

TECHNICAL METHOD STATEMENT

Fire Alarm Conduit Installation in Concrete Slabs and Walls

Planning, coordination, material control, installation, cleaning, inspection, testing, safety and handover requirements for fire detection and alarm system containment.

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Prepared for	MEP engineers, contractors, QA/QC teams and site supervisors

USE OF THIS TEMPLATE

Adapt this document to the contract specification, approved shop drawings, conduit type, fire strategy, local authority requirements and project inspection and test plan before submission or site use.

Document Control and Approval

Complete all blank fields and obtain the required approvals before this method statement is issued for construction.

DOCUMENT FIELD	PROJECT INFORMATION
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Consultant	
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Revision History

Rev.	Date	Description	Prepared	Checked	Approved
0	July 2026	Initial issue for project adaptation			

Approval

Prepared by	Checked by	Approved by
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Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____

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DOCUMENT STATUS

This publication is a technical template. The approved project issue must contain project-specific acceptance criteria, hold points, standards, responsibilities and risk controls.

1. Purpose, Scope and Limitations

1.1 Purpose

This method statement defines a controlled procedure for installing conduits used for fire detection and alarm system cabling. Its purpose is to ensure that routes are coordinated, materials are approved, conduits and boxes are protected from damage, concealed work is inspected and completed routes are proven usable before cable installation.

1.2 Scope

- Receipt, inspection, handling and storage of conduit materials.
- Review and coordination of fire alarm, architectural, structural and MEP drawings.
- Setting out of conduit routes, junction boxes, draw-in boxes and device boxes.
- Concealed conduit installation in reinforced concrete slabs.
- Concealed conduit installation in masonry or approved wall systems.
- Surface-mounted conduit where indicated on approved drawings.
- Protection, cleaning, rodding and clearance verification.
- Electrical continuity and bonding checks for metallic containment, where required.
- Inspection of fire-rated penetrations and associated records.
- Quality records, red-line drawings, as-built information and handover.

1.3 Exclusions

- Selection and approval of the fire alarm system category or coverage.
- Fire alarm cable selection unless explicitly included in the contract scope.
- Cable pulling, termination, device addressing and loop configuration.
- Cause-and-effect programming, audibility or visual alarm testing.
- Final system commissioning, authority inspection and acceptance.
- Structural design or approval of reinforcement modifications.

CRITICAL INTERFACE

A clear conduit is not evidence that the completed fire alarm system is operational. Cable testing, device verification, interface testing, programming and commissioning require separate approved procedures.

2. Reference Documents and Compliance Basis

The approved contract documents establish the compliance basis. Confirm the required editions and local authority requirements before submission. The following references may be applicable to a UK-oriented non-domestic project:

REFERENCE	TITLE / APPLICATION
BS 5839-1:2025	Fire detection and fire alarm systems for buildings - design, installation, commissioning and maintenance of systems in non-domestic premises. Code of practice.
BS EN 61386-1:2008+A1:2019	Conduit systems for cable management - general requirements for metallic, non-metallic and composite conduit systems.
BS EN IEC 61386-21:2021+A11:2021	Conduit systems for cable management - particular requirements for rigid conduit systems.
BS 7671:2018+A3:2024	Requirements for Electrical Installations, where applicable to design, erection and verification.
Project specification	Approved fire alarm, electrical and builders-work requirements.
Approved drawings	Fire alarm layouts, schematics, coordinated MEP drawings and structural details.
Manufacturer instructions	Installation, bending, fixing, environmental and compatibility requirements.
Local requirements	Building regulations, civil defence / fire authority and statutory requirements.

2.1 Order of Precedence

- 1 Applicable law and authority requirements.
- 2 Contract conditions, fire strategy and project specification.
- 3 Approved design drawings, schedules and technical submissions.
- 4 Applicable standards and manufacturer instructions.
- 5 This method statement.

COMPLIANCE NOTE

Do not state only 'as per British Standards' in a project submission. List the applicable standards and editions. British Standards do not automatically replace local law, authority approval or project-specific requirements.

Reference links for edition verification:

BSI Knowledge: knowledge.bsigroup.com | IET Wiring Regulations: electrical.theiet.org/bs-7671-18th-edition-wiring-regulations/

3. Definitions and Abbreviations

TERM	DEFINITION
Approved	Accepted through the project's formal technical or document-control process.
Concealed work	Work that will become inaccessible after concrete placement, plastering, boarding or closure.
Conduit clearance	Verification that the installed bore is free from obstruction and usable for the intended cable.
Draw-in point	An accessible box or opening used to assist cable installation.
FACP	Fire alarm control panel.
FAS	Fire alarm system / fire detection and alarm system.
HSE	Health, safety and environment.
ITP	Inspection and test plan.
MIR	Material inspection request.
NCR	Nonconformance report.
RFI / TQ	Request for information / technical query.
WIR	Work inspection request.

3.1 Hold, Witness and Review Points

- Hold point: work must not proceed beyond the identified stage without release by the designated party.
- Witness point: the designated party is notified and may attend; the approved ITP defines release conditions.
- Review point: records or completed checks are reviewed without necessarily attending the activity.

3.2 Project-Specific Criteria

Conduit diameter, box spacing, maximum bends, fixing spacing, permitted chase dimensions, concrete cover, segregation and fire-stopping must be taken from approved project documents and manufacturer information. This template intentionally avoids inventing universal values.

SOURCE TEMPLATE CORRECTION

The earlier short PDF stated 'junction boxes every 8 m.' Retain this only where the approved project specification or drawing explicitly requires it. Box spacing must account for route length, bends, pulling difficulty and future accessibility.

4. Duties and Responsibilities

ROLE	RESPONSIBILITIES
Project manager	Provide resources, manage programme and interfaces, and ensure approved documents are implemented.
Project engineer	Prepare technical submissions, coordinate drawings, obtain approvals, resolve RFIs and plan materials and manpower.
Site engineer	Set out and supervise work, coordinate with civil and other MEP trades, maintain red-line drawings and arrange inspections.
Fire alarm specialist	Confirm routes, cable requirements, system interfaces, access needs and manufacturer-specific conditions.
QA/QC engineer	Verify materials, implement the ITP, raise MIRs/WIRs, review tests, maintain records and close NCRs.
HSE officer	Review risk controls, permits, access equipment, dust controls, toolbox talks and emergency arrangements.
Supervisor / foreman	Direct installers, control workmanship, protect completed work and maintain housekeeping.
Skilled installer	Install approved materials in accordance with drawings, instructions and this approved method.
Document controller	Issue controlled drawings, retain approvals and compile the handover dossier.

4.1 Authority for Changes

The approved project procedure must identify who can authorize a route or box-position change. Site personnel shall not relocate a device box, omit a draw-in point, alter a fire-rated penetration or change conduit type without documented authorization.

RED-LINE CONTROL

Record authorized changes while the work remains visible. Include route dimensions, box identification and photographs referenced to a grid, room or zone.

5. Materials, Tools and Equipment

5.1 Materials

ITEM	REQUIREMENT
Conduit	Approved type, diameter, classification and environmental suitability.
Fittings	Compatible couplers, adapters, bushes, locknuts, glands and expansion components.
Boxes	Approved junction, draw-in, inspection and device boxes with accessible covers.
Supports	Approved saddles, clips, brackets, channels and slab-fixing accessories.
Draw wire / cord	Suitable strength and condition for route proving and later cable pulling.
End protection	Caps, plugs and temporary seals preventing water, mortar and concrete ingress.
Bonding components	Approved earth continuity and bonding accessories for metallic systems, where required.
Fire-stopping	Approved tested system suitable for the substrate, service and required fire rating.
Identification	Labels, markers and penetration tags required by the project.

5.2 Tools and Test Equipment

- Tape, level, laser or chalk line and approved setting-out tools.
- Conduit cutter or hacksaw, deburring tool and approved conduit bender.
- Drill, wall chaser or electric chipper with guards and dust extraction.
- Fish tape, draw rod or specified proving mandrel.
- Vacuum and suitable non-damaging cleaning equipment.
- Low-resistance continuity tester where metallic continuity or bonding is checked.
- Suitable access equipment, barriers and warning signs.
- Task-specific PPE and respiratory protective equipment.

CALIBRATION

Use calibrated test instruments where the project requires a measured result. Record instrument identification and calibration validity on the test sheet.

6. Material Delivery, Inspection and Storage

6.1 Receiving Inspection

- 1 Compare the delivery with the approved material submittal and purchase order.
- 2 Verify manufacturer, conduit type, size, classification, fittings and quantities.
- 3 Inspect for cracks, dents, corrosion, damaged threads, distortion or contamination.
- 4 Review certificates, declarations or product data required by the project.
- 5 Raise the MIR and obtain release before installation where required by the ITP.
- 6 Identify and segregate rejected or unapproved material.

6.2 Storage

- Store conduits horizontally on racks with adequate support to prevent sagging.
- Keep fittings and boxes in labelled, covered containers.
- Protect materials from water, impact, chemicals and uncontrolled access.
- Protect non-metallic conduit from damaging heat or sunlight in accordance with manufacturer instructions.
- Maintain identification and traceability until installation.
- Use safe loading and unloading zones and approved manual-handling methods.

6.3 Material Acceptance Checklist

CHECK	ACCEPTANCE	STATUS
Approval	Matches approved submittal and current revision	[] Accept [] Reject
Identification	Manufacturer, type and size clearly identifiable	[] Accept [] Reject
Condition	Free from damage, distortion, corrosion and contamination	[] Accept [] Reject
Compatibility	Conduit, fittings and boxes form one approved system	[] Accept [] Reject
Documentation	Required certificates and delivery records available	[] Accept [] Reject
Storage	Protected, labelled and supported correctly	[] Accept [] Reject

7. Pre-Installation Planning and Coordination

7.1 Required Approvals

- Approved fire alarm layout, schematics and coordinated MEP shop drawings.
- Approved material submittals and manufacturer instructions.
- Approved method statement, risk assessment and ITP.
- Civil / structural clearance and required permits.
- Fire-stopping details and fire strategy requirements.
- Confirmed box locations, mounting levels, conduit sizes and cable routes.

7.2 Coordination Checks

INTERFACE	REQUIRED CHECK
Architecture	Room names, doors, finishes, ceiling levels, joinery and final device positions.
Structure	Reinforcement, post-tension zones, slab cover, openings, columns, beams and approved chase limitations.
Mechanical	Ducts, pipes, equipment access and condensation or water risks.
Electrical	Power containment, segregation, earthing interfaces and panel locations.
Fire strategy	Rated walls and floors, penetration systems and access requirements.
Specialist systems	BMS, smoke control, lifts, access control and other fire alarm interfaces.

7.3 Pre-Start Release

Confirm safe access, lighting, housekeeping, competent personnel, inspected tools, approved materials and the latest controlled drawings at the workplace. Brief the task-specific method and risk controls before work begins.

STRUCTURAL PROTECTION

Do not cut reinforcement, drill a post-tensioned slab, reduce required concrete cover or enlarge a structural opening without written structural approval.

8. Installation in Reinforced Concrete Slabs

8.1 Work-Area Release and Setting Out

- 1 Obtain release confirming that formwork, reinforcement and safe access are ready for MEP work.
- 2 Review the pour sequence, inspection deadline and areas that will become inaccessible.
- 3 Transfer the approved route and box locations from fixed grid or structural references.
- 4 Confirm drops, risers, device positions, panel routes and interfaces before fixing.

8.2 Box Installation

- Use approved boxes and entries suitable for the conduit system.
- Fix boxes rigidly so they cannot move, rotate, float or fill during concrete placement.
- Seal unused entries and protect the box face from slurry.
- Position box faces and covers at the required finished level.
- Ensure every cover intended for future access will remain accessible.

8.3 Conduit Preparation

- Cut conduit square and remove burrs or sharp internal edges.
- Form bends using the approved tool and minimum bend radius.
- Reject flattened, kinked, cracked or heat-damaged sections.
- Use compatible fittings and complete each joint fully.
- Install the required draw wire or cord without leaving sharp ends.

ACCESSIBLE DRAW-IN POINTS

Locate draw-in points according to the approved route length, bends, cable-pulling needs and project specification. Do not apply an arbitrary 8 m rule unless it is an approved project requirement.

8. Installation in Reinforced Concrete Slabs (continued)

8.4 Fixing and Protection

- 1 Connect conduit sections and fix them to reinforcement using the approved method.
- 2 Provide enough restraint to prevent movement during concrete placement and vibration.
- 3 Maintain the structural designer's required cover and avoid congested reinforcement zones.
- 4 Keep conduit clear of post-tensioning, cast-in services, openings and construction joints.
- 5 Cap all open ends and seal boxes against concrete or water ingress.
- 6 Identify each route and termination where required for later cable installation.

8.5 Pre-Pour Inspection

CHECK	ACCEPTANCE REQUIREMENT
Route and size	Matches approved drawing or authorized red-line change.
Boxes	Correct type, position, level, fixing and protection.
Joints and bends	Complete, compatible, smooth and undamaged.
Supports	Sufficient to prevent movement during pour and vibration.
Structural interface	Required cover maintained; no unapproved cutting or interference.
Openings	Capped or sealed against concrete ingress.
Draw wire	Installed and protected where specified.
Records	Photographs, red-line updates and WIR completed.

8.6 Monitoring During Concrete Placement

Where the project procedure allows, assign a competent person to monitor vulnerable routes and boxes from a safe position. Report displacement, damaged boxes or opened joints immediately. Do not enter an unsafe active-pour zone.

HOLD POINT

Do not release the slab for concrete until the required work inspection has been accepted and any identified defects have been corrected.

9. Post-Concrete Cleaning and Conduit Clearance

9.1 Safe Access

Begin only after formwork removal, area clearance and safe-access release. Protect floor openings and use approved access equipment.

9.2 Cleaning and Proving Procedure

- 1 Locate all boxes and carefully remove temporary seals and protection.
- 2 Remove concrete residue without damaging box entries or the conduit.
- 3 Check box alignment, face condition, cover fixing and accessibility.
- 4 Pass the installed draw wire, draw rod or specified proving device through the complete route.
- 5 Confirm that the bore is free from concrete, water, sharp edges and obstruction.
- 6 Replace a missing or damaged draw wire with a suitable new draw cord.
- 7 Confirm that each route terminates at the correct destination.
- 8 Label route direction and box identification where required.
- 9 Record defects and complete repairs through an approved method.
- 10 Update the clearance record and red-line drawing.

9.3 Repair Restrictions

- Do not break structural concrete without approved repair and structural procedures.
- Do not conceal a bypass route or new junction box without drawing approval.
- Do not force a proving device through a route if it may damage the conduit.
- Use only approved couplers, boxes and repair materials.

TESTING DISTINCTION

Do not carry out an insulation-resistance test on an empty conduit. Empty containment is checked for mechanical integrity, clearance and identification. Insulation resistance applies later to installed cables and circuits.

10. Concealed Conduit Installation in Walls

10.1 Wall Suitability and Setting Out

- 1 Confirm wall type, fire and acoustic rating, structural restrictions and permitted chase method.
- 2 Obtain clearance before chasing, drilling or fixing.
- 3 Mark routes and box positions from approved architectural references and finished levels.
- 4 Scan for concealed services and follow the project isolation and permit procedure.

10.2 Chasing and Installation

- 1 Establish barriers, suitable access, dust extraction and task-specific PPE / RPE.
- 2 Form the chase using the approved dimensions and controlled cutting method.
- 3 Do not create excessive horizontal chases or damage reinforcement, lintels or structural elements.
- 4 Install sunk boxes square, level and at the correct finished depth.
- 5 Prepare conduit ends, form smooth bends and complete compatible joints.
- 6 Fix conduit securely so it will not move during making good.
- 7 Cap open ends and protect box interiors.
- 8 Prove the route clear and raise the required inspection before plastering or closure.

10.3 Release for Making Good

Release the wall only after defects are corrected and the inspection is accepted. Confirm that the making-good method and materials maintain the required structural, fire, acoustic and finish performance.

SILICA DUST

Concrete and masonry chasing can generate high levels of silica-containing dust. Control exposure at source using the approved cutting method and extraction system, with suitable RPE as determined by the risk assessment.

11. Surface Conduit, Routing and Cable-Pulling Requirements

11.1 Surface-Mounted Conduit

- Set out straight, coordinated routes in accordance with approved drawings.
- Use approved supports at project-specified spacing and near boxes, bends and terminations as required.
- Select corrosion resistance and environmental protection suitable for the location.
- Maintain access to boxes, equipment and maintenance zones.
- Protect conduit from impact, vibration, moisture and process hazards.
- Provide approved movement or expansion arrangements where required.
- Maintain metallic continuity and bonding where applicable.

11.2 Routing and Bends

- Confirm conduit diameter and permitted cable fill before installation.
- Use smooth bends with the correct radius; do not flatten or kink the conduit.
- Limit bends between accessible draw-in points to the approved project criteria.
- Keep covers accessible after ceilings, finishes, equipment and joinery are installed.
- Coordinate routes at movement joints and structural separations.
- Avoid heat, water, corrosive exposure and mechanical damage.

11.3 Segregation

Maintain segregation from power and other services in accordance with the approved fire alarm design, applicable wiring requirements, electromagnetic-compatibility considerations and project specification. Do not invent a separation distance where the project documents do not provide one; raise an RFI when unclear.

CABLE-PULLING READINESS

Before release, confirm that the route is clear, labelled, dry where required, mechanically complete and provided with accessible draw-in points. Cable-pulling tension and method are outside this containment procedure.

12. Fire-Rated Penetrations

A conduit passing through a fire-resisting wall or floor can reduce its performance if the opening is not correctly sealed. Fire-stopping shall follow an approved tested system and the project's fire strategy.

12.1 Procedure

- 1 Identify the required fire-resistance rating and the wall or floor construction.
- 2 Confirm that the selected fire-stop system covers the substrate, conduit material, conduit size and service arrangement.
- 3 Prepare the opening and maintain the required annular space and backing arrangement.
- 4 Install only approved, compatible products in accordance with the system instructions.
- 5 Record product identification and batch information where required.
- 6 Photograph the penetration before and after sealing.
- 7 Apply the required identification label.
- 8 Enter the location in the fire-stop register and as-built record.

12.2 Acceptance Checks

CHECK	ACCEPTANCE
System reference	Approved detail available and applicable to actual construction.
Opening	Dimensions and annular space within the approved system limits.
Materials	Correct products, backing and depth used; no unapproved mixing.
Workmanship	Complete seal without voids or visible damage.
Identification	Label and unique location reference installed.
Record	Photographs and fire-stop register entry completed.

NO SUBSTITUTION

Mortar, foam or generic sealant is not automatically an acceptable fire stop. Use the project-approved tested system and competent installers.

13. Inspection and Testing

13.1 Empty-Conduit Inspection

ITEM	METHOD	ACCEPTANCE
Route / size	Visual check against approved drawing	Correct route, conduit type and diameter
Boxes	Visual and physical check	Correct, secure, labelled and accessible
Joints / bends	Visual and physical check	Complete, smooth and undamaged
Supports	Visual and physical check	Secure and suitable for installation condition
Clear bore	Draw wire, rod or specified proving device	Complete passage without obstruction
Internal condition	Inspection during proving	No water, slurry, debris or sharp edges
Metallic continuity	Approved continuity test, where required	Meets project / BS 7671 acceptance criteria
Fire-stopping	Visual check and system record	Approved system complete and traceable
Identification	Drawing and label check	Correct origin, destination and route reference

13.2 Later Cable and System Tests

After cable installation, the approved fire alarm testing and commissioning procedure may require conductor continuity, insulation resistance, polarity, earth-fault monitoring, loop and device checks, interface tests, cause-and-effect verification and functional commissioning. The exact tests depend on system type, manufacturer and project requirements.

RECORDABLE RESULTS

Each measured test needs a defined method, acceptance criterion, instrument identification, calibration status, test result, responsible person and date.

14. Sample Inspection and Test Plan

STAGE	INSPECTION / TEST	CRITERIA	POINT	RECORD
Material delivery	Type, size, approval and condition	Approved submittal	R/W	MIR
Pre-start	Drawings, permits, clearances and setting out	Approved documents	R	Checklist
Slab installation	Route, boxes, joints, supports, cover and protection	Drawing / specification	H	WIR
Wall installation	Chase, route, boxes, fixing and protection	Drawing / specification	H	WIR
Post-concrete	Box condition, identification and clear bore	Clear and undamaged	W	Clearance record
Metallic conduit	Continuity / bonding where applicable	Project / BS 7671	W	Test sheet
Penetrations	Approved fire-stop system and labelling	Fire-stop detail	H/W	Register
Before cable pull	Draw wire, clear route, accessible covers	Pulling release criteria	R	Checklist
Handover	As-builts, records and NCR closure	Contract deliverables	R	Dossier

Legend: H = Hold, W = Witness, R = Review. The consultant-approved ITP determines the actual points.

14.1 Notification

- Raise MIRs and WIRs using the project document-control system.
- Provide the notice period stated in the approved ITP.
- Do not conceal or proceed past a hold point without documented release.
- Attach drawings, photographs and test records required for review.

14.2 Nonconforming Work

Identify and protect nonconforming work, raise the required report, determine an approved corrective action and reinspect after correction. Do not conceal rejected work or close an NCR without evidence.

15. Health, Safety and Environmental Controls

HAZARD	MINIMUM CONTROL PRINCIPLES
Work at height / edges	Avoid where possible; use collective protection and approved access; apply fall protection and rescue plan when required by risk assessment.
Openings / formwork	Cover or guard openings; maintain safe routes; obtain access release.
Falling objects	Secure materials; establish exclusion zones; use toe boards and tool control where applicable.
Wall chasing / silica	Reduce chasing; use controlled cutting, on-tool extraction and suitable RPE; restrict access.
Power tools	Competent users, guards, inspections, suitable supply protection and safe leads.
Concealed services	Scan, review drawings, isolate and use permit controls before cutting.
Manual handling	Plan delivery, use team lifting or aids and control long conduit lengths.
Noise / vibration	Assess exposure, select lower-risk tools, limit duration and use protection.
Concrete placement	Coordinate with civil team; monitor only from a safe position; follow pour-zone controls.
Housekeeping	Remove offcuts and debris, control trip hazards and maintain access.

WORK AT HEIGHT

Do not rely on a generic statement that a harness is mandatory above 1.5 m. The legal framework, task risk assessment, work-at-height hierarchy, access equipment, anchorage and rescue plan must determine the controls.

15. Health, Safety and Environmental Controls (continued)

15.1 Pre-Task Requirements

- Approved task-specific risk assessment and permits.
- Site induction and toolbox talk understood by the work team.
- Competent and authorized operatives.
- Inspected access equipment, tools and electrical leads.
- Barriers, warning signs, lighting and safe access.
- Dust extraction and suitable RPE where chasing or drilling creates dust.
- Eye, hearing, hand, foot and head protection as assessed.
- Emergency and rescue arrangements appropriate to the task.

15.2 Stop-Work Conditions

- Unapproved or unavailable drawing at the workplace.
- Unidentified live or concealed service in the intended route.
- Unsafe access, missing edge protection or uncontrolled opening.
- Damaged power tool, guard, lead or extraction equipment.
- Structural conflict or suspected reinforcement / post-tension zone.
- Unapproved material or incompatible conduit components.
- Work condition differs materially from the approved method or risk assessment.

15.3 Environmental Controls

- Control dust at source and prevent migration to occupied or clean areas.
- Segregate conduit offcuts, packaging and hazardous waste as required.
- Prevent slurry, chemicals or debris entering drains.
- Limit noise and high-vibration work to approved periods.
- Store materials to avoid damage and unnecessary waste.

16. Quality Control and Acceptance Criteria

16.1 Final Acceptance

- Approved materials and compatible fittings have been used.
- Routes, sizes and box locations match approved drawings or authorized changes.
- Conduits and boxes are secure, undamaged and protected.
- Bends are smooth and the bore remains usable.
- Open ends remain protected until cable installation.
- Routes are clean, identified and proven clear.
- All covers intended for access remain accessible.
- Metallic containment is electrically continuous and bonded where required.
- Structural requirements and required concrete cover are satisfied.
- Rated penetrations are sealed, labelled and recorded.
- Inspections are accepted and NCRs are closed.
- Red-line and as-built records are complete.

16.2 Common Defects and Corrective Direction

DEFECT	CORRECTIVE DIRECTION
Blocked conduit	Locate and repair using an approved method; reinspect and re-prove route.
Kinked / flattened bend	Replace damaged section; do not force cable through.
Inaccessible box	Submit coordinated relocation or access solution for approval.
Wrong device location	Raise RFI / NCR and correct against approved design.
Concrete in box	Clean without damaging entry; replace if integrity is affected.
Unapproved wall chase	Stop, assess structural / fire impact and obtain approved repair.
Unsealed penetration	Install approved fire-stop system and update register.
Missing red-line record	Survey visible route or use approved trace method; update document.

17. Records and Handover

17.1 Quality Records

- Approved method statement, risk assessment and ITP.
- Approved material submittals and MIRs.
- Controlled shop drawings and coordination records.
- WIRs for concealed slab and wall installations.
- Conduit clearance and metallic-continuity records.
- Fire-stop inspections, labels and register.
- Calibration certificates for test instruments.
- NCRs and corrective-action evidence.
- Inspection photographs referenced to locations.
- Red-line drawings and approved as-built drawings.

17.2 Handover Interface

Before cable pulling, issue a containment release confirming that routes are mechanically complete and clear. At final handover, include the conduit records in the fire alarm system dossier together with the separate cable, device and system commissioning records.

17.3 Source and Technical References

SOURCE	LINK / NOTE
BSI - BS 5839-1:2025	knowledge.bsigroup.com/products/fire-detection-and-fire-alarm-systems-for-buildings-design-installation-commissioning-and-maintenance-of-systems-in-non-domestic-premises-code-of-practice
BSI - BS EN 61386-1	knowledge.bsigroup.com/products/conduit-systems-for-cable-management-general-requirements-1
BSI - BS EN IEC 61386-21	knowledge.bsigroup.com/products/conduit-systems-for-cable-management-particular-requirements-rigid-conduit-systems-1
IET - BS 7671 edition checker	electrical.theiet.org/bs-7671-18th-edition-wiring-regulations/ensure-you-are-up-to-date-with-bs-7671/
HSE - wall chasing dust	hse.gov.uk/construction/healthrisks/hazardous-substances/chasing-concrete-and-raking-mortar.htm
HSE - work at height	hse.gov.uk/construction/safetytopics/assess.htm

Appendix A - Pre-Pour Inspection Checklist

Project	
Location / grid	
Drawing number / revision	
WIR number	
Inspection date	

NO.	INSPECTION ITEM	YES	NO	N/A	COMMENTS
1	Latest approved shop drawing available at workplace	☐	☐	☐	
2	Approved conduit type and diameter used	☐	☐	☐	
3	Route coordinated with structure and other services	☐	☐	☐	
4	Boxes correctly positioned, aligned and securely fixed	☐	☐	☐	
5	Conduit joints complete and compatible	☐	☐	☐	
6	Bends smooth, undamaged and correctly formed	☐	☐	☐	
7	Conduits fixed against movement during pour	☐	☐	☐	
8	Structural cover and restrictions maintained	☐	☐	☐	
9	Open ends and boxes sealed against concrete ingress	☐	☐	☐	
10	Draw wire installed where required	☐	☐	☐	
11	No unapproved reinforcement cutting or structural change	☐	☐	☐	
12	Accessible draw-in points coordinated	☐	☐	☐	
13	Routes and terminations identified	☐	☐	☐	
14	Inspection photographs taken	☐	☐	☐	
15	Red-line drawing updated	☐	☐	☐	

Inspected by contractor Name: _____ Signature: _____ Date: _____	Verified by QA/QC Name: _____ Signature: _____ Date: _____	Consultant / client Name: _____ Signature: _____ Date: _____
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Appendix B - Wall Conduit Inspection Checklist

Project	
Location / room	
Drawing number / revision	
WIR number	
Inspection date	

NO.	INSPECTION ITEM	YES	NO	N/A	COMMENTS
1	Wall type and chase method approved	☐	☐	☐	
2	Fire and acoustic rating confirmed	☐	☐	☐	
3	Concealed services checked before cutting	☐	☐	☐	
4	Route and mounting heights correct	☐	☐	☐	
5	Chase dimensions and position accepted	☐	☐	☐	
6	No unapproved structural cutting or damage	☐	☐	☐	
7	Boxes square, level and at finished depth	☐	☐	☐	
8	Conduit joints and bends complete	☐	☐	☐	
9	Conduit securely fixed	☐	☐	☐	
10	Open ends and boxes protected	☐	☐	☐	
11	Route proven clear	☐	☐	☐	
12	Fire-rated penetrations coordinated	☐	☐	☐	
13	Inspection completed before plaster / closure	☐	☐	☐	
14	Red-line drawing and photographs updated	☐	☐	☐	

Inspected by contractor Name: _____ Signature: _____ Date: _____	Verified by QA/QC Name: _____ Signature: _____ Date: _____	Consultant / client Name: _____ Signature: _____ Date: _____
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Appendix C - Conduit Clearance and Continuity Record

Project	
System / zone	
Drawing number / revision	
Test date	
Instrument ID / calibration (if applicable)	

NO.	FROM	TO	TYPE / SIZE	CLEAR	DRAW WIRE	CONTINUITY*	RESULT
1				[]	[]		[] Pass [] Fail
2				[]	[]		[] Pass [] Fail
3				[]	[]		[] Pass [] Fail
4				[]	[]		[] Pass [] Fail
5				[]	[]		[] Pass [] Fail
6				[]	[]		[] Pass [] Fail
7				[]	[]		[] Pass [] Fail
8				[]	[]		[] Pass [] Fail
9				[]	[]		[] Pass [] Fail
10				[]	[]		[] Pass [] Fail
11				[]	[]		[] Pass [] Fail
12				[]	[]		[] Pass [] Fail

* Continuity applies to metallic containment only where required by the approved design and test procedure.

Defects / corrective action	
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Tested by Name: _____ Signature: _____ Date: _____	Witnessed by QA/QC Name: _____ Signature: _____ Date: _____	Consultant / client Name: _____ Signature: _____ Date: _____
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Appendix D - Concealed-Work Inspection and Release

Project	
Location / grid / room	
Activity	
Drawing number / revision	
Related MIR / WIR	
Planned concealment / pour date	

RELEASE CHECK	STATUS	COMMENTS / REFERENCE
Approved documents available	☐ Yes ☐ No	
Installation matches approved route	☐ Yes ☐ No	
Required tests completed	☐ Yes ☐ No	
Photographs attached	☐ Yes ☐ No	
Red-line drawing updated	☐ Yes ☐ No	
Outstanding defects closed	☐ Yes ☐ No	
Area released for concealment	☐ Yes ☐ No	

Outstanding items / conditions of release	
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Site engineer Name: _____ Signature: _____ Date: _____	QA/QC engineer Name: _____ Signature: _____ Date: _____	Consultant / client Name: _____ Signature: _____ Date: _____
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Appendix E - Project Adaptation Checklist

Complete this checklist before submitting the method statement. Delete guidance that does not apply and insert the approved project requirements.

NO.	PROJECT-SPECIFIC ITEM	COMPLETED	REFERENCE
1	Project parties, document number and approval signatures entered	[]	
2	Applicable local authority and statutory requirements listed	[]	
3	Contract standard editions verified	[]	
4	Approved conduit types, sizes and classifications inserted	[]	
5	Fixing and support criteria inserted	[]	
6	Draw-in box / bend / route criteria inserted	[]	
7	Structural cover and chase restrictions inserted	[]	
8	Segregation requirements inserted	[]	
9	Fire-stopping systems and responsibilities identified	[]	
10	ITP hold, witness and review points approved	[]	
11	Testing methods and measurable acceptance criteria defined	[]	
12	Task-specific risk assessment attached	[]	
13	Emergency and rescue arrangements confirmed	[]	
14	Handover deliverables and document numbering confirmed	[]	

FINAL REVIEW

Issue the document for construction only after technical, QA/QC and HSE reviews are complete and the required consultant / client approval has been obtained.

Project engineer Name: _____ Signature: _____ Date: _____	QA/QC engineer Name: _____ Signature: _____ Date: _____	HSE officer Name: _____ Signature: _____ Date: _____
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