**Method Statement: To Service Air Conditioning Appliances**

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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:** To service air conditioning appliances. |
| **Location and Access:** (attached plan as appropriate)Various |
| **Working Environment & Restrictions:**Open plan office and outside wall. |
| **Protection of others:**Cordon area off during activity. |
| **Emergency Procedures:**Normal site emergency procedures apply. |
| **Operatives Competence:**Operative to have current refrigerant safe handling qualification, ICH is a Refcom Registered company. |
| **Personal Protective Equipment:**Safety shoes.Safety goggles.General protective gloves when handling hot or sharp materials.Nitrile gloves to be worn when handling refrigerants.Overalls.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:**Engineer to follow ICH’s COSHH procedures. |
| **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 equipments manufacturer’s specifications (if available) and complete the site permit to work.
3. Locate indoor unit.
4. Ensure there is sufficient lighting available for the procedure.
5. Check for the presence of refrigerants if equipment is located in a plant room.
6. Isolate the electrical and to the equipment to be serviced.
7. Check isolation of equipment with suitable test apparatus.
8. Dismantle the equipment and carry out maintenance as per the manufacturer’s instructions.
9. Re-assemble equipment and locate outdoor unit.
10. Site access equipment and cordon off area.
11. Isolate the electrical and to the equipment to be serviced.
12. Dismantle the equipment and carry out maintenance as per the manufacturer’s instructions.
13. Place equipment back on line and into service.
14. Reinstate all control settings.
15. Work area to be kept tidy at all times.
16. Clear away all equipment/materials and leave in a safe condition.
17. Report back to site contact, sign off work permit, hand over relevant documentation and manufacturers specifications.
18. Tools and equipment will be packed away in vehicle and site cleared of materials.
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