

# Method Statement

Deadline: Monday 22 July 2024

<b>Event</b>	Sibos 2024
<b>Location</b>	CNCC, Beijing
<b>Stand number</b>	
<b>Exhibiting company</b>	

<b>Stand details</b>	<i>(Details of loadings, dimensions, location, unusual features)</i>
<b>Person(s) responsible</b>	<i>(The person responsible for the construction and breakdown of the stand)</i>
<b>Access</b>	<i>(Details of the entry point into the halls and the route to the final position, abnormal deliveries?)</i>
<b>Erection and timetable</b>	<i>(The sequence and schedule in which all the stand elements will be built, including electrical connections and so on)</i>
<b>Environment</b>	<i>(Consider abnormal noise, dust or fumes)</i>
<b>Stability</b>	<i>(Method of ensuring adequate structural support)</i>
<b>Lifting</b>	<i>(Details of lifting equipment used)</i>
<b>Working at height</b>	<i>(Details of equipment used, including scaffolding)</i>
<b>Services</b>	<i>(Details of services ordered, i.e. electrics, water and waste and so on)</i>
<b>Exhibits</b>	<i>(Details of exhibits that may present a risk, delivery method and precautions planned)</i>
<b>Safety equipment</b>	<i>(Details of safety equipment that will be used, i.e. safety shoes, hard hats)</i>
<b>Breakdown</b>	<i>(Please ensure you have planned your breakdown safely)</i>

This method statement was undertaken by:

Name: .....  
 Company: .....  
 Signature: .....  
 Date .....