



Method Statement

Prepared for:

A Customer

Southampton, Hants.

Activity	Method
Transporting goods	<p>Delivery to site will be made in accordance with the procedures described in the contract documents and the current site programme.</p> <p>At least 72 hours notice will be given of all major delivery requirements.</p> <p>Because of the fragile nature of catering equipment delivery will be made by road to keep handling to an absolute minimum and to maintain safe and secure transit avoiding unnecessary damage.</p>
Delivery	<p>Delivery will be made by tail lift vehicle where possible and will be delivered to the HCE secure compound or direct to the designated installation area.</p> <p>All items will be off loaded using suitable plant in accordance with site and HCE Health and Safety policies.</p> <p>Following delivery all vehicles will leave site via the wheel wash and the driver will ensure the wheels and any appropriate areas are cleaned to avoid contamination of the local area.</p>
Goods Inwards	<p>All goods will be checked fully to ensure compliance with the purchase orders.</p> <p>All items will be clearly marked with the area, room and item number.</p> <p>All items received with inadequate protection will be repacked with suitable materials.</p> <p>Any equipment unpacked as part of quality inspection will be suitably protected to avoid damage.</p> <p>Non compliant items will be isolated and clearly marked waiting inspection.</p>

<p>On Site Movement</p>	<p>A tail lift vehicle will be required on site at all times to assist with all on site activities and to ensure safe movement of materials during the, positioning and installation process.</p> <p>Items required for individual areas on site will be identified in the compound 24 hours prior to being required.</p> <p>All items will be moved to the nearest hoist (supplied by others) and taken to the relevant areas using sack or pallet trucks.</p> <p>Equipment will be unpacked and positioned in advance of installation and protected with suitable material.</p>
<p>Removal of Rubbish</p>	<p>All packaging will be returned to the van and taken to the designated area for disposal.</p> <p>Cardboard, wood and plastics will be separated and disposed of in the relevant receptacles to ensure all materials are disposed of in accordance with the site environmental policy.</p>
<p>Inspection</p>	<p>Installation will be carried out in accordance with the agreed installation programme.</p> <p>Where applicable access permits, permits to work and hot work permits will be submitted 24 hours in advance of the works be started.</p> <p>Areas will be inspected by the HCE Project Engineer one full week prior to the agreed installation due date and again 48 hours in advance of work commencing.</p> <p>Any issues arising from the inspections will be reported back via an Early Warning Notice, stating what action is required to achieve installation and who by.</p>
<p>Installation</p>	<p>All catering equipment to be installed to BS 6173: 1990. Particulars for gas and electrical equipment plus water and waste connections are as follows.</p> <p>Gas Equipment: All pipe work within the kitchen and on the delivery side of the main isolating valve will be pressure tested prior to the commencement of installation. Problems arising to be notified to the client and warning notices issued in accordance with CORGI regulations 1994. Any repairs will be carried out by others, and pipe work to be re-tested on completion. Gas equipment which is mobile will be fitted with metallic flexible connections to BS669 c/w safety chain.</p> <p>Electrical Equipment: Prior to the commencement of work, all safety devices are checked and all circuits isolated. Wiring to isolators and appliances will be carried out in accordance with IEE Regulations 16th Edition. All cables will be to BS6500 and BS6004. All fittings used will be to BS6121. Switches and sockets etc., will be to BS3676, BS1363, BS196 and BS4343. All equipment to be fitted with cable of a suitable length to allow the item to be withdrawn for cleaning.</p> <p>Water Connections: Pipe work will be in copper to BS28971 part 1. Table X to within one metre of final position of equipment. In accordance with the contract all visible pipe work will be in chromed finish. Fitting used will be to</p>

	<p>BS864 or BS2051 part 1. Joints will be made with lead free solder. Compression fittings will only be used in accessible positions, flexible connections will be fitted as supplied by the manufacturer. All connections to equipment will be carried out in accordance with BS5546, BS6700, CP342 part 2 and the local Water Bylaws.</p> <p>Waste Connections: Standard waste connections will be in PVC pipe and fittings to BS4346 parts 1 & 2. In accordance with the contract all visible waste fittings will be in chromed copper finish.</p> <p>Once installed all equipment will be protected in position using suitable materials.</p>
Commission	<p>A commissioning programme will be produced in accordance with the current site programme.</p> <p>Commissioning will commence once all services are live.</p> <p>Commissioning reports will be compiled for all powered equipment for inclusion in the O & M manuals.</p> <p>All equipment will be protected using suitable materials</p>
Cleaning	<p>Prior to handover, customer deep clean and product training HCE will remove all protective packaging from the catering equipment and provide a surface clean of the area.</p> <p>A list of all cleaning products will be provided in accordance with the site COSHH procedures.</p>
Product Training	<p>Where necessary with the support of the manufacturers HCE will provide product operation training. A full programme for training will be agreed when operatives are available.</p>