|  |
| --- |
| **LINK TO PROCEDURE** |
| [Temporary Works Procedure](https://teams.microsoft.com/_#/files/General?threadId=19%3Ae0cd08ed9f00498b87244824ca142fad%40thread.skype&ctx=channel&context=New%25202020%2520Docs&rootfolder=%252Fsites%252FHenryHSQE%252FShared%2520Documents%252FGeneral%252FNew%25202020%2520Docs) |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Appointment Record No:** | **CONTRACT NO** | **ORIGINATOR** | **VOLUME/ SYSTEM** | **LEVEL/ LOCATION** | | **TYPE** | **ROLE** | **SEQ No.** |
|  |  |  |  | |  |  |  |
| **Contract Title:** | Contract Number: | | | | | | | |
| **Contract Number:** |  | | | | | | | |
| **Name:** |  | | | | | | | |
| **Appointed position:** | Temporary Works Co-ordinator  (TWC) | | | | Temporary Works Supervisor  (TWS) | | | |
| **Key temporary works on project:** |  | | | | | | | |
| **Area of responsibility:** | (E.g. Whole site, excavations, Area ‘A’, drainage works etc.)  Guidance note – Due to space restriction, it may be necessary to attach an additional sheet to fully define the area of responsibility (note to be deleted when completing form) | | | | | | | |
| **Temporary Works Co-ordinator Responsibilities:**  The TWC shall be the first point of contact between the designer (whether that is internal or external to HCPL and the site team. They must understand their own limitations and seek specialist advice when required.  The TWC is responsible for:  *(The list below is not exhaustive and reference should be made to the Temporary Works Control procedure for the full extent of the role)*   * Ensuring that the HCPL procedure for the control of temporary works is implemented on site. * Co-ordinating all Temporary Works activities and maintaining the temporary works register. * Ensuring the various responsibilities have been allocated and accepted * Ensuring adequate design briefs have been established with full consultation and reflects site conditions. * Ensuring satisfactory Temporary Works designs are undertaken. * Ensuring satisfactory design checks with suitable levels of independence in accordance with BS5975 are undertaken. * Where applicable, ensure other interested parties have suitable involvement with the design process e.g. Principal Designer / Permanent Works designer. * Ensuring all documents relating to temporary works designs are registered and distributed accordingly. * Ensuring operations teams work in accordance with the latest ‘For Construction’ issue drawings and RAMS documents. * Ensuring checks are made and recorded at appropriate stages covering the more critical factors (including hold points) * Ensuring any proposed changes to the design, including materials, are agreed with the designer and checker. * Ensuring any proposed changes to construction methodology are agreed with the designer and the person responsible for writing the RAMS document. * Ensuring any agreed changes or corrections of faults are correctly carried out on site. * Issuing formal permission to load/bring into use the Temporary Works, once satisfied everything is in order. * Ensuring that during use, all appropriate inspections and maintenance are undertaken. * Issuing formal permission to dismantle the temporary works and ensuring they are undertaken in the specified manner; where applicable, confirming the permanent structure has attained adequate strength.   **Note: The TWC has the authority to stop work if it is not being carried out satisfactorily.** | | | | | | | | |
| **Temporary Works Supervisor’s Responsibilities:**   * The TWS shall be responsible to the TWC. The TWS should assist the TWC in the supervision and checking of the temporary works as defined in the area of responsibility section above. | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Competency Assessment:** | | | | | | | | | | | | | | |
| **Name:** | | |  | | | | | | | | | | | |
| **Please complete this form based on your experience of Temporary Works in construction** | | | | | | | | | | | | | | |
| **Previous Role** | | | | | | | | | | | | | | |
| **Project Title:** | | |  | | | | | | | | | | | |
| **Job Title:** | | |  | | | | | | | **TWC(Y/N):**  **TWS (Y/N)** | | |  | |
| **Temporary Works on previous project:** | | |  | | | | | | | | | | | |
| **Qualification** | | | | | | | | | | | | | | |
| **List highest qualification held:** | | | | | | | | | | | | | | |
| **Qualification:** | | |  | | **Date:** | | | | | |  | | | |
| **Training** | | | | | | | | | | | | | | |
| **List Temporary Works courses attended and approximate dates:** | | | | | | | | | | | | | | |
| **Courses with HCPL Group** | | | | | | | | | | | | | | |
|  | **Course Title:**  **Date(s):** | | |  | |  | **Course Title:**  **Date(s):** | | |  | | | | |
|  | **Course Title:**  **Date(s):** | | |  | |  | **Course Title:**  **Date(s):** | | |  | | | | |
| **Courses with Other Organisations** | | | | | | | | | | | | | | |
|  | **Course Title:**  **Date(s):** | | |  | |  | **Course Title:**  **Date(s):** | | |  | | | | |
|  | **Course Title:**  **Date(s):** | | |  | |  | **Course Title:**  **Date(s):** | | |  | | | | |
| **Experience** | | | | | | | | | | | | | | |
| **Detail project experience where involved with Temporary Works:** | | | | | | | | | | | | | | |
| **Projects with HCPL Group** | | | | | | | | | | | | | | |
|  | **Project Title:**  **Role:**  **Involvement:** | | |  | |  | **Project Title:**  **Role:**  **Involvement:** | | |  | | | | |
|  | **Project Title:**  **Role:**  **Involvement:** | | |  | |  | **Project Title:**  **Role:**  **Involvement:** | | |  | | | | |
| **Projects with Other Organisations** | | | | | | | | | | | | | | |
|  | **Organisation:**  **Project Title:**  **Role:**  **Involvement:** | | |  | |  | **Organisation:**  **Project Title:**  **Role:**  **Involvement:** | | |  | | | | |
| Indicate breadth and level of experience gained on the various types of Temporary Works, using the key and ticking the relevant boxes in the table on the subsequent page: | | | | | | | | | | | | | | |
| **Key** | N | None | No previous experience. | | | | | | | | | | | |
| A | Appreciation | Worked with this type of temporary works, but with no direct involvement. | | | | | | | | | | | |
| K | Knowledge | Worked with this type of temporary works, but with no direct involvement but have a basic knowledge & understanding. | | | | | | | | | | | |
| E | Experience | Worked with this type of temporary works, with direct involvement as a TWC or TWS; please indicate by writing TWC or TWS in ‘E’ column. | | | | | | | | | | | |
| **Area** | | | **Type** | | | | | **Level of Experience** | | | | | | |
| **N** | **A** | | | **K** | | **E** |
| SITE ESTABLISHMENT | | | Temporary buildings including foundations | | | | |  |  | | |  | |  |
| Hoardings/ Fencings/ Sign Boards / Noise barriers | | | | |  |  | | |  | |  |
| Service protection/crossings | | | | |  |  | | |  | |  |
| Flumed ditch crossings | | | | |  |  | | |  | |  |
| Temporary Roads / Hardstandings / Bellmouths | | | | |  |  | | |  | |  |
| Silo Bases | | | | |  |  | | |  | |  |
| Access Bridges including foundations | | | | |  |  | | |  | |  |
| EXCAVATION / EARTHWORKS | | | Excavation Support (Example – Trench Box) | | | | |  |  | | |  | |  |
| Cofferdams | | | | |  |  | | |  | |  |
| Gravity retaining walls | | | | |  |  | | |  | |  |
| Embankment / Bunds | | | | |  |  | | |  | |  |
| Piling/Ground Anchors/Soil Nailing | | | | |  |  | | |  | |  |
| Shallow battered/benched excavations (<6m) | | | | |  |  | | |  | |  |
| Deep battered/benched excavations (>6m) | | | | |  |  | | |  | |  |
| Dewatering | | | | |  |  | | |  | |  |
| Headings | | | | |  |  | | |  | |  |
| CONSTRUCTION PLANT | | | Piling mats & working platforms | | | | |  |  | | |  | |  |
| Mobile Crane Foundations | | | | |  |  | | |  | |  |
| Lifting operations | | | | |  |  | | |  | |  |
| Tower crane supports & foundations | | | | |  |  | | |  | |  |
| MEWP operations | | | | |  |  | | |  | |  |
| Hoist/Mast Climber Ties & Foundations | | | | |  |  | | |  | |  |
| PIPELINES / TUNNELLING / SHAFTS | | | Pipe supports | | | | |  |  | | |  | |  |
| Pipe stringing | | | | |  |  | | |  | |  |
| HDD’s | | | | |  |  | | |  | |  |
| Microtunnelling / Tunnelling | | | | |  |  | | |  | |  |
| Auger boring | | | | |  |  | | |  | |  |
| Shaft construction | | | | |  |  | | |  | |  |
| Winching | | | | |  |  | | |  | |  |
| ACCESS / SCAFFOLDING | | | Tube & fitting | | | | |  |  | | |  | |  |
| System Scaffolding | | | | |  |  | | |  | |  |
| Loading Bays | | | | |  |  | | |  | |  |
| Chute Support | | | | |  |  | | |  | |  |
| Mobile Towers | | | | |  |  | | |  | |  |
| Edge Protection | | | | |  |  | | |  | |  |
| Overhead Line scaffold support | | | | |  |  | | |  | |  |
| Anchoring / Suspension Systems | | | | |  |  | | |  | |  |
| FORMWORK / FALSEWORK | | | Formwork | | | | |  |  | | |  | |  |
| Falsework | | | | |  |  | | |  | |  |
| Back Propping | | | | |  |  | | |  | |  |
| Crash Decks | | | | |  |  | | |  | |  |
| STRUCTURAL STABILITY | | | Existing Structures during construction | | | | |  |  | | |  | |  |
| New Structures during construction | | | | |  |  | | |  | |  |
| Structural steelwork erection | | | | |  |  | | |  | |  |
| Propping and needling | | | | |  |  | | |  | |  |
| Underpinning | | | | |  |  | | |  | |  |
| Building refurbishment | | | | |  |  | | |  | |  |
| Jacking | | | | |  |  | | |  | |  |
| Structural monitoring | | | | |  |  | | |  | |  |
| Demolition / Deconstruction | | | | |  |  | | |  | |  |
| Reinforcement steel stabilisation | | | | |  |  | | |  | |  |
| MARINE WORKS | | | Construction works in tidal locations | | | | |  |  | | |  | |  |
| Underwater construction works | | | | |  |  | | |  | |  |
| CLIENT DESIGN ASSURANCE PROCEDURES | | | Network Rail (NR/SP/CIV/003) | | | | |  |  | | |  | |  |
| National Grid – Gas transmission (G19 and G35) | | | | |  |  | | |  | |  |
| Cadent – Gas distribution (G19 and G17) | | | | |  |  | | |  | |  |
| National Grid – Power (UKBP/TP184) | | | | |  |  | | |  | |  |
| OTHERS  (Consider new project requirements) | | |  | | | | |  |  | | |  | |  |
|  | | | | |  |  | | |  | |  |
|  | | | | |  |  | | |  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency authentication** | | | |
| I confirm the information provided is a true record of my qualifications and experience and that I have made an honest assessment of my level of experience. | | | |
| Signed: |  | Title: |  |
| Name: |  | Date: |  |
| To be signed by the person proposed by the Project Leader or the TWC to be Temporary Works Coordinator or Supervisor respectively for HCPL business | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Nomination of TWC by Project Team (where applicable)** | | | | | | |
| I have reviewed the competency assessment and deem the candidate to be suitable for the position of TWC subject to completion of any training identified below. | | | | | | |
| Signed: |  | | | Title: |  | |
| Name: |  | | | Date: |  | |
| To be signed by the Project Leader (Most senior person with responsibility for site activities) for HCPL business | | | | | | |
| **Approval of TWC/TWS** | | | | | | |
| By approving this appointment I confirm the proposed TWC/TWS has met the competence criteria defined in Appendix A of the Temporary Works Control Proceduresubject to completion of any training identified below. | | | | | | |
| Signed: |  | | | Title: |  | |
| Name: |  | | | Date: |  | |
| To be signed by the business unit Lead Engineer or the Temporary Works Coordinator for TWC’s and TWS’s respectively. | | | | | | |
| **Acceptance of TWS/TWC Role** | | | | | | |
| I accept the proposed role and will undertake any training identified below in a timely manner | | | | | | |
| Signed: |  | | | Title: |  | |
| Name: |  | | | Date: |  | |
| To be signed by the proposed TWC/TWS. | | | | | | |
| **Identified additional training needs (formal and informal)** | | | | | | |
| Training | | Identified by: | Required by: | | | Completed |
|  | |  |  | | |  |
|  | |  |  | | |  |
|  | |  |  | | |  |
|  | |  |  | | |  |
|  | |  |  | | |  |