



# **METHOD STATEMENT FOR SOLAR PV INSTALLATION**

## **MS04-SOLAR PV**

|                                |                                                                         |                                                                                     |
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| Ref Number:<br><br><b>MS04</b> | Doc Title:<br><br><b>Method Statement for<br/>Solar PV Installation</b> |  |
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## Overview of revisions

| REVISION | DATE       | DESCRIPTION OF CHANGES             |
|----------|------------|------------------------------------|
| 00       | 19/11/2025 | First Issue due to company rebrand |
|          |            |                                    |

|                                       |                                                                                |                                                                                     |
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## 1.0 Purpose

The purpose of this Work Method Statement is for installation of solar PV works within a domestic or small commercial property. This activity should be performed with strict compliance and implementation of Safety requirements & procedures and project specifications

## 2.0 Scope of Work

The scope of this Method Statement covers the works carried out during the Installation of Solar PV.

## 3.0 Objective

- Strict adherence to this method statement is critical to the health and safety of all manpower engaged in the work.
- Any deviation must first be authorized prior to the deviation being carried out.
- Work safely throughout the entire process.

## 4.0 References & Standards

- Safety Code of Practice
- Required Standards.
- Aura Retrofit HSE MS Safe work procedures
- MCS Best practice
- Building Regulations
- Contract Requirements & Specifications.

## 5.0 Term & Definitions [If Any]

The technical terms & definitions to be carried out during the works are below:

- HSE – Health, Safety, and Environment
- PTW – Permit to Work
- Toolbox talk – Pre-work briefings related to safety
- PPE – Personal Protective Equipment
- MOS – Method of statement
- Contractor – [Name of the Client/contractors]
- Performer – Contractor Engineer
- PV -Photovoltaic

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## 6.0 Responsibilities

- Ensure strict compliance with PTW and procedure.
- Deploy competent and certified staff.
- Conduct pre-job briefings/toolbox talk/Hazard Communication.
- Ensure usage of correct tools and equipment.
- Ensure to keep away from other equipment or wires/cables not related to the job.
- Maintain good housekeeping at all times.
- The site Engineer will be managing the activities to execute the works as detailed in MOS with safe practice and procedure
- The contractor should strictly follow plant rules and regulations while doing the job.
- Provide all necessary tools, equipment, and material required at the site.
- Stop all unsafe work activities.
- Ensure availability of all required tools to maintain a safe working environment.
- Ensure compliance with procedures concerning equipment and related certification and permits.
- Ensure that the workers under his command fully understand the hazards and risks involved in the job and are responsible to ensure they work in a safe environment.
- The site team must be aware of the worker about fire, health and safety and specific site requirements. As the workers will be working within unfamiliar buildings, they must also be made aware of the positions of fire alarm call points, fire evacuation assembly points, fire extinguishers or blankets and the nearest fire escape routes.

## 7.0 Work Method

- On arrival at the client's home, we would be discussing in detail what works will be carried out and, and if possible, the order, they will be carried out.
- Liaise with the customer to confirm he works to be carried out and inform the homeowner/client/contractor of the possible potential hazards.
- Isolate electric supplies to the existing system.
- Assess the scaffolding is safe to work on, check the scaff tag is present
- cordon off a safe working area around scaffolding
- keep area of materials tidy along with tooling to be used.
- Use appropriate lifting equipment to take materials aloft/Gin Wheel and ropes
- Do not alter any scaffolding only contracted scaffolder can add or remove any part of the structure
- Use only MCS approved components to complete all elements of the installation.
- Measure roof to ensure that array will fit leaving adequate clearances around the whole array.
- Once all fixing points on the roof have been located then each rail fixing has a minimum of two screwed fixing into the rafters
- Ensure that all fixing are tight with no risk of vibration from wind
- Plant location is in a position that is easy to access and will allow future maintenance if needed.
- Where possible add natural cover from the elements
- All wires are protected where required with clips placed as per BS7671
- Use the dust sheets stair runner protectors and any other appropriate protection deemed necessary by the installation engineer, remove unnecessary waste.

|                            |                                                                     |                                                                                     |
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## 8.0 Plant/Equipment:

- Battery-powered drills saw, and screwdrivers
- Hand tools
- Solar panel lifting equipment
- Electrical test equipment with in date calibration.
- PPE as appropriate to the task.

## 9.0 Manpower Resourcing

| S.N. | POSITION     | NUMBER OF<br>EMPLOYEES |
|------|--------------|------------------------|
| 1    |              |                        |
| 2    |              |                        |
| 3    |              |                        |
|      |              |                        |
|      | <b>TOTAL</b> |                        |

## Appendices (As Applicable)

1. Risk Assessment (Attached)