

		Red Line North Elevated and At Grade										
		ITP Doc. No: M002-RLR-ELE-ITP-00015 Rev. 1 Reference Document No: METHOD STATEMENT - M002-RLR-ELE-MES-00015 (Installation of LV Distribution Board)		Element: Distribution Board		SUB-PACKAGE No./Section:						
				Location : Stations								
Legend: H - Hold Point; W - Witness; R - Record Review; S - Surveillance; P - Proceed; QC FREQ - QC Inspection Frequency; TPL - Third Party Laboratory; SUB - Subcontractor; EMP -Employer, ENG -Engineer, N/A - Not Applicable												
Item No.	Operations Activity	QC Inspection Frequency	Verification Docs.: Specification and Code Standard Ref.	Acceptance Criteria	Checking Method	Responsible	ACTION					COMPLIANCE RECORD
							SUB	TPL	RLR	PMC	ENG	
1.0 PRE CONSTRUCTION												
1.1	Permit to Work	Prior to start of work	General Construction Permit	Inspection Report	Granted permits/licenses	Construction Manager/Site Engineer	H	-	H	S	-	Construction permit
1.2	Method Statement Approval	Prior to start of work	Employer's Requirement Vol. 4 clause 16.2	SONO	Review	Construction Manager/Site Engineer/QA/QC/HSE	H	-	H	H	-	Approved M002-RLR-ELE-MES-00015
1.3	Materials Approval	Prior to start of work	QCS Section 21 Part 2 Clause 2.2.4 ER Volume 7 Clause 1.1, 1.2	SONO	Review	Construction Engineer, QC Inspector	H	-	H	H	-	Approved MAR
1.4	Area for Storage of Material	Once Prior to Start and Every Material Delivery	MS Section 4.1.4 to 4.1.7 QCS 2014 Section 21 Part 2 Clause 2.2.4	Space provided is safe for the intended use, not to endanger adjacent structure and avoid obstruction & as per manufacturer's recommendation	Visual and Review of Safety compliant report	Store Manager, QC Inspector, Safety officer	H	-	H	S	-	Inspection Report - IRE & Safety Report
1.5	Calibration of Instruments and Measurement devices	Prior to start of work	QCS Section 1 Clause 8.7.7, ER 7 Clause 14.7.1	As Recommended by the Manufacturer	Inspection	Site Engineer, QC Engineer	H	-	H	S	-	Calibration Certificate Record
1.6	Quality Induction	Prior to start of work	ER Volume 4 section 2.8	Quality induction and training is provided to all personnel	Induction Attendance	Site Engineer, QA/QC Engineer/supervisor	H	-	H	S	-	Training Records

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2.0 CONSTRUCTION												
2.1	Safety Tool Box talk	Prior to start of work	M002-RLR-ELE-MES-00015 clause 6	Briefing for daily task	Review	Site Engineer/HSE	H	-	H	S	-	Induction Attendance/record
2.2	Material Delivery	Every Material Delivery MIR to be Issued	Employer's Requirement Vol. 7 Section 1.2 & MS 4.1.4, 4.1.5, 4.1.6	Verify Material Quantities and Type, Sizes are in accordance with approved Material Submittal and as per manufacturer's recommendation	Visual/inspection/Measurements	QC Inspector & Ware House Supervisor / Site Engineer	H	-	H	W	-	Form M002-RLR-QMS-FRM-00005-Material Inspection Report (MIR), Test/Mill Certificates MAR & M002-RLR-QMS-FRM-00006-Inspection request
2.3	Survey Works	Each Location	Employer's Requirement Volume 4 Section 25 Cl 25.1 to 25.4	Within Accepted survey tolerance, Installation of Distributions shall be done as per drawings.	Visual/inspection/Measurements	Site Engineer, QC Engineer, Supervisor	H	-	H	W	-	Inspection Request Checklist
2.4	Installation of layout Marking	Each Location	MS-00015 Section 4.2.6 Clause 2	i) Marking as per Shop Drawing	Visual/inspection/Measurements	Site Engineer, QC Engineer, Supervisor	H	-	H	S	-	M002-RLR-QMS-FRM-00006-Inspection request M002-RLR-ELE-FRM-00003-Check list Distribution Board approved latest drawings, latest material
2.5	Installation of Distribution Board & Accessories	Each Location	M002-RLR-MEP-SPE-27005, 9.14 (3.02), QCS Sec.21 Part 2 Clause 2.2.4, QCS Sec 21, Part 2.3 MS-00015 Section 4.2.5 & 4.2.6	i) Installation as per drawing & Procedure, ii) Properly supported/Fixed iii) Material As per Approved Material Submittal.	Visual/inspection/Measurements	Site Engineer, QC Engineer, Supervisor	H	-	H	S	-	M002-RLR-QMS-FRM-00006-Inspection request M002-RLR-ELE-FRM-00003 Check list Distribution Board approved latest drawings, latest material
2.6	Installation of Wires	Each Location	MS-00015 Section 4.2.6 clause c)	i) Installed as per SLD Drawing ii) Properly and Neatly Dressing iii) Terminal Connection tightly wounded	Visual/inspection/Measurements	Site Engineer, QC Engineer, Supervisor	H	-	H	S	-	M002-RLR-QMS-FRM-00006-Inspection request M002-RLR-ELE-FRM-00003-Check list Distribution Board approved latest drawings, latest material
2.7	Installation of DB Boxes/Enclose Location	Each Location	MS-00015 Clause 4.2.6	i) Installed as per Layout Drawing ii) Installed as per Approved Material	Visual/inspection/Measurements	Site Engineer, QC Engineer, Supervisor	H	-	H	S	-	M002-RLR-QMS-FRM-00006-Inspection request M002-RLR-ELE-FRM-00003-Check list Distribution Board Approved latest drawings, latest material
3.0 POST CONSTRUCTION												

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3.1	Test	Each Location	QCS Section 21 Part 6, Clause 6.2.2 ER Volume 4 Clause 17.1.5, MS-00015 clause 4.2.7	i) Successful conducted Continuity Test	Test Report	Site Engineer, QC Engineer	H	-	H	W	-	M002-RLR-QMS-FRM-00006-Inspection request/Test Certificates
3.2	As built Documentation	Submittal after completion	QCS 2014 Section 21 Part 1 Clause 1.1.7 & Employers Requirements Volume 3 Clause 5.7	As-Built drawing & Survey & All Test report	Review	QA/QC Engineer/Document Controller/TPL/Subcontractor	H	H	H	S	-	All Documents are complete and readily available / approved IRE's /MAR's /Drawings/Test report or result

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VERIFICATION DOCUMENTS				
VERIFICATION DOCUMENTS				
			YES - J	NO - X
4.00	Approved Drawings with Specification			
4.01	Subcontractor SONO			
4.02	Method Statement SONO			
4.03	Request for Commencement			
4.04	Health and Safety Plan			
4.05	Environment, Sustainability Plan			
The documents identified and contained herein demonstrate that the work described in this package has been constructed in accordance with the contract, available relevant project specifications, drawings and standards. Any notices of non-conformances raised pertaining this package are "Closed-Out". The copy of Packages Records uploaded in the ACONEX database.				
Subcontractor's Engineer				
Name		Signature		Date
The documents identified and contained herein demonstrate that the work described in this package has been constructed in accordance with the contract, available relevant project specifications, drawings and standards. Any notices of non-conformances raised pertaining this package are "Closed-Out". The copy of Packages Records uploaded in the ACONEX database.				
Comments By Responsible Project Engineer				
Name		Signature		Date
Comments by the Quality Engineer				
Name		Signature		Date
An audit of the compliance records for this package was carried out and additional non-conformances identified have been issued.				
Name		Signature		Date

Form: M002-RLR-QMS-FRM-00001

Rev: 4

10-11-2015