

METHOD STATEMENT

Company: Zip Heaters (UK) Ltd

Ref: SOGMS002

Version No: 06



Date: 28/04/11

Last Review Date: 28/04/11

Next Review Date: 28/04/12

Reviewed By: Mark Kett

Approved By: Lindsay Vallis

Issued Date: 28/04/11

Signature:

Signature:

Main Contractor:	Zip Heaters UK
Site Address:	
Activity:	Installation of Zip products

1. **Scope of Works:**
Scheduled visit by a Zip engineer or approved contractor to a customer site to perform an installation of Zip products.

2. **Access / Egress:**
As instructed by site representative and in accordance with site Health & Safety procedures.

3. **Start Date:** *As defined by Installation date agreed by customer.*
Finish Date: *As defined by Installation date agreed by customer.*
Duration: *Dependant on type and quantity of products*

4. **Pre-Start Checks / Pre-Commissioning**
Client to ensure that the areas are prepared and made ready for Zip to install.
Client to ensure all install consent forms are signed and returned prior to works commencing.

5. **Special Instructions:** *As defined by the client*

6. **Plant and Equipment used:**
Hand tools, 24vdc drill, Buckets & Bins, etc.

7. **Materials used:**
Food grade pipe when required.

8. **Technical Information:**
Refer to Zip product information along with specific technical method statements.

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9. Safety Aspects and Permit to Work Requirements:

Permit to perform work in the area will be provided by site personnel.

No live electrical work will be performed.

No hot works will be performed without prior agreement and relevant controls in place.

10. Sequence of Procedures/Work – Replacing Units/Refit

Pre-Work Checks

- a) Visit site, book in and assess and gather information appertaining to work to be completed.
- b) Prior to commencing works ensure all aspects of pre install are in accordance with Zip specifications and that the consent form has been supplied.
- c) Ensure all potential hazards have been assessed by eliminating or controlling to reduce the risks to an acceptable level, namely use of tools, manual handling risks, injury from buried services, equipment, head, eye or foot injuries, skin damage, working at heights etc.
- d) Arrange plant, equipment and materials required and if necessary arrange for delivery.
- e) Assess safe method of getting materials to site.
- f) Ensure sufficient space to store material safely and ensure it is secure and does not cause a hazard.
- g) All tools and equipment to be inspected prior to use.
- h) Arrange for materials to be taken to site, via safe means and remove packaging.

Commence Work – Replacing Units

- i) Close off and make safe access to unit that will be worked on using signage/guarding.
- j) Isolate unit from electrical supply.
- k) Isolate unit from water supply.
- l) Disconnect and isolate all water and electrical supplies from unit before removing unit from location.
- m) Remove unit from location and return to van or designated and agreed customer location.
- n) Utilise existing fittings, openings and brackets where practicable.
- o) Check for hidden electrical wires and pipes using a suitable detector if drilling is required.
- p) Drill using template if wall mounting the product in accordance with installation fitting instructions.
- q) Offer product to installation location using suitable fixings and secure in accordance with installation fitting instructions.
- r) Connect any relevant filters, attachments or accessories as specified and in accordance with the installation fitting instructions.
- s) Reconnect isolated water and electrical supply and check for correct electrical fuse rating for product and change if required.
- t) Ensure all connections and fittings are secure and tight before turning on water, electrical supply.
- u) Turn on water supply and visually check for leaks and if required rectify before proceeding to next step. (Wait for unit to be primed with water before proceeding to next step)
- v) Turn on electric supply to unit and ensure functional as in accordance with Zip product installation and specification instructions.
- w) Flush filters if fitted in accordance with Zip installation and specification instructions.
- x) When work is complete check all tools and clean work area.
- y) Complete service visit report and obtain signature from site representative and book out of site.

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11. Sequence of Procedures/Work – New Installation

Pre-Work Checks

- a) Visit site, book in and assess and gather information appertaining to work to be completed.
- b) Prior to commencing works ensure all aspects of pre install are in accordance with Zip specifications and that the consent form has been supplied.
- c) Ensure all potential hazards have been assessed by eliminating or controlling to reduce the risks to an acceptable level, namely use of tools, manual handling risks, injury from buried services, equipment, head, eye or foot injuries, skin damage, working at heights etc.
- d) Arrange plant, equipment and materials required and if necessary arrange for delivery.
- e) Assess safe method of getting materials to site.
- f) Ensure sufficient space to store material safely and ensure it is secure and does not cause a hazard.
- g) All tools and equipment to be inspected prior to use.
- h) Arrange for materials to be taken to site, via safe means and remove packaging.

Commence Work – New Installation

- i) Close off and make safe access to installation area using signage/guarding.
- j) Locate electricity mains fuse spur and Isolate electricity supply.
- k) Locate mains water stock cock and Isolate water supply.
- l) Check for hidden electrical wires and pipes using a suitable detector if drilling is required.
- m) Drill using template if wall mounting the product in accordance with installation fitting instructions.
- n) Cut out any openings access holes using relevant templates and in accordance with installation and fitting instructions.
- o) Offer product to installation location using suitable fixings and secure in accordance with installation fitting instructions.
- p) Connect and secure any pipe work required in accordance with the installation and fitting instructions.
- q) Connect any relevant filters, attachments or accessories as specified and in accordance with the installation fitting instructions.
- r) Connect isolated water and electrical supply to unit and check for correct electrical fuse rating for product and change if required.
- s) Ensure all connections and fittings are secure and tight before turning on water, electrical supply.
- t) Turn on water supply and visually check for leaks and if required rectify before proceeding to next step. (Wait for unit to be primed with water before proceeding to next step)
- u) Turn on electric supply to unit and ensure functional as in accordance with Zip product installation and specification instructions.
- v) Flush filters if fitted in accordance with Zip installation and specification instructions.
- w) When work is complete check all tools and clean work area.
- x) Complete service visit report and obtain signature from site representative.
- y) Book out of site.

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12. **Supervisory and Escalation Arrangements**
The Service Engineer will be the nominated named person on site in control of plant, equipment and personal protective equipment (PPE).

Escalation:

Zip Heaters UK Office – Normal Office Hours Mon-Fri

Contact Number: 0800 077 8302

13. **Training:**
All operatives to have passed relevant training courses and demonstrated competency. Training records can be provided on request.

14. **Housekeeping and Waste Removal Procedures:**
Area of work to be kept clean and tidy ensuring all scrap material/parts are removed from site and returned to Zip UK head office for safe disposal or recycling.

15. **Demarcation**
A specifically marked designated area will be made clearly visible to all who visit the work area. This will be achieved via:
a) Signs & Notices
b) Physical Barriers

16. **The following Risk/COSHH/Noise/Manual Handling assessments are attached.**
COSHH Assessments: Not Applicable unless using sanitising Fernox fluid
Manual Handling Assessments: Supplied Zip Doc ref: gra043, gra043B
Hand Arm Vibration Assessments: Not Applicable
Hot Work Assessment/Permit: Not Applicable
Noise Assessments: Where equipment used in this task exceeds the first action level of 80dB a noise assessment will be made.
Site Specific Risk Assessments: Not Applicable
Working at Height Assessments:

17. **Personal Protective Equipment**
All mandatory PPE shall be provided and used, i.e. hard hat, eye protection, hearing protection especially if using noisy equipment, overalls, safety footwear and gloves if appropriate.

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18. Specified Control Measures

The control measures in place will be found in the company's Health and Safety Policy, Health and Safety Procedures and the Risk Assessment Manual.
All personnel shall be trained in correct procedures for locating and isolating all services.
All tools and equipment shall be inspected prior to use and records kept. (Doc HSF13)
Ensure that all electrical services are protected from ingress of water.

Signed Receipt of Method Statement

I can confirm I am in receipt and have read and understood and accept the rules and methods within this document.

Print Name:	Signature: