

Temporary Works Inspection

A temporary works inspection linking the item, approved drawings, construction observations, changes, restrictions and separate release references.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This is an inspection record, not a design calculation, design-check certificate or permit to load, use or dismantle temporary works.

HSE explains that temporary works require planning and management so they withstand foreseeable loads and are used for their intended purpose. Inspect against the approved design and project control procedure.

2. Item and stage

Temporary works register item and location *

Inspection stage and trigger *

Approved drawing and revision *

Inspector and competence reference *

3. Inspection observations

Configuration checked against current drawings * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Supports, connections and visible condition checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Ground or foundation conditions reviewed within scope * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Loading and access restrictions checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Changes and damage since last inspection recorded * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Inspection evidence (photos: attach, or note the file names)

4. Restrictions and referral

Departures and designer/coordinator referral *

Identify the exact departure, affected item and drawing revision. Record restrictions and the authorised review before closing the finding.

Reinspection evidence reference

Separate release or permit reference

Inspection limits and areas not inspected *

5. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *



Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.