

Form No. 2

Appointment of a Temporary Works Supervisor (TWS)

APPOINTMENT OF TEMPORARY WORKS SUPERVISOR (TWS)				FORM No. 2	
From:	Michelle Aidley <i>Temporary Works Coordinator</i>	Date:	25/05/2022		
To:	Andy Slater	Project:	Longsight Community Centre, Stockport Road, Manchester, M12 4EX		
Appointment					
You have been appointed as the Temporary Works Supervisor for the above Project. This appointment satisfies the recommendation in BS 5975: 2019 to appoint, where required, a Temporary Works Supervisor. The duties and competencies are summarised below and are detailed in the Company Temporary Works Procedure.					
Signed:	<i>ML Aidley</i>				
ACKNOWLEDGEMENT					
Duties					
- The TWS is responsible to the TWC. - To contribute to the design brief (via the TWC). - To operate in accordance with the Company Temporary Works Procedure (and any other Procedures agreed with the PC, as required). - Assist the TWC in the supervision and checks for compliance with the design; and recording of inspections of the temporary works. - Supervision of the erection, use, maintenance and dismantling of the temporary works. - Undertaking checks during construction on site. - To liaising with the TWC to ensure any modifications to the scheme or differences from envisaged conditions are drawn to the temporary works designer's attention. - Undertake periodic inspections, monitoring and maintenance of the temporary works. - Issue any permit-to-work, where approved to do so by the TWC.					
Competency Requirements					
- Have undertaken and passed the 1-day CITB-accredited TWS Course; and have proven experience. - Understand the company procedure for the control of temporary works. - Have the resource, personal skills and authority to carry out the TWS duties; including the suspension of work where necessary.					
I have read, understand the responsibilities as noted and am able to undertake the duties placed on me by this appointment.					
Signed:	<i>ML Aidley</i>				
Date:	25/05/2022				
Copied to:	Mike Wignall				
ACKNOWLEDGED BY DESIGNATED INDIVIDUAL (DI)					
Signature:	<i>M Wignall</i>	Date:			

