METHOD STATEMENT

Underground Utilities MEP Work

CONTROLLED DOCUMENT — HSE / QUALITY DEPARTMENT

Field	Details
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Section 1 — Document Information & Distribution

1.1 Document Attributes

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1.2 Authorship & Review

Role	Name	Date	Signature
Prepared By (HSE / Technical Author)			
Reviewed By (HSE)			
Reviewed By (Technical)			
Approved By			

1.3 Distribution List

No.	Recipient / Role	Copy Type
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2	HSE Manager / HSE Officer	Controlled Copy
3	Site Foreman(s)	Controlled Copy
4	Client / Principal Contractor Representative	Controlled Copy
5	Subcontractor Supervisors	Controlled Copy
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7	Civil Defence (GDCD) Liaison, where notification is required	Information Copy

1.4 Revision History

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Section 2 — Scope of Works

2.1 Purpose — This Method Statement defines the safe system of work for the underground MEP utilities package, providing personnel with the sequence, controls and verification checkpoints required to execute the works in compliance with ISO 45001:2018, ISO 9001:2015 and applicable Saudi Arabian regulatory requirements.

2.2 Activity Description — The scope covers the dismantling and termination of existing underground services and the installation of new underground MEP infrastructure, comprising potable water supply, fire water supply, sewer drainage, irrigation, electrical MV & LV reticulation, and ICT ducting/cabling.

2.3 Location & Interfaces — Works are carried out within the designated project boundary, interfacing with existing live utilities, adjacent trades, vehicular/pedestrian routes and, where applicable, the utility provider's (NWC / SEC) network. Interface points are to be identified and agreed prior to excavation.

2.4 Equipment & Materials — Mini-excavators, trench support/shoring systems, cable & pipe locating equipment (CAT & Genny), pipework and fittings (PVC/HDPE/ductile iron as specified), MV/LV cable and ICT ducting, jointing and termination kits, pressure test equipment and standard groundwork tools.

2.5 Exclusions — This Method Statement excludes above-ground MEP fit-out, permanent power connection/energisation by the utility provider, structural works unrelated to utility trenching, and any works within a confined space not specifically covered by the referenced Confined Space Entry Permit.

2.6 Related Documents — Project HSE Plan, Risk Assessments (task-specific), Permit-to-Work Procedure, Traffic Management Plan, Approved Construction Drawings & Utility Survey, Emergency Response Plan, and Waste Management Plan.

Section 3 — Applicable Standards & Legislation

3.1 International Standards

ISO 45001:2018 (Occupational Health & Safety Management Systems) governs the hazard identification, risk assessment and control hierarchy applied throughout this Method Statement. ISO 9001:2015 (Quality Management Systems) governs the document control, verification checkpoints and workmanship standards applied to installation and testing activities.

3.2 National / Regional Legislation (Kingdom of Saudi Arabia)

The works are governed by the Saudi Labour Law (Royal Decree No. M/51) and the Occupational Safety & Health regulations issued by the Ministry of Human Resources and Social Development (MHRSD), including requirements for excavation, PPE provision and incident reporting. Civil Defence requirements issued by the General Directorate of Civil Defence (GDCD) apply to hot work, fire safety and site emergency arrangements. Electrical works are governed by the Saudi Electricity Company (SEC) Distribution Code and associated isolation/authorisation requirements for MV/LV connections. Water, sewer and irrigation works are to comply with National Water Company (NWC) technical specifications and the Saudi Building Code (SBC 501/601 — Mechanical & Plumbing Requirements).

3.3 Industry Codes

Saudi Standards, Metrology and Quality Organisation (SASO) product and material standards apply to pipework, fittings and cabling. IEC 60364 (as adopted) governs low-voltage electrical installation practice, and NFPA 24 governs the installation of private fire service mains and appurtenances.

3.4 Client Requirements

This Method Statement is to be read in conjunction with the project-specific HSE Management Plan and the site Permit-to-Work system. No activity described herein may commence until the relevant permit(s) and this Method Statement have been approved by the Client / Principal Contractor Representative.

Section 4 — Roles & Responsibilities Matrix

Site Manager

- Holds overall accountability for safe execution of the works and compliance with this Method Statement.
- Authorises commencement of each phase and confirms Permit-to-Work status prior to start-up.
- Chairs pre-start briefings and coordinates interfaces with the Client / Principal Contractor.
- Escalates and reports incidents in accordance with the Emergency Response Plan.

Competencies/Certifications: NEBOSH National/International General Certificate; CSCS (or equivalent) Manager card; site-specific HSE induction.

HSE Officer

- Reviews and approves risk assessments and permits prior to issue.
- Conducts pre-task briefings, toolbox talks and ongoing site safety monitoring.
- Verifies atmospheric testing, isolation certificates and PPE compliance.
- Investigates incidents/near-misses and closes out corrective actions.

Competencies/Certifications: NEBOSH Certificate/Diploma; IOSH Managing Safely; CSCS card; confined space and gas-testing competency.

Foreman

- Supervises day-to-day execution of assigned tasks and enforces control measures on the ground.
- Confirms trench/shoring inspections and excavation permits before entry.
- Coordinates plant, materials and labour resources for each work step.
- Reports deviations from the Method Statement to the Site Manager/HSE Officer.

Competencies/Certifications: IOSH Working Safely; CSCS Supervisor card; first aid at work.

Site Engineer

- Undertakes utility survey, setting-out and level/gradient verification.
- Reviews as-built drawings against installed works and records verification checkpoints.
- Coordinates pressure/leak testing and commissioning documentation.

Competencies/Certifications: Relevant engineering qualification; CSCS card; site surveying competency.

Electrical Supervisor (LV/MV Competent Person)

- Acts as Authorised Person for isolation, proving-dead, jointing and re-energisation of MV/LV systems.
- Issues and closes out Electrical Isolation Permits in line with the SEC Distribution Code.
- Verifies testing/commissioning records prior to energisation.

Competencies/Certifications: SEC/utility authorisation for MV works; IOSH Working Safely; relevant electrical trade qualification.

Plant / Excavator Operator

- Operates excavation and compaction plant within the limits set by the Banksman and excavation permit.

- Conducts daily pre-use plant inspection and reports defects immediately.

Competencies/Certifications: Recognised plant operator competency card; CSCS card.

Banksman / Signaller

- Directs plant movement and excavation activity, maintaining exclusion zones around live services.
- Maintains communication with the Plant Operator and Foreman throughout excavation.

Competencies/Certifications: Banksman/Signaller competency card; CSCS card.

Operative

- Executes assigned tasks strictly in accordance with the briefed Method Statement and risk assessment.
- Wears and maintains PPE as specified and reports hazards or defects without delay.
- Participates in toolbox talks and permit briefings prior to task commencement.

Competencies/Certifications: CSCS card; task-specific training (confined space, COSHH, manual handling, as applicable).

Section 5 — PPE & Equipment Schedule

5.1 Mandatory PPE (All Personnel)

- Hard hat (EN 397) — Mandatory for all personnel within the site boundary.
- Hi-vis vest (EN ISO 20471) — Mandatory for all personnel within the site boundary.
- Safety boots, S3 rated (EN ISO 20345) — Mandatory for all personnel within the site boundary.
- Gloves, general purpose (EN 388) — Mandatory during manual handling and groundwork tasks.
- Safety glasses (EN 166) — Mandatory during cutting, grinding, jointing and excavation tasks.

5.2 Task-Specific PPE

- Hearing protection (EN 352) — Mandatory during plant operation and compaction works.
- Respiratory protection, FFP2/FFP3 (EN 149) — Mandatory during dust-generating groundwork and COSHH-classified substance handling.
- Face shield (EN 166) — Mandatory during grinding, cutting and hot work jointing.
- Insulated/arc-rated gloves and clothing (IEC 60903 / EN 61482) — Mandatory for all MV/LV electrical works.
- Fall-arrest harness (EN 361) — Mandatory where personnel work adjacent to open excavations exceeding 1.2 m depth without edge protection.
- Chemical-resistant gloves and apron — Mandatory when handling COSHH-classified jointing compounds or sealants.

5.3 Specialist Equipment

- Cable & pipe locator (CAT & Genny) — Advisory tool used prior to and during all excavation.
- 4-gas detector (O2 / LEL / H2S / CO) — Mandatory for any confined space entry.
- Forced ventilation blower, tripod and retrieval winch — Mandatory specialist equipment for confined space entry.
- Trench support/shoring system — Mandatory for excavations exceeding 1.2 m depth without battered sides.
- Lock-Out/Tag-Out (LOTO) isolation kit — Mandatory for all isolation of electrical, water and fire services.
- MV/LV approved voltage detector and proving unit — Mandatory prior to any electrical work on de-energised systems.
- Pressure test pump, gauges and pressure-rated hose — Mandatory for potable, fire and sewer line testing.
- Certified lifting equipment and slings (rated for pipe/duct sections) — Mandatory for any lifting operation.

Section 6 — Permit to Work Requirements

No activity identified in this Method Statement as requiring a permit may commence until the relevant Permit to Work has been completed, reviewed and formally issued by an authorised person. Permits are to be displayed at the point of work and returned to the HSE Officer on completion or at shift end.

6.1 Hot Work Permit

- Issuing Authority: Site Manager or HSE Officer.
- Pre-Conditions: fire watch in attendance, combustibles cleared from a 10 m radius, fire extinguisher and fire blanket at point of work, GDCD notification where required.
- Duration / Revalidation: valid for a single shift (maximum 8 hours); revalidation required at the start of each new shift.
- Colour Code: Red.
- Close-Out: fire watch maintained for a minimum of 30 minutes following completion; area inspected and permit signed off by the issuing authority.

6.2 Confined Space Entry Permit

- Issuing Authority: HSE Officer, countersigned by the Site Manager.
- Pre-Conditions: atmosphere tested (O2 / LEL / H2S / CO), continuous or periodic ventilation established, rescue plan and standby attendant in place, all inflows isolated.
- Duration / Revalidation: valid for a single entry; atmosphere re-tested at minimum four-hourly intervals or immediately following any re-entry.
- Colour Code: Yellow.
- Close-Out: entrant headcount confirmed against the entry log; permit cancelled and returned to the HSE Officer.

6.3 Electrical Isolation Permit

- Issuing Authority: Authorised Electrical Supervisor (SEC-authorised person for MV works).
- Pre-Conditions: circuit isolated, locked-off and tagged; proved dead using an approved voltage detector; temporary earths applied for MV works.
- Duration / Revalidation: valid for the duration of the task; re-issued at each shift change or change of authorised person.
- Colour Code: Green.
- Close-Out: earths and locks removed only by the issuing authorised person; permit cancelled and system re-energisation formally recorded.

Section 7 — Sequence of Works (Step-by-Step Method)

The works are executed in five sequential phases. Steps are numbered from 1 within each phase. Each step identifies the responsible role, key equipment, principal hazards, control measures applied in order of the hierarchy of controls, and the verification checkpoint required before proceeding to the next step.

Phase 1 — Pre-Mobilisation, Utility Survey & Permitting

This phase establishes site control, confirms the position of existing services and secures the permits required before any excavation or isolation activity begins.

Step 1: 🏗️ Site mobilisation & induction

- Responsible Role: Site Manager
- Key Equipment: Site office, signage, traffic management equipment

- Main Hazards: Vehicle/plant movement, unfamiliarity with site layout
- Control Measures (Elimination → Engineering → Administrative → PPE): Site-specific induction; traffic management plan; mandatory PPE
- Verification Checkpoint: Signed induction register held on file

Step 2: 🏗️ Existing utility survey & mapping

- Responsible Role: Site Engineer
- Key Equipment: CAT & Genny locator, as-built drawings
- Main Hazards: Strike of live or unrecorded services
- Control Measures (Elimination → Engineering → Administrative → PPE): Trial hand-dig within first 500 mm of any marked service; liaison with NWC/SEC records
- Verification Checkpoint: Marked-up utility survey reviewed and signed off

Step 3: 🔒 Permit to Work application & issue

- Responsible Role: HSE Officer
- Key Equipment: Permit-to-Work forms, risk assessments
- Main Hazards: Unauthorised commencement of works
- Control Measures (Elimination → Engineering → Administrative → PPE): No excavation, isolation or hot work without a signed permit displayed at the point of work
- Verification Checkpoint: Permit register updated and permits verified on site

> ⚠ **WARNING:** no excavation, isolation or hot work is to commence without the corresponding signed Permit to Work displayed at the point of work.

Step 4: ⚡ Isolation of existing services

- Responsible Role: Electrical Supervisor / Foreman
- Key Equipment: LOTO kit, valve keys, voltage detector
- Main Hazards: Residual live electrical circuits, pressurised or contaminated water/sewer lines
- Control Measures (Elimination → Engineering → Administrative → PPE): Prove-dead testing and LOTO on electrical circuits; valve closure and drain-down of water/sewer lines
- Verification Checkpoint: Isolation certificate issued and signed prior to any dismantling

> 🔴 **CRITICAL: no dismantling of existing services may proceed until the isolation certificate for that service has been issued and verified.**

Phase 2 — Excavation & Decommissioning of Existing Services

This phase exposes existing services under controlled excavation and safely decommissions them prior to installation of new infrastructure.

Step 1: 🏗️⚙️ Excavation to expose existing services

- Responsible Role: Plant Operator / Banksman
- Key Equipment: Mini-excavator, hand tools
- Main Hazards: Strike of adjacent live services, trench collapse
- Control Measures (Elimination → Engineering → Administrative → PPE): Hand-dig within 500 mm of any marked service; continuous Banksman supervision of plant
- Verification Checkpoint: Excavation inspected and signed off by the Foreman before entry

Step 2: 🏗️ Trench support / shoring installation

- Responsible Role: Foreman
- Key Equipment: Trench boxes, hydraulic shoring
- Main Hazards: Trench collapse, entrapment

- Control Measures (Elimination → Engineering → Administrative → PPE): Engineered shoring design applied to excavations exceeding 1.2 m depth; daily pre-entry inspection
- Verification Checkpoint: Shoring inspection checklist completed and retained

Step 3: ⚡🧪 Dismantling & termination of existing pipework/cabling

- Responsible Role: Operative
- Key Equipment: Hand tools, pipe cutters, cable shears
- Main Hazards: Residual pressure or stored energy, sharp edges
- Control Measures (Elimination → Engineering → Administrative → PPE): Confirm isolation certificate and drain-down before cutting; task-specific PPE
- Verification Checkpoint: Termination points capped/sealed and photographically recorded

Step 4: 🧪 Removal & segregation of waste materials

- Responsible Role: Operative
- Key Equipment: Skips, manual handling aids, PPE
- Main Hazards: Manual handling strain, material contamination
- Control Measures (Elimination → Engineering → Administrative → PPE): Segregated waste bins for pipe, cable and general waste; manual handling training applied
- Verification Checkpoint: Waste transfer note issued and filed

Phase 3 — Installation of New Underground Utilities

New potable water, fire water, sewer and irrigation pipework is installed, jointed and pressure-tested in this phase.

Step 1: 🏗️ Bedding preparation & pipe laying — potable water

- Responsible Role: Foreman / Operative
- Key Equipment: Sand bedding, pipe and fittings
- Main Hazards: Manual handling, open-trench hazards
- Control Measures (Elimination → Engineering → Administrative → PPE): Correct bedding gradient per drawing; Banksman supervision maintained during plant-assisted laying
- Verification Checkpoint: Bedding depth and pipe alignment checked against drawing

Step 2: 🧪 Fire water supply pipework installation & jointing

- Responsible Role: Operative
- Key Equipment: Pipe sections, jointing/welding equipment
- Main Hazards: Hot work burns, fire risk
- Control Measures (Elimination → Engineering → Administrative → PPE): Hot Work Permit enforced; dedicated fire watch and extinguisher at point of work
- Verification Checkpoint: Joint integrity visually checked and weld log completed

Step 3: 🏗️🔒 Sewer pipework installation & gradient setting

- Responsible Role: Foreman / Operative
- Key Equipment: Laser level, pipe sections
- Main Hazards: Confined trench access, incorrect fall/gradient
- Control Measures (Elimination → Engineering → Administrative → PPE): Laser-level verification at each joint; ladder access provided at maximum 7.5 m intervals
- Verification Checkpoint: Invert level survey recorded against design gradient

Step 4: 🏗️ Irrigation pipework & fittings installation

- Responsible Role: Operative

- Key Equipment: Irrigation pipe, valves, fittings
- Main Hazards: Manual handling, repetitive strain
- Control Measures (Elimination → Engineering → Administrative → PPE): Task rotation applied; correct lifting technique reinforced at toolbox talk
- Verification Checkpoint: Irrigation line low-pressure tested prior to backfill

Step 5: ⚙️🏋️ Pressure / leak testing of water, fire & sewer lines

- Responsible Role: Site Engineer / HSE Officer
- Key Equipment: Test pump, calibrated gauges, rated hose
- Main Hazards: Pressurised system failure, hose whip
- Control Measures (Elimination → Engineering → Administrative → PPE): Exclusion zone established; pressure relief device fitted; only rated equipment used
- Verification Checkpoint: Signed pressure test certificate issued for each line

🔴 **CRITICAL: no personnel are to remain within the open trench during pressurisation of any line; testing is to be observed from outside the exclusion zone.**

Phase 4 — Electrical MV/LV & ICT Installation

This phase installs medium- and low-voltage cabling and ICT ducting, with all terminations completed under the Electrical Isolation Permit.

Step 1: 🏗️⚡ Cable duct/trench preparation for MV & LV routes

- Responsible Role: Foreman
- Key Equipment: Ducting, sand surround, marker tape
- Main Hazards: Proximity to other buried utilities
- Control Measures (Elimination → Engineering → Administrative → PPE): Segregation distances maintained per the SEC Distribution Code; route marked and agreed prior to laying
- Verification Checkpoint: Duct route inspected against the SEC-approved drawing

Step 2: ⚡ MV cable laying & jointing

- Responsible Role: Electrical Supervisor (Authorised Person)
- Key Equipment: MV cable, jointing kit, insulation test set
- Main Hazards: Electric shock, arc flash on future energisation
- Control Measures (Elimination → Engineering → Administrative → PPE): Electrical Isolation Permit in force; jointing performed only by an SEC-authorised jointer; exclusion zone maintained
- Verification Checkpoint: Continuity and insulation resistance test recorded

⚠ **WARNING:** MV cable jointing is to be carried out only by personnel holding current SEC authorisation for medium-voltage work.

Step 3: ⚡ LV cable & ICT conduit installation and terminations

- Responsible Role: Operative / Electrical Supervisor
- Key Equipment: LV cable, ICT ducting, termination kits
- Main Hazards: Electric shock, manual handling
- Control Measures (Elimination → Engineering → Administrative → PPE): LOTO applied to any adjacent live LV circuit; insulated tools used for all terminations
- Verification Checkpoint: Termination inspection and test sheet completed

Step 4: 🏗️ Cable route backfilling with marker tiles/warning tape

- Responsible Role: Operative
- Key Equipment: Sand surround, warning tape, compaction tool

- Main Hazards: Mechanical damage to cables during backfill
- Control Measures (Elimination → Engineering → Administrative → PPE): Backfill placed and compacted in layers; warning tape installed 300 mm above the cable route
- Verification Checkpoint: Photographic record taken prior to full backfill

Phase 5 — Testing, Backfilling & Reinstatement

The final phase completes trench reinstatement, commissions the electrical and MEP systems, and formally hands over the works.

Step 1: ⚙️ Final backfilling & compaction of all trenches

- Responsible Role: Plant Operator
- Key Equipment: Compactor plate, excavator
- Main Hazards: Vibration exposure, plant-pedestrian interface
- Control Measures (Elimination → Engineering → Administrative → PPE): Banksman-controlled exclusion zone maintained; vibration exposure monitored against action limits
- Verification Checkpoint: Compaction test results recorded where specified

Step 2: ⚡ MV/LV system testing, commissioning & energisation

- Responsible Role: Electrical Supervisor
- Key Equipment: Test instruments, commissioning checklist
- Main Hazards: Electric shock during energisation
- Control Measures (Elimination → Engineering → Administrative → PPE): Electrical Isolation Permit closed out; energisation performed only by the authorised person with Client/SEC witness
- Verification Checkpoint: Commissioning and energisation certificate signed by all parties

> 🔴 **CRITICAL: energisation of any MV/LV circuit is prohibited until the Electrical Isolation Permit has been formally closed out and witnessed by the Client/SEC representative.**

Step 3: 🏗️ Reinstatement of surface finishes & final handover walk-down

- Responsible Role: Site Manager / HSE Officer
- Key Equipment: Reinstatement materials, snag list
- Main Hazards: Residual trip/settlement hazards
- Control Measures (Elimination → Engineering → Administrative → PPE): Snag list closed prior to handover; final HSE walk-down conducted across the full work area
- Verification Checkpoint: Handover certificate and as-built drawings issued to the Client

Section 8 — Environmental Controls

8.1 Waste Management — All excavated spoil, redundant pipe, cable and packaging waste is segregated at source into designated skips and removed by a licensed waste contractor, with waste transfer notes retained on file.

8.2 Spill Prevention & Control — Spill kits are held at the point of work wherever jointing compounds, fuels or lubricants are in use; any spill is contained immediately and reported to the HSE Officer for clean-up and disposal in line with the Waste Management Plan.

8.3 Noise & Vibration Control — Plant is selected and maintained to minimise noise and vibration emission; operating hours are aligned with permitted site hours, and hearing protection is enforced within designated plant zones.

8.4 Dust & Airborne Emissions Control — Dust generated during excavation, cutting and compaction is controlled by water suppression where practicable, with respiratory protection issued for tasks where suppression alone is insufficient.

8.5 Water & Drainage Protection — Drained or displaced water from dewatering and testing activities is discharged only to an approved point after visual and, where required, quality checks, preventing contamination of surface or ground water.

8.6 Ecology & Biodiversity — Where excavation routes are adjacent to landscaped or ecologically sensitive areas, existing vegetation and root zones are protected by exclusion fencing, and any unexpected ecological findings are reported before works continue.

8.7 Incident Reporting — Any environmental incident, including spills, uncontrolled discharge or ecological damage, is reported immediately to the HSE Officer and recorded in line with the project Environmental Management Plan.

Section 9 — Emergency Response & Contingency Plan

The following scenarios represent the principal emergencies foreseeable during underground utilities MEP work. All personnel are briefed on these arrangements prior to commencing work, and the nearest assembly point is confirmed at each daily briefing.

9.1 Trench Collapse / Entrapment

- Immediate Actions: Stop work, raise the alarm, do not enter the trench; call for rescue and secure the area.
- Responsible Role: Foreman / HSE Officer
- Escalation Route: Site Manager notified immediately; Civil Defence (998) called if entrapment is confirmed.
- Assembly Point: Designated site muster point

9.2 Underground Cable Strike / Electric Shock

- Immediate Actions: Isolate power at source if safe to do so; do not touch the casualty if contact is suspected; call for help.
- Responsible Role: Electrical Supervisor
- Escalation Route: Site Manager and HSE Officer notified; SEC informed for any strike on their network.
- Assembly Point: Designated site muster point

9.3 Pipeline / Water Main Rupture (Flooding of Excavation)

- Immediate Actions: Evacuate the excavation, isolate the supply valve if accessible, and prevent access to the flooded area.
- Responsible Role: Foreman
- Escalation Route: Site Manager notified; NWC contacted where the rupture affects the public network.
- Assembly Point: Designated site muster point

9.4 Confined Space Emergency (Atmosphere/Gas Alarm)

- Immediate Actions: Evacuate entrants immediately on alarm; do not re-enter; initiate the confined space rescue plan.
- Responsible Role: HSE Officer / Standby Attendant
- Escalation Route: Site Manager notified; Civil Defence/ambulance called if any entrant is unaccounted for or affected.
- Assembly Point: Designated site muster point

9.5 Fire / Hot Work Incident

- Immediate Actions: Stop hot work, use the nearest fire extinguisher if safe, and evacuate if the fire cannot be controlled.
- Responsible Role: Fire Watch / HSE Officer
- Escalation Route: Site Manager notified; Civil Defence (998) called for any fire beyond first-response capability.

- Assembly Point: Designated site muster point

9.6 Emergency Contact Summary

Role / Function	Contact Name	Contact Number
Site Emergency Coordinator	[Name]	[Number]
HSE Officer	[Name]	[Number]
Client Contact	[Name]	[Number]
Emergency Services (Civil Defence 998 / Ambulance 997 / Police 999)	—	997 / 998 / 999
Nearest Hospital	[Name]	[Number]
Muster Point	[Location]	—

Section 10 — Authorisation & Sign-Off

This Method Statement is to be reviewed and formally authorised by each signatory below prior to the commencement of any work described herein.

Field	Details	Signature	Date
Prepared By	[Name / Position]		
Reviewed By (HSE)	[Name / Position]		
Reviewed By (Technical)	[Name / Position]		
Approved By	[Name / Position]		
Client / Principal Contractor Representative	[Name / Position]		

This document is valid only when all signatures above have been obtained prior to commencement of works.