[Your company name]

Temporary Works Register

Record of every temporary works item, its design, check and permits, in line with BS 5975 practice

Project	
Site addre	
Principal	
Temporary	
Register r	

TW ref	Description of temporary works item	Location on site	Design check category (0 to 3)	Design brief issued (date)	Designer	Design received (date and ref)	Checker	Design check certificate (date)	TWS responsible	Permit to load issued (date)	Permit to strike or dismantle issued (date)	Status	Notes
TW001													
TW002													
TW003													
TW004													
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TW006													
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TW060													

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

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How to use this register

1. Give every temporary works item its own reference and list it as soon as the need is identified.
2. Set the design check category with the designer. Category 0 and 1 checks can be done by another member of the desig
Category 2 needs a checker independent of the design team. Category 3 needs an independent organisation.
3. Record the date the design brief is issued, the design received and the design check certificate.
4. Do not load an item until the permit to load is issued. Do not strike or dismantle until the permit to strike is issued.
5. Review the register at every progress meeting and close items once they are removed from site.

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legal advice.

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