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	MAINTENANCE OF FIRE FIGHTING SYSTEM&REPLACEMENT OF FIRE HOSE REELS AND CABINETS			
	<b>Company Doc. No.</b> HSEDOCS-FLS-00-000	<b>Contractor Ref. No.</b> QHSE-FLS-0000	<b>Date</b> 00-00-0000	<b>Revision</b> 00

## METHOD STATEMENT FOR MAINTENANCE OF FIRE FIGHTING SYSTEM&REPLACEMENT OF FIRE HOSE REELS AND CABINETS

<b>Project No:</b>	
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REVISION HISTORY	ISSUE DATE	DESCRIPTION	REVIEW / STATUS
00			

<b>PREPARED BY:</b>	<b>REVIEWED &amp; APPROVED BY:</b>
QA QC ENGINEER	PROJECT ENGINEER

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## 1.0. Scope

The scope of written Method of Statement includes Maintenance of replacement of Fire Hose Reel Cabinets and hose reel Drums, Fire Hose Reel System

## 2.0. References & Standards

- UAE Fire & Life Safety Code of Practice
- National Fire Protection Association NFPA

## 3.0. Term & Definitions

- HSE – Health, Safety, and Environment
- FLS – Fire, Life, Safety

## 4.0. Responsibilities

### 4.1. Maintenance Manager

- 4.1.1. Leading the Maintenance Project function in providing both a reactive and proactive, multi-skilled maintenance service for [MAIN CONTRACTOR].
- 4.1.2. Responsible for planned scheduling creation and overseeing the adherence and timely completion of work carried out.
- 4.1.3. Increasing the technician's effectiveness, improving on project delivery, and managing and implement improvement plans.
- 4.1.4. Ensuring that Health, Safety and Environmental requirements are adhered to and followed.
- 4.1.5. Managing the team on technical best practice and establishing standard policies and procedures.

### 4.2. Site Engineer

- 4.2.1. To prepare and review the method of statement that will be submitted to the Consultant's project specifications and approved shop drawings.
- 4.2.2. Supervise and give an assignment for the team.
- 4.2.3. Provision of all necessary information and distribution of responsibilities to his site team.
- 4.2.4. The constant coordination with the Safety Engineer to ensure that the works are carried out in a safe working atmosphere.
- 4.2.5. The constant coordination with the client for any works to be carried out and initiate for the Inspection for the finished works.

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- 4.2.6. He will ensure the implementation of any request that might be raised by the Consultant.
  - 4.2.7. Efficient daily progress shall be obtained for all the equipment and manpower.
  - 4.2.8. He will engage in the work and check the same against the daily report received from the supervisor.
  - 4.2.9. The passage of all the revised information to the supervisor and ensure that it's being carried out properly.
- 4.3. Site Supervisor**
- 4.3.1. The carrying-out of work and the proper distribution of all the available resources in coordination with the Site Engineer daily.
  - 4.3.2. Daily reports of the works are achieved and coordinated for future planning with the Site Engineer.
  - 4.3.3. Incorporate all the QA/QC and Safety requirements as requested by the concerned Engineer.
  - 4.3.4. Meeting with any type of unforeseen incident or requirement and reporting the same to the Site Engineer immediately.
  - 4.3.5. Should acquire any necessary civil works clearances and coordination.
- 4.4. Site Worker**
- 4.4.1. Maintenance of all materials associated with fire protection systems and in line with [MAIN CONTRACTOR]'s SOW
  - 4.4.2. Following approved checklists for service and maintenance of the assets.
  - 4.4.3. Handling of the site materials, accessories, tools and equipment's.
  - 4.4.4. Ability to perform routine maintenance on equipment and determine when and what kind of maintenance is needed.
  - 4.4.5. Maintaining circuits and sensors, following wiring and system specifications.
  - 4.4.6. Performing other related activities as instructed by the Superior.
- 4.5. QA/QC Engineer**
- 4.5.1. Remotely monitoring site maintenance works, and to ensure approved checklists are being followed.
  - 4.5.2. Responsible to address any issue which arises by the client and to resolve with the maintenance manager & site engineer
  - 4.5.3. Provide necessary forms and procedural documents which are controlled.
  - 4.5.4. Random inspection of site maintenance work.
- 4.6. HSE Officer**
- 4.6.1. The implementation of all safety measures following the HSE plan and that the whole workforce is aware of its proper implementation.

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- 4.6.2. The implementation of safety measures is adequate to maintain a safe working environment on the maintenance activity.
- 4.6.3. Inspection of all the site activities and training personnel in accident prevention and its proper reporting to the Maintenance Manager.
- 4.6.4. The site is maintained in a clean and tidy manner.
- 4.6.5. Ensure only trained persons shall operate the power tools.
- 4.6.6. Ensure all concerned persons shall use PPE and all other items as required.
- 4.6.7. Ensure high risk elevated areas are provided are barricade, tape, safety nets and provided with ladders.
- 4.6.8. Ensure service area/inspection area openings are provided with barricade, tape, and safety nets.
- 4.6.9. Ensure safe access to site work at all times.

## 5.0. Methodology

### 5.1. Maintenance of Automatic fire Hose Reel System

- 5.1.1. Release the water from the hose reel line after close the main valve.
- 5.1.2. Remove the fittings and remove cabinet.
- 5.1.3. Replace of hose reel compartment and cabinet door.
- 5.1.4. Check that valve handles are not missing and valves operate properly.
- 5.1.5. Check valves and hose connections for leakage, repair if required.
- 5.1.6. Check hose for damage and hose reel drum rolls properly.
- 5.1.7. Check that hose drum swings out at least 90 degrees.
- 5.1.8. Clean cabinet and inspect for any rust indications.
- 5.1.9. Check response of firewater pumps when the hose reel is operated.
- 5.1.10. Check response of fire alarm panel.
- 5.1.11. Check water pressure rating (6 bar).
- 5.1.12. Check main water supply line
- 5.1.13. Check proper identifications are provided.
- 5.1.14. Check proper identification is provided.
- 5.1.15. Change the required pipes, clamps and other required accessories required to perform the service of the hose reels.

## 6.0. Inspection & Testing Records

All inspection & testing records and documents will be submitted to the site and kept in the facilities control room for storage and retrieval.

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## 7.0. Equipment & Material

- Essential Toolbox
- Portable Hand tools
- Calibrated Pressure Gauges
- Step Ladder
- Insulation Resistance Tester, Continuity Tester, multi-meter, Smoke, Heat Detector Tester
- Fire Alarm Accessories & Devices
- Fire Fighting Equipment's
- Emergency & Exit Lights
- Necessary Fittings
- Fire Resistant Cables (if required)

## 8.0. Quality Control & Assurance

HSE Documents will implement a Quality Management System (QMS) at the project site in compliance with the requirements of ISO 9001:2015. [COMPANY NAME HERE] commits to:

HSE Documents shall manage to:

- Identifying the maintenance processes necessary to deliver quality services and products that meet client satisfaction and applicable standards.
- Determining the sequence and interaction of execution processes, along with the criteria and methods required to ensure their effective operation and control.
- Ensuring the availability of necessary information to support the operation and monitoring of these processes, such as project specifications and method statements.
- Measuring, monitoring, and analyzing these processes in alignment with maintenance and service plans.
- Identifying QHSE hazards associated with activities and planning appropriate risk controls.

## 9.0. Health, Safety & Environment

Before commencing any work, the team shall strictly follow as per the [MAIN CONTRACTOR]'s Health & Safety recommendations for handling and use of the materials. Ensure all involved personnel shall be aware of the same. The general safety guidelines are given below:

- Ensure the work area is clean, organized, and safe before starting any tasks.
- Employees must consistently follow safe working practices.
- Personal Protective Equipment (PPE) such as safety helmets, safety shoes, coveralls, gloves, goggles, and face masks must be worn at all times as required.

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- When working at heights, use an appropriate safety harness that is properly secured. Exercise caution to prevent tools or equipment from falling.
- Ensure adequate lighting is available for all testing activities.
- Report all incidents, regardless of severity, to the on-duty Safety Officer.
- Provide proper access routes for workers and equipment to ensure safe and efficient operations.
- Verify that all machinery has up-to-date maintenance records before use.
- Keep the site clear of debris, steel waste, nails, and other hazards to maintain a safe working environment.
- Conduct toolbox talks with all team members prior to the commencement of testing activities.
- Ensure close supervision to monitor and enforce safety requirements throughout the work.
- Install and maintain all necessary barriers, signage, and lighting to ensure the safety of the worksite.

## 10.0. Manpower Resourcing

- Maintenance Manager
- Project Engineer
- Site worker
- QHSE/HSE Officer