

SCHEDULE OF GENERIC METHOD STATEMENTS **FOR CONTROL INSTALLATIONS**

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GENERAL SITE SAFETY

MS 001 Page 1

1. USE OF SAFETY CLOTHING AND EQUIPMENT.

Protective clothing and / or equipment has been issued for your use. It is your responsibility to ensure the following are adhered to: -

That the equipment or clothing issued be worn or used when required.

That the equipment or clothing issued be looked after and if damaged returned to your Supervisor for replacement.

That any item of issued clothing or equipment that goes missing is reported at once to your Supervisor for replacement.

That if you are unsure of the use or maintenance of any of the issued items of clothing or equipment that you should ask your Supervisor for instruction.

2. SAFE HANDLING OF TOOLS AND EQUIPMENT.

Always ensure the correct tools or equipment are available and used for the task involved.

Always check the equipment before use, and ensure that a current calibration or P.A.T certificate covers it. Copies of these certificates should be kept with the equipment to allow for third party verification on site before job commencement. Any item of equipment without a current certificate should be brought to the attention of your Supervisor.

Never attempt to use faulty equipment or tools - report the defects to your Supervisor immediately

Ensure all necessary protective guards are fitted before operation commencement.

Never attempt to force or overload tools and equipment.

Never interfere with, or try to repair electrical apparatus - leave it to a specialist.

Always check plugs, sockets and leads for damage, and ensure that they are correctly wired.

Never attempt to clean, repair or adjust tools and equipment whilst the power supply is connected.

Never make improvised temporary connections.

Always ensure that safety goggles are available and used when drilling or when operating abrasive disc equipment.

Never attempt to operate tools and equipment if you have not been shown how to do so, or do not possess the required certification.

Always ensure that portable electrical power tools are operating from a suitable 110-volt supply.

3. EYE PROTECTION

Always protect your eyes when carrying out works which may cause injury i.e. when looking upwards / working above head height, when using drills, etc.

Remember - protective goggles can be easily replaced but your eyesight cannot.



GENERAL SITE SAFETY MS 001 Page 2

3. EYE PROTECTION (Cont'd)

Ensure that when wearing goggles they are worn correctly and provide sufficient protection.

If you have any doubts about your eyesight, get your eyes tested.

Wear goggles to protect your eyes from dust, flying particles and liquids.

4. SLIPS AND FALLS

Keep your work place tidy, if you do spill any liquids or grease then clean it up immediately.

Wear correct and suitable protective footwear at all times.

Ensure that where protective covers have been removed from cable ducts, suitable warning tapes and barriers are erected.

5. NOISE

Wear the hearing protection provided and make sure it is fitted correctly.

Wear hearing protection before you enter the area designated as dangerous to your hearing, and do not remove them until you leave that area.

Always be extremely observant whilst working with hearing protection as you are working without one of the three main senses, which would, under normal circumstances, provide an early warning of hazard.

Keep all issued equipment clean and in good working condition.

6. WORKING AT HEIGHTS

Scaffolding, when used, must be erected, altered, or dismantled by a competent person and checked on a regular basis.

Ladders when used must be correctly selected for the work in hand to ensure safe working at the desired height.

When using extension ladders, the ladders must be secured at the top by lashing it to the structure. When securing the ladders a colleague must be available to foot the ladder before attempting to climb.

Whilst climbing or descending the ladder, persons should always hold the rungs rather than the strings.

Do not allow more than one operative onto the ladder at any one time.

Do not over reach when working off steps or ladders relocate to ensure safe working position.

Never use or climb a makeshift structure, or lean stepladders against a wall to work off.

Always use the manufacturer's methods for working off the ladders you intend to use. No job is that urgent to endanger life.



PCVISOR / SUPERVISOR INSTALLATION MS 002 Page 1

1. INSTALLATION OF PCVISOR & SUPERVISOR PANELS

- 1.1 Prior to installation of any PCVisor or Supervisor panels, the following checks are to be made: -
 - a) That the panels conform to order.
 - b) That the panels conform to specification – correct hardware / software.
 - c) That the panels are in a satisfactory condition.
 - d) Information is available for correct installation position.
- 1.2 Following checks as indicated above, installation can commence.
- 1.3 Ensure that the panels are to be positioned as per description of works.
- 1.4 The following methods are to be followed to ensure correct installation.
 - a) Use of 1 ½ “ x No. 8 woodscrews to bracket, fixing into solid brick wall.
 - b) Use of uni-strut & spring nuts / bolts when fixing to “studded wall”.
 - c) Use correct method of sub-fusing to panel as per description of works.
 - d) Use correct type of cable to terminate into panel.
- 1.5 Following the criteria as indicated above, commence installation.
- 1.6 All electricity should be correctly isolated before commencement of works.
- 1.7 Consideration should be taken to ensure correct location of equipment with due regard to other panels.
- 1.8 Upon completion of installation, panel must be left closed, inclusive of all product documentation.
- 1.9 All equipment must be protected by means of an overcurrent device in line with load specifications.



CASE CONTROLLER INSTALLATION MS 003 Page 1

1. INSTALLATION OF CASE CONTROLLERS

- 1.1 Prior to installation of any controllers, the following checks are to be made: -
 - a) That the controllers conform to order.
 - b) That the controllers conform to specification – correct hardware / software.
 - c) That the controllers are in a satisfactory condition.
 - d) Information is available for correct installation position.
- 1.2 Following checks as indicated above, installation can commence.
- 1.3 Ensure that the controllers are to be positioned as per description of works.
- 1.4 The following methods are to be followed to ensure correct installation.
 - a) Use of self tapper type fixings to case.
 - b) Use of self tapper type fixing to 12" x 12" galvanised box
 - c) Use correct method of sub-fusing to controller as per description of works.
 - d) Use correct type of cable to terminate into controller.
 - e) Ensure low voltage cabling & data cables are kept away from mains cables
- 1.5 Following the criteria as indicated above, commence installation.
- 1.6 All electricity should be correctly isolated before commencement of works.
- 1.7 Consideration should be taken to ensure correct location of equipment with due regard to other items.
- 1.8 Upon completion of installation, controller must be left covered either by means of a case raceway plate or enclosure.
- 1.9 All equipment must be protected by means of an overcurrent device in line with load specifications.



PACK CONTROLLER INSTALLATION MS 004 Page 1

1. INSTALLATION OF PACK CONTROLLERS

- 1.1 Prior to installation of any controllers, the following checks are to be made: -
 - a) That the controllers conform to order.
 - b) That the controllers conform to specification – correct hardware / software.
 - c) That the controllers are in a satisfactory condition.
 - d) Information is available for correct installation position.
- 1.2 Following checks as indicated above, installation can commence.
- 1.3 Ensure that the controllers are to be positioned as per description of works.
- 1.4 The following methods are to be followed to ensure correct installation.
 - a) Use of self tapper type fixings to panel.
 - b) Use correct method of sub-fusing to controller as per description of works.
 - c) Use correct type of cable to terminate into controller.
 - d) Ensure low voltage cabling & data cables are kept away from mains cables
- 1.5 Following the criteria as indicated above, commence installation.
- 1.6 All electricity should be correctly isolated before commencement of installation.
- 1.7 Consideration should be taken to ensure correct location of equipment with due regard to other items.
- 1.8 All equipment must be protected by means of an overcurrent device in line with load specifications.



PROBE INSTALLATION **MS 005 Page 1**

1. INSTALLATION OF PROBES

- 1.1 Prior to installation of any probes, the following checks are to be made: -
 - a) That the probes conform to order.
 - b) That the probes conform to specification – correct type.
 - c) That the probes are in a satisfactory condition.
 - d) Information is available for correct installation position.
- 1.2 Following checks as indicated above, installation can commence.
- 1.3 Ensure that the probes are to be positioned as per description of works.
- 1.4 The following methods are to be followed to ensure correct installation.
 - a) Make sure case is turned off at the isolator.
 - b) Remove necessary shelves and back panels.
 - c) Remove all excess ice around coil.
 - d) Ensure that all cables are away from water
- 1.5 Following the criteria as indicated above, commence installation.
- 1.6 All electricity should be correctly isolated before commencement of installation.
- 1.7 Consideration should be taken to ensure correct location of equipment with due regard to other items.
- 1.8 Upon completion of installation, probes must be checked for validity.



DISPLAY INSTALLATION MS 006 Page 1

1. INSTALLATION OF DISPLAYS

- 1.1 Prior to installation of any displays, the following checks are to be made: -
 - a) That the displays conform to order.
 - b) That the displays conform to specification – correct part number.
 - c) That the displays are in a satisfactory condition.
 - d) Information is available for correct installation position
 - e) The correct leads have been sent with the displays.
- 1.2 Following checks as indicated above, installation can commence.
- 1.3 Ensure that the displays are to be positioned as per description of works.
- 1.4 The following methods are to be followed to ensure correct installation.
 - a) Correct size of hole in panel door / case.
 - b) Ensure correct display and set up cables are used in conjunction with display.
 - c) Ensure low voltage cabling is kept away from mains cables.
- 1.5 Following the criteria as indicated above, commence installation.
- 1.6 All electricity should be correctly isolated before commencement of installation.
- 1.7 Consideration should be taken to ensure correct location of equipment with due regard to other items.



MODEM INSTALLATION MS 007 Page 1

1. INSTALLATION OF MODEMS

- 1.1 Prior to installation of any modems, the following checks are to be made: -
 - a) That the modem conforms to order.
 - b) That the modem conforms to specification – correct part number.
 - c) That the modem is in a satisfactory condition.
 - d) Information is available for correct installation position.
- 1.2 Following checks as indicated above, installation can commence.
- 1.3 Ensure that the modem is to be positioned as per description of works.
- 1.4 The following methods are to be followed to ensure correct installation.
 - a) Use correct fixing bracket for modem.
 - b) Use correct method of sub-fusing to modem as per description of works.
 - c) Use correct type of cable to terminate into modem.
 - d) Ensure low voltage cabling is kept away from mains cables
 - e) Ensure telephone line & socket are installed
 - f) Ensure bit switch 7 is switched on.
- 1.5 Following the criteria as indicated above, commence installation.
- 1.6 All electricity should be correctly isolated before commencement of installation.



CARD READER INSTALLATION MS 008 Page 1

1. INSTALLATION OF CARD READER

- 1.1 Prior to installation of any modems, the following checks are to be made: -
 - a) That the Card Reader conforms to order.
 - b) That the Card Reader conforms to specification – correct part number.
 - c) That the Card Reader is in a satisfactory condition.
 - d) Information is available for correct installation position.
- 1.2 Following checks as indicated above, installation can commence.
- 1.3 Ensure that the Card Reader is to be positioned as per description of works.
- 1.4 The following methods are to be followed to ensure correct installation.
 - a) Use correct fixing bracket for Card Reader.
 - b) Use correct method of sub-fusing to Card Reader as per description of works.
 - c) Use correct type of cable to terminate into Card Reader.
 - d) Ensure low voltage cabling is kept away from mains cables
 - e) Ensure bit switch 8 is switched on.
- 1.5 Following the criteria as indicated above, commence installation.
- 1.6 All electricity should be correctly isolated before commencement of installation.



CHANGING SOFTWARE **MS 009 Page 1**

1. CHANGING OF SOFTWARE IN CONTROLLERS & PANELS.

- 1.1 Prior to changing any software, the following checks are to be made: -
 - a) That the software conforms to order.
 - b) That the software conforms to specification.
 - c) That the eeprom chips are in a satisfactory condition.
 - d) Information is available for correct installation.
- 1.2 Following checks as indicated above, installation can commence.
- 1.3 Store values into hand held unit.
- 1.4 Isolate controller/panel prior to removing eeprom.
- 1.5 Use correct extracting device to remove eeprom.
- 1.6 Install eeprom correct way round.
- 1.7 When eeprom is fitted, set values back into controller.



SERVICE OF PANELS **MS 010 Page 1**

1. SERVICING OF SUPERVISOR & INVIEW PC PANELS

- 1.1 Prior to servicing of any PCVisor or Supervisor panels, the following checks are to be made: -
 - a) That the panels conform to order.
 - b) That the panels conform to specification – correct hardware / software.
 - c) That the panels are in a satisfactory condition and are fixed correctly to the wall.
- 1.2 Following checks as indicated above, servicing can commence.
- 1.3 Ensure equipment is isolated where possible prior to commencement of service.
- 1.4 Following the criteria as indicated above, commence servicing.
- 1.5 Upon completion of service visit, panel must be left closed, inclusive of all product documentation.
- 1.6 Ensure up to date capture file, Layout.txt & System dump are taken for upkeep of records.
- 1.7 Check/amend alarm actions to M&S spec.



INSTALLATION OF YOKAGAWA PANELS MS 011 Page 1

1. INSTALLATION OF YOKAGAWA PANELS

- 1.1 Prior to installation of any Yokagawa panels, the following checks are to be made: -
 - a) That the panels conform to order.
 - b) That the panels conform to specification – correct hardware / software.
 - c) That the panels are in a satisfactory condition.
 - d) Information is available for correct installation position.
- 1.2 Following checks as indicated above, installation can commence.
- 1.3 Ensure that the panels are to be positioned as per description of works.
- 1.4 The following methods are to be followed to ensure correct installation.
 - a) Use of 1 ½ “ x No. 8 woodscrews to bracket, fixing into solid brick wall.
 - b) Use of uni-strut & spring nuts / bolts when fixing to “studded wall”.
 - c) Use correct method of sub-fusing to panel as per description of works.
 - d) Use correct type of cable to terminate into panel.
- 1.5 Following the criteria as indicated above, commence installation.
- 1.6 All electricity should be correctly isolated before commencement of works.
- 1.7 Consideration should be taken to ensure correct location of equipment with due regard to other panels.
- 1.8 Upon completion of installation, panel must be left closed, inclusive of all product documentation.
- 1.9 All equipment must be protected by means of an overcurrent device in line with load specifications.



NETWORK FAULT FINDING MS 012 Page 1

1. FINDING FAULTS ON A BELDEN NETWORK

- 1.1 Prior to finding any network faults, the following checks are to be made: -
 - a) Is the panel working correctly.
 - b) Are there any external influences to take into account
 - c) Are the networks in a satisfactory condition.
 - d) Information is available for correct installation position.
- 1.2 Following checks as indicated above, fault finding can commence.
- 1.3 Where possible isolate case sections and panels.
- 1.4 The following methods are to be followed to find faults.
 - a) Check between cores for shorts or low resistance readings.
 - b) Disconnect controllers on network and connect one by one.
 - c) Replace necessary controllers if at fault.
 - d) Use correct type of cable to terminate into panel.
- 1.5 Following the criteria as indicated above, re-connect.
- 1.6 All electricity should be correctly isolated before commencement of works.
- 1.7 Upon completion of installation, panel must be left closed, inclusive of all product documentation.



INSTALLATION OF INVERTER PANELS MS 013 Page 1

1. INSTALLATION OF INVERTER PANELS

- 1.1 Prior to installation of any Inverter panels, the following checks are to be made: -
 - a) That the panels conform to order.
 - b) That the panels conform to specification – correct hardware / software.
 - c) That the panels are in a satisfactory condition.
 - d) Information is available for correct installation position.
- 1.2 Following checks as indicated above, installation can commence.
- 1.3 Ensure that the panels are to be positioned as per description of works.
- 1.4 The following methods are to be followed to ensure correct installation.
 - a) Use of 1 ½ “ x No. 8 woodscrews to bracket, fixing into solid brick wall.
 - b) Use of uni-strut & spring nuts / bolts when fixing to “studded wall”.
 - c) Use correct method of sub-fusing to panel as per description of works.
 - d) Use correct type of cable to terminate into panel.
- 1.5 Following the criteria as indicated above, commence installation.
- 1.6 All electricity should be correctly isolated before commencement of works.
- 1.7 Consideration should be taken to ensure correct location of equipment with due regard to other panels.
- 1.8 Upon completion of installation, panel must be left closed, inclusive of all product documentation.
- 1.9 All equipment must be protected by means of an overcurrent device in line with load specifications.
- 1.10 If Inverter panel is inside an enclosure. Ensure adequate air supply is allowed for.



CUTTING OF MATERIALS MS 014 Page 1

1. CUTTING OF MATERIALS

- 1.1 Prior to cutting of any materials, the following checks are to be made: -
 - a) Correct equipment is being used.
 - b) That eye protection is worn where necessary
 - c) That care is taken to avoid unnecessary cuts. .
- 1.2 Following checks as indicated above, cutting can commence.
- 1.3 Ensure materials are correctly supported prior to cut.
- 1.4 The following methods are to be followed to ensure correct cutting.
 - a) Use of vice to support material.
 - b) Correct size of cutting blade is used by operative.
 - c) Correct cutting equipment is used.
- 1.5 Following the criteria as indicated above, commence cutting.
- 1.6 Make sure all edges are filed after cutting has taken place.



DRILLING OF MATERIALS MS 015 Page 1

1. DRILLING OF MATERIALS

- 1.1 Prior to drilling of any materials, the following checks are to be made: -
 - a) Correct equipment is being used.
 - b) That eye protection is worn where necessary
 - c) That equipment has been regularly checked & tested
 - d) Correct type of drill is used.
- 1.2 Following checks as indicated above, drilling can commence.
- 1.3 Ensure materials are correctly supported prior to drilling.
- 1.4 Use correct low voltage drill 110v centre tapped.
- 1.5 The following methods are to be followed to ensure correct cutting.
 - a) Use of vice to support material.
 - b) Correct size of drill bit is used by operative.
 - c) Correct drilling equipment is used.
- 1.6 Following the criteria as indicated above, commence drilling.
- 1.7 Make sure all burrs are filed after drilling has taken place.

