RAMSPROZONE	METHOD STATEMENT — Domestic Water Piping System & Water Tank Sterilization
Company / Contractor Name: *[ENTER COMPANY / CONTRACTOR NAME]*	Doc No: *[DOC NO.]*

DOCUMENT INFORMATION			
Document No. *[ENTER DOCUMENT NUMBER]*	**Revision** 00	**Project Name** *[ENTER PROJECT NAME]*	**Project No.** *[ENTER PROJECT NUMBER]*
Project Location *[ENTER PROJECT LOCATION]*	**Prepared By** *[NAME / DESIGNATION]*	**Date** *[DD/MM/YYYY]*	**Reviewed By** *[NAME / DESIGNATION]*
Approved By *[NAME / DESIGNATION]*	**Client / Owner** *[ENTER CLIENT / OWNER NAME]*	**Main Contractor** *[ENTER MAIN CONTRACTOR NAME]*	**Sub-Contractor** *[ENTER SUB-CONTRACTOR NAME]*
Applicable Standards: BS EN 806, WHO Guidelines for Drinking-water Quality, ASME B31.3, ISO 9001:2015, ISO 45001:2018			

All fields in [RED BRACKETS / ITALIC] are placeholders. Replace each with your project-specific information before issue or use. Provided free of charge by RAMSPROZONE for global HSE professionals.

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1. PURPOSE

This Method Statement defines the procedures, controls, and quality requirements for the installation, testing, commissioning, and sterilization of the Domestic Water Piping System and Water Tank associated with *[ENTER PROJECT NAME]*. It establishes a systematic approach to ensure that all works are executed safely, in accordance with applicable international standards, and to the required quality and performance criteria.

This document covers all activities from receipt of materials on site through to the satisfactory completion of sterilization/disinfection and final system handover. It must be read in conjunction with the approved construction drawings, project specifications, the project HSE Plan, the Inspection and Test Plan (ITP), and the requirements of *[LOCAL AUTHORITY / REGULATORY BODY NAME]*. Any conflict between this document and the project specifications shall be referred to the *[ENGINEER / PROJECT MANAGER]* for resolution before proceeding.

2. SCOPE OF WORK

The scope of work covered by this Method Statement includes, but is not limited to, the following activities:

- Supply, handling, and storage of all domestic water piping materials, fittings, and associated components.
- Setting out, marking, and preparation of pipe routes as per approved shop drawings.
- Installation of pipes (UPVC, CPVC, PPR, or GI as specified), fittings, valves, and supports/hangers along approved routes — concealed, exposed, buried, and in duct/shaft locations.
- Installation of domestic water storage tanks (overhead and/or underground) including base preparation, fixing, and connection.
- Installation of isolation valves, check valves, pressure reducing valves, pressure gauges, and drain points as specified.
- Insulation of cold water and hot water distribution pipework as specified.
- Hydraulic pressure testing of pipework systems prior to commissioning.
- System flushing to remove debris, flux, and construction residues prior to sterilization.
- Sterilization and disinfection of all domestic water pipework and storage tanks using approved chlorination procedures in accordance with WHO Guidelines for Drinking-water Quality and BS EN 806.
- Post-sterilization flushing and water quality sampling/verification.
- Interface and coordination with civil, structural, electrical, and other MEP trades as required.
- Preparation and submission of all required inspection test records, pressure test certificates, and sterilization reports.

3. RESPONSIBILITIES

Role / Designation	Responsibilities
Site Engineer	Overall technical supervision of domestic water piping and sterilization works. Review and approve method statements, shop drawings, and material submittals. Ensure compliance with project specifications and applicable standards. Coordinate with other disciplines. Approve pressure test and sterilization records.
Site Foreman / Supervisor (Plumbing & Water Systems)	Direct supervision of all installation, flushing, and sterilization activities on site. Conduct daily Toolbox Talks. Ensure the workforce follows this Method Statement and applicable safe work procedures. Monitor material usage and report deviations. Maintain site housekeeping and waste segregation.
HSE Officer	Enforce the project HSE Plan and applicable regulations. Conduct pre-task risk assessments and Toolbox Talks. Monitor PPE compliance. Control chemical handling (chlorine/disinfectants) with reference to Safety Data Sheets. Investigate near-misses and incidents. Manage emergency response arrangements on site.

QA/QC Inspector	Implement and monitor the Inspection and Test Plan (ITP) for all domestic water piping and sterilization activities. Witness pressure tests and sterilization procedures. Record all inspection results. Identify and manage non-conformances. Ensure approved material submittals are used throughout.

Additional roles may be added as required per *[PROJECT / COMPANY ORGANISATIONAL CHART REFERENCE]*.

4. REQUIRED TOOLS & EQUIPMENT

1. Pipe cutting machine (rotary cutter / hacksaw — appropriate to pipe type)
2. Pipe threading machine (for GI pipework)
3. Pipe bending machine / spring bender (as applicable)
4. Pipe fusion welding machine (for PPR/HDPE pipework — butt fusion or socket fusion)
5. Electric drill and hammer drill with masonry bits
6. Angle grinder with cutting and grinding discs
7. Pipe vice and bench vice
8. Torque wrench set and adjustable spanners
9. Spirit level, plumb bob, chalk line, and measuring tape
10. Hydraulic pressure test pump (manual or electric) with calibrated pressure gauge (0–16 bar range minimum)
11. Calibrated pressure gauge and test manifold
12. Chlorine dosing pump and chlorine solution mixing tank
13. Calibrated chlorine residual test kit (DPD colorimetric or equivalent)
14. pH meter / test strips
15. Turbidity meter
16. Water sampling bottles (sterile, laboratory-grade)
17. Pipe support fabrication tools: welding set, angle grinder, drill
18. Access equipment: mobile scaffold, stepladder, podium steps (as required)
19. Personal Protective Equipment (PPE) — as specified in Section 8
20. Chemical-resistant storage containers and spill containment trays (for chlorine solution)

5. MATERIALS

- Domestic water supply pipes: *[UPVC / CPVC / PPR-RC / Galvanised Iron (GI) / Copper — as specified]* in approved sizes and pressure ratings.
- Pipe fittings: elbows, tees, reducers, couplings, end caps — compatible with selected pipe material and rating.
- Gate valves, ball valves, check valves, pressure reducing valves (PRVs), and strainers — as scheduled.
- Water storage tanks: *[GRP / HDPE / stainless steel — as specified]* — food-grade, potable water approved.
- Pipe supports, hangers, clamps, channel framing (galvanised steel), and fixing anchors.
- Thread sealant tape (PTFE) and approved jointing compounds — potable water grade.
- Pipe insulation: *[closed-cell elastomeric foam / fibreglass — as specified]* with vapour barrier facing for cold water lines.
- Sodium hypochlorite solution (food-grade, minimum 12% available chlorine) or approved equivalent chlorination agent.
- Potable water (clean, turbidity <1 NTU) for flushing and sterilization fill.
- Identification labels, pipe markers, and colour-coding tapes per project specification.
- Gaskets and O-rings — WRAS approved, suitable for potable water contact.

All materials shall be in strict accordance with the approved material submittals and project specifications. No substitutions shall be made without written approval from the *[ENGINEER / PROJECT MANAGER]*. All

materials in contact with potable water shall be certified safe for potable water use in accordance with applicable standards.

6. HANDLING & STORAGE

6.1 Fabrication / Pre-assembly (if applicable)

Where pre-fabrication of pipe spools or assemblies is carried out in a designated fabrication area, work shall be performed in accordance with approved drawings and this Method Statement. Pre-fabricated assemblies shall be clearly tagged with the spool reference number, pipe specification, and inspection status. Open ends shall be capped with plastic end-caps immediately after fabrication to prevent ingress of debris.

6.2 Receipt & Inspection at Site

All materials delivered to site shall be inspected by the QA/QC Inspector and Site Foreman against the approved material submittal, delivery notes, and project specifications. The following checks shall be performed: verification of manufacturer's markings, pressure ratings, and material grade; check for physical damage, deformation, or contamination; verification of valid material certification and test certificates. Non-conforming materials shall be clearly marked "HOLD — REJECTED" and quarantined in a designated area pending disposition. All accepted deliveries shall be recorded on the Material Inspection Report.

6.3 Unloading, Shifting & Storage

Pipes shall be unloaded using mechanical handling equipment (forklift or crane with slings) or manually in small bundles — never dropped or dragged. Pipes shall be stored on level ground on wooden bearers or pipe racks, clear of ground moisture, sharp objects, and potential mechanical damage. UPVC and PPR pipes shall be protected from direct UV sunlight by use of covers or shade netting. Valves, fittings, and instrumentation shall be stored in a secure, dry, covered store with shelving. Chemical disinfectants (sodium hypochlorite) shall be stored in a designated chemical store with secondary containment, ventilation, SDS availability, and appropriate hazard signage, segregated from incompatible materials.

7. INSTALLATION / WORK PROCEDURE

7.1 Preparation & Pre-Commencement Checks

7.1.1 Obtain and review the latest approved shop drawings, isometric drawings, and project specifications prior to commencement. Confirm revision status with the Site Engineer.

7.1.2 Conduct a pre-task Toolbox Talk (TBT) with all workers covering the scope of work, hazards, controls, PPE requirements, and emergency procedures.

7.1.3 Verify that all necessary Permits to Work (PTW) are in place, including hot work permits (if applicable for welding or soldering), confined space entry permits (for underground tank works), and excavation permits.

7.1.4 Confirm that the work area is clear of obstructions, barricaded where required, and that adequate access and lighting are provided.

7.1.5 Check that all tools and equipment are in serviceable condition, with calibration certificates current for testing and measuring instruments.

7.1.6 Verify approved material submittals are on site and that materials are available in sufficient quantities. Confirm materials are stored and handled correctly per Section 6.

7.1.7 Coordinate with civil/structural and other MEP trades to confirm that builder's work openings (pipe sleeves, block-outs, chases) are complete and correctly positioned. Mark and confirm pipe routes using chalk lines and spirit levels before committing to fixings.

7.2 Pipe Routing, Fixing & Support Installation

7.2.1 Set out pipe routes strictly in accordance with approved shop drawings. Use a spirit level and chalk lines to mark the route on walls, ceilings, or floors. Mark positions of all pipe supports, hangers, and brackets at the spacings specified in the design (typically 1.0–1.5 m for horizontal runs for PPR/UPVC; 2.0–2.5 m for GI, or as specified).

7.2.2 Drill and fix pipe support brackets and hangers using approved anchor bolts appropriate to the substrate (concrete, block, steel). Ensure fixing torque is applied where specified. All metallic supports in contact with pipes shall be protected with rubber lining or anti-vibration pads to prevent galvanic action and noise transmission.

7.2.3 Ensure that all pipework is installed with the correct gradient for drain-down and air venting as specified. Provide air release valves and drain valves at high and low points respectively.

7.2.4 All pipe penetrations through fire-rated walls, floors, or ceilings shall be fitted with approved fire-stop sleeves and collars prior to pipe installation. Coordinate with the fire protection trade for inspection and sign-off of fire stopping.

7.2.5 Where pipes pass through external walls or below ground, approved pipe sleeves shall be installed and the annular space sealed with approved waterproof sealant.

7.2.6 Install isolation valves at the locations specified on the drawings — at main supply entries, at each zone/floor, at branch connections to individual units, and at each appliance connection. Ensure all valves are accessible for future operation and maintenance.

7.3 Pipe Jointing & Connection

7.3.1 All pipe cutting shall produce a clean, square cut. Deburr cut ends of all pipe types using a pipe reamer or file before jointing. Remove swarf from inside the pipe bore.

7.3.2 PPR Pipes (Polypropylene Random Copolymer): Heat fusion (socket or butt fusion) shall be used in strict accordance with the pipe manufacturer's instructions and the approved procedure. The fusion machine shall be set to the correct temperature (typically 260°C for socket fusion). Pipe and fitting surfaces shall be clean and dry. Heating time, insertion time, and cooling time shall comply with the manufacturer's requirements for the pipe diameter being joined. Joints shall not be disturbed during cooling. Incompletely fused or leaking joints shall be cut out and remade.

7.3.3 UPVC / CPVC Pipes: Solvent cement welding shall be used with approved WRAS-listed solvent cement compatible with the pipe material. Apply primer and cement in accordance with the manufacturer's instructions. Allow full cure time before pressure testing.

7.3.4 GI (Galvanised Iron) Pipes: Threaded joints shall use PTFE tape or approved potable-water-grade jointing compound on the male thread. Joints shall be made up to the correct number of turns. Cut and re-threaded ends shall be treated with cold galvanising paint before jointing.

7.3.5 All compression fittings shall be tightened to the manufacturer's recommended torque. Flanged connections shall use approved full-face or raised-face gaskets with bolts tightened in a star pattern to the specified torque.

7.3.6 Dissimilar metal connections shall incorporate approved dielectric unions to prevent galvanic corrosion.

7.4 Water Tank Installation & Pre-Sterilization Checks

7.4.1 Verify that the structural base/plinth for the water storage tank is complete, level, and has been approved by the Structural Engineer prior to tank installation.

7.4.2 Position the tank using appropriate lifting equipment. Ensure tank is level in both axes. Fix tank to base as per manufacturer's requirements and approved drawings.

7.4.3 Connect all inlet, outlet, overflow, drain, and vent connections as specified. Overflow pipe shall be sized and directed to an approved discharge point. Vent pipe shall be fitted with a vermin-proof screen.

7.4.4 Install float valve (ball valve / Torbeck valve), level indicators, access ladders, and manhole covers as specified. Confirm that all internal surfaces are free from debris, dust, construction materials, and standing water before closing the tank.

7.4.5 Inspect internal tank surfaces visually via access manhole for damage, foreign matter, and suitability for potable water storage. Record findings on the Pre-Sterilization Inspection Checklist.

7.5 System Flushing

7.5.1 Prior to sterilization, the entire domestic water pipework system and storage tanks shall be thoroughly flushed with clean potable water to remove all installation debris, swarf, flux residues, pipe compound, and loose sediment.

7.5.2 Flushing shall be carried out section by section, commencing at the main supply point and progressing to the furthest terminal point. Open all end-caps, dead-legs, and drain valves progressively during flushing.

7.5.3 Continue flushing until the water runs visually clear and turbidity is measured at <1 NTU at the point of discharge. Record flushing results.

7.5.4 Drain the system fully after flushing is complete. Close all drain points in preparation for the sterilization fill.

7.6 Sterilization / Disinfection Procedure

7.6.1 The sterilization procedure shall be carried out in strict accordance with WHO Guidelines for Drinking-water Quality and BS EN 806 / applicable project specification. The procedure shall be supervised by a competent person and witnessed by the QA/QC Inspector.

7.6.2 Prepare a sodium hypochlorite solution of the concentration required to achieve a free chlorine residual of 50 mg/L (50 ppm) throughout the system. Calculate the required volume of sodium hypochlorite based on system volume and available chlorine content of the stock solution. Verify concentration using a calibrated chlorine test kit before introduction.

7.6.3 Introduce the chlorine solution into the system via the tank or an approved dosing point. Fill the entire system with the chlorinated water, ensuring all branches, dead-legs, and outlets are fully charged. Open and close each outlet in turn briefly to ensure that chlorinated water reaches all points. Verify chlorine residual at the furthest point is a minimum of 50 ppm.

7.6.4 Allow the chlorinated water to remain in contact with all system surfaces for a minimum of 1 hour (contact time) at a minimum free residual chlorine of 50 mg/L, or as specified by the engineer. Alternatively, a concentration of 5 mg/L may be maintained for a minimum contact time of 8 hours, in accordance with project or regulatory requirements.

7.6.5 During the contact period, check and record the free chlorine residual at representative points throughout the system at intervals not exceeding 30 minutes. If the residual drops below the minimum required level, additional chlorine shall be introduced and the contact time restarted.

7.6.6 Upon completion of the contact period, drain the entire chlorinated water from the system to the drainage system in a controlled manner. Confirm with the HSE Officer that the drainage authority has been notified if required and that discharge concentrations comply with applicable environmental regulations.

7.6.7 Flush the system thoroughly with clean potable water until the free chlorine residual at all outlets is reduced to the acceptable drinking water level — typically <0.5 mg/L as per WHO guidelines. Measure and record chlorine residual and pH at multiple points.

7.6.8

7.6.9 Prepare and submit a Sterilization Report including: date, system section, chlorine concentration used, contact time, residual chlorine readings, pH readings, flushing results, laboratory test results, and names of supervising personnel. The report shall be signed by the QA/QC Inspector and Site Engineer.

7.7 Pressure Testing

7.7.1 Hydraulic pressure testing shall be carried out on all domestic water pipework prior to covering, concealing, or backfilling. Testing shall be witnessed by the QA/QC Inspector and the [ENGINEER / CLIENT REPRESENTATIVE].

7.7.2 Fill the section under test with clean water, ensuring all air is expelled through vent points or high-point bleeds. Apply the test pressure using a calibrated hydraulic pressure test pump. The test pressure shall be 1.5 times the maximum working pressure or as specified in the project specification.

7.7.3 Maintain the test pressure for a minimum of 1 hour (or as specified). Inspect all joints, fittings, valves, and connections for leaks during this period. Record the initial and final pressure gauge readings.

7.7.4 The test is deemed satisfactory if there is no visible leakage and the pressure drop does not exceed the allowable value specified. Any leaks identified shall be repaired and the test repeated until a satisfactory result is achieved. All test results shall be recorded on the Pressure Test Certificate.

7.8 Protection of Completed Work

7.8.1 All open pipe ends shall be capped immediately after installation and shall remain capped until final connections are made.

7.8.2 Installed pipework shall be identified with approved pipe markers and flow direction arrows at intervals specified in the project standards.

7.8.3 Installed pipework shall be protected from mechanical damage by subsequent trades using foam lagging, timber protection boards, or approved equivalent where required.

7.8.4 The water storage tank shall be kept securely locked or sealed after sterilization and sampling to prevent contamination pending commissioning.

8. HEALTH, SAFETY & ENVIRONMENT (HSE)

All works shall comply with the project HSE Plan, the applicable regulations of *[LOCAL HSE AUTHORITY / REGULATORY BODY NAME]*, and the requirements listed below:

- **Toolbox Talks (TBT):** A TBT shall be conducted prior to commencement of works each day and before any change in task or introduction of a new activity. Attendance shall be recorded and signed by all participants.
- **Mandatory PPE:** As a minimum: safety helmet, safety footwear (steel-toed boots), high-visibility vest, and safety glasses at all times. For sterilization/chemical handling: chemical-resistant gloves (nitrile or neoprene), chemical splash goggles (full face shield where splashing risk is high), chemical-resistant apron, and respiratory protection (half-face mask with appropriate filter cartridge) when handling concentrated sodium hypochlorite. For pipe welding/fusion: heat-resistant gloves, face shield, and appropriate protective clothing.
- **Working at Height:** All work at height shall be carried out from approved access equipment (mobile scaffold, podium steps) erected and inspected by a competent person. Step ladders shall only be used for access and not as a working platform for sustained work. Fall arrest/prevention systems shall be used where appropriate. Edge protection shall be provided at elevated work areas.
- **Electrical Tool Safety:** All portable electrical tools shall be inspected and tagged by a competent electrician before use. PAT testing records shall be maintained on site. 110V power supply via centre-tapped earth (CTE) transformer is recommended. RCD protection shall be provided on all socket outlets. No damaged or untagged tools shall be used.
- **Chemical / Substance Handling (SDS Compliance):** Safety Data Sheets (SDS) for all hazardous substances used (sodium hypochlorite, solvent cement, PTFE compounds, pipe primer) shall be available on site at the point of use. Workers shall be briefed on chemical hazards, safe handling, first aid measures, and emergency spill response procedures before use. Secondary containment shall be provided for chemical storage areas.
- **Confined Space Entry:** Underground tank inspection, cleaning, and sterilization works shall be classified as confined space entry and controlled under a valid Confined Space Entry Permit. Atmospheric testing (oxygen, flammable gas, toxic gas) shall be conducted before entry and continuously monitored during occupation. A trained stand-by person shall be positioned at the entry point at all times.
- **Waste Segregation & Environmental Controls:** All construction waste shall be segregated into approved skips/containers. Chemical waste (spent chlorine solution) shall be disposed of in accordance with applicable environmental regulations. Spill kits shall be maintained in the work area.
- **Manual Handling:** Manual handling assessments shall be conducted for all repetitive or heavy lifting tasks. Mechanical handling aids shall be used wherever practicable. Workers shall receive manual handling briefing as part of the TBT.
- **Activity-Specific Hazards — Sterilization:** Sodium hypochlorite is corrosive and an oxidising agent. Contact with skin and eyes must be avoided. Mixing of hypochlorite with acids or ammonia compounds is prohibited. Chlorine gas may be released if hypochlorite contacts acidic substances — ensure adequate ventilation. Eye wash stations shall be available in the sterilization work area.
- **Hot Work:** Where hot work (welding, brazing, soldering) is required, a valid Hot Work Permit shall be in place before commencement. Fire watch shall be maintained during and for minimum 30 minutes after hot work completion. Appropriate fire extinguisher shall be available at the work location.

Permit to Work Requirements: *[ENTER PTW REQUIREMENTS — e.g., Confined Space Entry Permit, Hot Work Permit, Excavation Permit as applicable]*

Risk Assessment Reference: *[ENTER RA REFERENCE NUMBER]*

9. QUALITY CONTROL & INSPECTION

All inspection and testing activities shall be carried out in accordance with the Inspection and Test Plan (ITP) and witnessed/signed off by the QA/QC Inspector. Hold points require mandatory sign-off before works proceed. Witness points require notification to the [ENGINEER / CLIENT REPRESENTATIVE] with adequate advance notice.

#	Inspection Activity	Reference Document	Acceptance Criteria
1	Material Inspection on Delivery	Approved Material Submittal, Project Spec.	Materials match approved submittal; no damage; valid certification present.
2	Pre-Installation Check of Pipe Routes & Supports	Approved Shop Drawings, BS EN 806	Pipe routes, support positions, and fixing types comply with approved drawings.

3	Pipe Jointing Inspection (Fusion / Solvent / Threaded)	Manufacturer's Procedure, BS EN 806	Correct jointing method applied; no voids, cold welds, or mechanical damage; correct bead formation for fusion joints.
4	Water Tank Pre-Installation Inspection	Approved Submittal, Manufacturer's Data	Tank grade, size, fittings, and connections comply with specification; internal surfaces clean and undamaged.
5	System Flushing Verification	BS EN 806, WHO Guidelines	Water runs clear; measured turbidity <1 NTU at discharge point. Recorded.
6	Hydraulic Pressure Test (HOLD POINT)	BS EN 806, ASME B31.3, Project Spec.	Test pressure maintained (1.5x MWP or as specified) for minimum 1 hour with no visible leaks and pressure drop within allowable limits. Signed pressure test certificate issued.
7	Sterilization Chlorine Concentration Verification	WHO Guidelines, BS EN 806	Free chlorine residual confirmed >= 50 mg/L at furthest point before contact time commences. Recorded.
8	Sterilization Contact Time & Residual Monitoring	WHO Guidelines, Project Spec.	Minimum free chlorine residual maintained throughout specified contact period. Readings recorded at <=30-minute intervals.
9	Post-Sterilization Flushing & Residual Chlorine Check	WHO Guidelines, BS EN 806	Free chlorine residual reduced to <0.5 mg/L at all outlets. pH within acceptable range. Recorded.
10	Microbiological Water Quality Sampling (HOLD POINT)	WHO Guidelines for Drinking-water Quality	Laboratory results confirm absence of Total Coliforms and E. coli; HPC within acceptable limits. Approved lab report received before system commissioning.

ITP Reference: *[ENTER ITP DOCUMENT REFERENCE NUMBER]*

10. REFERENCE DOCUMENTS

- ISO 9001:2015 — Quality Management Systems
- ISO 14001:2015 — Environmental Management Systems
- ISO 45001:2018 — Occupational Health & Safety Management Systems
- IOSH — Managing Safely (risk assessment and method statement principles)
- BS EN 806 — Specifications for installations inside buildings conveying water
- BS EN 12056 — Gravity drainage systems inside buildings
- ASME B31.3 — Process Piping
- ISO 3822 — Acoustics — Laboratory tests on noise emission from appliances
- WHO Guidelines for Drinking-water Quality (latest edition)
- Approved Material Submittals — *[ENTER REFERENCE]*
- Approved Shop / Construction Drawings — *[ENTER DRAWING REGISTER REFERENCE]*
- Project Specifications — *[ENTER RELEVANT SPECIFICATION SECTION]*
- Project HSE Plan — Ref: *[ENTER REFERENCE]*
- Inspection & Test Plan (ITP) — Ref: *[ENTER REFERENCE]*
- Risk Assessment — Ref: *[ENTER REFERENCE]*

11. DOCUMENT REVISION HISTORY

Rev.	Date	Description of Change	Approved By

00	*[DD/MM/YYYY]*	Initial Issue	*[NAME / DESIGNATION]*
01	*[DD/MM/YYYY]*	*[DESCRIPTION OF REVISION]*	*[NAME / DESIGNATION]*

12. APPROVAL & SIGN-OFF

Prepared By	Reviewed By	Approved By	Client / Owner Representative
Name: *[ENTER NAME]* **Designation:** *[ENTER DESIGNATION]* Signature: _____ Date: *[DD/MM/YYYY]*	**Name:** *[ENTER NAME]* **Designation:** *[ENTER DESIGNATION]* Signature: _____ Date: *[DD/MM/YYYY]*	**Name:** *[ENTER NAME]* **Designation:** *[ENTER DESIGNATION]* Signature: _____ Date: *[DD/MM/YYYY]*	**Name:** *[ENTER NAME]* **Designation:** *[ENTER DESIGNATION]* Signature: _____ Date: *[DD/MM/YYYY]*