



**Temporary Works
forum**

Promoting best practice in
the construction industry.

TW21.081 (18.6.21)

TWf INFORMATION SHEET No. 13

PAS 91, Construction prequalification questionnaires

- Supplementary questions specific to temporary works

Background

The pre-qualification of contractors – in particular – is often a two-stage process:

- General (Stage 1); and
- Project-specific (Stage 2).

There are many schemes available that undertake Stage 1 audits, e.g. CHAS, Constructionline, Achilles, etc. Many of these schemes are members of an umbrella body, SSIP¹ (Safety Schemes in Procurement). There is an element of ‘mutual recognition’ amongst schemes (aimed at reducing bureaucracy and cost) and the SSIP website (<https://ssip.org.uk/>) says that there are more than 74,000 suppliers registered with an SSIP Member Scheme.

SSIP has published some *core criteria*². It's understood that these are based on PAS91, *Construction prequalification questionnaires*³. More recently, BuildUK (<https://builduk.org/>) has introduced its own *Common Assessment Standard*⁴.

Feedback

It has been suggested within the Temporary Works Forum (www.twforum.org.uk) that these Stage 1 audits provide little or no reliable knowledge about an organisation’s capability to manage temporary works and that - in this respect - a client should not rely on them. In addition, it is felt that scheme assessors sometimes have little or no knowledge of ‘the temporary works process’ (as recommended in BS 5975: 2019⁵).

Supplementary questions specific to temporary works

To supplement PAS 91:2013+A1:2017, several questions specific to temporary works have been prepared (along with suggestions for the evidence required and some notes to assessors).

It is recommended that those procuring others consider using these questions (attached) in addition to those set out in the PAS.

¹ SSIP Forum Membership (<https://ssip.org.uk/wp-content/uploads/2021/03/SSIP-Forum-Members-26.03.2021.pdf>)

² Core criteria for the demonstration of organisational capability assessment (<https://ssip.org.uk/wp-content/uploads/2021/04/Core-Criteria-8.15.pdf>)

³ PAS 91: 2013+ A1: 2017, Construction prequalification questionnaires, <https://shop.bsigroup.com/forms/PASSs/PAS-91> (free subject to providing contact details)

⁴ Common Assessment Standard – Question Set <https://builduk.org/wp-content/uploads/2019/04/Common-Assessment-Standard-Question-Set.pdf>

⁵ BS 5975:2019, Code of practice for temporary works procedures and the permissible stress design of falsework (<https://shop.bsigroup.com/>)

PAS91, Table 4 - Core Question Module C4: Health and safety: policy and capability

PAS91 Question No.	Question	Evidence required	Notes to assessors
C4-Q2	Are you able to show that you have a procedure for the management of temporary works?	Evidence of a periodically reviewed, signed, and dated procedure approved by the main board or a main board director. (Clause 6.1.2.1).	<i>The procedure should be relevant to the anticipated nature and scale of temporary works activity to be undertaken. It should address the recommendations set out in BS 5975: 2019 (in particular, Clause 5.1).</i>
C4-Q3	Are you able to demonstrate how do you learn from – and disseminate information about – temporary works failures, e.g. accidents and near-misses?	Evidence in temporary works of near-miss reporting, incident investigation, the assessment of immediate and root causes, the dissemination of lessons learnt, etc.	<i>Examples include the review of safety information from CROSS, TWf, etc.</i>
C4-Q4	Do you have a ‘designated individual’ (DI) to prepare, maintain and implement your organisation’s procedures for the control of temporary works?	Evidence that an appropriate “senior person” with appropriate authority has been appointed.	<i>See BS 5975: 2019, Clause 6.1.2 (and 5.1.1.11 and 5.1.2(a)). The DI should be either a member of or directly responsible to a member of the organisation’s main supervisory board (or directors and should have both responsibility and authority for establishing and maintaining a procedure to control those aspects of temporary works (and associated risk) for which the organisation has responsibility and can constrain or influence.</i>
C4-Q5			<i>This process should include evidence of training in temporary works (both procedural and technical), as appropriate to the nature and scale of temporary works activity being undertaken.</i>
C4-Q6			<i>This ‘suitable knowledge, experience and skills’ should be relevant to “temporary works” activity, as appropriate.</i>
C4-Q10	How do you check that your suppliers have appropriate arrangements in place for managing temporary works?	Evidence that suppliers have a designated individual and a temporary works procedure.	<i>Where a supplier wishes to manage and control their own temporary works their procedure should first be accepted by the PC’s designated individual (see Clause 5.1.5.2).</i>

PAS91 Question No.	Question	Evidence required	Notes to assessors
C4-Q11			<p><i>RAMS should be relevant to temporary works activity, as appropriate.</i></p> <p><i>Any RAMS should reflect the requirements of any Inspection and Test Plans (ITPs), as appropriate.</i></p>

CDM duty holder related question selection:			
Contractor/ Principal contractor			
C4-Q13			<p><i>Arrangements should cover the temporary works supply chain.</i></p>
C4-Q15			<p><i>Examples of temporary works procedural training are the CITB SSP TWC, TWS or General Awareness Courses.</i></p> <p><i>Procedural and/or technical training may be appropriate.</i></p> <p><i>Procedures should outline when this is the case.</i></p> <p><i>Organisations may evidence that they are a member of the Temporary Works Forum (TWf).</i></p>
C4-Q16 (i)	How do you appoint a 'temporary works coordinator' (TWC) on a project?	Evidence that an appropriate person with appropriate authority has been appointed.	<p><i>See BS 5975: 2019, Clauses 9.3.2 and 9.3.3.</i></p> <p><i>This question assumes that the contractor is a 'managing contractor'.</i></p>
C4-Q16 (ii)	How do you appoint one or more 'temporary works supervisor' (TWS) on a project, as required?	Evidence that one or more appropriate person(s) with appropriate authority have been appointed, as required.	<p><i>See BS 5975: 2019, Clause 9.3.4.</i></p>
C4-Q16 (iii)	What arrangements are in place for preparing a 'temporary works register'?	Evidence that a temporary works register has been prepared at the start of a project and is being used to monitor progress in the preparation of designs, design checking, etc.	<p><i>See BS 5975: 2019, Clause 6.2.</i></p>

PAS91 Question No.	Question	Evidence required	Notes to assessors
C4-Q16 (iv)	What arrangements are in place for preparing a 'design brief' for temporary works?	Evidence that an adequate design brief is prepared for each item of temporary works.	<i>See BS 5975: 2019, Clause 13.2.</i>
C4-Q16 (v)	What arrangements are in place in place to determine the 'implementation risk class'?	Evidence that an implementation risk class has been determined for each item of temporary works.	<i>See BS 5975: 2019, Clause 6.1.3.</i>
C4-Q16 (vi)	What arrangements are in place to determine appropriate 'holds points' and implement 'permits-to-work', as appropriate?	Evidence that hold points are identified, and permits-to-work implemented, as appropriate.	<i>See BS 5975: 2019, Clause 14.1.4.</i>
C4-Q16 (vii)	What arrangements are in place to identify the requirements for inspection, checking and testing, as appropriate?	Evidence that temporary works is inspected, checked, and tested, as appropriate.	<i>See BS 5975: 2019, Clause 14.1</i>
Principal contractor			
C4-Q17	How do you appoint the 'principal contractor's temporary works coordinator' (PC's TWC) on a project?	Evidence that an appropriate person with appropriate authority has been appointed.	<i>See BS 5975: 2019, Clause 11.2.</i>
C4-Q17-1			<i>Demonstrate the arrangements in place for liaising with the principal designer, where there is temporary works design.</i>
C4-Q17-2			<i>Construction phase plans should include the sequencing of temporary works installation, use and removal.</i>
C4-Q17-4			<i>Site inductions should include temporary works (especially on complex and high-risk work).</i>

PAS91 Question No.	Question	Evidence required	Notes to assessors
Designer/ Principal designer			
C4-Q18		Examples to include 'temporary works'.	
C4-Q18-2	What process do you have in place to ensure that any designer(s) have the necessary skills, knowledge and experience in respect of 'temporary works' (as appropriate).	Provide relevant evidence.	<i>There are many types of 'designer': permanent works, temporary works, proprietary, etc.</i>
C4-Q18-2 (i)			<i>This should include 'temporary works'.</i>
C4-Q18-2 (ii)		Your relevant qualifications, e.g. membership of a professional institution such as CIAT; CIBSE; ICE or RIBA.	
C4-Q18-2 (iii)		How you maintain your technical knowledge and understanding of construction design.	<i>Organisations may evidence that they are a member of the Temporary Works Forum (TWf).</i>
C4-Q19 (i)	What arrangements are in place in place to determine the 'design check category' of any temporary works designs?	Evidence that designs are being checked, as appropriate to the design check category.	<i>See BS 5975: 2019, Clause 13.7 (and Table 2).</i>
C4-Q19 (ii)	What arrangements are in place in place to complete 'design and design check certificates' (as required)?	Evidence that designs are being checked, as appropriate (and certificates completed, as required).	<i>See BS 5975: 2019, Clause 13.7.5.</i>

PAS91 Question No.	Question	Evidence required	Notes to assessors
C4-Q19 (iii)	What arrangements are in place to ensure that information about significant residual risks and assumed construction sequence(s), as appropriate?	Evidence that information is prepared and passed on to those who might require it (including the principal designer).	<i>See HSE L153, Para. 89, and BS 5975: 2019, Clause 13.6.2, Note 2.</i>

Principal designer			
C4-Q20-2	What arrangements are in place to collate - and commission (where required) - pre-construction information?	Evidence that pre-construction information relevant to temporary works design is collated.	<i>In some cases it may be necessary to commission relevant surveys, e.g. site investigations, etc.</i>
C4-Q20-4	In respect of 'temporary works' design, what arrangements are in place to plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety?	Evidence that temporary works designer(s) have been identified, as required (and, in particular, those undertaking temporary works design taking place during the construction phase), and that matters relating to temporary works design have been coordinated.	
C4-Q21		The skills, knowledge and experience should include aspects of 'temporary works'.	
C4-Q22			<i>Examples of temporary works procedural training are the CITB SSP TWC, TWS or General Awareness Courses. Procedural and/or technical training may be appropriate. Procedures should outline when this is the case. Organisations may evidence that they are a member of the Temporary Works Forum (TWf).</i>

PAS91 Question No.	Question	Evidence required	Notes to assessors
Clients			
<i>NOTE: These questions are additional to those in PAS91:2013+A1:2017</i>			
C5-1	In making suitable arrangements for managing a project demonstrate:		
C5-2	(a) how the allocation of sufficient time and other resources has been considered.		<i>CDM2015, Reg. 4(1).</i>
C5-3	(b) how information in your possession that may be relevant has been provided.		<i>CDM2015, Regs 4 and 5 (and 153, Para 27).</i>

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