

Documentation & procedures

Method Statements on Installation and Site Procedures

Each Commercial Window Group Approved Partner will implement individualised Method Statements specifically addressing installation and site procedures, especially in relation to high-risk conditions.

These Method Statements will be tailored to the project type, construction method, and location. They will clearly outline safe systems of work and will require mutual agreement between the Approved Partner and the Contractor before the contract becomes effective.

The following standard methods will be adopted by all Commercial Window Group Approved Partners as a minimum within their contracts with the customer:

- Upon arrival, site installation teams will sign in using the appropriate method, e.g., recording their attendance via a book or scanning a card.
- Review the risk assessment and modify it if necessary, taking into account any site-specific risks. A senior fitter will provide a final signature on the assessment.
- Ensure all relevant installers indicate their induction as required.
- Fitters must inform the site manager if stairs and flooring are not securely in place before beginning installation. Openings should be free of scaffolding.
- Notify the site manager about any non-compliance issues.
- Arrange for windows to be delivered to the point of use using safe handling procedures.
- Unpack windows, remove protective packaging, and place them in the correct location using appropriate lifting techniques.
- Carry windows to their correct location, ensuring safe manual handling.
- Clear the aperture and/or closer of mortar.
- Position the window into the aperture or closer, ensuring proper alignment and fixing with appropriate screws.
- All doors are installed using fixing cleats to BS-8213 standards.
- Ensure there is no play between the outer frame and inner surface of the closer by packing the frame.
- Inspect and adjust diagonal measurements as needed to secure the window or door.
- Check that all windows and doors are operating correctly and adjust as necessary.
- The installer will photograph and document the installation of each frame both internally and externally using Site Audit Pro or similar which will be signed off by the Site Manager on completion of the plot.
- Keys should be left for the Site Manager, as these will be needed as part of the standard work practices.
- Before leaving, sign out using the appropriate method on the site's departure log.