

<b>APPOINTMENT OF TEMPORARY WORKS CO-ORDINATOR (TWC)</b>			
<b>From:</b>		<b>Project No:</b>	
<b>To:</b>		<b>Project:</b>	
<b>APPOINTMENT</b>			
<p>You have been appointed as the <b>Temporary Works Coordinator</b> for the above Project. This appointment satisfies the recommendation in BS 5975: 2019 to appoint a Temporary Works Coordinator. The duties and competencies are summarised below and are detailed in the Temporary Works Procedure</p>			
<b>Signed</b>			
<b>ACKNOWLEDGEMENT</b>			
<b>Duties:</b>			
<ul style="list-style-type: none"> <li>• The TWC has overall responsibility to ensure that all temporary works under their control are undertaken in accordance with the Temporary Works Procedure.</li> <li>• For temporary works in Design Check Category 1, 2 and 3 ensure there is an agreement in place to formally allocate design responsibility to the design and design checking organisations.</li> <li>• Prepare, maintain and regularly review the Temporary Works Register for the above project.</li> <li>• Ensure each temporary works item is allocated an appropriate 'construction risk' category.</li> <li>• Ensure that a written Design Brief is prepared for all appropriate temporary works and issued to the design and design checking organisations identified on the Temporary Works Register.</li> <li>• Review Risk Assessments and Method Statements (RAMS) to ensure particular requirements are incorporated.</li> <li>• Ensure that a Project Site File is established and maintained; to include a record of all relevant documents.</li> <li>• Liaise with the Principal Contractor's TWC (and seek approvals, where required).</li> <li>• Distribute information to all interested parties, including the Principal Designer and Client where appropriate.</li> <li>• Ensure that any proposed changes in material or construction are referred to the Temporary Works Designer and that any agreed changes or corrections of faults are correctly carried out on site.</li> <li>• Ensure that all appropriate inspections and hold points (including those noted in the design) are undertaken and recorded on the permit-to-work.</li> <li>• Sign and issue the permit-to-work, e.g. permit to load, permit for putting into use, permit to strike, permit to remove, etc.; and agree in writing where the TWS may do this (not high-risk work).</li> <li>• Identify and instigate any requirements for periodic inspections, monitoring and maintenance of the temporary works.</li> </ul>			
<b>Competency Requirements:</b>			
<ul style="list-style-type: none"> <li>• Have undertaken and passed the 2-day CITB-accredited TWC Course; and have proven experience.</li> <li>• Understand the company procedure for the control of temporary works.</li> <li>• Have the resource, personal skills and authority to carry out the TWC duties; including the suspension of work where necessary.</li> </ul>			
<p><b>I have read, understand the responsibilities as noted and am able to undertake the duties placed on me by this appointment.</b></p>			
<b>Signed:</b>			
<b>Date:</b>			
<b>Name:</b>			