



## METHOD STATEMENT

**This Method Statement is critical to the Health & Safety of the activity it relates to.  
It is to be strictly adhered to. Any deviation must first be authorised  
by the Contract co-ordinator.**

**Contract co-ordinator :**

**Site attendee:**

**Site name & address:**

**Date of work:**

**Planned Task:**

Testing of RPZ Valve

**Location & Access:**

**Working Environment:** *(Engineers to fill in)*

**Protection of others:**

No major risks to others whilst work is being carried out

**Emergency Procedures:**

As informed by customer

**Operative**

1 engineer

**PPE** *(please delete as appropriate)*

Safety Footwear, Safety spectacles, Hi Viz Jacket, ear defenders, hard hat

**Equipment used:**

RPZ Test Kit, Bucket & Tool Box, Step ladder (if required), Spare valve parts if needed

**Material handling / safety information:**

Step Ladders have been checked before commencement of work

RPZ Test Kit has been calibrated (up to date certificate to be shown if asked)

### **Correct sequence of work:**

- Engineer to telephone Ultravalve office to report arrival
- Contact site representative on arrival and undertake induction if required and obtain Permit to Work if required
- Isolation of the RPZ valve will be necessary to carry out the field test. Engineer to advise that the water flow will be interrupted for a minimum of 15 to 30 minutes to enable Field Test of RPZ Valve. This procedure may possibly take longer if the RPZ valves fails the test. Site representative must consider any effect of the water isolation on any processes downstream of the RPZ valve.
- Engineer to obtain signature to isolate water
- Engineer to be escorted to the location of the RPZ valve, then identify and record as necessary the serial number
- Engineer will observe the relief port of the RPZ Valve for any indication of malfunction
- Engineer will insert test adaptors and attach a test kit to the RPZ valve. Isolating valve no. 2 will then be closed
- In the event of a test failure, Isolating valve no. 1 will be closed and the RPZ lid will be removed. If the RPZ valve has not been installed to WRAS guidelines it may be necessary to remove the valve from the supply to access the check valves.
- The check valves, relief valve and seals removed and cleaned if possible, then replaced and retested
- If the check valves or relief still leak after cleaning, a replacement spares kit will be fitted. The RPZ lid replaced and then retested
- Readings to be recorded on the Test Report form along with any repair details
- Test Kit will be removed, a water pressure gauge attached and the readings recorded
- Removal of the water pressure gauge and adaptors
- Site representative to sign worksheet after completion of work and leave a copy with the customer.
- Engineer signs out and leaves site.