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| Method Statement |

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| **Job Number:** |  | **Client:** |  |
| **Date:** |  | **Location:** |  |
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| **Proposed Works:** | Vacuum transfer of solids and cleaning 4 Nr. tanks to Brine standard. |
| **No. Of Personnel Likely To Be Involved:** |  |
| **Supervisor / Responsible Person:** |  |
| **Project Engineer:**  |  |
| **Method Statement Written By:**  |  |
| **Brief Description Of The Works:** | Vacuum transfer all remaining solids from mud tanks and HP wash tank internals to the required standard as requested by the client |
| **Sequence of Operations:** | 1. All personnel in the work party to have carried out a vessel induction.
2. All work to be carried out under Vessel’s permit to work system and Risk assessment to be reviewed and amended as required, before briefing all operatives.
3. Standard of cleanliness of the tanks to be agreed between the Supervisor and client representative and monitored by the Supervisor during the cleaning operation.
4. Signs and barriers to be erected to restrict access to the worksite
5. Confined space equipment to be set-up and function tested, ensuring the equipment is sited in a suitable location close to the work area. All gas meters, Breathing air apparatus, emergency breathing and rescue equipment to be set up and function tested prior to work commencing.
6. All pumps and hoses to be set up and function tested.
7. Vessel entry permit completed by the Supervisor and discussed with all in the work party, in conjunction with RA, CS rescue plan and toolbox talk.
8. Any liquid will need to be pumped out using a diaphragm pump discharging into client supplied skips. The diaphragm pump must be secured during this exercise. All suction / discharge hoses shall be routed to avoid potential trip hazards. All hose connections shall be locked off using ties and secured to reduce the stress on the highest hose. Caution should be exercised in the manual handling of hoses into position and a minimum of two persons will carry out this operation. All hoses entering the tank must be adequately restrained.
9. Confined space atmosphere must be tested prior to entry and then entry shall commence to remove sludge’s and solids using the Vacuum Transfer Unit.
10. All solid removal must be carried out under full BA until the tank is empty of all remaining waste.
11. Once all remaining solids have been removed, HP jetting operations may commence to wash the tank internals. Standard of cleanliness to be agreed with client.
12. On successful completion of the cleaning operations the tanks will be inspected and signed off by the client representative.
13. All equipment must be stripped down cleaned and packed ready for back loading or re-use.
14. All TIPA skips must be emptied and washed clean by the client prior to returning to TIPA.
15. The equipment shall be checked against the returns manifest and all missing assets must have located and recorded**.**
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| **Supervision, Controls And Monitoring:** | 1. On arrival at the site the supervisor will liaise with the Client representative. They will inspect the site layout to ensure that any preparatory work has been completed and also that the tanks are isolated from mechanical and electrical hazards and are being vented (where possible).
2. The supervisor will also carry out an onsite risk assessment in conjunction with the client Representative and when the above is complete, tasks shall be allocated to each member of the crew, during daily toolbox talks the appropriate PPE and RPE required for each task shall be discussed and the supervisor shall monitor and control the correct use of all PPE and RPE
3. All hazards and reduction methods will be added in to the “permit to work” which has been raised for the Work scope.
4. A rescue plan which will detail the steps to be taken should a rescue within the tank be required shall be agreed and discussed between the Supervisor and the vessel personnel. The final plan will be briefed to all personnel and included in the onsite work pack.
5. The onsite supervisor shall be responsible for ensuring the Work scope is carried out as per TIPA procedures. All members of the team must stop the operation should conditions become unsafe.
6. Inspection and maintenance of the equipment will be carried out by the Supervisor. All checks will be recorded along with any repairs carried out.
7. During cleaning operation regular observation of plant and equipment to be carried out by the supervisor and/or Pump Engineer and in the event of any malfunctions equipment shut down.
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| **Operator Training and Plant:** | 1. All personnel will be required to comply with the requirements of the site induction training given by the client.
2. All personnel will be experienced and trained in the work that is being under taken. Including (confined space, manual handling, working at height, risk assessment training, COSHH awareness and appropriate face fits.)
3. Employee training records will be available within the job pack
4. All equipment and hose certification will be available in the site job pack.
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| **Safety of Third Parties:** | 1. Barriers and signs shall be erected round the worksite to restrict access.
2. Any entry into the area shall be agreed by the site supervisor and logged by the designated standby man.
3. All employees will be made aware during site induction of any risks their work can impose on others in the vicinity.
4. Keep walkways clear at all times.
5. Remove potential trip hazards; if not possible barrier off or make highly visible to other
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| **Environmental Controls:**Noise/Odour/Spills/Leaks | 1. All discharge hose connections to be tied off.
2. All skip lids and shall be secured prior to transferring from the worksite.
3. All waste containers to be labelled up highlighting job number, type of waste contained and quantity of waste
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| **PPE, First Aid and Emergency Procedure:** | 1. Personnel protective clothing and personnel respirator protection will be worn as detailed in the risk assessment and COSHH assessment.
2. Ensure all personnel involved in work scope are wearing correct and appropriate P.P.E. and R.P.E. as per risk assessment and COSHH assessment.
3. Any first aid treatment required will be administered by rig medic / doctor unless otherwise agreed during inductions.
4. All personnel involved in the operation shall be aware of contents of confined space rescue plan.
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| **Non-Standard Activities:** | 1. If it becomes apparent that any non-standard activities will have to be carried out, the method statement must be revised and an onsite risk assessment will have to be carried out and all additional hazards and risk reduction methods will be recorded and briefed to all involved.

**Prior to commencement of any altered / additional work scope the Project Owner must be informed immediately!** |
| **Briefing Register:** | 1. All persons undertaking the task are to be provided with information, instruction and training on the tasks to be carried out and this is to be recorded in the briefing register attached.
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| **Operatives Name:** | **Date of Method Statement Briefing:** | **Site Operatives Signature:** | **Site Supervisors Signature:** |
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