

AERIALS 4 YOU

127 Lincoln Av. Clayton Staffs. ST5 3AR Email:info@aerials-4-you.com

Tel. 01782 624224. Mob. 07922 509252 . Public Liability Certificate No.CT02 021268382

Example Method Statement		
Client:	Address:	Contacts:
Unit:		
Task description: To include removal of old aerial (s), fitting new aerial(s)		
Method of operation:		
1. Determine address, post code, contact details		
2. Obtain necessary approval to proceed with work from principals		
3. Prepare for work with all safety harnesses, clothing, equipment and tools		
4. Access the unit		
5. Secure all ladders and facilities. Note any safety hazards – wiring, drain pipes etc.		
6. Remove old aerials and cables and arrange for safe and legal disposal		
7. Fit new aerials and cables		
8. When drilling through main walls ensure correct positioning and note electrical risks		
9. Clean and tidy around all drilled holes and access points		
10. Determine signal strength at the point of connection – adjust settings as required		
9. Connect all co-axial cables to TV Video / Satellite – recheck signal strength		
10. Re - tune all devices as appropriate.		
13. Switch off and re – affirm all connections and signals and all required channels are valid		
14. Verbally instruct the principals in the manner of using any new connections		
15. Issue a full dated invoice detailing costs – labour and parts		
16. Agree that all work is done as required.		
17. Re-visit the internal and external areas of work, and agree all is in order.		
18. Depart the premises		
19. Additional protocols as necessary		
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Prepared by:		
Name: Matthew Coventry	Signed:	Date: