

Temporary Works Register

A temporary works register linking each item to its design brief, design checks, inspections, load or use releases, changes and dismantling authority.

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 a coordination register, not a temporary works design, design-check certificate, inspection report or permit to load or dismantle.

HSE says temporary works need planning and management. Structures must withstand foreseeable loads and be used for their intended purpose. A coordinator is an effective management approach, but HSE does not prescribe one universal management arrangement.

2. Management arrangements

Project and temporary works scope *

Management procedure and revision *

Responsible coordinator or appointed role *

Authority and escalation arrangements

3. Temporary works items

Temporary works item (copy this block for each one)

Item ID, type and location *

Design brief and design revision *

Designer and design checker

Required check category and check evidence reference

Installation inspection reference

Current stage * (choose one)

☐ Design pending ☐ Installation ☐ Awaiting release ☐ In use ☐ Dismantled

Separate load or use release reference * (if applicable)

Dismantling authority and completion reference * (if applicable)

4. Changes and interfaces

Changes, revised designs and withdrawn releases

Plant loads, adjacent work and other interfaces

Identify where temporary works depend on another item, sequence or approval. Link the register entries so the dependency remains visible.

Register review date and reviewer

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.