

METHOD STATEMENT

Process: Delivery and Installation of Sven Christiansen plc office furniture

Date: 17th December 2015

Issue: 04

Approved by: Roger Margiotta

Delivery requirements: A delivery and installation form is sent out for all installations requesting site information along with confirmation of access and parking arrangements on site. This must be completed and returned as early as possible before the due installation week. This information is then reviewed and appropriate clarification and resources will be put in to place to ensure a smooth and safe installation.

Induction requirements: We do not anticipate requirements for inductions on site unless it has been made clear to Sven in advance of the installation.

CSCS Cards Required:

PPE requirements:

Delivery Stage

High Vis Sven logo vests	<input checked="" type="checkbox"/>
High Vis over trousers	<input checked="" type="checkbox"/>
Steel toe capped footwear	<input checked="" type="checkbox"/>
Rigger gloves	<input checked="" type="checkbox"/>
Fingerless grip/cut gloves	<input checked="" type="checkbox"/>
Hard Hat	<input checked="" type="checkbox"/>
Bump Cap	<input checked="" type="checkbox"/>
Eye Protection	<input checked="" type="checkbox"/>
Ear Protection	<input checked="" type="checkbox"/>

Installation Stage

High Vis Sven logo vests	<input checked="" type="checkbox"/>
High Vis over trousers	<input checked="" type="checkbox"/>
Steel toe capped footwear	<input checked="" type="checkbox"/>
Rigger gloves	<input checked="" type="checkbox"/>
Fingerless grip/cut gloves	<input checked="" type="checkbox"/>
Hard Hat	<input checked="" type="checkbox"/>
Bump Cap	<input checked="" type="checkbox"/>
Eye Protection	<input checked="" type="checkbox"/>
Ear Protection	<input checked="" type="checkbox"/>

Unloading procedures:

- * Prior to unloading the vehicle(s) a quick site check should be made by the Supervisor to ensure access is clear and area is ready for the installation.
- * Condition of access areas are to be inspected and any damage observed to be brought to the attention of the Site Manager, who is to sign the DISC (Delivery/Installation/Service/Collect) report accordingly, take photos as necessary.
- * During delivery, care must be given to product, premises and persons working in or who have access to the same areas.
- * All lifts and doorways to be protected as necessary. Floorings to be protected where pallet trucks may be used or pallet trucks designated indoor and outdoor.
- * All site restrictions must be obeyed unless a dispensation has been given by a suitably authorised person.
- * Any concerns regarding suitability of PPE shall be raised with the appropriate Site Manager and Sven Transport Manager.

Installation procedures:

- * Furniture should only be installed in areas that are suitably complete and clear of other contractors who may put fitters and product at risk of injury or damage.
- * To assemble furniture we use hand tools and maximum 18 Watt cordless drills.
- * It may be necessary to place appropriate protection down in the work areas. This must be suitable and not act as a trip hazard.
- * Packaging is to be removed from site daily via the same access route.
- * All contractors to work with due consideration for other contractors still on site.
- * Where reasonably practical complete areas to enable other contractors e.g. IT, to start working 'behind' us.

Sign-off procedures:

- * Any snagging is to be noted on the drawing/floor plan and notations made on the delivery notes before the client is asked to sign. Site reports (DISC) are written out by the installation crew and form the basis of rectification reporting to our Service department. The senior fitter/supervisor on site is responsible for the collation of this information