

# How to manage temporary works in construction

## Document Pack

Forms and checklists complying with BS 5975-1:2024



# How to manage temporary works in construction

## Document Pack

### Forms and checklists complying with BS 5975-1:2024

© mytemporary.works

First published July 2024

Revised March 2025, June 2025, March 2026

mytemporary.works is a brand name of 2B Trained Ltd

2B Trained has made every effort to ensure that the information contained within this publication is accurate. Its contents should be used as guidance only and not as a replacement for current regulations, existing standards or as a substitute for legal advice and is presented without warranty, either express or implied, as to its accuracy. In no event will 2B Trained be liable for any damages arising from reliance upon its content. In addition, computer viruses can be spread by visit websites, and other external content provided in this publication and whilst the author has made every effort to check the legitimacy of links to external content, the reader or user of this publication should take every precaution to protect against computer viruses. The author accepts no liability for viruses transmitted.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, photocopying or otherwise, without permission in writing from 2B Trained save it may be read and saved by the original recipient, for whose private use it was originally intended.

About this pack	5
FRM-T01-01 Temporary Works Implementation Plan	7
FRM-T01-02 Temporary Works Register	8
FRM-T01-03 Temporary Works Design Brief	9
FRM-T01-04 Temporary Works Design Certificate	10
FRM-T01-05 Temporary Works Inspection Report	11
FRM-T01-06 Temporary Works Permit	12
FRM-T01-07 Temporary Works Appointment Letter	13
FRM-T01-08 Temporary Works Inspection Test Plan	14
FRM-T01-09 Temporary Works Design Change Request	15



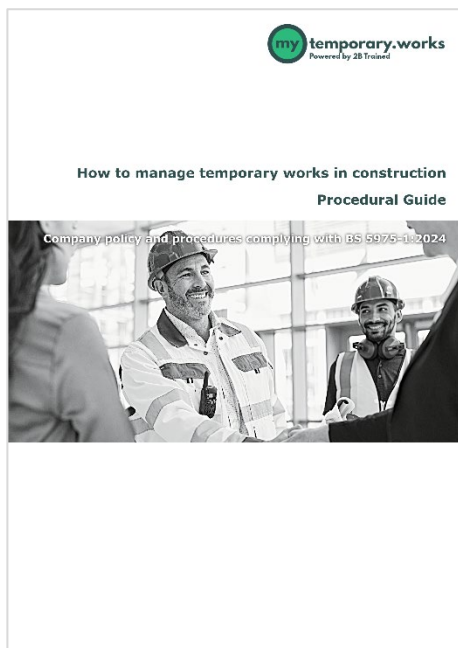
The Document Pack provides access to a range of editable template temporary works forms and checklists. It explains their purpose and who has responsibility to complete them. All template temporary works forms and checklists comply with BS 5975-1:2024 Management procedures for the control of temporary works – Code of Practice.

The Document Pack can be used with *How to manage temporary works in construction* Procedural Guide and Management Guide that bring together a wide range of legislation and industry guidance related to designing and building temporary works in construction.

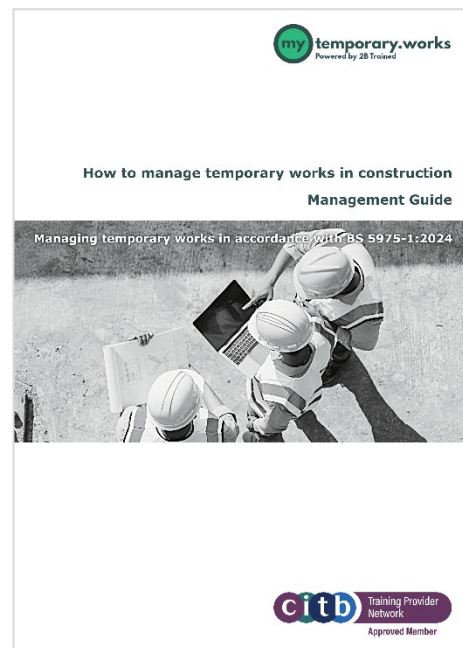
*How to manage temporary works in construction* Procedural Guide and Management Guide can be used by all involved in managing, or influencing, temporary works in the pre-construction, construction and post-construction phases of a construction project, and can assist anyone involved in developing quality management systems for both the design and build of temporary works as recommended in BS 5975-1:2024.

## Related publications

The following publications will be used during your training course. All reference documents will be provided by your training provider and tutor.



How to manage temporary works in construction  
Procedural Guide



How to manage temporary works in construction  
Management Guide



## Temporary works implementation plan

my temporary.works Temporary Works Implementation Plan					
Plan number:		Plan date:		Temporary works register item number:	
Project number:		Project name:			
Details of temporary works required:					
Proposed design check category:		Implementation Risk Classification:		Date temporary works is required:	
Managing Contractor name:			Contact name:		
Contact email:			Contact phone number:		
Temporary works coordinator name:			Company name:		
Phone number:			Email:		
Temporary works supervisor name:			Company name:		
Phone number:			Email:		
Temporary works designer name:			Company name:		
Phone number:			Email:		

© 2B Trained Ltd | FRM-T01-01 | Temporary Works Implementation Plan | Document Version: 1.03

**1**

### Purpose

BS 5975-1:2024 clause 13.1.2 states that a plan covering the erection and assembly, use and dismantling including who is responsible for design supply and build should be in place.

In addition, BS 5975-1:2024 clause 8.5.1.4, states that at the start of the project, temporary works protocols should be established which defines the degree of control each party has.

### Who's responsible?

BS 5975-1:2024 clause 13.1.2 states that the PC's TWC, or Managing Contractors TWC, should verify that the temporary works implementation plan is in place.



## Temporary works design brief

my temporary.works		Temporary Works Design Brief	
Design brief number:		Design brief date:	
Project number:		Project name:	
Contractor name:		Contact name:	
Contact email:		Contact phone number:	
Name of person preparing the form:		Company name:	
Phone number:		Email:	
Temporary works designer name:		Company name:	
Phone number:		Email:	
Details of temporary works required:			
Design standard required:			
Proposed design check category:		Implementation Risk Classification:	
		Date temporary works design is required:	

© 2B Trained Ltd | FRM-T01-03 | Temporary Works Design Brief | Document Version: 1.04

1

### Purpose

BS 5975-1:2024 clause 12.2.1 summarises the purpose of the design brief. It is considered the first stage in the design risk assessment process, i.e., identifying site hazards, design considerations and reflecting actual site conditions.

### Who's responsible?

BS 5975-1:2024 clause 4.1.2 states that, except for very low risk temporary works, a design brief should be prepared by the site team and issued to the TWD by the TWC.

BS 5975-1:2024 clause 10.2.3(d)(e)(f) states that, the PC's TWC is responsible for confirming that a design brief is prepared, any other works that could be affected, and any constraints identified by the PWD are included.

## Temporary works design certificate

my temporary.works		Temporary Works Design Certificate	
Design certificate number:		Design certificate date:	
Register number:			
Project number:		Project name:	
Contractor name:		Contact name:	
Contact email:		Contact phone number:	
Details of temporary works proposed:			
Design check category:		Implementation Risk Classification:	
Date temporary works to be installed:			
Temporary works designer name:		Company name:	
Phone number:		Email:	
Temporary works design checker name:		Company name:	
Phone number:		Email:	

© 2B Trained Ltd | FRM-T01-04 | Temporary Works Design Certificate | Document Version: 1.03

1

### Purpose

On completion of the design and design check, [BS 5975-1:2024 clause 12.7.5](#) states that a design certificate and design check certificate should be issued for Category 1, 2 and 3.

### Who's responsible?

A temporary works design certificate should be issued by the TWDC to the relevant TWC once they are satisfied the design meets the requirements of the design brief, and any queries if any have been resolved.

## Temporary works inspection report

my temporary.works		Temporary Works Inspection Report	
Inspection number:		Inspection date:	
Register number:			
Project number:		Project name:	
Details of temporary works being inspected:			
Contractor name:		Contact name:	
Contact email:		Contact phone number:	
Supplier name:		Contact name:	
Contact email:		Contact phone number:	
REASON FOR INSPECTION:			
Before supply		On delivery	
Before use		During use	
		Before install	
		Before removal	
		During install	
		Before off hire	
Observation	Action taken and/or required		Action rectified
1.			
2.			

© 2B Trained Ltd | FRM-T01-05 | Temporary Works Inspection Report | Document Version: 1.03

### Purpose

As defined in [L22 Safe use of work equipment](#), the purpose of an inspection is to identify whether the equipment can be operated or used, adjusted and maintained safely and that any deterioration is detected and remedied before it results in unacceptable risks, i.e., collapse.

### Who's responsible?

[BS 5975-1:2024 clause 11.3\(e\)\(h\)](#) identifies the temporary works supervisor (TWS) should carry out checks at appropriate stages and the final check.

For complex or innovative designs, [BS 5975-1:2024 clause 13.1.8](#) states inspections could involve the temporary works designer (TWD).

## Temporary works permit

temporary.works
Temporary Works Permit

Permit number:		Permit date:		Register number:	
----------------	--	--------------	--	------------------	--

Project number:		Project name:	
-----------------	--	---------------	--

Details of temporary works:

Contractor name:		Contact name:	
Contact email:		Contact phone number:	

PART 1 – PERMIT TO BRING TEMPORARY WORKS INTO USE

Check to be completed	Complete?	Give details
1. Have all quality control checks identified in the inspection and test plan (ITP) for the build stage been completed AND does the person carrying out the quality control checks have the necessary competency?		
2. Has the temporary works been inspected on completion AND does the person carrying out the inspection have the necessary competency?		
3. Have any non-conformances identified in the completion inspection been rectified?		
4. Has suitable and sufficient information been provided by the temporary works designer to enable the build AND has the temporary works been built in accordance with the certified design?		

© 2B Trained Ltd | FRM-T01-06 | Temporary Works Permit | Document Version: 1.04
1

### Purpose

BS 5975-1:2024 clause 13.2.1.1 states that a permit is a means of exercising control over bringing temporary works into use, giving permission to load or proceed to the next stage in the implementation sequence.

### Who's responsible?

BS 5975-1:2024 clause 13.2.1.2 and 13.2.1.3 states that a permit to bring into use or permit to proceed beyond a [hold point](#) should be issued to the site team by the PC's TWC, authorised TWC or TWS, prior to allowing use of the temporary works.

BS 5975-1:2024 clause 11.2.3 states that the TWS should only issue the temporary works permit if they have been authorised, usually by the PC's TWC, or relevant TWC, AND where the implementation risk class is very low or low.

## Temporary works appointment letter

my temporary.works		Temporary Works Appointment Letter	
From name:		Role:	
To name:		To be appointed as:	
For project:		Qualification Expiry date:	
Details of temporary works to have responsibility:			
PART 1 – COMPETENCY ASSESSMENT (Refer to BS 5975-1 Clause: 4.2)			
Criteria	Give details		
1. Demonstrate up-to-date understanding of BS 5975 management procedures for the control of temporary works and relevant CPD			
2. Demonstrate up-to-date awareness of company temporary works procedures and relevant CPD			
3. Demonstrate up-to-date understanding of temporary works risk management and relevant CPD			
4. Demonstrate up-to-date technical knowledge relevant to the role and in relation to the complexity of the project(s) or work(s) to be appointed			
5. Demonstrate up-to-date practical knowledge in relation to the complexity of the project(s) or works(s) to be appointed			
6. Construction site management or supervision qualifications and relevant CPD certified copies provided, reviewed and approved			
7. Temporary works qualifications and relevant CPD certified copies provided, reviewed and approved			
8. If applicable for the role, construction site safety qualifications and relevant CPD certified copies provided, reviewed and approved			
9. If applicable for the role, design and/or engineering qualifications and relevant CPD certified copies provided, reviewed and approved			
© 2B Trained Ltd   FRM-T01-07   Temporary Works Appointment Letter   Document Version: 1.04			

### Purpose

To enable a person to carry out a competency and capability assessment of someone to act in a temporary works role.

### Who's responsible?

[BS 5975-1:2024 clause 8.3.2.1](#) and [8.3.3.1](#) states that the PC's TWC and TWC should be appointed by the DI from the organisation that employs them.

[BS 5975-1:2024 clause 4.1.2\(o\)](#) states that the DI may delegate the appointment of the TWS to a contracts or project manager of the TWC for the project, however [BS 5975-1:2024 clause 8.3.4.4](#) states that the DI should be satisfied the TWS can act in the role.

## Temporary works inspection and test plan

my temporary.works												Temporary Works Inspection & Test Plan													
Project number		Project manager name		Contract reference name		Site manager name		Site agent name								Document start date									
Project name		PCS/TWC name		Contractor's TWC name		Plan number										Date of completion (Date)									
Serial	Description of temporary works	Expected installation completion date	Expected installation removal date	Risk class (Table 1)	Design check category (Table 2)	Contract approved	TWC approved	TWB approved	TWS approved	Description of activity requiring test	Technical standards reference	Test frequency	Testing capacity name	Testing equipment required	Test load to be achieved	Test certificate reference to be used	Test date	Testing equipment make and model used	Testing equipment distribution date	TEST RESULTS			Monitoring Requirements		
																				Test load achieved	Test completion date	Test outcome	Interval to be used from date	Checks frequency	Person required to carry out checks
ET1																									
ET2																									
ET3																									
ET4																									
ET5																									
ET6																									
ET7																									
ET8																									
ET9																									
ET10																									
ET11																									
ET12																									
ET13																									
ET14																									
ET15																									
ET16																									
ET17																									
ET18																									
ET19																									
ET20																									
ET21																									

### Purpose

BS 5975-1:2024 clause 3.1.20 provides a definition of the [inspection and test plan](#). In summary it is required to verify that the temporary works conforms to the design output and has been constructed in accordance with the certified design.

### Who's responsible?

BS 5975-1:2024 does not state who is ultimately responsible, or has the duty, to prepare or maintain the [inspection and test plan](#), BS 5975-1:2024 clause 7.1.5(b) does state that the design output should define [hold points](#) required and the criteria that will need to be achieved to allow construction to proceed. This may also require input from the project team, managing contractor, PC's TWC, TWC and TWDC.

## Temporary works design change request

my temporary.works Temporary Works Design Change Request			
Change Request number:		Change Request date:	Register number:
Project number:		Project name:	
Contractor name:		Contact name:	
Contact email:		Contact phone number:	
Name of person preparing the form:		Company name:	
Phone number:		Email:	
Temporary works designer name:		Company name:	
Phone number:		Email:	
Details of proposed changes required:			
Original Design Brief Number:		Original Drawing Reference Number:	
Current Design Check Category:		Current Risk Classification:	

© 2B Trained Ltd | FRM-T01-09 | Temporary Works Design Change Request | Document Version: 1.02

1

### Purpose

BS 5975-1:2024 clause 12.9.1 states that changes should be recorded in writing with reference to the original design brief and issued to the designer.

### Who's responsible?

BS 5975-1:2024 clause 12.9.2 states that any proposed alterations, upgrades or additions to temporary works structures in use, or being installed on site, proposed by the site team should be referred to the relevant TWC who should refer to the relevant TWD.

