure the water remaining in the pipelines is drained properly.
6. Use electrical devices to detect, identify the lines behind the walls.
7. If the PPRC pipes are used, ensure the joints are properly made.
8. If the metal pipe is used, ensure the proper solvents are used to seal the joints.
9. When using the jointing solvents, use them safely and properly, consult the manufacturer instructions.
10. When using the grinder, drill machine, ensure Hot Work Permit has been received.

7.4. Commissioning

1. Open the supply valves, and ensure there is no leakage, check and inspect all joints.
2. Ensure the pressure in joints is maintained properly and if there is any leakage, replace the part.
3. Ensure the finishing is proper and as per standard.
4. Ensure the water is clean, and chlorinate the water if needed.
5. Request the client to visit the site, and inspect the work activity.
6. When client is satisfied, issue the completion certificate, and receive the handover letter from client.

8. Manpower

S/#	Manpower	Qty
1	Project Manager	
2	Safety Manager/ Safety Officer	
3	Site Supervisor	
4	Workers	

9. Annexures

1. Risk Assessment
2. Job Safety Analysis
3. Emergency Response Plan
4. Equipment & Work Platforms Inspection Certificates