



GENERAL METHOD OF WORKS STATEMENT

EPTM LTD — Professional Approach to Construction, Architecture, Engineering, Design, Consultancy & Project Management

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Applies Globally: Subject to applicable local mandatory law

1. PURPOSE & SCOPE

Engineering Projects TM LTD ("EPTM LTD", "the Company", "we", "us" or "our") provides architecture, engineering, design, technical consultancy and project–management services for construction and built–environment projects.

This Statement explains EPTM LTD's general approach to planning, developing, coordinating, reviewing and delivering professional project services.

The precise scope, deliverables, responsibilities and sequence for each project depend on the client's requirements, appointment, project type, location, applicable law and project circumstances.

2. STATUS OF THIS STATEMENT

This is a general corporate methodology, not a project–specific construction method statement, Risk Assessment and Method Statement (RAMS), construction–phase health and safety plan, project execution plan, technical design, contract or professional appointment.

Where required, EPTM LTD will prepare or coordinate project–specific documentation appropriate to the agreed scope and applicable requirements.

3. PROFESSIONAL APPROACH

EPTM LTD's project approach is based on:

- Safety and public protection
 - Technical competence and professional judgement
 - Client–focused design and delivery
 - Integrated multidisciplinary coordination
 - Quality assurance and technical checking
 - Constructability and practical project considerations
 - Sustainability and low–carbon opportunities
 - Clear communication and information management
 - Risk identification and management
 - Compliance with applicable requirements
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4. PROJECT INITIATION & CLIENT BRIEF

EPTM LTD seeks to establish the project's:

- objectives and requirements;
- location and intended use;
- scope and deliverables;
- programme;
- budget considerations;
- project constraints;
- stakeholders;
- existing information;
- statutory requirements;
- specialist requirements; and
- principal risks and dependencies.

Information gaps, assumptions and additional investigations required for reliable design are identified where reasonably practicable.

5. FEASIBILITY & PRELIMINARY ASSESSMENT

Where commissioned, EPTM LTD may undertake:

- site and existing—condition review;
 - feasibility studies;
 - preliminary planning considerations;
 - spatial and massing studies;
 - preliminary structural assessment;
 - MEP considerations;
 - façade considerations;
 - fire and life—safety considerations;
 - sustainability considerations;
 - preliminary cost and programme assessment; and
 - identification of technical constraints and risks.
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6. ARCHITECTURE, INTERIOR & DESIGN DEVELOPMENT

Where included, EPTM LTD may develop:

- architectural concepts;
- site and spatial planning;
- building layouts;
- circulation and accessibility;



- façades and external appearance;
- materials and finishes;
- interior design;
- furniture and equipment coordination;
- lighting coordination;
- building performance considerations; and
- technical design documentation.

Design development progresses according to the agreed project stages and deliverables.

7. ENGINEERING SERVICES

Depending on the appointment, EPTM LTD may provide or coordinate:

Structural Engineering

- structural analysis and calculations;
- concrete, steel, masonry and timber design;
- foundations;
- structural assessment;
- seismic analysis;
- wind analysis; and
- structural detailing.

MEP Engineering

- HVAC;
- heating and cooling;
- ventilation;
- electrical systems;
- lighting;
- power;
- plumbing;
- drainage;
- building services coordination; and
- energy analysis.

Façade Engineering

- façade design;
 - materials and systems;
 - structural support;
 - wind loading;
 - thermal and moisture considerations;
 - movement;
 - fire considerations;
 - interfaces; and
 - constructability.
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8. FIRE, SEISMIC, WIND & SAFETY CONSIDERATIONS

Where relevant to the agreed scope, EPTM LTD may undertake or support:

- fire and life–safety assessments;
- means–of–escape considerations;
- fire compartmentation;
- fire–system coordination;
- seismic assessment;
- seismic design;
- wind–load assessment;
- structural resilience;
- façade fire considerations; and
- technical safety reviews.

Specialist or locally authorised professionals may be engaged where required.

9. BIM & DIGITAL COORDINATION

Where BIM services are commissioned, EPTM LTD may use digital modelling and coordination to support:

- 3D design;
- multidisciplinary BIM;
- clash detection;
- design coordination;
- drawing production;
- quantity information;
- technical review;
- information exchange; and
- project information management.

Digital tools support professional work but do not replace professional judgement, checking or verification.



10. ENGINEERING ANALYSIS & TECHNICAL PEER REVIEW

EPTM LTD may undertake:

- engineering calculations;
- structural analysis;
- HVAC analysis;
- electrical calculations;
- lighting calculations;
- energy modelling;
- wind and seismic analysis;
- façade analysis;
- technical reports;
- drawing reviews;
- calculation reviews;
- constructability reviews; and
- independent technical peer reviews.

The extent of any review depends on the agreed scope. A peer review does not automatically constitute complete verification or certification of another party's work.

11. DOCUMENTATION & DESIGN CONTROL

Project documentation may include:

- drawings;
- specifications;
- schedules;
- calculations;
- technical reports;
- BIM models;
- tender documentation;
- construction information; and
- project–management reports.

EPTM LTD seeks to maintain appropriate:

- revision control;
 - document identification;
 - checking;
 - coordination;
 - issue records;
 - controlled distribution; and
 - superseded–document management.
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12. COST, PROCUREMENT & TENDER SUPPORT

Where commissioned, EPTM LTD may support:

- preliminary cost assessment;
- quantity measurement;
- bills of quantities;
- value engineering;
- tender documentation;
- requests for quotation;
- technical tender evaluation;
- contractor technical queries; and
- procurement coordination.

Commercial decisions remain subject to the client's authority and contractual arrangements.

13. CONSTRUCTION-STAGE SUPPORT

Where appointed during construction, EPTM LTD may provide:

- technical queries and RFIs;
- drawing and submittal review;
- shop-drawing review;
- material review;
- technical site observations;
- design clarifications;
- construction coordination;
- variation support;
- quality observations; and
- completion support.

Unless expressly appointed otherwise, EPTM LTD does not assume responsibility for contractor means and methods, workforce management, continuous site supervision, temporary works or contractor safety management.

14. PROJECT MANAGEMENT & PROJECT CONTROLS

Where commissioned, EPTM LTD may manage or coordinate:

- scope;
- programme;
- cost;
- quality;
- risk;



- procurement;
- consultants;
- contractors;
- meetings;
- reporting;
- change management;
- progress monitoring; and
- project close-out.

Appropriate project-management and planning tools may be used according to project requirements.

15. QUALITY ASSURANCE & QUALITY CONTROL

EPTM LTD seeks to apply proportionate quality-control procedures, including where appropriate:

- design checking;
- calculation checking;
- drawing review;
- interdisciplinary coordination;
- technical review;
- revision control; and
- controlled document issue.

The level of checking depends on project complexity, risk, scope and contractual requirements.

16. HEALTH, SAFETY & ENVIRONMENT

EPTM LTD integrates health, safety and environmental considerations into professional activities within its scope, including where relevant:

- safe design;
- fire and life safety;
- accessibility;
- construction safety considerations;
- maintenance access;
- environmental risks;
- energy efficiency;
- climate resilience;
- waste reduction; and
- sustainable design.

Construction contractors and other duty holders remain responsible for their own statutory responsibilities unless expressly assigned otherwise.



17. SUSTAINABILITY & LOW-CARBON DESIGN

Where appropriate, EPTM LTD may consider:

- energy efficiency;
 - passive design;
 - thermal performance;
 - daylight;
 - efficient building services;
 - renewable-energy opportunities;
 - embodied and operational carbon;
 - material efficiency;
 - durability;
 - adaptability;
 - reuse; and
 - waste reduction.
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18. CONSTRUCTABILITY & COORDINATION

EPTM LTD seeks to consider, where appropriate:

- construction sequence;
- access;
- installation;
- tolerances;
- material availability;
- interfaces;
- maintenance;
- specialist trades; and
- coordination between disciplines.

Detailed construction methodology remains the responsibility of the appropriately appointed contractor unless specifically included within EPTM LTD's scope.

19. SITE, INSPECTION & COMPLETION

Where included, EPTM LTD may undertake site observations and support:

- progress review;
- technical inspections;
- defect identification;
- testing and commissioning coordination;
- snagging;



- handover;
- as-built information;
- operation and maintenance information; and
- project close-out.

Site observations are not necessarily continuous supervision or exhaustive inspection unless expressly agreed.

20. PROFESSIONAL SOFTWARE & DIGITAL TECHNOLOGY

EPTM LTD uses appropriate professional software for:

- CAD;
- BIM;
- structural engineering;
- electrical engineering;
- HVAC analysis;
- lighting;
- façade engineering;
- visualisation;
- quantity measurement;
- project planning;
- project controls;
- document review;
- coordination; and
- reporting.

Software outputs remain subject to professional judgement, checking and verification.

21. SPECIALIST & LOCAL PROFESSIONAL SUPPORT

Projects may require specialist or locally authorised professionals.

Where appropriate, EPTM LTD may coordinate with:

- surveyors;
- geotechnical specialists;
- fire engineers;
- environmental specialists;
- acoustic consultants;
- façade specialists;
- testing laboratories;
- sustainability consultants;



- local architects;
- locally registered engineers; and
- other specialist advisers.

Responsibilities remain subject to the relevant professional appointments.

22. INTERNATIONAL PROJECTS

EPTM LTD may provide services internationally subject to applicable:

- laws and regulations;
- professional–registration requirements;
- licensing requirements;
- technical standards;
- health and safety requirements;
- environmental requirements;
- insurance requirements; and
- contractual requirements.

Where local law requires locally authorised professionals, certifications or approvals, appropriate arrangements will be considered.

Applicable mandatory local law prevails where it applies.

23. NO–FEE / PRO–BONO PROFESSIONAL SERVICES

EPTM LTD may provide selected no–fee professional services for community and public benefit, including appropriate:

- design services;
- project–management support;
- technical reports;
- seismic assessments;
- wind assessments;
- fire–safety assessments; and
- technical peer reviews.

No–fee services remain subject to EPTM LTD's competence, capacity, available information, insurance, applicable law and acceptance of the particular assignment.

24. PROJECT–SPECIFIC METHOD STATEMENTS

Where a project requires a specific construction method statement, RAMS or safe system of work, such documentation will be developed separately for the relevant project, activity, site, personnel, equipment, hazards, controls and applicable requirements.

This General Method of Works Statement must not be used as a substitute for such project–specific documentation.



25. INFORMATION, ASSUMPTIONS & LIMITATIONS

EPTM LTD's professional work depends on the information available.

Where information is incomplete, inconsistent, outdated or unverified, EPTM LTD may identify the limitation and request clarification, further investigation or additional information.

The actual services provided on any project are those expressly agreed with the client.

26. PROFESSIONAL RESPONSIBILITY

EPTM LTD seeks to provide services with appropriate:

- professional competence;
- integrity;
- technical care;
- quality control;
- confidentiality;
- communication;
- coordination; and
- risk awareness.

EPTM LTD does not assume another party's contractual or statutory responsibilities merely because it provides design, consultancy or project–management services.

27. CONTINUOUS IMPROVEMENT

EPTM LTD seeks to improve its project–delivery processes through:

- project reviews;
 - lessons learned;
 - technical development;
 - professional training;
 - technology improvements;
 - quality reviews; and
 - consideration of changes to applicable professional and regulatory requirements.
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28. CLIENT OUTCOME

EPTM LTD's objective is to help clients develop and deliver projects that are, within the agreed scope:

Safe • Functional • Technically Sound • Coordinated • Buildable • Resilient • Sustainable • Fit for Purpose

The precise services, deliverables and responsibilities applicable to each project are determined by the relevant professional appointment and project requirements.



29. APPLICABLE LAW & STATUS

This Statement is structured principally around EPTM LTD's UK corporate and professional environment and is intended for global application subject to applicable mandatory local requirements.

It does not constitute legal advice or a contractual appointment. Applicable mandatory local law prevails where it applies.