

Method Statement

Use this template to work method for [construction activity].

Template Metadata

Field	Details
Category	Construction
Owner	[Team or owner]
Version	[Version number]
Effective Date	[Date]
Review Cycle	[Monthly / Quarterly / Annual / Event-based]
Status	[Draft / In Review / Approved]

Scope of Work

Describe the activity, its location within the project, and the expected duration. Identify the responsible supervisor and the number/trades of operatives involved.

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

Plant & Equipment

Table listing all plant, equipment, and materials required, including quantities and any certification/inspection requirements (e.g., LOLER for lifting equipment).

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

Sequence of Operations

Numbered step-by-step instructions for carrying out the work safely and to specification. Each step should be clear enough for a site operative to follow. Include hold points where supervisor sign-off is required.

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

Risk Assessment

Table with columns: Hazard, Risk (who is harmed and how), Likelihood (1-5), Severity (1-5), Risk Rating, Control Measures. Cover all significant hazards associated with the activity.

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

Quality Checks

Table listing inspection/check points, acceptance criteria, method of verification, and responsible person. Include any hold points requiring third-party or client sign-off. Use clear, directive language ("shall",).

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

Review and Signoff

Document review conclusions, approvals, unresolved items, and next review date.

Role	Name	Date	Notes
Preparer	[Name]	[Date]	[Notes]
Reviewer	[Name]	[Date]	[Notes]

Role	Name	Date	Notes
Approver	[Name]	[Date]	[Notes]