

A typical method statement for roofing sub-contract works

1. Notification of Order

The Managing Director meets staff involved in the project. The Q.A plan is introduced and other sub-contractors identified:

- Responsibility for particular tasks is confirmed, where relevant
- Plans, materials, procurement, co-ordination and liason

The basic parameters are established:

- Programme dates, labour resources, and overall organisation structure including names and personnel for the main contractor and consulting engineers.

2. Overall Planning and Programme

The Contracts Manager / Draughtsman prepares a materials procurement schedule and sets delivery dates.

- Peak labour levels within permissible working hours are determined
- Sub-contractor attendance confirmed
- On site facilities, health and safety, welfare arrangements are identified

The smooth successful conclusion of any project depends on the ability to integrate T R Freeman's works service with other principle sub-contractors. An agreed contract programme is established and subsequent amendments reflects the best action plan at anytime during the project.

3. Procurement of Materials

Our programme details

- a) Equipment
- b) Builders work completion dates
- c) Drawing approval dates
- d) On-site delivery dates

Once drawings are approved and a contract is signed, materials will be selected, and ordered. Deliveries are scheduled so that all first fix materials are on-site as a priority, all-second fix and final fix materials delivered when required.

This procedure allows complete programme flexibility. The early ordering of materials remains a priority of the Contracts Manager.

4. Approach to the Installation of Roofing Services

A draughts person creates working drawings detailing all particular roofing trays, trims and supports or cladding layouts.

The Architects, Main Contractors discuss these details, before sets of working drawings are produced.

The Manager and Foreman ensure that enough time is committed to the installation of the works as detailed in the drawings.

As standard, T R Freeman has a production/quality control monitoring system to ensure that each operative is working to an optimum daily level.

All works progress in accordance with an agreed contract programme and on-site operative numbers vary with each project.

5. Site Control

The working foreman's responsibility is to monitor, control, record and maintain satisfactory production levels in line with the managers requirements. Daily checks ensure problems are rectified promptly.

6. Operating and Maintenance Manuals

T R Freeman will compile all necessary technical information when an order is placed to ensure a complete and successful handover of the operating and maintenance manuals.