

Preparation of a boiler for its statutory annual insurance inspection

Location or site		**Job no.**	
Date of prepar'n		**Review Date**	
MS Reference	MS-	**Revision**	

Method statement title	Preparation of a Boiler for its Statutory Annual Insurance Inspection

MS & RA prepared by:		Signed	
MS approved by:	(Site)	Signed	
Associated documents:	Risk assessment(s) ref.	RA-	
Other attachments *(such as drawings)*:			
Description of the Work *What will be taking place and where?*			
When is each activity going to take place and how long will it take?			
Who is to do the job and supervise it?	**JBC**		
How is the work to be done safely?			

Pre-mobilisation

- Operational staff to ensure that all equipment as stated on the equipment list is available and is in date of its test (if applicable). Visually inspect equipment in order to make sure that it is in good condition.



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- Prior to any work commencing the engineer will issue a task specific risk assessment in conjunction to this document.
- It is requested that prior to JBC engineers attending site the boiler is isolated and switched off to allow the water to cool to below 40°C.

Mobilisation

- Operatives to drive to site and make reception / site contact aware of their attendance.
- Undertake any site specific induction as required by the client. When the site induction is completed, specific location of work to be determined by the client
- Retrieve all relevant permits relating to site.
- Complete dynamic risk assessment as a team and highlight any additional areas of control required. If required seek guidance from the manager responsible for the activity.
- Set up safe working area using signs and barriers. Position all tools and equipment within the safe working area.
- Ensure that safe access/ egress to the work area is provided.
- Remove any non-essential materials from the work area e.g. items stored in the boilerhouse by customers should be cleared if possible prior to work commencing.
- Don any additional PPE as required by the risk assessment to undertake the task.

Preparation for inspection

- Ensure boiler is offline, cool and in a safe condition to be worked on
- Check mechanical and electrical isolations are in place
- Safely isolate and disconnect the burner (reverse flame only)
- Ensure primary (and secondary) fuel is isolated (reverse flame only)
- De-pressurise the boiler.
- Drain down boiler water using manual blowdown valve
- After successful draining, remove man hole and mud hole doors to expose water side
- Using a scale rake to remove scale or sludge from shell side
- Dispose of detritus in correct manner using clients facilities
- Flush shell side using low pressure hose if necessary
- Inspect shell side ensuring all residual deposits are clear
- Remove the heat shields and store in a safe area
- Open the front (and/or rear) smoke-box doors to expose the boiler fire tubes
- Remove redundant ladder tape and check for snapped or broken studs
- Remove the back plug using lifting equipment if necessary (not reverse flame)
- Inspect rear tube plate and first pass for refractory deposits and leaking tubes



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- Power clean smoke tubes if required
- Remove and strip crown valve checking seats, leave open for inspector to survey
- Remove and strip safety valve checking seats, lay springs open for inspection
- Remove and strip water feed check valve, leave open for inspection
- Remove and strip blow-down valve, check seats and spring
- Strip water level controls and check for scale residuals or deposits (refer to MS/WLSV.0309 if float type)
- Overhaul gauge glass assembly by removing glasses, tubes cones and rubbers.
- Remove all cock packing and dismantle spindle columns
- Remove steam pressure gauge for recalibration
- Remove and dismantle any secondary valves in accordance with inspector's instructions.
- Remove TDS probe and clean
- Remove level controls/ mobreys and strip down.
- Clean and tidy the work area prior to leaving site.
- Complete job report sheet
- Sign off all permits and sign out at reception



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Record of briefing of the personnel who are to undertake this work:

Briefing given by: *(name)*		Signed:		Date:	

I have read and understood this method statement and will comply with the specified requirements. If the work activity changes or deviates from that originally envisaged, I will seek further advice and request an amended method statement.

Rev. no.	Forename	Surname	Role *(in relation to this task)*	Signature	Date & time