

Method Statement

Date: 01/01/17	Review: 01/01/19	MS No: MD077
Task: Servicing of fire alarm and emergency lighting		
Area of Works: On site		
Resources		
Supervision: None required, service engineers trained to work unaccompanied and adhere to any on site local safety practices.		
Operatives: Service engineers		
Equipment: A notice detailing the engineer's emergency contact number, indicating that the Fire Alarm/Emergency light Control Panel is undergoing maintenance. Hand Tools. Operatives carry a comprehensive first aid kit and are provided with all the necessary PPE required.		
Substances: Assessments will be prepared and available on site and operatives have been fully briefed on the safe use of products.		
Training: (FIRE ALARM) Service engineers trained in accordance to BS5839 – 1:2002 + A2:2008 and in conjunction with BAFE SP203 (EMERGENCY LIGHTING) Service engineers trained in accordance to BS5266-1 2011		
Identified hazards (refer to relevant RAMS and COSHH data) MD076		
Method of Works: A notice detailing the engineer's emergency contact number, indicating that the Fire Alarm/Emergency light Control Panel is undergoing maintenance. Check to see if automatic dialling to outside monitoring has been disconnected. Confirm the "normal" condition is indicated, visual confirmation of connections to auxiliary relay output, any unidentified connection to be investigated prior to testing. If the detection/lighting equipment is located outside of the normal reach of the standard steps or A-frame ladder the extension poles should be used. <u>Before leaving site</u> Ensure all systems are returned to normal Any disablement/test mode has been returned to normal Door release/auxiliary circuits operational Sounder circuits operational Monitor station link is operational and restored to online condition Fire alarm detection and control panel indicates normal condition		
Approved by _____		
O Heap and Son (Derby) Limited		