

TEMPORARY WORKS COORDINATOR AND SUPERVISOR APPOINTMENT

FORM — SITE FILE

The BS 5975-1:2024 roles — who, for what scope, on what competence, appointed in writing

KD-TW-AP-001 Rev A0

BS 5975-1:2024 asks the contractor to name a designated individual who owns the temporary works procedure, and through them to appoint a temporary works coordinator (TWC) in writing, with temporary works supervisors (TWS) where the coordinator cannot be on every scheme. CDM 2015 reg 8(1) requires the contractor to have the organisational capability for its role, and a temporary works procedure with competent people in it is part of that; the competence of the person appointed is a matter of training, skills, knowledge and experience (MHSWR 1999 reg 13); reg 19 is the duty the roles exist to discharge. This form is the written appointment — scope, competence, limits of authority and the duties accepted — and it is the first line the register (KD-SITE-TW-018) points to. A coordinator who was never appointed in writing has a hard time showing they were appointed at all.

1 PROJECT AND ORGANISATION

PROJECT / SITE REF	SITE	DATE	PREPARED BY
ORGANISATION MAKING THE APPOINTMENT	DESIGNATED INDIVIDUAL (DI)	TEMPORARY WORKS PROCEDURE REF / REV	

2 TEMPORARY WORKS COORDINATOR

NAME	EMPLOYER	CONTACT	APPOINTED FROM
SCOPE OF THE APPOINTMENT			
COMPETENCE RELIED ON			
LIMITS OF AUTHORITY			
DEPUTY TWC IN ABSENCE	PRINCIPAL CONTRACTOR'S TWC (WHERE THIS IS A SUBCONTRACTOR APPOINTMENT)		

3 TEMPORARY WORKS SUPERVISORS — ONE LINE EACH

NAME	EMPLOYER	SCHEMES / AREAS	TRAINING / EXPERIENCE	FROM	SIGNATURE

4 DUTIES ACCEPTED — READ AND TICKED BY THE PERSON APPOINTED

The temporary works coordinator:

- ☐ Keeps the temporary works register (KD-SITE-TW-018) and enters every item before its design starts
- ☐ Issues a design brief (KD-TW-DB-002) for each item and decides its category with the designer (KD-TW-CA-003)
- ☐ Arranges the design check at the independence the category requires and holds the certificate (KD-TW-DC-004) before erection
- ☐ Has the erected works inspected against the checked design (KD-TW-IL-005) and signs that inspection before any load is applied
- ☐ Issues the permit to load and the permit to strike (KD-PTW-TL-022) only on the inspection and the release (KD-TW-RS-007) that support them
- ☐ Refers every change to the design, loading, ground or sequence to the designer through change control (KD-TW-CC-006) before it is made
- ☐ Stops work on any temporary works that depart from the checked design, and tells the DI

The temporary works supervisor:

- ☐ Supervises erection, use and strike to the checked drawing on site, and has that drawing at the workface
- ☐ Inspects the works and reports deviations to the TWC; alters nothing without the TWC's written agreement
- ☐ Applies no load and strikes nothing without the permit for it

5 SIGNATURES

Appointed by — the designated individual:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Accepted — 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.