

METHOD STATEMENT

**Method Statement
Of
Petrol Filling Station, Installation, Repairs and Testing**

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METHOD STATEMENT

1. SCOPE

This document has been prepared with a view to detailing and informing the customer in respect of the Electrical/Testing work undertaken by Reaction Group. Reaction Group performs these activities under the APEA Blue Book and the British Standards 7671, IET Wiring Regulations, which is a document produced by and available from the Institution of Electrical Engineers. These regulations apply to the design, erection and verification/testing of electrical installations, which include circuits supplied at nominal voltages up to 1000 V a.c.

2. ABOUT REACTION GROUP

Reaction Group is committed to providing a quality cost effective Electrical Installation/Testing Service to our Customers believing that our success is based on the success of our customers. We believe in an open and honest relationship and will endeavour to meet our customer requirements where practically possible.

3. THE LAW

Under UK law The Health and Safety at Work Act puts the responsibility to employers for ensuring the safety and health of their employees and the public, if these are at risk from those work activities, this includes electrical safety.

The legislation of specific relevance to electrical maintenance is:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999 (amended 2006)
- The Electricity at Work Regulations 1989
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Petroleum (Consolidation) Regulations 2014
- Memorandum of guidance on the Electricity at Work Regulations

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4. INSTALLATION OR REPAIR WORK

- On arrival to site, if required a site induction will be undertaken
- Work area to be cleared and barriers/warning signs to enable safe access/work space
- Circuits to be worked on will need to be isolated and locked off
- Tools used to be inspected for current rating and any damage to insulation, power tools to be PAT tested
- Tools used in hazardous areas will be intrinsically safe
- All works to be carried out to APEA Blue Book & the BS 7671, IET Wiring regulations, CompEx Ex07 meets the competency requirements of IEC 60079 - 14 for 'Operatives (selection and erection), CompEx Ex08 meets the competency requirements of IEC 60079 - 17 for 'Operatives (inspection and maintenance)
- Before energising new circuits, Initial verification testing will take place.
- Work areas to be left clean and inspected by customer.

5. INSPECTION AND TESTING

- Circuits will be shut down in a controlled fashion.
- Warning signs and barriers must be used to prevent anyone coming into contact with potentially live parts.
- All circuits must be shut down and locked off.
- Testing equipment must be calibrated & a proving device must be used
- Upon completion of testing, the circuit description, location and test results shall be input into Reactions testing software.
- C1 observations must be dealt with immediately, either by repair, isolation or in extreme cases a signed disclaimer from customer.

6. REPORTS

Upon Completion of the testing a report or certificate shall be generated detailing the tests and results undertaken. This report shall be forwarded to the nominated customer contact. Reaction Group will provide the reports in in pdf format and emailed to nominated customer contact.

METHOD STATEMENT**7. RISK ASSESSMENT**

Reaction Group is committed to working in a safe environment for its own employees, customer employees and visitors to customer premises at the time of testing. As such specific hazards in the working environment have been identified in Reactions Risk Assessment RA-08, and can be discussed with the duty holder prior to commencement of the works.

METHOD STATEMENT REVIEW**Written by:** Mike Holland-Porter**Position:** Technical Director**Date:** 14/02/2020**Review Date:** 14/02/2021

This Method Statement is to assist with the process of carrying out Petrol Filling Station Testing activities on customers sites and works in conjunction with RA-82 Electrical Engineer risk assessment.

If the work activity changes or deviates from that originally envisaged, we will seek further advice and request an amended method statement.



Mike Holland-Porter - Technical Director