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REVISION RECORD

This cover page is a record of all revisions of the document identified above by number and title. All previous cover pages are hereby superseded and are to be destroyed.

Rev. No.	Date	By	Chkd.	Approvals	Description and Page Numbers of Revisions

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1.0 PURPOSE

The purpose of generating this method statement is to define the procedure step by step to implement the correct practices for UPS System & accessories Installation through the guidelines contained herein so as to ensure that the job execution complies with specification and serves the intended function to satisfactory level where applicable in the building.

2.0 SCOPE

This method statement covers all processes related to UPS System & accessories Installation the following:

- Installation of UPS System & accessories Installation.
- This procedure is to be read in conjunction with the relevant ITP, outlining the responsibility and the quality verification to be performed by various parties.

3.0 REFERENCE

- Approved Shop drawings for power distribution.
- Specifications
- Project Quality Plan
- Manufacturer's Data sheets & Manufacturer recommendations.
- Regulation of the local Electrical Authority
- Requirements of Civil Defense Department

4.0 DEFINITIONS:

PQP	: Project Quality Plan
PSP	: Project Safety Plan
QCP	: Quality Control Procedure
HSE	: Health, Safety and Environment
MS	: Method Statement
ITP	: Inspection Test Plan
QA/QC	: Quality Assurance / Quality Control Engineer.
SK	: Store Keeper
WIR	: Inspection and Test Request
MIR	: Material Inspection Request
UPS	: Uninterruptible Power Supply.

5.0 RESPONSIBILITIES:

Responsibilities for ensuring that the steps in this procedure shall be carried out are specified at relevant steps in the procedure:

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- Project Manager.
- Construction manager
- QA/QC Engineer
- Site Engineer
- HSE officer
- SK

5.1 Project Manager

- Project Manager is the overall responsible for the project in terms of work execution, safety, planning & quality. The Project Manager will maintain the planning progress and coordination of works with the main contractor.
- The work progress shall be carried out as per planned program and all the equipment's required to execute the works shall be available and in good condition as per project planned.
- Specific attention is paid to all safety measures and quality control in coordination with Safety Engineer and QA/QC Engineer and in line with PSP and PQP.

5.2 Construction Manager

- Construction Manager is responsible to supervise and control the work on site.
- Coordinating with QA/QC Engineer and site Team and foremen for all activities on site.
- Control and sign all WIR's before issuing to Consultant approval.

5.3 Site Engineer

- The method of statement to the system shall be implemented according to the Consultant project specifications and approved shop drawings.
- Provision of all necessary information and distribution of responsibilities to his Construction team.
- The work progress shall be monitored in accordance with the planned work program and he will provide reports to his superiors.
- The constant coordination with the Safety Engineer to ensure that the works are carried out in safe working atmosphere.
- The constant coordination with the QA/QC Engineer for any works to be carried out and initiate for the Inspection for the finished works.
- He will ensure the implementation of any request that might be raised by the Consultant.
- Efficient daily progress shall be obtained for all the equipment and manpower.
- He will engage in the work and check the same against the daily report received from the Foremen.
- The passage of all the revised information to the Foremen and ensure that it's being carried out properly.

5.4 QA/QC Engineer (MEP):

- The monitoring of executions of works at site and should be as per the approved shop drawings and project specifications.
- Ensure WIRs and MIRs are being raised for activities in timely manner and inspected by the Consultant.
- Check and insure that all activities / work done / completed prior to offer for consultant inspection.

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- He will follow and carried out all the relevant tests as per project specifications.
- Obtain the required clearance prior to Consultant's inspections.
- Should acquire any necessary civil works clearances and coordination.
- Coordinate with site construction team.
- One who will assist the Consultant Engineer / Inspector during inspection.

5.5 Site Foreman

- The carrying-out of work and the proper distribution of all the available resources in coordination with the Site Engineer on a daily basis.
- Daily reports of the works are achieved and coordinated for the future planning with the Site Engineer.
- Incorporate all the QA/QC and Safety requirements as requested by the concerned Engineer.
- Meeting with any type of unforeseen incident or requirement and reporting the same to the Site Engineer immediately.

5.6 Safety Officer

- The implementation of all safety measures in accordance with the HSE plan and that the whole work force is aware of its proper implementation.
- The implementation of safety measures is adequate to maintain a safe working environment on the work activity.
- Inspection of all the site activities and training personnel in accident prevention and its proper reporting to the Construction Manager and the Project Manager.
- The site is maintained in a clean and tidy manner.
- Ensure only trained persons shall operate the power tools.
- Ensure all concerned personals shall use PPE and all other items as required.
- Ensure adequate lighting is provided in the working area at night time.
- Ensure high risk elevated areas are provided are barricade, tape, safety nets and provided with ladders.
- Ensure service area/inspection area openings are provided with barricade, tape, and safety nets.
- Ensure safe access to site work at all times.

5.7 Store Keeper (SK)

- Responsible for overall Store operations in making sure to store the material delivery to the site and keep it in suitable area that will keep the material in safe from rusty and damage.
- One who will acknowledge the receiving of materials at site in coordination with QA/QC and concerned Engineer.

6.0 EQUIPMENTS

- 6.1 UPS and accessories shall be in line with the approved material submittal and approved drawings.
- 6.2 Crane of suitable capacity & arrangement in line with the manufacturer's recommendations and as required at site.
- 6.3 Forklift of suitable capacity

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6.5 Portable hand tools.

6.6 Portable Drilling Machine/ Grinding Machine & Angle Cutter.

6.7 Spirit Level

6.8 Crimping Tool

6.9 Safety requirements tools such as safety shoes, safety helmet, safety glasses, fluorescent vest, and safety gloves to insure maximum ability of safe work and dust mask when required.

7.0 PROCEDURE

7.1 Safety

- Ensure only trained persons shall operate the power tools.
- Ensure all concerned persons shall use PPE and all other items as required.
- Ensure adequate lighting is provided in the working area at night time.
- Ensure service area/work area openings are provided with barricade, tape, and safety nets.

7.2 Work Sequence And Methodology

- Check all material delivered to site is inspected properly by QA/QC Engineer and check if it is stored properly as per manufacturer's recommendations.
- MIR shall be raised for the inspection of materials received at site by MEP QA/QC Engineer to the Main contractor / Consultant Engineer.
- All the work for the installation must be under supervision of the system manufacturer's local dealer and he must attend the Installation stage.
- Work shall be carried out by the site staff under strict supervision and guidance of the concerned Supervisors / Foremen / Engineers.
- The MEP QA/QC Engineer shall check all the installations as per the Installation Check list.
- WIR shall be prepared by MEP QA/QC Engineer and will be submitted to Consultant for their inspection and approval with attendance of system manufacturer's local dealer.
- MEP QA/QC Engineer shall coordinate with other contractors and arrange inspection for installations to the Consultant Engineer after confirm the installation and requirements from the system manufacturer's local dealer.
- MEP QA/QC Engineer is responsible for all installation activities for getting the work inspected and approved by Consultant Engineer.

7.3 Handling and Storage

On receipt of the UPS's and accessories at site, necessary precautions shall be taken for unloading, shifting & storage, as follows:

- Material shall be stored in a covered / dry space at all the time.
- All materials received at site shall be inspected and ensured that the materials are as per approved material submittal.
- Any discrepancies, damage etc., found will be notified and reported for further action.
- Site Engineer (Electrical) has to ensure that all equipment used at site are free from any damage or deformity of any kind. Any minor damages observed shall be repaired suitably and in case if the repairs could not be done properly, the Equipment are to be removed from site.

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- Also follow the attached Manufacturer recommendations in handling and storage of the material.

7.4 Installation of UPS:

- To carryout installation activities for the UPS's attached manufacturer recommendations are recommended to follow-up step by step in sequential manner.
- Pre-delivery inspection shall be performed by the system manufacturer's local dealer at dealer's facility to ensure no damage is occurred in transit to all UPS's components.
- Prior to start installation, Site Engineer (Electrical) should ensure that approved shop drawings related to the installation area are referred and that required materials are available at site as per approved material submittal.
- Site Engineer (Electrical) has to ensure that all the materials are received at site as per approved material submittal and verify the ratings of the UPS's.
- The name plate will be checked against equipment data sheet to confirm conformity with the approval.
- MIR request should be raised for material verification upon delivery at site.
- Ensure all civil works are completed for the area including painting to carry out the installation, and clearance is obtained from respective authorities to proceed further for the installation of UPS's. Check the ventilation as per ventilation calculation approval.
- Installation procedures are to be followed as per manufacturer's recommendations attached.
- Installation works shall be carried out only with respect to approved shop drawings of latest revision.
- The UPS' will be off loaded to the place nearest to the installation and protected properly from dust and debris.
- Prior to installation, the foundation for the big UPS's will be checked for size and level as per manufacturer recommendations.
- Check that the UPS installed in the correct place and in correct manner as per approved shop drawings and manufacturer recommendations.
- Check that all devices and equipment's for the UPS panels are installed as per labelled in the panels manual and manufacturer recommendations.
- Check that all provisions for the power and data wherever required is installed as per approved shop

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drawings.

- Check that BMS provision for the UPS provided as per approved shop drawings and specs for Interfacing With Building Management System (BMS).
- After making sure that all the work is completed, raise WIR to Consultant approval and witnessed by local supplier/ Manufacturer.

8.0 ATTACHMENTS

- 8.1 Quality Control Procedure
- 8.2 Inspection and Testing Plan
- 8.3 Check List
- 8.4 Risk Assessment