

	METHOD STATEMENT			Page 1 of 7
	Department QHSE	Doc. Ref. No QMS-AAA-00	Issue Date 30-01-0000	Revision 00

METHOD STATEMENT FOR SITE CLEARING, GRUBBING, GRADING, EXCAVATION AND BACKFILLING

Prepared by				
Approved by				

REVISION HISTORICAL SHEET		
Rev. No	Date	Description

	METHOD STATEMENT			Page 2 of 7
	Department QHSE	Doc. Ref. No QMS-AAA-00	Issue Date 30-01-0000	Revision 00

Table of Contents

1. PURPOSE.....3

2. SCOPE OF WORK.....3

3. TERMS, DEFINITIONS AND ABBREVIATIONS.....3

4. REFERENCE DOCUMENTS.....3

5. DUTIES AND RESPONSIBILITIES.....4

6. TOOLS & EQUIPMENT.....5

7. STEPS OF ACTIVITIES.....5

8. RECORDS.....7

9. SAFETY PRECAUTIONS.....7

10. ATTACHMENTS.....7

	METHOD STATEMENT			Page 3 of 7
	Department QHSE	Doc. Ref. No QMS-AAA-00	Issue Date 30-01-0000	Revision 00

1. PURPOSE

The purpose of this Method Statement is to outline the general requirements and precautionary description for Site Clearing, Grading, Excavation, and Backfilling activities. All work shall be carried out in accordance with approved project drawings, specifications, and applicable project documents.

2. SCOPE OF WORK

The activities covered by this method statement shall include, as a minimum:

- Survey and Marking
- Clearing, Grubbing, Grading, Excavation, and Backfilling

3. TERMS, DEFINITIONS AND ABBREVIATIONS

- **PROJECT:** [Project Title and Location]
- **COMPANY/CLIENT:** [Client Company Name Here]
- **CONTRACTOR:** [Main Contractor Name Here]
- **SUBCONTRACTOR:** [Sub-Contractor Name Here]

4. REFERENCE DOCUMENTS

All work shall be executed in compliance with the following project documentation, specifications, drawings, and applicable international standards:

- Project-specific specifications for Roadway and Paving, Flexible Membrane Liners, Geotextile, Roadway and Area Design, Drainage and Sewer, and Earthworks.
- [Client/Company] HSE Manual and Project Quality Plan.
- Relevant Quality Control Plans for Civil General Works.
- Applicable International Standards:
 - ASTM D698: Standard Test Methods for Laboratory Compaction Characteristics of Soil Using Standard Effort.

	METHOD STATEMENT			Page 4 of 7
	Department QHSE	Doc. Ref. No QMS-AAA-00	Issue Date 30-01-0000	Revision 00

- ASTM D1140: Standard Test Methods for Amount of Material in Soils Finer than No. 200 Sieve.
- ASTM D1556: Standard Test Method for Density and Unit Weight of Soil in Place by Sand-Cone Method.
- ASTM D1557: Standard Test Methods for Laboratory Compaction Characteristics of Soil Using Modified Effort.
- ASTM D2167: Standard Test Method for Density and Unit Weight of Soil in Place by the Rubber Balloon Method.
- ASTM D2937: Standard Test Method for Density of Soil in Place by the Drive-Cylinder Method.
- ASTM D3740: Standard Practice for Minimum Requirements for Agencies Engaged in Testing and/or Inspection of Soil and Rock.
- ASTM D4253 & D4254: Standard Test Methods for Maximum and Minimum Index Density of Soils.
- ASTM D4318: Test Methods for Liquid Limit, Plastic Limit, and Plasticity Index of Soils.
- ASTM D4439: Standard Terminology for Geosynthetics.
- ASTM D6938: Standard Test Method for In-Place Density and Water Content of Soil by Nuclear Methods.

5. DUTIES AND RESPONSIBILITIES

Project Manager (PM):

- Responsible for overall implementation of the Company Safety Plan and this Work Procedure. Liaises with the Planning and Control Department to ensure efficient execution per specifications.

QC Department:

- Responsible for surveillance, inspection, and reporting for the work defined herein.

QC Supervisor:

- Reports to the QA/QC Manager. Reviews documentation, material certificates, and non-conformances. Raises Requests for Inspection (RFI).

Quality Control Inspector:

	METHOD STATEMENT			Page 5 of 7
	Department QHSE	Doc. Ref. No QMS-AAA-00	Issue Date 30-01-0000	Revision 00

- Conducts planned and surveillance inspections, releases hold points, and signs off quality records as proof of compliance.

Construction Superintendent (CS):

- Responsible for observing all safety precautions per the project Safety Plan and contractor safety requirements.

6. TOOLS & EQUIPMENT

For Survey and Marking:

- Theodolite/Total Station
- Dumpy Level and Leveling Staff
- GPS Equipment

For Excavation, Filling and Compaction:

- Dozer
- Grader (where necessary)
- JCB/Loader
- Rock Breaker
- Diesel Water Pump (where applicable)
- Water Bowser
- Dump Trucks
- Hand Tools
- Roller Compactor
- Other equipment as required for specific tests.

7. STEPS OF ACTIVITIES

7.1. Survey and Markings

- All setting out must be done from agreed control points.
- Setting out for any excavation must be performed per the coordinates in the approved drawing. A qualified surveyor must provide survey points to the construction team prior to commencement.

	METHOD STATEMENT			Page 6 of 7
	Department QHSE	Doc. Ref. No QMS-AAA-00	Issue Date 30-01-0000	Revision 00

- Any deviation from the approved drawing must be marked, documented with a valid reason, and captured as a "red line markup" on the drawing for approval and revision.

7.2. Grading, Excavation, Filling and Compaction

- Identify excavation characteristic points.
- Remove landfills, rubbish, and chemical compounds.
- Prepare access roads where applicable.
- Remove topsoil. Prior to excavation, scan all areas for underground utilities to a minimum depth as per project specifications (e.g., 150mm).
- During site clearing near existing live pipelines and cables, place protective barriers (e.g., water/sand-filled Jersey barriers) parallel to the live equipment. The safe distance must be agreed upon by the [Client] Operations Team and the Contractor.
- Maintain excavations in a safe condition. Provide necessary slope protection, benching, shoring, or sheet piling as required.
- Ensure adequate excavation width for safe work performance and provide access/egress for deep excavations.
- Perform geodetic surveys to check elevations and positions.
- Maintain geodetic control of elevations, slopes, and sediment control measures during work.
- Identify, mark, and protect all existing underground installations (foundations, piping, manholes, etc.) to avoid damage.
- Clearly mark the excavation area with paint or lines.
- Install safety barriers around the excavation area.
- Commence excavation to required depth and width per approved drawings. Maintain a hard barrier (e.g., scaffold rail) and keep traffic at least 2 meters away.
- Keep excavations free of water using pumps, temporary ditches, or dewatering systems.
- Provide necessary dewatering systems for rainwater.
- Notify the Engineer if soft or hard rock is encountered and obtain approval before proceeding.
- Perform backfilling with approved, compacted material in layers as per specifications.
- Compact the bottom of foundations per earthworks specifications and test after compaction.
- Remove surplus material and dispose of it at designated areas.
- Backfill major and minor foundations evenly in specified layers with proper compaction.

	METHOD STATEMENT			Page 7 of 7
	Department QHSE	Doc. Ref. No QMS-AAA-00	Issue Date 30-01-0000	Revision 00

8. RECORDS

All records relevant to this procedure shall be retained by the Quality Control Department on-site for the project duration, before being handed over to the Contractor as per contract requirements. Copies shall be retained for the contract guarantee period.

9. SAFETY PRECAUTIONS

- Ensure a valid work permit is present at the workplace.
- Implement all required precautions per project and international safety standards (e.g., ISO 45001).
- Barricade the work area.
- Post all safety signboards visibly.
- Ensure only authorized personnel are within the work area.
- Execute work in accordance with the approved Safety Action Plan and Daily Safety Work Plan.

10. ATTACHMENTS

- Relevant Risk Assessment Document (e.g., Doc. No: [Attached Risk Assessment Doc Number])