Method Statement for Excavation and Backfilling

1. Scope

This method statement describes the procedure and methodology for the excavation and backfilling works for the [Project Title]. It covers the safety, quality, and environmental controls required to execute the works.

2. References

- Project Specifications and Drawings
- ISO 9001:2015 Quality Management Systems
- Relevant Local Regulations and Standards

3. Responsibilities

Position	Responsibility
Project Manager	Overall execution and compliance with method statement.
Site Engineer	Supervision and quality assurance of excavation and backfilling operations.
Safety Officer	Ensuring safety protocols are implemented and maintained.
Foreman	Directing site workforce and equipment.

4. Equipment & Materials

- Excavators
- Dumpers/Trucks
- Compactors
- Shovels and Hand Tools
- Approved Backfill Material
- Measuring Equipment

5. Procedure

1. **Site Preparation**
   - Mark and barricade area as per approved drawings.
   - Obtain necessary work permits and ensure underground utilities are clearly identified.

2. **Excavation**
   - Excavate to the required depth and dimensions, ensuring stability of sides.
   - Excavated material to be either stockpiled for reuse or disposed of at approved locations.

3. **Inspection**
   - Check final levels and dimensions; verify with Engineer/Consultant.

4. **Backfilling**
   - Backfill in layers (not more than 300mm thick), each layer compacted to required density.
   - Use approved backfill material only.

5. **Final Grading**
   - Level and grade backfilled area to match project specifications.

6. Safety and Environmental Controls

- All workers to wear appropriate PPE.
- Barricading and warning signs to be installed.
- Spillages and dust to be controlled at source.
- Waste material to be disposed of in accordance with regulations.

7. Quality Control

- All works to be inspected and approved at each key stage.
- Records of compaction tests and material sources to be maintained.
- Non-conformances to be reported and rectified promptly.