

TEMPORARY WORKS CHANGE CONTROL RECORD

FORM — SITE FILE

A change to the design, the loading, the ground or the sequence — assessed, approved, and the revised drawings issued

KD-TW-CC-006 Rev A0

A checked design is only checked as drawn. Change the loading, the ground, the sequence, a component or the drawing itself and the check no longer covers what is on site — BS 5975-1:2024 has every such change go back to the designer through the coordinator before it is made. This record is that route: what is proposed, the designer's assessment, whether the category and the check change, the revised drawings issued, and the coordinator's authorisation. A change made without this record is a departure from the checked design: stop, record it on KD-TW-IL-005 section 3, refer it to the designer, and load nothing until it is accepted.

1 THE SCHEME AND THE CURRENT DESIGN

PROJECT / SITE REF	SITE	DATE	CHANGE RAISED BY
TW REGISTER NO.	TEMPORARY WORKS ITEM AND LOCATION	DESIGN REF AND REVISION	
CURRENT DESIGN CHECK CERTIFICATE	LOADED / IN USE?	CHANGE NO.	WORK STOPPED PENDING DECISION?

2 THE CHANGE

☐ The design or a drawing	☐ The erection, use or strike sequence, or the programme
☐ The loading — magnitude, position or sequence of loads	☐ A component or system substituted
☐ The ground or the supporting structure	☐ The duration or the use

WHAT IS PROPOSED AND WHY

WHAT CHANGES ON SITE IF IT IS AGREED

3 THE DESIGNER'S ASSESSMENT

REFERRED TO THE DESIGNER	DESIGNER'S RESPONSE REF	CATEGORY AFTER THE CHANGE

☐ No further check needed — within the checked design and the certificate's conditions

☐ Re-check required — a new design check certificate (KD-TW-DC-004) before the change is built

☐ Re-inspection before loading required (KD-TW-IL-005) and the permit to load re-issued

☐ Design brief to be re-issued (KD-TW-DB-002) — the change is outside the brief

DESIGNER'S CONCLUSION AND CONDITIONS

4 REVISED DOCUMENTS ISSUED TO SITE

DOCUMENT REF	TITLE	REV BEFORE	REV AFTER	ISSUED TO SITE (DATE / TO WHOM)

5 DECISION

- ☐ APPROVED — build to the revised documents in section 4 once they are on site and the register is updated
- ☐ APPROVED WITH CONDITIONS — the conditions in section 3 are met before the change is made
- ☐ REJECTED — the checked design stands; the reason is recorded in section 3

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continued

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No change is made on site until this record is signed by the temporary works coordinator, the revised drawing is at the workplace and the superseded revision is withdrawn. Enter the change number and the new certificate number against the item in the register's "Design check by" column, and the new revision in its "Drawing / calc ref and rev" column (KD-SITE-TW-018).

6 SIGNATURES

Assessed — the designer:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Authorised — the temporary works coordinator:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.