METHOD STATEMENT FOR BLOCK WORKS

Project No: (.....)

REVISION HISTORY	ISSUE DATE	DESCRIPTION	REVIEW / STATUS

PREPARED BY:	REVIEWED BY:	APPROVED BY:

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DOCUMENT CONTROL

Document Title:	METHOD STATEMENT FOR BLOCK WORKS		
Project:	[PROJECT NAME HERE]		
Prepared By:	[LEAD ENGINEER NAME]	**Date:**	[DATE]
Reviewed By:	[QA/QC MANAGER NAME]	**Date:**	[DATE]
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CONSULTANT'S COMMENTS REPLY SHEET:

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1.0. INTRODUCTION

The purpose of this method statement is to provide a clear and safe step-by-step procedure for the execution of a particular work. This method statement covers the proposed methodology for installation of Block works specified below, and as per relevant specification sections for Unit Masonry Assemblies.

2.0. BLOCKWORK INSTALLATION SCOPE

Non-load bearing concrete masonry units as per ASTM C90. Compressive strength and weight classification as per project specifications (normal weight unless otherwise indicated). Fire ratings, Sound Transmission Class (STC) ratings, and thermal conductivity values shall be as per specified project requirements and applicable standards (e.g., ASTM, IBC).

3.0. MATERIALS (MORTAR) AND SPECIFICATIONS

- Concrete Masonry Units (CMU)
- Premix plaster
- Clean water
- Premix Mortar (or sand, cement, and lime mix as specified)
- Mixture of mortar: 28-day compressive strength shall be verified per relevant standards. Test certifications shall be provided.
- Suppliers shall be approved upon submission of samples.

4.0. ACCESSORIES AND SPECIFICATIONS

- Ties (lateral restraints, head restraints) - Galvanized mild steel
- Joint reinforcements - Hot dipped galvanized steel (typically at every 2 layers of blocks)
- Sealant - Fire stop sealant
- Backing Rod
- Lintels

5.0. TOOLS AND EQUIPMENT

- Power-driven cutting machine
- Trowel
- Shovel
- Measuring tape

- Metal cutter
- Mixing board
- Mechanical mixer
- Chalk line
- Level Bar and Hose
- Plumb bob
- Marking equipment

6.0. RESPONSIBILITIES AND PREPARATIONS

1.1. Material Handling

- Before commencement, all materials shall be approved and inspected by the [Client/Consultant Name] to ensure compliance with specifications.
- Sample panels shall be built to verify selections and demonstrate aesthetic effect.
- Upon approval, proper handling and site dispatching shall be the responsibility of the [Company] Logistics Officer. The [Company] Safety Officer shall supervise workers during material hauling, ensuring they wear appropriate PPE.

1.2. Site Control

- [Company] QA/QC Inspector and Foreman shall verify site readiness for block work installation. Any discrepancies shall be reported.
- Surveying, checking lines, and fixing points shall be done by the [Company] Surveyor in coordination with the Main Contractor to establish primary references.
- Copies of approved shop drawings shall be available on site.
- The Logistics Officer shall coordinate with the Main Contractor for water and electricity supplies.
- The Safety Officer is responsible for area cleanliness, obstruction removal, and signage.
- The site shall be inspected by the [Client/Consultant Name] prior to commencement of any Hold Point work.
- This method statement shall be communicated to all workers and site management prior to commencement via a toolbox talk.

7.0. HEALTH AND SAFETY

The Safety Engineer is responsible for enforcing the following:

- Mandatory PPE: Goggles, long sleeves, gloves, safety shoes, hard hat, ear defenders, and breathing masks as needed.
- Minimize manual lifting; use mechanical aids where possible.
- Erect perimeter protections and warning signs.
- Regularly inspect electrical cables and equipment.
- Conduct daily safety inspections and toolbox talks. No work without safety induction.

- Use fall protection (PFAS, scaffolding) for work above 1.8m (6 ft.).
- All workers shall be trained in safe scaffolding erection and use. Scaffolds shall be inspected daily.

1.3. Delivery Storage and Handling:

- Store masonry units on elevated platforms in a dry location. Cover stacks if stored outdoors. Do not install wet units
- Store dry mortar mix in moisture-resistant containers or silos under cover
- Store accessories to prevent corrosion, dirt, and oil accumulation.

8.0. INSPECTION PROCEDURE

STEP 1: [Company] QA/QC Inspector / Construction Manager identifies inspection stages. A checklist is signed for area acceptance. [Client/Consultant Name] must issue a clearance form.
STEP 2: [Company] Construction Manager and QA/QC Inspector ensure Main Contractor completes all snag list items.
STEP 3: Upon snagging completion, [Company] QA/QC signs the clearance form.
STEP 4: Main Contractor notifies the Consultant of work progress.
STEP 5: [Client/Consultant Name] inspects the work. If not approved, a snag list is issued. Process repeats until approval, then an Inspection Request (IR) is issued.
STEP 6: [Client/Consultant Name] endorses the IR to the Consultant.
STEP 7: Consultant inspects and adds comments.
STEP 8a: If approval is granted (Code A), document the results and proceed. Protect finished work until handover.
STEP 8b: If approval is conditional (Code B), address comments within the agreed timeframe.
STEP 8c: If rejected, address snags and repeat from Step 3.

9.0. WORK PROCEDURE

WORK PROCEDURE	Work Description
1.	Before installation, examine rough-in and built-in construction for piping systems to verify connection locations.
2.	Ensure all proper installation, cutting, and leveling tools are ready on site.
3.	Prepare and submit an Inspection Request prior to block installation.
4.	Prepare and clean the site of all waste, obstructions, and excess concrete prior to work.

WORK PROCEDURE	Work Description
5.	Leave openings for equipment. After equipment installation, complete masonry to match adjacent construction.
6.	Cut units with motor-driven saws for clean, sharp edges. Allow units to dry before laying unless wetting is specified. Conceal cut surfaces where possible.
7.	Chip and clean the floor slab where CMU walls are to be built.
8.	Set out the first course (base course) as a mock-up with proper leveling. This course acts as the foundation.
9.	Prepare mortar mix in small, usable batches. Discard excess. Do not use standing mix.

10.0. STANDARD WALLS

- Use a running bond system.
- Lay out walls in advance for accurate spacing and joint thickness.
- Bond concealed masonry with a lap of not less than 50mm.
- Bond and interlock each course at corners.
- Do not use units with less than 100mm horizontal face dimensions at corners or jambs.
- Drill and grout steel reinforcement before the 1st layer of CMU blocks.
- Place mortar in bed joints, set back 6mm from the edge.
- Install the first course level and straight, connecting to walls/columns with specified metal accessories (e.g., corrugated tie anchors every 3 courses).
- Install required filler board/backing rod at connections.
- Wet blocks before installation to prevent rapid mortar drying (do not oversaturate).
- Continuously remove excess mortar from joints for proper packing.
- Do not shift blocks after the mortar has initially set.
- Install ladder mesh reinforcement every 3 courses.
- Use rigid steel anchors for connection to ceiling slabs/beams as per approved drawings.
- Leave a 10mm horizontal compressible joint at the top of partitions.
- Bond or tie all corners and intersections at every other course.
- For openings, build two continuous voids adjacent to the opening, fill with concrete/grout, and reinforce as specified.
- Construct horizontal bond beams, lintels, and posts as per drawings and specifications.
- Cure CMU blocks after completion and before plastering.

11.0. FIRE STOPPING

- Procedure is the same as for standard walls, but the top joint treatment differs.
- At fire-rated partitions, treat the joint between the top of the partition and the underside of the structure above to comply with the relevant Fire stop Systems specification. Insert a backing rod, leaving space for a minimum 10mm depth of fire sealant.

12.0. GENERAL NOTES

12.1. Shelf Angles

- Fabricate from indicated steel angles with slotted holes.
- For cavity walls, provide vertical channel brackets.
- Galvanize exterior shelf angles and prime with zinc-rich primer.
- Use appropriate fasteners for attachment.

13.0. CONTROL / EXPANSION JOINTS

- Install joint materials as masonry progresses.
- Form joints using approved methods (bond-breaker strips, preformed gaskets, interlocking units, and temporary filler).

14.0. FLASHING, WEEP HOLES, CAVITY DRAINAGE, AND VENTS

- Install embedded flashing and weep holes at required locations.
- Install flashing per manufacturer and specification requirements, ensuring proper extensions, end dams, and seals.
- Install specified weep/vent products at 600mm o.c. unless otherwise indicated
- Place pea gravel in cavities to maintain drainage.
- Install cavity drainage material and vents as specified.

15.0. REINFORCED UNIT MASONRY

- Construct temporary formwork and shores as needed.
- Place reinforcement per ACI 530.1/ASCE 6/TMS 602.
- Grout per specification, limiting vertical pour heights to a maximum of 1520mm.

16.0. REPAIRING/POINTING/CLEANING

- Remove and replace damaged units to match adjacent work.
- Point up joints neatly and uniformly.
- Clean masonry as work progresses by dry brushing before tooling joints.

17.0. WASTE DISPOSAL

- Remove excess materials from the site upon completion.
- Clean masonry waste may be crushed (<100mm) and mixed with fill material (1 part waste to 2 parts fill), not within 450mm of finished grade.
- Dispose of excess or unsuitable waste legally off-site.

18.0. **HOT WEATHER REQUIREMENTS**

- Protect masonry work during high temperature/low humidity conditions.
- Provide shade, windbreaks, and use cooled materials.
- When ambient temperature exceeds 38°C (or 32°C with wind >13 km/h), do not spread mortar beds more than 1200mm ahead of laying units. Set units within one minute of spreading mortar.

19.0. TOLERANCES

19.1. Dimensions and Locations of Elements:

- Cross-section/elevation dimensions: +12mm / -6mm.
- Location in plan: ±12mm.
- Location in elevation per story: ±6mm; total: ±12mm.

19.2. Lines and Levels:

- Bed joints & bearing wall tops: ±6mm in 3m, 12mm max.
- Conspicuous horizontal lines (lintels, sills): ±3mm in 3m, ±6mm in 6m, 12mm max.
- Vertical lines/surfaces: ±6mm in 3m, ±9mm in 6m, 12mm max.
- Conspicuous vertical lines (corners, jambs): ±3mm in 3m, ±6mm in 6m, 12mm max.
- Straight lines/surfaces: ±6mm in 3m, ±9mm in 6m, 12mm max.
- Vertical alignment of exposed head joints: ±6mm in 3m, 12mm max.

19.3. Joints:

- Bed joint thickness: as indicated ±3mm, max 12mm.
- Exposed bed joint thickness variation between courses: ≤3mm.
- Head/collar joint thickness: as indicated +9mm / -6mm.
- Exposed head joint thickness: as indicated ±3mm, and variation ≤3mm.
- Exposed joints in stacked bond: deviation from straight line ≤1.5mm between units.

20.0. RESPONSIBILITIES

- Project Manager ensures work complies with specifications and drawings, safety/quality plans, overall project execution, client coordination, and resource management.

- Construction Manager ensures works are within tolerance, monitors progress, coordinates testing, and manages daily efficiency.
- Site Supervisor prepares daily reports, manages manpower/machinery, and verifies line/level.
- QA/QC Engineer ensures work meets specifications and quality procedures, maintains records, raises inspection requests, and manages Non-Conformance Reports (NCRs), and reports incidents.

21.0. INSPECTION, TEST & PLAN

PART 1 - APPROVALS REQUIRED PRIOR TO COMMENCEMENT

Item No.	Description of Operation/Inspection, Test and Approval	Frequency	Records Generated	Hold (H) or Witness (W) Point
1				
2				
3				
4				
5				

PART 2 - INSPECTION AND TEST DURING CONSTRUCTION

Item No.	Description of Operation/Inspection, Test and Approval	Frequency	Records Generated	Hold (H) or Witness (W) Point
1				
2				
3				
4				

Item No.	**Description of Operation/Inspection, Test and Approval**	**Frequency**	**Records Generated**	**Hold (H) or Witness (W) Point**
5				

RISK ASSESSMENT

General Safety Controls: Enforce safety rules, conduct regular site and tool inspections, use perimeter protections and signage, and ensure 100% PPE compliance