

TEMPORARY WORKS DESIGN BRIEF

FORM — SITE FILE

What the designer needs before a line is drawn — loads, ground, sequence, interfaces, constraints, category

KD-TW-DB-002 Rev A0

No temporary works design starts without a brief, and a poor brief is where most temporary works failures begin — the load nobody mentioned, the ground nobody described, the sequence that changed. BS 5975-1:2024 has the coordinator issue the brief; the designer who receives it is a designer under CDM 2015 reg 9 and designs to what the brief says; the coordinator appointing them checks their skills, knowledge and experience for the category in hand (CDM 2015 reg 8(3)). Write what you know, say what you do not, and list the drawings and reports you are sending. The category the brief proposes is decided on KD-TW-CA-003; the design that comes back is checked on KD-TW-DC-004.

1 THE SCHEME

PROJECT / SITE REF	SITE	DATE	BRIEF ISSUED BY (TWC)
TW REGISTER NO.	TEMPORARY WORKS ITEM AND LOCATION	DESIGN REF AND REVISION	
Category 0 standard solution — complete sections 1, 2, 7 and 8 only.			
DESIGNER THE BRIEF IS ISSUED TO	CATEGORY PROPOSED (DEC...)	DESIGN REQUIRED BY	TYPE OF TEMPORARY WORKS

2 PURPOSE AND EXTENT

WHAT THE TEMPORARY WORKS MUST DO

EXTENT AND LOCATION

3 LOADS THE DESIGN MUST CARRY

PERMANENT WORKS LOADS	CONSTRUCTION AND IMPOSED LOADS		
ENVIRONMENTAL LOADS	DYNAMIC, IMPACT AND ACCIDENTAL LOADS	LATERAL AND STABILITY LOADS	
LOAD CASES, COMBINATIONS, AND ANY LOAD THE DESIGNER MUST ASK ABOUT			

4 GROUND AND SUPPORTING STRUCTURE

GROUND CONDITIONS WHERE THE WORKS BEAR

SUPPORTING PERMANENT STRUCTURE

5 SEQUENCE AND PROGRAMME

CONSTRUCTION SEQUENCE

ERECT FROM	LOAD FROM	STRIKE FROM	TIME IN USE

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USE IN SERVICE

6 INTERFACES AND CONSTRAINTS

INTERFACES

CONSTRAINTS ON THE DESIGN

7 INFORMATION SUPPLIED WITH THIS BRIEF

DOCUMENT REF	TITLE	REV / DATE	FROM

8 WHAT THE DESIGN MUST RETURN

- Drawings and calculations carrying the design ref, the revision and the category, with the design assumptions stated on the drawings
- An erection sequence and a strike sequence, with the criterion the permanent works must meet before strike (strength, age or the engineer's confirmation)
- The tolerances, the inspection points and the maximum loads to be displayed, so KD-TW-IL-005 and the permit to load have something to check against
- Design risk information under CDM 2015 reg 9 — the residual risks the site must manage in erection, use and strike
- A design check at the independence KD-TW-CA-003 requires, certified on KD-TW-DC-004 before erection starts

9 SIGNATURES

The designer's acceptance confirms the brief is sufficient to design from, or lists in section 3 or 6 what is still needed. A design that departs from the brief is a change (KD-TW-CC-006).

Brief issued by — the temporary works coordinator:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Brief received and accepted — the designer:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

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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.