

# **A Guide to completing / filling In the Temporary Works Register**



## Scope

The intention of this guide is to provide simple examples of how each section of the Temporary Works Register (TWR) should be completed and where in this document further information to assist with the identification of nominated people or categorising the TW's can be found.

The guidance included here is simply that and it does not intend to be definitive. each site specific TWR should accurately reflect the complexity of the TW's in use.

## Description of Temporary Works

Description of Temporary Works	Requirements			Design			Check		Approval		Supervision	Comments
	Name of Temporary Works Coordinator (TWC)	Risk Classification (0, 1, 2 or 3)	Permit Required (Y/N)	Name of Temporary Works Designer (TWD)	Date Design Received	Design Check Category (0, 1, 2, 3)	Date Issued for Checking	Name of Temporary Works Design Checker (TWDC) independent of TWD	Approved By	Date Approved	Name of Temporary Works Supervisor (TWS)	To include details of when designs have changed or require changeng. Works complete etc
1												
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Input a brief description of the Temporary Works (TW's), e.g. basic scaffold to TG20, basic scaffold to Kwikstage user's manual, compound hoarding, roof edge protection, etc.

## Name of Temporary Works Coordinator (TWC)

Description of Temporary Works	Requirements			Design			Check		Approval		Supervision	Comments
	Name of Temporary Works Coordinator (TWC)	Risk Classification (0, 1, 2 or 3)	Permit Required (Y/N)	Name of Temporary Works Designer (TWD)	Date Design Received	Design Check Category (0, 1, 2, 3)	Date Issued for Checking	Name of Temporary Works Design Checker (TWDC) independent of TWD	Approved By	Date Approved	Name of Temporary Works Supervisor (TWS)	To include details of when designs have changed or require changeng. Works complete etc
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Identify who the Temporary Works Coordinator (TWC) is. This can be the Principal Contractors TWC or a TWC that is not designated as the Principal Contractors TWC for specialist works. Guidance regarding the TWC is included at sections 6.3 and 6.4.

## Risk Classification (0, 1, 2 or 3)

Description of Temporary Works	Requirements			Design			Check		Approval		Supervision	Comments
	Name of Temporary Works Coordinator (TWC)	Risk Classification (0, 1, 2 or 3)	Permit Required (Y/N)	Name of Temporary Works Designer (TWD)	Date Design Received	Design Check Category (0, 1, 2, 3)	Date Issued for Checking	Name of Temporary Works Design Checker (TWDC) independent of TWD	Approved By	Date Approved	Name of Temporary Works Supervisor (TWS)	To include details of when designs have changed or require changeng. Works complete etc
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This is the Risk Classification assigned to the particular TW's. The purpose of this classification is to provide an indication as to whether permits to load / use are required, the requirements for design, design approval and to provide a guide to the type of control measures that would be normally associated with the TW's. Guidance on the allocation of the Risk Classification can be found at section 7 table 1 and also Attachment 2.

## Permit Required (Y/N)

Description of Temporary Works	Requirements			Design			Check		Approval		Supervision	Comments
	Name of Temporary Works Coordinator (TWC)	Risk Classification (0, 1, 2 or 3)	Permit Required (Y/N)	Name of Temporary Works Designer (TWD)	Date Design Received	Design Check Category (0, 1, 2, 3)	Date Issued for Checking	Name of Temporary Works Design Checker (TWDC) independent of TWD	Approved By	Date Approved	Name of Temporary Works Supervisor (TWS)	To include details of when designs have changed or require changeng. Works complete etc
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This section is used to indicate whether a permit is required to actually use or load the TW's, this is sometimes referred to as a Permit to Load. Permits are not generally required for TW's that are very low risk (0), permits



for higher risk TW's (1 – 3) are required and are to be authorised by the person / position designated. Guidance regarding permits and the authority to sign can be found at section 7 table 1 and section 11.

### **Name of Temporary Works Designer (TWD)**

Description of Temporary Works	Requirements			Design			Check		Approval		Supervision	Comments
	Name of Temporary Works Coordinator (TWC)	Risk Classification (0, 1, 2 or 3)	Permit Required (Y/N)	Name of Temporary Works Designer (TWD)	Date Design Received	Design Check Category (0, 1, 2, 3)	Date Issued for Checking	Name of Temporary Works Design Checker (TWDC) independent of TWD	Approved By	Date Approved	Name of Temporary Works Supervisor (TWS)	
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The name of the TWD is to be inserted in this section. The TWD can be e.g. NASC TG20 for basic scaffold, Oxford Safety Systems for stairwell protection, or an Engineer / Engineering Designer for more complex work such as propping or shuttering.

### **Date Design Received**

Description of Temporary Works	Requirements			Design			Check		Approval		Supervision	Comments
	Name of Temporary Works Coordinator (TWC)	Risk Classification (0, 1, 2 or 3)	Permit Required (Y/N)	Name of Temporary Works Designer (TWD)	Date Design Received	Design Check Category (0, 1, 2, 3)	Date Issued for Checking	Name of Temporary Works Design Checker (TWDC) independent of TWD	Approved By	Date Approved	Name of Temporary Works Supervisor (TWS)	
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Insert the date that the design was received. For designs that are standard such as basic scaffold simply insert the date that scaffold erection commenced on the development, that date that more complex design details are supplied by Engineers / Engineering Designers should be inserted.

### **Design Check Category**

Description of Temporary Works	Requirements			Design			Check		Approval		Supervision	Comments
	Name of Temporary Works Coordinator (TWC)	Risk Classification (0, 1, 2 or 3)	Permit Required (Y/N)	Name of Temporary Works Designer (TWD)	Date Design Received	Design Check Category (0, 1, 2, 3)	Date Issued for Checking	Name of Temporary Works Design Checker (TWDC) independent of TWD	Approved By	Date Approved	Name of Temporary Works Supervisor (TWS)	
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The purpose of the Design Check Category is to identify who is sufficiently competent to check the adequacy of the design. Standard solutions, refer to section 8.3, are allocated a design check category of 0 with the design check being carried out by members of the site team. Checks of category 1, 2 and 3 designs are to be carried out as identified in section 8.2 and table 2.

### **Date Issued for Checking**

Description of Temporary Works	Requirements			Design			Check		Approval		Supervision	Comments
	Name of Temporary Works Coordinator (TWC)	Risk Classification (0, 1, 2 or 3)	Permit Required (Y/N)	Name of Temporary Works Designer (TWD)	Date Design Received	Design Check Category (0, 1, 2, 3)	Date Issued for Checking	Name of Temporary Works Design Checker (TWDC) independent of TWD	Approved By	Date Approved	Name of Temporary Works Supervisor (TWS)	
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Insert the date the design was issued for checking. For standard solutions this will normally be on receipt of the products installation booklet / user's manual.



**Name of Temporary Works Design Checker (TWDC) independent of TWD**

Description of Temporary Works	Requirements			Design			Check		Approval		Supervision	Comments
	Name of Temporary Works Coordinator (TWC)	Risk Classification (0, 1, 2 or 3)	Permit Required (Y/N)	Name of Temporary Works Designer (TWD)	Date Design Received	Design Check Category (0, 1, 2, 3)	Date Issued for Checking	Name of Temporary Works Design Checker (TWDC) Independent of TWD	Approved By	Date Approved	Name of Temporary Works Supervisor (TWS)	
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This section is more relevant to more complex designs that need to be checked by a competent person that is independent of the original designer. Guidance regarding who the TWDC should be is included at section 8.2. For 0 rated design check's this will normally be a member of the site team, TWC or TWS.

**Approval**

Description of Temporary Works	Requirements			Design			Check		Approval		Supervision	Comments
	Name of Temporary Works Coordinator (TWC)	Risk Classification (0, 1, 2 or 3)	Permit Required (Y/N)	Name of Temporary Works Designer (TWD)	Date Design Received	Design Check Category (0, 1, 2, 3)	Date Issued for Checking	Name of Temporary Works Design Checker (TWDC) Independent of TWD	Approved By	Date Approved	Name of Temporary Works Supervisor (TWS)	
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This section is used to simply record the name of the person who has checked that the design is suitable and that it is approved for use along with a date that the approval was given.

**Name of Temporary Works Supervisor (TWS)**

Description of Temporary Works	Requirements			Design			Check		Approval		Supervision	Comments
	Name of Temporary Works Coordinator (TWC)	Risk Classification (0, 1, 2 or 3)	Permit Required (Y/N)	Name of Temporary Works Designer (TWD)	Date Design Received	Design Check Category (0, 1, 2, 3)	Date Issued for Checking	Name of Temporary Works Design Checker (TWDC) Independent of TWD	Approved By	Date Approved	Name of Temporary Works Supervisor (TWS)	
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Record the name of the TWS, this can be for example the nominated TWS who is normally the contractor / trade involved in the installation of the TW's. Guidance on the TWS is included at section 6.5.

**Comments**

Description of Temporary Works	Requirements			Design			Check		Approval		Supervision	Comments
	Name of Temporary Works Coordinator (TWC)	Risk Classification (0, 1, 2 or 3)	Permit Required (Y/N)	Name of Temporary Works Designer (TWD)	Date Design Received	Design Check Category (0, 1, 2, 3)	Date Issued for Checking	Name of Temporary Works Design Checker (TWDC) Independent of TWD	Approved By	Date Approved	Name of Temporary Works Supervisor (TWS)	
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Used to record anything relevant to changes to TW's, when works are complete and so on.

