

# Work Method Statement

## Formwork Installation

### 1. Scope of Work

This Work Method Statement covers the procedures and methods for the installation of formwork for concrete structural elements as per project specifications and safety regulations.

### 2. Responsibilities

- **Site Engineer:** Supervise and inspect formwork installation.
- **Foreman:** Coordinate site workforce.
- **Workers:** Carry out installation under supervision.
- **Safety Officer:** Ensure compliance with safety procedures.

### 3. Materials & Equipment

- Plywood sheets and timber
- Steel panels
- Hammers, nails, screws, saws
- Measuring tapes and spirit level
- Props, clamps, ties
- Personal Protective Equipment (PPE)

### 4. Work Sequence

1. Inspect and clean the area of installation.
2. Verify dimensions as per approved drawings.
3. Mark out formwork positions on site.
4. Assemble formwork panels and supports.
5. Fix panels in position securely using clamps and ties.
6. Check alignment, level, and plumb of installed formwork.
7. Apply release agent on formwork surfaces.
8. Final inspection before concrete pouring.

### 5. Safety Measures

- All workers to wear required PPE (helmets, gloves, boots, etc.).
- Ensure formwork materials are free from damage.
- Use proper tools and secure all formwork components.
- Clear all debris and obstructions from the work area.
- Follow safe lifting practices for heavy materials.

### 6. Inspection and Quality Control

- Regular checks for alignment and stability.
- Ensure formwork joints are tight and leak-proof.
- Record inspections and rectify issues before pouring concrete.

### 7. Emergency Procedures

- Report all accidents and unsafe conditions to supervisor.
- First aid kit and emergency contacts available on-site.

### 8. Approval

Name	Designation	Date	Signature
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