



Method Statement for Concrete Screeding

Project Name	
Project Ref #	
Client	
Site Name	
Work Location	
Contractor	
Contractor Ref #	
Project Manager	
Site Engineer	
Site Safety Engineer	

Method Statement Ref #	
Issued Date	
Rev #	

Prepared By	Approved By

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Revision Summary

Date	Reviewed By	Rev #	Description

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1. Document Purpose

The purpose of this document titled as **Method Statement for Concrete Screeding** is to outline and describe the procedure such as design mix, mixing, pouring, and curing in details. Information must be shared with all concerned persons including workers, site supervisors, team leaders about the value and importance of the activity before implementation and start of job.

Compliance of the standards and regulations is mandatory. Safety requirements and projects specifications standards adherence is required.

2. Scope of Work

The scope of the Method Statement covers the works in this project, building and screeding work of concrete slab.

3. Objective

- Adherence of this method statement;
- Adherence of health and safety standards;
- Any change in the method statement must be authorized by Project Manager;
- Safe working during whole process;

4. Terms & Definitions

HSE: Health and Safety;

PTW: Permit to Work;

TBT: Toolbox Talk – pre-job briefing/discussion;

MS: Method Statement;

5. Responsibilities

5.1 Managing Director

- Provide resources to perform the job;
- Assistance in preparing HSE Plans, Project planning, and other tasks;
- Guidance and information to project team;
- Provision of equipment and tools to execute the job;
- Review the project details;

5.2 Project Manager & Site Engineer

- Plan the project and decide the objective;
- Designing and development of project design;
- Monitor overall the project execution;
- Project planning and documentation;
- Assistance to sub-ordinates in deciding the objectives of the project;
- Work breakdown and scheduling the project;
- Other tasks allocated by the higher management;

5.3 Site Supervisor

- Carryout the work, and properly distribute all available resources;
- Daily work report preparation and submission;
- All QA/QC and safety requirements as requested by the concerned engineer;

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- Meeting with any type of unforeseen incidents or requirements and reporting the same to the site engineer;
- Briefing and TBT to the workers before start of the job;
- Handle the site material, site management and ensure workplace is free of any kind of dangerous goods;
- Perform routine maintenance and inspection;
- Perform other activities allocated by management;

5.4 HSE Officer

- Implement all safety and security standards;
- Preparation of HSE plan, Risk assessments, Job safety analysis;
- Inspection, testing, and maintenance of equipment and tools;
- Facility inspection and management;
- Internal Audits and inspections;
- Training and development of staff according to job;
- Ensure all workers are aware of PPEs requirements and using them;
- Other activities allocated by the higher management;

6. Procedure

6.1 General

- All documents of project should be available on request;
- Sub-floor should be free of water;
- At least 50mm thick screed should be laid;
- Ensure that the underground services including electrical and mechanical have been installed and protected;
- Use waterproofing material as per requirements;
- Ensure the workers are using PPEs and other equipment provided to them to perform the job;
- Ensure that workers are aware of “**Stop the Work**” if they are unable to perform the job or see any hazard;

6.2 Preliminary Preparations

- The concrete present already should be in good condition, surface should be sound and smooth;
- Marking and guidelines should be placed to determine the correct elevation;
- Installed all embedded items before mortar screed;
- If the surface is unsmooth, uneven, don't apply the screed;

6.3 Workmanship

- Level guides shall be installed at predetermined distance;
- The surface of the sub-floor shall be cleaned and prepared to ensure that the work is performed as per requirement;
- Screed should be applied to a neat, clean and smooth surface;
- Screed material shall be mixed thoroughly at a uniform speed;
- Apply only when it is fully mixed and ready to be used;
- Dense/ thick screed should be compacted with beam, pan or hand-held tools;
- The joints shall be filled so that the area where machine can't reach should be filled thoroughly;
- When work is done, ensure the surface of the screen is smooth and even;
- After casting is done, finishing work should be performed i.e., cleaning and protection;

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6.4 Curing

- Curing must be done as per recommendation of Engineer, cover it with polythene sheet and keep it in the position for the required number of days;
- Surface hardener and sealer shall be applied if needed as per the manufacturer's recommendation;

6.5 Proportion/ Material Quantity

- The local regulation should be checked for this purpose. Engineer is responsible to determine the quantity to be mixed;
- The general standard for good quality mixture is 1 bucket of cement against 3 buckets of sand. The ration should be discussed before start of job;

6.6 Material Mixing

- Material should be mixed manually or with the help of equipment;

6.7 Placing & Impacting

- Screed shall be placed manually; the workers should be trained and experienced;
- Damp the surface with water before starting placement of screed;
- The base should be prepared suitably;
- Finish the level by apply narrow strips of screed;
- Tubular pipe must be used as a level guide;
- Fill any low areas, recompact and rule out;

6.8 Finishing

- Finish the surface as per approved standard to ensure the flooring can be placed without any difficulty;
- Use steel towel to finish the area;

6.9 Cutting and Protection

- Proper cutting should be done to ensure the extended or rough areas are removed and surface is ready for flooring work;
- Area must be protected using screen/polythene sheet to protect from wear, contamination, external objects;

7. Health, Safety & Environment

Before work commencement, the team shall strictly follow as per the Health, Safety and Environment recommendations made by the Project HSE Manager. The aim is to ensure the work is done safely without damaging the workers, and the environment.

The general safety guidelines are following listed below;

- Work area is safe and ready to be used;
- Workers pledge to work safely under the light of safe work procedure;
- Safety equipment are provided – hard hat, eye protection, gloves, coverall, boots etc;
- Safety harness is provided when working at height;
- Proper access/ and egress equipment is used for work;
- Scaffold is erected and dismantled by the competent workers;
- Scaffold is inspected by a competent scaffold inspector;
- Sufficient lighting is provided to the workers;
- All the machinery should be suitable and inspected before job;

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- Debris and faulty tools/ equipment shall be removed from the site;
- Authorized workers will perform the task;
- If workers see any hazard, they shall **Stop the Job**;
- First aid arrangements shall be made before start of the job;
- Trained first aider shall be available at the worksite;
- Emergency equipment shall be available at the worksite;
- Emergency services contact details shall be available at the worksite;
- Machinery shall be inspected and maintained on regular basis;
- Toolbox talks must be conducted before start of job;
- For specific task, workers should be trained and record should be maintained;
- Close supervision of the work should be done;
- Daily reporting of the work completed;
- Any incident must be reported by all staff and support in the investigation;
- Safety signs, barriers should be placed to prevent the entry of others when work is stopped;
- Emergency evacuation procedure must be developed, and implemented;
- Permit to work shall be acquired in advance if work is to be done in confined space, at height or anywhere else;
- All workers must be vaccinated against nCoVID-19 and their record should be maintained. During the task, workers are wearing masks and gloves to prevent the spread of nCoVID-19;
- Use of drugs, weapons, alcohol is not allowed at worksite;
- Good housekeeping must be maintained by the staff;
- Proper tools and equipment shall be provided before start of job;
- Personal protective equipment shall be provided;
- Workers must be aware of the emergency procedure;
- Safety requirements shall be communicated to the workers before start of the job;
- Waste management shall be maintained, waste segregation should be adopted;
- Follow the HSE Standards and Policies of the organization;
- Maintenance record of equipment and tools should be maintained;
- Ensure all workers attend the safety meetings;
- Record of safety meetings, trainings, and work meetings are maintained;

8. Tools & Equipment

S/#	Tool	Quantity
1	Hand-held tools	
2	Portable hand tools	
3	Power driven tools	
4	Essential toolbox	
5	Access/Egress Equipment – Ladder/ Scaffolding	
6	Necessary fittings	
7	Fire resistant cables	

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Total	
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9. Personal Protective Equipment List

S/#	Personal Protective Equipment	Standard	Quantity
1	Hardhat		
2	Coverall		
3	Eye Protection		
4	Gloves		
5	Safety Shoes		
6	Ear Muffs		
7	Others		
Total			

10. Manpower Requirements

S/#	Manpower	Quantity
1	Project Manager	
2	Project Engineers	
3	Site Engineers	
4	Site Supervisor	
5	Mixture Operator	
6	Concrete Pump Operator	
7	Project Safety Manager	
8	Assistant Safety Officer	
9	Workers	
Total		

11. Attachments

S/#	Document Name	Annexure Ref
1	Inspection Form	
2	Risk Assessment	
3	Maintenance Record Form	
4	Training Record Form	

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5	Permits	
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Checklist Sr. #: _____

Project Name		Project Ref #	
Site Name		Area	
Contractor		Contractor ID	

Tick (✓) the correct option against given criterial					
S/#	Criteria	Yes	No	N/a	Remarks
Surface Preparation					
1	The surface is clear of grease, oil, water, other fluids?				
2	There are no cracks and other objects on surface?				
3	Waterproofing is done using polythene sheet?				
Levelling and Marking					
1	Levelling process is done to find reasonable elevation?				
2	Level pegs placed at regular intervals?				
3	If there is any need of reinforcement. e.g., wire mesh?				
Other Works coordination					
1	other task related workers know about screeding work?				
2	Other works within the area were completed before this?				
3	Underground services laid and covered properly?				
4	All the fittings and wires are properly secured?				
Material Portion & Mixing					
1	Approved standard of material is being used?				
2	Clean sand is used for material preparation?				
3	The correct amount of cement & sand is used for mixing?				
4	The material is mixed using machine manually?				
Finishing					
1	Finishing is done to prepare even, smooth, clean surface?				
2	In joints/ gaps, screed is poured manually?				

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