ABU DHABI PLAZA - ASTANA, KAZAKHSTAN
PROJECT TRANSMITTAL NOTICE

FM-QMP-1122-002-003 | REV. : 003

PROJECT No	: A560101/2011/C/014	TRANSMITTAL #	: **WP4/TN/CAJ/22166**
WORK PACKAGE 4 MAIN WORKS		DATE	: 06/03/2018
FROM	: Arabtec Consolidated Contractors Ltd.	Time	: 10:00:00
TO	: Mott MacDonald Ltd		
Attention	: Mr. Paul Oakman		

Distribution :		Employer		Engineer		CSC		Others			
DOCUMENT TYPE :		DRA: Drawing		SKT: Sketch		CAL : Calculation	X	MST: Method Statement		OTR: Other	X Comment
Tick Box		WTY: Warranty		TR: Test Result		CTF: Certificate		MOM: Meeting Minutes			Information
		LTR: Letter		RPT: Report		TD: Technical Data		MT: Material Transmittal			As requested
		INV: Invoice		PRG: Programme		SMP: Sample		IR: Inspection Request			Record & file

*Media *Paper (P) Paper Master (PM) Transparency (T) Disk (D)*

No	Document Title	Document Reference Number	Rev.	Media*	Copies	Discipline	Status
1	Method Statement for Drainage Video Survey	ADP-221300-029	000	P	3	MEP	C

iissionin

Issued by: Contractor		Acknowledgement of Receipt	
Contractor Representative	: Samer Haddad	Name	: S. Khamidullina
Signature	:	Signature	:
Date	:	Date	06-03-2018

STATUS LEGEND:
- A - No comment
- B - Noted w/comments - revise & resubmit
- C - Rejected / Resubmit
- D - For Information Only

CxA & CSC's Comments /Remarks:

CxA – SEE COMMENTS ATTACHED
CSC – SEE COMMENTS MARKED-UP ON

Name P. Burton / M. Lapinid Date 07/03/2018

ENGINEER'S Comments /Remarks:

Refer to CML and AECOM Comments.

Name mcossins Date 26.03.18.

Attached additional comments continuation sheet ref: _____

For and on behalf of the Commissioning Authorities & Construction Supervision Consultant:

Name : P. Burton / ANDREW MARSDEN
Signature :
Date : 07/03/18 / 21-03-18.

For and on behalf of the Engineer :

Name : P OAKMAN
Signature :
Date : 26.3.18

This review and the Engineer's comments does not relieve or diminish the Contractor of any of his responsibilities under the Contract and to complete the Works in full accordance with the Contract.

RECEIVED BY CONTRACTOR and STAMP:
PRINT Name NISHAM Signature Date/Stamp

Arabtec Consolidated Contractors
Abu Dhabi Plaza - Astana, Kazakhstan
Work Package 4 - Main Works
arabtec
RECEIVED 07/03/2018

DOCUMENT TRACKING:	CONTRACTOR	CONSTRUCTION SUPERVISION CONSULTANT	ENGINEER
Issued Via ACONEX :			
Workflow Ref. No. :			
Transmittal Ref. No. :			
Date :			

arabtec	**Project : Abu Dhabi Plaza, Astana Kazakhstan**			CML International
Review of Method Statement for Drainage Video Survey	**Package: Plumbing**	**DOCUMENT REVIEW DR-PH176**		**DR**
Document(s): ADP-221300-029 rev.000	**Sheet no. 1 of 3**	**Recorded by: IM/IN/PB Date: 07.03.2018**	**Submitted to: JV Date: 07.03.2018**	

Item No.	Description	Details	Response
1.	**7.0 Method and Sequence of work** **7.0 Method and Sequence of work** 7.1. Preparation 7.2. Pre-requisites 7.3. Test Procedures	Please correct the numbering of the subheadings on Table of Content as per written in the Method Statement narrative below under **7.0 Method and Sequence of work** **7.1 Preparation** **7.2 Procedures for Drainage Video Survey** **7.2.1 Pre-requisites** **7.2.2 Test Procedures**	
2.	**5 TOOLS REQUIREMENTS** ....during the Foul Drainage Final Stack Test	Please correct the numbering of the heading under **6.0 TOOLS REQUIREMENTS** as written on the Table of Contents. **6 5 TOOLS REQUIREMENTS** Please change the statement as "during the Drainage Video Survey"	
3.	**6 Method and Sequence of Work** **7.1 Preparation**	Please correct the numbering of the heading under **7.0 Method and Sequence of Work** as written on the Table of Contents. **7 6 Method and Sequence of Work** **7.1 Preparation**	

Notes:	Response By:	Signed:
	Representing:	Date:

arabtec	**Project : Abu Dhabi Plaza, Astana Kazakhstan**		CML International
Review of Method Statement for Drainage Video Survey	**Package: Plumbing**	**DOCUMENT REVIEW DR-PH176**	**DR**
Document(s): ADP-221300-029 rev.000	**Sheet no. 2 of 3**	**Recorded by: IM/IN/PB Date: 07.03.2018**	**Submitted to: JV Date: 07.03.2018**

Item No.	Description	Details	Response
4.	**7.2.2 Test Procedures** The positive result to be recorded and offered to CSC & CxA for approval.	Please include CxA on the statements.	
5.	**7.2.1 Pre-requisites** and **FM-MS-ADP-221300-029-001** Pre-Requisites Check List	Please include the following in **Pre-Requisites Check List** under Description column. 1. RFIT for drainage pressure testing signed-off. 2. RFIT for Foul & Rainwater Drainage Final Stack Testing signed-off. - *Please include the Item no. 1&2 in **7.2.1 Pre-requisites** narrative statement.* 3. This test is carried out to confirm that drainage pipes are clean and free of obstruction. 4. Ensure adequate of manpower, lightings and electrical power supply and are provided in the works areas to execute the task activities properly.	
6.	**FM-MS-ADP-221300-029-002** Test Check List	Please include the following in **Test Check List** under Description column. 1. After successful test, the elbow/pipe segment shall be re-inserted in the pipework and flow test to be done to assure the respective segment is water sealed. 2. Video tapes and a written report of all television inspections shall be provided for final approval.	

Notes:	Response By:	Signed:
	Representing:	Date:

arabtec	**Project : Abu Dhabi Plaza, Astana Kazakhstan**	ALDAR	CML International

Review of Method Statement for Drainage Video Survey	**Package: Plumbing**	**DOCUMENT REVIEW DR-PH176**	**DR**
Document(s): ADP-221300-029 rev.000	**Sheet no. 3 of 3**	**Recorded by: IM/IN/PB Date: 07.03.2018**	**Submitted to: JV Date: 07.03.2018**

Item No.	Description	Details	Response
7.	**8.5 Permit to Work** **COSHH**	No hazardous substance or chemicals are to be used on Drainage Video Survey. Please remove the statements with regards to COSHH.	
8.	**9.0 Attachments** **9.2 FM-MS-ADP-221300-029-001** **9.3 FM-MS-ADP-221300-029-002**	Please revise the header and the signature section of Drainage Video Survey **Pre-Requisites Checklist** & **Test Checklist**. Should be the same format as the other approved test sheets.	

Notes:	**Response By:**	**Signed:**
	Representing:	**Date:**

arabtec	**Project : Abu Dhabi Plaza, Astana Kazakhstan**		CML International
Review of Method Statement for Drainage Video Survey	**Package: Plumbing**	**DOCUMENT REVIEW DR-PH176**	**DR**
Document(s): ADP-221300-029 rev.000	**Sheet no. 3 of 3**	**Recorded by: IM/IN/PB Date: 07.03.2018**	**Submitted to: JV Date: 07.03.2018**

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Notes:	Response By:	Signed:
	Representing:	Date:

Abu Dhabi Plaza – Astana, Kazakhstan **Work Package 4 – Main Works**		
Employer ALDAR EuroAsia LLP		
Engineer: Mott MacDonald Ltd.	CSC: AECOM	
Contractor Arabtec Consolidated Contractors Limited	Document Title: Method Statement for Drainage Video Survey	
	Document No. : ADP-221300-029	

Date	2-Mar-18	Issued for Review / Comments	G. Iancu	R. Jupp	M. Al Hossainy	E. Abou Jaoude	A. Van Der Staaij	K. Ibrahim	M. Hurley
Rev. No.	000	**Description**	**Prepared**	**Checked**	**Checked**	**Checked**	**Checked**	**Checked**	**Approved**
			Originator						

REVISION DESCRIPTION SHEET

Rev.	Para.	Revision Description
000		Issued for Review / Comments

Hold No.	Para.	Description of Hold

The Inspection Forms are controlled within this MS and are included during the Review and Approval cycle.

The latest revision of an Inspection Form shall be used during work execution.

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1.0 PURPOSE

The main purpose of this method statement is to demonstrate procedure for Drainage Video Survey.
AS A QUALITY ASSURANCE MEASURE TO ENSURE DRAINAGE SYSTEM & APPURTENANCES ARE CONSTRUCTED IN CONFORMABILITY W/ APPROVED DESIGN, SPECIFICATIONS WORKMANSHIP AND MATERIAL USED.

2.0 SCOPE OF WORK

This Method Statement is applicable for all **hidden pipework** in Abu Dhabi Plaza which are collecting, transporting and discharging the waste, soil and rain water between project buildings and city utility connections.

3.0 REFERENCES

- Project Health & Safety Plan ADP-013529-002.
- Approved Shop Drawings.
- Project Specification: 221300 - Facility Sanitary Sewerage
- Project Specification: 220503 - Pipes and Tubes for Plumbing
- Testing and Commissioning Plan by CML Ref. ADP-CML-CO-RPT-W-00016
- General Method statement for winter working, Ref. No. : ADP-015000-036
- Project Quality Plan Ref. No.: ADP-014000-020
- Approved Inspection and Test Plan. Ref. no. ADP-221300-008rev2
- Risk Assessment Plan, Ref. No: ADP-013529-028 rev002
- QMP Ref.: ADP-014000-042 rev.005 Field Inspection & Testing.
- Fall protection , Ref No: ADP013529-023

4.0 DEFINITIONS

MML:	Mott Macdonald LTD.
CSC:	Construction Supervision Consultant. (AECOM-KZ)
CxA:	Commissioning Authority (CML International)
ACCL JV:	ACCL Joint Venture.
RBG:	Robert Bird Group (JV Design/Structural Consultants).
P & T:	P & T Architects (JV Architect/Lead Design).
RED:	Red Group Services FZ-LLC Dubai, UAE (MEP design consultant).

5.0 RESOURCES, ROLES & RESPONSIBILITIES

The Construction Manager will individually assess the manpower requirements required for Drainage Video Survey to meet the schedule. Typically these will include:

- Site Engineer
- Foreman
- QC Engineer
- HSE Supervisor
- Mechanical Technician

5.1 Competency

The competency of all construction personnel shall be controlled in accordance with the Competent Persons Designation Procedure Ref: ADP-013529-066.

5.2 Site Engineer

- Site Engineer will be in charge of all operations during Drainage Video Survey following HSE requirements and Project Quality Plans.
- Maintains work permits with coordination of the HSE Supervisor.
- Coordinates with QC Engineer for inspections and raise RFIT if applicable.
- Ensures that only trained and competent personnel are involved testing process.
- Ensures that all the required documents and related drawings to execute the Works are up to date.
- Shall prepare open front for his crew and liaise with planning department for progress reporting and schedule monitoring.

5.3 Foreman

- The foreman will carry out his duties by maintaining continuous coordination with the Site Engineer on daily basis, and ensure proper distribution of the workforce in the required and planned locations.
- To ensure that his assistant foreman/ charge hand are aware of the job requirements and they have enough information to carry out their duties properly.
- To ensure in consultation with the site engineer that the manpower involved in the works are moving as agreed and planned for the work.
- To ensure that the daily work is progressing as planned and advice the Site Engineer of any requirement for additional resources.
- To ensure full coordination with the safety officer to maintain safe working and proper housekeeping of the site, following the approved safety measures and further ensure that all his working team are aware of the same to prevent accident and losses.
- To inform the Site Engineer and of the areas ready for inspection.

5.4 QC Engineer

- TO ESTABLISH RECORD TO ENHANCE ACCOUNTABILITY ON QUALITY ASSURANCE.
- Ensure that all inspection and test reports pertaining to everyday work activities are submitted to the QC inspection.
- Prevent the use of equipment that could cause improper functioning of Drainage Video Survey relative to project Specifications
- Stop any work that is not being done in accordance with the specified requirements and approvals.
- Ensure that Drainage Video Survey have been done in accordance with approved drawings, approved method statement , manufacturer recommendation and materials prior to offer for CSC's/CxA inspection.

5.5 HSE Supervisor

- Ensure that all personnel shall have attended the HSE induction course conducted by the JV HSE department.
- Ensure all personnel involved in the Drainage Video Survey will comply with the Project requirements for PPE

- Ensure pre-start toolbox talk with all the crew present conducted. Explain the Drainage Video Survey activities focusing on the hazards and risks involved in the activity and the mitigation measures that shall be taken as detailed in the Risk Assessment.
- To ensure a Permit to Work obtained, in accordance with the requirements of Permit to Work Procedure prior to performing the Drainage Video Survey.

5.6 Mechanical Technician

- Prepare all areas to be ready for Drainage Video Survey under Mechanical foreman assistance.
- Carry out his duties by maintaining continuous coordination with the Mechanical foreman on daily basis as per required and planned locations.
- Full coordination with the safety officer to maintain safe working and proper housekeeping of the site, following the approved safety measures to prevent accident and losses.

5 TOOLS REQUIREMENTS

The following tools & equipment will be used during the Foul Drainage Final Stack Test

- Video Survey Camera
- Movable Step scaffolding/ladders
- Standard Mechanical Tool Kit
- Plastic bags/sheet
- PPE (Hand Gloves, Safety Goggles)
- Safety harness while working in high level in ladders or scaffolding

PROVIDE SPECS:
- IS THIS SELF POWERED TRACTOR OR CRAWLER CONVEYED ALONG PIPELINE, LENGTH REACHED?
- IS THIS CCTV WITH PAN & ROTATE TOGETHER

Note: All tools and equipment's will be inspected and colour coded before use at site.

6 Method and Sequence of Work

7.1 Preparation

- Ensure that all approved shop drawings, necessary documents, tools, instruments and other materials involved are available prior for doing such activities.
- Check if work locations / areas are ready for Drainage Video Survey.
- Before starting the work, check that all Safety precautions are in place. Safety Team / Officers shall be available for monitoring safety measures.
- Layout drawing showing the position, ID and other necessary information regarding the drainage line to be tested.
- Isolation of the areas, Safety Permits, PPE's and warning signs to be displays for carrying out activities for testing the Drainage Video Survey.
- Ensure adequate of manpower, lightings and electrical power supply and are provided in the works areas in order to execute the task activities properly.

7.2 Procedures for Drainage Video Survey

- Drainage Video Survey will be done after installation completion before handing over to the Client. This test is carried out to confirm that drainage pipes are clean and free of obstruction.

- A drawing with highlighted pipe (section) will be attached to RFIT after successful internal test

7.2.1 Pre-requisites

Prior to test, carry out the following checks:

- Piping installation is complete with RFIT signed off (for the line to be tested)
- Inform the concerned people not to use the respective drainage line during test.
- Plug / bag the open end from building site to prevent accidentally discharge of water on the test area

7.2.2 Test Procedures

- Disconnect elbow / pipe segment where appropriate for the respective tested line
- Introduce the camera into the pipe and check throughout all length of the pipe till the city connection point
- If any obstruction, take the necessary action to remove it: extraction of the blockage, flushing with water, replacing the damaged part (if necessary)
- The positive result to be recorded and offered to CSC for approval
- After successful test, the elbow/pipe segment shall be re-inserted in the pipework and flow test to be done to assure the respective segment is water sealed

8.0 HEALTH, SAFETY & ENVIRONMENTAL

8.1 Induction:

Prior to commencing work all personnel shall have attended the HSE induction course conducted by the JV HSE department. No work shall be undertaken by personnel who have not attended the Project HSE induction.

8.2 Personal Protective Equipment (PPE)

All personnel involved in the Drainage Video Survey will comply with the Project requirements for PPE:

- Work Boots with toe protectors
- Safety Helmet
- Eye Protection with side shields
- Rubber Gloves

Additional PPE identified by the task risk assessment shall also be provided. Personnel shall sign and be responsible for their own items of PPE issued to them and the Site Engineer shall ensure that his team is complying with the minimum required PPE and that damaged or defective PPE is replaced or repaired immediately.

8.3 Hazard Identification, Risk Assessment & Control (attached)

Hazard identification, risk assessment and control are detailed in the appropriate risk assessment and Job Safety Task Instruction (JSTI) attached herewith. Hazards may vary as the works progress and shall be re-evaluated. All personnel undertaking Drainage Video Survey activities shall be aware of particular location hazards. The Project Risk Assessment Procedure ADP-013529-028 is to be referred to during the planning stages. Should changes occur during the course of construction which alters the associated risks then the risk register shall be updated to reflect any additional risk and mitigation measures.
The attached JSTI is provided to cover the initial work tasks relating to: Drainage Video Survey –JSTI (attached). This JSTI is prepared based on theoretical information interpreted from the project documents. A further assessment will be required at the actual work site to verify the control measures and address any additional hazards. Reference is to be made to the relative Health, Safety, Environmental & Security procedures to control the risks associated with activities where they occur.

8.4 Toolbox Talks

Prior to the commencement of site activities the Site Engineer, with support from the HSE Officer, shall conduct a pre-start toolbox talk with all the crew present. The MEP Supervisor shall explain Drainage Video Survey activities, focusing on the hazards and risks involved in the activity and the mitigation measures that shall be taken as detailed in the Risk Assessment.
Regular Toolbox talks shall be conducted in order to prevent complacency within the crew. The Site Engineer shall conduct a Pre-start toolbox talk for the new person/s prior to starting work

8.5 Permit to Work

A Permit to Work shall be obtained, in accordance with the requirements of Permit to Work Procedure prior to perform the testing of Drainage Video Survey.
The supervisor will ensure that all relevant risk assessments, method statements and permit to work control measures are in place and that all relevant procedures contained within these documents are fully understood by the operative personnel. Control of substances hazardous to health (COSHH) must be attached on the work permit for each particular chemicals to be used for the activity, COSHH assessment must be discuss to the workers pertaining to the proper usage of PPE's, proper handling of chemicals, proper disposal and etc. prior to use the chemical.

8.6 Training of Personnel

8.6.1 Safety Training

All personnel involved in testing of Drainage Video Survey shall be trained in accordance with the requirements of the Project HSE Program. No personnel shall be assigned tasks that they have not

received appropriate training in or have been assessed for competency. Further training shall be given as required and when additional training is identified during the risk assessment process.

8.6.2 Trades & Qualifications

All personnel involved in testing of Drainage Video Survey activity shall be assessed for qualifications, competency and if they have the required trade skills and experience, or trained in accordance with the requirements of the Project standards.

9.0 Attachments

9.1. ITP-1122-391 T&C
9.2. FM-MS-ADP-221300-029-001
9.3. FM-MS-ADP-221300-029-002
9.4. JSTI
9.5. Risk Assessment

arabtec	**Abu Dhabi Plaza – Astana, Kazakhstan** **Work Package 4 – Main Works**	**Document No.** ADP-221300-029
Document Title: Inspection & Test Plan (ITP) – Drainage Video Survey (JV REF. ITP-1122-391 T&C)	Page 1 of 1	Rev.000

No.	Activity Description	Type of Inspection	Reference Document	Testing Requirement / Acceptance Criteria	Inspection and Acceptance			Reference Transmittal Form
					T&C	AECOM	CML	
1.	Pre-requisites of Drainage Video Survey	• Review of Documents • Pre-requisites check list	• Specification 221300 • Approved Installation RFIT • Approved Drawings • Approved Pre-requisite Check List	All relevant document must be approved by Consultant.	S	R	R	RFIT & FM-MS-ADP-221300-029-001
2.	Drainage Video Survey	• Video Survey	• Specification 221300 • Drainage Video Survey Check List	All relevant document must be approved by Consultant.	H	W	W	RFIT & FM-MS-ADP-221300-029-002

Legend: **S** – Surveillance Inspection **W** – Witness Inspection Point **H** – Mandatory Hold Point for Inspection **R** – Record Review

ARABTEC CONSOLIDATED CONTRACTORS COMPANY LTD. ABU DHABI PLAZA – ASTANA, KAZAKHSTAN

Drainage Video Survey

Pre-Requisites Check List

FM-MS-ADP-221300-029-001 Revision:000	Page 1 of 1	Date: 02/03/2018
Block / Bldg.:	System: Plumbing	
Level:	Sub System:	
Stack:	Riser Number:	

No.	Description	Status			Comments
		Yes	No	N/A	
1	RFIT for Installation signed-off				
2	Drawing with marked-up line and plug(s) available				
3	Access available and safety procedures on place				
4	Inform the concerned people not to use the respective drainage line during test				

Remarks:

Witnessing & Approval

Position	Name	Signature	Date
JV QA/QC Engineer			
JV Site Engineer			
(CSC) AECOM KZ			
(CxA) CML International			

ARABTEC CONSOLIDATED CONTRACTORS COMPANY LTD. ABU DHABI PLAZA – ASTANA, KAZAKHSTAN

Drainage Video Survey

Test Check List

FM-MS-ADP-221300-029-002	Revision:000	Page 1 of 1	Date: 02/03/2018
Block / Bldg.:		System: Plumbing	
Level:		Sub System:	
Stack:		Riser Number:	

No.	Description	Status			Comments
		Yes	No	N/A	
1	Elbow / Pipe Segment Disconnected, plug installed to the building side				
2	Check the entire length of the pipe from the access point to the city line connection by Video Camera				
3	Pipe is clean and no obstruction				

Remarks:

Witnessing & Approval

Position	Name	Signature	Date
JV QA/QC Engineer			
JV Site Engineer			
(CSC) AECOM KZ			
(CxA) CML International			

Job Safety Task Instructions Form (JSTI) Форма Оценки Риска по Технике Безопасности

Step 1: Task Planning (task identification and details)/ Шаг 1: Планирование задания (выявление задачи и деталей)

Supervisor name: **ФИО Супервайзера:**			**Work area:** **Рабочая зона:**	**Date:** **Дата:**	
Activity: **Деятельность:**	Drainage Video Survey		**Work specific location:** **Определенное место работы:**		
Number of crew members: **Число работников:**			**JSTI Number:** **Номер Оценка Риска:**		
Work Duration: **Продолжительность работы:**	**Start time/** **Начало работы**	**Finish time/** **Завершение работы**	**Permit To Work number:** **Номер Наряда-Допуска:**		

Step 2: Job Planning (competent persons, tools and equipment necessary to do the job) Шаг 2: Планирование работы (компетентные работники, инструменты и необходимые оборудования)

Competent Persons Required (Example: Lifting, Equipment Operator, Scaffolder, Vendors) Компетентные Работники (Пример: Операторы подъемника, лесамонтажники, производители)	**Tools Required** (Example: radios, special testing meters, electric tools, special tools, SCBA.) Необходимые инструменты (Пример: рация, метровка, электрические инструменты)	**Equipment Required** (Example: excavator, man lift, compressor, crane, forklift, truck) Требуемая техника: (Пример: эксковатор, подъемник, компрессор, кран, погрузчик, грузовик)
• Construction Manager	• Video Survey Camera	
• Foreman	• Standard Mechanical Tool Kit	
• QC Engineer	• Plastic bags/sheet	
• HSE Supervisor		
• Mechanical Technician		

Step 3: Risk Management (list any nearby activities that may impact the work) Шаг 3: Управление Рисками (перечень деятельности которые могут повлиять на работу)

Job Safety Task Instructions Form (JSTI) Форма Оценки Риска по Технике Безопасности

Step 4: Job Safety/Hazard Analysis/ Шаг 4: Анализ/Оценки Рисков				
Item Номер	Activity (What must be done? i.e. tools, equipment, and material used) Планирование работы. (Что надо для работы. Например: инструменты, оборудование и материалы)	Hazards (How could an injury occur?) Опасность (Как может произойти травма)	Risks What Can Happen Риски (Что может произойти)	Recommendations (Can hazards be eliminated or modified?) Меры контроля (Как опасность может быть устранена)
1	***Pre-start Meeting***	• Not paying attention during meeting • Not being informed when work starts • Cold weather	• Injury to personnel due to being unprepared for the task. • Hypothermia	• Pay attention during tool box talks. • Work flow will be discussed. • Understand your role. • Wear all required PPE's. ➢ Safety shoes (steel toe) ➢ Hard hat ➢ Visibility Vest ➢ Dust mask (as required) ➢ Safety glasses ➢ Full body Harness (as required) • Required PTW must be obtained prior to commencement of work. • Monitor the temperature, and wind chill index. • Implement the work rest period. • Wear Winter PPE. (as per weather condition) • Provide hot beverage for employees
2	***Hauling of materials***	• Obstructed access / walkway • Incorrect Manual Handling posture • Pinch points • Icy surfaces • Cold weather	• Injury to personnel because they are not wearing sufficient PPE's • Property damage due to failure of machines. • Hypothermia	• All personnel must wear sufficient PPE. • Proper supervision from the concerned supervisors. • Ensure access/walkway is free from obstruction • Watch hand placement • Monitor the temperature, and wind chill index. • Implement the work rest period. • Wear Winter PPE. (as per weather condition) • Provide hot beverages for employees

4	***Drainage video survey***	• Trailing cable • Falls from height. • Fall of materials from height • Contact with sharp edges • Slips trips and Fall • Ergonomics • Cold weather	• Serious injury to personnel or even fatality due to fall from height. • Injury to personnel due to falling debris. • Abrasion due to contact with sharp objects • Personnel injury due to slippery surfaces • Hypothermia	• Use the designated pedestrian access way • Access must be clean all the time and obstruction free. • Ensure surveyor has hazard identification training. • Maintain 100% tie off while working at heights • Proper supervision from the concerned supervisors. • Step ladders shall not be used as working platform • Monitor the temperature, and wind chill index. • Implement the work rest period. • Wear winter PPE. (as per weather condition) • Provide hot beverages for employees • Clear all icy surfaces before work starts • Proper platform shall be provided.
5	***Housekeeping***	• Slips • Trips • Fall • Icy surface	• Slips, trips and fall due to scattered materials or rubbish. • Foot injuries • Hand injuries • Personnel injury due slippery surface	• Wear all required PPE's. ➢ work boots/ rubber boots with toe protector ➢ hard hat ➢ visibility vest / jacket ➢ safety glass ➢ Dust Mask (as required) ➢ Gloves • Supervisor must ensure that used materials must be stored in designated, to prevent scattered at work area

Step 5: Unplanned Events (if any of the following occurs, stop work and talk to your supervisor)/ Шаг 5: Незапланированные мероприятия: если следующие случаи имеют место, то остановите работу и известите супервайзера					
Nearby work hazards Опасности на рабочем месте	Chemical spills or release Утечки химических веществ	Excessive noise Черезмерный шум	Fires and explosions Пожар и взрывы	Unusual odours Странный запах	Heat stress Тепловой удар
Evacuation alarm Эвакуация/тревога	Extreme weather/high winds Экстримальные погодные условия и сильный ветер	Significant near miss Существенное, возможное происшествия	Change in the following work conditions: Изменение в процессе работы:		

Job Safety Task Instructions Form (JSTI) Форма Оценки Риска по Технике Безопасности

Step 6: Unplanned Events (if any of the following occurs, stop work and talk to your supervisor) Шаг 6: Незапланированные мероприятия: если следующие случаи имеют место, то остановите работу и известите супервайзера	
Emergency telephone number: Телефон экстренной связи: **+77015301064**	Alarm Code (for commission period) Код сигнализации (при пусконаладке)
Nearest Muster Point/Safety Shelter location: Ближайший пункт Место Сбора:	Nearest First Aid Station location: Ближайший пункт Первой Помощи:
Evacuation Route (Supervisor to explain to workers): Пути эвакуации(Супервайзер должен объяснить работникам):	Safety shower / eye washer location: Пункт промывки глаз:

Step 7: Working Crew Details Шаг 7 Список работников (рабочей бригады)

I acknowledge receiving & understanding these instructions, I will fully comply with the assigned job requirements.
Я, подтверждаю что полученную информацию понимаю в полной мере , и я буду полностью соответствовать должностным требованиям.

Sr. №	Name Ф.И.О	Badge No. № Бейджа	Signature Подпись	Sr. №	Name Ф.И.О	Badge No. № Бейджа	Signature Подпись
1				26			
2				27			
3				28			
4				29			
5				30			
6				31			
7				32			
8				33			
9				34			
10				35			
11				36			
12				37			
13				38			
14				39			
15				40			
16				41			
17				42			
18				43			
19				44			
20				45			

21				46			
22				47			
23				48			
24				49			
25				50			

Supervisor Name:
Ф.И.О Супервайзера: _____ Signature/ Подпись: _____ Date/Дата:_____/_____/_____

Foreman/charge hand Name:
Ф.И.О Мастера/Бригадира: _____ Signature/ Подпись: _____Date/Дата:_____/_____/_____

HSE Officer Name:
Ф.И.О Инспектора по ТБ: _____ Signature/ Подпись: _____Date/Дата:_____/_____/_____

This JSTI is prepared based on theoretical information interpreted from the project documents. A further assessment will be required at the actual work site to verify the control measures and address any additional hazards. Reference is to be made to the relative Health, Safety, Environmental & Security procedures to control the risks associated with activities where they occur.

		PROBABILITY				
		A	B	C	D	E
CONSEQUENCES	I	1	1	1	2	2
	II	1	1	2	2	2
	III	1	2	2	3	3
	IV	2	3	3	3	3

Probability Definitions

Category	Definition	Working Definition
A	Possibility of Repeated Incidents	20 or more times per facility life or 5 or more times during Project/D&C
B	Possibility of Isolated Incidents	5 times in facility life or once during PROJECT/D&C
C	Possibility of Occurring Sometime	Once in facility life cycle or 10% likelihood during PROJECT/D&C
D	Not Likely to Occur	10% likelihood of occurring once in facility life or 1% likelihood during PROJECT/D&C
E	Practically Impossible	Once in 100 or more facility lives or 0.1% likelihood during PROJECT/D&C

Consequence Considerations

Consequences Category	CONSIDERATIONS			
	Health/Safety	Public Disruption	Environmental Impact	Financial Impact
I	***Fatalities/Serious Impact on Public*** One or more fatality	***Large Community*** Impact on a large scale and communicated by national/international media.	***Major/Extended Duration/Full-Scale Response*** Requires corporate assistance and picked up by national/international media.	***Corporate*** More than 50 USMD loss of assets or 4 month delay
II	***Serious Injury to Personnel/Limited*** Impact on Public Severe but non-fatal	***Small Community*** Impact on public is limited, attracts national media.	***Serious/Significant Resource Commitment*** Oil spill response, communicated by media.	***Region/Affiliate*** Between 2 and 50 USMD, or 2 month delay
III	***Medical Treatment for Personnel/No*** Impact on Public Lost Time Incident (LTI)	***Minor*** Isolated impact, no coverage by national media.	***Duration*** Oil spill response, communicated by media.	***Division/Site*** Between 2 USMD and 500 USKD, or 2 week delay
IV	***Minor Impact on Personnel*** First aid only	***Minimal to None***	***Minor/Little or No Response Neede d***	***Other*** Less than 500 USKD or less than a week delay

3	*ADEQUATELY CONTROLLED RISK No Further improvements necessary provided control measure are maintained*
2	*MODERATELY CONTROLLED Risk is tolerable when control measures indentified are implemented*
1	*INTOLERABLE RISK Further Risk Reduction Measures should be considered*

Document No.	ADP-221300-029
Document Title:	Drainage Video Survey

Rev. 0

#	Activity	Hazard	Risk	Causes	Assumed Safeguards	Initial Risk Rating	Initial Zone	Risk Type	#	Action Item	Target Due Date	Action Owner	Final Risk Rating	Final Zone	Action Plan	Target Due Date	Status	Close out Evidence	Action Owner Signatures
1	Preparation of surveying tools at the work place	1. Debris on the floor 2. Incorrect Manual Handling posture 3. Slipping 4. Tripping 5. Icy surface 6. Cold weather	1. Foot injuries 2. Hand Injuries 3. Back injury 4. Hypothermia	1. Congested work place 2. Worker unfamiliar with work conditions 3. Poor housekeeping 4.Trailing cables 5. Uneven ground 6. Changes in floor level 7. Slippery floor 8. Extremely low temperature	1. Permit and JSTI in place 2. Pre-start Meetings 3. Discuss Workflow at Pre-start 4.Ensure proper training provided & provide safety induction, awareness training and Hazard identification training. ADP-01 3529-022 (HSE Training & Induction) 5. All crew will wear proper PPE. 6. The supervisor in charge shall make sure that all employees involved have received the required training. 7. Monitor the temperature, and wind chill index. 8. Work rest period implemented. 9. Wear Winter PPE. 10. Provide hot beverage for employees. 11. Clear the snow and ice at work area before starting work.	S- D:IV	3	Safety	1	Provide training ADP-01 3529-022 (HSE Training & Induction)	01.03.2018	Ioulia Valsami	S- E:IV	3	Conduct trainings	04.03.2018	Continuous	Training register	
									2	Create JSTI translated into Russian	01.03.2018	Elie Abou Jaoude			JSTI translated to Russian	04.03.2018	Closed	JSTI	
2	Drainage video survey (Working at heights)	1. Obstructed pathways 2. Falls from height. 3. Fall of materials from height 4. Contact with sharp edges 5. Slips trips and Fall 6. Ergonomics 7. Cold weather 8. Trailing cables	1. Back injury 2. Personnel injury due to falling objects 3. Injury or death due to fall from heights 4. Property damaged 5.Foot injuries due to obstructed pathways 6. Hypothermia	1. Inadequate supervision 2. No awareness of safety induction along with hazard identification training 5.Working at extreme temperature 7. Unsecured tools when working at heights. 8. No working at height training for employee 9.Obstructed access and egress 12. Red tag scaffold 13. Slippery floor 14. Extremely low temperature	1. Permit and JSTI in place 2. Pre-start Meetings 3. Discuss Workflow at Pre-start 5. Exercise caution when working at heights 6.All personnel must have appropriate PPE, high-vis reflective clothing, Full body harness. 7. Ensure 100 % tie off at all times to a strong anchoring point. 8. Ensure that personnel engaged in working at height are trained and competent to the given task. 9. Proper housekeeping 10. SCAFF tag system is implemented 11. Proper scaffold access and egress 12. Fall protection equipment to be worn all times in line with ADP-013529-023. 13.Ensure all equipment are properly inspected and colour coded. 14. Housekeeping on elevated platforms, scaffolds, must always be maintained. 15. Please refer to Cold Weather Procedure ADP-013529-020 16. The supervisor in charge shall make sure that all employees involved have received the required training. 17. Monitor the temperature, and wind chill index. 18. Work rest period implemented. 19. Wear Winter PPE. 20. Provide hot beverage for employees. 21. Clear the snow and ice at work area before starting work.	S- C:III	3	Safety	3	Ensure Permit is in place before the start of work and JSTI discussed to all workers. ADP-013529-034 (PTW)	01.03.2018	Gamal Bissar	S- D:IV	3	Permit will be obtained	04.03.2018	Continuous	Permit obtained	
									4	Emergency response plan is in place and reviewed before the work starts. ADP-013529-012 (Site Emergency Response Plan)	01.03.2018	Elie Abou Jaoude			Create Emergency response plan	04.03.2018	Continuous	Updated Emergency response plan is in place	
									5	Provide extensive working at heights training to personnel involved in the task.	01.03.2018	Ioulia Valsami			Conduct trainings	04.03.2018	Continuous	Training register	

Number of Risks

Zone	1	2	3	Total
Number of scenarios (Initial Risk)	0	0	2	2
Number of scenarios (Final Risk)	0	0	2	2

Open	AP Developed	AP Approved	Ready for Closure	Closed	Total	Overdue
0	0	0	0	5	5	0

KEY TO TABLE;
1) Risk ratings e.g. D1(S) relate to likelihood (D= not likely to occur), consequences (1 = fatality), type of risk (S=Safety) **FOR DETAILS REFER TO RISK MATRIX.**
2) Colour in risk rating columns reflects risk level in matrix: Zone I (Higher risk) = RED
Zone 2 (Medium risk) = YELLOW, Zone 3 (Lower risk) = GREEN

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