**Work Package Plan**

**(Method Statement)**

|  |  |
| --- | --- |
| Title |  |
| Project Name |  |
| Reference No | /WPP/     / |
| Revision No |  |

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| --- | --- | --- | --- | --- |
| **WORK PACKAGE DETAILS** | | | | |
| **Project Name:** |  | | | |
| **Project Number:** |  | | | |
| **Principal Contractor:** |  | | | |
| **Responsible Contractor:** |  | | | |
| **Programme Dates:** | **Start:** |  | **Finish:** |  |

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| --- | --- | --- |
| **DOCUMENT APPROVAL** | | |
| **Prepared By:** | **Name:** |  |
|  | **Title:** |  |
|  | **Signed:** |  |
| **Checked By:** | **Name:** |  |
|  | **Title:** |  |
|  | **Signed:** |  |
| **Approved By:** | **Name:** |  |
| **(If applicable)** | **Title:** |  |
|  | **Signed:** |  |
|  | **Date:** |  |

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| --- | --- | --- |
| **REVISION STATUS DETAILS** | | |
| **Revision No** | **Date** | **Description** |
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| --- |
| **PROJECT LEAD ACCEPTANCE** |
| The following members of the Project Management Team have been fully briefed in the content of this document, in order to execute their respective roles and responsibilities in delivery of this Work Package Plan in a safe manner. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** | **Name (Print)** | **Signature** | **Date** |
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\* Mandatory

# A WORK PACKAGE DETAILS

**A.1 Description and Sequence of Work**

{Insert Text Here}

The specific Task Briefing Sheets required to deliver this Work Package are as follows:

|  |  |  |
| --- | --- | --- |
| **TBS Reference** | **Title** | **Responsibility for Production** |
|  |  |  |
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# A.2 Control of Risks

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazardous Activity** | **Associated Risks** | **TBS Reference** | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |
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# A.3 Resources

**A.3.1 Personnel**

|  |  |
| --- | --- |
| **Title** | **Specific Requirements** |
|  |  |
|  |  |
|  |  |
|  |  |

**A.3.2 Plant and Equipment**

|  |  |
| --- | --- |
| **Item** | **Specific Requirements** |
|  |  |
|  |  |
|  |  |
|  |  |

**A.3.3 Materials and Tools**

The specialist tools and plant required over and above standard hand tools are as follows:

|  |  |
| --- | --- |
| **Item** | **Specific Requirements** |
|  |  |
|  |  |
|  |  |
|  |  |

**A.3.4 PPE**

Site Mandatory PPE shall be worn at all times.

In addition, the following specific PPE shall also be worn when carrying out particular activities relevant to this Work Package Plan, as follows:

|  |  |
| --- | --- |
| **Item** | **Activity** |
|  |  |
|  |  |
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**A.3.5 Design Documentation**

The latest revisions of the following design documentation are relevant to this Work Package Plan:

|  |  |
| --- | --- |
| **Document Reference** | **Title** |
|  |  |
|  |  |
|  |  |
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# A.4 Safety Documents and Permits

|  |  |  |  |
| --- | --- | --- | --- |
| **Safe System of Work/ Procedure** | **Safety Document/Permit** | **Issued by** | **Additional Information** |
|  |  |  |  |
|  |  |  |  |
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# A.5 Inspection and Test

|  |  |  |  |
| --- | --- | --- | --- |
| **Operation** | **Inspection/Test** | **Responsibility** | **Document Reference** |
|  |  |  |  |
|  |  |  |  |
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# B SITE DETAILS

**B.1 Access**

**B.2 Site Layout**

**B.3 Protection and Isolation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Protection/  Isolation Measures** | **Responsibility** | **Specific Requirements** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

**B.4 Plant and Machinery Movements**

**B5 Communication and Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Company** | **Title** | **Contact Details** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**B.6 Emergency Arrangements**

**B.7 Interfaces**

**B.8 Welfare**

# C Briefing

**C.1 Briefing Arrangements**

Task Briefing Sheets shall be prepared as identified in Section 1 of this Work Package Plan. The risks associated with each task are detailed in Section A2 of this document.

**C.2 Work Instructions**

|  |  |
| --- | --- |
| **WI Reference** | **Title** |
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# D MONITORING

**D.1 Monitoring of Work Package Plan**

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| --- | --- | --- |
| The work activity shall be monitored during operation for any deviation to this Work Package Plan and records of these checks noted in the table below. | | |
| **Checked By** | **Date Checked** | **Deviation From Work Package Plan (Yes /No)** |
|  |  |  |
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| If Yes, any deviations to the method of work described shall be detailed in the table below, identifying the operation numbers affected. The Project Lead shall be made aware of any changes to the Work Package Plan and shall review the associated Task Briefing Sheets to assess the impact of these changes. Operatives shall be re-briefed on any revised content within the Task Briefing Sheets, as appropriate. | | |
| **Operation No** | **Description Of Deviation** | |
|  |  | |
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