

SERCAL MATERIALS TESTING MACHINES SERVICES LTD

METHOD STATEMENT FORM

PROJECT: Service - Maintenance – Calibration				
Location: [Name of Customer]	Method Statement Prepared by: JIM SWANN	Ref No: Q-----R	Date: [date work due]	Page 1 of 3

SECTION	SUB-SECTION	DESCRIPTION
1. Operation	General description of work to performed under this Method Statement	General Maintenance and Calibration of Material Testing Machines installed at [Name of Customer]

2. Plant	List of Plant – refer to our Schedule No. Q-----R	Various Measuring Machines and Control systems
2.1	List of Equipment	Portable hand tools and instrumentation including load cells and displacement gauges. Also adapters and fixtures for securing instrumentation onto Testing Machines, SERCAL have documentation of equipment listing.
2.2	List of Substances	Oils and greases as required.
2.3	Certification details	SERCAL hold the necessary certification of equipment used and personnel certificates for operation.

3. Documentation		As the OEM all relevant drawings are available as necessary.
3.1	Drawings	As the OEM all relevant drawings are available as necessary.
3.2	Technical Information	As the OEM all relevant drawings are available as necessary.

4. Method		
4.1	Work sequence operations in chronological order	As stated in the Standard Service documentation
4.2	Site details which may affect the work	Free and easy access to the working area for personnel to be available at all times in line with Health & Safety requirements.
4.3	Procedure for departing from the work sequence	The procedure used is tried & tested and should not be departed from, SERCAL would control any variation.

5. Programme	Timing when the work will be carried out.	As mutually agreed between [Name of Customer]& SERCAL Service Department.
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SECTION	SUB-SECTION	DESCRIPTION
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6. Work Permit	Issuing party:	[Name of Customer]
	Receiving party:	SERCAL MTMS Ltd
	Details:	As required by [Name of Customer]

7. Contacts	SERCAL Service Director:	JIM SWANN	Tel No. 07976 281114
	SERCAL Office Contact:	LYN HUGHES	Tel No. 01527 514015
	Clients Representative:	[NAME]	Tel No. [NUMBER]
	Refer to Schedule for Department Contacts		

8. Job Skills	SERCAL Engineers	UKAS Accredited Engineers.
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9. Training	Site Training Requirements	Induction course will be given on site to all SERCAL Engineers involved on this project. This will include: Health & Safety information. Site Access Rules & Safety information.
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10. Safety		
10.1	Management arrangements	Site Engineers are supported by site based Manager – Technical Field Support, SERCAL based Quality & Environmental Manager and Health & Safety Representative.
10.2	Arrangements for delivery, stacking, storing and movement of material.	Not applicable in this instance.
10.3	Details of protective clothing and equipment to be used.	Safety shoes, overalls, gloves, ears & eyes protection as necessary.
10.4	Details of measures to protect other parties.	Access to area to be restricted to SERCAL Personnel during maintenance & calibration of facilities.
10.5	Procedures to be undertaken in an emergency.	SERCAL will adhere to [Name of Customer] Accident and Emergency Procedures.
10.6	Procedures to bring details to the attention of those carrying out the work.	Details provided above will be transmitted to all SERCAL personnel who may attend site in this capacity.
10.7	General	General Site safety and good working practice to apply.

11. Health Hazards	Materials required.	No hazardous substance or chemicals are required for this exercise.
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12. Lifting Hazards	Handling of equipment.	No lifting machines or mechanical handling plant is required for this exercise. Manual handling of calibration equipment is carried out in accordance with approved methods and controlled under SERCAL risk assessment.
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SECTION	SUB-SECTION	DESCRIPTION
13. First Aid	Site First Aid.	Details of Site first aiders will be communicated to all SERCAL staff prior to the commencement of work. All SERCAL staff carry first aid kits.
14. Communication	Details	SERCAL Engineers will maintain good communication with the all site contacts. We will promote good working practices and a high standard of health and safety.
15. Operational Procedures	Details	All work will be carried out in accordance with SERCAL procedures. Safety documentation used for the work will be SERCAL Standard documentation unless explicit instructions are given to use [Name of Customer] safety documentation, which will be at least as good or better than SERCAL's. All personnel carrying out work will hold relevant UKAS accreditation to the appropriate level for the task at hand.
16. Risk Assessment	List risk assessment relating to this method statement	As attached copy.

SIGNED:	J SWANN	DATE
APPROVED:		DATE: