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How to review a method statement in construction: Checklist

How to review a method statement in construction with interactive checklist, commentable and export as PDF/Excel, verify scope, risks, approvals, and evidence.

Project:	
Date:	
Filled by:	

Document Control and Compliance	
1	Confirm the method statement revision matches the latest document control register. Method: check transmittal and CDE metadata. Acceptance: only the latest revision used. Evidence: screenshot of register and signed approval page.
2	Verify referenced documents (drawings, specifications, permits) are listed with IDs and dates. Method: cross-check against project document index. Acceptance: no missing references. Evidence: uploaded marked index with reviewer initials.
3	Check contractor, consultant, and client approvals are signed and dated. Method: review approval sheet. Acceptance: all required signatures present. Evidence: scanned approval sheet with dates visible.

Scope and Sequencing Review	
4	Confirm location limits are explicit (gridlines, chainages in m, levels in m). Method: compare with latest drawings. Acceptance: start/finish coordinates stated. Evidence: marked-up plan or model snapshot uploaded.
5	Identify exclusions and interfaces with adjacent trades/assets. Method: review interface matrix. Acceptance: each interface has responsible party and timing. Evidence: signed interface matrix attached.
6	Validate activity sequence and durations. Method: check Gantt/4D alignment with access and permit windows. Acceptance: logic clear; critical path identified. Evidence: annotated schedule export with reviewer notes.

Resources and Competence	
7	Verify materials match project specifications. Method: compare datasheets to specified grades, sizes, and tolerances. Acceptance: listed products approved per project procedures. Evidence: manufacturer datasheets and approval letters uploaded.
8	Confirm plant/equipment capacity exceeds maximum imposed load. Method: compare load/radius to OEM charts. Acceptance: ≥10% capacity margin. Evidence: highlighted load-chart excerpt with calculated loads.
9	Check workforce competence and authorizations. Method: review training matrix and certifications for task-specific roles. Acceptance: valid for work period. Evidence: copies of certificates and signed matrix.
10	Assign supervision and responsibilities. Method: verify organization chart and escalation contacts. Acceptance: named supervisor and deputy identified. Evidence: signed org chart attached.

Risk and Control Measures	
11	Validate hazard identification and risk ratings (RAMS). Method: review task steps with hazards and residual risk. Acceptance: high risks reduced ALARP. Evidence: signed risk register with action owners.
12	Ensure hierarchy of controls is applied. Method: confirm elimination/substitution/engineering/admin precede PPE. Acceptance: engineering controls prioritized. Evidence: control matrix with photos or sketches of controls.
13	Confirm permit-to-work requirements are listed. Method: identify hot work, confined space, excavation, electrical, etc. Acceptance: issuer and lead time noted. Evidence: permit tracker screenshot.
14	Review temporary works references. Method: check design numbers, responsibilities, and checks. Acceptance: approvals per approved project specifications and authority requirements. Evidence: TWD/TWC approval records attached.

Quality, Inspection, and Testing	
15	Confirm ITP covers hold and witness points aligned with sequence. Method: cross-check against activities. Acceptance: critical stages identified. Evidence: ITP signed by responsible parties.
16	Define measurable acceptance criteria in SI units. Method: list tolerances (e.g., alignment ±10 mm; flatness 5 mm under 2 m straightedge) or per approved project specifications. Evidence: ITP appendix uploaded.
17	Specify test methods and instruments. Method: total station, torque wrench (N·m), slump cone, etc. Acceptance: calibration in date. Evidence: calibration certificates and instrument ID photos.
18	Establish record-keeping requirements. Method: define forms capturing lot numbers, batch IDs, readings, and photos. Acceptance: traceability end-to-end. Evidence: sample forms attached.

Environmental and Emergency Preparedness	
19	Set waste and spoil management. Method: segregation plan and labeled containers. Acceptance: licensed carriers listed. Evidence: disposal receipt template and sample labels.
20	Specify noise, dust, and vibration controls. Method: monitoring plan and equipment. Acceptance: project-specific trigger levels in dB(A), mm/s, and mg·m–3. Evidence: monitoring sheet template and calibration records.
21	Plan spill prevention. Method: spill kits, drip trays, and storage. Acceptance: containment capacity ≥ largest container. Evidence: kit inventory photo and location map.
22	Detail emergency response. Method: muster points, access routes, and contacts. Acceptance: plan posted and briefed. Evidence: photo of posted plan and toolbox attendance.

Communication and Approvals	
23	Schedule and record a pre-start briefing. Method: toolbox talk covering RAMS and ITP. Acceptance: ≥95% attendance. Evidence: signed attendance sheet with photos.
24	Complete final review and sign-off. Method: obtain contractor, consultant, and client digital signatures. Acceptance: all signatures present. Evidence: exported PDF with QR authentication.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
How to review a method statement in construction is a critical assurance step for site managers, engineers, and supervisors. A thorough method statement review, often called RAMS or method of statement review, ensures the proposed safe system of work aligns with construction risk assessment, temporary works requirements, and quality controls. This checklist focuses on document control, scope and sequencing, resources and competence, risk and control measures, inspection and testing (ITP), environmental protection, and emergency readiness. By validating measurable acceptance criteria, calibrated tools, responsibilities, and permit-to-work needs, teams avoid rework, unsafe operations, and programme slippage. Clear evidence such as signed approvals, marked-up drawings, calibrated equipment certificates, and photos of controls provides traceability and confidence before work begins. Use this interactive checklist to tick items, add comments, assign actions, and attach evidence; then export to PDF/Excel with a secure QR for field verification.	1. Preparation: Gather the method statement, referenced drawings/specifications, schedule, RAMS, ITP, temporary works records, and permit requirements. Bring survey tools, calibration certificates, and site photos for verification. 2. Open the interactive checklist, select the project and package, and start review mode. Confirm the latest revision using the document register. 3. Work through items, ticking each requirement. Add comments, assign actions, and attach evidence (photos, PDFs, screenshots) directly to the relevant step. 4. Use the search and filter to focus on risk, temporary works, or ITP items. Mention responsible persons and set due dates for follow-up. 5. Export the review to PDF/Excel for circulation. Generate a QR code so field teams can validate the signed version on site. 6. Sign-Off: Capture contractor, consultant, and client digital signatures. Distribute to stakeholders and archive in the CDE with metadata for traceability.