



# METHOD STATEMENT

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_

Demo / Activities \_\_\_\_\_

Location / Hall \_\_\_\_\_

Demo / Activities / Booth Name / Booth No \_\_\_\_\_

| No | Requestor Name | Mobile Number | Role | Email |
|----|----------------|---------------|------|-------|
| 1  |                |               |      |       |
| 2  |                |               |      |       |

| Person performing the demo / task / activities (if any) | Mobile Number | Role | Email |
|---|---------------|------|-------|
| 1   |               |      |       |
| 2   |               |      |       |

**Description of activity**

\_\_\_\_\_

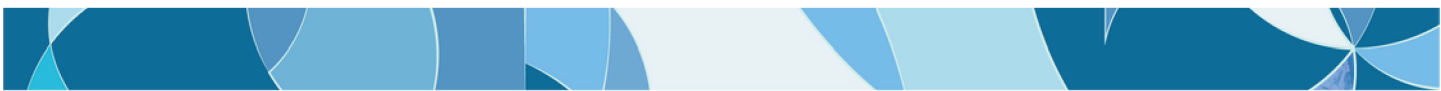
\_\_\_\_\_

\_\_\_\_\_

**Start Date / Time:** \_\_\_\_\_

**End Date / Time:** \_\_\_\_\_

Note:  
Should the process involve special care or require proper management of items such as chemicals, pyrotechnics etc., please specify details of handling, storage and disposal if applicable.





# METHOD STATEMENT

| Specify Each Task / Step<br>(to provide video or / and graphic guide) | Type of Hazard | Who's at Risk | Risk (incident consequence e.g. injury / fire / spillage / property damage and others) | Control Measure |
|---|----------------|---------------|--|-----------------|
|   |                |               |  |                 |

Emergency response plan(s) on the potential hazard(s) arising from the activity:  
(Use additional sheets where necessary)

### Supervisor / Manager Declaration:

I, the undersigned, agree that the exhibit / activity may proceed with the controls identified and comply with the controls outlined in this document (and in additional documents where indicated).

Requestor Name

Date this MS undertaken

