Matthews & Roberts

Temporary Works Coordinator Appointment Checklist

For contractors appointing a TWC under BS 5975

Before you appoint

1. Confirm the need

- [ ] More than one item of temporary works is planned, or a single item carries significant risk
- [ ] Several packages or subcontractors will install or rely on temporary works
- [ ] Temporary works interact with existing structures, live services or the public highway

If any of these apply, appoint a TWC before the first item of temporary works is designed.

2. Check competence

- [ ] Relevant training to an appropriate standard for the role
- [ ] Experience of temporary works similar in scale and complexity to the project
- [ ] Understanding of design check categories 0 to 3 and when independent checks are required
- [ ] Confidence to stop work when an item is not safe to load or strike

3. Define the scope

- [ ] The project, phase or packages covered
- [ ] Whether the TWC covers design coordination, site control or both
- [ ] How many Temporary Works Supervisors are needed and who appoints them
- [ ] How the TWC interfaces with other contractors' coordinators on shared sites

4. Put the appointment in writing

- [ ] Formal appointment by the Designated Individual
- [ ] Clear authority to stop work
- [ ] Reporting line and escalation route
- [ ] The temporary works procedure the TWC will operate

Once the TWC is in place

5. The temporary works register

- [ ] Every item recorded with its designer, check category, status and permits
- [ ] The register reviewed at programme meetings so upcoming items are planned well ahead
- [ ] Changes to the sequence reflected in the register straight away

6. Design briefs and checks

- [ ] A design brief for each item setting out loads, constraints, ground conditions and interfaces
- [ ] Design check category agreed before design starts

- [ ] Independent check certificates received before construction

7. Installation and permits

- [ ] Inspection of each installation against the approved design
- [ ] Permit to load issued only once the installation is confirmed
- [ ] Permit to strike issued only once the permanent works can carry the load
- [ ] Records and photographs held with the register

8. Change and handover

- [ ] A clear route for any change to an approved design
- [ ] Handover of the register and records if the TWC changes during the project
- [ ] Lessons recorded at the end of the project for the next job

Need an independent Temporary Works Coordinator?

Matthews & Roberts supports contractors across Liverpool, Manchester and the North West.