METHOD STATEMENT

[Task title, e.g. Hydrostatic test of test pack TP-20-001]

Risk assessment and method statement (RAMS). Yellow cells are for you to fill in; grey italic text is guidance to delete. Free template from Deskely · deskely.com/resources/method-statement-template

1. Document control

Document number		**Revision**	
Project		**Client**	
Contractor		**Location / area**	
Planned start		**Planned finish**	
Prepared by		**Date**	
Reviewed by		**Date**	
Approved by		**Date**	

2. Scope of work

Describe the task in two or three sentences: what will be done, where, and on which equipment or systems. State what is excluded.

Scope

3. References

Drawings, specifications, procedures, the risk assessment, permits, lifting plans, manufacturer instructions and the ITP.

Document number	Title	Revision

4. Responsibilities

Name the people and roles. Everyone on the job has the authority to stop work if it is unsafe.

Role	Name	Responsibilities

5. Competence and training

Certificates, tickets, inductions and authorisations required, e.g. permit holder, rigger, slinger, authorised electrical person.

Requirement	Who needs it	Checked by

6. Plant, tools and equipment

Include inspection and certification requirements: lifting equipment certificates, calibration certificates, PAT, gas detector bump tests.

Item	Quantity	Certificate / inspection

7. Materials and substances

List materials and any hazardous substances, with the safety data sheet or COSHH assessment reference.

Material or substance	Hazard	SDS / assessment reference

8. Permits, isolations and hold points

Tick what applies and give the reference. Hold points are where work stops until an inspection, test or permit check is done.

Permit or control	Required	Reference
Permit to work		
Hot work permit		
Confined space entry permit		
Electrical / mechanical isolation certificate		
Work at height permit		
Lifting plan		
Excavation permit		
Other:		

9. Sequence of work

Numbered steps in the order the crew will work, each with the person responsible and the controls for that step. Mark hold points. Start with preparation and isolation; finish with reinstatement, housekeeping and handback.

No.	Step	Controls in this step	By	Hold
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

10. Risk assessment

For each hazard: who could be harmed, the risk before controls, the controls, and the residual risk. Use the project risk matrix (e.g. likelihood x severity, 1 to 5).

Hazard	Who is at risk	Risk before	Controls	Residual risk

11. Personal protective equipment

Task-specific PPE beyond the site minimum, e.g. face shield, chemical gloves, harness and lanyard, hearing protection, arc-rated clothing.

PPE

12. Environment

Waste, spills, discharge of test water, noise, dust, and how each is controlled.

Environmental controls

13. Emergency arrangements

First aiders		Nearest first aid / medical	
Emergency number		Muster point	
Rescue plan reference		Spill kit location	

14. Inspection and testing

The ITP reference, the inspections and tests in this task, and the records to complete (ITRs, test certificates, reinstatement records).

Inspection or test	Record / ITR	Witness (contractor / client / third party)

15. Approval

Role	Name	Signature	Date

16. Briefing record

Brief the method statement at the workface before work starts and after every revision. By signing, each person confirms they have been briefed, understand it and will follow it.

Name	Company	Role	Signature	Date