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METHOD STATEMENT TITLE	Rev.0
<p>Method Statement for Site Survey for Installation of New Fused Switch at Existing LV Switchboard of G/F., LV Switch Room, Main Depot Building, MTR Siu Ho Wan Depot</p>	

	Prepared by:	Checked by:	Reviewed by:			Approved by:
Signature:						
Name:	Maxson Wong	Sam Shum	K.F. Leung / Ernest Young	MH Isa / W.K. Lam	MH Isa / Iris Ho	Eric Fong
Position:	BSE	BS Manager	SM / SO	QM / QE	EM / EO	Project Director
Date:	29/01/2024	29/01/2024	30/01/2024	30/01/2024	30/01/2024	30/01/2024

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1.	Introduction (Overview of the operation/works)																			
	<p>This method statement gives a guideline for the measurement of an existing LV switchboard for the installation of 2 nos. fused switch located in Switch Room "8.27" at G/F. After the measurement, the proper size of busbar will be fabricated for addition fused switch. The detailed procedures of survey, safety measures will be described to ensure the measurement is carried out in a proper and safe way with good quality and to meet the project programme. Please note that it will take at one (1) overnight work sessions to complete the modification works.</p> <p>This method statement will be reviewed and amended to improve the aspects of safety and quality based on the actual conditions.</p>																			
2.	Reference Documents (Identify relevant documents by name and reference number)																			
	<p>(a) Code of Practice for the Electricity (Wiring) Regulations (2020 Edition), EMSD</p> <p>(b) "Rule & Procedures for Working within or adjacent to the Railway", "Railway Safety Rules" and "Safety Requirements and Information for Contractor"</p> <p>(c) The General Specification for Electrical and Mechanical (E&M)</p> <p>(d) The Particular Specification</p> <p>(e) The Factories and Industrial Undertaking Construction Site (Safety) Regulations of the Hong Kong Special Administration Region</p> <p>(f) The Factories and Industrial Undertaking (Electricity) Regulations of the Hong Kong Special Administration Region</p> <p>(g) A Guide to the Factories and Industrial Undertaking Ordinance (Section 6A & 6B) from the Labour Department of the Hong Kong Special Administrative Region</p> <p>(h) Lock-Out Tag-Out (L.O.T.O.) Procedure</p>																			
3.	Details of Sub-Contractor/Specialist Sub-Contractor																			
	China State Mechanical and Electrical Engineering Limited																			
4.	Responsibilities for Activities described within Method Statement																			
	<p>CSHK is responsible to inspect and carry out the construction works. The following persons, as listed in the table below, will attend the specific tool-box talk and be responsible for the activities:</p> <table><tr><th>Company</th><th>Name</th><th>Position</th></tr><tr><td rowspan="4">CSCE</td><td>Sam Shum</td><td>BS Manager</td></tr><tr><td>Hobby Leung</td><td>Deputy BS Manager</td></tr><tr><td>Daniel Ng</td><td>Assistant BS Manager</td></tr><tr><td>Maxson Wong</td><td>BS Engineer</td></tr><tr><td rowspan="3">CSME</td><td>Ha Hau Sze, Keith</td><td>Assistant General Manger REW C0 & H0 (No. W075836)</td></tr><tr><td>Ng Wing Chi, Cherry</td><td>Project Manager REW C0 (No. W131034)</td></tr><tr><td>Yip Siu On</td><td>Assistant Project Manager REW B0 (No. W122256)</td></tr></table>	Company	Name	Position	CSCE	Sam Shum	BS Manager	Hobby Leung	Deputy BS Manager	Daniel Ng	Assistant BS Manager	Maxson Wong	BS Engineer	CSME	Ha Hau Sze, Keith	Assistant General Manger REW C0 & H0 (No. W075836)	Ng Wing Chi, Cherry	Project Manager REW C0 (No. W131034)	Yip Siu On	Assistant Project Manager REW B0 (No. W122256)
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5.	Programme and Working Hours (Start & finish date of operation/works)																			
	<p>The works commence on 8^9 February 2024. The working hours will be from 00:45 – 04:30. CSHK would check internally to fulfil the Construction Noise Permit Requirement.</p>																			

6. Plant, Equipment & Material (Identify type, model and specification of MAJOR plant & equipment)

All plants and equipment will be inspected prior to the mobilization on site to ensure that they are in good working condition and comply with the current regulations.

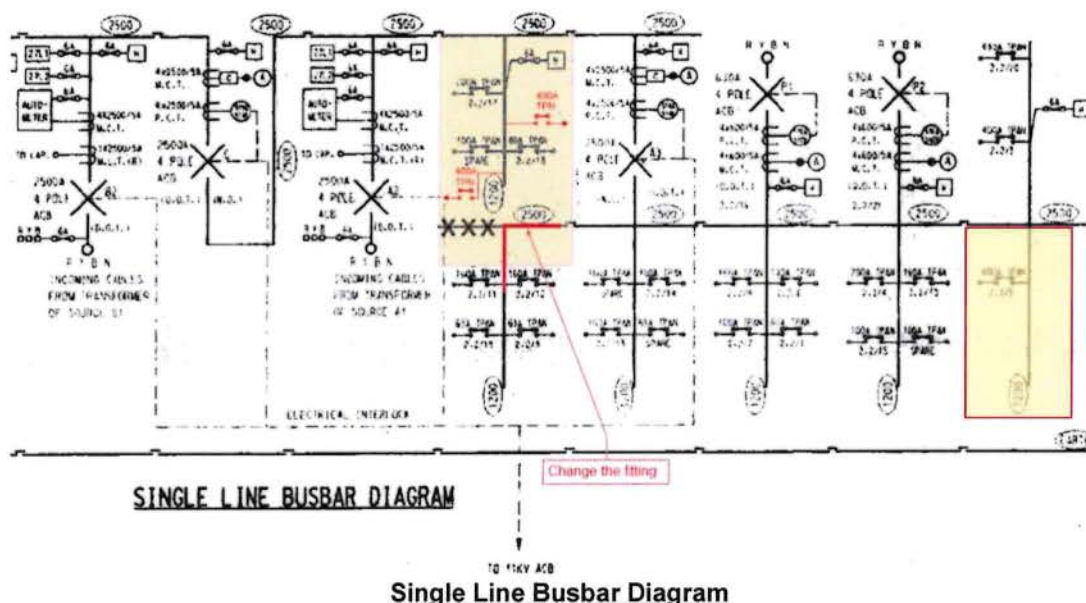
The major plants and equipment will be deployed to carry out the works are as follow: -

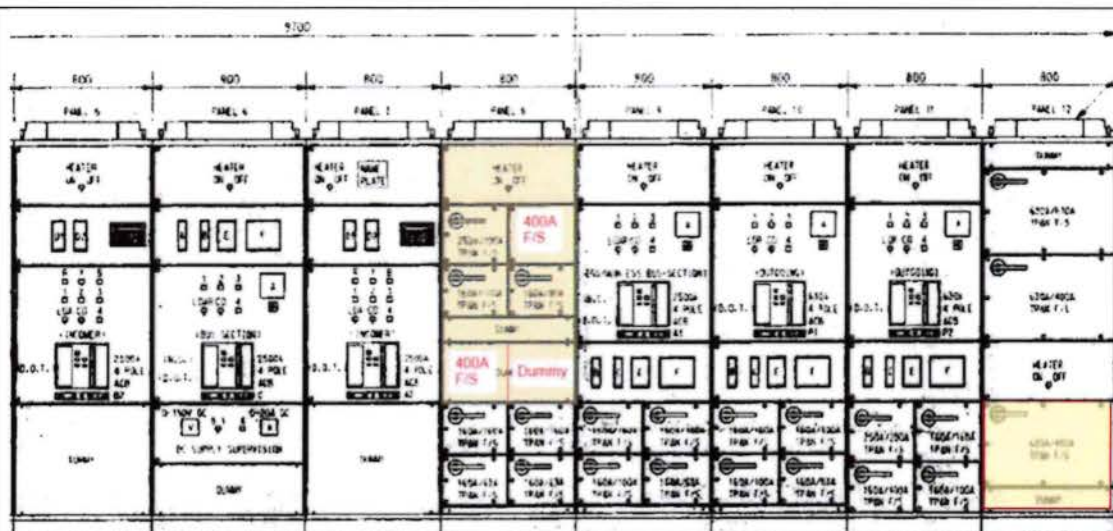
Plant / Equipment	Quantity
Portable Lighting Set	1 (set)
Temporary Earthing Bonding	1 (set)
Electrical-insulating Gloves	1 (pair)
Electrical-insulating Mat	1 (pc)
PPE (Helmet, Safety Shoes, Reflective Vest)	1 (set per person)
Switch Padlock & Signage for L.O.T.O.	1 (set)
Working Ladder Platform	1 (set)
Digital Multimeter	1 (set)

Manpower	Quantity
Switchboard Worker	4
Supervisor	2
Competent Person (Non-track)	1
Registered Electrical Worker	3

7. Construction Methods / Construction Sequence Drawings

Since the existing LV switchboard was planned to install 2 nos. of new fused switch on dummy compartment for the power supply to Kitchen, the measurement of busbar is required to verify whether the space or extension of busbar allow for the new fused switch installation. The 2 nos. of new fused switch will be housed in LV switchboard Panel 8 or 12 as below single line busbar diagram and LV switchboard elevation, depending on the vacancy of arrangement inside abovementioned cubicles.





Elevation of LV Switchboard MSB – 2.1 & MSB – 2.2

During busbar measurement, a temporary power suspension is required. The affected circuit is highlighted in yellow as per **Appendix A**. The affected services should be verified on site.

Procedure of Measurement

Preparation:

1. Work Notice Form and registration on Engineering Works and Traffic Information Management System (ETMS) shall be submitted by CSCE.
2. An exact date has been further coordinated with relevant parties and stated in Section 5 – "Programme and Working Hours" of this method statement.

Before Measurement:

1. To ensure the Work Notice Form and ETMS registration have been accepted.
2. To ensure method statement and risk assessment have been accepted by MTR.
3. To ensure Permit-to-Work (PTW) has been issued by REW before carrying out works.
4. Warning labels should be displayed to remind that electrical works is in progress.
5. To ensure detail schedule of work activities have been accepted as attached in **Appendix B**.
6. To ensure emergency communication lines have been established.
7. If necessary, the F.S. systems, such as direct link and FM200 protected room will be isolated before any switching.
8. CP is responsible to supervise and brief to the workers about LV switchboard to be inspected and the potential risks.
9. CP shall ensure all team members well understand their corresponding accountabilities and responsibilities for the tasks.
10. Temporary earthing bonding shall be provided and connected between existing LV switchboard and earthing terminal in prior.
11. A live line test should be conducted before applying earthing, and electrical insulating gloves should be worn during the installation of temporary earthing.
12. The rear of panel 7 of MSB 2.2 (panel for incomer SHD504) should not be opened during the inspection work. Temporary barriers and warning signage should be placed.

	<p>13. CP and workers shall sign the briefing record for identification and record as attached in Appendix C.</p> <p>14. CP & WPIC shall ensure all workers and team members are well equipped with personal protection equipment (PPE) including hard helmets, safety shoes, reflective vests, and insulating gloves for the tasks.</p> <p>15. CP & WPIC shall notify the depot / yard master prior the work.</p> <p>16. Power shut down of the LV switchboard will be arranged, implementation of Lock-Out Tag-Out (L.O.T.O.) procedure as attached in Appendix D. All outgoing load fused switches will be switched off manually one by one, and the incoming ACB SHD504 and Section ACB 533 will be switched off by remote control from Power System Controller (PSC). These ACBs will be also locked by REW to prevent re-energisation. The key of the ACBs will be kept by the REW.</p> <p>17. Check the all live parts have been shut down, isolation, proofing dead by using of meter, applying of portable earth lead(s) of circuit in order to fulfil operational needs or facilitate electrical works.</p> <p><u>During Measurement:</u></p> <ol style="list-style-type: none"> 1. Ensure electrical power of ACB is isolated in remote control by Power Supply Controller (PSC) before carrying out work. 2. Open the back panel cover of LV switchboard. 3. Measure the busbar of existing LV switchboard. 4. Photos shall be taken for record. <p><u>After Measurement:</u></p> <ol style="list-style-type: none"> 1. Make sure all the tools and equipment are removed and cleared away from Panel nos. 8 and 12 of Switchboard MSB 2.2 2. Reinstate the back coves of Panel nos. 8 and 12 of Switchboard MSB 2.2 and check that the panel is fully enclosed. 3. The LV switchboard will be re-energised, in accordance with the Lock-Out Tag-Out procedure. The incoming ACBs will be drawn into the cradle and switched on by remote control from Power System Controller (PSC). Then, the outgoing MCCBs will be switched on one by one. 4. Check whether the power supply to each area is normal. If there are any abnormalities with the electrical installation, switchboard sub-contractor will provide technical support for the LV switchboard within 30 minutes after re-energisation. 5. Confirm the whole system has returned normal and Permit-to-Work shall be cancelled by AP afterwards.
<p>8.</p>	<p>Safety (Risk Assessments)</p> <p>Risk Assessment attached in Appendix A has been prepared for all general activities. Specific safety procedures and precautions have been developed for all site operatives to follow. The Construction Team Leader together with the RSO, will supervise the implementation and make adjustment according to the actual site operations, in order to maintain a safe and amicable working environment.</p> <p><u>General Site Safety</u></p> <p>With reference to the Project Safety Plan, the following items need to be instituted through the course of the works described within this method statement.</p> <p>1 Prevention of Fire</p> <ul style="list-style-type: none"> - Do not smoke or light fires near flammable equipment and fire exits. - Familiarise yourself where to find firefighting equipment and fire exits.

	<ul style="list-style-type: none"> - Know how to use the firefighting equipment. - Keep means of escape clear and unobstructed. - Do not obstruct access to fire extinguishers. - Learn the operation and limitations of the fire extinguishers in your area. - Do not hang clothing over or near heating equipment and no debris is allowed. - Report smoke or fire to your supervisor immediately. <p>2 PPE</p> <ul style="list-style-type: none"> - All workers and site personnel shall wear safety helmet, reflective jacket and safety boots on site. - Insulating gloves to be wore during the measurement depending on work nature, different PPE will be required. CP(NT) or WPIC will ensure the workers are wearing suitable PPE. <p>3 Warning Signs</p> <ul style="list-style-type: none"> - Warning labels with emergency contact list will be provided during works. <p>4 Risk Assessment</p> <ul style="list-style-type: none"> - All the potential hazards, consequences and mitigations will be analysed in the risk assessment attached in the Appendix A. 																					
9.	Environmental (Environmental aspect & impact identification as well as mitigation measures)																					
	<p>The following mitigation measure(s) will be followed:</p> <ul style="list-style-type: none"> - General works shall be carried out during normal hours form 08:00 am to 07:00 pm. No PME works will be carried out after 07:00 pm on Sunday or public holiday without approval construction noise permit. 																					
10.	Emergency Contact List																					
	<p>The following list is the contact persons of this site survey.</p> <table border="1"> <thead> <tr> <th>Name</th><th>Position</th><th>Tel. No.</th></tr> </thead> <tbody> <tr> <td>Sam Shum</td><td>BSM/CSCE</td><td>9233 0832</td></tr> <tr> <td>Hobby Leung</td><td>DBSM/CSCE</td><td>9281 5961</td></tr> <tr> <td>Daniel Ng</td><td>ABSM/CSCE</td><td>6107 4796</td></tr> <tr> <td>Maxson Wong</td><td>BSE/CSCE</td><td>9674 3538</td></tr> <tr> <td>Ng Wing Chi</td><td>APM/CSME (REW C0)</td><td>6577 8404</td></tr> <tr> <td>Yip Siu On</td><td>APM/CSME (REW B0)</td><td>6220 9650</td></tr> </tbody> </table>	Name	Position	Tel. No.	Sam Shum	BSM/CSCE	9233 0832	Hobby Leung	DBSM/CSCE	9281 5961	Daniel Ng	ABSM/CSCE	6107 4796	Maxson Wong	BSE/CSCE	9674 3538	Ng Wing Chi	APM/CSME (REW C0)	6577 8404	Yip Siu On	APM/CSME (REW B0)	6220 9650
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11.	Appendices (Identify and include additional information in the submission package)																					
	<p>Appendix A - Affected Circuit in Schematic Diagram</p> <p>Appendix B - Detail Schedule of Work Activities</p> <p>Appendix C - Briefing Record Form</p> <p>Appendix D - Lock-out Tag-out Procedure</p> <p>Appendix E - Risk Assessment</p> <p>Appendix F – Inspection and Test Plan (N/A)</p>																					