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

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. 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.

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.

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 personals 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.

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.

- 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