

GA09 Method statement review

Method statement – content review and tracking sheet

Company name				Project title		
Location				Contract no.		
Method statement title				Reference no.		
Date issued to site management						
Proposed start date of work on site						
Project/site manager	1 st review date	Status*	Name	2 nd review date	Status*	Name
Temporary works co-ordinator (as required)	1 st review date	Status*	Name	2 nd review date	Status*	Name
Technical advisor (as required)	1 st review date	Status*	Name	2 nd review date	Status*	Name
H,S&E function (as required)	1 st review date	Status*	Name	2 nd review date	Status*	Name
<i>(Method statement content is to be reviewed in accordance with the prompt list overleaf)</i>						
Comments/observations <i>(if appropriate)</i>						
<p>* Status user notes Complete 1st review using prompt list overleaf. Once complete, make an assessment on status (see below). If status is A then no further action is required. If it is B or C, return the method statement with the prompt list and comments/observations. Reassess amended method statement (2nd review) following the same process until status A is achieved</p> <p>Status: A – Work can proceed as described B – Work can proceed when comments are incorporated C – Resubmit and review before work can proceed</p>						
Signed off by activity supervisor						
Name		Position		Signature		Date
Signed off by site management as current working document						
Name		Position		Signature		Date
<p>Note: clearance to proceed with this method statement does not relieve the sub-contractor of their contractual obligations, including ensuring safety and structural integrity, or any other implications to permanent works arising from these proposals</p>						

GA09 Method statement review *continued*

Method statement review – prompt list

Note: this list could also be used when preparing method statements.

Method statement review – prompt list				
1. Description	Yes	No	In part	N/A
Fully describes the work, tasks, sequence, method and process for change?				
Programme of works and working hours identified?				
2. Resources	Yes	No	In part	N/A
Names and titles of key personnel/supervisors responsible?				
Details of resources required (such as equipment, plant, workers and materials)?				
Certificates of competence or qualification of operatives provided?				
Certificates for plant/equipment inspection/examination provided?				
Crane/lifting equipment – certificates/checklist/lifting plan in place?				
Sub-contracted work element/personnel?				
3. Hazard identification	Yes	No	In part	N/A
Specific risk assessment attached and satisfactory – have all the risks been evaluated?				
Are there arrangements in place for reviewing control measures due to changing circumstances?				
Approval of sub-contractor's risk assessment and method statement?				
Access/scaffolding (including ancillary arrangements, such as anchor points) fully detailed and described?				
COSHH, noise and manual handling issues dealt with?				
Workplace environment, design, layout and limitations identified and human factors taken into consideration (such as experience, fatigue, and so on)?				
4. Control measures	Yes	No	In part	N/A
Supervision?				
High risk or safety critical work identified and controls specified?				
Permit requirements identified?				
Monitoring (checks and inspections) identified?				
Environmental controls/waste disposal identified?				
Details of toolbox talks to be provided?				
Personal protective equipment specified?				
5. Emergency arrangements	Yes	No	In part	N/A
Rescue – how – by whom?				
First-aid requirements in place?				
Spillage containment in place?				
Special welfare requirements in place?				
6. Temporary works	Yes	No	In part	N/A
Details of temporary works schemes identified, including all documents?				
Temporary protection/support identified (such as fire, traffic and services)?				

GA09 Method statement review *continued*

Method statement review – prompt list				
7. Interfaces	Yes	No	In part	N/A
Interfaces/security of the client/public/other contractors identified?				
Other contractors identified/adequate notice given?				
Security in place?				
Traffic routes, emergency arrangements, services and existing method statements?				
8. Training and information	Yes	No	In part	N/A
Confirmation of briefing of method statement to operatives?				
Special training (such as confined space, tower erection and use of plant)?				
9. Environmental issues	Yes	No	In part	N/A
Environmental risks?				
Statutory permit and licence conditions?				
Pollution prevention?				
10. Monitoring and compliance	Yes	No	In part	N/A
Monitoring – how – by whom, equipment, sampling?				
Enforcement – how – by whom, equipment, sampling?				
Testing and commissioning?				
Checking, review and update?				
Change requirements?				
Confirmation of operatives' briefing?				
Any other? (<i>Specify</i>)				
Comments				
Name		Position		Signature
				Date