

- 4.5.1 [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. If an interface exists, then the matter should be referred to the PC's TWC and where required, the Lead TWD.
- 4.5.2 Where there is no significant change, and no interface with other works, [5975-1:2024 clause 12.9.1](#) states that the relevant TWD should confirm acceptability to the relevant TWC.
- 4.5.3 Where there is significant change, or interface with other works, [5975-1:2024 clause 12.9.2](#) states that the alteration should be referred by the relevant TWD to the TWDC and the design will need to be re-certified.


Category	Involve designer?	Involve TWC?	Involve PC's TWC?	Involve the PD?	Third party?	Referred to TWDC?
No significant change	Yes	Yes	Not required unless there is interface	Not usually required	Not usually required	Not usually required
Significant change	Yes	Yes	Not required unless there is interface	For Category 3	Only if affected or required	Yes

- 4.5.4 Below shows an extract from the [construction phase plan](#) shown in [Chapter 3](#). Arrangements for handling design changes should be identified in the [construction phase plan](#) including protocols for handling changes where temporary works rely or impose a load on permanent works.

Heading	Subheading
2. Management of the work	<p>2.1 Structure and responsibilities.</p> <p><a href="#">2.1.1 Organogram</a></p> <p><a href="#">2.1.2 Organisational interfaces</a></p> <p>2.2 Arrangements for monitoring and review</p> <p>2.3 Site rules and expectations</p> <p>2.4 General Arrangements</p> <p>2.4.1 Welfare arrangements [Regulation 4(2)(b), 13(4)(c), 15(11), 33, 34 &amp; 35, Schedule 2]</p> <p>2.4.2 Selecting and controlling sub-contractors</p> <p>2.4.3 Site induction &amp; training [Regulation 13(4)(a)]</p> <p><a href="#">2.4.4 Handling design changes [see 5]</a></p> <p>2.4.5 Exchanging information between client, designers, PD, and contractors</p>

# 4.5 Design alterations

- 4.5.5 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.
- 4.5.6 BS 5975-1:2024 does not provide any template documents. A [temporary works design change request template](#) is available to download from <https://mytemporary.works>. All documents can be developed for company use.

 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:	

5975-1:2024 clause 12.9.2 states that the TWC should issue the change request to the TWD.

- 4.5.7 The change request should be reviewed by the relevant TWC, a representative from the Contractor’s installation team, and the PC’s TWC, Principal Designer and Lead temporary works Designer, where required.

5975-1:2024 clause 7.4.2.2(c) states that the Lead TWD should verify that design contributions from all designers are compatible with each other.

Review panel signatories:		
Person completing this form		
Signature:	Name:	Date:
Review by Contractor TWC		
Signature:	Name:	Date:
Review by Contractor’s Representative		
Signature:	Name:	Date:
Review by Principal Contractor TWC, if required		
Signature:	Name:	Date:
Review by Principal Contractor’s Representative, if required		
Signature:	Name:	Date:
Review by Principal Designer, if required		
Signature:	Name:	Date:
Review by Lead Temporary Works Designer, if required		
Signature:	Name:	Date:

5975-1:2024 clause 7.5 states that the PD should verify that temporary works design is not deleterious to permanent works design.