Server Move RAMS Template

SECURE TRANSPORTATION SINCE 1996



Document Control

Document title:
Server Move Risk Assessment & Method Statement

Project name:
[Insert project name]

Client:
[Insert client name]

Site / origin location:
[Insert origin site]

Destination location:
[Insert destination site]

Prepared by:
Secure Transportation Ltd

Prepared for:
[Insert client / site manager / facilities contact]

Document reference:
[Insert RAMS reference number]

Version:
[Insert version number]

Date issued:
[Insert date]

Review date:
[Insert date]

1. Scope of Works:

This document covers the planned **server relocation** and associated handling activities required to move IT infrastructure safely from the origin site to the destination site.

The scope may include:

- Asset audit and serial verification
- Controlled shutdown and decommission support
- Rack de-installation or server de-rack
- Packing and protective wrapping
- Secure transportation between sites
- Delivery to destination rack room / data centre hall
- Re-rack / reinstallation support
- Removal of packaging and waste materials
- Final handover and sign-off

This RAMS is intended for use on **server room moves**, **data centre relocation projects**, and related **IT relocation and installation** activity.

2. Description of Activity:

Secure Transportation will complete a planned server move using trained personnel, appropriate lifting and handling aids, protective packing materials, secure vehicles, and a controlled chain-of-custody process.

Activities will be carried out in line with:

- agreed project schedule
- access restrictions
- building management requirements
- site health and safety rules
- client technical instructions
- relevant manual handling and transport regulations

All works will be coordinated to minimise disruption and reduce risk to personnel, building fabric, and critical IT equipment.

3. Key Objectives:

The purpose of this method statement is to ensure:

- safe movement of high-value server and network equipment
- protection of business-critical assets during handling and transport
- controlled access to live IT environments
- reduced downtime during relocation windows
- accurate asset identification and serial reconciliation
- safe working practices for all personnel on site
- compliance with client and site-specific health and safety requirements

4. Personnel and Responsibilities

Secure Transportation Project Manager

Responsible for:

- overall coordination of the move
- communication with client contacts
- scheduling and logistics control
- escalation of any issues during works

Site Supervisor / Team Lead

Responsible for:

- briefing the delivery and handling team
- supervising safe working practices
- ensuring RAMS are followed on site
- confirming completion of each stage

Handling and Transport Crew

Responsible for:

- following agreed method statement
- using correct PPE and handling techniques
- protecting equipment and environment
- reporting hazards, incidents, or deviations immediately

Client / Site Representative

Responsible for:

- confirming authorised access
- identifying in-scope equipment
- supporting technical shutdown / restart where applicable
- approving completion and sign-off

5. Equipment and Materials Used:

Depending on project scope, the following may be used:

- anti-static bags and wraps
- padded server transit cases / crates
- flight cases / foam-lined boxes
- wheeled dollies / skates
- pallet trucks
- stair climber equipment if required
- lifting straps
- protective blankets
- cable labels / asset labels
- tamper-evident seals
- barcode scanners / asset audit sheets
- GPS-tracked secure transport vehicles
- PPE including gloves, safety footwear, high-visibility clothing where required

6. Personal Protective Equipment:

The following PPE will be used as appropriate to site rules and scope:

- safety footwear
- work gloves
- high visibility vest or jacket
- protective clothing as required by the site
- ID badges / security passes
- any site-specific PPE required by the client or building management

All staff will arrive suitably equipped before works begin.

7. Method Statement:

Step 1: Pre-move planning and briefing

- Review project scope, access windows, and move schedule
- Confirm asset list and locations
- Review route from rack room / server room to loading point
- Confirm lift bookings, loading bay access, and security arrangements
- Deliver team briefing covering task sequence, risks, and escalation process
- Confirm required equipment and packing materials are available

Step 2: Site access and work area preparation

- Sign in with building or site security
- Attend induction if required
- Inspect route for obstructions, hazards, and floor protection needs
- Apply protective floor or wall coverings where needed
- Establish safe working area and confirm control of access if appropriate

Step 3: Asset identification and audit

- Confirm in-scope servers and equipment against asset list
- Record serial numbers or verify labels where applicable
- Photograph or document rack positions if required
- Apply labels for transport and destination if needed
- Separate any non-scope or restricted equipment

Step 4: Controlled de-rack / de-install support

- Equipment will only be disconnected or de-racked by authorised technical personnel, unless otherwise agreed in scope
- Once released for movement, each item will be handled using appropriate lifting and anti-static procedures
- Loose rails, brackets, drives, accessories, and cables will be bagged and labelled where required

Step 5: Packing and protection

- Each server or device will be packed using suitable protective materials
- Anti-static protection will be used where required
- Items will be secured in approved cases, crates, or transport containers
- Packing will be checked before movement from room to loading area

Step 6: Internal movement to dispatch point

- Equipment will be moved using appropriate handling aids
- Routes will be monitored to avoid collisions, slips, or impact damage
- Special care will be taken on ramps, thresholds, corners, and lift areas
- Team leader will manage movement pace and communication

Step 7: Vehicle loading and secure transport

- Equipment will be loaded onto dedicated secure vehicles
- Loads will be secured to prevent movement in transit
- Asset counts and labels will be checked before departure
- Chain-of-custody will be maintained through sign-off and handover
- Vehicles will remain locked and monitored when unattended

Step 8: Delivery to destination site

- Destination access arrangements will be confirmed before arrival
- Equipment will be unloaded carefully using the same protective methods
- Items will be delivered to agreed room, rack hall, or staging area
- Packaging condition and asset counts will be checked on arrival

Step 9: Re-rack / installation support

- Re-rack or reinstall activity will be completed by authorised personnel in line with project scope
- Equipment will be placed in the correct destination location as instructed
- Any visible damage or discrepancy will be reported immediately

Step 10: Completion and sign-off

- Asset movement will be reconciled against the original list
- Waste and packaging will be removed from work area
- Site will be left clean and safe
- Completion will be signed off by the relevant client representative
- Any incidents, delays, or exceptions will be recorded

8. Risk Assessment Summary:

Main Hazards and Controls

Manual handling injuries

Risk: Strain or injury while lifting or moving servers and related equipment
Control measures:

- Use trained staff only
- Use lifting aids, dollies, skates, or pallet trucks where appropriate
- Team lifts for heavier items
- Follow safe lifting technique
- Do not exceed safe handling limits

Damage to servers or IT equipment

Risk: Equipment may be dropped, struck, or damaged during movement
Control measures:

- Anti-static and impact-protective packing
- Controlled handling by experienced personnel
- Use of suitable transit cases / containers
- Clear routes and supervised loading/unloading
- No stacking unless approved and safe

Trips, slips, and obstructions

Risk: Team members may trip over cables, thresholds, or route obstructions
Control measures:

- Pre-check route before works begin
- Keep pathways clear
- Use floor protection where necessary
- Maintain good housekeeping throughout

Restricted access / live environments

Risk: Unauthorised access to sensitive technical areas or interference with live services
Control measures:

- Work only in approved zones
- Sign in and follow security protocols
- Coordinate with site representative
- Only move equipment released by the client

Vehicle loading / transport movement

Risk: Injury during loading or equipment movement during transit
Control measures:

- Use suitable vehicle and load restraint methods
- Supervised loading and unloading
- Vehicle parked in approved loading area
- Asset check before and after transport

Working out of hours / fatigue

Risk: Reduced concentration during night or weekend projects
Control measures:

- Planned shift lengths
- Adequate breaks
- Team supervision
- Escalation route if conditions become unsafe

9. Emergency Procedures:

In the event of an emergency:

- Stop work immediately
- Make the area safe where possible
- Notify site contact / security / emergency services as appropriate
- Notify Secure Transportation project lead
- Record the incident once immediate danger is controlled

Emergency contact details

Project Manager: [Insert name and number]
Site contact: [Insert name and number]
Security / reception: [Insert number]

10. Environmental Considerations:

- All packaging waste will be removed or disposed of in agreed waste streams
- Any redundant equipment identified for disposal will be separated from live assets
- WEEE or ITAD processing, where in scope, will be handled under separate documented procedures
- Engine idling will be minimised where possible at site

11. Quality and Documentation:

The following documentation may be completed as part of the move:

- asset audit / serial reconciliation sheet
- packing list
- route / access checklist
- photo evidence
- chain-of-custody record
- POD / delivery sign-off
- exception / incident log
- final completion record

Where required, these records can be issued to the client after project completion.

12. Exclusions:

Unless specifically agreed in writing, this RAMS does not include:

- **live technical shutdown or restart responsibility**
- **data backup or recovery**
- **network reconfiguration**
- **software validation**
- **electrical works outside of standard plug connection**
- **disposal of equipment not listed in project scope**

13. Acceptance:

This RAMS template must be reviewed and approved before works commence. Final project-specific details should be inserted before issue.

Prepared by:
Name: _____
Position: _____
Signature: _____
Date: _____

Reviewed by:
Name: _____
Position: _____
Signature: _____
Date: _____

Approved by client / site representative:
Name: _____
Position: _____
Signature: _____
Date: _____

Final Sign-Off:

Move completed by:

Name: _____

Signature: _____

Date: _____

Quality check / supervisor review:

Name: _____

Signature: _____

Date: _____

Client approval (if required):

Name: _____

Signature: _____

Date: _____