TASK SPECIFIC METHOD STATEMENT

Duct Insulation

CLIENT Representative Review		
This document is afforded Review Status denoted below (tick applic.)		
A		**Reviewed**
B		**Reviewed with Comments** (Comments to be attached & returned)
Print Name		
Signed		
Date		

	Print Name	**Signature**	**Date**
Prepared	Mohammad Hassani		
Reviewed	Ahmad Serag		
Approved	Ahmed Ismail		

Distribution
(Indicate applicable)

CLIENT (specify)				**Prizm Energy Contracting LLC**			
Construction Manager	X			Site Manager	X	Construction Manager	X
Safety Officer	X			Technical Office Manager	X	Project Engineer	X
				QA/QC Manager	X	Engineer (Mechanical)	X
				Safety Manager	X	Engineer (Piping)	
				Quanity Surveyor	X	Works Supervisor	X
				Office Manager		Safety Officer	X
				Environment Manager	X		
Designer						Document Controller	X
Engineer / Employer							
CLIENT	X	**CONTRACTOR**	X				

Document History

Revision	Date	Status	Revision Details	Originator	Review/Approved	Acceptance
0	**May1, 2023**	**FA**	**1st Issue**	**Mohammad Hassani**	**Ahmad Serag / Ahmed Ismail**	

Status code:

D = draft	**FI** = for information
FC = for construction	**P** = preliminary
FA = for acceptance (external authorisation where required)	

Remarks:
The status FA will be regarded as status FC when the documentation achieves acceptance by others.

Contents

1.0 Introduction

The aim of this method of statement is to describe the replacement of damaged thermal insulation for supply & return air ducts, defining the equipment and safe procedures which shall be undertaken by Prizm Energy to conduct operations utilizing Prizm Energy 's equipment.

2.0 Scope

The purpose of this method statement is to outline the procedures and risks involved in the replacement of damaged thermal insulation for supply & return air ducts at E-Station, Phase-1 H1 Building, Plant-1, JAPS.

3.0 References

- International Standard ISO 9001:2015: Quality management systems – Requirements.
- Prizm Energy Quality Management Manual (PEGC-QMS-01).
- DEWA Safety & Environment policy, rules and regulation.
- SA8000® Standard - SAI - Social Accountability International.
- Project Applicable codes and DEWA' recommendations.

4.0 Responsibility & Supervision

4.1 Only experience manpower in designated areas of responsibility should be allowed; the Site Team will ensure the work is supervised safely, satisfactory and timely completion of the job in accordance with DEWA Safety & Environment policy, rules and regulation, Quality Procedures and Best Practises and applicable Method Statement.

4.2 Sufficient manpower is required to be deployed and these will consist of but not limited to the following:

Sr.	Manpower Description	Quantity
1	Site Engineer.	1
2	Technical office Engineer.	1
3	QA/QC Engineer.	1
4	Safety Officer.	1
5	Supervisor.	1
6	Fabricator.	2
7	Insulator.	3
8	Helper.	4

4.3 Responsibilities

- Site Engineer:

Assigning tasks of the replacement works according to the schedule.
Approving the systems lifting plans (if any) and methods of statements.
Macro-scale supervision of insulation works.
Receiving feedbacks of the efficiency of removal and installation works execution from site team.
Assuring that the material requests have been made prior material requisition.
Taking decisions related to the removal and installation process; either for improvements or to mitigate any negative points may have occurred meanwhile removal and installation process.

- QA/QC Engineer:

Responsible for QA/QC documents of the complete project, including certificates, calibration, test results, inspection requests, and other important QA/QC documents.
Review the quality of all materials at the site, ensure compliance with all project specifications and quality.
Supervise the effective implementation of all test and inspection schedules, ensure adherence to all procedures.
Monitor an efficient system, record all project activities, and analyse all processes to ensure all work meets quality requirements.
Develop a method statement for the activity including risk assessment and job safety environmental analysis and Inspection Test Plan and Checklist based on specifications of the project.
Coordinate with the NOMAC's representative and Site In-charge for Inspection.

- Safety Officer:

Ensuring that all site/workshop personnel are aware of the safety procedures and associated risks with the erection works.
Ensuring that everyone at site/workshop especially erection area has full Personal Protection Equipment's (PPE).
Preparation of the lifting plan if required.
Reviewing the adequacy of the system lifting plan.
Supervising the removal and installation works and ensuring that all the safety precautions are being applied.

- Site Team:

Ensuring that the area is ready for removal and installation (alignment, positioning, suitability, etc…).
Execution of lifting process according to the system lifting plan.
Execution of removal and installation steps according to the method statement given by the Site Engineer.

5.0 Materials

Prizm Energy provide Thermal insulation materials with data sheet to client to use and in accordance with the project specification.

6.0 Equipment's List

Sr.	Equipment Description	Quantity
1	Laser marker	1
2	Drum Vacuum Cleaner	2
3	Vacuum Blower	2
4	Electrical Drill	2
5	Dust Guard Grinder 4-inch	4
6	Dust Guard Grinder 9-inch	2
7	Hand tools.	4 Set

7.0 Working Hours

- The duration of the job is 15 working days.
- The job is carried out in 2 working Shift (if required), each shift is 12 hours.
- No work will be permitted outside these approved hours.

8.0 Description of works

8.1 Project Preliminaries

All Personnel will have attended the mandatory Site Inductions prior to commencement of any works. All relevant personnel will be briefed on the contents of this method statement and associated risk assessments including any environmental concerns.

8.2 Sequence of works

This document outlines the safe method of work and procedures to be followed during the rotation of the pipe flange spectacle blinds.

General:

1. The labour, equipment, lifting tools, hydraulic jacks etc…, should be mobilized on 3 days' notice period.
2. Working area must be maintained in a tidy and safe manner.
3. All DEWA Safety & Environment policy, rules and regulation shall be followed at work site during the execution of the work.
4. Permit To Work should be obtained prior to commencement of task.
5. Hot Work Permit (if any) should be obtained each day or as decided by Site regulation.
6. Barriers to be put in place around working area.
7. All the persons should wear the suitable PPE (uniform, respiratory protection, hand gloves, safety shoes and helmet and etc…) while at work.

Works Sequence and Procedures:

1- Existing duct insulation should be removed.
2- Existing duct cleaning and repair.
3- Take the actual measurements which shall cover all duct quantity as per our scope of work.
4- Provide the insulation material and re-insulate the supply air ducts with 1" glass wool board insulation sheet and foster and cloth as needed.
5- Provide the insulation material and re-insulate the return air ducts with 1" glass wool board insulation sheet and foster and cloth as needed.
6- While working, proper housekeeping must be maintained on a daily basis.
7- Site team should separate and return removed ducts and insulation to the DEWA scrap yard in accordance with DEWA's existing Quantity, Safety, and Environmental Procedure.
8- Final adjustments and work completion walk-down should be done with DEWA representative.
9- Cleaning up and waste removal from the construction site should be done prior to site clearance.

9.0 Quality Control

All requirements, which mentioned in attached inspection and test plan (ITP) should be followed.
Inspection and endorsement by DEWA employees.

10.0 General safety requirement

These General Safety requirements should be read in conjunction with the Project Health & Safety Plan.

- All plant and equipment are fit for the purpose and maintained in good, working condition.
- All personal use appropriate personal protective equipment at all times including hardhats, safety footwear, High visibility clothing, gloves, eye protection hearing protection and any additional PPE that may be required following a task specific risk assessment.
- Loading or unloading of materials/equipment is carried out in a safe manner where all non-relevant personnel are kept well away.
- Strict controls are put in place to protect workers from loads or objects falling from lifting.

11.0 Environmental

Prizm Energy is an environmentally responsible company; in order to manage the environmental performance of our business and to minimize environmental impact, we have implemented an Environmental Management System to meet the requirements of ISO14001: 2015.

Prizm Energy has implemented and maintains an Environmental Management System as a means of providing a structured process for the achievement of continual environmental improvement.

Accordingly, we will work in accordance with the Safety, Health and DEWA environmental policy of hazardous waste disposal with regard to waste material handling, storage and disposal.

12.0 Attachment

- ITP.
- Work Schedule
- Risk Assessment.
- Materials Safety Data Sheet.