

Method Statement			
Company Name	London Flick Testing	Date of works	
Client Name		Method Statement	M Reeve
Client Address		Created by	

Description of Job	
Critical stages	1 Review the plan of the building to confirm number of lights/locations and where to isolate
	2 Plan route to the building taking into account other planned visits
	3 Ensure that keys are available for accessing the building or by other arranged means
	4 Isolate the communal lights using fish key or other know procedure
	5 Start from the top of the building walk down the stairs and note each light on the sheet is working
	6 Take a photo and make a record of any lights that are not working
	7 Record visit on record sheet
	8 Produce a visit report sheet and email to the client
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