

Temporary Works Procedure: SAMPLE



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**Temporary Works
forum**

Contents

To navigate to page - hover over an item below and 'click'. Return to contents by clicking on the 'Return to the contents' at the bottom of every page.

Section	Page
Editorial Notes	2
Signatories	3
1 Introduction	3
2 Definition	3
3 Appointment of Key Personnel	3
4 Roles and Responsibilities	4
5 Identification of Temporary Works	4
6 Design Brief	5
7 Temporary Works Design	5
8 Temporary Works Design Check	5
9 Temporary Works Inspection	6
10 Hold Points (and Permits-to-Work)	6
11 Temporary Works Training Requirements	6
12 Auditing of Temporary Works procedure	6
Annexes	7
Example Form 1	10
Example Form 2	11
Example Form 3	12
Example Form 4	14
Example Form 5	16
Example Form 6	17
Example Form 7	18
Example Form 8	19
Example Form 9	20
Example Form 10	21
Example Form 11	22

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Acknowledgements

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* To become BS 5975-1: 202X

EDITORIAL NOTES:

1. This template procedure has been prepared by the Temporary Works Forum (TWf, www.twforum.org.uk). This sample procedure is aimed generally at those utilising temporary works in small and medium-sized enterprises (SMEs) who are a Principal Contractor (PC) or acting as a 'managing contractor'.

NOTE: A 'managing contractor' is a contractor who – with the agreement of the PC – has and works to its own management procedures for temporary works (and has their own TWC).

The template is not intended for larger contractors (often referred to as 'Tier 1' contractors) who generally manage larger and higher-risk contracts with more interfaces; entailing additional coordination and management responsibilities.

2. Once amended and adopted it becomes a company procedure; responsibility for its content is that of the company. When working on large projects, responsible to others, it will be necessary to take into account the procedures of the Principal Contractor for whom the SME is working (and this should be discussed with the PC's TWC).
3. This template procedure does not set out to be prescriptive and should be amended to suit individual company operations and preferences. It should be customised as indicated. 'Editorial Notes' should be deleted. The term 'the company' is used; this should be changed to the name of the company adopting the procedure.
4. The template procedure aims to ensure that the main elements of BS 5975: 2019* have been addressed; with the aspiration of promoting the safe management of temporary works.
5. This template may be updated from time-to-time. The reader should check the TWf website (Resources) – www.twforum.org.uk - for the latest version (which is made available in 'Word' format).

Insert logo

Company:

Prepared by:

(Designated individual)

Date:

Approved by:

(Main board director)

Date:

Revision Number:

Review Date:

1.0 Introduction

1.1 This procedure is mandatory for all company operations (unless, on a particular project, another Principal Contractor's procedure is to be adopted by agreement). It is the responsibility of the company's Designated Individual (DI) to ensure that this procedure is appropriate and kept up-to-date.

1.2 All temporary works instigated by the company shall be subject to the control procedures contained within this document. This is to satisfy the company's legislative duties - as well as that of its employees - and to enhance the company's health and safety performance.

2.0 Definition

2.1 Temporary works can be defined, broadly, as parts of the works that allow or enable construction of protect, support or provide access to the permanent works and which might or might not remain in place at the completion of the works. Examples include:

- **Earthworks**

Support to trenches; excavations; temporary slopes and stockpiles; open batters.

- **Structures**

Concrete formwork; edge protection; falsework; propping and needling; façade retention; shoring; edge protection; access and support scaffolding; temporary bridges; site hoarding and signage; site fencing; cofferdams; rebar cages.

- **Equipment and Plant Foundations**

Mortar silo bases; tower crane bases; supports, anchors and ties for construction

hoists and mast climbing work platforms; groundworks to provide suitable areas for plant erection, e.g. mobile cranes, piling rigs and MEWPs; outrigger pads; site cabin foundations; site access and haul roads; and hard standing for plant and material storage.

2.2

It is also necessary to consider permanent works that are part-built or under temporary loading conditions. This includes deteriorated, damaged or part-demolished structures as well as those that are under construction and/or being structurally refurbished. In all these cases these structures may not - without suitable temporary works - be able to support themselves, let alone additional construction loadings.

3.0

Appointment of Key Personnel

3.1

The company shall appoint a Designated Individual (DI). This is an engineering function and shall be a senior manager who champions temporary works, e.g. a technical director or chief engineer¹. A formal appointment shall be made by the Managing Director with the agreement of the board.

Name of Designated Individual (DI):

Date appointed:

Appointment approved by:

¹ EDITORIAL NOTE: The DI should be either a member of or directly responsible to a member of the board of directors and should have both responsibility and authority for establishing and maintaining a procedure to control those aspects of temporary works (and associated risks) for which the company has responsibility (or which they can constrain or influence), e.g. Engineering Director (See BS 5975: 2019, Clause 6.1.2.1).

3.2 For each project, a Temporary Works Co-ordinator (TWC) shall be appointed formally by the DI (see **Form No. 1**). One person may be appointed to more than one project if resources and project size permit. A Deputy TWC shall be appointed to cover illness and absences. These appointments shall be displayed on the project office noticeboard or other prominent location and recorded in the Construction-phase Health and Safety Plan.

NOTE: The TWC may be nominated by the project manager (or other person(s) responsible for resourcing).

3.3 In the event of the company being contracted to undertake work for another contractor – who may be a Principal Contractor – the company's project TWC should liaise with their TWC. **The Principal Contractor's TWC shall have overall control on temporary works.**

3.4 For each project, where required, one or more Temporary Works Supervisors (TWS) shall be formally appointed by the TWC (see **Form No. 2**). The TWS shall normally be the foreman in charge of a team of tradespersons or operatives. At least one TWS shall be based on site at all times. All company TWSs report to the company TWC. The lines of responsibility, on each project, should be set out in an organogram (see **Form No. 3**).

3.5 The Temporary Works Designer (TWD) may be nominated by the TWC on evidence that the designer has appropriate experience and engineering qualifications if required. There shall be a single point of contact established and maintained between the TWD and the TWC. The TWD shall, as required, liaise with the Principal Designer (under CDM2015) and Permanent Works Designer (PWD), e.g. structural engineer.

3.6 The Temporary Works Design Checker (TWDC) shall be nominated by the TWC on evidence that the design checker has appropriate experience and engineering qualifications if required. The TWDC shall be independent from the TWD (see **Annex A**).

3.7 On each project, a record of appointments should be maintained by the TWC (see **Form No. 4**).

4.0 Roles and Responsibilities

4.1 Designated Individual (DI)

The DI is responsible for establishing and maintaining a procedure for the control of temporary works used during the company's operations; as well as the appointment of TWCs (and their on-going training).

4.2 Temporary Works Co-ordinator (TWC)

Any TWC is responsible to their company Designated Individual (DI) for the implementation of the company temporary works procedure, as well as the appointment of TWSs (where required).

NOTE: They may have a different line manager.

4.3 Temporary Works Supervisor (TWS)

Any TWS is responsible to the Temporary Works Co-ordinator for ensuring the as-built temporary works comply with the design requirements during construction, use and dismantling. A TWS should be competent in the area of temporary works that they are supervising.

NOTE: They may have a different line manager.

4.4 Temporary Works Designer (TWD)

Any TWD is responsible for preparing a design in accordance with the design brief.

4.5 Temporary Works Design Checker (TWDC)

Any TWDC is responsible for ensuring the design is safe, fit for purpose and complies with the design brief. Four 'design check categories' shall be used; see **Annex A** (and Table 2, BS 5975: 2019²).

4.6 Permanent Works Designer (PWD)

Any PWD is responsible for designing the permanent works and assisting the Contractor on matters relating to the intended construction method(s). **Under the CDM Regulations 2015, they must provide information on the assumed construction sequence and significant residual risks.**

4.7 Principal Designer (PD)

The designer appointed under Regulation 5(1) (a) of the Construction (Design and Management) Regulations 2015 to perform specified duties in Regulations 11 and 12.

SOURCE: Construction (Design and Management) Regulations 2015³

5.0 Identification of Temporary Works

5.1 At pre-contract stage on each project, a Temporary Works Register shall be prepared (see **Form No. 5**). This shall include initial, basic information on the envisaged temporary works and the level of 'implementation risk' assigned thereto.

NOTE: 'Implementation risk' is a combination of the 'Execution Risk' (the risk associated with the construction, use and removal of any temporary works) and the 'Consequences of Failure' risk (the risk resulting from its location, and what might be affected by any failure).

² BS 5975:2019, Code of practice for temporary works procedures and the permissible stress design of falsework

³ Managing health and safety in construction, Guidance on Regulations, L153 (<http://www.hse.gov.uk/pubns/priced/l153.pdf>)

5.2 The 'implementation risk' classes are:

Table 5.2 – Implementation risk (IR)

IR	Who may sign a permit	Suggested control measures:
Very low	Not applicable.	Risk assessment, worker daily briefing(s).
Low	TWS.	Above and: <ul style="list-style-type: none"> method statement, toolbox talks.
Medium	TWC. TWS (only with TWC's prior approval in writing).	All the above and: <ul style="list-style-type: none"> RAMS detailing hold points. checklist (sometimes referred to as an 'ITP').
High	TWC (with DI input where required).	All the above and: <ul style="list-style-type: none"> designer involvement with checking installation/removal. failure mode and effects meeting. peer review.

NOTE: If acting as 'PC' change 'TWC' to 'PC's TWC'.

5.3 On contract award, the Temporary Works Register shall be passed to the TWC who shall develop and maintain it. It shall be considered as a 'live' document, be updated on a regular basis and the current version displayed on the project office noticeboard (or other prominent location).

5.4 A unique identification number should be assigned to each item in the Register.

5.5 The BS 5975 Design Check Categories 0, 1, 2 and 3 (see **Annex A**) shall be assigned to each item by the TWC (following consultation with the temporary works designer).

6.0 Design Brief

6.1 Following consultation with all relevant parties, including the PWD (where required), the TWC shall ensure that a Design Brief (see **Form No. 6**) is prepared for each item in the Temporary Works Register. The brief shall contain sufficient information to permit the TWD to prepare an appropriate solution that meets the project's requirements.

6.2 A single design brief may apply to more than one similar item in the Temporary Works Register.

6.3 The Design Brief item number should accord with the item number in the Temporary Works Register.

6.4 The TWC should sign to confirm the content of any Design Brief prior to it being issued to the TWD.

7.0 Temporary Works Design

7.1 All items of temporary works identified on the Temporary Works Register should be designed by a competent person/company responsible for the design and/or specification of each item.

*NOTE: **Form No. 11** may be used to assess the competence of a designer and design checker.*

7.2 The design should comply with the requirements of the Design Brief and be delivered to the TWC in a format appropriate to enable the temporary works to be constructed in accordance with the TWD's intentions.

7.3 Any TWD has duties under CDM2015 and must identify hazards and reduce as far as reasonably practical the associated risks. Residual risks shall be clearly noted on any design drawings and brought to the attention of the TWS by the TWC.

7.4 A risk assessment should be produced to supplement the safe system of work and method statement.

7.5 'Standard solutions', e.g. one where a supplier has published technical data showing arrangements of their equipment, shall be adopted wherever possible and appropriate (see BS 5975: 2019). Any use limitations should be clear, e.g. design responsibility for ensuring stability.

7.6 The TWC should request a Design Certificate from the TWD (see **Form No. 7**).

8.0 Temporary Works Design Check

8.1 All items of temporary works identified in the Temporary Works Register should have assigned a competent person or Company who is responsible for the checking of the design and/or specification of each item.

8.2 The independence of the design checker to the designer shall be as set out using the BS 5975 Design Check Categories 0, 1, 2 and 3 (see **Annex A**) and as agreed with the TWC.

8.3 The temporary works design shall be checked for concept, adequacy and compliance with the Design Brief.

- 8.4** Evidence of a satisfactory design check shall be recorded in the TWC's Project File.
- 8.5** The TWC should request a Design Check Certificate from the TWDC (see **Form No. 8**).
NOTE: Not required for Cat 0 (and not mandated for Cat 1).
- 8.6** Technical queries on the design check should be discussed between the designer and design checker (and recorded in writing).
- 9.0 Temporary Works Inspection**
- 9.1** Prior to installation, all temporary works materials are to be inspected for suitability by the TWS.
- 9.2** As works progress, the installation is to be inspected by the TWS and/or TWC until complete and ready to use.
- 9.3** Any alterations or deviations to the design should be identified to the TWC, by the TWS, for subsequent consultation with the TWD and/or PWD.
- 9.4** A record of inspections shall be completed by the TWS and/or TWC (see **Form No. 9**).
- 10.0 Hold Points (and Permits)**
- 10.1** Hold points shall include inspections, loading, proceeding, putting into use or dismantling any temporary works (as appropriate). A permit (see **Form No. 10**) shall be signed and issued by the TWC (or by the TWS, if the TWS has been so authorised in writing: see **Table 5.2**). Each permit must be signed by the authorised signatory and retained in the TWC's Project File. A copy may be appropriately displayed.
*NOTE: For **high-risk** work, the TWC shall not delegate the signing of a permit to the TWS.*
- 10.2** The permit identification number should accord with the item number in the Temporary Works Register.
- 10.3** The permit shall indicate clearly the extent of its application and any date/time constraints. All relevant design drawing references, risk assessments and method statements should be included on the permit. A unique identification number should reference the relevant design brief(s) and the item(s) in the Temporary Works Register.
NOTE: Items that require checking – and the relevant criteria – may be identified by the PC's TWC and/or TWC in a 'inspection and test plan' (ITP).
- 10.4** At the TWC's discretion, a single permit may be issued for multiple, identical operations - covered by the same design - as long as each operation is appropriately checked/inspected prior to the operation commencing.
- 11.0 Temporary Works Training Requirements**
- 11.1** Any TWC and TWS should have current CITB Site Safety Plus TWC (2-day) and TWS (1-day) certificates, respectively (or equivalent DI-approved course).
- 11.2** Other training should be identified, e.g. SMSTS, SSSTS, etc. (see **TWf Information Sheet No. 2⁴**).
- 12.0 Auditing of Temporary Works procedure**
- 12.1** The DI shall arrange for formal audits on the application of this procedure in order to ensure compliance and effectiveness within the business.
- 12.2** Issues identified shall be recorded in writing and remedial action implemented.
- 12.3** The frequency of audits shall be identified by the DI.
- Frequency:**
(EDITORIAL NOTE: Insert)
.....

⁴ TWf Information Sheet No. 2 - Temporary works training (<https://www.twforum.org.uk/viewdocument/twf-information-sheet-no-2-tempo>)

ANNEXES:

Annex A	Design check categories
Annex B	TYPICAL - Project timeline

FORMS:

Form No. 1	Appointment of a Temporary Works Co-ordinator (TWC)
Form No. 2	Appointment of a Temporary Works Supervisor (TWS)
Form No. 3	Organogram - Lines of responsibility (Typical)
Form No. 4	Record of Project Appointments
Form No. 5	Temporary Works Register
Form No. 6	Design Brief
Form No. 7	Design Certificate
Form No. 8	Design Check Certificate
Form No. 9	Record of Inspection
Form No. 10	Permit
Form No. 11	Competence assessment: designer and design checker

ANNEX A - Design check category

Design check category	Scope	Comment	Independence of checker
0	Restricted to standard solutions only, to ensure the site conditions do not conflict with the scope or limitations of the chosen standard solution. These may include standard trench boxes.	This applies to the use of standard solutions and not the original design, which requires both structural calculation and checking to Category 1, 2 or 3, as appropriate.	Because this is a site issue, the check may be carried out by another member of the site or design team.
1	For simple designs. These may include: formwork; falsework; needling and propping to brickwork openings in single storey construction.	Such designs would be undertaken using simple methods of analysis and be in accordance with the relevant standards, supplier's technical literature or other reference publications.	The check may be carried out by another member of the design team.
2	On more complex or involved designs. Designs for excavations including excavation support using sheet piles, for foundations, for structural steelwork connections, for reinforced concrete. Designs where stability is obtained by restraint at the top of the temporary works (e.g. top-restrained falsework).	Category 2 checks would include designs where a considerable degree of interpretation of loading or soils' information is required before the design of the foundation or excavation support or slope is carried out.	The check should be carried out by an individual not involved in the design and not consulted by the designer.
3	For complex or innovative designs, which result in complex sequences of moving and/or construction of either the temporary works or permanent works. It also includes basement excavations and tunnels.	These designs include unusual designs or where significant departures from standards, novel methods of analysis or considerable exercise of engineering judgment are involved.	The check should be carried out by another organization and should include an overall check to assure co-ordination of the whole design.

Source: BS 5975: 2019, Table 2 – Categories of design check in temporary works

ANNEX B - TYPICAL - Project Timeline

Phase	Action	By	Form
Tender/ Planning	Establish proposed methods of construction and associated temporary works requirements	Bid Manager	
	Initiate and populate Temporary Works Register	Bid Manager	5
	Identify potential personnel for the roles of TWC and/or TWSs	DI	
Contract stage	Formally appoint TWC (and Deputy TWC) for the Project	DI	1
	Record project appointments (and keep up-to-date)	Project Manager	3 and 4
	Develop Temporary Works Register (with project-specific requirements)	TWC	5
	Formally appoint Temporary Works Supervisor(s)	TWC (with DI)	2
	Nominate designer(s) and issue design brief for each item of temporary works in the Register	TWC	6 and 11
	Verify that the temporary works designs accord with site requirements	TWC	7
	Ensure design checks are undertaken at appropriate category	TWC (with TWDCs)	8
	Ensure that the final design, RAMS and inspection checklists are distributed to site (and understood by all)	TWC (with TWSs)	
	Ensure that any materials are inspected on delivery	TWC (with TWSs)	9
	Ensure that any changes and/or deviations are notified to the TWD and TWDC, for approval	TWC	
	Ensure that any changes and/or deviations are approved, communicated, logged; and that current drawings are used	TWC	
	Ensure inspections are carried out by TWS(s) competent in the construction, use, maintenance and dismantling of the individual item of temporary works	TWC (with Project Manager)	9
	Hold Points: Issue any permit, e.g. load, put into use or dismantle (as appropriate)	TWC	10
	Ensure records are kept and maintained	TWC	

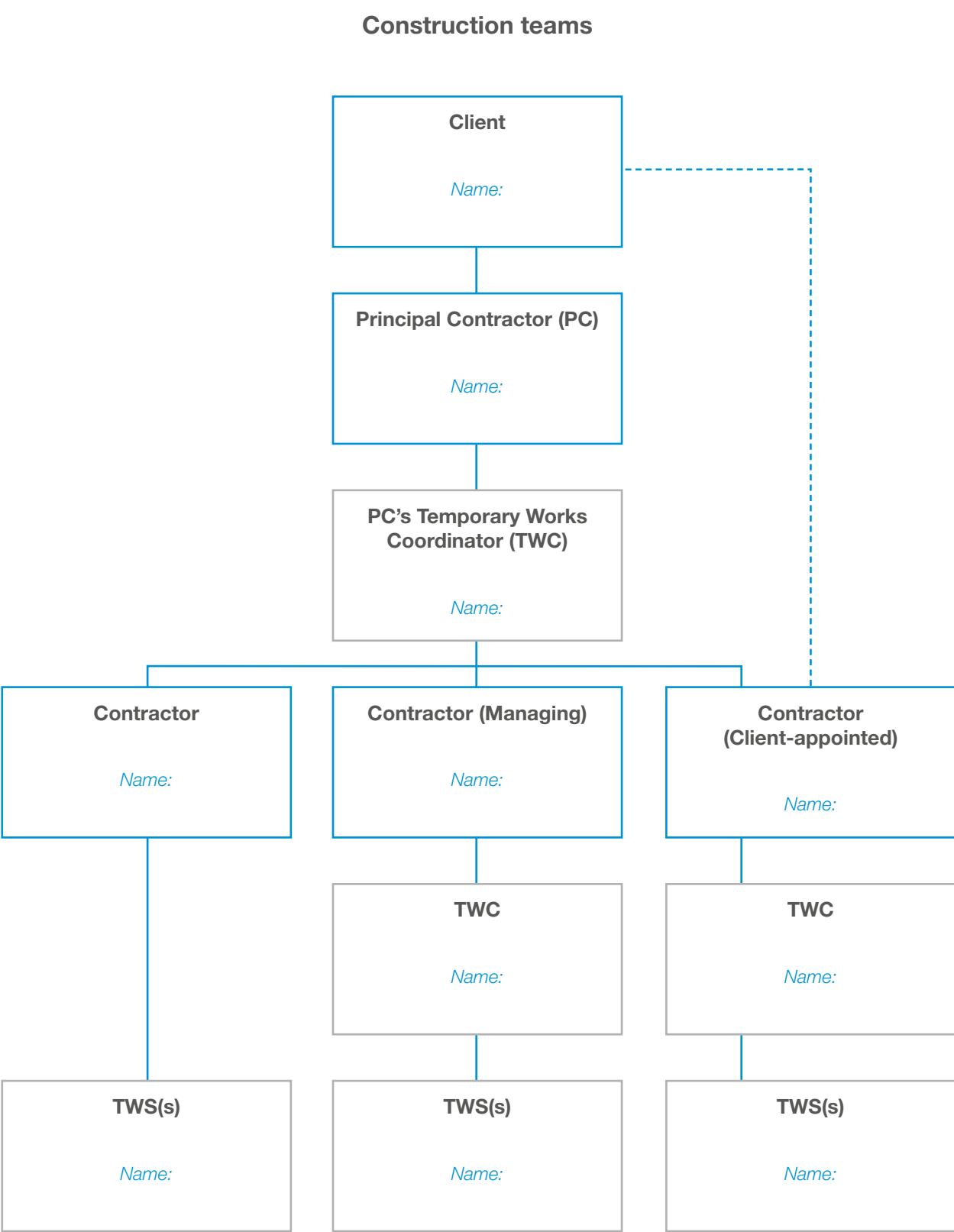
Form No. 1: EXAMPLE – Appointment of a Temporary Works Co-ordinator (TWC)

APPOINTMENT OF TEMPORARY WORKS CO-ORDINATOR (TWC)				FORM No. 1
From:	Designated Individual		Date:	
To:		Project:		
Appointment:				
<p>You have been appointed as the Temporary Works Coordinator for the above Project.</p> <p>This appointment satisfies the recommendation in BS 5975: 2019 to appoint a Temporary Works Coordinator.</p> <p>The duties and competencies are summarised below and are detailed in the Company Temporary Works Procedure.</p>				
Signed:				
ACKNOWLEDGEMENT				
Duties:				
<ul style="list-style-type: none"> The TWC has overall responsibility to ensure that all temporary works under their control are undertaken in accordance with the company Temporary Works Procedure. <i>NOTE: A PC's TWC takes precedence.</i> For temporary works in Design Check Category 1, 2 and 3 ensure there is an agreement in place to formally allocate design responsibility to the design and design checking organisations. Prepare, maintain and regularly review the Temporary Works Register for the above project. Ensure each temporary works item is allocated an appropriate 'construction risk' category. Ensure that a written Design Brief is prepared for all appropriate temporary works and issued to the design and design checking organisations identified on the Temporary Works Register. Review Risk Assessments and Method Statements (RAMS) to ensure particular requirements are incorporated. Ensure that a Project Site File is established and maintained; to include a record of all relevant documents. Liaise with the Principal Contractor's TWC (and seek approvals, where required). Distribute information to all interested parties, including the Principal Designer and Client where appropriate. Ensure that any proposed changes in material or construction are referred to the Temporary Works Designer and that any agreed changes or corrections of faults are correctly carried out on site. Ensure that all appropriate inspections and hold points (including those noted in the design) are undertaken and recorded on the permit. Sign and issue the permit, e.g. permit to load, permit for putting into use, permit to strike, permit to remove, etc.; and agree in writing where the TWS may do this (<u>not</u> high-risk work). Identify and instigate any requirements for periodic inspections, monitoring and maintenance of the temporary works. 				
Competency Requirements:				
<ul style="list-style-type: none"> Have undertaken and passed the 2-day CITB-accredited TWC Course (or equivalent); and have proven experience. Understand the company procedure for the control of temporary works. Have the resource, personal skills and authority to carry out the TWC duties; including the suspension of work where necessary. 				
I have read, understand the responsibilities as noted and am able to undertake the duties placed on me by this appointment.				
Signed:				
Date:				
Copied to:				

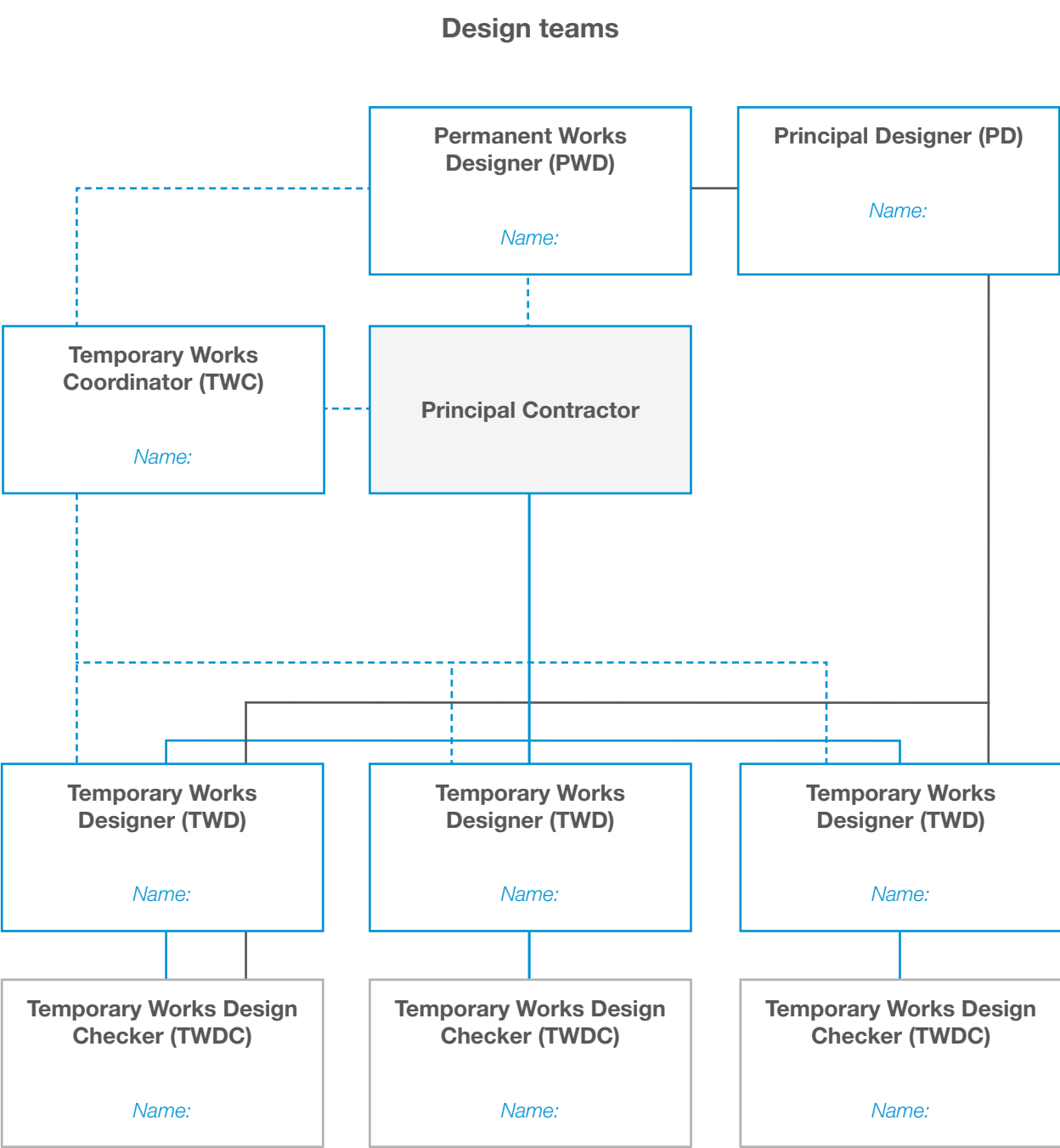
Form No. 2: EXAMPLE – Appointment of a Temporary Works Supervisor (TWS)

APPOINTMENT OF TEMPORARY WORKS SUPERVISOR (TWS)				FORM No. 2
From:	e.g. Temporary Works Coordinator	Date:		
To:		Project:		
Appointment:				
<p>You have been appointed as the Temporary Works Supervisor for the above Project.</p> <p>This appointment satisfies the recommendation in BS 5975: 2019 to appoint, where required, a Temporary Works Supervisor.</p> <p>The duties and competencies are summarised below and are detailed in the Company Temporary Works Procedure.</p>				
Signed:				
ACKNOWLEDGEMENT				
Duties:				
<ul style="list-style-type: none"> The TWS is responsible to the TWC. To contribute to the design brief (via the TWC). To operate in accordance with the Company Temporary Works Procedure (and any other Procedures agreed with the PC, as required). Assist the TWC in the supervision and checks for compliance with the design; and recording of inspections of the temporary works. Supervision of the erection, use, maintenance and dismantling of the temporary works. Undertaking checks during construction on site. To liaising with the TWC to ensure any modifications to the scheme or differences from envisaged conditions are drawn to the temporary works designer's attention. Undertake periodic inspections, monitoring and maintenance of the temporary works. Issue any permit, where approved to do so by the TWC. 				
Competency Requirements:				
<ul style="list-style-type: none"> Have undertaken and passed the 1-day CITB-accredited TWC Course (or equivalent); and have proven experience. Understand the company procedure for the control of temporary works. Have the resource, personal skills and authority to carry out the TWS duties; including the suspension of work where necessary. 				
I have read, understand the responsibilities as noted and am able to undertake the duties placed on me by this appointment.				
Signed:				
Date:				
Copied to:				
ACKNOWLEDGED BY DESIGNATED INDIVIDUAL (DI)				
Signature:		Date:		

Form No. 3: EXAMPLE – Organogram - Lines of responsibility for temporary works (Typical)



Form No. 3: EXAMPLE – Organogram - Lines of responsibility for temporary works (Typical)



Form No. 4: EXAMPLE – Record of Project Appointments

RECORD OF PROJECT APPOINTMENTS			FORM No. 4
Company:			
Job:			
Date:			
1.	Designated Individual (DI):		
		Date appointed:	
2.	Temporary Works Co-ordinator (TWC):		
		Date appointed:	
		Date accepted:	
3.	Deputy TWC:		
		Date appointed:	
		Date accepted:	
4.	Temporary Works Supervisor (TWS):		
		Date appointed:	
		Date accepted:	
<i>NOTE: If more than one record them all</i>			
5.	Permanent Works Designer:		
		Scope or work:	
		Date appointed:	
		Contact:	
<i>NOTE: If more than one record them all</i>			
6.	Temporary Works Designer:		
		Scope or work:	
		Date appointed:	
		Contact:	
<i>NOTE: If more than one record them all</i>			

Form No. 4: EXAMPLE – Record of Project Appointments – *continued*

7.	Temporary Works Designer Checker (TWDC):		
		Scope or work:	
		Date appointed:	
		Contact:	
<i>NOTE: If more than one record them all</i>			
8.	Principal Designer:		
		Scope or work:	
		Date appointed:	
		Contact:	
<i>NOTE: See CDM2015</i>			

Form No. 5: EXAMPLE – Temporary Works Register

TEMPORARY WORKS REGISTER										FORM No. 5	
Ref. No.:		Rev.:		Date:		Page No.:					
Project:		Title		TWC:		Name					
Item No.	Description	Implementation risk class	Design check category	Designer	Design Checker	TWS	Temporary works in use	Design brief	Design received	Temporary works on site	
		Very Low/Low/ Medium/High	0 / 1 / 2 / 3				Programme date	Issue date	Date	Date	
Prepared by:				Approved by							
Temporary Works Coordinator (TWC)											

Form No. 6: EXAMPLE – Design Brief

DESIGN BRIEF						FORM No. 6			
Design Brief No.		<i>Refer to item in TW Register</i>			Relevant drawings and documentation:				
Title: <i>Excavation support to install drainage between MH1 and MH2</i>				<i>Site plan</i> <i>General arrangement</i> <i>Site investigation data, i.e. relevant borehole logs, trial pit information, etc.</i> <i>Sections showing pipe invert levels and ground levels</i> <i>Pipe bedding specification</i> <i>Sections and plans showing existing services crossing line of drainage</i> <i>Specific requirements of existing service owner</i> <i>Relevant site photographs</i> <i>etc.</i>					
Site contact:		<i>Name (TWC)</i>							
Drawings		Format							
Stage	Quantity	.pdf	.dwg						
Preliminary	4	Y	Y						
Construction	6	Y	Y						
Issue calculations (circle):		Y	N						
Design check required (circle):		Y	N						
Design check category (circle):		0	1					2	3
Issued to: <i>Equipment supplier/ TWD, etc.</i>									
Full description of requirements: <i>Design of vertical trench support using proprietary equipment as far as practical</i> <i>Design of suitable edge protection</i> <i>Design of vertical trench closure panels at ends of trench</i> <i>Design of suitable access/egress arrangements</i> <i>Risk Assessment and Method Statement for installation, use and removal of equipment</i> <i>Data on size and weight of plant proposed to dig and subsequently operate alongside excavation</i> <i>Data on where spoil is to be stored</i> <i>Required width of excavation to permit personnel access</i> <i>Maximum required length of excavation to be open at any time</i>									
Prepared by: <i>TWC</i>				Date:					
Item	Yes	No	Construction risk category:						
Design certificate	X		High	Medium	Low				
Design check certificate	X			X					
Design check(s) to be undertaken by:		<i>Name and contact details:</i>							
Preliminary scheme for site review (circle):				Yes					
Construction issue drawings (circle):				Yes					
Date required by:					<u>NOTE:</u> Do not say "ASAP".				

Form No. 7: EXAMPLE – Design Certificate

DESIGN CERTIFICATE			FORM No. 7
Reference No.		Design Brief No.	
Contract:		Temporary Works:	
Scope of Work:			
Design Company:		Lead Designer:	
I certify that reasonable professional skill and care has been used in the design of the above-noted temporary works, which is described accurately by the following drawings, and that the design is in accordance with the requirements of the design brief and the following standards:			
Drawing Nos.	Title	Revision	
Standard(s)	Title	Revision	
Calculations	Reference		
	NOTE: Calculations are not part of the design output and should not be passed to the design checker for Cat 2 and 3.		
Other relevant documentation			
e.g. RAMS, hold points, inspection requirements, etc.			
Significant residual hazards to be communicated to the construction team:			
Lead Designer:			
To be signed by the temporary works designer (or other person authorised to sign):			
Signed:	Name:	Title:	Date:
Design Manager:			
To be signed by the person authorised to sign on behalf of the organisation responsible for the temporary works design:			
I certify that the staff who have prepared the above-noted design are competent to carry out their duties and that (so far as I can reasonably ascertain) they have used reasonable professional skill and care.			
Signed:	Name:	Title:	Date:

Form No. 8: EXAMPLE – Design Check Certificate

DESIGN CHECK CERTIFICATE			FORM No. 8
Reference No.		Design Brief No.	
Contract:		Temporary Works:	
Scope of Work:		Design Check Category:	
Design Company:		Lead Designer:	
I certify that reasonable professional skill and care has been used in the checking of the above-noted temporary works design, which is described by the following drawings, and that the design is in accordance with the requirements of the design brief and the following standards:			
Drawing Nos.	Title	Revision	
Standard(s)	Title	Revision	
Calculations	Reference		
	NOTE: Calculations are not part of the design output and should not be passed to the design checker for Cat 2 and 3.		
Other relevant documentation			
e.g. RAMS, hold points, inspection requirements, etc.			
Comments on calculations and drawings:			
Relevant calculations prepared by the checker (Copy attached):			
Action required:			
Temporary Works Design Checker:			
To be signed by the temporary works design checker (or other person authorised to sign):			
Signed:	Name:	Title:	Date:
Design Manager:			
To be signed by the person authorised to sign on behalf of the organisation responsible for the temporary works design check:			
I certify that the staff who have prepared the above-noted design check are competent to carry out their duties and that (so far as I can reasonably ascertain) they have used reasonable professional skill and care.			
Signed:	Name:	Title:	Date:

Form No. 9: EXAMPLE – Record of Inspection

RECORD OF INSPECTION					FORM No. 9	
Contract details:			Sheet No.			
Site address:			Inspection carried out for:			
Inspection of:			e.g. scaffold, excavation, falsework, formwork, etc.			
Ref:	Date and time:	Location and description of item inspected:	Matters observed that may give rise to health and safety risks:	Details of action taken at time of inspection:	Details of any further action considered necessary:	Name, signature and position of Inspector:

Form No. 10: EXAMPLE – Permit

PERMIT			FORM No. 10	
Contract:		Contract No:		
Temporary Works Co-ordinator:	Temporary Works Supervisor:			
<i>As appointed</i>	<i>As appointed</i>			
Temporary works:				
<i>As described in Temporary Works Register (with reference number)</i> <i>Specific location(s) on site: Further clarification may be required, e.g. specific bay or group of bays to be poured or specific floor level etc.</i>				
DOCUMENTS				
Reference Number	Rev.	Item	Other	
<i>Identification number of drawing(s), sketch(es), specification, brochure, data sheet(s), etc. showing the design from which the temporary works will be built</i>	<i>Latest issue</i>		<i>Potential to add reference to RAMS</i>	
PART 1 - PERMISSION TO PROCEED TO NEXT STAGE				
Inspection Stage	Ready for Inspection		Checked By	
	TWS	Date	TWC	Date
<i>As appointed</i>	<i>As appointed</i>		<i>As appointed</i>	
<i>As appointed</i>	<i>As appointed</i>		<i>As appointed</i>	
<i>As appointed</i>	<i>As appointed</i>		<i>As appointed</i>	
PART 2 - PERMIT				
The temporary works listed above may be put into use subject to the following items being completed and signed off:				
Items	Checked by TWS		Date	
<i>Snagging list of any outstanding items requiring attention following initial inspection or by previous agreement with TWS</i>	<i>Signed</i>			
<i>e.g. permit-to-load, permit-to-proceed, put into use, etc.</i>				
If the temporary works scheme is not loaded by the following date then the scheme requires to be re-inspected prior to loading:			Date:	
Signed (TWC):			Date:	
PART 3 - PERMIT				
The above works may be removed subject to the following items being completed and signed off by TWS.				
Items	Checked by TWS		Date	
<i>For falsework striking, minimum concrete cube strength to be determined by structural engineer</i>	<i>Signed</i>			
<i>Designer may specify a particular sequence of removal. Should be included within RAMS.</i>				
Signed (TWC):			Date	

EDITORIAL NOTE: The company should check whether this template needs to reflect any other requirements, e.g. client, etc. (particularly on large projects, where additional signature(s) may be required). Also, who signs off what in accordance with the implementation risk class (see Table 5.2).

Form No. 11: EXAMPLE - Competence assessment: designer and design checker

PROJECT(S):	
To be assessed	Evidence
Temporary Works Designer(s) to be engaged on project:	<i>List organisation(s):</i>
Experience in the design of the type(s) of temporary works required in this project:	<i>List previous clients, projects and types of temporary works:</i>
Company membership of trade bodies and other affiliations:	<i>List:</i>
Skills, knowledge and experience of the individual TWD(s)/ TWDC(s) engaged on the project:	<i>Provide CVs for TWD(s) and TWDC(s):</i>
Professional qualifications of individuals:	<i>Provide copy of certificates (or other evidence):</i>
Study and courses completed by individuals:	<i>Provide copy of certificates (or other evidence of continuing professional development):</i>
Design standards, Codes of practice and guidance to be used:	<i>List the design standards, codes of practice and guidance to be used:</i>
Demonstrate working to temporary works procedures for design/checking (as appropriate):	<i>Provide examples of projects where you have worked to formal temporary works procedures:</i>
Demonstrate the implementation of competence assessment (signed by the design manager, managing director or DI in the TWD/TWDC):	<i>TWD/TWDC to provide evidence of a management system that includes competence assessment:</i>
Company use only:	Comments:
Approved/ Approved with comments/ Rejected <i>(Strike out, as appropriate)</i>	
Approved:	
TWC Signature:	Date:

NOTE: Evidence of the above TWD/TWDC competencies must be submitted to the Project Manager (by the TWC), prior to appointment. Evidence to be retained in the Site File.

Notes:



**Temporary Works
forum**

Chair: Rob Millard, CEng MICE MIDE
Secretary: David Thomas, CEng FICE CFIOSH MInstRE

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