CONCEPT

Risk Assessment and Method Statement (RAMS) and Inspection and Test Plans (ITP)

8 – 12 March 2027
London - Central London four-star



Risk Assessment and Method Statement (RAMS) and Inspection and Test Plans (ITP)

Ref: 107_9547 **Date:** 8 – 12 March 2027 **Location:** London - Central London four-star **Fees:** 25300 SAR

Introduction:

Many contractor submittals are returned by the consultant not because the work is unsafe but because the Risk Assessment and Method Statement is generic, the hazards do not match the work sequence and the inspection and test plan leaves hold points undefined. Every rejection delays mobilisation. This Core Concept course trains contractor staff to write RAMS and inspection and test plans that describe the real task, tie each hazard to a control step, set clear acceptance criteria and pass review first time. Participants work on real document samples and leave with a RAMS and ITP Submittal Pack for one of their own work packages.

Course Objectives:

- Structure a method statement that sets out scope, resources, plant, sequence of work, supervision and emergency arrangements for a defined task
- Break a task into steps and carry out a task-based risk assessment and job safety analysis with residual risk ratings
- Link every identified hazard to a named control step, responsible person and verification record inside the method statement
- Prepare a project quality plan section and an inspection and test plan with acceptance criteria, records and hold, witness and review points
- Manage the submittal, comment response and resubmission cycle with the client and consultant under revision control
- Brief crews on approved RAMS, record their sign-off and trigger a revision when site conditions or methods change

Target Audience:

- Site and package engineers who plan task sequences and write method statements for their scope
- Supervisors and foremen who brief crews and run work to the approved sequence
- HSE officers who prepare and check task risk assessments and job safety analyses
- QA/QC engineers and inspectors who prepare inspection and test plans and raise inspection requests
- Document controllers and planning staff who manage submittals, transmittals and revision status
- Subcontractor representatives who submit RAMS to a main contractor for acceptance

Course Outline:

Day 1: Why RAMS and ITPs Get Rejected

- Contractual Role of RAMS and ITPs in the Submittal Register
- Method Statement Versus Risk Assessment Versus Work Instruction: Scope Boundaries
- Common Consultant Rejection Reasons: Generic Text, Missing Sequence, Undefined Acceptance Criteria
- Work Package Breakdown for Deciding Which Activities Need Their Own RAMS
- Rejected Submittal Sample Review Using a Document Quality Checklist

Day 2: Document Structures and Assessment Methods

- Method Statement Template Sections: Scope, References, Resources, Plant, Sequence, Supervision, Emergency
- Job Safety Analysis Method: Task Steps, Hazards, Controls and Residual Rating
- Likelihood and Severity Matrix Calibration for Task-Level Ratings
- Hierarchy of Controls Applied to Task Steps Rather Than Whole Sites
- Project Quality Plan Content Under ISO 10005 Guidance

Day 3: Writing the Method Statement, Risk Assessment and ITP

- Sequence of Work Drafting with Numbered Steps and Plant and Manpower Allocation
- Hazard-to-Control Traceability Table Linking Assessment Rows to Method Steps
- Inspection and Test Plan Columns: Activity, Reference, Acceptance Criteria, Record, Frequency
- Hold, Witness, Review and Surveillance Point Coding for Contractor, Consultant and Client
- Inspection Request and Material Inspection Request Forms Linked to ITP Lines

Day 4: Approval Workflow, Workforce Briefing and Live Revision

- Submittal Transmittal, Review Status Codes and Comment Response Sheet
- Resubmission Strategy for Revise-and-Resubmit and Rejected Returns
- RAMS Briefing Record, Crew Sign-Off Sheet and Toolbox Talk Link
- Change Triggers: New Plant, Revised Drawings, Weather, Interface and Near-Miss Findings
- Revision Control, Superseded Copy Withdrawal and Field Compliance Spot Checks

Day 5: Case Work and the RAMS and ITP Submittal Pack

- Building Case: Reinforced Concrete Slab Pour RAMS and ITP
- Industrial Case: Pipe Spool Erection and Hydrotest RAMS and ITP
- Consultant Review Panel Exercise with Status Codes and Written Comments
- RAMS and ITP Submittal Pack Drafting for a Participant Work Package
- Comment Response and Resubmission Round with Peer Reviewers

Skills You Will Gain:

- Method Statement Writing
- Job Safety Analysis
- Task Risk Rating
- Hazard-Control Traceability
- Inspection and Test Plan Preparation
- Hold and Witness Point Planning
- Submittal and Comment Management
- Workforce RAMS Briefing

Why Attend This Course:

- Return to work with a RAMS and ITP Submittal Pack for one of your own work packages, already tested against reviewer comments
- Recognise, before submitting, the gaps that make consultants return a document as revise and resubmit
- Answer reviewer comments point by point and close them in one resubmission instead of several
- Compare submittal practice with contractors from building, civil, oil and gas, power and industrial projects

Conclusion:

A RAMS or inspection and test plan is useful only when it describes the actual task, is approved before work starts and is still correct on the day the crew uses it. This course moves from the reasons submittals are rejected, through method statement structure, job safety analysis and quality plan content, to writing the documents, coding hold and witness points and running the approval, briefing and revision cycle. The final day applies that work to building and industrial cases and produces a RAMS and ITP Submittal Pack.