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## Method Statement for Windowless Sampling & Probing

1. Visually inspect the site to ensure complete and unrestricted access to all test positions.
2. The test positions are to be located by the site engineer/client in order to avoid known services.
3. The window sample holes are to be carried out after receiving instructions from the site engineer/client.
4. Visually inspect each borehole position for underground/overhead services, following advice from the engineer to avoid trench/manhole runs and usually after CAT scanning has been done by the engineer.
5. Hand dug trial pits **MUST** be made prior to the commencement of mechanical operations. **Drilling work cannot commence until an inspection pit is dug for each borehole.** Pick axes are **NOT** permitted.  
The only exception to this rule is if a client specifically tells you not to dig an inspection pit based on his/her professional judgement and is prepared to sign our company 'Trial Pit' form thus accepting full responsibility if underground services are hit. If the form is not signed then a trial pit must be dug.  
A constant supply of these forms must be kept in each vehicle. They are available from both the yard and the office. It is the responsibility of each drilling crew to ensure you always have plenty of forms.
6. Each driller is experienced in all aspects of cable-tool boring, sampling and testing to comply with BS.5930. All operatives are provided with and will wear at **ALL** times whilst on site, protective footwear, disposable/rubber gloves, 'hard hats', overalls and ear defenders. Fluorescent jackets and eye protection are also available if needed.
7. The holes are to be put down using a Competitor 130 percussion sampling rig to a maximum depth of 10 metres (actual depth being dependent on conditions encountered).
8. The window sample holes are carried out consecutively.
9. All tools, equipment, and so forth are secured in the attendant vehicle.
10. All boring, sampling and testing will be in accordance with BS.5930 1999 'Code of Practice for Site Investigation'.
11. The top of the borehole/inspection pit will be concreted or compacted as required. Standpipe covers must be at ground level so that there are no trip hazards left on site.
12. The site will be left clean and tidy after the job is completed.

13. A factual report will be provided on completion of work. This will include window sample and borehole data.