



Tarplett Generator Services Ltd
 Unit 3-6 Cobham Road
 Pershore
 WR10 2DL






Revision	Revision Detail	Name	Date
01	Original	JM	02/02/21





Site Address	SAMPLE ADDRESS		
Task Operation	Major Service	Date of Visit	01/01/2021

Method Statement	
<p>Arrival on Site</p> <ol style="list-style-type: none"> 1. Sign in and advise site of the number of personnel, duration of work. 2. Obtain passes, work permits, security clearance as required. 3. Ask for advice on parking arrangements. 4. Check and confirm PPE requirements (ear defenders must be worn in the vicinity of all running generators) and any site-specific safety requirements and procedures i.e. escape routes and assembly points etc. 5. Entry and Exit paths, to and from any confined spaces must be kept clear of all obstructions and the workspace must always be clean and tidy. <p>Before commencement of Work</p> <p>On remote sites phone the office to advise your intention to enter the workplace and the likely duration of the works.</p> <p>Identify generator to be serviced</p> <p>Unload all service parts, oil and tools using correct manual handling techniques</p> <p>Place Spill Kit in easily accessible position</p> <p>Commencement of work</p> <p>Isolate DC supply by disconnecting battery-ve</p> <p>Place drip tray under fuel filters and using appropriate tools remove fuel filters</p> <p>Replace fuel filters and bleed system to remove air</p> <p>Remove and replace oil filters</p> <p>Drain and replace engine oil</p> <p>Remove all old filters/oils from area for disposal as per current regulations</p> <p>Check oil filter/s clean if necessary</p> <p>If filters need replacing advise customer that this will be carried out on the next service visit</p> <p>Check level and SG of coolant</p> <p>Check all drive belts for wear</p> <p>Check condition of batteries and leads</p>	

Clean and grease battery terminals if required
Confirm operation of water jacket heater (+ pump on larger kVA generators)
Visual check of engine for leaks, oil/coolant
Visual check of breaker and terminations
Reconnect battery lead
Open breaker
Start generator
Check control system/gauges etc are working
Allow engine to run until thermostats open
Visual check of ATS controls and changeover system
Stop generator and reset controller into auto
Clean area if required
Leave site

Emergency Arrangements		Main contractor accident reporting procedures will be followed at all times	
		Nearest A&E Address:	
		First Aid by site	
		Fire Marshalling by site	
		Welfare facilities by site Toilet/ wash facilities Drinking water Rest facilities Designated smoking area	

PPE Requirements					
					
Hard Hat EN397	High Viz EN471	Safety Boots EN20345	Safety Glasses EN166	Safety Gloves EN388	Hearing Protection EN352

Equipment & Tools				
				
Spanners and Wrenches	Electrical screwdrivers	Battery operated nut runner	Digital electric meter for indication only	Task lighting if required

HIAB (if required)



Scania 4 axle HIAB equipped commercial vehicle
All test certificates are carried on vehicle

Wrenches, slings and chains, shackles used.

Personal Training Requirements (Please Tick)



CSCS Trade Card



Manual Handling



Asbestos Awareness

Waste Management



Waste must be placed in designated waste bins provided by principal contractor.



Hazardous waste must be placed in designated hazardous waste bins.



Spill kit for use in operation involving hazardous liquids.

Occupational Hazard Control



Exclusion zones with mandatory hearing protection zone to be set up where noise levels exceed 85dB

Warning signage to be displayed

Only authorised persons to enter exclusion zone

Other trades in close proximity to be made aware of exclusion zone

Hearing protection must be worn (See HAV & Noise Register for SNR of hearing protection)

Name	
Date	

Photographs if required