

Temporary works design brief

Contract/ Project title:			Contract number:	
Issue date:			Design required: [Date]	
Site contact name:		Site contact telephone:		
Site contact email:				
Scope and description of temporary works required: What are the temporary works? Describe them				
Temporary works design allocated to: Provide name and contact details (internal)				
Proposed design company/engineer: Provide name and contact details (internal/external)				
TW design brief reference:			Revision:	
Information to assist the designer				
Design check category: [0, 1, 2, 3]		Implementation risk class: [Very low, low, medium, high]		
Drawings: e.g. dimensioned general arrangement drawings, sections, foundations, services				
Specifications: e.g. permissible stress or limit state				
Design or performance standards: e.g. British Standard or Eurocode, codes of practice, client requirements				
Survey and existing information: e.g. site investigation, services information, topographical survey				
Construction restraints/sequence: e.g. hold points, timing of striking/removal, considerations for reuse				

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Information to assist the designer (continued)						
Duration or programme: e.g. phasing						
Third party conditions, licences and approvals: e.g. highways, rail, utility services, environmental						
Preferred method and/or plant/equipment/materials: e.g. sequence and timing for reuse, position of joints, settlement limits, access required						
Extracts from construction project plan: e.g. identified risks and requirements for the health and safety file						
_____ : (other considerations)						
All TW designs must be provided back to the originator/TWC with the following deliverables: - An output drawing/technical note/specification – suitable to construct from - A schedule of any residual risks produced by the design that are considered by the designer to be significant, unusual or not something a competent contractor would normally anticipate - Details of any specific sequencing/inspections/hold points required to inform the contractor's safe system of work - A completed TW design and check certificate.						
Additional deliverables requested:						
Design programme:	Yes/ No	Calculations:	Yes/ No	Other (specify):		Yes/ No
Deliverables issue date:						
Sign off						
Design brief originator						
Signature:		Print:		Date:		
TWC						
Signature:		Print:		Date:		
PC's TWC						
Signature:		Print:		Date:		