



METHOD STATEMENT

For the calibration of test equipment within our mobile laboratory or on-site at customer premises

Background Information

Company Details	HITEK Ltd Unit 6 Foundry Court Foundry Lane, Horsham, RH13 5UE Tel: 01403 243535 Fax: 01403 243536 Email: sales@hitek.co.uk
Site Address	ANY CUSTOMER PREMISES
Activity – Risk	To work safely within mobile laboratory or within customers allocated premises

Implementation and Control of Risk

Hazardous Task – Risk	Method of Control
Plug in to mains supply	Customer must plug in our extension lead to their mains supply or must be present when HITEK staff plug in.
Access working area	To ensure all electrical leads are safely laid and covered if necessary. That doors and steps to mobile laboratory are clearly identified (yellow tape on step).
Use of hand tools	No repairs are carried out externally, all faulty equipment is returned to HITEK premises. The only hand tools used on site are screwdrivers and pliers.
Battery replacement	Batteries replaced in customer equipment will be given to the customer to dispose of safely. HITEK staff will not remove batteries from customer premises.
Electrical safety (mains powered)	All mains powered customer equipment Will be safety tested by HITEK's Portable appliance tester to class 1 or Class 2 as appropriate prior to calibration being performed. Any failures will Be notified to the customer immediately.

Customer Safety Requirements

Any specific safety requirements will be adhered to. These must be clearly identified by the customer prior to the visit.

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Implementation and Control of Risk

Hazardous Task – Risk

Method of Control

Working with high voltage

Our engineering staff work to specific procedures from within WIN042 of our UKAS procedures which covers high voltage. Our staff are all specifically trained to work with high voltage test equipment. **The HITEK group is one of only six company's in Europe who hold UKAS accreditation for high voltage up to 40kV.**

Prepared by
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Managing Director
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