

	METHOD OF STATEMENT (for Formwork/Shuttering)			Page 1 of 8
	Company Doc. No.	Contractor Ref. No.	Date	Revision 0

METHOD STATEMENT FOR

(Method Statement for Formwork/Shuttering)

FOR

Project No: (.....)

REVISION HISTORY	ISSUE DATE	DESCRIPTION	REVIEW / STATUS

PREPARED BY:	REVIEWED BY:	APPROVED BY:
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	METHOD OF STATEMENT (for Formwork/Shuttering)			Page 2 of 8
	Company Doc. No.	Contractor Ref. No.	Date	Revision 0

Table of Contents

1.	Scope	3
2.	References	3
3.	Tools	3
4.	Equipment	3
5.	Health & Safety Hazards	3
6.	Formwork Design Requirements	4
7.	Shutter Ties	5
8.	Coating	5
9.	Propping and Shoring	5
10.	Procedure	5
11.	Formwork Removal	7
12.	Essential Form Configurations	7
13.	Manpower Resourcing	8
14.	Attachments	8

	METHOD OF STATEMENT (for Formwork/Shuttering)			Page 3 of 8
	Company Doc. No.	Contractor Ref. No.	Date	Revision 0

1. Scope

Method Statement for Formwork defines the installation of Formwork/Shuttering and the controls that must be performed during assembly, erection, and final positioning of shutters for structural concrete activity.

2. References

1. Project Specifications
2. Formwork System
3. Approved Shop Drawings
4. Material Approval
5. Lifting Plan & Procedure
6. HSE Plan-Health, Safety & Environment Plan
7. Project Quality Plan
8. BS 8666: 2020

3. Tools

1. Total station
2. Level machine
3. Plywood base plates
4. Water level
5. Nylon chord
6. Masking tape
7. Spanners

4. Equipment

Mobile Crane/Tower Crane

5. Health & Safety Hazards

Before commencing any the installation of Formwork/Shuttering, the team shall strictly follow as per Client's Health Safety & Environment recommendations for handling and use of the materials and make sure that all involved working team shall be aware of the same.

The general health and safety guidelines are given as follows:

	METHOD OF STATEMENT (for Formwork/Shuttering)			Page 4 of 8
	Company Doc. No.	Contractor Ref. No.	Date	Revision 0

- Make sure the work area is well tidy, safe & clean.
- All workers shall follow safe working practices.

Recommended Safety Equipment:

- Safety helmet,
 - Safety shoes,
 - Coveralls,
 - Gloves,
 - Goggles,
 - Face mask as applicable
- While working at a height, the proper and safe safety harness shall be used and secured whilst working-extra care shall be taken whilst using tools at a height level to prevent dropping and or falling.
 - Make sure proper lighting is available during the night shift.
 - Report all accidents immediately no matter how small to the safety officer on duty.
 - Make sure that any electrical isolation permit is received if needed

6. Formwork Design Requirements

1. The construction drawings indicate the structure's dimensions.
2. During or after the concrete pour, the formwork must remain stable (both vertically and laterally).
3. Surface finishing should conform to the type required. Concrete formwork or shuttering should allow for appropriate placement and vibration.
4. Formwork must be well-tight to prevent mortar loss and concrete surface deformation.
5. In multi-story structures, the formwork must withstand the pressure of wet concrete, dead and live loads, and re-shoring loads during concrete placement.
6. All embedded items must be supported solidly and inaccurate positions according to construction drawings.

7. Shutter Ties

- Formwork/shuttering will be tied at intervals that will not allow it to move or deform beyond the pre-set or specified tolerance limits.

	METHOD OF STATEMENT (for Formwork/Shuttering)			Page 5 of 8
	Company Doc. No.	Contractor Ref. No.	Date	Revision 0

- Forms for small section elements, such as columns, and others should be tied and fixed externally.
- Through-ties must be used for large-area forms.

8. Coating

- Concrete forms must be cleaned appropriately and any external material or contamination removed before concreting.
- The formwork shall be provided with proper openings so that external materials can be removed if needed.
- Concrete forms will be coated with the recommended and approved release agent before the formwork is install.
- The properties and coating procedure must be following project specifications.

9. Propping and Shoring

Propping and shoring requirements shall be submitted to the main client and or consultant for approval accordingly.

10. Procedure

1. All formwork tasks will be carried out according to the specifications during reinforced concrete construction.
2. If necessary, the Project Engineer will consult the Structural Engineer regarding the size, type, and the number of formwork to be used following the structural drawings. The amount of repetitions will be set on by the program.
3. For specific systems, external designers may be needed.
4. Formwork availability will be checked with the procurement department and a decision will be made on whether to buy, hire, or repurpose formwork.
5. During the fabrication of shutters, all dimensions should be cross-checked to avoid having to make corrections during the erection process.
6. Make sure that the props, shores, waling, bearers, clamps, and tie rods are the right size and at the right spacing. The Formwork designer shall check the false work system concerning the loads imposed on it and design parameters, as specified in the specifications.
7. Make sure the concrete form is securely braced and on a stable foundation during construction.
8. It is essential to firmly fix forms to previously cast concrete to prevent grout loss. The seal can be developed and made by using cellular foam plastic strips firmly.

	METHOD OF STATEMENT (for Formwork/Shuttering)			Page 6 of 8
	Company Doc. No.	Contractor Ref. No.	Date	Revision 0

9. Inspect the quality of the shutter lining, the tightness of bolts and wedges, and the embedded items and inserts.
10. The tie-rod holes in the concrete formwork should be neat so they can later be patched or plugged.
11. It will be vital to pay attention to the rigidity of the stop ends and the line of the joint formers.
12. Be sure to remove all tie-wire clippings and nails, which may stain both the formwork and concrete.
13. The false work should be stable and securely braced before concrete pouring.
14. Slabs, walls, columns, beams, joists, and concrete stair shutters will be provided with integral scaffolding and shoring.
15. Make sure that toe boards and guardrails are provided for the concreting gang, as well as adequate access and working platforms.
16. Spreaders and lifting beams should be used when placing formwork to avoid distortion.
17. The erection of adjustable steel props shall be plumb and the verticality of the props should be checked with a spirit level.
18. Props that are bent, creased, or rusted should not be used, as well as those with bent heads, damaged pins, etc.
19. The release agent should be used properly so that it can be removed without damaging the surface finish of the concrete.
20. The first coat of release agent should be applied to new plywood and timber formwork 36 hours in advance, followed by the second coat just before they are used. Use the release agent rarely so as not to stain or delay the concrete process.
21. Wedge and fastening locations should be closely monitored. Ensure that they do not become loose. Grout loss indicates movement.
22. Unsleeved tie bars should be eased slightly before concrete sets, and then removed after its setting.

11. Formwork Removal

1. Be sure to obtain approval from the consultant before striking formwork for concrete work.
2. Make sure the concrete has reached minimum sufficient strength before removing the formwork.
3. While removing the formwork, ensure adequate safety measures are taken.
4. Forms shall be cleaned as soon as they have been struck.
5. A good storage system is crucial to ensure that the formwork can be reused.

	METHOD OF STATEMENT (for Formwork/Shuttering)			Page 7 of 8
	Company Doc. No.	Contractor Ref. No.	Date	Revision 0

6. Identify them easily when they are needed by painting code numbers on them.

Removal of shuttering / de-shuttering period should be as detailed below:

Walls, columns, and vertical sides of the beams	24-48 hours
Beam soffits	7days
Removal of props under the slab spanning up to 4.5 m	7 days
Removal of props under the slab spanning more than 4.5 m	14 days
Removal of props under beams and arches spanning up to 4.5 m	14 days
Removal of props under beams and arches spanning over 4.5 m	21 days

12. Essential Form Configurations

1. The outline configuration of the Method Statement for Formworks to be implemented is further hereto:
2. All works will be performed using timber formwork.
3. An 18mm laminated ply board will be used for the main panel of the form. If there is a minor items, a thinner form might be used.
4. Forms will be constructed so that they can withstand pressures from fresh concrete and ensure that they are water-tight in any case.
5. Aluminum and/or timber beams will be fixed along the length and width of the planks to stiffen the panels.
6. In cases where the form is taller than 1.5 m, steel soldiers may be used to hold the panels together.
7. A 25 mm chamfer will be formed on the external corners of structures above ground level.
8. Openings will be provided for vertical elements like walls, etc., to facilitate pouring in and compacting.
9. Rebar will be supported with the correct coverings using cover blocks made of the same mix as the parent material.
10. Stripping of forms will be done very carefully so that no damage is caused to the casted structure.
11. The quality assurance for formwork will be followed as per the approved inspection and test plan.
12. Safe Work Method Statement for Formwork Process

	METHOD OF STATEMENT (for Formwork/Shuttering)			Page 8 of 8
	Company Doc. No.	Contractor Ref. No.	Date	Revision 0

13. It is advisable to mark the weight of large prefabricated sections of formwork so that the crane's lifting capacity is not exceeded at the working radius. A lifting point is usually provided.
14. To prevent distortion, a spreader or lifting beam should be used.
15. If the vertical soldiers are lifting, make sure they are properly connected to the waling.
16. Close to the stored formwork should be fire extinguishers in working order.

13. Manpower Resourcing

S. N.	Position	Number of Employees
1		
2		
3		
Total		

14. Attachments

1. ITP Checklist
2. Inspection Form
3. Risk Assessment