Which do I need - SOP or Method Statement?

EXAMPLES OF OPERATING HAZARDOUS EQUIPMENT:
- Using a circular saw, a lathe or other machines for cutting and grinding
- Operating a crane, a mechanical digger or other powerful machines

START

Is it hazardous equipment where operators are required to be formally assessed as competent with supporting written records?

YES

STANDARD OPERATING PROCEDURE and recorded verification of operator competence is the best way to minimise risks associated with using the equipment.

NO

METHOD STATEMENT describes a task or activity as a series of steps, each assigned to an individual.

It is also useful for user instructions on non-hazardous equipment.

USES OF A METHOD STATEMENT:
- Setting up for a public event
- Excavating and repairing underground services using hazardous equipment for which an SOP is available
- Fitting items manufactured in a workshop.
- Describing a job involving several operators who may be using hazardous equipment for which an SOP is available

Do you Need to write a description of the task or activity in which the equipment will be used?

YES