SPS
SCAFF PROJECT SOLUTIONS FZE

METHOD STATEMENT · SAMPLE

Method Statement: facade access scaffold, erection to dismantle

How SPS structures a method statement for a Dubai project: sequence, controls, competence, inspection and hold points, cross referenced to the Dubai Municipality Safety Guide for Construction Works (2026).

SAMPLE

PROJECT
[Project], Dubai

PACKAGE
Facade access scaffold, [elevation / grid]

DOCUMENT NO.
[MS-SCF-001] Rev [A]

PREPARED FOR
[Subcontractor]

LINKED DOCUMENTS
Risk assessment [RA-SCF-001], scaffold design [DWG no., rev]

STATUS
SAMPLE, fictional data

SAMPLE Not written for a real project or client. Project details are placeholders in square brackets. Sections 1 to 6 of a typical 10 section method statement are shown.

SECTIONS 1 TO 3

Scope, responsibilities and resources

1 Purpose and scope

This method statement describes how [Subcontractor] will erect, alter, inspect, hand over and dismantle the system access scaffold on [elevation] of [Project], Dubai, from ground to [level]. It covers the scaffold package only. Loading bays, hoist ties and protection fans follow their own design and are listed in section 6 as interfaces.

The work follows the scaffold design [DWG no., rev] and risk assessment [RA-SCF-001]. Any change to either is made before work continues, and the change is recorded in the revision log.

2 Roles and responsibilities

Role	Name	Duties for this package
Project manager	[Name]	Owns this method statement, provides resources, stops work when a control is missing.
Scaffold supervisor (competent person)	[Name]	Supervises every erection, alteration, move and dismantle (8-1(2)); holds a competent person training certificate from a company approved by the competent authority (8-10(1)).
Scaffold inspector	[Name]	Inspects before first use and as in section 5; signs the green tag (8-8(10)); posts red tags on incomplete scaffold (8-8(9)).
HSE officer	[Name]	Briefs the crew on this method statement, monitors controls, keeps the records listed in section 5.
Scaffolders	Crew list	Skilled and trained; follow this sequence; use fall protection during erection and dismantling (8-8(3)).

3 Plant, materials and resources

- System scaffold to [manufacturer] specification, standards, ledgers, transoms and diagonal bracing as per design
- Base plates and sole boards sized to the ground or slab condition in the design
- Ties and anchors to the design pattern, with pull test records
- Toe boards, guardrails and debris netting at each working lift
- Harnesses with shock absorbing lanyards for every scaffolder (4-2-8(1))
- Anemometer kept on site for wind checks (8-1(6))

Materials are checked on delivery. Damaged or non matching components are tagged, set apart and returned, never used.

SECTION 4

Sequence of work

#	Activity	Method and controls	Hold point
1	Pre start checks	Design drawing on site at the current revision (8-1(4)); permit issued; crew briefed on this method statement and the risk assessment; exclusion zone barriers and signs placed.	Supervisor sign off on briefing record
2	Set out and base	Set out standards to the drawing grid; sole boards and base plates on firm, level bearing; check any slab support shown in the design.	Base check recorded
3	First lift	Erect standards, ledgers and transoms; brace as drawn; level and plumb before going higher.	First lift check
4	Upper lifts	Scaffolders clipped on at all times; advance guardrail where the system allows; ties installed to the design pattern as each tie level is reached, never left for later.	Tie record per level
5	Working platforms	Fully boarded decks, guardrails, toe boards and netting at each working lift; ladder access with gates.	Platform check
6	Incomplete sections	Red tag posted and access physically blocked on any part not complete (8-8(9)).	Red tag in place
7	Handover for use	Thorough inspection by the competent person; green tag signed and posted (8-8(10)); handover record signed by the user's supervisor.	Green tag and handover record
8	Alterations	Only by the scaffold crew under the supervisor; red tag during the change; re inspection and new tag before reuse (8-10(3)).	Alteration record
9	Dismantle	Top down, reverse of erection; ties removed only as the lift above is cleared; materials lowered, never dropped; exclusion zone kept.	Dismantle permit

WIND AND WEATHER

Wind speed is measured on site. Work on external scaffolding stops in high winds or rain that may endanger workers; the Guide recommends stopping work completely at 38 km/h and following National Center of Meteorology instructions (8-1(6)).

SECTIONS 5 AND 6

Inspection, records and interfaces

5 Inspection regime and records

When	By whom	Record
Daily, before each use (8-10(3))	Competent person	Daily inspection log; tag checked
After bad weather or a long period out of use (8-10(3))	Competent person	Log entry before reuse
After any alteration (8-10(3))	Competent person	Alteration record; tag re signed
Third party inspection, and after any change of location (8-1(8))	Inspection body approved by the competent authority	Third party certificate

6 Interfaces with other packages

Interface	What this method statement needs	Owner
Facade installer	Agreed tie positions that stay clear of panel brackets; sequence for tie removal as panels close the face.	[Facade subcontractor]
Hoist and loading bay	Separate design for added loads and ties; no hoist tie on the access scaffold unless shown in its design.	[Main contractor]
Slab and ground below	Bearing capacity confirmed where standards land on a suspended slab or backfill.	[Designer]

ABOUT THIS SAMPLE

Sections 7 to 10 (emergency and rescue, environment and housekeeping, training records, revision log) follow the same pattern in a full method statement.

Clause references are to the Dubai Municipality Safety Guide for Construction Works (2026), checked against the Guide text on 7 Oct 2026; confirm them against the edition your project uses.

What SPS delivers

Method statements written from your real design, crew and site, matched to your risk assessment and the client's template, in Word and PDF.

How to start

Send the design drawing, scope and any client template to info@scaff.ae. We reply with scope, fixed price and turnaround.