

Before the project starts

DI appointed for each client/contractor/designer involved in TW

Project starts

Temporary works co-ordinator (TWC) appointed

Formal appointment letters issued and accepted

Temporary works supervisor (TWS) appointed, if required

Temporary works register (TWR) prepared

Designer appointed and, if applicable, further design team

Design brief prepared for each item of TW

Designer produces design and scheme drawings

Design certificate

TWC/TWD decides the methods of works to be used

Design output

Standard solution Bespoke solution

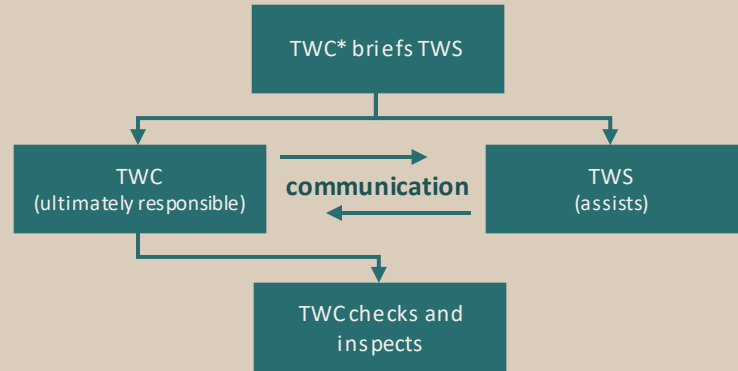
TWC confirms design is suitable for checking and confirms level of checks required

Design check (risk assessment of the design) undertaken independently

Design check certificate

Design approved and TW erection starts

Continuous working relationship



* Not all sites will have a TWS, in which case TWC role will fulfil all duties of TWC and TWS.

Simplified temporary works process flowchart

This flowchart is based on information provided in BS 5975:2019. As this is a simplified process:

- It does not cover use of sub-contractors
- “TWC” can refer to PC’s TWC or TWC
- It focuses on a ‘local’ site, rather than a whole project.

For a more comprehensive chart, visit <https://andun.co.uk/temporary-works-flowchart>

Key to shapes used

Role appointment

Key TW document

Process

TW brought into use

TWC prepares implementation plan

Implementation plan

- ↳ Inspection and test plan (ITP)
- ↳ Method statement
- ↳ Erection and dismantling plan

TWC makes final inspection and, if satisfied, issues permit to load

TWR updated

TW used

Permit to proceed/ permit to load

TW inspected (checks by competent person)

Records of inspection and maintenance

When TW no longer required

TWC issues permit to dismantle

Permit to proceed/ permit to unload

TW taken out of use

TWC undertakes review/lessons learned (good practice)