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COURSE BROCHURE

Task Risk Assessment, Method Statement and Quality Plan Training Course

8 – 12 March 2027
Singapore

Task Risk Assessment, Method Statement and Quality Plan Training Course

Ref: 2735_104509 **Date:** 8 – 12 March 2027 **Location:** Singapore **Fees:** 6900 GBP

Task Risk Assessment, Method Statement and Quality Plan is a 1-week training course for site supervisors, project engineers and health, safety and quality coordinators who plan single jobs, ending with a signed task document pack. As contractors and asset owners demand clear proof that each job was planned before it began, these three documents now decide whether work starts on time. Jupiter Prime Training delivers it.

Why Task Risk Assessment, Method Statement and Quality Plan Matters Now

Three forces shape this subject today. Clients audit job documents before permits are issued and reject copied sequences. Mixed subcontractor crews share one work face, so a method statement must make sense to strangers. Asset owners expect records proving each hold point was released by the right person. Good planning means safe, on-time starts and clean handover; poor planning brings stoppages and rework. The course rests on the hierarchy of controls and on recognised good practice for inspection and test planning.

Who Gains Most from Task Risk Assessment, Method Statement and Quality Plan

- Writing step sequences for lifting, excavation or hot work
- Ranking task hazards and choosing controls
- Setting inspection points and releasing hold points
- Checking subcontractor documents before work starts
- Briefing crews at the work face

A project team sending a supervisor, an engineer and a quality coordinator together gains most.

Task Risk Assessment, Method Statement and Quality Plan Capabilities

Participants turn blank templates into job documents crews follow and reviewers approve.

- Break a job into steps and identify the hazards of each — the crew briefing
- Rank hazards by likelihood and severity and justify the residual rating — the approver
- Apply the hierarchy of controls before relying on protective equipment — the site manager
- Write a step-by-step method statement with roles, plant and emergency arrangements — the work crew
- Design an inspection and test plan with hold, witness and review points — the client's inspector
- Test a subcontractor document against a review checklist and return clear comments — the principal contractor

Key Task Risk Assessment, Method Statement and Quality Plan Terms

- Task risk assessment — A record of one job's hazards, who they could harm and the controls applied.
- Method statement — A written safe sequence for a job, naming people, plant, permits and emergency steps.
- Hierarchy of controls — The order for choosing controls: eliminate, substitute, engineer, set procedures, then protective equipment last.
- Inspection and test plan — A table of each check on a job, its acceptance criteria, record and attendees.
- Hold point — A stage where work stops until a named person inspects and releases it in writing.
- Residual risk — The risk remaining once controls are in place, which the approver must accept.

Task Risk Assessment, Method Statement and Quality Plan Day by Day

Day 1: Job Context and Document Roles

- Scope of Work and Drawings Review — What the Job Really Involves
- Document Hierarchy From Project Plan to Task Sheet — Which Document Governs
- Permit to Work Interfaces — When a Permit Is Needed
- Roles of Author, Checker and Approver — Who Signs What
- Lessons From Incident and Rework Reports — Where Past Documents Failed

Day 2: Hazard Identification and Ranking

- Job Step Breakdown — Level of Detail a Crew Can Follow
- Hazard Prompts for Height, Lifting, Energy and Confined Space — Missed Hazards
- Likelihood and Severity Matrix — Consistent Initial Risk Ratings
- Hierarchy of Controls Selection — Stronger Controls Before Protective Equipment
- Residual Risk Acceptance — Whether the Job May Proceed

Day 3: Writing the Method Statement

- Sequence of Operations Writing — Clear Steps Without Copied Text
- Plant, Tools and Competence Listing — Resources Matched to Each Step
- Emergency and Rescue Arrangements — Response Ready Before Work Starts
- Environmental and Waste Controls — Spill, Dust and Noise Choices
- Crew Briefing Record — Proof That Workers Understood the Method

Day 4: Inspection and Test Planning

- Inspection and Test Plan Layout — Activities, Criteria and Records in One Table
- Hold, Witness and Review Points — Who Must Attend Each Check
- Acceptance Criteria From Specifications — Pass or Fail Without Argument
- Non-Conformance Reporting — Treatment of Work That Fails a Check
- Handover Dossier Compilation — Evidence the Client Accepts at Completion

Day 5: Practising the Task Document Pack

- Peer Review of a Subcontractor Method Statement — Comments That Get Fixed
- Revision Control and Change Triggers — When Documents Must Be Reissued
- Ranking Exercise on a Live Job Sequence — Consistent Ratings Across Authors
- Linking Hold Points to Method Steps — One Coherent Job Record
- Signed Task Document Pack — Assessment, Method and Inspection Plan Ready

Applying Task Risk Assessment, Method Statement and Quality Plan After the Course

- Rewrite one upcoming high-risk method statement using the step breakdown and hierarchy of controls.
- Review three subcontractor submissions with the checklist and track comment closure.

Task Risk Assessment, Method Statement and Quality Plan Questions FAQ

What is task risk assessment, method statement and quality plan work and why does it matter now?

It is the writing of the three documents that plan one job: its hazards, its safe sequence and its checks. It matters now because clients refuse permits and handover without documents matching the real job.

Which roles gain most from task risk assessment, method statement and quality plan skills?

Site supervisors, project engineers and health, safety and quality coordinators gain most. You write, check or sign job documents that crews must follow.

How does task risk assessment, method statement and quality plan training differ from a general safety management course?

It works at the level of one job rather than the whole organisation. A safety management course covers policies and culture; this one produces the documents a crew uses.

What do you bring back from task risk assessment, method statement and quality plan training?

You bring back a signed set of job documents built on a real task from your site, plus a review checklist. Both are reusable on the next job.

Task Risk Assessment, Method Statement and Quality Plan: The Way Forward

The signed task document pack is first used to decide whether a planned job may start, and which controls must be in place on the day. Supervisors brief crews from it, engineers check it and inspectors release hold points against it. After first use, revisit residual risk ratings with the crew and adjust hard steps.