

Method Statement

Set out how a job will actually be done in sequence, with the controls written against the step they belong to rather than in a block nobody reads.

How a job will actually be done, step by step, with the controls written against each step.

WRITE IT FOR THIS JOB

A method statement copied from another job is worse than none: people stop reading them. The value is in writing the sequence for this job, on this site, with these people. Who may authorise and carry out this work, what training and certification they need, what must be recorded and how long it must be kept differ by country and by workplace. This sheet names no scheme, sets no criteria and satisfies no regulation on its own — check what applies where you are.

Job or project	Reference	Date	Prepared by
Site and exact location		Client	Start date
Scope — what is included, and what is not			
Supervision on site	Training or tickets required	Related risk assessment	

SEQUENCE OF WORK

Step	What is done	Who does it	Plant, tools and materials	Controls for this step

BRIEFED TO everybody who will do this work signs before starting

Date	Name (print)	Company or trade	Signature

Changes to the method after briefing, and who was told