Method Statement Template

METHOD STATEMENT

CONTRACT: _____ **DATE**: _____

PROPOSED ACTIVITY (give title of method statement and reference number from the EMP):

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WHAT WORK IS TO BE UNDERTAKEN (give a brief description of the works):

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WHERE ARE THE WORKS TO BE UNDERTAKEN (where possible, provide an annotated plan and a full description of the extent of the works):

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START AND END DATE OF THE WORKS FOR WHICH THE METHOD STATEMENT IS REQUIRED:

Start Date:	End Date:

HOW ARE THE WORKS TO BE UNDERTAKEN (provide as much detail as possible, including annotated maps and plans where possible):

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Note: Please give too much information rather than too little. Please ensure that issues such as emergency procedures, hydrocarbon management, wastewater management, access, individual responsibilities, materials, plant used, maintenance of plant, protection of natural features etc are covered where relevant

DECLARATIONS

1)   RESPONSIBLE OFFICER (ECO/ ESO)

The work described in this Method Statement, if carried out according to the methodology described, is satisfactorily mitigated to prevent avoidable environmental harm:

_____   _____
(signed)   (print name)

Dated:._____

2)   PERSON UNDERTAKING THE WORKS (Contractor)

I understand the contents of this Method Statement and the scope of the works required of me. I further understand that this Method Statement may be amended on application to other signatories and that the ECO/ ESO will audit my compliance with the contents of this Method Statement. I understand that this method statement does not absolve me from any of my obligations or responsibilities in terms of the Contract.

_____   _____
(signed)   (print name)

Dated: _____

3)   EMPLOYER (*i.e.* Developer/ Owner/Project manager)

The works described in this Method Statement are approved.

_____   _____ __   _____
(signed)   (print name)   (designation)

Dated: _____