

No:	MR 1
Issue:	Four
Date:	August 2008
Page:	1 of 2

METHOD STATEMENT REVIEW AND APPROVAL

This form is to be completed and attached to the front of every method statement written by or on behalf of PAH employees, its subcontractors or agents

Method statement title				
Method statement no.	Revision	Date		
Part 1 – Content				
Note Method statements shall provide answers to who? what? why? when? where? and how? As you read the method statement tick the appropriate box to record whether the required information is included / not included / not applicable				
Who?	Yes	No	N/a	Comment
Who is doing the work (company name and address)?				
Who is the work for (company name and contact name)?				
Who is responsible to implement the method statement?				
Who is going to manage the works on site?				
Who wrote the method statement (and they must sign and date it)?				
Who are the subcontractors for the person implementing these works?				
What?				
What work is to be carried out (outline works covered by this statement)?				
What is the current revision of the method statement?				
What are the changes against the prior addition?				
What tools will be used (hand, battery, 110v, Genie hoists, etc.)?				
What access equipment will be use?				
What are the permit requirements for these works?				
What are the emergency contact procedures?				
Where?				
Where is the site that the works will be carried out at (address)?				
Where in that site are the works to be done?				
Where are the first aid facilities?				
Where is the COSHH requirement detailed?				
When?				
When is the works to be started and finished?				
When are restrictions on noise, etc. in force?				
When (where and how) will deliveries be made?				
When will operatives and supervisors sign off the method statement?				
Why?				
Why are gloves and/or eye protection not to be used for this operation?				
Why are steps to be used?				
How?				
How they will do the works (step by step of the operation)?				
How are they to access site (route, inductions, etc.)?				
How will falls be prevented (PPE is a last resort)?				
How do they assess the risks?				
How did they assess the COSHH requirements?				
How will information be passed to those doing the works (sign-off sheet)?				

