

METHOD STATEMENT Machine Movement / Installation / Removal

JPS Machinery Ltd staff upon arrival on site:

If we are delivering a machine/s we will then request the location of where the machine/s are to be sited, confirming the site is suitable for that machine/s. If collecting we will request to see where the machine/s are currently sited.

We will assess whether the machine/s can be lifted into position or taken out directly with the crane, taking into consideration floor conditions, any overhead obstructions & working area.

If skating is required we will then assess the best location of the collection / delivery vehicle & will discuss where the vehicle needs to be sited, this may result in doorways being blocked for a period of time. He / she will assess the suitability of the site before positioning the vehicle.

We will plan the route where the machine/s need to be skated assessing floor conditions, overhead obstructions & safe working zones. If the floor has manhole covers, drains, holes etc. we will place protective sheets of metal over the obstruction to enable the machine/s to skate over & remove any obstruction that can be moved. The floor then will be swept the full length the machine/s are to be skated.

If a craned vehicle is provided by JPS Machinery this will be a sub contract vehicle & their method statement will be provided for the unloading / loading.

The load will then be placed on appropriate skating equipment & we may request the use of your forklift for the towing / pushing of the load. A driver may be required from your company alternatively JPS Machinery staff hold current counterbalance forklift (RTITB) operator certificate. When in position the load will be then lifted of the skates by using the appropriate toe jacks.

When the machine is in position if applicable we will then secure the machine to the floor using the appropriate fixing.

Then the electrical connection is to be made by the customers own electrician

At all times during this process a safety zone will apply, this must be adhered to at all times.

METHOD STATEMENT

Machine Commission, Service/Repair

We will report to your reception & ask for your safety officer/contact. We would then expect to be advised of the site safety procedures. We would advise you if your procedures may conflict with the work we are required to carry out or if we require a more stringent procedure for the duration of our work in your work shop.

The engineer on arrival will do a visual safety assessment. We may request a safety zone around the machine. The removal of scrap material, obstructions, people working too close etc may be required.

We will then assess the machine, if any safety issues we consider dangerous (ie bear wires) we will insist these are rectified prior to proceeding. Any other issue we find, but consider ok for us to proceed we will notify you there & then. If we do not carry out the work to rectify the problem you will also be notified in writing.

Work Wear

All our engineers have Safety boots, overalls, safety glasses, hard hats, ear protection, high visual jackets & gloves. These will be used where appropriate.

Electrical Work

The machine is to be electrically turned off at the appropriate point, prior to replacement of parts. It may be necessary for the engineer to work on the machine with electrical door/panels open. A safety zone may be required to ensure the safety of other people in the area. Under no circumstance the machine is to be left with doors/panels open unless power to the machine is turned off & locked off.

If a part is removed leaving exposed wires the machine will be left electrically turned off & locked off and fuses may be removed preventing reconnection until new part is fitted.

Hydraulic Oil

If we are providing new oil, we will provide appropriate containers for the old oil removed from the machine. (Old oil removed from the machine is disposed of in accordance with the environmental agency code.) Any spillages will be cleaned up using rags or absorbent granules.

Work wear

All employees are issued with overalls, safety boots, protective gloves, hard hats, safety glasses and high visibility coats.

TRAINING

All of JPS Machinery Ltd employees are trained in the movement & positioning of machinery & hold current safety passports [CCNSG].

ASSESSMENT

All of JPS Machinery Ltd employees are periodically & randomly assessed to check their operational ability. If the customer is providing any lifting equipment, it is the customer's responsibility to assess that any of their lifting equipment, is adequate for the task to be performed. Only equipment with current test certificates will be used. Proof of this will be requested prior to use.

ON SITE RISK ASSESSMENT

LIFTING EQUIPMENT

All equipment used must carry a current test certificate & must be adequate for the task to be performed.

DEFECTS

All equipment is checked prior to use, any defects will be repaired prior to use if applicable or disposed of & replaced with new

MOVEMENT OF ABNORMAL LOADS

At all times JPS Machinery Ltd employees are aware that they must not, at any time, endanger either them self or anyone else's life whilst they are carrying out their duties.

A safety zone when needed will be applied.

FLOOR BOLTS

Where the machinery manufacturers advice requirements are that it is required to be bolted to the floor it is the customer's responsibility to :

- i) Ensure there are no underground services that will be affected.
- ii) Instruct our engineers not to drill holes for machine fixing if there is any doubt.

ELECTRICAL CONNECTION

It is the customers responsibility to provided the appropriate electrical connection by a fully qualified electrical engineer [machines motors are not to be run]

FLOOR CONDITIONS

The workshop floor has to comply with any foundation requirements stipulated by the manufactures this is the sole responsibility of the customer. Our staff will refuse to place a machine into position if they consider the floor to be unsafe.

Where skating is needed floors swept clean , upon inspection after sweeping ,if the floor is uneven, i.e. has manhole covers, drains, holes, or the general condition is poor, we will require to run the skates over suitable metal plates. Provision of the metal plates is the customer's responsibility and cost.

Therefore it is the customers responsibility to check the floor condition prior to machinery's arrival at your work shop

We trust that our METHOD STATEMENT meets your requirements,
for any further clarifications or queries, kindly feel free to contact me.

Thanks
Lee Fozard

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