MOSCA®

MOSCA DIRECT LTD

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Co Registration No: 3911521 / VAT registration No: GB 745 6869 79

"METHOD STATEMENT"
Mosca MCB-2XT Fully Automatic In-line Strapping Machine

Overview

This "method statement" forms a document that illustrates the health & safety aspects that are required to carry out the installation, relocation, service or repair of a Mosca MCB-2XT Fully Automatic In-line Strapping Machine.

1.0 Job Description

1.1 Strapping Machine Installation

Installation of a new machine will generally mean the unloading of the machine by the customer and removing all packaging prior to installation.
For machines of this size, a 5 tonne forklift truck with 2.4m extension forks (not extended forks on top of standard length forks) with driver is required.
Care should be taken at all times if using any type of lifting equipment and section 1.3 regarding customer requirements should be adhered to.
The installation itself will involve the assembly of both mechanical and sometimes electrical parts, which in turn will be tested (commissioned) when the machine installation is complete.
If the installation requires any connection to an electricity supply other than a fixed plug type connection, then the customer will be consulted before any work is carried out. When consulted, the work should be carried out by the customer's own qualified electrician in conjunction with the Mosca Systems Engineer.

1.2 Strapping Machine Service (In a Workshop Environment)

Fully qualified & competent Mosca Systems Engineers will service all machines.
This service will include the cleaning of all machines using compressed air and various cleaning fluids and replacement of any warn or defective parts.
This task will include using general hand tools with the occasional use of bench grinders and portable hand drills.
All personal protective clothing and equipment is provided to all employees and should be used at all times.
When service is complete, the machine must be tested making sure that all guards and safety interlocks are functional at all times.
A standard strapping machine service includes traditional mechanical skills coupled with electrical knowledge and will include some of the following checks.

- Visual check of machine for worn or broken parts.
- Checking of all lamps, switches and safety devices for correct operation.
- Checking of conveyor belts and rollers for wear.
- Checking of all drive belts for wear and correct tension.
- Cleaning of machine using compressed air and cleaning fluids.
- Cleaning and lubrication of top slide and sealer units.
- Checking of heater blade for wear, alignment and correct temperature.
- Checking and cleaning of all strap guides.

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- Checking of all electrical connections and fittings.
- Check and test machine for both manual and automatic operation.

1.3 Strapping Machine Service (Customer Premises)

In addition to section 1.1 above, care will be taken by the Mosca Systems Engineers to follow any safe working procedures and practices that are set out in the customer's requirements. These requirements may include Health & Safety regulations, Contractor rules, fire regulations and general company policy procedures.

1.4 Strapping Machine Breakdown Support

A breakdown call could involve just a simple replacement of a new part but could also include any of the requirements in sections 1.1 to 1.3.

2.0 Mosca Strapping Machines & Associated equipment

2.1 Machine Types

- **Installation of Mosca Strapping Equipment**
- **Installation of associated conveyor units**

2.2 Documentation

To assist with installation and service, all machines are supplied with the following documentation:-

- Machine User Manual
- Parts List
- Electrical / Mechanical Schematic Drawings
- Certificate of Conformity

All will be sent to the customer via email in a pdf file.

2.3 Training

Mosca can provide extensive in-house training to the customer in order to achieve its top quality performance in production. This training is available for machine operator and site engineering personnel.

3.0 Standard Rules & Conditions of Work

3.1 General

A copy of the standard rules & conditions of work should be provided to the Mosca Systems Installation Team Leader by your engineering or personnel department. The customer should provide these rules & conditions prior to any work being carried out. These rules & conditions will be followed at all times by the Mosca Systems Engineers when conducting any work within the customer's premises.

3.2 Health & Safety

Health & safety at Work regulations will be followed and any personal protective equipment required will be supplied by Mosca Direct Ltd to the Mosca Systems Engineers and used at all times.

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3.3 Fire Regulations & Requirements

Whilst at work, Mosca Systems Engineers will observe any fire regulations & requirements that are put into place at the customers premises. For example:

- Fire alarm tests.
- Fire alarms for evacuation.
- Fire & emergency exits.
- Fire fighting equipment.
- Raising the alarm in the event of a fire.
- Fire assembly points.
- Location of fire alarm activation devices (Break glass etc).

3.4 COSHH Regulations

If applicable, the Mosca Systems Engineers will check any COSHH regulations (Control of Substances Hazardous to Health) with the customer, prior to starting work. This only applies when working within customer's premises that are using hazardous chemicals – such as the pharmaceuticals industry – as part of their process.
COSHH Risk Assessments for all products being used by Mosca employees have been carried out – copies of relevant COSHH Assessments and MSDS for products used by Mosca Systems Engineers are available to customers **on request**. Please contact Amanda Willson, Company Health & Safety Officer by e-mail amanda.willson@mosca.com

Any additional tasks should be assessed prior to the start of work and documented on the Point of Work Risk Assessment.

3.2 Customers Premises

A Point of Work risk assessment will be completed upon request by the customer and will be conducted in conjunction with a member of staff who has the knowledge of the task to be assessed.

3.3 Permits To Work

Permits to work will be used at all times when required by the customer and must be completed in conjunction with a full risk assessment with a member of the customer's engineering staff.

4. Mosca Systems Engineers

Below is a list of the Mosca Systems Engineers

Stuart Alexander	John Angell	Daniel Benson	Mark Hadfield
Andy Kilbourn	Nathan Melia	Andy Morton	David Woollin

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5. Installation, relocation, service or repair of Mosca MCB-2XT Fully Automatic In-line Strapping Machine

Potential Hazards associated with machine installation			RISK RATING		Existing Controls
			Severity	Likelihood	
Fork Lift Truck	Required for moving and building the machine	Risk of injury to Mosca Systems Engineers or Customers staff	5	1	Fork Lift Truck only operated by Licensed Operators and in designated areas away from public or customer's staff
Lifting Equipment	Pallet Trucks, Slings, Chains etc – required for building the machine	Risk of injury to Mosca Systems Engineers or Customers staff	3	1	Lifting equipment used by trained staff and away from public or customer's staff
Hand Tools	Spirit level & engineering tools required for setting up the machine	No real risk of injury	2	1	Staff trained in use of hand tools
COSHH	Lubrication, grease – required for easing parts	Possibility of contact dermatitis	2	1	Staff provided with barrier cream and aware of good hygiene practices
Electrical	Electric drill, vacuum – used with transformer	Risk of electric shock	4	2	All electrical tools PAT tested annually, visually inspected prior to every use and used with a transformer

Severity of Harm / Injury	Fatality	5		Critical [life threatening]	4		Serious [Medical Attention]	3	✓	Marginal	2		Minimal	1	

Likelihood of Harm/Injury	Highly Likely	3		Likely	2		Unlikely	1	✓

OVERALL RISK RATING

Very High Risk 10+		Medium Risk 5-9		Low Risk 1-4	✓

Do you consider the risk controls adequate?	Yes	✓	No	

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"METHOD STATEMENT"

Signature of Acceptance

Your signature below indicates that you have personally received and understood the "Method Statement" and agree to the conditions within this document.

Employee Signature _____ Date: _____

Employee Name: _____

Authorised Mosca Direct signature only :

Authorised By : _____

Julie Walton – Engineering Operations Director

Date: _____

Date: _____ 2017	Generated by: Mosca Direct Reviewed by: Amanda Willson, Company Health & Safety Officer