

QA8

SELECT ENGINEERING SERVICES LTD GENERAL METHOD STATEMENT





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QA8 General Method Statement

1. Works Description

Works/Contract	Autoclave Servicing and repair
Autoclave Engineers	
Site Address	
Works Start Date	
Expected Duration	TBA
Projected Completion Date	TBA

2. Authorisation

	Name	Signature	Date
Authorised by	MR C Booth (SES LTD)		
Authorised by	MRS R Booth (SES LTD)		
Authorised by (for Client)			

3. Emergency protocol

Emergency Contact Details			
Encase of emergency please contact the persons below for all non-emergencies please contact the office as usual.			
Contact	MRS R Booth	1 Pavilion Square,	Registered Office.
Tel	01204 41 33 69	Cricketers Way,	
Mobile	07935 351 626	Westhoughton.	
		Bolton. BL5 3AJ.	



4. Work Description

This method statement describes the working process for servicing, repair and installation of autoclaves.

5. Step by step process

5.1 Preparation

- a. Refer to site safety rules for information on signing in and starting work.
 - b. Report to site manager or laboratory manager before commencing work in any area
- SES staff will be inducted onto sites by the laboratory manager; all members of staff are obliged to follow the main site rules and regulations whilst on site.
- c. Physically check all equipment for signs of undue wear or damage before servicing commences and report to the lab manager.

5.2 Service and/or repair

- a. Always wear provided or required personal protective equipment.
- b. Isolate autoclave if power is not required at the time of works
- c. Carry out service work or repair in accordance to SES Maintenance check list QA3 Service report form.
- d. Only use pat tested equipment where needed.
- e. Carry out visual safety checks to all wiring, pipe work, safety circuits and safety valves and report any anomalies to the contact before beginning any repairs.
- f. Special care is to taken when working on live equipment, and should only be done when necessary.
- g. Ensure all pressure gauges are working correctly before any works are carried out with special care taken to boiler gauges and any subsidual steam pressures within the vessel.
- h. Notify any persons within the vicinity of any safety issues that may occur, for example, safety valve blow down testing, etc.
- i. Any repairs or parts changed are to be logged on the service report form and the customer to ask to sign for.
- j. Only replace parts that are to manufactures specifications.
- k. At no time is the autoclave to be left unattended whilst in test or the panels removed unless the mains power is isolated and locked out.
- l. Return all parameters that may have been changed during servicing.
- m. When finished, check that the site is left in a safe condition and return all areas used in a condition that it was found.
- n. Check the area for parts used are disposed of, and all tools are removed before leaving.

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5.3 Installations

- a. Always wear provided or required personal protective equipment.]
- b. Ensure all parts needed are to manufacturers requirements and are available before works commences.
- c. Carry out appropriate works for the installation and to manufacturers requirements,
- d. Pay special attention to torque settings of any parts.
- e. Welding guidelines if used may require site permits to work dependant on the site inform the site manager and acquire the relevant permits.
- f. Do not leave tools and equipment unattended at any time pay special attention to welding equipment and hot equipment.
- g. Check all connections and cabling for security and integrity, attend to any leaks and replace as necessary.
- h. Before energizing the system, all non-live testing will be carried out.
- i. Reinstate power supply to the autoclave check operation, including all relevant voltages are present.
- j. Check all parts of the machine according to QA9 Installation report form.
- k. Replace all panels and ensure good fitting and all bolts are replaced.
- l. Ensure area is left safe at end of works
- m. Tidy work area and remove all debris to designated waste area

5.4 Test and Handover

- a. A tests cycle will be carried out on autoclave prior to handover, albeit for service or installation.
- b. Replace any panels or covers back to the machine as found and clean down all debris present, where possible.
- c. Reset any user parameters before handover
- d. Handover to Laboratory manager



6. All Staff Information sheet.

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative. **Please read the entire sheet before beginning, if you have any questions please contact the safety representative.**

6.1 The main hazards to your health and safety are;

- a) Injury from slips trips and falls.
- b) Injury from Manual Handling
- c) Injury from contact with Electricity
- d) Injury to other contractors and site staff during works.
- e) Injury from steam under pressure

6.2 Preventative Measures you must take;

- a) All engineers must be “competent” to carry out the task.
- b) Barriers and/or warning signs must be placed around the work area where necessary.
- c) You must isolate any electrical supply to the equipment you are working on when not needed.
- d) You must be trained and competent to use carry out any works to autoclaves

6.3 Personal Protective Equipment you must wear when requested;

- a) Safety Glasses
- b) Overalls
- c) Gloves
- d) Safety boots
- e) Hard hat

This list is not exhaustive.

6.4 Environmental Protection Measures you must take;

- a) You must not dispose or handle any product, bottles or waste. Laboratory staff will be asked to carry out any loading or unloading of materials from the autoclave.

6.5 Quality Control

- a) Adhere strictly to the following procedure to ensure quality of service.
- b) Any anomalies defects or potential dangers are to be reported immediately.

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7. General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site foreman or safety representative.

8. Staff & Training

Servicing and repair work will be carried out by staff and sub-contractors to SES. All members of staff are experienced time served Autoclave technicians.

9. PPE

All site workers will wear Hard Hats, Safety boots, protective clothing, and hi visibility vests. When requested, other items of PPE such as eye protection and gloves are available to be worn as and when necessary.

10. Preparation & Induction

All members of staff required to work on this contract will be given copies of risk assessments and method statements when requested, any queries or concerns will be raised with the laboratory manager who will ensure it is dealt with. Staff should be inducted onto site by the laboratory manager and will follow all site rules and safety procedures.

11. Welfare

The Laboratory manager is responsible for providing adequate washing, toilet, drying and refreshment facilities for SES staff and sub-contractors, SES are responsible for ensuring that such welfare facilities are first of all provided by the laboratory manager and that they are maintained in a clean and wholesome manner.

12. First Aid

It is the responsibility of the company to ensure adequate first aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a first aider. The Appointed Person can render emergency first aid if trained to do so.

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13. Access egress

The Laboratory manager is responsible for providing safe access and egress to the site, SES staff will ensure safe access and egress is maintained for themselves and other contractors working in or near their area of control. Good standards of housekeeping will be maintained.

14. Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable by site staff. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area to the work area. All staff will take care when handling materials.

15. Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Staff and contractors will not lift items of tools or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller pieces or dual lifted where this is not possible. It is the responsibility of the Laboratory manager to identify and control potentially dangerous manual handling situations as they occur on site on a day to day basis.

16. Contractor/Staff Safety

SES will liaise with other contractor's staff on a day to day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, staff, or visitors, all tools and equipment will be cleared to secure storage at the completion of each shift. Scaffold, ladders and any other access to height will be made inaccessible.

17. Tools and Electrical Equipment

All items of tools and equipment will be visually inspected on a regular basis defective or damaged equipment will be removed from service. Electrical tools will be 110V where possible, sub-contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring all tools and equipment allowed on the site are fit for purpose

18. Data Protection Statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from SES.

End

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