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1. PURPOSE

This procedure describes the management process that shall be followed to ensure that temporary works, for both Principal Contractor (PC) and Subcontractor (SC), are identified and appropriately managed (installed, inspected, maintained and removed) on site as required to guarantee their structural integrity and safety in use whilst at the same time producing the required quality of permanent works.

This procedure should be read in conjunction with Q34 *Temporary Works Design*.

2. SCOPE

This procedure applies to ALL aspects of temporary enabling works required on site, as well as the temporary conditions of existing assets and permanent works items that are affected by construction operations and phasing of works.

3. REFERENCES (INPUTS)

- BS 5975: 2019 - CoP for temporary works procedures and the permissible stress design of falsework. (*in particular, Section 2 Procedural control of temporary works*)
- PAS 8811 Temporary Works
- Temporary works considerations at tender stage
- Project specific works information (*which may include drawings and contract specifications*)
- Site investigation reports
- Client requirements
- Constraints by 3rd parties
- The Construction, Design, Management Regulations 2015

4. ABBREVIATIONS & DEFINITION OF TERMS

CDE - Common Data Environment (Workspace, Asite, etc.)

Company - Relevant VW UK business unit

DI - Designated Individual (appointed by the Company to approve appointment of TWCs and TWSs)

EDR - Engineering Department Representative (assigned as single point of contact for the project TW design requirements)

RAMS - Risk Assessment & Method Statement

SC - Subcontractor

SM - Site Manager (Person responsible for day to day running of the site (Site Agent, Project Manager, etc.)

TW - Temporary Works:

Defined as works undertaken during construction to enable the permanent works to be constructed, or to stabilise or protect an existing structure, but that are not required to form part of the finally completed construction works.

Refer to BS5975 (5.1.1.1) for the standardised industry definition.

TWC - Temporary Works Co-ordinator

TWD - Temporary Works Designer (Person / organisation responsible for the design of the temporary works.

TWS - Temporary Works Supervisor

5. ACTIONS (PROCESS)

RESPONSIBILITY

5.1 GENERAL

Some form of temporary works will be required on ALL construction sites. It is therefore paramount that the planning, design and controlled implementation of TW is carried out effectively. Failure to do this can cause risks to the project.

The TWC should consider project specific requirements defined by the Client. E.g., *Environment Agency (EA SHEW CoP), National Grid contracts (NG TP184) and Major Infrastructure Projects (PAS 8811:2017).*

TWC

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5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.2 APPOINTMENT OF TEMPORARY WORKS CO-ORDINATOR (TWC) AND TEMPORARY WORKS SUPERVISOR (TWS)

As soon as practicable after contract award the SM shall nominate a suitably competent individual to undertake the role of TWC. SM

A TWC **must** be appointed for every project using Q25-01-VS *Appointment of Temporary Works Co-ordinator*. This must be completed, signed by both parties and forwarded to the DI for approval.

Where required, to support the TWC, one or more TWSs may be appointed, using Q25-02-VS *Appointment of Temporary Works Supervisor*. SM

This must be signed by SM, TWC and the nominated TWS and forwarded to the DI for approval.

A TWS may be required where specialist disciplines need a specific TW skill set e.g., Civils, M&E, etc. (ref. Fig 1) or where the size or geography of large project may benefit from this (ref. Fig 2).

The DI shall approve each appointment by signing and returning the form to the TWC / TWS. Forms shall be saved on the CDE for the project. DI

TWC duties can be delegated to the TWS. These duties shall be detailed in Q25-02-VS *Appointment of Temporary Works Supervisor*. Therefore, where appropriate within this procedure for TWC read TWS.

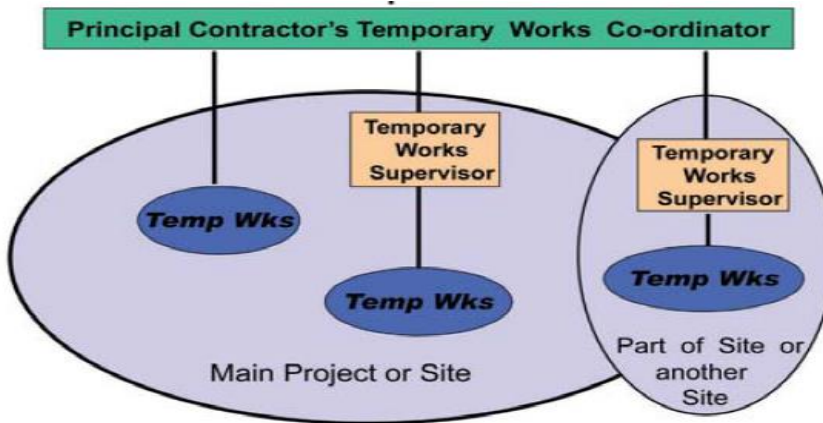


Fig 1 - Example of TWC and TWS Relationships on site.

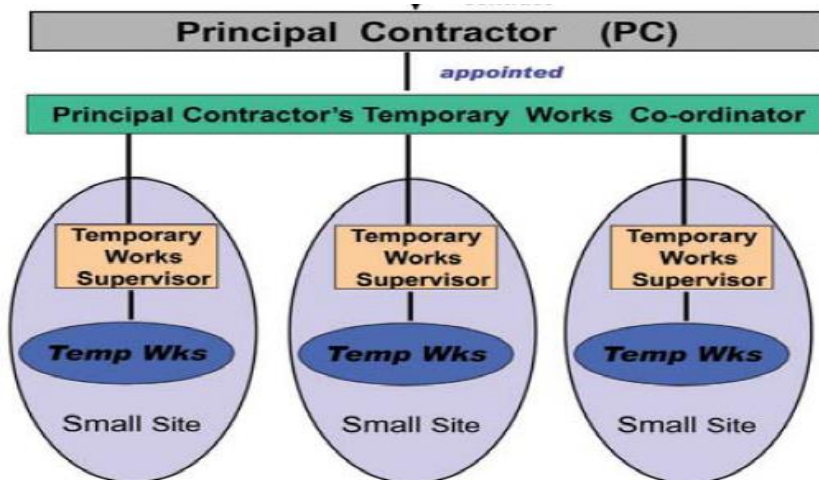


Fig 2 - Example TWC and TWS Relationship for a widespread site.

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5. ACTIONS (PROCESS) (CONTINUED) RESPONSIBILITY

5.2 APPOINTMENT OF TEMPORARY WORKS CO-ORDINATOR (TWC) AND TEMPORARY WORKS SUPERVISOR (TWS) (CONTINUED)

If an appointed TWC leaves the project or is unavailable for any period, a new TWC (or Deputy) must be nominated and appointed. The TWC, TWS and any deputies shall be named on H01-04 *Allocation of Responsibilities*. SM

The TWC must be present on site when TW are being installed or removed. They must ensure that the necessary inspections are carried out and that Q25-05-VS *Temporary Works Permit* relative to that activity is issued to those carrying out the works. TWC

5.3 TWC / TWS TRAINING & EXPERIENCE

Persons nominated for the role of TWC and TWS must have sufficient experience of the construction methods involved to fulfil their appointments. SM

All individuals undertaking the role of TWC or TWS shall attend the *Temporary Works General Awareness Training Course* and present their certificate to the DI. TWC

All individuals undertaking the role of TWC or TWS will be required undertake Q25-VS temporary works procedure training. This training shall be extended to subcontractors where Q25-VS *Temporary Works Management* is to be used.

Additional TW training required can be requested through line managers.

For any National Grid contracts, a TWC and TWS will require formal training in temporary works (CITB TW Course) as mandatory to undertake the role.

5.4 IDENTIFYING THE NEED FOR TEMPORARY WORKS

TW requirements should have been identified, priced and programmed at Tender stage (see Q21 *Planning Standards and S02 Estimating*). The Tender TW Register shall be passed to the project team following contract award. SM

The TWC shall review the Tender TW Register and produce the Q25-03-VS *Temporary Works Register* for the project recording ALL situations where TWs are required on site. The TWC should note that additional TWs not captured at Tender may need to be added to the register. TWC

Outline TW requirements shall be discussed with a member of the Company Engineering Department at the tender handover meeting and / or a separate meeting, at least 4 weeks prior to starting on site. SM

By recording ALL TW on Q25-03-VS *Temporary Works Register* the TWC & TWS will have visibility of all live TW (including proprietary solutions, standard designs, site designed, Company designed and subcontractor TW) thus being able to identify any potential clashes in proposals and awareness of what TWs require inspections and permits. TWC

Q25-03-VS *Temporary Works Register* is planning tool used to identify TW required with consideration of construction programme, design programme, procurement of materials, installation, monitoring, and removal. TWC

The TWC is responsible for maintaining Q25-03-VS *Temporary Works Register* throughout the duration of the project. TWC

Regular meetings with the EDR (minimum monthly) shall be arranged by the TWC to plan for TW requirements and review of Q25-03-VS *Temporary Works Register*. TWC

The three risk categorisations and resultant check category are recorded on Q25-03-VS *Temporary Works Register*. The check category shall also be stated on the Q25-04-VS *Temporary Works Design Brief*. TWC

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5. ACTIONS (PROCESS) (CONTINUED) RESPONSIBILITY

5.4 IDENTIFYING THE NEED FOR TEMPORARY WORKS

The TWC shall define the check category of the TW by undertaking a Design and Execution Risk Review (if not done at Tender). This is done using the relevant tab on the Q25-03-VS *Temporary Works Register* (also refer to Q25-G01-VS *Temporary Works Design and Execution Risk Review*). The design and execution risk review considers design complexity, execution risk and the consequence of failure.

TWC

Check categories are sometimes stipulated by Client or 3rd party stakeholder requirements. Governing procedures for TW should be obtained and reviewed accordingly during the check category review.

TWC

5.5 MANAGEMENT OF SUBCONTRACTORS TEMPORARY WORKS

Where a subcontractor is to manage their own TW they must demonstrate at pre-let stage that they have procedures in place to achieve this.

SC / Buyer

Prior to any SC order being placed the SC's TW procedure and associated documentation shall be reviewed by the DI to ensure they are at least as robust as the Q25-VS suite of documents.

DI

Where this is not the case the SC shall agree to follow Q25-VS *Temporary Works Management*.

Details of the TW processes to be utilised will be recorded within P03-01 *Pre-Order Subcontract Management*.

Buyer

This shall be further emphasised at site level and recorded within HSE-03 *Subcontract Pre-Start Health & Safety Meeting Agenda*.

SM

The SC shall be made aware that by using their own procedure, they must appoint their own TWC (and TWS if required) and details shall be recorded on the relevant tab on Q25-03-VS *Temporary Works Register*.

SM

The SC TWC must report to the PC TWC (ref. Fig 3) and shall notify them of all SC TWs being undertaken on the project.

SC

The PC's TWC shall record all SC TWs on Q25-03-VS *Temporary Works Register*.

TWC

Where medium, high or very high-risk TWs (implementation risk is defined in Q25-G01-VS *Temporary Works Design and Execution Risk Review*) are being undertaken by the SC, the PC's TWC may request that the EDR should undertake a diligence check on any designs prior to installation.

The EDR shall record this diligence review using Q34-05-VS *Design Validation Checklist*.

EDR

NOTE: This design validation does not relieve the subcontractor of any responsibility, it is purely to ensure that the Company minimum requirements are met and adequate information regarding the design has been provided, any residual risks have been identified and communicated effectively.

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5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.5 MANAGEMENT OF SUBCONTRACTORS TEMPORARY WORKS

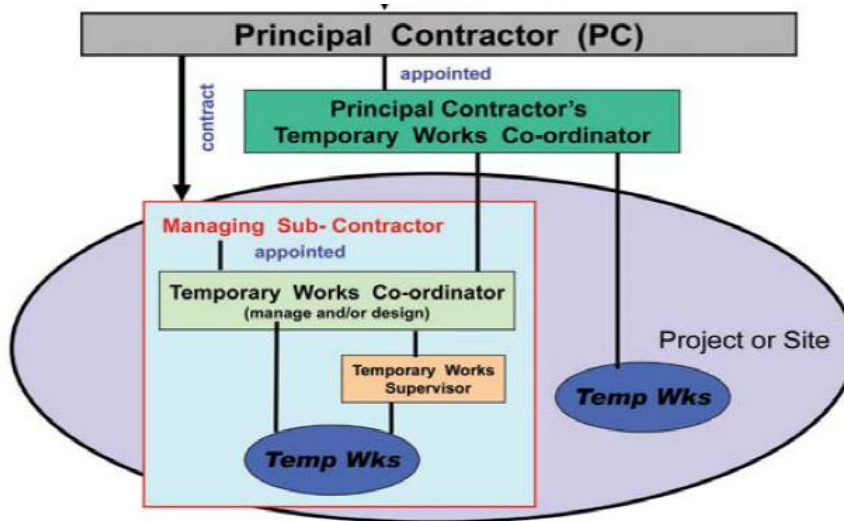


Fig 3 - TW Process for Subcontractor with own TW Procedure

Where a SC does not have their own TW procedure, they may operate under this procedure and be required to attend Q25-VS procedural training. The TWC responsibility however will remain with the Company as Principal Contractor (ref. Figure 4) and the SC shall appoint a SC TWS to undertake the relevant duties. The SC TWS must report to the VS TWC.

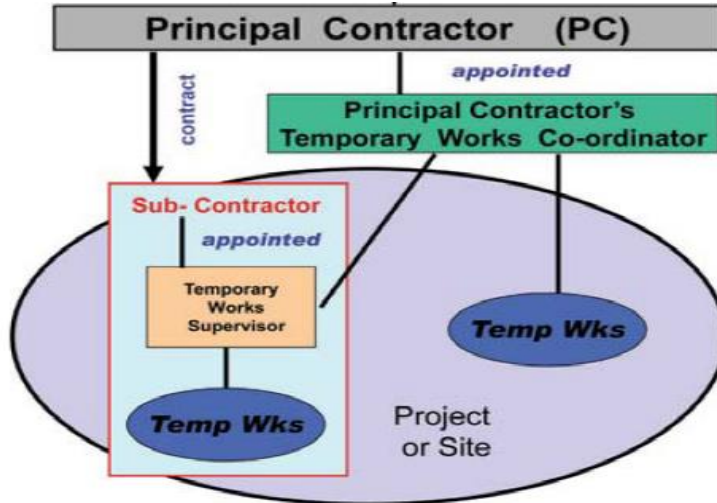


Fig 4 - TW Process for Subcontractor following Q25-VS

The Company TWC shall ensure that the SC's appointed TWC or TWS has carried out, and continues to carry out, the necessary inspections and has issued the relevant permits in accordance with the TW procedures being used.

TWC

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5. ACTIONS (PROCESS) (CONTINUED) RESPONSIBILITY

5.6 DEFINING THE PROBLEM

A Q25-04-VS *Temporary Works Design Brief* shall be drafted by the TWC to define the problem and to propose what solution is proposed. The brief shall bring together all available data relevant to enable the TW to be designed. Where a TWS has drafted the brief, the TWC must review prior to issuing. TWC

Q25-04G-VS *Temporary Works Design Brief Guidance* provides information to be considered when providing a TW design brief.

A Q25-04-VS *Temporary Works Design Brief* shall be prepared for all circumstances where a category 1, 2 or 3 check is required whether designed internally or externally. TWC

Q25-04-VS *Temporary Works Design Brief* shall clearly state the check category required and be issued to the project EDR as determined by Design and Execution Risk Review on Q25-03-VS *Temporary Works Register* TWC

5.7 DESIGN OF TEMPORARY WORKS

Upon receipt, the EDR shall review Q25-04-VS *Temporary Works Design Brief* and associated information. If any amendments, changes or additional information is required the EDR shall discuss this with the TWC. EDR

Once the TW brief is accepted, the EDR shall allocate the work to a design resource (in-house) or external consultancy (covered by PSC Term Contract) subject to accepted quotation with site. Alternatively, site may send out to a specialist under a project specific PSC Agreement raised by the project commercial team EDR

The TW design shall be governed by either Q34 *Temporary Works Design* or the selected consultancy's own design procedures. TWD

All designs must be checked to the appropriate level i.e., Category 0, 1, 2 or 3 as defined in BS5975:2019 Table 2. TWD

5.8 TWC REVIEW OF DESIGN

On receipt of the TW design the TWC shall ensure that: TWC

- Designs and checks have been carried out
- The design is in accordance with the design brief provided
- The design remains valid for current conditions on site
- All the information requested has been provided
- The drawings provided show sufficient information for construction
- Sufficient information has been provided in respect to any residual risks (H&S, E, Q)
- Allowable loads, limitations or exclusion zones are noted on the drawings
- Sufficient information relating to verification testing and inspections have been provided such that hold points can be defined in site RAMS
- The TWC has all the necessary information required to prepare and issue a Q25-05-VS *Temporary Works Permit*

For all Cat 2 and Cat 3 designs the TWC shall hold a meeting with the TWD and EDR to go over the design and ensure that the TWC's understanding is the same as the TWD's intention. TWC

5.9 INSTALLATION, CHECKING & TAKING INTO USE

Prior to Installation

The TWC shall ensure where applicable, that all necessary approvals, clearances, permits to work, etc. have been obtained from the relevant Employer and / or Statutory bodies that may have assets affected by the TWs prior to installation. TWC

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5. ACTIONS (PROCESS) (CONTINUED)
RESPONSIBILITY
5.9 INSTALLATION, CHECKING AND TAKING INTO USE

The TWC shall fill in 'Part 1 - Installation' of the Q25-05-VS *Temporary Works Permit* listing all relevant drawings needed for construction. A reference to the site RAMS document covering the TW installation shall also be recorded on Q25-05-VS *Temporary Works Permit*.

TWC

During Installation

Installation of TWs must be in accordance with the design and construction sequence drawings provided.

TWC

Any proposed variations, omissions or material substitutions must be communicated to, and authorised by, the TWD prior to the changes being made on site. The TWC should request approval using the Q34-03 *Engineering Technical Query*.

TWC

Where construction sequence drawings identify Hold Points these shall be acknowledged within the site RAMS and recorded in Part 1 of the Q25-05-VS *Temporary Works Permit*. The TWC shall ensure that the relevant inspections have been undertaken and signed off on Q25-05-VS before construction can proceed to the next stage.

TWC

The TWC shall ensure that any pre-use tests and / or inspections required for the TWs are recorded in Part 1 of Q25-05-VS *Temporary Works Permit*.

TWC

Prior to taking into use

The TWC shall ensure that any limitations on magnitudes or rates of loading stated on the drawings are clearly stated within Part 1 of Q25-05-VS.

TWC

Taking into Use

Once installation is complete 'Part 2 - Take into Use' of Q25-05-VS *Temporary Works Permit* must be signed by the TWC (or TWS if authorised).

TWC

The TW Permit can be in the form of Q25-05-VS *Temporary Works Permit* or by signing the Permit to Load Section on a *Temporary Works Tag* (available from Scaff-tag). The tag system must be visible on site adjacent the TWs.

TWC

Note: Where the TW Tag system is to be used Parts 1 and 2 of Q25-05-VS *Temporary Works Permit* must be completed and reference to using the tag system shall be recorded in Part 3. Q25-05-VS *Temporary Works Permit* shall then be saved on the CDE.

The date TW are taken into use shall also be recorded on Q25-03-VS *Temporary Works Register* this will identify what TW are live and require inspections

In some instances, additional check certificates may be required by third parties, e.g., Working Platform Certificate required by piling subcontractors.

In-service Inspections shall be recorded in Part 3 of Q25-05-VS *Temporary Works Permit* or by adopting the use of a Temporary Works Tag system. Where the latter is used photographic evidence of the tag system should be kept. Records should be filed in the project specific CDE.

TWC

TW must be regularly checked during their service life. The frequency of any checks shall be determined by the TWC if not stipulated on TW drawings. This will include for any statutory checks required under CDM 2015.

TWC

The TWC should consider undertaking additional checks following any abnormal loading of the TW or extreme environmental conditions, e.g., heavy rain, high wind, severe wave action, etc.

TWC

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5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.10 DESIGN CHANGE REQUESTS

No changes shall be made to the TW in terms of modification, use of the structure or application of additional imposed loads without prior approval from the TWD. TWC

The TWC shall communicate all design change requests using Q34-03 *Engineering Technical Query* or via the CDE. TWC

On receipt of a response to Q34-03 *Engineering Technical Query* the TWC shall file the document against the TW design on the relevant CDE. TWC

5.11 REMOVAL OF TEMPORARY WORKS

It may be necessary for materials, e.g., concrete, to have achieved a certain strength before TW can be removed, this may be stipulated on project works information or TW Drawings. In the absence of any stipulations the TWC shall confer with the EDR for advice. Reference to any controls for striking or removal of temporary works shall be recorded on Part 4 of Q25-05-VS *Temporary Works Permit*. TWC

In general removal of the TW will be a reversal of the installation sequence. Where a specific sequence must be followed drawings will be provided. The TWC shall ensure that site RAMS associated with the TW clearly identify the relevant hold points where a Temporary Works Permit (to remove) is required. TWC

The TWC shall ensure that any Client approval or other clearances, permits, etc. that may be required prior to removal of TW are obtained. TWC

Prior to striking or removal of the TWs, once satisfied that all controls are in place the TWC (or TWS if authorised) shall sign the permission to strike / remove section of Q25-05-VS *Temporary Works Permit (Part 4)*. TWC

5.12 RECORDS REQUIRED

A copy of all Q25-VS documentation used throughout the duration of the project shall be saved on the project CDE. Whilst the TW Register and TW permits are live documents, the TWC should ensure that copies of these are updated on the CDE on a regular basis TWC

The TWC should ensure that a copy of the relevant design outputs are saved on the project CDE. TWC

6. ASSOCIATED GUIDANCE & INFORMATION

- Q25-G01-VS *Temporary Works Design and Execution Risk Review*
- Q25-04G-VS *Temporary Works Design Brief Guidance*

7. DOCUMENTATION (OUTPUTS)

Standard VolkerWessels UK Record Documents are referenced in brackets. Where alternative formats are used, they shall contain the same or additional content.

- (Q25-01-VS *Appointment of Temporary Works Co-ordinator*)
- (Q25-02-VS *Appointment of Temporary Works Supervisor*)
- (Q25-03-VS *Temporary Works Register*)
- (Q25-04-VS *Temporary Works Design Brief*)
- (Q25-05-VS *Temporary Works Permit*)
- Scaff-tag *Temporary Works Tag system*
- Statutory inspection records
- Installation records

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8. ASSOCIATED DOCUMENTS

External Reference Information:

- BS 5975:2019 - Section 2 - Procedural Control of Temporary Works
- CDM 2015 Regulations 22 to 24
- FPS Working Platform Certificate
- Environment Agency (EA) 677_15/Version 3 - Safety, Health and Wellbeing (SHEW) COP-May 2018
- National Grid UKBP/TP184 - Procedural Requirements for the Management of Temporary Works
- PAS 8811 - Major infrastructure client procedures. Code of practice

9. ISSUE RECORD

Issue	Date	Comments
1	Oct 2022	Reset to issue 1 as procedure is now separated in to Q25-VS <i>TW Management</i> , for operational purposes and new Q34 <i>Temporary Works Design</i> . Q25-VS has been re-written in line with updated standards.

10. WHAT HAS CHANGED IN THIS LATEST ISSUE AND WHY

Document has been re-written to bring up to date with relevant standards and to implement a number of procedural changes in terms of activities and forms to be used.

Design requirements have been removed and put in Q34 *Temporary Works Design*. Q25-VS focuses on the operational role of TWC and management of the TW from inception to removal.

The responsibility for issuing the Temporary Works Permit (formerly Q25-15-VS *Permit to Load*) has changed from TWD to Temporary Works Co-ordinator.

Please refer to VolkerStevin Record of Revisions October 2022 for a more detailed breakdown of what has changed and why.

11. BRIEFING REQUIREMENTS

All new employees will receive an introduction to the Integrated Management System (IMS) at induction, according to the nature of their 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
Head of Design Management	Document owner, approves changes, no briefing required.
Designated Individual	Approves changes, briefs members of the Engineering Department, Company TWDs, TWCs and TWSS.
All Employees	Record of Revisions and cascade briefings as appropriate.

12. IMS AUTHORISATION

Document owner approval:

Miguel Casas, Head of Design Management - 31.10.2022

Approval for IMS:

Andria Georgiou, IMS Coordinator - 31.10.2022

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