[Your company name and logo]

Temporary Works Coordinator Appointment Checklist

Use when appointing a Temporary Works Coordinator (TWC) under the contractor's temporary works procedure

Project		**Contractor**	
Designated Individual		**Proposed TWC**	
Date of appointment		**Appointment ref**	

Competence

Check	Yes	No / N/A	Notes and action
Relevant training completed and in date			
Experience of the types of temporary works on this project			
Understanding of the contractor's temporary works procedure and BS 5975			
Able to give enough time and attendance to the project			

Appointment

Check	Yes	No / N/A	Notes and action
Written appointment issued by the Designated Individual			
Scope, authority and limits of the role set out in writing			
Temporary Works Supervisors identified and appointed where needed			
Deputy or cover arrangements agreed			

Systems in place

Check	Yes	No / N/A	Notes and action
Temporary works register set up and shared			
Design brief template in use			
Design check categories agreed with designers			
Permit to load and permit to strike forms in use			
Interfaces with subcontractor temporary works agreed			

Sign off

Role	Name	Signature	Date
Designated Individual			
Temporary Works Coordinator			

Check the clauses, periods and requirements in your own contract and procedures before use. This template is general guidance, not legal advice.