



CCM Policy 12.3

Management of Temporary Works

Document Ref:	QA-0000-HS-P-0012.3	Revision:	A	16-Oct-16	
Document Temp:					
Issue Date:	1 November 2015				
Status:	Issued				



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Introduction

It is very essential that temporary works requirements are identified as early as possible to allow safe and economic temporary works schemes to be developed.

The Management of Temporary Works procedure which can be found in the Engineering swim lane in Enabling Process describes how temporary works must be designed, constructed, maintained and dismantled safely.

12.3.1 Scope

This section of the SMS summarises some key safety considerations abstracted from the Temporary Works procedure and must be read in conjunction with it.

Temporary Works (TW) are defined as all works required for execution, completion, maintenance and/or demolition of permanent works, and which will normally be removed from site on completion.

12.3.2 Management of Temporary Works Procedure - Overview

The Management of Temporary Works procedure is a mandatory control document detailing the duties of all parties involved in the design and management of Temporary Works. It includes systems, controls and forms to be used on all Cenve sites. The active system and guidance documents are accessed via Enabling Process.

Additional safety specific points of note for TW in G12.3A should be considered

Key requirements, described in detail in the Temporary Works procedure are:

- 12.3.2.1 Identify TW requirements at tender and construction phases.
- 12.3.2.2 Establish & maintain communication with temporary and permanent works designers, contractors, suppliers etc.
- 12.3.2.3 Assess the level of Risk associated with the temporary works and classify them.
- 12.3.2.4 Prepare Design Briefs where applicable, clearly detailing specific requirements and ensure these are accurate, prepared in time and communicated.
- 12.3.2.5 Ensure TW Design is produced, complies with the brief and where applicable, checked.
- 12.3.2.6 Ensure Method Statements are prepared, communicated and understood.
- 12.3.2.7 Ensure site conditions & temporary works materials are in accordance with the design brief and design information before starting erection.
- 12.3.2.8 Ensure any changes, deviations or adaptations are communicated, agreed with the designer & recorded.
- 12.3.2.9 Ensure Inspection is carried out by competent TW Supervisors during construction, use & dismantling.
- 12.3.2.10 Ensure records are kept and maintained.



12.3.3 Temporary Works Appointments – Overview

Temporary Work Coordinator (TWC)

- a. The TWC is the competent person with responsibility for the coordination of all activities related to the temporary works
- b. The Project Manager or Project Leader will formally appoint a competent TWC after consultation with the Engineering Leader.
- c. The Project Manager is the TWC by default until they formally appoint a TWC. If the Manager retains these duties, they must also be competent and trained.

Temporary Works Supervisor (TWS)

- a. The TWS is the competent person who is responsible to and assists the TWC
- b. The TWC will formally appoint TWS's in writing after formally assessing their competence and experience. (Note – the TWS is the terminology used in BS 5975 and replaces the TW Inspector)

Key Appendices

Procedure

This Document

Flowchart

None

Guidance

G12.3A Additional Temporary Works Safety Prompts

G12.3B NASC SG4 Interim Guidance on Scaffolding

Plans and Forms

ENG.T.15 Register of Aps

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