

Temporary Works

Q25-VF

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	n/a	use Q25-VS	use Q25-VH	use Q25	n/a

QUICK REFERENCE GUIDE

Who needs to be aware of this document family: • [All VolkerFitzpatrick Staff] • (all VF Subcontractors) Key actions (steps): 1. Issue Q25-VF via IMS to the wider VF Team. 2. 3. 4. 5. 6. 7. 8. Key related company procedures, forms or systems: • Q25-12-VF Temporary Works Performance Review • HSE-93 Daily Excavation Inspection • H01-01 Site Management Plan • H02-04 Risk Assessment and Method Statement Evaluation • H01-04 Allocation of Responsibilities.	Key accountabilities (responsibilities): [Project Directors] is required to: • Ensure that project has sufficient resource to be able to fulfil this procedure • Ensure that Project Managers are fulfilling the requirements of this procedure [Project Managers] is required to: • Ensure that the projects you manage are fulfilling the requirements of this procedure. • Ensure that the TWC is sufficiently supported in fulfilling the TWC role. • Ensure that all staff on site are fulfilling the requirements of this procedure. [Temporary Works Coordinator] is required to: • Ensure that all aspects of this procedure are applied on site by all staff. • Ensure that all of those detailed within the procedure are fulfilling what is required of them [Temporary Works Supervisor] is required to: • Ensure that all that is required of a TWS in the temporary works management procedure is achieved. [Temporary Works Champion] is required to: • Complete temporary works performance reviews for their Division and assist with performance matters for both live projects and Pre-Con phase of works. [VF Division Directors] Carry out Deputy DI Duties as detailed in section 5.2.3a Associated external guidance or reference material: • [list external documents] Key contacts for guidance and queries: • [list job roles]
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Note, this Quick Reference Guide is a summary to aide understanding as a quick reference reminder. Those with responsibilities in this procedure are required to read the document in full and adhere to its requirements.

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice			
Approved for IMS:	IMS Manager			Document owner:	VF Business Head of Engineering	CDE file:	n/a	Page 1 of 35

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	n/a	use Q25-VS	use Q25-VH	use Q25	n/a

1. PURPOSE

The safe use of temporary works requires continuous project focus as well as engineering and delivery skills. For temporary works there are certain legal requirements regarding roles and responsibilities to be discharged.

This procedure describes the management process used to ensure that temporary works are conceived, designed, design checked, installed and removed safely and efficiently. A Project Team focus on temporary works quality control is required to ensure success.

For Workflow Guidance on, and quick access to Q25 Temporary Works forms please use the Volker Wessels SharePoint link: [Non-Rail and Rail Workflow Guidance](#). Upon completing each form, please upload each document into the Project's Asite temporary works folder. All information needed to manage VolkerFitzpatrick temporary works can be found on the VolkerFitzpatrick Temporary Works Information Page (link below), which is also available via the VolkerFitzpatrick Intranet page.



2. SCOPE

This procedure applies to all stages of the management of temporary works, from the selection of temporary works Designers, all the way through to completion of site works activities. It includes focus on the engineering aspects of temporary works schemes. It also includes consideration of any temporary effects upon the permanent works resulting from construction operations and phasing of works. Procedures relating to broader safety issues are detailed in the H01-01 *Site Management Plan (SMP)*.

Projects that are on or potentially affecting rail infrastructure should adopt the procedure set out in EP4 Engineering Management - Temporary Works.

3. REFERENCES (INPUTS)

- BS 5975:1-2024 – Temporary Works – Management Procedures for the control of temporary works. Code of practice.
 - BS EN ISO 9001:2015 Quality Management Systems Requirements
- Construction (Design and Management) Regulations 2015
- Consultancy Framework Agreement (Temporary Works Design Services) (as applicable)
- HSE SIM 02/2010/04 - The Management of temporary works in the construction industry
- Managing health and safety in construction - Construction (Design and Management) Regulations 2015: HSE Guidance on Regulations L153
- VolkerFitzpatrick Site Management Plan / Construction Phase H&S Plan (CPP)
- VolkerFitzpatrick Rail Division Engineering Procedure EP4 *Engineering Management - Temporary Works*

4. ABBREVIATIONS & DEFINITION OF TERMS

Temporary works is defined as 'any temporary construction that may be necessary to allow the permanent works to be carried out'. Further, as stated within BS 5975:1-2024, it may be described as providing an "engineered solution" that is used to support, or protect either an existing structure, or the permanent works during construction, or to support an item of plant or equipment, or the vertical sides or side-slopes of an excavation during construction operations on site, or to provide access. It can be used to control stability, strength, deflection, fatigue, geotechnical effects and hydraulic effects within defined limits.

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice			
Approved for IMS:	IMS Manager			Document owner:	VF Business Head of Engineering	CDE file:	n/a	Page 2 of 35

VolkerFitzpatrick ✓	VolkerFitzpatrick-Rail ✓	VW Specialist Businesses n/a	VolkerRail n/a	VolkerStevin use Q25-VS	VolkerHighways use Q25-VH	VolkerLaser use Q25	VolkerServices n/a
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4. ABBREVIATIONS & DEFINITION OF TERMS (CONTINUED)

Items commonly classed as temporary works include:

- Permanent works under temporary loading or stability case
- Reinforcement/ Rebar Cage Configurations
- Barriers to excavations
- Formwork and falsework (including plant loading on them)
- Bridge erection schemes
- Building facade support schemes
- Cofferdams
- Connections to pipes / culverts / shafts
- Excavation support methods
- Falsework and formwork including back-propping
- Haul roads
- Designed scaffolds including, but not limited to:
 - Bridging structures
 - Loading platforms
 - Protection fans
 - Sheeted scaffolds
 - Shoring
 - Staircases / access towers

The term 'designed scaffolds' includes those covered under TG20:21 guidance published by NASC.

- Site hoardings and perimeter fencing
- Site accommodation support gantries
- Hoist installations, particularly tie in systems
 - Openings to floors and slabs
- Piling mats and crane platforms
- Safety nets suspension systems
- Service diversions and temporary support, temporary protection
- Earthworks, slopes, or temporary grades
- Earth screens or bunds
- Stockpiles / including earth, aggregates
- Structural propping methods - including demolition, dismantling, alteration support
- Temporary bridges and access ways
- Temporary building stability during construction or demolition
- Temporary pedestrian barriers
- Temporary vehicle / plant and equipment, ramps and slopes
- Temporary vehicle barriers
- Tower crane installations including foundations and tie in systems
- Traffic Management
- Trenchless construction, including headings, thrust bores, mini tunnels
- Underpinning and temporary shoring layouts
- Dewatering
- Watercourse diversions

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice		
Approved for IMS:	IMS Manager		Document owner:	VF Business Head of Engineering	CDE file:	n/a	Page 3 of 35

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
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4. ABBREVIATIONS & DEFINITION OF TERMS (CONTINUED)

Check - An inspection on site to determine whether the temporary works have been constructed in accordance with the design.

Competent Person - A person with sufficient knowledge of the specific tasks to be undertaken and the risks which the work will entail. With sufficient experience and ability to enable them to carry out their duties in relation to the project and to recognise their limitations. To be able to take appropriate action to prevent harm to those carrying out construction work, or those affected by the work.

Construction Phase Plan (CPP) - The CPP fulfils the requirements of the Construction Phase H&S Plan and integrates the site Environmental and Quality Management Plans and is a format that meets the requirements of Network Rail Standard NR/L2/OHS/044.

Contractors Engineering Manager (CEM) - A named individual undertaking the duties outlined in the Network Rail standard NR/L2/INI/02009.

Contractors Responsible Engineer (CRE) - A named individual undertaking the duties outlined in the Network Rail Standard NR/L2/INI/02009. Includes CRE(C) - Construction and CRE(D) - Design.

Design Check - An evaluation of the design to determine whether it conforms to the design brief and can be expected to provide a safe engineered solution.

Designated Individual (DI) - A named individual within an organisation that has an involvement in the management, design, or works execution of temporary works. The role of DI includes responsibility for establishing and overseeing the implementation of policy, process and procedure towards the control of temporary works. This may include:

- Clients
- Management / cost consultants (this includes architects acting for a client)
- The Principal Contractor
- Contractors / sub-contractors / specialist contractors (including demolition contractors) all of which manage their own temporary works. This includes third-party employed contractors, such as utility providers and their contractors.
- Temporary works designers and permanent works designers.
- Manufacturers / suppliers

Appointment of the DI and Deputy DI should be completed on Q25-04c *Appointment of Designated Individual* and Q25-04d *Appointment of Deputy Designated Individual* respectively. Further to this appointment of

DMP - Project Design Management Plan.

The Design Civil / Structural Engineer - The consulting engineer appointed by the client and responsible for the design of the project in its completed / permanent condition.

Principal Contractor (PC) - The main contractor on a construction project who is responsible for managing and coordinating all the separate works contracts. Formally defined under the CDM Regulations.

Principal Designer (PD) - An appointment made by the Client / Project Employer and formally defined under the CDM Regulations. They must display competency in design management regarding Temporary Works. (The appointed project PD must be made known to the Principal Contractor's Designated Individual - not least in terms of Pre-construction Information regarding temporary works requirements and subsequent development of contractor's proposals).

Designer Designated Individual

A Director or Senior figure within a temporary works design organisation who is responsible for maintaining the design organisations temporary works procedures such that they comply with BS5975-1:2024 requirements.

Project Manager (PM) - The Senior Representative of the Principal Contractor who is predominantly based on the project (this could be the Director, Contract Manager, Project Manager or Site Agent / Manager).

Site Management Plan (SMP) - The SMP fulfils the requirements of the Construction Phase Health & Safety Plan and integrates the site Environmental and Quality Management Plans.

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice			
Approved for IMS:	IMS Manager			Document owner:	VF Business Head of Engineering	CDE file:	n/a	Page 4 of 35

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
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4. ABBREVIATIONS & DEFINITION OF TERMS (CONTINUED)

Temporary Works - Parts of the works that allows, or enables construction of, protect, support, or provide access to, the permanent works, and which might, or might not remain in place at the completion of the works.

Temporary Works Coordinator (TWC) - A person appointed by the project director / manager to ensure that all temporary works are properly specified, designed and constructed by a suitably qualified and experienced person and that these works are used and subsequently removed safely in a manner which permits efficient construction of the permanent works. TWCs are responsible for the appointment of TWSs.

Temporary Works Supervisor (TWS) - On large construction sites where temporary works operations are carried out by various trade / subcontractors, each of the trade / subcontractors should appoint an individual as their Temporary Works Supervisor.

Temporary Works Designer - Designer chosen by the TWC to design items of temporary works.

Temporary Works Design Checker - Design Checker for Temporary Works. Must have demonstrable experience in design checking specific item of temporary works to be checked and be Chartered as CEng MICE or MISTructE.

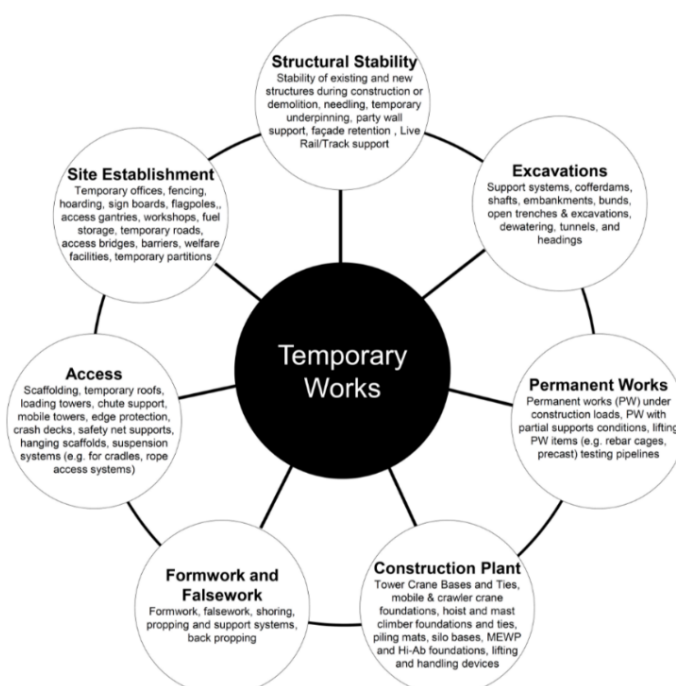
Lead Temporary Works Designer - For complex items of temporary works that could affect the stability of other structures (temporary or permanent), the VF TWC should appoint a Lead Designer. The Lead Designer should coordinate all design interfaces and ensure that all implications of the design are communicated to and accepted by all design parties involved.

VolkerFitzpatrick Business Head of Engineering - A person appointed to carry out the duties on behalf of the VolkerFitzpatrick DI. The appointment is to be completed using Q25-04e-VF *Appointment of Companies Head of Engineering*. Duties include the development, maintenance, and implementation of the TW management process and procedure, and the appointment of TWCs.

Business Division Temporary Works Champion - A person selected by the VolkerFitzpatrick Head of Engineering to carryout Q25-12-VF *Temporary Works Performance* reviews and provide the outcome of these to the Division Director and the VF Head of Engineering.

Trade Contractor or Subcontractor - The contractor who is responsible for actually, undertaking one of the specific work packages on one construction project who may be in contract with the Principal Contractor or with the main client of the project.

Senior Construction Manager - Senior Construction team member responsible for the coordination of all works on site. They coordinate activities of multiple teams and contractors to ensure that overall progress and programme requirements are met while maintaining safety, quality, and environmental standards.



Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice			
Approved for IMS:	IMS Manager			Document owner:	VF Business Head of Engineering	CDE file:	n/a	Page 5 of 35

Temporary Works

Q25-VF

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
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5. ACTIONS (PROCESS)

RESPONSIBILITY

5.1 Management Actions

5.1.1 Management of Temporary Works Business Policy

It is the policy of the company to ensure that temporary works:

- Are adequately considered during the development of Contractor's Proposals within the project tender response by first completing a temporary works assessment Q25-01-VF *Temporary Works Assessment* or VFR-EP4-04 *Temporary Works Assessment* for Rail Division projects or projects managed under the rail division management procedures. Bid Manager
- Are appropriately developed in terms of scope, design concept, outline methodology, works sequencing, programme and costings within the bid offer. Bid Manager
- Bid proposals are openly communicated to the project delivery team at the Tender Handover Meeting. Bid Manager
- Bid proposals are confirmed / developed by the project delivery team. Project Manager
- Site Fencing, Barriers and Edge Protection, must provide adequate life safety protection to persons, in terms of segregation and / or route management. Their design, installation, inspection and performance in use, must all be carefully managed. They are therefore, to be fully recognised and managed as temporary works items. Documents Q25-G02-VF *Site Fencing Barriers and Edge Protection* and Q25-G04-VF *Site Fencing Barriers and Edge Protection - Requirements Briefing* provide project guidance and briefing notes. Project Manager
- All temporary openings in floors, floor slabs, risers, inspection chambers, valve chambers, lift shafts, stairwells, manholes, storage tanks or any other types of opening where there is a risk of persons, plant and / or materials falling through, must also be fully recognised and managed as temporary works items. Q25-G04-VF *Site Fencing Barriers and Edge Protection - Requirements Briefing* provides project guidance. Project Manager
- That are designed by subcontractors shall be issued to the project delivery team (or an approved external Consulting Engineer) for design review or checking and acceptance.
- The project-based TWC must review submitted designs against the issued design brief and the design status tracked via the Q25-10-VF *Temporary Works Document Register*.
- Submitted designs must be reviewed/ or checked by the TWC. The TWC check is to be limited to buildability and partibility check the TWs and not a detailed design check. Only competent appointed Temporary Works Designer and Temporary Works Design Checkers should undertake detailed design checks of temporary works. If the TWC finds that checking is outside their competency and they require additional support, they are to notify the Project Manager and contact the VFL Business Head of Engineering for support. Project Manager
- Design review and / or checking must address:
 - The design concept.
 - The strength and structural adequacy of the proposed temporary works.
 - Compliance with the design brief Q25-02-VF *Temporary Works Design Brief* or VFR-EP4-05 *Temporary Works Design Brief for Rail Division* or projects managed under the rail division management procedures.
 - Ground or support structure capacity to take loads from the temporary works.
 - Any change to the design, or to conditions on site.Project Manager / Design Manager / CEM
- The application of appropriate control measures on site.

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice			
Approved for IMS:	IMS Manager			Document owner:	VF Business Head of Engineering	CDE file:	n/a	Page 6 of 35

Temporary Works

Q25-VF

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
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5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.1 Management Actions (Continued)

5.1.2 Risk Assessment

The potential hazard(s) to persons, property and assets arising from the use of temporary works must be assessed. This is a formal requirement when undertaking projects works within a UK rail environment, and should be extended to civil engineering, highways, river and marine works, and building / construction works activities. All temporary works schemes must therefore be recorded on the project Q25-01-VF *Temporary Works Assessment* and Q25-03-VF *Temporary Works Register* which can then be referenced by the project risk register.

Project Manager /
Design Manager / CEM

Temporary works may be categorised to indicate their relative complexity or simplicity. However, care must be taken with apparently simple temporary works in terms of their design, installation, inspection loading and final de-commissioning.

TWC

For projects managed by the Rail Division or those managed using the rail division management procedures the TWC shall assess all potential temporary works whether requiring design or not, and record this assessment on VFR-EP4-04 *Temporary Works Assessment*. This assessment shall record whether a design is required, if there is use of proprietary systems or of a controlled methodology. The assessment shall be approved by the Contractor's Engineering Manager (CEM).

TWC + CEM

5.1.3 Appointment of Temporary Works Coordinator and Supervisor

Every project shall appoint a competent TWC and where applicable, a Temporary Works Supervisor. One person may fulfil both roles if there are less than five items of temporary works. A deputy or deputies must also be appointed to ensure coverage for absences.

Project Manager / CEM

The PM is to nominate a suitably competent individual to undertake the role of TWC as soon as practicable after contract award.

Operations Director /
Project Manager

The role of the TWC is attributed to the appointed Project Manager by default. The PM remains the TWC until they appoint someone to carry out that role and the appointee has been reviewed and briefed by the VF Business Head of Engineering.

Where a competent TWC has not been formally appointed, or the appointment has lapsed, (or the PM does not hold the required competency to fulfil the role), all site temporary works must be made safe and suspended. The issue must then be escalated to the Operations Director and the VF Business Head of Temporary Engineering, for resolution.

Nominations for the role of TWC must be assessed using:

Buildings, Aviation and Civils Divisions:

- Q25-04a-VF *Assessment & Appointment of Temporary Works Coordinator*
- Q25-04b-VF *Assessment & Appointment of Supervisor*

Rail Division or projects managed under the rail division management procedures:

- VFR-EP4-02 *Assessment & Appointment of TWC*
- VFR-EP4-03 *Assessment & Appointment of TWS*

The nomination must include assessment by the PM and forwarded to the VF Business Head of Engineering who shall then review and undertake more specific technical competency assessment appropriate to the scope of temporary works to be undertaken.

Project Manager / CEM

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice			
Approved for IMS:	IMS Manager			Document owner:	VF Business Head of Engineering	CDE file:	n/a	Page 7 of 35

Temporary Works

Q25-VF

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
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5. ACTIONS (PROCESS) (CONTINUED)		RESPONSIBILITY
5.1 Management Actions (Continued)		
5.1.3 Appointment of Temporary Works Coordinator and Supervisor (Continued)		
Final approval of the TWC nomination rests with the VF Company Head of Engineering. Appointment of Temporary Works Supervisors rests with the Project TWC and Project Manager. For each TWS that is appointed their appointment paperwork should be forwarded to the HSES Director, DI and the VF Business Head of Engineering.		Operations Director / Project Manager
Where a competent TWC has not been formally appointed, or the appointment has lapsed, (and the PM does not hold the required competency to fulfil the role), all site temporary works must be made safe and suspended. The issue must then be escalated to the Operations Director and the VF Business Head of Engineering, for resolution.		TWC
On large construction sites where temporary works operations are carried out by various trade / subcontractors, each of the subcontractors must appoint an individual as their TWS. The TWC is responsible for ensuring this.		TWC
It is a mandatory requirement that all TWC shall attend the Temporary Works Coordinator CITB 2 Day Course and be in possession of a valid course attendance certificate. They should also have completed and attained the CITB SMSTS Qualification.		
It is a requirement that Temporary Works Supervisors hold a valid CITB TWS certificate and have completed at least a CITB SSSTS qualification.		
The Temporary Works Co-ordinator(s) and Temporary Works Supervisor(s) shall be named in the H01-04 <i>Allocation of Responsibilities</i> or R01-01 <i>Construction Phase Plan (CPP)</i> for Rail Division projects and included within R16-01 <i>Allocation of Rail Responsibilities</i> for rail division projects or projects managed under the rail division management procedures.		
The appointed co-ordinators must be willing to accept the duty and be confident in their ability to execute and manage the role. TWCs and TWSs must sign against their name on the relevant Q25-04-VF or EP4-02/03 assessment form. TWCs and TWSs must sign:		Project Manager / CEM
Buildings and Civils Divisions:		
- Q25-04a-VF <i>Assessment & Appointment of Temporary Works Coordinator</i> - Q25-04b-VF <i>Assessment & Appointment of Supervisor</i>		TWC / TWS
Rail Division or projects managed under the rail division management procedures:		
- VFR-EF-417 <i>Assessment & Appointment of TWC</i> - VFR-EF-417L <i>Assessment & Appointment of TWC by L-TWC</i> - VFR-EF-417S <i>Assessment & Appointment of TWS</i>		
The Project Manager shall ensure that the appointed TWC has sufficient resource (in terms of time and TWS assistance) to fully carry out their duties. Where more than one TWC is appointed, their areas of responsibility shall be clearly defined by the Project Manager and formally agreed with them.		Project Manager
For Rail Division projects the CEM shall clearly define the areas of responsibility for each TWC for projects where there is more than one TWC.		CEM

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice			
Approved for IMS:	IMS Manager			Document owner:	VF Business Head of Engineering	CDE file:	n/a	Page 8 of 35

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
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5. ACTIONS (PROCESS) (CONTINUED) RESPONSIBILITY

5.1 Management Actions (Continued)

5.1.4 Risk Assessment Categories

BS 5975-1: 2024 includes definition of risks under distinct headings:

- Design Risk
- Execution Risk
- Consequence of failure
- Implementation Risk

Design Risk - is related to the complexity of the design and mitigated via design risk checks.

Execution Risk - is related to the construction/installation, use and removal of the temporary works. It includes such aspects as workmanship, materials, experience and manner of use.

Consequence of failure - is directly linked to the location of the temporary works and the effect failure may have.

Implementation Risk - is the combination of execution and implementation risks.

5.1.5 Classification of Risk

BS 5975-1: 2024 introduces the implementation risk classifications of “very low”, “low”, “medium” or “high”.

When assessing the implementation risks the following must be considered:

- Consequence of failure
- Experience of workforce
- The methodology being used
- Interfaces with other structures or systems
- Complexity or novelty of TW structure being constructed

Refer to table on page 20 for guidance on classifying Temporary Works implementation risk.

5.1.6 Register of TWCs

A central register, Q25-05-VF *Register of Temporary Works Coordinators & Temporary Works Supervisors*, will be established and maintained by an individual nominated by the Director for HSEQS. It will record appointments undertaken on projects within each Operating Division.

The Register will be regularly reviewed by the Divisional Managing Directors in their Deputy Designated Individual role in support of the Designated Individual and used to monitor the deployment, and to ensure the assessed appropriate competency level of TWCs across the business.

The information contained within the register will be obtained from the Q25-04a-VF *Assessment & Appointment of Temporary Works Coordinator* form submitted by Project Managers.

For Rail Division managed projects or those managed using the rail division management procedures the information in the register will be obtained from the completed VFR-EP4-02 / 03 assessment forms.

Designated Individual +
Divisional Senior
Management +
Director for HSEQS
+ Head of Temp Works

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice			
Approved for IMS:	IMS Manager			Document owner:	VF Business Head of Engineering	CDE file:	n/a	Page 9 of 35

Temporary Works

Q25-VF

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
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5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.1 Management Actions (Continued)

5.1.7 Project Temporary Works Register

All projects are to establish and maintain a Q25-03-VF *Temporary Works Register*. For projects managed by the Rail Division or those projects managed using the rail division management procedures the project shall use the VFR-EP4-01 *Temporary Works Register*.

Project Manager / CEM
+ Head of Temp Works

Q25-03-VF *Temporary Works Register* is the primary record of how temporary works is managed on a project and shall be maintained by the TWC. This will allow ease of planning and of tracking progress against activities and required actions regarding temporary works.

TWC

The TWC shall distribute updates to the Temporary Works Register, to members of the design team, site management team and relevant contractors as required.

The Register is an important management tool. It is to be regularly reviewed for content and status against works on site. Review to be undertaken during:

- Q25-12-VF Temporary Works Performance Review
- HSE-07 *Site Safety and Environmental Inspection Record*
- HSE-07B *Senior Manager's Health, Safety, Environment & Quality Tour*
- Audited by an individual nominated by the Director for HSEQS

5.1.8 Subcontractor Pre-Start Health & Safety Meeting

Temporary Works requirements are to be discussed within the HSE-03 *Subcontractor Pre-start Health & Safety Meeting Agenda* meetings with subcontractors / suppliers. Issues raised are to be co-ordinated via the TWC and the Temporary Works Register / Schedule.

Project Manager /
Senior Construction
Manager / CRE(C) +
TWC

5.1.9 Provision of Temporary Works Design

The Project Manager & TWC shall ensure that all designs are adequately prepared and executed against an appropriate brief, scope, design standards, review and site inspection process. The Temporary Works Design Consultant must submit formal fee proposals fully reflecting the agreed service requirement.

Project Manager /
Design Manager

The Project Manager shall refer to the appointed VF TWC to carry out a review of adequacy of details within the issued design brief, of the submitted design in response to the brief, and the site works proposals.

5.1.10 Project Temporary Works File

The TWC shall index the temporary works file in a logical order so that the records relating to any individual scheme can be easily found. Documents may include:

TWC

- Q25-02-VF *Temporary Works Design Brief*
- Q25-11-VF *Temporary Works Permit to Proceed, Erect, Load & Strike*
- Q25-13-VF Inspection checklists

The Temporary Works Information Files are to be stored within Asite under file reference 4.17. Each document should be stored into the appropriate 4.17 subfolder. The TWC shall regularly maintain and update the records within the Temporary Works File, and in addition record and update the progress of planning, design, erection and dismantling of all Temporary Works Schemes within the Temporary Works file.

For ease of reference, Q25-10-VF *Temporary Works Document Register* can be used to summarise the complete record of the documents associated with any temporary works system, including any changes or remedial works required and implemented.

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice		
Approved for IMS:	IMS Manager		Document owner:	VF Business Head of Engineering	CDE file:	n/a	Page 10 of 35

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	n/a	use Q25-VS	use Q25-VH	use Q25	n/a

5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.1 Management Actions (Continued)

5.1.11 Change

Uncontrolled change to a temporary works scheme may have serious consequences. Even seemingly minor changes must be considered and approved by a suitably competent person. Change(s) must be formally communicated to the TWC.

Project Manager /
Senior Construction
Manager / CEM / TWC

A design, or site installation change, is defined as being a change to an existing proposal that has been accepted as fit for construction / installation. Further, that the nature of the change is such that it will require review and re-checking in accordance with the original design. Such a change will require the resubmission of the relevant design via the project acceptance process and be supported by a statement explaining the proposal and design.

The TWC is to review the change(s) notified along with an assessment of potential impact against original intended design scope and brief. The TWC must then confirm acceptability of the change with the designer and installer of the works or notify the same parties of any further actions required.

The TWC must notify the Project Manager of the agreed changes (or additional actions).

The TWC may seek the support of the Head of Engineering during the review

5.2 Roles and Responsibilities

5.2.1 The Principal Contractor

Under most forms of contract in use in the UK the overall project responsibility for temporary works rests with the Principal Contractor. Legal duties cannot be passed on to someone else by means of contract. This means that when we are acting as Principal Contractor, we must approve all temporary works.

Designated Individual +
Divisional Senior
Management +
Director for HSEQS

Even though design responsibility may be given to a subcontractor under a subcontract agreement, the agreement is always bound by:

- Legal responsibilities as the principal contractor
- The contract with the client to check, supervise and monitor any temporary works scheme on a project.
- Under CDM Regulation 13(1) - 'The principal contractor must plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety.'

5.2.2 The Bid Manager / Bid Team Leader

As a senior business representative leading the tender response to a project works enquiry, they shall be responsible for ensuring that consideration of temporary works provision is included within the bid submission and resultant Contractors Proposals. The Bid Manager and Pre-Con Team must ensure that a comprehensive and costed Temporary Works Registers is developed as part of any bid.

Bid Manager
Pre-Con

Where relevant within the scope of the works, they are to ensure that temporary works concepts and works methodologies are developed to an appropriate level of detail to support the bid submission. To this end they may require designs to be prepared by design consultants or specialist contractors.

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice		
Approved for IMS:	IMS Manager		Document owner:	VF Business Head of Engineering	CDE file:	n/a	Page 11 of 35

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	n/a	use Q25-VS	use Q25-VH	use Q25	n/a

5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.2 Roles and Responsibilities (Continued)

5.2.3 The Designated Individual

BS 5975-1: 2024 formally states the requirement for a recognised Designated Individual (DI) within various organisations involved in a project.

In terms of VolkerFitzpatrick, the Designated Individual is the VolkerFitzpatrick Director with responsibility for HSEQS, directly supported by the Managing / Divisional Directors of each of the main Operating Divisions. The DI is further supported by the Deputy Designated Individuals and the VF Business Head of Engineering.

The VolkerFitzpatrick DI is accountable for the temporary works policy, processes and procedures operated by the business, and enacted on each of its projects.

Designated Individual +
Divisional Director +
Director for HSEQS
+ Head of Temp Works

5.2.3.1 Deputy Designated Individual

The Designated Individual will be supported by Deputy Designated Individuals (one per Division). The appointed Deputy Designated Individual shall be responsible for the management of Temporary Works in accordance with VolkerFitzpatrick Ltd. standards and procedures specifically [Q25-VF](#), [EP4](#) and British Standard [BS 5975-1:2024 Management Procedures for the control of temporary works - Code of Practice](#).

Responsible and accountable for assisting the Designated Individual in their duties for their respective Divisions. Duties are:

- Ensuring that the process and procedures for the management of temporary works is appropriate for the scope of activities undertaken by VolkerFitzpatrick Limited
- Identifying if the process and procedure for the management of Temporary Works within the VolkerFitzpatrick Limited business is no longer suitable for the management of works within their Division.
- Accountable for the implementation of the process and procedure for the management of Temporary Works for VolkerFitzpatrick Limited within the projects undertaken within their Division.
- Accountable for ensuring that the process is implemented for all temporary works that are required for the delivery of works within their Division.

Accountable for ensuring that competent Temporary Works Coordinators and Temporary Works Supervisors are appointed in line with the VolkerFitzpatrick temporary works management procedures.

Deputy Designated
Individual

5.2.4 The Client / Project Employer

BS 5975-1: 2024 requires the Client / Employer, where they are initiating construction projects where temporary works are involved, should have in place procedures that define their duties in relation to the management of temporary works. They must also assist the Principal Contractor in managing any temporary works.

This is important with regards to the appointment and role of the Principal Designer and the provision of relevant pre-construction Information to the Principal Contractor.

5.2.5 The Project Manager

As the senior project representative is responsible for leading the delivery team in its conversion of the design into the executed works. The project manager shall be responsible for ensuring that any temporary works requirement is correctly managed. Further to this they shall ensure that temporary works are constructed in recognition of engineering and safety requirements.

Project Manager

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice		
Approved for IMS:	IMS Manager		Document owner:	VF Business Head of Engineering	CDE file:	n/a	Page 12 of 35

Temporary Works

Q25-VF

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	n/a	use Q25-VS	use Q25-VH	use Q25	n/a

5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.2 Roles and Responsibilities (Continued)

5.2.5 The Project Manager (Continued)

The TWC / Scaffold Coordinator shall report directly to the Project Director / Manager. The Project Director / Manager will ensure that sufficient details and resource are provided to the TWC, Scaffold Coordinator, designers, design checkers, subcontractors / trade contractors, suppliers and operatives to enable them to complete their tasks effectively.

Project Director

5.2.6 The Project Commercial Manager

As the senior project representative in terms of project cost management, they shall ensure cost allocation within project budget is monitored for all temporary works. Further, that costs for on-going temporary works inspection, dimensional checks and other site attendances, removals, off-hire or disposals are adequately covered and safety is not compromised.

Project Commercial Manager

5.2.7 The Lead (Temporary Works) Designer

Where a temporary works scheme involves design contributions from more than one designer, one of the designers should undertake the role of lead designer and manage the design interfaces.

Project Manager / Design Manager

The name of the nominated lead designer should be recorded. Appointment of a Lead Designer should be done using:

Q25-14a-VF Assessment & Appointment of Temporary Works Lead Designer

5.2.8 Principal Designers

The CDM Regulations 2015 make direct reference to 'construction work' and ensuring the stability of any new or existing structure and the design, installation and ongoing safety of any temporary structure. All temporary works design, installation and subsequent unloading / removal must therefore be compliant with the requirements of the CDM Regulations. Maintenance of temporary works and their ongoing safety shall be an important priority for TWCs and projects.

BS 5975-1: 2024 describes in more active terms that the Principal Designer role must be actively involved in the overseeing of the development of construction methodologies, the sequencing of works, including the consideration of temporary conditions. The use of temporary works must not compromise the safe construction of the works.

Under Regulation 11(1) - 'The Principal Designer must plan, manage and monitor the pre-construction phase and co-ordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety.'

Under Regulation 11(3) - 'In fulfilling the duties in paragraph (1), the principal designer must identify and eliminate or control, so far as is reasonably practicable, foreseeable risks to the health or safety of any person '

Under Regulation 11(7) - 'The principal designer must liaise with the principal contractor for the duration of the principal designer's appointment and share with the principal contractor information relevant to the planning, management and monitoring of the construction phase. They must also ensure the coordination of health and safety matters during the construction phase.'

BS 5975-1: 2024 highlights the requirement that during the project conceptual or pre-construction design stage, either the client's or the Principal Designer's temporary works procedures should be used. Once the Principal Contractor is appointed, the PC's procedures should take precedence.

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice		
Approved for IMS:	IMS Manager		Document owner:	VF Business Head of Engineering	CDE file:	n/a	Page 13 of 35

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	n/a	use Q25-VS	use Q25-VH	use Q25	n/a

5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.2 Roles and Responsibilities (Continued)

5.2.9 The Project Civil / Structural Engineer

The person or organisation responsible for the design of the permanent works and under normal circumstances will not accept responsibility for temporary works scheme design. The CDM 2015 Regulations do however provide guidance on the duties of the designer, which includes requirements for cooperation and coordination.

This applies specifically to commentary on proposed loadings temporarily applied to the permanent structure and / or temporary stability conditions affecting the permanent structure.

5.2.10 All Designers

Under CDM Regulation 9(2) - 'When preparing or modifying a design the designer must take into account the general principles of prevention and any pre-construction information to eliminate, so far as is reasonably practicable, foreseeable risks to the health or safety of any person'.

Under CDM Regulation 9(4) - 'A designer must take all reasonable steps to provide, with the design, sufficient information about the design, construction or maintenance of the structure, to adequately assist the client, other designers and contractors to comply with their duties under these regulations.'

Project Manager /
Design Manager

5.2.11 Subcontractor Designed Temporary Works

- Design responsibility may or may not be given to a subcontractor depending on the terms of the subcontract agreement. Either way the VolkerFitzpatrick TWC must retain oversight of the design process and ensure its procedural correctness and safety. Arrangements may vary across design only, materials supply only, labour only, or any combination. A subcontractor may therefore have CDM duties as both a contractor and a designer. The level of responsibility must be confirmed between the subcontractor and the business, prior to works commencement.
- Under CDM Regulation 15(2) - 'A contractor must plan, manage and monitor construction work carried out either by the contractor or by workers under the contractor's control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.'
- Under CDM Regulation 15(8) - 'A contractor must provide each worker under their control with appropriate supervision, instructions and information so that construction work can be carried out, so far as is reasonably practicable, without risks to health and safety.'
- When temporary works are included within subcontract works, the Project / Site Manager shall ensure that this procedure is included in the subcontract enquiry and then bound into the subcontract order. A subcontractor shall not undertake the role of TWC.
- Before placing any subcontract that involves the provision of temporary works, the Design Manager / TWC shall ensure that the subcontractor works to VolkerFitzpatrick Temporary Works Management Procedure Q25-VF or EP4. Only the VolkerFitzpatrick TWC is allowed to coordinate temporary works.

The VF PM and TWC shall ensure that the Subcontractor complies with all contract or specification requirements regarding temporary works including client / 3rd party approvals.

Includes documented design risk management and mitigation, show all design assumptions and remaining risks clearly on their RAMs, WPPs.

Project Manager /
Senior Construction
Manager / CEM & TWC

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice			
Approved for IMS:	IMS Manager			Document owner:	VF Business Head of Engineering	CDE file:	n/a	Page 14 of 35

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	n/a	use Q25-VS	use Q25-VH	use Q25	n/a

5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.2 Roles and Responsibilities (Continued)

5.2.11 Subcontractor Designed Temporary Works (Continued)

- Shall provide the completed design in sufficient time to allow for checking, approval, procurement and construction to meet the programmed of works. For all designs the VolkerFitzpatrick TWC must ensure that a design check is carried out by a VF Approved Temporary Works Designer as detailed on the VF Temporary Works Information Page link: [VFL Approved Temporary Works Designers Guide](#)
- When requested by the TWC on behalf of the Principal Contractor, the Subcontractor will provide temporary works calculations and construction documents for checking. This checking may consist of a formal design check or a buildability check for RAMs compilation and the planning of onsite temporary works supervision for permitting.

5.2.12 VF Business Head of Engineering

The role directly supports the Designated Individual in the establishment and maintenance of operational process and procedure for the management of temporary works across VolkerFitzpatrick projects.

Responsibilities include:

- Monitoring the application of project temporary works management across the business, including review / audit temporary works controls and practices on site to measure compliance with Q25-VF the Management Procedure for VF Temporary Works.
- To ensure that projects appoint a TWC and TWS(s) as necessary, and that they are provided with appropriate support to allow them to undertake their duties in line with legal, and VF Business requirements.
- Ensuring that appropriate engineering/technical support relating to temporary works service is available to project teams, including short-duration procedural and technical training as required.
- Develop an approved supply chain of Temporary Works Designers
- Provide both strategic direction and operational support towards consideration of temporary works within tendering / bid submissions as required by the Tender/Bid Manager and / or Project Contracts Manager.
- To review project temporary works management and delivery consideration of any lessons learnt.

Lead TWC

Regular reporting to the DI on the performance of the business in terms of temporary works management, and on the continued effectiveness of temporary works management process and procedure.

5.2.13 Temporary Works Co-ordinator

The primary duties of the TWC described within BS 5975-1:2024 are as follows:

TWC

- Produce and maintain a temporary works register which will be used to manage temporary works. The TWC shall update the temporary works register and distribute it on a regular basis to the Project Manager and Site Management Team.
- Before Subcontractors start work ensure that they have received and have agreed to work to the VolkerFitzpatrick Q25 or EP4 temporary works management procedure.
- Appoint Competent Temporary Works Supervisors using Q25-04b, or the VolkerRail VFR-EF-417S for rail projects only.
- Coordinate and manage all temporary works activities and processes.
- Ensure that various responsibilities have been allocated and accepted.

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice		
Approved for IMS:	IMS Manager		Document owner:	VF Business Head of Engineering	CDE file:	n/a	Page 15 of 35

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	n/a	use Q25-VS	use Q25-VH	use Q25	n/a

5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.2 Roles and Responsibilities (Continued)

5.2.13 Temporary Works Co-ordinator

- Ensure that an appropriate design brief has been produced for each individual temporary works scheme.
- Arrange for detailed design and design checking to be carried out for all project temporary works above Cat 0 using approved designers such as those listed on [VFL Approved Temporary Works Designers Guide](#). Contact VF Head of Engineering for additional consultant approvals.
- All selected design check categories are in recognition of BS 5975 risk categories, or where specifically instructed by the TWC or a client, ensure that the design has been independently checked by a second person for structural adequacy and that it complies with the brief.
- Ensure that all residual risks identified during the design and designs check process are noted on the drawings and transferred into RAMs, WPPs and Task Briefing Sheets for proactive onsite management.
- Keep a record of all drawings, sketches and calculations.
- Ensure that those responsible for on-site supervision receive full details of the design, including any limitations associated with it, i.e. residual risks
- Ensure that checks are made at appropriate stages covering the more critical factors, e.g. loading and striking arrangements.

5.2.13 Temporary Works Co-ordinator (Continued)

- Ensure that the TWSs erect and maintain temporary works load capacity signage on site.
- Ensure that any proposed changes in materials or construction are checked against the original design and appropriate action is taken.
- Ensure that any agreed changes, corrections or faults are identified and correctly carried out on site.
- Issue permits to Proceed, Load & Strike in a way that maintains optimal site safety.
- Ensure that during use, all appropriate monitoring and maintenance is carried out.
- Control the dismantling of temporary works using instruction to site and permits so as to ensure that permanent works do not collapse in an uncontrolled manner.
- The TWC must seek further advice and support whenever they consider the scope of work to be outside of their competence. The TWC may seek to delegate their responsibility in this instance to a suitably experienced and competent person. This delegation must be in writing stating any actions to be taken by the nominee or any conditions that apply and is acknowledged formally by the Project Director / Manager and the VF Business Head of Engineering.
- Any temporary works requirements must be discussed with the relevant subcontractor or trade contractor at the initial safety meeting. This shall include where appropriate handing over a copy of this procedure.
- On Rail Division managed projects or projects being managed under the rail division management procedures, further requirements of the TWC and TWS role are defined in guidance note EP4 Engineering and EP5 *Design Management - Commercial Duties*.

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice		
Approved for IMS:	IMS Manager		Document owner:	VF Business Head of Engineering	CDE file:	n/a	Page 16 of 35

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	n/a	use Q25-VS	use Q25-VH	use Q25	n/a

5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.2 Roles and Responsibilities (Continued)

5.2.14 Competency Assessment of the Temporary Works Co-ordinator

All potential TWCs, including any Deputies, shall be subject to a competency assessment by the Project Manager to determine their suitability for nomination for the required role and responsibilities. This competency assessment will include reference to past relevant experience, evidence of appropriate training, CV and supporting evidential documents. On Rail Division managed projects the assessment of TWC and TWS is to be undertaken by the CEM.

Designated Individual /
Project Manager +
VF Business Head of
Engineering

The proposal is then to be forwarded to the VF Business Head of Engineering for review of scope, technical competencies and resource levels utilising Q25-04a-VF *Assessment & Appointment of Temporary Works Coordinator*. The VF Business Head of Engineering must give approval to any TWC selection and appointment before a person is allowed to act as a VF TWC.

Previous experience of the individual in terms of managing temporary works shall be assessed against risk and complexity of such works. Approximate criteria being:

- Simple and / or potentially low risk.
- More complex and / or potentially medium risk. Complex and / or potentially high risk.

For more detail of risk / complexity classification, refer to Health and Safety Executive guidance document SIM 02/2010/04 The management of temporary works in the construction industry.

Designated Individual /
Project Manager +
VF Business Head of
Engineering

Assessment of the individual's competency going forward within the project TWC role must include objective assessment of their ability to meet the level of temporary works risk / complexity likely to be encountered. Where a knowledge or experience shortfall is identified during the identification of TWC nomination, the Project Manager (or CEM on Rail Division projects) shall agree with the TWC, the level of engineering / technical / management support to be provided to allow the TWC to fulfil the role. The nomination shall then be sent to the VF Business Head of Engineering for consideration and approval.

Assessment criteria are listed on Q25-04a-VF *Assessment & Appointment of Temporary Works Coordinator* or VFR-EP4-02 *Assessment & Appointment of TWC* for Rail Division projects or projects managed under the rail division management procedures.

5.2.15 Briefing and Acceptance of the TWC Role

Following a successful competence assessment and approval of the nomination by the VF Company Head of Engineering, the proposed TWC, including any deputies, shall be briefed by the Project Manager (on Rail Division projects the briefing shall be undertaken by the CEM) with regard to the scope of the appointment, project programme status, works methodology principles and any HSEQS risk specifics.

Project Manager +
VF Business Head of
Engineering

It is the responsibility of the Project Manager (or CEM on Rail Division projects or projects that are managed using the rail division management procedures) to ensure that the TWC fully understands the requirements and limitations of the role.

The proposed TWC may decline this appointment if they believe they:

- Are unclear of the responsibilities and limitations
- Have insufficient confidence of experience
- Have insufficient time

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice		
Approved for IMS:	IMS Manager		Document owner:	VF Business Head of Engineering	CDE file:	n/a	Page 17 of 35

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	n/a	use Q25-VS	use Q25-VH	use Q25	n/a

5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.2 Roles and Responsibilities (Continued)

5.2.15 Briefing and Acceptance of the TWC Role (Continued)

Once the briefing has been completed, the TWC and the Project Manager shall sign form Q25-04a-VF *Assessment & Appointment of Temporary Works Coordinator*. For Rail Division projects or projects managed under the rail division management procedures the TWC and the CEM shall sign the VFR-EP4-02 *Assessment & Appointment of TWC*, which then records the TWC's acceptance of the role and its extent.

The original of the signed form Q25-04a-VF *Assessment & Appointment of Temporary Works Coordinator*. VFR-EP4-02 *Assessment & Appointment of TWC* shall be retained on site.

The VF Company Head of Engineering will maintaining a central register of project TWC's and their competency status maintaining a central register of project TWC's training status. The Project Manager shall enter the name of the TWC within the H01-04 *Allocation of Responsibilities* along with the identification of any competent TWC Deputies. Entries are to be signed or initialled by the TWC and Deputies.

For Rail Division projects and those projects managed using the Rail division management procedures the appointment of a Deputy TWC is prohibited. Only the CEM can assess and appoint a TWC to cover the duties of another TWC if that TWC is absent from the site.

CEM

5.2.16 Temporary Works Supervisor

On larger sites or where the project manager considers it necessary, or where the TWC requests assistance, or where there are one or more subcontractors on the site, one or more TWSs should be appointed by the VF TWC. Where TWSs are appointed from subcontractor or supplier organisations, the designated individual of their company (or equivalent) must ensure that any external TWS is appropriately trained and executes their duties in accordance with this procedure.

VF Project Manager +
VF TWC

The VF TWC and Project Manager remain responsible for and must ensure that any external TWS is trained and is executing their duties in accordance with this procedure. This will have to be clearly identified in package scopes of work.

VF Project Manager
+ VF TWC

It is essential for the TWS to be competent and to have relevant up-to-date training, and both the qualifications and the experience appropriate to the operations for which they are responsible.

Those carrying out TWS duties should have undertaken CITB or CITB approved, one-day TWS training as well as the CITB SMSTS qualification as a minimum. Those having successfully completed the training should be in receipt of a Site Safety Plus certificate valid for 5-years.

The TWS should be responsible to the TWC. The TWS must assist the TWC in the supervision and checking of the temporary works. This should include the supervision of the erection, use, maintenance and dismantling of the temporary works as applicable. This should also include carrying out the checks of the scheme(s) during construction on site and liaising with the TWC to ensure any modifications to the scheme or differences from the envisaged conditions (use or environmental) are drawn to the attention of the designer.

It is the responsibility of the TWC (not the TWS) to issue permits to load and permits to dismantle temporary works.

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice			
Approved for IMS:	IMS Manager			Document owner:	VF Business Head of Engineering	CDE file:	n/a	Page 18 of 35

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	n/a	use Q25-VS	use Q25-VH	use Q25	n/a

5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.2 Roles and Responsibilities (Continued)

5.2.17 Briefing and Acceptance of the TWS Role

Following a successful competence assessment, the proposed TWS shall be briefed by the Project Manager / TWC (or CEM for projects managed by the Rail Division) on the scope of the appointment, project programme status, works methodology principles and any HSEQS risk specifics.

VF Project Manager
+ VF TWC

It is the responsibility of the Project Manager to ensure that the TWS is made fully aware of the requirements and limitations of the role.

The proposed TWS may decline this appointment if they believe they:

- Are unclear of the responsibilities & limitations.
- Have insufficient confidence of experience.
- Have insufficient time.

Once the briefing has been completed the TWS and the Project Manager (and CEM for Rail Division managed projects) shall sign form Q25-04b-VF *Assessment & Appointment of Temporary Works Supervisor* or VFR-EP4-03 *Assessment & Appointment of TWS* for Rail Division projects, which then records the TWS's acceptance of the role and its extent.

The original of the signed Q25-04b-VF *Assessment & Appointment of Temporary Works Supervisor* or VFR-EP4-03, shall be retained on site and a copy shall be forwarded to the VF Business Head of Engineering, for the purposes of maintaining a central register of the project TWS's training status.

The Project Manager shall enter the name of the TWS within the H01-04 *Allocation of Responsibilities*. Entries are to be signed or initiated by the TWS.

The VF Business Head of Engineering will maintain a register of appointed TWCs, that will be used to monitor the deployment and assessed competency level of TWCs across the business. For Rail Division managed projects or those managed using the rail division management procedures the information in the register will be obtained from the completed VFR-EP4-02 *Assessment & Appointment of TWC* and VFR-EP4-03 *Assessment & Appointment of TWS*.

NOTE: This appointment is specific to a single contract only and lasts for no more than 3 years. If applicable, on long running contracts, the TWS appointment must be reviewed and the TWS formally reappointed after 3 years by the VF Project Manager and VF TWC.

NOTE: Whenever it is necessary for the TWS to be absent from site for a significant period, the Contracts Manager, or other senior manager, must be advised in adequate time for alternative arrangements to be made. Otherwise, the TWC must undertake the duties assigned to the TWS.

VF Project Manager
+ VF TWC

5.2.18 Links to Other Coordinator Roles

Within the scope of HSEQS operational requirements, specifically H01-04 *Allocation of Responsibilities*, there are direct links to other project coordination roles.

The formal allocation of project responsibilities must be recorded within H01-04 *Allocation of Responsibilities*. The Project / Site Manager must ensure the establishment and maintenance of a process for open communication and liaison between the TWC and the following allocated roles:

- VF Business Division Temporary Works Champion
- The existing Services Coordinator

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice			
Approved for IMS:	IMS Manager			Document owner:	VF Business Head of Engineering	CDE file:	n/a	Page 19 of 35

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	n/a	use Q25-VS	use Q25-VH	use Q25	n/a

5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.2 Roles and Responsibilities (Continued)

5.2.18 Links to Other Coordinator Roles (Continued)

- The Temporary Works Designer
- The Temporary Works Design Checker
- The Temporary Works Supervisor
- The overall fire controller
- The Permit to Work Coordinator
- The lifting operations (appointed person)
- The Demolition Coordinator

Of particular importance to VolkerFitzpatrick's temporary works strategy, is the Q25-12-VF Temporary Works Performance Review system. At least once a month our Business Division Temporary Works Champion will carry-out a temporary works performance review on a project within their Business Division. Using the information gathered from these reviews, as well as Team feedback, VF Business temporary works needs are identified and then actioned.

Business Division
Temporary Works
Champion

5.3 Design

5.3.1 Designs Prepared or Modified Outside of Great Britain

Under CDM (2015) Regulation 10 - 'Where a design is prepared or modified outside Great Britain for use in construction work to which these Regulations apply:

- The person who commissions it, if established within Great Britain; or
- If that person is not so established, the Client for the project,

Various types of temporary works equipment are designed and built / manufactured outside the UK. Project using such equipment must ensure that Regulation 9 is complied with. This requirement needs to be considered in terms of loadings supplied for tower cranes, mast climbers, goods and personnel hoists, safety screens etc.

For any temporary works design carried out outside the United Kingdom, the VF TWC must ensure that the design is Cat 3 independently design checked.

Project Manager / TWC

5.3.2 Fundamental Design Principles

There are 3 fundamental temporary works design aspects that need to be always considered:

- 1) Foundations - the ability of the supporting structure (may be the ground or an existing structure) to carry the loads imposed by the temporary works, without failure or excessive deformation / settlement.
- 2) Structural integrity - the ability of the temporary works structure itself to carry and transmit loads to the foundation without failure or excessive deformation of the structural elements, connections or fixings.
- 3) Stability - the ability of the temporary structure to withstand horizontal and / or lateral loads without sway, overturning or sliding failure.

All temporary works designs must demonstrably indicate due consideration of these aspects by way of appropriate design risk assessment, calculation, and method statement.

VF Project Manager / VF
Design Manager / VF
TWC

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice		
Approved for IMS:	IMS Manager		Document owner:	VF Business Head of Engineering	CDE file:	n/a	Page 20 of 35

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	n/a	use Q25-VS	use Q25-VH	use Q25	n/a

5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.3 Design

5.3.3 Site Investigation / Site Conditions

All temporary works schemes must be designed, installed and maintained with due regard to support and loading conditions. Depending on the type of temporary works, loadings may be imposed by the works to some other medium (e.g. the ground or other supporting medium) or induced within the temporary works (e.g. live loading or weather).

VF TWC

Adequate investigation of soil conditions, existing support structure, likely loading regimes, etc. must be undertaken, ahead of any commitment to a design proposal. This and any other relevant existing project information must be made available to the designer as part of the design brief. This may include information from the health and safety file.

Site constraints and condition surveys (including dilapidations) should also be undertaken to ensure the safety and stability of the temporary works in service.

5.3.4 Design Brief

This is a critical part of the temporary works design process. It forms the basis for the contract with the designer, tells the designer what is required, describes the constraints and assists thinking through the requirements.

VF TWC

Except for very low risk temporary works, a design brief should be prepared for the temporary works by the site team and issued by the TWC to the TWD.

The brief shall contain all the information required to enable the designer to prepare a fit for purpose scheme.

The design brief shall instruct the designer / checker to:

- Eliminate or mitigate hazards, and pass on information about residual hazards as necessary to be satisfied that the designed scheme is as safe and environmentally responsible as is reasonably practicable.
- Prepare designer's method statement for the temporary works scheme.
- Show all design assumptions and residual hazards clearly on the construction drawings and documents.
- Sign a design and check certificate.
- Achieve date(s) for submission of the completed design to meet the programme of works.
- Comply with site directions on concept, materials, load cases etc.

The TWC shall ensure that the design brief is adequate and then issue the design brief and supporting documents to the designers and checkers. The required information of the design brief is set out in Q25-02-VF *Temporary Works Design Brief*. For Rail Division projects or projects managed under the rail division management procedures the requirements are detailed in the procedure VFR-EP4-05 *Temporary Works Design Brief*.

5.3.5 Use of Standardised Designs

It may appropriate to have a design based on a standard solution, rather than a fully bespoke, or engineered item. It may also utilise a proprietary set of components or equipment.

VF Project Manager &
CEM & VF TWC

Where standardised or proprietary solutions are used, the supplier must provide technical data in the form of arrangements for and conditions of use. This should be identified within Q25-01-VF *Temporary Works Assessment*.

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice			
Approved for IMS:	IMS Manager			Document owner:	VF Business Head of Engineering	CDE file:	n/a	Page 21 of 35

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	n/a	use Q25-VS	use Q25-VH	use Q25	n/a

5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.3 Design

5.3.5 Use of Standardised Designs

Data may be presented in a tabular, or readily assimilated format, but must include clear instructions for assembly, use, and taking down. Further, safe load capacities, usage restrictions, stability requirements, foundation loadings etc must be made clear.

Care must be taken where a standard and / or proprietary solution is used within an overall engineered solution to ensure loading and stability criteria are compatible. All off the shelf of proprietary items of temporary works must be CE marked and accompanied by a comprehensive user manual. If it is not possible to use the proprietary item in line with the user manual then the TWC must ensure that a design and design check of its intended use is carried out by a competent Temporary Works Designer and Temporary Works Design Checker prior to the equipment being erected or used on site.

VF Temporary Works
Coordinator

5.3.6 Provision of Design Service

- Only VolkerFitzpatrick Approved Temporary Works Designers are allowed to design temporary works on Volker Fitzpatrick projects. See [VFL Approved Temporary Works Designers Guide](#). The VF TWC must ensure that all Design Checkers are appointed using Q25-14b-VF *Assessment & Appointment of Temporary Works Design Checker*. Further to this the TWC must ensure that all Lead Designers are appointed using Q25-14a-VF *Assessment & Appointment of Temporary Works Lead Designer*.

As a general requirement, all temporary works designs shall be designed, reviewed, and with consideration of subsequent site works, inspected and accepted as fit for purpose, by competent persons prior to erecting or loading of the temporary works. On-going condition checks should also be undertaken using Q25-13-VF to ensure continuing suitability and performance.

Project Manager /
Design Manager/ VF
TWC

The design service requirement identifying who undertakes such design, review and / or site checking must be formally confirmed by the VF TWC. Many permanent works designers will not undertake design, review or inspection of temporary works, although some may do; some schemes may require an independent designer to do so. This should be clearly stated within the Q25-02-VF *Temporary Works Design Brief* and tracked via the Project Q25-03-VF *Temporary Works Register*.

When seeking to let the design of any temporary works package, all projects must follow the agreed process for negotiating the engagement of designers. For the appointment of temporary works designers, the agreement Consultancy Framework Agreement (Temporary Works Design Services) (as applicable) must be used. The project manager must ensure that any intended design service provider is made fully aware of the requirements towards the following:

- The requirement to work to Q25 or EP4 Temporary Works Procedures
- The design brief
- Definition of design scope
- Use of design standards
- Design interface management (existing structure, services, new structure)
- Level of site attendances (for survey, inspection etc.)
- Content of the fee proposal(s) from the designer
- Identification and recognition of design liability
- Level of professional indemnity insurance to be provided

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice		
Approved for IMS:	IMS Manager		Document owner:	VF Business Head of Engineering	CDE file:	n/a	Page 22 of 35

Temporary Works

Q25-VF

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	n/a	use Q25-VS	use Q25-VH	use Q25	n/a

5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.3 Design

5.3.6 Provision of Design Service

Q25-06-VF *Temporary Works Design Certificate* must be used and filed for each element of temporary works design and subsequently Q25-07-VF *Temporary Works Design Check Certificate* must be completed by the design checking party.

In addition, where required, an Inter Disciplinary Design Check must also be completed using Q25-08-VF *Temporary Works Interdisciplinary Design Check Certificate*, referring to associated guidance on Q25-09-VF *Project Interdisciplinary Design Check Matrix*.

5.3.7 Design Checking / Verification

Q25-07-VF *Temporary Works Design Check Certificate* shall be provided for each part of the works to confirm that the designs comply with requirements. The category of design checks to be carried out is set out in the works information. The categories for design checks are in the table on Page 22:

Project Manager /
Design Manager / CEM /
TWC

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice			
Approved for IMS:	IMS Manager			Document owner:	VF Business Head of Engineering	CDE file:	n/a	Page 23 of 35

Temporary Works

Q25-VF

VolkerFitzpatrick ✓	VolkerFitzpatrick-Rail ✓	VW Specialist Businesses n/a	VolkerRail n/a	VolkerStevin use Q25-VS	VolkerHighways use Q25-VH	VolkerLaser use Q25	VolkerServices n/a
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5. ACTIONS (PROCESS) (CONTINUED)

5.3 Design (Continued)

5.3.8 Design Check Categories

The information in this table is for guidance and should be used by the TWC as the starting point for assessing the complexity the TW design. The TWC must consider the context and the consequences of failure when deciding on the risk level to be used. Where a Network Rail submission is required, the category of check shall be agreed with the Designated Project Engineer.

Design Check Category	0	1	2	3
Scope of TW	Restricted to standard solutions that are off the shelf and accompanied by a user manual only. Ensure the site conditions do not conflict with the scope or limitations of the chosen standard solution or a formal design and Cat 1, 2 or 3 check is required.	For simple designs. These may include formwork; falsework (where top restraint is not assumed). Needling and propping to brickwork openings in single storey construction	On more complex or involved designs. Designs for excavations, for foundations for structural steelwork connections, for reinforced concrete	For complex or innovative designs, which result in complex sequences of moving and/or construction of either the temporary works or the permanent works
Site Establishment	Site hoarding and fencing less than 2m high. Pedestrian barriers Heras type fencing within site boundary	All site hoarding and fencing greater than 2m high or with a public interface that could lead to an incident or injury. Haul Roads Cabin Foundations Edge Protection Systems (i.e. Combi safe etc.)	Hoarding over 3m high.	
Access	Non-design scaffolds to TG20:21 Tables	Designed scaffolds and loading platforms to TG20:21 tables	Special designed scaffolds	Complex designed scaffold Temporary Roofs
Formwork / Falsework	Low-rise proprietary formwork at ground/excavation level, max 0.9m double sided or single sided formwork.	Double sided formwork with access platforms at ground/excavation level Single sided formwork to 2.4m Routine formworks/falseworks at not more than 6m height, slabs not exceeding 500mm thick, beams not exceeding 1m width, 1.5m depth.	Formwork and falsework at height greater 6m or for heavy suspended slabs and beams. Falseworks requiring the use of bridging and similar heavy equipment. Inclined formwork. Large, complex or unusual system formwork or falsework Back propping designs. Early striking calculations.	
Scaffolding	Basic low height scaffolds that are compliant with TG20:21 Tables. (Speak to VolkerFitzpatrick Approved Temporary Works Designer for advice).	TG20 compliance sheet scaffolds. All sheeted scaffolding structures should have a Cat 1 or higher Cat of check. Scaffolds that are higher than this.	Access towers taller than 6 metres, Loading bays, temporary roofs, suspended scaffolds, scaffold with hoist,	Complex bird cage, scaffold bridges for public use, scaffold that clients require to be Cat 3 checked.

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice			
Approved for IMS:	IMS Manager	Document owner:	VFL Business Head of Engineering	CDE file:	n/a			Page 24 of 35

Temporary Works

Q25-VF

VolkerFitzpatrick ✓	VolkerFitzpatrick-Rail ✓	VW Specialist Businesses n/a	VolkerRail n/a	VolkerStevin use Q25-VS	VolkerHighways use Q25-VH	VolkerLaser use Q25	VolkerServices n/a
Design Check Category	0	1	2	3			
Temporary Foundations (scaffolds, site cabins and others)		Temporary structures that rely on ground stability to remain safe or operationally viable.	Foundations for temporary structures that present a risk of significant harm if foundations were settle excessively or fail.	Any foundation that the client or approving third party requires to be Cat 3 checked.			
Construction Plant		Mobile crane outrigger foundations in good ground crane to 50T Piling gates, simple and medium designs Concrete pump outriggers with good access / good ground conditions.	Piling and craneage platforms; outrigger foundations in good ground crane exceeds 50T.	Pile and crane mats on poor ground (soft clays, water bearing soils, loose materials) Tower Crane bases Components used as part of a crane or other mechanical equipment.			
Excavations	Any excavation that is 0.5m or shallower and will not present health and safety risk due to instability or heavy plant surcharge loading at top of excavation.	Pits and trenches to CIRIA 97 Trenching Practice up to 3m deep Excavated slopes not exceeding 30deg incline or 2m height in free draining soil	Excavations up to 6m deep Cofferdams and sheet piled walls, contiguous piled temporary walls Excavation frames Slope stability and battered excavation; surcharging weak ground	Excavations and cofferdams in tidal conditions Excavations and cofferdams in poor ground (fill to deeper than 6m, water bearing fills) Large basement excavation and propping schemes			
Reinforcement/Rebar Stability including lifting of cages.	Mesh or rebar configurations with combined make up no higher than 300mm. If person loading of the reinforcement configuration is foreseeable (any height) then the chairs for the top mat and bracing must be designed and Cat 1 checked for loading.	All reinforcement configurations with height greater than 300mm and expected to take person, plant or equipment loading. Reinforcement configurations 0.3m- 3.6m tall.	All reinforcement configurations to be built offline and lifted into situ. Lifting points must be designed and design checked with drawing produced showing how they are to be used. Reinforcement up to 6m tall. All reinforcement cage lifting points.	Any reinforcement configurations higher than 6m or configurations requiring persons to enter the reinforcement configuration. Any reinforcement that Client or Third Parties require to be Cat 3 checked.			
Lifting Point Stability (e.g. precast, bespoke lifting beams etc)	Simple routine lifts using load rated lifting points that are a Proprietary, certified product (e.g. rated swivel hoist rings, lifting eyes, spreader beams) with: Manufacturer's user manual for lifting that includes WLL, lifting chain configuration limits and has UKCA/CE or equivalent conformity.	Standard lifts using lifting points or lifting beam that are not proprietary or certified or do not have designer calculated WLL or do not have user manual guidance on how they are to be used.	Complex lifts using lifting points or lifting beams that have not come with proof of design or drawing guidance on how they should be used.	Lifting points or beams for all Tandem lifts involving multiple cranes. Where Clients require the lifting arrangements to be designed and design checked to this category.			

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice			
Approved for IMS:		IMS Manager		Document owner:	VFL Business Head of Engineering	CDE file:	n/a	Page 25 of 35

Temporary Works

Q25-VF

VolkerFitzpatrick ✓	VolkerFitzpatrick-Rail ✓	VW Specialist Businesses n/a	VolkerRail n/a	VolkerStevin use Q25-VS	VolkerHighways use Q25-VH	VolkerLaser use Q25	VolkerServices n/a
Design Check Category	0	1	2	3			
Structural Stability		Simple propping schemes (1-2 props)	Underpinning sequences (routine) Demolition methods and temporary conditions - generally Facade retention schemes	Underpinning in poor soils, with surcharge and/or where the 'pins' act as retaining walls Bridge demolition. Structurally complex partial demolition or modification of existing structures Assessment of structures likely to be affected by settlement or vibration caused by the method of work.			
Permanent Works		Permanent falsework e.g. metal decking Manually loading out onto floors	Designed lifting equipment. Routine stress cases in the permanent works resulting from temporary conditions Plant Loadings on permanent works Lifting points for precast elements	Bridge erection schemes and bridge temporary bracing Abnormal stress cases in the permanent works resulting from temporary conditions			
Other		Use of standard components to catalogue design	Departures from catalogue design for standard components Piling gates of unusual or complex design Barge mounted equipment, Stability and lifting of rebar cages. Temporary bridges and their foundations.	Temporary works combining interacting multiple designs. Unusual concepts Hydraulic pressure pipework testing Pneumatic pressure pipework testing Any scheme reliant on the 'observational method' or sensors and monitoring			

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice			
Approved for IMS:		IMS Manager		Document owner:	VFL Business Head of Engineering	CDE file:	n/a	Page 26 of 35

Temporary Works

Q25-VF

VolkerFitzpatrick ✓	VolkerFitzpatrick-Rail ✓	VW Specialist Businesses n/a	VolkerRail n/a	VolkerStevin use Q25-VS	VolkerHighways use Q25-VH	VolkerLaser use Q25	VolkerServices n/a
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5. ACTIONS (PROCESS) (CONTINUED)

5.3.9 Temporary Works Implementation Risk

The following table seeks to provide guidance to the assessment of project implementation risk, its classification and identification of project controls to be used to mitigate and control implementation risk.

Very Low	- No specific potential mode of failure identified. - Little interface with the public - No significant impact if failure occurs.	N/A	Control via RAMS. Inspection by site team.
Low	- Minor structures with high levels of robustness. - Very experienced workforce. - Failure is entirely within the site, of low impact. - Inconvenient, but personal injury unlikely.	Permits used at TWC/CRE C Discretion.	Scheduled Inspection by Site Supervisor or TWS Records of Inspections.
Medium	- Conventional structures. - Conventional construction methods. - Relatively experienced workforce. - Failure would be major, potentially involving injury, or significant economic loss. - Would not initiate secondary events.	Permit system to be used, signed by the TWC, CRE C and TWS	Documented methodology covering the erection/assembly, use, unloading and dismantling of the temporary works, also including schedule of inspections, testing, hold points and certification. Inspection by TWS.
High	- Schemes with dependency on critical structural details, with little or no redundancy, or with stability reliant on critical elements. - Inexperienced workforce, unfamiliar processes, or equipment. - One-off schemes of unusual Temporary Works that may produce a non-standard solution. - Schemes that have a major impact on public safety or infrastructure. - Schemes with complex interfaces - Failure would be catastrophic in its own right, or if minor might initiate a secondary or chain reaction of major or catastrophic events.	Permits signed by TWC, CRE C. inspection	Documented Implementation Plan including an Inspection & Test Plan and use of exclusion zones. May require load and/or movement measurement and monitoring. Possible HAZOP or peer review. Inspection by TWC or TW Designer may be required. PC's DI to ensure the scheme is reviewed.

Suggestion for controlling the implementation of the TW items based on their risk levels. Risk descriptors taken from BS5975-1:2024

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice			
Approved for IMS:	IMS Manager	Document owner:	VFL Business Head of Engineering	CDE file:	n/a			Page 27 of 35

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	n/a	use Q25-VS	use Q25-VH	use Q25	n/a

5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.3 Design (Continued)

5.3.10 Design Requirements - Prevention of Progressive Collapse

The design of any temporary works structure should be such that any local failure within it does not lead to the progressive collapse of the whole.

Design calculations must display consideration of progressive collapse and measures to prevent occurrence.

Design Manager / TWC / Designer

5.4 Project Stages

Refer to Q25-G01-VF *The Management of Temporary Works* the graphic depicting the various project stages and role interdependencies.

5.4.1 Tender response / Bid Submission Stage

From as early a stage as possible - even at PQQ stage if appropriate - the temporary works designers, for each element of the works, must be selected using the protocol as set out below.

HSEQS shall be called upon where HSEQS and / or engineering input are required in the production of submission documents. It is important that temporary works schemes are identified and backed by preliminary design drawings and not just idealised sketches. Engineering decisions made at this stage may have a fundamental effect on programme and cost plan.

Bid Manager

5.4.2 Selection of Temporary Works Designers

To ensure temporary works designers have the required competency and resources to deliver safe and efficient scheme designs, the company will establish and maintain a register of accepted TW design organisations. This will be held within the VolkerFitzpatrick Temporary Works Information Page. See link: [VFL Approved Temporary Works Designers Guide](#). All design checker must be appointed by the VF TWC using Q25-14b-VF *Assessment & Appointment of Temporary Works Design Checker*.

Where a Bid or Project Delivery team wish to appoint a temporary works designer, or approve the use of a sub-contracted design, reference will need to be made against [VFL Approved Temporary Works Designers Guide](#).

Any Design organisation not on this list will need to be approved by the VF Business Head of Engineering. The Project Manager and TWC should contact the VF Business Head of Engineering for approval to proceed with a new Design organisation.

TW Designers may already be signed up to the TW Design Framework. This will prevent the need to negotiate terms in order that the works order can be placed, and the TW design be established in as short a time as possible.

Prior to the subcontractor commencement, the TWC, shall review the subcontractor's temporary works procedures. It is preferred that the VolkerFitzpatrick Procedure is used. If an alternative procedure needs to be used, then before proceeding with the alternative procedure the TWC should ensure that the VFL VF Business Head of Engineering has given approval for this.

Each VolkerFitzpatrick project must ensure that all Temporary Works Design Checkers on a project are appointed using the Q25-14b-VF *Assessment & Appointment of Temporary Works Design Checker* appointment letter. This letter should be completed by the TWC and sent to the VF Business Head of Engineering for recording.

Bid Manager / Project Manager

Bid Manager / Project Manager

VF TWC
TWs Designer DI

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice		
Approved for IMS:	IMS Manager		Document owner:	VFL Business Head of Engineering	CDE file:	n/a	Page 28 of 35

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	n/a	use Q25-VS	use Q25-VH	use Q25	n/a

5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.4.3 Subcontractor Appointments

Once a subcontractor is appointed or is in receipt of an order, and where they are required to produce when requested by the TWC on behalf of the Principal Contractor, all necessary calculations, sketches, shop drawings etc., these shall be presented to the TWC for design review / checking.

Project teams shall be available to assist subcontractors in the coordination of information and liaison with consulting engineers to ensure suitability of scheme layout. Scheme calculations must be carried out by persons experienced in the type of works.

Detailed design is to be carried out by a recognised designer employed directly or as a consultant to the subcontractor. The designer must be named in the temporary works design.

Bid Manager /
Project Manager

5.4.4 Site Mobilisation

At or about the time of site mobilisation the project delivery team must commence the review of intended use of temporary works.

- The Project Manager should confirm appointment of the TWC and Deputy TWC. The Project Manager remains the TWC by default until the appointment has been made and finalised.
- Existing Bid Design proposals should be revisited and further developed into Subcontractor Designs as necessary.
- The Project Manager and TWC review the temporary works design status and intent and commence Temporary Works RAMS.
- TWC prepares project Q25-03-VF *Temporary Works Register*.
- Identification of need for Design Brief(s).
- Temporary works enablement works designs prepared.
- Temporary works enablement works carried out.

Project Manager /
Design Manager / TWC

5.4.5 Erection / Site Assembly and Dismantling

During site erection or assembly of temporary works schemes, subcontractors are responsible for safety and stability of the system and must have their own competent supervisor (TWS). The erection and dismantling must be carried out by a team who are either experienced in such works or who are instructed and closely supervised. The VF TWC shall ensure such work is properly controlled and supervised by a competent person.

Project Manager / VF
TWC/ TWS

5.4.6 Review and Acceptance

As a general requirement, all temporary works schemes shall be reviewed, site inspected and accepted fit for purpose by competent persons prior to any loading or unloading of the system. On-going condition checks should also be undertaken to ensure continuing suitability and performance.

Records of temporary works, or temporary works related work equipment should include the appropriate use of CIP publications Records of Inspection Work Equipment (Dark Green book), Reports of Inspection Working at Height (Light Green book) and Reports of Examination and Inspection of Lifting Equipment (Blue book). The site use of these books is necessary to meet the requirements of related safety legislation.

For the management and control of on-site lifting operations, refer to H55 *Control of Lifting Operations, Equipment and Accessories*.

Specific guidance on the submission and approval process in Rail division projects or projects managed under the rail division management procedures is described in EP4 *Engineering Management -Temporary Works*.

Project Manager /
Design Manager / TWC

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice			
Approved for IMS:	IMS Manager			Document owner:	VFL Business Head of Engineering	CDE file:	n/a	Page 29 of 35

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	n/a	use Q25-VS	use Q25-VH	use Q25	n/a

5. ACTIONS (PROCESS) (CONTINUED)
RESPONSIBILITY
5.4 Project Stages (Continued)
5.4.7 Projects Where the Applicable Business Unit Acts as Principal Contractor

The TWC shall monitor the design, design checking, installation, inspection and dismantling process to ensure that all checks and inspections have been completed. The completion of each checking / verification activity shall be formally recorded.

The TWC shall issue all permits to load and permits to dismantle temporary works.

When subcontractor designed schemes are to be used, the approved design / checking consultant shall check / review the scheme and formally confirm in writing that the scheme has been checked / reviewed and that there are no outstanding queries. Q25-07-VF *Temporary Works Design Check Certificate* is available for this. The checking process shall include a full concept design review and not just limited to a numeric check of the designer's calculations.

Project Manager /
Design Manager / TWC

5.4.8 Projects Where the Applicable Business Unit are not Principal Contractor

Where the business units are engaged on a project, but are not principal contractor, this procedure shall be used as a benchmark against which the principal contractor's temporary works procedures are monitored. In these circumstances, the business unit's client shall be informed where the principal contractor's procedures are deemed to be below an acceptable standard.

Project Manager /
Design Manager/TWC

5.4.9 Projects where VolkerFitzpatrick are operating within a Joint Venture (JV)

Where a project operates within a JV, or other 'Virtual Company' arrangement, advice and guidance on temporary works management must be sought from the DI.

Project Manager /
Design Manager

5.4.10 Installation, Loading and Unloading Method Statements

The Project / Site Manager and TWC shall ensure that the method statements incorporate the provisions of this procedure and of the design documents, together with appropriate hold points, into any construction method statement and task briefings. The TWC shall review all method statements required for installation, loading, maintenance, unloading and removal of temporary works.

Project Manager /
Design Manager / TWC

5.4.11 Installation of Temporary Works on site

The project / site manager shall appoint an installation supervisor with sufficient experience and competence to check the installation, loading / taking into use, maintenance and taking out of use / removal. For Rail Division managed projects or projects using the rail division management processes the CRE(C) shall make this appointment.

Project Manager /
Design Manager / TWC
+ CRE(C)

Sequential use of the same design requires control at each stage. The TWC shall agree how to control and record each design and / or use / stage with the construction team, subcontractor, designer and checker. For guidance refer to table on page 21. Each time any design is used a Q25-11-VF *Temporary Works Permit to Proceed, Erect, Load & Strike* must be completed by the TWC, signed and received by the supervisor of the installation works.

Rail Division projects or projects managed under the rail division management procedures shall use form VFR-EP4-07 *Temporary Works Permit to Load* which requires both the TWC and CRE(C) for Civil to complete and sign part 1 of the VFR-EP4-07 *Temporary Works Permit*.

A Permit to dig / break ground may also be required. If so, H14-02 *Permit to Break Ground Main Work Activities* must be used.

If applicable, a HSE-40 *Permit to Demolish* must also be used.

Also used are:

- VFR-EP4-09 *Temporary Works Permit to Strike*
- VFR-EP4-10 *Rail Working Platform Certificate*

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice		
Approved for IMS:	IMS Manager		Document owner:	VFL Business Head of Engineering	CDE file:	n/a	Page 30 of 35

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	n/a	use Q25-VS	use Q25-VH	use Q25	n/a

5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.4 Project Stages (Continued)

5.4.12 Inspection and Condition of Temporary Works Equipment

The TWC and TWS, or other nominated person, must ensure that:

- Equipment is checked for compliance with design requirements - for example the grade of steel, timber, bolts, and connectors.
Damaged or defective proprietary equipment is reported to the supplier, and the HSEQS Department who will consider whether the defect merits the issue of a Safety Alert or Product Recall.
- Critical components, identified by the designer and or TWC, are subject to specific inspection.
- Where required, the TW designer inspects the condition of equipment incorporated into high-risk schemes prior to them being loaded.

Project Manager /
Senior Construction
Manager / CRE(C) +
TWC

Project Manager /
Senior Construction
Manager / CRE(C) +
TWC

5.4.13 Permit to Erect or Load or Strike

On completion of the installation of the temporary works, the installation supervisor must sign Q25-11-VF *Temporary Works Permit to Proceed, Erect, Load & Strike* Part 2 and the TWC must counter sign the same Permit to Load before proceeding and putting the temporary works into use.

TWC
+ CRE(C)

Where the structure to be managed is reinforcement/rebar then the permit to erect reinforcement Q25-14-VF Temporary Works Permit to Proceed with Erecting Reinforcement is to be adopted instead of Q25-11-VF Temporary Works Permit to Proceed Erect Load & Strike.

Only once it has been validated that the temporary works are not longer supporting a structure may the TWC approve and sign off the permit to strike.

Rail Division managed projects or projects managed using the Rail Division management procedures shall use the form VFR-EP4-07 *Temporary Works Permit to Load*.

5.4.14 Installation, Loading and Unloading - Routine Inspections

All temporary works must be inspected routinely to check that there has been no interference or degradation of any kind and that it continues to comply with the design and installation.

TWC
+ CRE(C)

Inspections must be recorded using Q25-13-VF *Temporary Works Regular Inspection* and if any defect is found the temporary works must be put out of use immediately until the defect is rectified. The Register of Inspections 'Blue Book' can be used to record routine inspections but it must be used at the appropriate rate and regularity.

Depending on the defect, the designer must be contacted to instruct the appropriate remedial action, or the system must be re-instated to its original and compliant condition. When rectified, the temporary works must be re-inspected and signed off as compliant and recorded as such on Q25-10-VF *Temporary Works Document Register*.

For Rail Division projects or those managed using the Rail Division management procedures the any remedial works that are specified by the Designer to the temporary works must undergo the full design assurance process that the original design submission underwent prior to the recommence of use. A new EP4-07 *Temporary Works Permit to Load* will be initiated for the revised temporary works.

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice			
Approved for IMS:	IMS Manager			Document owner:	VFL Business Head of Engineering	CDE file:	n/a	Page 31 of 35

Temporary Works

Q25-VF

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	n/a	use Q25-VS	use Q25-VH	use Q25	n/a

5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.4 Project Stages (Continued)

5.4.15 Unloading the Temporary Works

The TWC shall prepare Q25-11-VF *Temporary Works Permit to Proceed, Erect, Load & Strike* with reference to any directions for unloading required by the construction documents and method statements. Unloading or dismantling shall not commence until the TWC and the Installation Supervisor have signed the permit to confirm that they understand the procedures necessary to comply before unloading commences. The TWC shall retain original permits in the temporary works file and provide a copy for the Installation Supervisor.

TWC

For projects managed by the Rail Division or those using rail division management procedures shall use the form VFR-EP4-09 *Temporary Works Permit to Strike* for permitting the unloading of temporary works.

+ CRE(C)

5.5 Audit of Temporary Works management process

Audits may be undertaken against a project's application of Q25-VF *Temporary Works* management process. They may be undertaken by Divisional OHS and / or Quality Managers, or the VF Company Head of Engineering utilising audit form Q25-12-VF *Temporary Works Performance Review*.

Such audits should be undertaken in collaboration with the TWC or engineering lead for each project, requesting that they specifically provide evidence-based answers for the questions denoted on Q25-12-VF. The purpose of these reviews is to examine the statutory aspects of temporary works including inspections, appointments, design & installation.

OHS Manager / Quality Manager / VF Business Head of Engineering as appropriate.

6. ASSOCIATED GUIDANCE & INFORMATION

- Q25-G01-VF *The Management of Temporary Works*
- Q25-G02-VF *Site Fencing Barriers and Edge Protection*
- Q25-G03-VF *Holes Voids and Shafts Protection*
- Q25-G04-VF *Site Fencing Barriers and Edge Protection - Requirements Briefing*
- Q25-PM01-VF *Selection of Temporary Works Designer*
- C04-G07 *QS Guidance - Temporary Works Consultancy Framework Agreements*
- CIP Health and Safety Manual - Volume E - Section 19 - Temporary Works
- DP5 *Design Management - Commercial*
- EP4 *Engineering Management - Temporary Works*
- H04 *Working at Height*
- H09 *Working with Plant*
- H14 *Safe Working Procedure for Working in the Vicinity of Underground and Overhead Services*
- H50 *Mobile Elevated Work Platforms (MEWPs) Minimum Standard*
- H55 *Control of Lifting Operations, Equipment and Accessories*

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice		
Approved for IMS:	IMS Manager		Document owner:	VFL Business Head of Engineering	CDE file:	n/a	Page 32 of 35

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	n/a	use Q25-VS	use Q25-VH	use Q25	n/a

7. DOCUMENTATION (OUTPUTS)

Standard VolkerWessels UK Record Documents are referenced in brackets. Any digital forms will be referenced VFORMS APP. Where alternative formats are used, they shall contain the same or additional content.

- (Q25-01-VF *Temporary Works Assessment*)
- (Q25-01-VF *Temporary Works Assessment*) (VFORMS APP)
- (VFR- EP4-04 *Temporary Works Assessment*)
- (Q25-02-VF *Temporary Works Design Brief*)
- (VFR- EP4-05 *Temporary Works Design Brief*)
- (VFR-DF-306 *Technical Design Brief*)
- (Q25-03-VF *Temporary Works Register (Word)*)
- (Q25-03-VF *Temporary Works Register (Excel)*)
- (VFR-DF-317 *Temporary Works Schedule*)
- (Q25-04a-VF *Assessment & Appointment of Temporary Works Coordinator*)
- (Q25-04b-VF *Assessment & Appointment of Temporary Works Supervisor*)
- (Q25-04c-VF *Appointment of Designated Individual*)
- (Q25-04d-VF *Appointment of Deputy Designated Individual*)
- (Q25-04e-VF *Appointment of VF Business Head of Engineering*)
- (Q25-04f-VF *Appointment of Business Division Temporary Works Champion*)
- (Q25-04g-VF *Assessment of Deputy Designated Individual*)
- (Q25-04h-VF *Deputy Designated Individual (Divisional Director)*)
- (Q25-04i-VF *Appointment of Deputy Designated Individual - Engineering*)
- (VFR- EP4-02 *Assessment & Appointment of TWC*)
- (VFR-EF-417L *Assessment & Appointment of TWC by L-TWC*)
- (VFR-EF-417S *Assessment & Appointment of TWS*)
- (Q25-05-VF *Register of Temporary Works Coordinators & Temporary Works Supervisors*)
- (Q25-05-VF *Register of Temporary Works Coordinators & Temporary Works Supervisors*) (VFORMS APP)
- (Q25-06-VF *Temporary Works Design Certificate*)
- (Q25-07-VF *Temporary Works Design Check Certificate*)
- (Q25-08-VF *Temporary Works Interdisciplinary Design Check Certificate*)
- (Q25-09-VF *Project Interdisciplinary Design Check Matrix*)
- (Q25-10-VF *Temporary Works Document Register*)
- (Q25-11-VF *Temporary Works Permit to Proceed, Erect, Load & Strike*)
- (Q25-12-VF *Temporary Works Performance Review*)
- (Q25-13 *Temporary Works Regular Inspection*)
- (Q25-14a-VF *Assessment & Appointment of Temporary Works Lead Designer*)
- (Q25-14b-VF *Assessment & Appointment of Temporary Works Design Checker*)
- (Q25-15-VF *Temporary Works Permit to Proceed Erect, Load Reinforcement*)
- (VFR-EP4-07 *Temporary Works Permit*)
- (H14-02 *Permit to Break Ground Main Work Activities*)
- (HSE-03 *Subcontractor Pre-Start Health & Safety Meeting Agenda*)
- (HSE-07 *Site Safety and Environmental Inspection Record*)
- (HSE-07 *Site Safety and Environmental Inspection Record*) (VFORMS APP)
- HSE-07B *Senior Manager's Health, Safety, Environment & Quality Tour*
- HSE-07B *Senior Manager's Health, Safety, Environment & Quality Tour* (VFORMS APP)
- (H01-04 *Allocation of Responsibilities*)
- (HSE-40 *Permit to Demolish*)
- (R01-01 *Construction Phase Plan (CPP)*)

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice			
Approved for IMS:	IMS Manager			Document owner:	VFL Business Head of Engineering	CDE file:	n/a	Page 33 of 35

Temporary Works

Q25-VF

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	n/a	use Q25-VS	use Q25-VH	use Q25	n/a

8. ISSUE DATE

Issue	Date	Comments
1-8	Aug 2023	Please review 'Issue Record' Section in Issue 8 for a log of changes between Issue 1 and Issue 8.
9	Dec 2024	New form Q25-12-VF <i>Temporary Works Project Audit</i> has been added to the Q25-VF <i>Temporary Works</i> family.
10	July 2025	New form Q25-13 <i>Temporary Works Regular Inspection</i> has been added to the family. Procedure has been amended to reflect this. The purpose of the form is to formally record regular checks / inspections of temporary works installations. The form includes some prompts and which will serve as an aid memoire for the checker.
11	Jan 2026	Three new forms have been introduced to show VolkerFitzpatrick's commitment to Temporary Works Designer competence, meet BS5975 requirements for Lead Designer appointments, and follow best practice to prevent reinforcement collapses and improve site safety." - Q25-14-VF <i>Temporary Works Permit to Proceed Erect, Load Reinforcement</i> - Q25-14a-VF <i>Assessment & Appointment of Temporary Works Lead Designer</i> - Q25-14b-VF <i>Assessment & Appointment of Temporary Works Design Checker</i> - QMF-77-TW-VF <i>Temporary Works Performance Report</i>
12	Jul 2026	Procedure updated to include the Business Temporary Works Champion role and appointment paperwork. Four (4) new forms: - Q25-14f-VF <i>Assessment & Appointment of Business Temporary Works Champion</i>, - Q25-04g -VF <i>Assessment of Deputy Designated Individual</i>, - Q25-04h-VF <i>Deputy Designated Individual (Divisional Director)</i>, - Q25-04i-VF <i>Appointment of Deputy Designated Individual - Engineering</i>. Q25-11-VF <i>Temporary Works Permit to Proceed, Erect, Load & Strike</i> - updated to limit departures to those permitted by Temporary Works Designer and Temporary Works <i>Design Checker</i> . The title "Q25-12-VF <i>Temporary Works Project Audit</i> " has been amended to "Q25-12-VF <i>Temporary Works Performance Review</i> ," and the form has been revised to provide more detailed information. Q25-14a-VF updated to cover Lead Designer appointment only. Q25-15-VF updated to include new reinforcement design check requirement. Q25-04a-VF & Q25-04b-VF updated to include Part 2 lifting points and reinforcement stability

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice			
Approved for IMS:	IMS Manager			Document owner:	VFL Business Head of Engineering	CDE file:	n/a	Page 34 of 35

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	n/a	use Q25-VS	use Q25-VH	use Q25	n/a

9. WHAT HAS CHANGED IN THIS LATEST ISSUE AND WHY

Procedure updated to include the Business Temporary Works Champion role and appointment paperwork:

Four (4) new forms:

- Q25-14f-VF *Assessment & Appointment of Business Temporary Works Champion*.
- Q25-04g -VF *Assessment of Deputy Designated Individual*
- Q25-04h-VF *Deputy Designated Individual (Divisional Director)*
- Q25-04i-VF *Appointment of Deputy Designated Individual - Engineering*

Q25-11-VF *Temporary Works Permit to Proceed, Erect, Load & Strike* - updated to limit departures to those permitted by Temporary Works Designer and Temporary Works *Design Checker*.

The title “Q25-12-VF Temporary Works Project Audit” has been amended to “Q25-12-VF Temporary Works Performance Review,” and the form has been revised to provide more detailed information.

Q25-14a-VF updated to cover Lead Designer appointment only.

Q25-15-VF updated to include new reinforcement design check requirement.

Q25-04a-VF and Q25-04b updated to include reinforcement stability and lifting point stability.

10. BRIEFING REQUIREMENTS

All new employees will receive an introduction to the Integrated Management System (IMS) at induction, according to the nature of the role.

All employees with an email address receive the ‘Record of Revisions’ each month, which details changes to the IMS. All Line Managers retain the responsibility to ensure their staff are briefed on changes as appropriate.

The following table defines how revised issues of this document are briefed to existing employees according to related specific responsibilities.

Job role, department, function	Method of briefing revised issue
VFL Business Head of Engineering	VFL Business Head of Engineering is the document owner and editor as nominated by the Designated Individual; no briefing required
Designated Individual	Reviews and approves any proposed changes by document owner and editor; no briefing required
Project / Site Managers	Briefed by the VFL Business Head of Engineering
Divisional Quality Leads	Briefed by VFL Business Head of Engineering
Quality Managers (QMs)	Briefed by Divisional Quality Leads.
TWCs & TWSs	Briefed by the VFL Business Head of Engineering
All Employees	Record of Revisions and cascade briefings as appropriate.

11. IMS AUTHORISATION

Document owner approval:

Name, John McGloin VFL Business Head of Engineering - 06.07.2026

Approval for IMS:

Yvonne Nyoni, IMS Administrator - 06. 07.2026

Issue no.:	12	Date:	Jul 2026	Parent document:	Quality Policy and Practice			
Approved for IMS:	IMS Manager			Document owner:	VFL Business Head of Engineering	CDE file:	n/a	Page 35 of 35