

## **Temporary works training course**

### **Keynotes**

#### **Keynotes for temporary works training course trainees**



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### **Keynotes for temporary works training course trainees**

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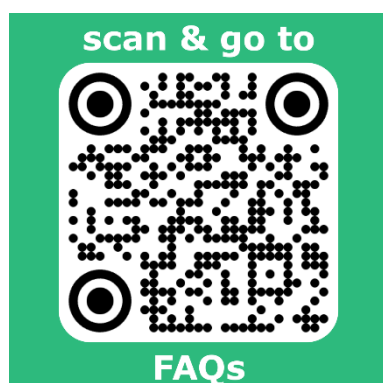
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Please complete your details below. This can be used for future reference if you need to contact your training provider, or the awarding organisation, in the future.

In addition, please let your training provider and tutor know if you have any learning needs, or difficulty, such as dyslexia, dyspraxia, dyscalculia, and ADHD, or any other requirements during your training course.

|                                                                                                                                                                                                                                |             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| What is your company name?                                                                                                                                                                                                     |             |
| What is your job role?                                                                                                                                                                                                         |             |
| What course are you attending?                                                                                                                                                                                                 |             |
| What is the course start date?                                                                                                                                                                                                 |             |
| What is the course number?                                                                                                                                                                                                     |             |
| Where is the training location?                                                                                                                                                                                                |             |
| Who booked the course for you?                                                                                                                                                                                                 |             |
| What are your bookers contact details?                                                                                                                                                                                         | Email: Tel: |
| Who is the training provider?                                                                                                                                                                                                  |             |
| What are the training providers contact details?                                                                                                                                                                               | Email: Tel: |
| What is the tutor's name?                                                                                                                                                                                                      |             |
| What are the tutor contact details?                                                                                                                                                                                            | Email: Tel: |
| What are <b>your objectives</b> for attending this training course?<br><br>At the end of the course, you will be asked whether your objectives were met. If not, you can leave feedback with your training provider and tutor. |             |



This workbook provides study material for those attending temporary works training courses either in-house or CITB accredited. It includes a range of tutor-guided questions, exercises and case studies to assist in your learning.

It follows CITB's scheme of works, and the training course syllabus covering all learning outcomes for temporary works coordinator training course (TWCTC) and refresher (TWCTCR) and temporary works supervisor training course (TWSTC). It covers all CITB's mandatory and optional exercises for all temporary works training courses. To be eligible for the final exam you must complete all mandatory exercises and complete all questions.

Your tutor will present questions to you during your course. You may complete these questions during your course, at the end of each module, or as instructed by your tutor. You may also use this guide completing all questions to assist with pre-course, or exam, preparation.





You should complete the questions listed in the table below related to the temporary works training course you are attending by answering the questions marked as 'Yes'. The questions are keynotes to achieve learning outcomes for your course. Click [here](#) to check your answers.

| Question | TWCTC | TWCTCR | TWSTC | Topic                       |
|----------|-------|--------|-------|-----------------------------|
| 1        |       |        | Yes   | Introducing temporary works |
| 2        |       |        | Yes   |                             |
| 3        | Yes   |        | Yes   |                             |
| 4        |       |        | Yes   |                             |
| 5        | Yes   | Yes    | Yes   |                             |
| 6        |       |        | Yes   |                             |
| 7        | Yes   | Yes    |       |                             |
| 8        | Yes   | Yes    | Yes   |                             |
| 9        |       |        | Yes   | Law and guidance            |
| 10       |       |        | Yes   |                             |
| 11       | Yes   | Yes    | Yes   |                             |
| 12       |       |        |       |                             |
| 13       | Yes   | Yes    |       |                             |
| 14       | Yes   |        | Yes   |                             |
| 15       | Yes   | Yes    | Yes   |                             |
| 16       | Yes   |        |       | Organising temporary works  |
| 17       | Yes   | Yes    | Yes   |                             |
| 18       | Yes   | Yes    |       |                             |
| 19       | Yes   | Yes    |       |                             |
| 20       |       |        | Yes   |                             |
| 21       | Yes   | Yes    | Yes   |                             |
| 22       | Yes   | Yes    |       |                             |
| 23       |       |        | Yes   |                             |
| 24       | Yes   | Yes    |       | Planning temporary works    |
| 25       | Yes   | Yes    | Yes   |                             |
| 26       |       |        |       |                             |
| 27       | Yes   |        |       |                             |
| 28       |       |        | Yes   |                             |

## Keynote Guide

| Question | TWCTC | TWCTCR | TWSTC | Topic                        |
|----------|-------|--------|-------|------------------------------|
| 29       | Yes   | Yes    |       | Designing temporary works    |
| 30       | Yes   | Yes    |       |                              |
| 31       |       |        | Yes   |                              |
| 32       | Yes   | Yes    |       |                              |
| 33       | Yes   | Yes    | Yes   |                              |
| 34       | Yes   | Yes    | Yes   |                              |
| 35       |       | Yes    |       |                              |
| 36       | Yes   |        |       |                              |
| 37       | Yes   | Yes    |       | Implementing temporary works |
| 38       |       |        |       |                              |
| 39       |       |        | Yes   |                              |
| 40       | Yes   | Yes    |       |                              |
| 41       |       |        | Yes   |                              |
| 42       | Yes   | Yes    |       |                              |
| 43       | Yes   | Yes    | Yes   |                              |
| 44       |       |        | Yes   |                              |
| 45       | Yes   | Yes    | Yes   |                              |

## Introducing temporary works

1. How can temporary works be **described**? [S\*]

2. How can permanent works be **described**? [S\*]

3. **Identify** three (3) different types of temporary works and **outline** their purpose. [CS\*]

| Type, i.e., examples that you use | Purpose, i.e., what does it enable or provide? | Does it rely on permanent works for stability? |
|-----------------------------------|------------------------------------------------|------------------------------------------------|
| 1.                                |                                                | If 'Yes', how?                                 |
| 2.                                |                                                | If 'Yes', how?                                 |
| 3.                                |                                                | If 'Yes', how?                                 |

4. How can standard solutions be **described**? [S\*]

5. **Identify** the **3 P's** and provide three (3) examples for each. [CS\*]

| P_____ | P_____ | P_____ |
|--------|--------|--------|
| 1.     | 1.     | 1.     |
| 2.     | 2.     | 2.     |
| 3.     | 3.     | 3.     |

6. **Explain** the importance of communication by **listing** three (3) examples of poor communication and how it can be controlled. [S\*]

| What is an example of poor communication? | How can this be controlled? |
|-------------------------------------------|-----------------------------|
| 1.                                        |                             |
| 2.                                        |                             |
| 3.                                        |                             |

7. **Identify** what the Bragg Report determined were the two (2) overall causes of historical falsework failures. [C\*]

|  |
|--|
|  |
|--|

8. The Bragg Report made 27 principal recommendations. **Outline** one (1) **technical recommendation** and one (1) **procedural recommendation**. [CS\*]

| Recommendation Number | What was the recommendation? |
|-----------------------|------------------------------|
|                       |                              |
|                       |                              |

## Law and guidance

9. **Describe** the purpose of BS 5975-1 by filling in the missing words and **identify** who has duties. [S\*]

a. Clause 1...gives recommendations...for procedures to ensure that temporary works are conceived, designed, specified, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ in a safe and controlled manner.

b. **Identify** who has specific duties in BS 5975-1.

- |           |           |
|-----------|-----------|
| (1) _____ | (4) _____ |
| (2) _____ | (5) _____ |
| (3) _____ | (6) _____ |

10. **Outline** the key requirements of the following regulations. Fill in the missing words. [S\*]

| Regulation                                              | Key requirements                                                                                                                   |                     |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Construction (Design and Management) Regulations (CDM)  | Require all <u>construction work</u> to be suitably _____, _____ and _____, i.e., _____, to secure construction health and safety. |                     |
| Provision and Use of Work Equipment Regulations (PUWER) | Regulation 4 _____                                                                                                                 | Regulation 6 _____  |
|                                                         | Regulation 5 _____                                                                                                                 | Regulation 20 _____ |

11. **Explain** the purpose of the following HSE publications. [CS\*]

| Document type                    | What is the purpose of these documents? |
|----------------------------------|-----------------------------------------|
| Approved Code of Practice (ACoP) |                                         |
| Health and Safety Guidance (HSG) |                                         |

12. With reference to L153 Managing health and safety in construction page 7, **describe** the key elements of Construction (Design and Management) Regulations 2015.

- managing the \_\_\_\_\_ by applying the \_\_\_\_\_;
- appointing the right \_\_\_\_\_ and \_\_\_\_\_ at the right time
- making sure everyone has the \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ they need;

13. **Outline** the requirements of regulation 8(4) from the Construction (Design and Management) Regulations 2015 by filling in the missing words below. [C\*]

Regulation 8(4) requires that, a person with a duty or function under these regulations must \_\_\_\_\_ with \_\_\_\_\_ working on in in relation to a project.

14. **Identify** the three (3) main duty holders' responsibilities as defined by the Construction (Design and Management) Regulations 2015. Tick (✓) all those that apply. [CS\*]

| Who is responsible?                                                            | Client | Principal Designer (PD) | Principal Contractor or (PC) | All duty holders |
|--------------------------------------------------------------------------------|--------|-------------------------|------------------------------|------------------|
| a. Who is responsible for cooperating with other duty holders? [C*]            |        |                         |                              |                  |
| b. Who is responsible for following the general principles of prevention? [C*] |        |                         |                              |                  |

| Who is responsible?                                                                       | Client | Principal Designer (PD) | Principal Contractor or (PC) | All duty holders |
|-------------------------------------------------------------------------------------------|--------|-------------------------|------------------------------|------------------|
| c. Who is responsible for providing pre-construction information?                         |        |                         |                              |                  |
| d. Who is responsible for producing the construction phase plan?                          |        |                         |                              |                  |
| e. Who is responsible for the health and safety file? [C*]                                |        |                         |                              |                  |
| f. When there is more than one contractor, who is responsible for appointing the PC? [S*] |        |                         |                              |                  |
| g. Who is responsible for the pre-construction phase? [S*]                                |        |                         |                              |                  |
| h. Who is responsible for the construction phase?                                         |        |                         |                              |                  |
| i. Who is responsible for all construction work?                                          |        |                         |                              |                  |
| j. Who is responsible for leading and setting standards for construction site works? [C*] |        |                         |                              |                  |

15. By applying the general principles of prevention, from the list below, **outline** how risk can be controlled. [CS\*]

a. What is the best way to control collapse or failure? Give an example.

b. If risk cannot be eliminated what action should be taken? How can this be achieved?

c. What should be prioritised over personal protective equipment? Give an example.

## Organising temporary works

16. **Identify** the three (3) main duty holders as defined by the Construction (Design and Management) Regulations 2015 and **outline** their general responsibilities as defined by BS 5975-1. [C\*]

| Who is responsible?                                                                                                          | Client | Principal Designer (PD) | Principal Contractor or (PC) | All duty holders |
|------------------------------------------------------------------------------------------------------------------------------|--------|-------------------------|------------------------------|------------------|
| a. Who is responsible for assisting the PC in controlling temporary works?                                                   |        |                         |                              |                  |
| b. Who is responsible for ensuring temporary works do not affect permanent works?                                            |        |                         |                              |                  |
| c. Who is responsible for ensuring that temporary works that remain in-situ have been identified the health and safety file? |        |                         |                              |                  |
| d. Who has ultimate responsibility in the safe execution of all temporary works on site?                                     |        |                         |                              |                  |
| e. Who is responsible for ensuring temporary works have been identified in the construction phase plan?                      |        |                         |                              |                  |

17. **Identify** the role and responsibilities of the designated individual (DI). [CS\*]

### Responsibilities

- a. Clause 8.2.1 The DI should establish and maintain a procedure and, in addition, verify:
- i. the \_\_\_\_\_ of individuals to be appointed as TWC, TWS, etc
  - ii. the TWC, TWS, etc, understands \_\_\_\_\_ and their \_\_\_\_\_.
- b. Clause 8.2.3 The DI should verify that there is a \_\_\_\_\_ for the \_\_\_\_\_ of temporary works. [C\*]
- c. Clause 8.2.6 The \_\_\_\_\_ should confirm subcontractors' temporary works procedures. [S\*]



18. **Identify** the role and responsibilities of the PC's TWC. [C\*]

## Responsibilities

- a. Clause 10.2.2.1 The PC's TWC should have \_\_\_\_\_ for the coordination of \_\_\_\_\_ across the site.
- b. Clause 10.2.2.5 Responsible to the \_\_\_\_\_ for verifying the temporary works design is \_\_\_\_\_ in accordance with the relevant \_\_\_\_\_ drawings and the specification.

19. **Identify** the role and responsibilities of the subcontractors TWC. [C\*]

## Responsibilities

- a. Clause 10.3.1.1 The subcontractors TWC should be appointed to assist the \_\_\_\_\_.
- b. Clause 10.3.2.2 The TWC should be responsible for implementing on site the \_\_\_\_\_.

20. **Identify** the role and responsibilities of the TWS. [S\*]

## Responsibilities

Clause 11.2.1 The TWS should assist the \_\_\_\_\_ or \_\_\_\_\_ as appropriate in the \_\_\_\_\_ and \_\_\_\_\_ of temporary works, i.e., \_\_\_\_\_.

21. **Outline** what the requirements of regulation 8(1) from the Construction (Design and Management) Regulations 2015 state about those responsible for appointing others. [CS\*]

Regulation 8(1) requires that, a \_\_\_\_\_ or \_\_\_\_\_ appointed to work on a project must have the \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ and, if they are an organisation, the \_\_\_\_\_.

22. **Outline** three (3) requirements, as stated in BS 5975-1 clause 4.2.1, about all those managing temporary works. [C\*]

| Clause 4.2.1 | Requirement | How can this be achieved? |
|--------------|-------------|---------------------------|
| a.           |             |                           |
| b.           |             |                           |
| c.           |             |                           |

23. **Identify** duties for each of those listed below as defined by BS 5975-1. Tick (✓) all those that apply. [S\*]

| Who is responsible?                                                                                                          | PC TWC<br>Clause 10.2 | TWC<br>Clause 10.3 | TWS<br>Clause 11.3 |
|------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------|--------------------|
| a. <u>Confirm</u> that a Temporary Works Register is established and maintained                                              |                       |                    |                    |
| b. <u>Confirm</u> that a Design Brief is prepared                                                                            |                       |                    |                    |
| c. <u>Verify</u> the PC's DI has given their approval                                                                        |                       |                    |                    |
| d. <u>Verify</u> that those responsible for on-site supervision receive all the details of the design and any residual risks |                       |                    |                    |
| e. <u>Supervise</u> the erection, use and dismantling of temporary works                                                     |                       |                    |                    |
| f. Draw to attention to the TWC for any changes or modifications to the temporary works scheme [S*]                          |                       |                    |                    |
| g. Carry out, or <u>supervise</u> , the final check prior to use of the temporary works                                      |                       |                    |                    |

## Planning temporary works

24. In reference to BS 5975-1 clause 4.1, **outline** the main aim of organisations having a temporary works procedure. [C\*]

a. Clause 4.1.1.5 ...to \_\_\_\_\_ the chance of \_\_\_\_\_ being made, and to \_\_\_\_\_ the chance of \_\_\_\_\_ being discovered...an effective system of \_\_\_\_\_, both for the \_\_\_\_\_ and its \_\_\_\_\_, should also be implemented.

b. Clause 5.1.1.11 To understand, \_\_\_\_\_ or mitigate the \_\_\_\_\_, organisations involved in temporary works should prepare and record \_\_\_\_\_.

25. In reference to BS 5975-1, **identify** principal contractors and contractors' responsibilities. [CS\*]

a. Clause 8.5.1.4 At the start of the project, a \_\_\_\_\_ should be established to define the appropriate degree of \_\_\_\_\_, by each party, to demonstrate \_\_\_\_\_ of the temporary works. [C\*]

b. Clause 13.1.2 The \_\_\_\_\_ or \_\_\_\_\_ should verify that a temporary works implementation plan is in place. [S\*]

c. Clause 8.1.2 The \_\_\_\_\_ should manage the interfaces.

d. Clause 8.1.3 Details of the interfaces should be included in the \_\_\_\_\_. [C\*]

26. In reference to BS 5975-1 clause 13.1, **identify** two (2) key documents that form part of the temporary works implementation plan.

| Document Name | What stage is it drafted and/or completed? |
|---------------|--------------------------------------------|
| a.            |                                            |
| b.            |                                            |

27. In reference to BS 5975-1 clause 5.2, **explain** the purpose of the temporary works register (TWR) and **list** two (2) items that should be included. [C\*]

Purpose:

a.

b.

28. **Identify** who is responsible for the temporary works register TWR. [S\*]

a. Clause 5.2.1 The \_\_\_\_\_ should arrange for a temporary works register to be prepared and maintained throughout the project.

b. Clause 5.2.2 Where a contractor has been appointed to manage their own temporary works, the \_\_\_\_\_ should prepare and maintain a \_\_\_\_\_ temporary works register.

## Designing temporary works

29. **Explain** the purpose of the design brief and **list** two (2) design considerations that should be included. [C\*]

Clause 12.2.1 A design brief should be prepared to serve as the basis for subsequent decisions, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.

a.

b.

30. **Identify** who is responsible for verifying the design brief is prepared. [C\*]

Clause 12.2.3 The \_\_\_\_\_ should verify that \_\_\_\_\_ and \_\_\_\_\_ information is collated before \_\_\_\_\_ can commence or a \_\_\_\_\_ for the construction of the temporary works can be drawn up.

31. **Outline** what should be included in design outputs. [S\*]

- a. Clause 12.6.1 Sufficient and comprehensive information should be provided by the \_\_\_\_\_ to allow the temporary works to be \_\_\_\_\_ and \_\_\_\_\_ correctly.
- b. Clause 13.1.5 ... \_\_\_\_\_ should be addressed in [contractors' task-specific risk assessment and] \_\_\_\_\_.

32. **Outline** suppliers' responsibilities. [C\*]

Clause 9.5.3 The supplier should provide the following and specify any specific \_\_\_\_\_, \_\_\_\_\_ or \_\_\_\_\_ regimes:

- a. Detailed \_\_\_\_\_ in an appropriate format, explaining how items are to \_\_\_\_\_;
- b. Information on \_\_\_\_\_ and \_\_\_\_\_ of temporary works equipment on site;
- c. Identification of \_\_\_\_\_ requiring inspection, such as items prone to \_\_\_\_\_ over a period of time.

33. **Define** the purpose of the Inspection and Test Plan (ITP) and **identify** who is responsible. [CS\*]

- a. Clause 3.1.20 A document that \_\_\_\_\_ to be used to produce an item of work. [C\*]
- b. Clause 10.2.3 (n) The \_\_\_\_\_ is responsible for confirming that an ITP is prepared ... to verify that the \_\_\_\_\_ have been \_\_\_\_\_ in accordance with the \_\_\_\_\_. [S\*]

34. **Explain** the purpose of the design checking process and what should be provided to the TWD. [CS\*]

Clause 12.7.1 ...the proposed temporary works design should be checked for \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to the requirements of the \_\_\_\_\_.

35. Go to BS 5975-1 clause 5.1.3 and **identify** who is responsible for confirming the design check category. [R]

- a. Clause 5.1.3.3 The \_\_\_\_\_ should confirm the...design check category...where there is an \_\_\_\_\_. Where there is \_\_\_\_\_ the \_\_\_\_\_ of the \_\_\_\_\_ carrying out the \_\_\_\_\_ should be responsible for this.
- b. Clause 5.1.3.4 The... design check category should be determined in consultation with the \_\_\_\_\_ team.

36. By referring to BS 5975-1 table 2, **identify** who should carry out design checking? [C\*]

| Category | Description   | Who can carry put the check? |
|----------|---------------|------------------------------|
| 0        | S_____        |                              |
| 1        | S_____        |                              |
| 2        | M_____ C_____ |                              |
| 3        | C_____        |                              |

## Implementing temporary works

37. **Identify** 'Execution Risks' for the **construction, use** and **removal** of temporary works, and **outline** two (2) controls for each. [C\*]

| Execution Risk | What is the hazard?                                                                           | How can this be controlled? |
|----------------|-----------------------------------------------------------------------------------------------|-----------------------------|
| W_____         | Poor workmanship by operatives                                                                |                             |
| M_____         | Poor quality materials, or unserviceable equipment, or components incorporated into the build |                             |

37. **Identify** 'Execution Risks' for the **construction, use** and **removal** of temporary works, and **outline** two (2) controls for each. [C\*]

| Execution Risk      | What is the hazard?                                                    | How can this be controlled? |
|---------------------|------------------------------------------------------------------------|-----------------------------|
| E_____              | Inexperienced workforce,<br>unfamiliar with equipment,<br>or processes |                             |
| M_____<br>of U_____ | Equipment overloaded, or<br>misused during use                         |                             |

38. Go to BS 5975-1 clause 5.1.3 and **identify** who is responsible for confirming the implementation risk classification. [R]

- a. Clause 5.1.3.3 The \_\_\_\_\_ should confirm the...implementation risk class...where there is an \_\_\_\_\_. Where there is \_\_\_\_\_ the \_\_\_\_\_ of the \_\_\_\_\_ carrying out the \_\_\_\_\_ should be responsible for this.
- b. Clause 5.1.3.4 The...implementation risk class should be determined in consultation with the \_\_\_\_\_ team.

39. Go to BS 5975-1 table 1 and in the table below **identify** the requirements of the 'Implementation Risk Classification' levels. [R, S\*]

| Implementation Risk Class | Who can issue the permit? |
|---------------------------|---------------------------|
| Very Low                  |                           |
| L_____                    |                           |
| M_____                    |                           |
| H_____                    |                           |

40. Go to BS 5975-1 clause 5.1.3.2 and table 1 and **identify** what influences the 'Implementation Risk Classification' levels. [C\*]

Clause 5.1.3.2 Each organization should determine the level of control for each risk class of temporary works, depending on their \_\_\_\_\_ and \_\_\_\_\_, and the \_\_\_\_\_ of the particular temporary works and the \_\_\_\_\_ of its failure.

41. Go to BS 5975-1 clause 11.2 and **explain** what criteria the DI or the PC's TWC should confirm before authorising a TWS to issue a permit. [S\*]

- a. an individual TWS is \_\_\_\_\_ and has been given the appropriate \_\_\_\_\_ AND
- b. the risk classification identified is \_\_\_\_\_ or \_\_\_\_\_.

42. **Define** the term 'hold point' and **give** an example. [C\*]

43. Go to BS 5975-1 clause 13.2 and **explain** what should be confirmed, and **identify** who should verify, if issuing a permit to release a hold point, load or bring in to use. [CS\*]

- a. Clause 13.2.1.2 The \_\_\_\_\_, an \_\_\_\_\_ or an \_\_\_\_\_ should verify that a permit to load is issued to the site team prior to bringing the TW into use.
- b. Clause 13.2.1.3 The permit to load (or proceed), issued prior to release of the hold point, should confirm that:
- (i) The temporary works have been \_\_\_\_\_ in accordance with a \_\_\_\_\_ design.
- (ii) Any modifications to the temporary works have been approved by the \_\_\_\_\_.
- (iii) The \_\_\_\_\_, \_\_\_\_\_ and environmental conditions are envisaged by the \_\_\_\_\_.



44. Go to BS 5975-1 clause 12.9 and **explain** the procedure if changes in temporary works design are required. [S\*]

- a. Clause 12.9.2 Any alterations...proposed by the \_\_\_\_\_ should be referred to the \_\_\_\_\_ or \_\_\_\_\_, who should contact the TWD to change the design.
- b. Clause 12.9.1 If there is no significant change to the design, \_\_\_\_\_ should confirm the acceptability of the proposals to the appropriate \_\_\_\_\_.
- c. Clause 12.9.3 Where the designer considers that the alteration is \_\_\_\_\_, the alteration should be referred to the \_\_\_\_\_.

45. Go to BS 5975-1 clause 13.3 and **explain** the procedure for dismantling temporary works. [CS\*]

Clause 13.3 ...the temporary works should be dismantled in accordance with any restrictions imposed by the \_\_\_\_\_ as set out in the \_\_\_\_\_.