**Method Statement: Replace Pump / Pump Set**

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| **Contract Manager:** | **Site Supervisor:** |
| **Originator:** G Pinder **Position:** Health & Safety manager **Date:** 01.02.19 | |
| This method statement is critical to the health & safety of the activity(ies) it relates to. It is to be strictly adhered to. Any deviation must first be authorized by the site supervisor. | |
| **Planned Task/Activity Description:** Replace Pump / Pump Set | |
| **Location and Access:** (attached plan as appropriate)  Various | |
| **Working Environment & Restrictions:**  Plant room, only contractors to be present during activity. | |
| **Protection of others:**  Only contractors to be present during activity. | |
| **Emergency Procedures:**  Normal site emergency procedures apply. | |
| **Operatives Competence:**  Operative to have current ACS qualification, ICH is a Gas Registered company, operative to have IPAF license when operating a MEWP. | |
| **Personal Protective Equipment:**  Safety shoes.  Safety glasses when necessary.  General protective gloves when handling hot or sharp materials.  Overalls when necessary.  Ear defenders to be worn when necessary. | |
| **Plant & Equipment:**  Hand tools to be in good condition.  Electrical tools to be within inspection dates. | |
| **Materials Handling/Storage & Safety Information:**  None. | |
| **Critical Stages:** (must be undertaken in correct sequence).   1. On arrival site contact made and site induction undertaken. 2. Access and check the site log book and asbestos register, collect the equipment’s manufacturer’s specifications (if available) and complete the site permit to work. 3. Ensure there is sufficient lighting available for the procedure. 4. Isolate the electrical and gas supplies to the equipment to be replaced. 5. Check isolation of equipment with suitable test apparatus. 6. If working at height, follow ICH’s procedures. 7. Strip out old pump / pumps and install new as per the manufacturer’s instructions. 8. Commission equipment and carry out safety checks. 9. Place equipment back on line and into service. 10. Reinstate all control settings. 11. Work area to be kept tidy at all times. 12. Clear away all equipment/materials and leave in a safe condition. 13. Report back to site contact, sign off work permit, and hand over relevant gas safety documentation and manufacturers specifications. 14. Tools and equipment will be packed away in vehicle and site cleared of materials. | |