

# METHOD STATEMENT

A **Method Statement** is an outline of the **stand build process**; it should show all aspects of stand construction from accessing the stand space to putting the finishing touches on the paintwork. The form below shows all the things that should be considered for the Method Statement.

It is not comprehensive or restrictive and additional facts may be added to make your statement as accurate as possible. It is only a guide to the order and what should be identified within the document.

PLEASE COMPLETE THE METHOD STATEMENT BELOW AND SUBMIT TO ABRAXYS GLOBAL BY 14<sup>TH</sup> AUGUST 2015, [routes@abraxysglobal.com](mailto:routes@abraxysglobal.com)

<b>STAND NAME AND NUMBER</b>		
<b>EVENT</b>		
<b>STAND BUILDER</b>		
<b>PERSON IN CHARGE &amp; CONTACT DETAILS</b>		<b>SIGNED:</b>

IF ANY OF THE SECTIONS DO NOT APPLY TO YOUR STAND THEN PLEASE PUT **NOT APPLICABLE (N/A)** IN THE TEXT FIELD

<b>STAND DIMENSIONS</b>	-
<b>STAND HEIGHT</b>	-
<b>STAND MATERIALS</b>	<p>What materials does your stand consist of? Do they comply with British Standard?</p> <p>-</p>
<b>STAND DETAILS</b>	<p>Please provide a brief summary of the elements of your stand. (Please include platform and ramp details)</p> <p>-</p>

<p style="text-align: center;"><b>TIMETABLE</b></p>	<p>Please state build-up and breakdown dates, time of arrival and estimated build time needed....</p> <p>-</p>	
<p style="text-align: center;"><b>ACCESS/ UNLOADING OF MATERIALS</b></p>	<p>How are you accessing the stand (Which VE door?) and how are you getting materials on to the stand?</p> <p>-</p>	
<p style="text-align: center;"><b>CONSTRUCTION PROCESS</b></p>	<p>Please outline the build process from first accessing the site to completing the stand...</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>
<p style="text-align: center;"><b>WORKING AT HEIGHT</b></p>	<p>Are there any parts of stand building that requires working at height? How is this done safely? What is being used to raise materials?</p> <p>-</p>	
<p style="text-align: center;"><b>STABILITY</b></p>	<p>How are you ensuring that all parts of the stand construction are stable?</p> <p>-</p>	
<p style="text-align: center;"><b>LIFTING</b></p>	<p>Is there any lifting involved in the stand build? How is it ensured that it is done properly?</p> <p>-</p>	
<p style="text-align: center;"><b>SCAFFOLDING</b></p>	<p>Is there any scaffolding to be used during stand build? If so then please clarify...</p> <p>-</p>	

<p style="text-align: center;"><b>USE OF MACHINERY</b></p>	<p>What machinery is used during stand construction?</p> <p>-</p>
<p style="text-align: center;"><b>COSHH</b></p>	<p>Are there any toxic or hazardous materials used?</p> <p>-</p>
<p style="text-align: center;"><b>ENVIRONMENT</b></p>	<p>How are you reducing the impact to the environment? E.g. Noise, dust, fumes etc</p> <p>-</p>
<p style="text-align: center;"><b>SERVICES</b></p>	<p>Who is in charge of fitting the services for your stand? Electrics, waste, lighting etc and when are these to be done?</p> <p>-</p>
<p style="text-align: center;"><b>EXHIBITS</b></p>	<p>Are there any exhibits on the stand that need to be set up and that may cause risk to the public?</p> <p>-</p>
<p style="text-align: center;"><b>ADDITIONAL COMMENTS</b></p>	<p>-</p>

There may also be unforeseen circumstances that arise not of your making or on your allocated location that may cause you to modify the work program during the operation. There are also some equipment and types of operation that are not permitted in South Africa. This may be normal practice in other areas of the world and care should be taken to ensure you conform to the requirements of South Africa, and apply those requirements to your working methods.