



CONSTANT AIR SYSTEMS LIMITED
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Our ref:

Date:

Project:

PROJECT GENERAL METHOD STATEMENT DETAILING
PLANNING, PROCUREMENT AND INSTALLATION, TESTING,
COMMISSIONING, HANDOVER PROCEDURES INCLUDING
HEALTH AND SAFETY STATEMENTS

1.0 Introduction

This project method statement is provided to demonstrate the approach, appraisal, technical and supervisory consideration that shall be given to the project, and to ensure that all aspects of the works are executed in accordance with the projects specific requirements and to meet current health and safety legislation.

As required any specific area, operation or works task shall be subject to a particular aspect method statement prepared and submitted and agreed prior to commencing erection works of that particular area or task.

2.0 Scope of Works

2.1 Description

The project is to procure, supply, deliver and install a complete Casaire Heating System within the _____ (area to work) including all necessary power and control wiring, BMS outstation, gas pipework and build.

2.2 Basic items

2.2.1. The Casaire Heater including Fan to be used on this project is an _____ (type) from the now dismantled _____ building at _____ (location).
The existing heater is to be refurbished, with new side panels to gas train.

2.2.2. The Casaire Heater Control Panel situated on the side of existing heater would also be refurbished and upgraded to suit BMS Trend outstation with associated items.

2.2.3. The existing fan would have a purpose built fan housing chamber to prevent excessive noise brake out within _____(area to work).

2.2.4. Supply and install new Air Intake duct to Fan Chamber via Acoustic louvre from outside wall and filter bank.

2.2.5. Supply, install and set to work installation of ductwork system including Venturi Diffusers, all necessary fittings, supports and brackets required. Also ductwork insulation.

2.2.6. Supply, install and set to work on installation of new/modified gas pipework including capping of existing supply to Admiral Units.

2.2.7. Supply, install and set to work on installation of all power and control wiring required including disconnecting electrical supplies to Admiral Units.

2.2.8. Testing and Commissioning of new works.

2.2.9. As built records.

3.0 Planning and Procurement

Upon award of contract, receipt of clients letter of intent or order the following activities shall be actioned:-

3.1 Initial Activities

Set operations into progress and project review inclusive where applicable competence assessment of potential sub contract companies, compilation health and safety plan etc.

Evaluate, compile anticipated materials C.O.S.H.H. assessments and issue subsequent C.O.S.H.H. risk assessment documentation to relevant parties concerned.

3.2 Works Programme

Assess anticipated material and plant deliveries, together with allotted periods of time to carry out relevant works tasks.

Formulate, prepare and issue for clients approval or comments a project programme of works.

4.0 Drawings

Prior to commencing of installation works on site detailed working drawings as detailed within the clients specification shall be prepared and submitted on a “drawing issue sheet” indicating the number of copies sent, together with the initial purpose for issue and subsequent of issue i.e. for approval, for construction, as installed etc.

In general the extent of drawings shall comprise:-

- i) General Layout of Systems
- ii) Sections and Detailed Support Systems
- iii) Builders Work Requirements
- iv) Electrical and Control Wiring Diagrams
- v) Installation Programme

Drawings will be issued for approval and on receipt and on receipt of approval, or comments, will be amended accordingly and the drawing re-issued marked "Approved" with a suffix after the drawing number, commencing with the letter "A".

5.0 Ordering of Materials

On receipt of approval of the working drawings, all materials necessary for the contract will be placed on order for delivery to site to comply with the Installation Programme. CAS Limited will be responsible for offloading of all their materials.

6.0 Installations on Site

At commencement of works on site the following procedures will be taken. Put into operation and actioned:-

6.1 Initial Activities

Carry out audit checks for implementing procedures and health and safety information etc, i.e. access passes, permit to work certificates, first aid/fire procedures, equipment and P.P.E. checklists.

Evaluate, compile anticipated risk assessments, action preventive measurements accordingly and issue relevant risk assessment documentation to relevant parties concerned.

6.2 Erection

Each specific area or task for erection will be subject to a particular method statement prepared and submitted, agreed prior to commencing erection works of that particular area or task.

In general the erection of systems will be carried out in strict accordance with the specification and relevant erection codes of practice guides issued by the H.V.C.A., E.C.A.

All operations of works will be fully cordoned off and suitable and adequate safety signs displayed and enforced.

Any works comprising welding, soldering, naked flame cutting etc. shall be equipped with adequate and routinely maintained extinguishers all as laid down in the client's specific fire regulation requirements.

7.0 Testing, Commissioning, Handover

Set operations associated with checks that precommission defect works and testing in accordance with client's specifications etc have been completed.

7.1 Testing and Commissioning

Procedures for specific operations of testing and commissioning shall be subject to a particular method statement prepared and submitted, agreed prior to commencement of any overall testing and commissioning, but in any event works shall be in accordance with client's specifications.

Before commissioning can commence all electrical wiring will have to be complete and supplies turned "on". The service engineer, in conjunction with CAS project engineer, will check all equipment for availability, equipment rotation etc prior to commissioning in accordance with the specification.

When CAS have satisfied themselves that all the systems are commissioned and operating in accordance with the requirements of the specification, the project manager will be notified for witnessing purposes.

7.2 Handover

Prior to completion of the contract a full set of "As Fitted" drawings will be issued. These drawings will be contained within the Operating and Maintenance Manuals.

At completion of the contract, bound copies of the Operating Maintenance Manuals will be issued during handover.

Operating Maintenance Manuals shall be prepared in accordance with the client's requirements and contain all relevant installation documentation inclusive of final test and commissioning certificates.

At handover stage the client or client's representative shall be constructed on system.

A completion certificate shall be issued.

8.0 Health and Safety Matters

This project shall be subject to compliance with current health and safety legislation.

A health and safety policy shall be issued to the client at planning and procurement stage. A health and safety policy is enforced by CAS Limited and related to both direct employed operatives and subcontractors.

The health and safety policy is continuously reviewed and periodically monitored and audited by the company's health and safety allotted officers.

CAS Limited have standard manuals and checklists and audits for implementing health and safety matters i.e.:-

- i) C.D.M. regulations compliance and procedures manuals.
- ii) C.O.S.H.H. assessment compliance and procedures manuals.
- iii) Risk assessment compliance and procedures manuals.
- iv) Toolbox talks manuals.

The health and safety aims of CAS Limited are detailed as a signed statement contained within the company's health and safety policy.