

<b>CBRE</b>	<b>Critical Facilities Method Statement</b>											
	Site:				Change ID:							
	System:				Request Date:							
	Location:				Supervisor:							
<b>Details:</b>												
<b>Form Owner:</b>		<b>Contractors performing Works</b>			<b>Proposed Date / Times</b>							
	<b>Company</b>	<b>Contact</b>	<b>Phone No.</b>	<b>Scope</b>	<b>Start</b>	<b>Finish</b>						
Revised												
<b>Ref</b>	<b>Critical Service Risk Analysis</b>											
<b>1.0</b>	<b>Business risk analysis for services included in scope</b>			<b>Location</b>	<b>Risk</b>	<b>Impact</b>						
1.1					High/Medium/Low	High/Medium/Low						
<b>Ref</b>	<b>Controls</b>											
<b>2.0</b>	<b>Detail Controls which will be put in place to mitigate risk</b>											
2.1												
<b>Works will only be performed under an approved change order.</b>												
<b>Ref</b>	<b>Procedure for Works</b>											
<b>3.0</b>	<b>Detailed Procedure of works to be performed</b>				<b>Timing (h:min)</b>	<b>Switching</b>	<b>Isolation</b>	<b>Hydraulic Works</b>	<b>Hot works</b>	<b>Handling Materials</b>	<b>Lifting and crangeage</b>	<b>High Level</b>
	Sign into site											
	Carry out tool box talk (TBT) to identify and safety issues prior to starting work											
	Contractors team must sign off on their own safe work method statements (SWMS) for the planned activity											
	Notify GAM and Change Management teams of activity start <a href="mailto:cagbsdglobalalarmmon@macquarie.com">cagbsdglobalalarmmon@macquarie.com</a> and <a href="mailto:BSDChqMgmtEngineerin@macquarie.com">BSDChqMgmtEngineerin@macquarie.com</a>											
3.1												
3.1												
	Re-set all controls into fully automatic / normal status (as applicable)											
	Notify GAM and Change Management teams of activity completion identifying if successful, unsuccessful, etc. <a href="mailto:cagbsdglobalalarmmon@macquarie.com">cagbsdglobalalarmmon@macquarie.com</a> and <a href="mailto:BSDChqMgmtEngineerin@macquarie.com">BSDChqMgmtEngineerin@macquarie.com</a>											
	Issue service report to CBRE engineer – Service reports by email must have clear file name <i>Location – Level – Equipment Reference – Date - Activity</i>											
<b>Ref</b>	<b>Services Impacts</b>											
<b>4.0</b>					<b>From</b>	<b>To</b>						
4.1												
<b>Ref</b>	<b>Supplementary Forms</b>											
<b>5.0</b>	<b>Include these Forms if high risk item has been identified within procedure (Bold if Required)</b>											
5.1	Switching	Switching Procedure	5.6	Lifting or Crangeage	Lifting plan							
5.2	Isolation	Isolation Procedure	5.7	High Level	Safe Access Plan							
5.3	Water Pipes	Isolation and or Hydrostatic Test Report	5.8	Chemicals	Material Safety Data Sheets							
5.4	Hot Works	Hot works Permit (spotter required)	5.9	Safety Procedure	Risk Assessment							
5.5	Handling Materials	Materials handling plan	5.10	Safety Procedure	Safe Work Method Statement							

Agreed and Signed off Contractor: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed and Signed off Supervisor: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed and Signed off MGL Engineering: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_