



# **NATIONAL HIGHWAY SECTOR SCHEME 0**

## **GUIDE TO THE IDENTIFICATION, DEVELOPMENT, MANAGEMENT AND CERTIFICATION OF NATIONAL HIGHWAY SECTOR SCHEMES**

### **PART 3**

#### **TEMPLATE FOR COMPOSING A NATIONAL HIGHWAY SECTOR SCHEME DOCUMENT**

## TEMPLATE FOR A NATIONAL HIGHWAY SECTOR SCHEME DOCUMENT

### NOTES FOR THE COMPILER

These notes provides guidance to enable a sector scheme committee to expeditiously produce a suitable interpretation of the ISO9001 standard for use by industry and UKAS accredited Certification Bodies or their equivalent.

Note 1: Sector Schemes are numbered sequentially; these numbers should be obtained and confirmed by the Highways Agency (as they are listed in the Specification for Highway Works).

Note 2:- From time to time the NHSS Committee may determine that the title of the scheme needs to be modified to accommodate changes to the scope of their scheme. Any changes also need to be advised to the compiler of the Specification for Highway Works (SHW) so Appendix A of the SHW can reflect the changes in the title.

Note 3:- National Highway Sector Schemes (NHSS) Committees are not necessarily bound to use the interpretation of the clauses provided, however it is strongly recommended that wherever possible standard text should be used by all committees to provide for a generic interpretation which can be used by all assessors (whether they be first, second or third party assessors) so a national benchmark of assessment is provided. Where the relevant NHSS committee considers there is ambiguity or the clause is inappropriate, unclear or needs to be expanded upon for its industry then the committee should clarify the clause wherever possible by the addition of further clauses, expansion of the clause or explanatory text. This is particularly likely to occur for Clause 6.2.2 in respect of training and competency criteria for operatives, technicians and management.

Note 4:- The template does NOT provide a common interpretation for all clauses contained in BS EN ISO 9001 as some clauses in the standard are generally deemed appropriate without clarification or interpretation. However, all NHSS Committees should review all clauses of the ISO Standard to ensure that appropriate interpretation is provided for their industry.

Note 5:- The NHSS Committee may use the attached Appendices as templates to amplify their own document as appropriate, however it is recommended that where a NHSS committee considers the use of a particular Appendix for their industry is inappropriate or unnecessary then either the appendix may be modified or a blank appendix should be inserted. This is to enable permanence for the template and development of future NHSS documents to proceed.

Note 6:- It should be noted that BS EN ISO 9001 can provide a framework within which other management systems can be accommodated. Many Organizations may well have separate registration to other management systems (e.g. Health and Safety, Environmental) however this does not mean that a generic registration to these standards will necessarily or adequately cover the requirements of the (highway) industry or the requirements of individual (highway) authorities (whether they form part of central or local government or another authority). Where it is known that a national or local client organisation has

strategic requirements and/or a policy relating to such matters these should be identified and where appropriate guidance provided by the relevant committee within its individual scheme document. (Note such policies could be promulgated by the UK Government through their various departments and agencies.)

Note 7:- Similarly BS EN ISO 9001 provides a framework for statutory, regulatory and legislative requirements applicable to the product/service. Wherever possible or practical the NHSS document should identify and embrace assessment of the management of the statutory, legislative and regulatory requirements within an organization for their industry. The relevant NHSS Committee should identify what these requirements are and include recommendations on the applicability of such requirements within their industry. In particular it is recommended that regular liaison with the Health & Safety Executive (HSE) be part of the Committee's role in identifying any specific or special industry requirement.

Note 8:- This template is regularly reviewed, at least annually by the Certification Body Group as sanctioned by the National Highway Sector Scheme Liaison Committee (NHSSLC), and updated as necessary. Feedback on the document and any proposed suggested changes to the template should be advised by the Leader of the several National Highway Sector Scheme Committees at least annually, including any nil returns as appropriate, to the secretary of the NHSSLC. These changes should be submitted at least one month prior to the date of a meeting of the NHSSLC so they may be circulated for comment and consultation by the Committee.

Note 9:- Text shown in blue italics requires action/review by the compiler of a new or amended scheme document. Such text once actioned should be deleted.

Note 10:- The cover sheet (page 1 of the document) is provided by UKAS when the document is published on the UKAS web-site; it comprises the basic information including the title, the issue and date of the document, logos for NHSS and UKAS. (NB the document should be provided to UKAS **without** footers as UKAS will add any required footers throughout.)

Note 11:- Font and Format of the NHSS Documents

- Font – Arial
- Section Headings 12 pt, bold and upper case
- Sub Headings 10 pt, bold and sentence case
- Standard Text 10 pt, normal
- Do not use indents

Note 12:- Revised/added/deleted text should be annotated. An example is given below:

*“(mm/yy)* This Sector Scheme is one of the series of NHSSs, which are bespoke integrated management schemes within an ISO 9001:2008 framework that have been developed to

interpret BS EN ISO 9001:2008 as it applies to a particular activity/industry within the United Kingdom.”

**NATIONAL HIGHWAYS SECTOR SCHEMES FOR  
QUALITY MANAGEMENT IN HIGHWAY WORKS**

**SCHEME [number] see note 1 (of "NOTES FOR THE COMPILER")**

**SECTOR SCHEME DOCUMENT**

**FOR**

**[ scheme activity]**

Published by Sector Scheme Advisory Committee *[for the activity] see note 2 (of "NOTES FOR THE COMPILER")*

Endorsed for publication by the Chairman of the SSAC

Signature .....

Name .....

Date .....

*Note:- This page can be considered as the page authorising the publication of the document or its revision by the NHSS Committee*

## DOCUMENT CONTROL

### Issue Statement

Issue UKAS 1 [Issue Date]  
(etc.)

### Revisions

Issue UKAS 2

*[Significant revisions are listed here; (Page/Clause/Appendix etc.) for each revision] Where any changes are made the text needs to be annotated with the latest date of the revision. See Note 12 above.*

For example:

UKAS 2 – November 2008

Appendix G - Page 25 para. 3.2 “where appropriate” added.

*Revised/added/deleted text should be annotated. An example is given below:*

*“(mm/yy) This Sector Scheme is one of the series of NHSSs, which are bespoke integrated management schemes within an ISO 9001:2008 framework that have been developed to interpret BS EN ISO 9001:2008 as it applies to a particular activity/industry within the United Kingdom.”*

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## COMPOSITION OF THE SECTOR SCHEME ADVISORY COMMITTEE, EXCLUSION OF LIABILITY AND SELECTION OF CERTIFICATION BODY

### COMPOSITION OF SECTOR SCHEME ADVISORY COMMITTEE

#### a) FULL MEMBERS

*[List the organisations represented on the SSAC – this will include trade associations, clients, certification bodies, awarding and training bodies, HSE, and where appropriate specialists invited to join the SSAC][UKAS have an automatic right to attend meetings; in practice this is seldom exercised however the committee may from time to time invite UKAS to send a representative when they deem this is necessary to provide assistance to the committee]*

### CORRESPONDING MEMBERS

*[Organisations that receive copies of the document and minutes and comment on draft sector scheme documents. This includes the Scottish Government, Welsh Assembly Government and DRD Northern Ireland and other sector scheme committees who have an interest as a stakeholder]*

### EXCLUSION OF LIABILITY

The Sector Scheme Advisory Committee for *[activity/abbreviation]*

- 1 have and accept no liability whatsoever for any failure of any system or systems assessed under this Sector Scheme Document or for the quality, fitness for purpose, or safety of any product or service which is the subject of such assessment,
- 2 do not provide any representation or warranty as to any aspect of any such system, product or service, and
- 3 hereby expressly exclude all and any liability or responsibility (however alleged to arise) for or in connection with the provision of any service or product or any use of any product, all and any such liability or responsibility attaching exclusively to the producer (or user as the case may be) thereof.

### COPYRIGHT

Permission is granted to reproduce and distribute this document subject to the restriction that the complete document must be copied without alteration, addition or deletion.

### SELECTION OF CERTIFICATION BODY

It is important to note that due to the specific requirements for assessor competence required by this Sector Scheme a technical expert may be appointed by the Sector Scheme Advisory Committee to assist UKAS in the assessment of Certification Bodies (CB) as described in Appendix G (clause 3.1).

Prospective companies seeking registration under this scheme should ensure that they engage a Certification Body specifically accredited to assess against the requirements of this SSD. Specifiers, consultants, engineers etc. that require confirmation of compliance with the Contract Specification in respect of the supply of products/materials should confirm the current status of the quality management system certificate issuer and that specific reference is made to this Sector Scheme on the Certificate of Registration (See Appendix K).

*[Add any special instructions - e.g. interim transitional arrangements, scope categorisation requirements etc.]*

*Note: Where CE marking is a requirement, this can only be applied following successful evaluation of the factory production control process by a Notified Body. (Notified Bodies are appointed by the relevant authority in a Member State of the European Union and notified to the European Commission. In the UK, the relevant authority for notification under the Constructions Product Directive (CPD) is the Department for Communities and Local Government (CLG)).*

## **IMPLEMENTATION**

### **ISSUE UKAS 1**

The scheme will be fully implemented *[xx]* months after its publication by UKAS (*[mm.yy]*) on its web site. In addition, the scheme will be included in Appendix A of the Specification for Highway Works (SHW) as a mandatory requirement for suppliers contracted to the Highways Agency where the SHW is a contractual document. Separately the document will be called up in specific contracts as necessary.

This deferral in implementation is intended to allow new applicant companies and certification/inspection bodies sufficient time to comply with the interpretation given in this document. It is also proposed that a transitional period of twelve months from the date of availability (by UKAS) will be provided to companies who have obtained registration to BS EN ISO 9001.

*[NB: Twelve months is considered the minimum applicable period for implementing a new scheme, the SSAC may decide that a longer period is appropriate. This will depend on the status of the majority of organizations in respect of registration to ISO 9001; the necessary work to be done: the readiness of the certifications bodies to become accredited and the scope of the scheme.*

*NB: Similarly consideration will need to be given to possible deferment of the implementation*

*date for subsequent versions, although this would normally be expected to be at the following surveillance or assessment visit by the CB.*

*NB: Special clauses may be additionally written into the implementation requirements for issue 1, which may need to be confirmed for subsequent issues if the time scales permit.*

#### **NB – TRANSITIONAL ARRANGEMENTS FOR IMPLEMENTATION OF QUALIFICATIONS REQUIREMENTS**

*Consideration may need to be given to including transitional arrangements relating to the full implementation of qualification requirements for personnel; advice/recommendations/requirements on this should be provided separately in Clause 6.2.2 and/or in Appendix C of the document as appropriate.]*

#### **ISSUE UKAS [2 and subsequent issues]**

- (i) This issue of the SSD is to be implemented immediately from the date of publication on the UKAS website for assessments in accordance with BS EN ISO 9001 latest issue.
- (ii) Assessments against the previous issue will continue to be valid until the following assessment carried out by the accredited Certification Body.

*[(iii) Implementation requirements described in the previous issue will continue to apply]*

Note 1: Following publication of the document the organization should implement the changes in time for their surveillance visit or assessment visit by the Certification Body.

Note 2: The Certification Body should assess the organization against the latest edition of the scheme within 14 months of its publication.

Note 3: Where the surveillance/assessment visit of an organization occurs within two months of the publication of a revision, such assessment maybe undertaken against the previous edition subject to compliance with Note 2 above.

## INTRODUCTION

1 This Sector Scheme Document (SSD) relates to the quality management system requirements for the *[insert SSD title and scope as appropriate]* It sets out to identify a common interpretation of BS EN ISO 9001 for Organizations and Certification Bodies engaged in the sector, and the minimum qualifications that an assessor/auditor requires. The document shall be read in conjunction with BS EN ISO 9001 *[and other relevant specification/standard where appropriate]*

2 This Sector Scheme is one of the series of National Highway Sector Schemes (NHSS's), which have been developed as bespoke integrated management schemes within an ISO 9001 framework to interpret BS EN ISO 9001 as it applies to a particular highway related activity/industry within the United Kingdom.

3 Separate Sector Scheme Advisory Committees (SSACs) for each activity within the sector provide advice to UKAS and expert representation is drawn from all sides of industry. Each SSAC has interpreted BS EN ISO 9001 in relation to the requirements of their particular activity and has come to a consensus on the minimum levels of workmanship, services, products, testing, and the training and competency of personnel, as appropriate, required to meet specification requirements as well as identified requirements in respect of environmental and health & safety and other aspects. The details are contained in the individual Sector Scheme Documents (SSDs). Following the publication of a revised BS EN ISO 9001, the committees will review their documents to ensure alignment with the revised BS EN ISO 9001 to ensure that the SSD do not conflict with the national standard prior to withdrawal of the previous edition of the standard.

4 The individual NHSS technical advisory committees are overseen by the National Highways Sector Scheme Liaison Committee (NHSSLC). This Committee provides a forum for discussion on the effectiveness of the Sector Schemes and co-ordinates developments so that they can be uniformly taken forward by each of the NHSS technical advisory committees. It is also the venue where dialogue with UKAS and the Certification Bodies on the application of the Sector Schemes takes place.

5 NHSSs together with BS EN ISO 9001 are designed to:

- Provide an industry benchmark
- Ensure that all processes are planned
- Provide a basis for continuous improvement
- Focus on quality as an objective
- Reduce costs for Client and Organization
- Provide and maintain a properly trained and competent workforce
- Involve all sides of industry in scheme ownership within a partnership framework
- Provide the basis for the technical knowledge and experience that Certification Body auditors will use in the sector concerned
- Promote confidence in quality management systems through provision of a robust transparent system

6 The Sector Scheme shall apply only where specified by the Client in their Contract Documents for *(insert SSD title and scope as appropriate)*

7 In using this Sector Scheme users shall use best practice such as specifying any other relevant NHSS's as appropriate to the nature of the work being undertaken *[e.g. NHSS 19A for corrosion protection and NHSS 12D for temporary traffic management]*.

8 It should also be noted that NHSS's are mandatory for Highways Agency contracts and suppliers within the supply chain shall demonstrate compliance with the requirements of BS EN ISO 9001 and this SSD as part of their continual improvement within their BS EN ISO 9001 registration. It is anticipated that other highway authorities that use the Specification for Highway Works as the basic document for procuring highway works will also require compliance with BS EN ISO 9001 and this SSD. Other owners of transportation infrastructure for example *[e.g. Network Rail]* may also require their suppliers to comply with this Sector Scheme, as may other authorities e.g. ODA.

*9 Where traffic management is required companies should either employ a National Highway Sector Scheme approved company or where applicable have skilled registered traffic management operatives qualified to meet the requirements of NHSS12C & NHSS12D relevant to contract requirements and risk assessments. For work carried out on high speed dual carriageways and motorways the Organization installing Temporary Traffic Management measures should always be registered to NHSS 12A/B and/or 12C .*

10 The SSD is a live document with the *[SSACXX]* meeting at least once a year to develop it as appropriate. Those using the document should always ensure that they have the current version of the document. The SSD may be obtained

- by contacting any relevant Certification Body.
- by contacting UKAS at the address below
- by visiting the UKAS website ([www.ukas.com](http://www.ukas.com)) from where the document can be freely downloaded or.

Note: Information on relevant Certification Bodies may be obtained from the UKAS website by following the instructions given in Appendix F.

11 The Secretary of the *[SSACXX]* may maintain a list of registered Organizations. The Secretary can be contacted at the address given below.

12 Lantra Awards maintains a list of registered Organizations for the NHSS Liaison Committee, details can be accessed from [www.scheduleofsuppliers.com](http://www.scheduleofsuppliers.com). Organizations are required to notify the Schedule of Suppliers management team (See Clause 4.1) on an annual basis, which is monitored during the Certification Body assessment. An application form is provided at Appendix O of this document which should be copied and submitted to the Schedule of Suppliers Management team together with the annual registration fee following confirmation of registration to this NHSS.

Note The cost of managing the website is defrayed by a small annual charge made by Lantra Awards to those Organizations appearing on the register. Lantra Awards Schedule of Suppliers Management Team may be contacted by email at [scheduleofsuppliers@lantra-awards.co.uk](mailto:scheduleofsuppliers@lantra-awards.co.uk) to ascertain/check the status of an organization/company if it is not listed on the web-site.

### 13 Scheme Contact and Feedback

#### a) Contact

The Secretary  
Sector Scheme Advisory Committee for the *[activity]*  
c/o UKAS  
21 – 43 High Street  
Feltham  
Middlesex, TW13 4UN

Tel. 0208 917 8400

Fax. 0208 917 8500

#### b) Feedback

Any feedback relating to this SSD should be provided in accordance with the procedures detailed in Appendices J1 to J3.

*NB [Additional text maybe required at the discretion of the sector scheme committee.]*

## INTERPRETATION OF BS EN ISO 9001:2008

*Where applicable the text should be amended to take account of changes made to any revision of BS EN ISO 9001:2008 throughout the document.*

### 1. SCOPE *[AND APPLICATION]*

#### *[1.1 SCOPE]*

This SSD together with BS EN ISO 9001 *[and other appropriate specification]* describes the quality management system requirements to be established by Organizations providing *[Sector Scheme activities/products]*.

The document interprets the requirements of British Standard BS EN ISO 9001:2008 and should be read in conjunction with that standard. The SSD is applicable to Organizations carrying out *[the design and/or supply installation and repair of [insert relevant sector scheme activity/product for the following categories and sub categories] (See also Appendix K):*

- a)
- b) etc.

The SSD shall be referenced on the Certificate of Registration issued by the Certification Bodies (See Appendix K).

#### *[1.2 APPLICATION]*

*[The SSAC should consider the parameters for which the scheme applies and provide appropriate text detailing the full application that is appropriate. It is recommended that the SSAC review other schemes for guidance]*

### 2. NORMATIVE REFERENCE

The following normative documents contain provisions which constitute provisions of BS EN ISO 9001 Quality Management Systems – Requirements:

- BS EN ISO 9000:2005 Quality Management Systems – Fundamentals and Vocabulary
- BS EN ISO 9004:2000 Quality Management Systems – Guidelines for Performance Improvements.
- *[Add other references as necessary]*

### 3. TERMS, DEFINITIONS AND ABBREVIATIONS

3.1 For the purpose of this Sector Scheme Document the following terms and definitions shall apply:

Client:	The body for which the work is being carried out e.g. Highway Authority.
Certificate of Registration:	A certificate issued by a UKAS accredited Certification Body certifying that the holder operates a Quality Management System complying with BS EN ISO 9001:2008 and this SSD. The Certificate will state the category(ies) of work that the holder is competent to supply.  Note The Certificate of Registration must identify the NHSS(s) by number as well as by category and sub-category
Contract Specification:	i)Manual of Contract Documents for Highway Works: Volume 1: The Specification for Highway Works (Department for Transport) or as specifically required in the contract documents.  ii)Contract Specific Appendices  iii)The Contract Drawings
Customer:	The body engaging the Organization for the purpose of the work described in this SSD.
Diplomas:	These are qualifications developed through the qualification framework and will supersede NVQs when they are up for revision. See Appendix C <a href="#">[Insert number]</a>
National Vocational Qualification (NVQ)	– a vocational qualification approved by the Qualification Curriculum Authority.
Organization	The body responsible for the provision of the product or service .
Organization's Manager	The person named in the Organization's Quality Plan as having managerial responsibility for the <a href="#">[Sector Scheme activities]</a> .
Quality Plan	The document setting out the specific quality practices, resources and sequence of activities relevant to the project (See Appendix A).
Quality Management System	The Organization's structure, responsibilities, procedures, processes and resources for

implementing Quality Management.

“shall” “Used to indicate a requirement strictly to be followed in order to conform to the standard and from which no deviation is permitted. (See ISO Directives Part 3:1997, Annex E)” (reference “guidance on terminology used in ISO 9001 and ISO 9004”.)

Scottish Vocational Qualification (SVQ) - a vocational qualification approved by the Scottish Qualification Authority.

*[Sector Scheme Advisory Committee abbreviation]* *[Sector Scheme Advisory Committee name]*

*[Other Terms/Acronyms]* *[Other definitions, appropriate to the scheme]*

3.2 For the purpose of this Sector Scheme Document the following abbreviations shall apply:

CB	Certification Body
CSCS	Construction Skills Certification Scheme
NHSS	National Highways Sector Scheme
SSAC	Sector Scheme Advisory Committee
SSD	Sector Scheme Document
UKAS	United Kingdom Accreditation Service or any equivalent International Accreditation Forum (IAF) Multi-Lateral Agreement (MLA) signatory with a scope which includes this sector scheme.
<i>Other abbreviations</i>	<i>Other abbreviations appropriate to the scheme</i>

Note: The terms and definitions given in ISO 9000 remain applicable.

## QUALITY MANAGEMENT SYSTEM REQUIREMENTS

Paragraph numbers in sections 4 to 8 below refer to the relevant paragraph numbers in BS EN ISO 9001. Where the term “No specific interpretation” is used in this SSD the requirements are as stated in BS EN ISO 9001 without further qualification.

*[You must include all titles but text in this section is to be included / excluded as appropriate.]*

The interpretations given below are to assist in the clarification of the ISO 9000 text for the relevant activity, no inference should be made that ISO 9001 requirements are diluted or deleted because of this interpretation.

### 4 Quality management system

#### 4.1 General requirements

The Organization shall operate a quality management system to BS EN ISO 9001: 2008 and this schedule.

The organization shall notify and provide evidence of their Certificate of Registration to this scheme to the Schedule of Suppliers via Lantra Awards (Lantra House, Stoneleigh Park, Kenilworth, Nr Coventry, CV8 2LG) immediately following confirmation from the Certification Body and thereafter annually in April. In addition the organization shall provide details of a focal point for the organization *[including their title/position]*.

An application form is given in Appendix O of this document; this may be copied for submission to the Schedule of Suppliers Management Team at Lantra House.

*(Additionally the SSAC may determine that the Organization should also notify the Secretary of the Scheme of their registration to the scheme – this is up to the discretion of the SSAC if they so choose)*

*[Other Requirements if applicable]*

#### 4.2 Documentation requirements

##### 4.2.1 General

- (i) Quality Plans shall be required for all contracts. When specified in the contract documents or requested, the Organization shall submit a Quality Plan or alternative document as defined in the Contract Specification for acceptance or approval by the Client, as appropriate, prior to commencement of work (See Appendix A).

The relevant Quality Plan and standard operating procedures shall be available to operatives and shall be read and signed by each operative.

- (ii) *[Other requirements as determined by the SSAC]*

##### 4.2.2 Quality manual

*[Requirements or "No specific interpretation"]*

#### 4.2.3 Control of documents

- (i) As part of the Organization's procedures for document control, the following documents are typically required to be controlled:

Contract specific documents e.g. drawings, schedules, as listed in the Quality Plan.

*[List of documents]*

*NOTE: It is suggested that a list of possible documents be provided for the guidance of a SSAC from which they could select if appropriate or decide not to include with the proviso that the list is not exhaustive.*

- (ii) The Organization shall have procedures in place to ensure that the latest versions of relevant Standards and Documents are always available (See Appendix B)
- (iii) *[Other requirements]*

#### 4.2.4 Control of records

- (i) In addition to the Organization's own quality records, the following records shall typically be kept:

Contract specific records, e.g. risk assessments, as listed in the Quality Plan.

*[List of records for example equipment calibrations, test and inspections etc.]*

- (ii) Records shall be kept for a minimum of *[x]* years.

*[NB:- For a Notified Body this would be a minimum of 6 years.*

*NB - It is also suggested that a minimum default period be included e.g. 3 years. The SSAC should take account of contract requirements, legislation and other factors before coming to a conclusion on the length of record retention, many may conclude that the minimum should not be less than 6 years.]*

- (iii) *[Other requirements]*

## 5 Management responsibility

### 5.1 Management commitment

The Company policy document shall include support for this NHSS.

*[Requirements or “No specific interpretation”]*

## **5.2 Customer focus**

- (i) Processes for determining customer requirements shall consider the interests of the Client and the product end users, i.e. the general public/travelling public and shall be mindful of the Client’s interaction with the end users. This will include processes to minimise disruption to traffic.
- (ii) *[Other requirements]*

## **5.3 Quality policy**

The organization’s quality policy statement shall include a statement of commitment to this NHSS.

## **5.4 Planning**

### 5.4.1 Quality objectives

*[Requirements or “No specific interpretation”]*

### 5.4.2 Quality management system planning

*[Requirements or “No specific interpretation”]*

## **5.5 Responsibility, authority and communication**

### 5.5.1 Responsibility and authority

*[Requirements or “No specific interpretation”]*

### 5.5.2 Management representative

*[Requirements or “No specific interpretation”]*

### 5.5.3 Internal communication

*[Requirements or “No specific interpretation”]*

## **5.6 Management review**

### 5.6.1 General

- (i) The Organization shall review the quality management system *(at least once a year)* to ensure its continuing suitability and effectiveness to conform to this NHSS.

*“NB – SSAC should consider whether a review of “at least once a year” is adequate, the standard requires that reviews be carried out at planned intervals,*

*some committees have come to the conclusion that 6 months provides a more effective manner of management and have accordingly included this in their documents. One year is considered the minimum requirement.*

(ii) *[Other requirements]*

5.6.2 Review input

*[Requirements or “No specific interpretation”]*

5.6.3 Review output

*[Requirements or “No specific interpretation”]*

**6 Resource management**

**6.1 Provision of resources**

*[Requirements or “No specific interpretation”]*

**6.2 Human resources**

6.2.1 General

The training and assessment of operatives required by this scheme is aimed primarily at technical competence for the *[insert activity(ies) of operatives]*. It is intended to provide awareness to carry out work in a safe manner however it remains the responsibility of the Organization to determine and implement safe systems of work.

6.2.2 Competence, awareness and training

(ii) *[Operative training requirements]*

*[Reference to Appendix C]*

(iii) The Organization shall create and maintain a record of training and practical experience for each *[Sector Scheme activities]* operative/employee.

(iv) The Organization shall create and maintain a register of operatives/employees who hold *[Sector Scheme operative qualifications]*. “(See Appendix D)”

(v) Operatives/employees shall carry an identification card that details their qualifications for competency at all times whilst working at highway construction sites. This card will include an identification photograph and where appropriate the name of the Organization.

(vi) *[Operational requirements, number of qualified operatives to be engaged in Sector Scheme activities, ratio of qualified operatives to non-qualified operatives including*

*trainees.]*

(vii) *[Other requirements]*

*[The requirements for competency qualifications and training will vary significantly from scheme to scheme and the SSAC will need to consider what the industry requirements are and develop text appropriately. It is recommended that the SSAC look at section 6.2.2. of other sector schemes to obtain an overview on how industry standards may be applied.]*

(viii) *[NOTE:- NVQ's are proposed to be phased out following the introduction of the qualifications credit framework (QCF). The QCF will introduce a system of Awards, Certificates and Diplomas; details of the new qualifications structure is provided in Appendix C.]*

### **6.3 Infrastructure**

*[Requirements or "No specific interpretation"]*

### **6.4 Work environment**

*[Requirements or "No specific interpretation"]*

## **7 Planning and product realization**

### **7.1 Planning of product realization**

- (i) The Quality Plan shall as a minimum address the topics listed in Appendix A of this schedule.
- (ii) The Quality plan may be a largely standard document as indicated in Appendix A of this schedule supplemented by contract specific information.
- (iii) The Quality Plan should not be considered in isolation. An integrated approach should be taken which links the Quality Plan, Environmental Plan, Sustainability Plan, the Health and Safety Plan, Risk Management etc together. Management of the service as a whole is reliant on quality and hence the contract and the quality element cannot be separated, as one cannot function without the other.
- (iv)

NOTE:- The Quality Plan describes the management strategy that sets clear and sustainable performance objectives, delegates responsibility and establishes lines of communication. The objective being to manage the various management schemes within an overall management scheme within an organization.

- (v) The Organization shall, in order to reduce the need for waste disposal, minimise the generation and environmental impacts of wastes arising during the

contracted works and shall maximise opportunities for the re-use and recovery of wastes. The Organization shall document its arrangements for the identification, segregation, handling, storage and disposal of the different types of wastes arising from the contracted works.

(vi) *[Other requirements]*

## **7.2 Customer related processes**

### **7.2.1 Determination of Requirements Related to the Product**

*[Requirements or "No specific interpretation"]*

*[Note requirements within this clause shall include where appropriate determination of drivers (LGV) compliance with European licensing regulations[driver CPC- periodic training].*

### **7.2.2 Review of requirements relating to the product**

- (i) The processes for review and determination of requirements shall require the Organization to verify with the Customer that the order placed meets the technical requirements included in the Client's Contract Specification.
- (ii) Matters of a significant nature which arise during the determination and review of requirements shall be considered during the management review and incorporated as necessary into the quality management system.
- (iii) *[Other requirements]*

### **7.2.3 Customer communication**

- (i) The Organization shall have a process in place to notify Lantra Awards of its registration status in respect of this NHSS, within 14 days of gaining registration to this scheme and thereafter annually in April.
- (ii) "The Customer needs to be informed about the products, that is, they require detailed information as appropriate regarding materials, components, manufacturing details etc. for the purposes of:
  - (a) as-built records for maintenance/health and safety requirements.
  - (b) For their own monitoring of the effectiveness/performance of the product.

The Quality Plan shall identify what and when relevant information is passed on to the customer or their agent."

The SSAC shall define the relevant information e.g. contract or legislative requirement such as CDM regulation requirements.

(iii) *[Other requirements]*

### **7.3 Design and development**

*[Requirements or “No specific interpretation” or “not applicable”, however if the clause is deemed “not applicable” the reason must be given.]*

*[The records of the verification (see sub-clause 7.3.5 Design and Development Verification) and validation (see sub-clause 7.3.6 Design and Development Validation) processes shall include information to demonstrate compliance with the contract specification irrespective of whether the customer expressly requests it or not.*

*The other sub-clauses within this heading require no specific interpretation]*

*[NOTE - Design is covered by section 7 of ISO 9001, but within a NHSS this needs to be considered on its merit in respect of how design is applicable to installation works. If appropriate (e.g. for Joint Ventures) then GD02 may well be applicable for their design work and should be included and defined/referenced appropriately in the relevant NHSS.]*

#### **7.3.1 Design and development planning**

*[Requirements or “No specific interpretation”]*

#### **7.3.2 Design and development inputs**

*[Requirements or “No specific interpretation”]*

#### **7.3.3 Design and development outputs**

*[Requirements or “No specific interpretation”]*

#### **7.3.4 Design and development review**

*[Requirements or “No specific interpretation”]*

#### **7.3.5 Design and development verification**

*[Requirements or “No specific interpretation”]*

#### **7.3.6 Design and development validation**

*[Requirements or “No specific interpretation”]*

#### **7.3.7 Control of design and development changes**

*[Requirements or “No specific interpretation”]*

### **7.4 Purchasing**

*[Requirements or “No specific interpretation”]*

*[Where supply of materials/products is required the materials/products shall be selected in accordance with the contract (specification) documents including compliance with other relevant NHSS – e.g. Traffic Signs from an approved NHSS9A supplier. (See appendix A of the SHW).]*

7.4.1 Purchasing process

*[Requirements or “No specific interpretation”]*

7.4.2 Purchasing information

*[Requirements or “No specific interpretation”]*

7.4.3 Verification of purchased product

*[Requirements or “No specific interpretation”]*

**7.5 Production and service provision**

7.5.1 Control of production and service provision

The Organization shall identify and plan the supply and installation processes. Examples of conditions, which shall be controlled, include:

*[a) An agreed procedure for carrying out emergency repairs including health and safety requirements.]*

*[b) when the Organization is the main contractor, location and identification of underground and over ground services and structures including installed systems together with the names, addresses and telephone numbers of persons responsible for them.]*

*[c) when the Organization is a sub-contractor, the taking of all reasonable steps to ensure this information is available from the main contractor and is suitable to the extent that the Organization is satisfied it is safe to carry out the sub-contract works.]*

*[List of other activities]*

7.5.2 Validation of processes for production and service provision

Works orders, risk assessment and *[sector scheme relevant activity]* quality plans for the installation, *[maintenance and removal]* of *[sector scheme activity]* shall be signed by the Registered Lead *[sector scheme activity]* Operative or Technical Officer and retained for *[xx]* years. They will also be submitted to the Client if requested.

7.5.3 Identification and traceability

There must be an auditable process of document retention which can be clearly identified and traced.

*[Additional requirements ]*

#### 7.5.4 Customer property

The quality management system shall include a procedure where materials are supplied by the Customer or the Client. For example, *[Requirements]*

*[Additional requirements]*

#### 7.5.5 Preservation of product

Systems shall be in place to inspect and maintain all goods returned from site before their subsequent use.

*[Additional requirements ]*

### 7.6 Control of monitoring and measuring devices

Items requiring monitoring and measurement include .....*[Requirements or “No specific interpretation”]*

The Organization’s system shall include documented procedures to demonstrate the manner and frequency of the calibration of the measuring and test equipment. (See Appendix E for guidance.)

## 8 Measurement, analysis and improvement

### 8.1 General

*[Requirements or “No specific interpretation”]*

### 8.2 Monitoring and measurement

#### 8.2.1 Customer satisfaction

*[Requirements or “No specific interpretation”]*

#### 8.2.2 Internal audits

Internal audits shall be carried out at sufficient frequency and by a suitable technically competent person/s to ensure a robust assessment of the compliance of the product. The quality plan shall state the frequency of internal audits. Internal audits of the quality management system against this SSD shall include at least two visits a year to specific works sites to check *[Sector scheme activities]* (Where the organization does not have contracts which provide continuous working throughout a full year, visits shall be conducted on a pro-rata

basis, but at least one visit per contract must be made). Internal auditors shall have a working knowledge of *[Sector Scheme activities]*. Internal audits shall be carried out by the nominated quality manager.

#### 8.2.3 Monitoring and measurement of processes

This includes the ongoing impact of *[sector scheme activity]* on other works including congestion and traffic flows

*[Other requirements]*

#### 8.2.4 Monitoring and measurement of product

*[Requirements or "No specific interpretation"]*

### 8.3 Control of non-conforming product

Non-conforming component parts (e.g. *example*) *[and schemes]* shall not be used unless written approval has been received from the Client.

"Any material and /or work not conforming to the specification shall either be reworked to conform to the specification or must formally be accepted in writing by the customer. The materials and/or work shall otherwise be considered as rejected and precluded from use as originally intended."

*[Other requirements]*

### 8.4 Analysis of data

*[Requirements or "No specific interpretation"]*

### 8.5 Improvement

*[Requirements or "No specific interpretation"]*

#### 8.5.1 Continual improvement

The corrective and preventative action processes shall include analysis of incidents and occurrences *[Other requirements]*

#### 8.5.2 Corrective action

*[Requirements or "No specific interpretation"]*

#### 8.5.3 Preventive action

*[Requirements or "No specific interpretation"]*

## APPENDIX A: REQUIREMENTS FOR QUALITY PLANS

The Quality Plan shall include the following items as a minimum.

### 1.0 General requirements

- 1.1 Definition of the product (or service) to be provided.
- 1.2 The structure of the Organization describing the line of command and stating the names of the Organization's Manager responsible for the contracted work.
- 1.3 Identification of the relevant parts of the Organization's quality manual relevant to the product or service being provided.
- 1.4 The control of team selection including special requirements for skilled personnel e.g. training of site staff.
- 1.5 The control of equipment.
- 1.6 Any environmental conditions impacting upon the specified works.
- 1.7 Location of site for the contract and means of access
- 1.8 Specification and/or Contract Documents
- 1.9 Extent of the works and the commencement and completion dates of the contract
- 1.10 Details of the work (as appropriate)
- 1.11 Details of existing materials (as applicable)
- 1.12 Disposition of records

*1.13 [Other Sector Scheme specific input requirements]*

*1.14 [Other requirements]*

### 2.0 Contract specific information

- 2.1.1 The Customer's nominated Quality Manager, project manager and/or other representatives through whom communication is to be made throughout the contract.
- 2.1.2 Names of the staff involved with the contract including the *[Sector Scheme qualified operatives]*. Contact details for these staff.
- 2.2 Details of the contract specific equipment to be used and any certification required to be issued to the Customer/Client.

- 2.3 Name and contact details of Customer/Client contact(s).
  - 2.4 Details of the communications required between the Organizations staff and the Customer/Client or any other party.
  - 2.5 Work programme and details of deliverables.
  - 2.6 Liaison with the Police and the Highway Authority or other competent authority.
  - 2.7 Materials storage details and location
  - 2.8 Method statements for application/installation, maintenance and removal of (*product to be stated*), and the detailed drawing(s) to be supplied.
  - 2.9 Inspection and testing regime to be adopted covering frequency, methods of test, responsibility for testing and acceptance criteria.
  - 2.10 Control of non-conforming product.
  - 2.11 How performance requirements are to be achieved.
  - 2.12 All relevant contract specific information in respect to speed restrictions, safety requirements, environmental requirements, existing conditions and site conditions.
  - 2.13 Any client-specified testing requirements and responsibility for testing including the supply of test equipment.
- 2.14 [*Other NHSS specific input requirements*]

**NOTES:**

- 1. Where certain aspects of this information cannot be obtained or, is not provided, this fact shall be noted in the Quality Plan against the appropriate section.
- 2. The Organization should also be aware that there may be further general requirements for quality plans within a contract, for instance Appendix 1/24 of the Manual of Contract Documents for Highway Works, which may also need to be addressed.

## APPENDIX B: REFERENCE AND ASSOCIATED DOCUMENTS (BIBLIOGRAPHY)

NOTE:- The listing is not comprehensive; other documents may be required to fulfil the requirements of the contract. Organizations shall ensure that they have a working knowledge of and access to all the documents including amendments unless stated otherwise in the specification

Organizations shall ensure they are working to current reference or associated documents appropriate to work in their sector.

*[NB when referencing documents which are date specific please ensure you only put the reference number and title but no date. The exception being where the document identifies clauses and paragraphs within a standard or reference.]*

- 1 Manual of Contract Documents for Highway Works: Volume 1 Specification for Highway Works (SHW), and amendments

Series 000	Introduction
Series 100	Preliminaries
<i>Series [***]</i>	<i>[Specification Section]</i>
<i>Series [***]</i>	<i>[Specification Section]</i>
<i>Appendices</i>	<i>[relevant appendices]</i>
  
- 2 Manual of Contract Documents for Highway Works - Volume 2 Notes for Guidance on the Specification for Highway Works (NGSHW), and amendments.

Series NG000	Introduction
Series NG100	Preliminaries
<i>Series [***]</i>	<i>[Specification Section]</i>
<i>Series [***]</i>	<i>[Specification Section]</i>
<i>Appendices</i>	<i>[Relevant appendices]</i>
  
- 3 BS EN ISO 9000 (latest issue) - Quality Management Systems – Fundamentals and Vocabulary
  
- 4 BS EN ISO 9001 (latest issue) - Quality Management System – Requirements
  
- 5 ISO 9004 (latest issue) - Quality Management Systems – Guidelines for Performance Improvements
  
- 6 *[Reference/Document Details]*
  
- 7 *[Reference/Document Details]*
  
- 8 *[etc.]*

NOTE: This list of standards and documents include those that are date specific, however, the Organization shall have procedures in place to ensure that the latest versions are always available. (See clause 4.2.3).

## APPENDIX C: TRAINING AND HEALTH AND SAFETY FOR *[SECTOR SCHEME]* OPERATIVES/EMPLOYEES

The Organization shall ensure that their Operatives/employees shall have undergone suitable training that will cover aspects of the work to be undertaken as follows:

*[Activity/Work Aspect]*

*[Required Training and Details of Training]*

*[Add text as required]*

*[Add Table C1 if required detailing skills/competency/training requirements of various levels of personnel within organisation.]*

*[Add Table C2 if required detailing tasks/equipments versus possible certification routes.]*

### **Qualifications and Credit Framework**

The Qualifications and Credit Framework (QCF), which will ultimately replace the National Qualifications Framework (NQF), will be an operational pilot from 01/08/08.

Awarding Bodies should be actively involved in the process of beginning to identify and align several Sector Skills Councils' (SSC's) priorities with the needs of their centres and providers. The aim should be to ensure that only Qualifications fit for purpose will be developed and that they continue to work pro-actively with their industry partners to meet the needs of employers and employees in all areas of training provision.

#### **What is the QCF?**

The QCF is designed to be a simple and flexible system that will operate across England, Wales and Northern Ireland and will closely align with the Scottish Credit and Qualifications Framework. It will recognise achievement of learners from aged 14 – 90 and supports a national record of learner achievement enabling movement between centres and Awarding Bodies if appropriate.

#### **Features:**

All units within the framework will have a title, credit value, level, and a set of explicit learning outcomes and assessment criteria. Each unit should stand alone and be capable of independent assessment. Units will be the building blocks of qualifications and all qualifications will be described through agreed rules of

combination.

There will be a standardised simple architecture to describe qualifications represented by size and level – from Entry level through to level 8. Qualifications will be identified as

Awards (1-12 credits),  
Certificates (13-36 credits) and  
Diplomas (37+).

The aim is that all achievements can be standardised by a common currency which is “credit” and that the level and size of achievements should be standardised and easy to recognise. Credit can be accumulated and transferred and used flexibly to meet a variety of learner needs. One credit will represent 10 notional learning hours.

### **QCF Diplomas:**

A number of existing competency based Qualifications such as NVQ’s once re-written as credit based Qualifications within the QCF will become “Diplomas” by virtue of their size. For example the new Level 2 and Level 3 Diplomas in Fencing have evolved from the old Fencing NVQs. The content of these particular QCF Diplomas will remain the same; as will the Quality assured assessment strategy that underpins them. However – they will look a little different as they will each represent a certain number of credits at a given level. Each unit will also incorporate both competency outcomes and knowledge outcomes.

**QCF Diplomas should not be confused with the new 14-19 Diplomas** that have been designed to offer a vocational route in the school sector and embrace a broad range of outcomes to enable young learners to extend both their academic skills and a broad range of their vocational learning experiences. Although the 14-19 Diplomas may involve some work placement activity they are NOT competency based qualifications and have a very different purpose. For instance, the main 14-19 Diploma in the Lantra footprint is called the 14-19 Diploma in Environmental and Land-Based Studies.

The framework hopes to offer maximum flexibility for learners to gain recognition for their achievements (whether they are single units or full Qualifications).

## **Health and Safety**

Organizations are reminded of the legal requirements to provide health and safety training for all operatives/employees as appropriate in accordance with the Health and Safety at Work Act 1974.

The training and assessment of operatives/employees required by this scheme is aimed primarily at technical competence for temporary traffic management. It is intended to provide awareness to carry out work in a safe manner; however, it remains the responsibility of the organization to determine and implement safe systems of work.

If they are working adjacent to live highways it is a requirement that operatives/personnel pass the specialist test questions for Highway Works included in the CSCS or the ECS

Highway Electrical version Health & Safety touch screen test.

### **Temporary Traffic Management**

Highways Organisations are reminded of the requirements for temporary traffic management on all highways including high speed dual carriageways and motorways. For work on high-speed dual carriageways and motorways, other than short duration works on hard shoulders or verges, such works shall be carried out by an Organisation registered to NHSS 12A/B as appropriate. For works on mobile lane closures NHSS12C applies and for works on other roads NHSS 12D applies and Organisations need to ensure that they have appropriately skilled personnel to set out the necessary temporary traffic management measures. Guidance is given in Appendix M of NHSS 12D.

*[For some industries it may be necessary to expand on the requirements and advice in respect of temporary traffic management qualifications for instance refer to sector scheme 8 as an example]*

## Further information

*NHSS Committees need to take note of other sector scheme documents when developing or reviewing their documents as this may have implications for “their” scheme in respect of qualifications required of operatives and management.*

*Corrosion Protection - For some industries it may be necessary to expand on the requirements and advice in respect of corrosion protection qualifications for instance refer to sector scheme 19 as an example*

## Fraudulent Cards

### **ACTION IN THE CASE OF SUSPECT CARDS THE FOLLOWING ADVICE IS GIVEN:**

#### **SUGGESTED ACTION BY ORGANIZATION**

On being presented with a suspect card (check logo, print quality, colour, layout, spelling, likeness of photograph):

1. Take possession of card.
2. Call a member of the body that issued the card. A member of the team will help you confirm your suspicions or otherwise.
3. If the card appears to be fraudulent:
  - Retain the card if possible
  - Make photocopies of front and back
  - Record cardholder’s name and address
  - Ask cardholder where the card was obtained from
  - Call the local police and report the matter
  - Refuse access to site (subject to company rules).
4. Forward copies of all evidence to the body who issued the card marked “SUSPECTED FRAUDULENT CARD” with any crime number given by local police.

Note: The body should in the majority of cases fully support any prosecution with technical and factual evidence.

This should help to maintain the integrity of the Highway Sector Schemes.

**APPENDIX D: EXAMPLE REGISTER OF [SCHEME EMPLOYEES]**

NAME OF COMPANY: .....

Full Name of Employee	Registration Renewal Date	Types of <i>[Activity/Work Aspect]</i> for which Employee is Registered

**APPENDIX E: GUIDANCE FOR THE CONTROL OF MONITORING AND MEASURING EQUIPMENT**

Example of a typical requirement for NHSS:

Item No	Equipment	Purchase Specification	Calibration Control	Calibration Frequency
1	Thermometers and temperature control equipment	Equipment must operate within a tolerance of $\pm 10^{\circ}\text{C}$ at working temperature	Calibration traceable to National Standards	3 monthly (may be extended to 12 months upon demonstration of continued calibration accuracy)
2	Pressure measuring equipment	Appropriate British or International standard	Calibration traceable to National Standards	Annually
3	Thickness/height measuring equipment	Maximum allowable error at any point in working range value $\pm 5\%$	Calibration traceable to National Standards	Annually
4	Measuring wheels, tapes and rules	Maximum allowable error $\pm 1\%$ of the measurement range undertaken (upon purchase only)	Verification check when signs of wear or damage appear	Checks as required

Note

1. The table does not represent an exhaustive list of monitoring and measuring devices and therefore equipment not included but employed by the Organization should be calibrated to an acceptable standard and described in their quality manual.
2. Visual daily checks of items 1 and 2 shall be carried out on site to confirm that the equipment is working correctly and is not damaged. Records of the daily checks shall be kept.
3. If in-house calibration equipment is used for the calibration of items 1 and 2 it shall not be used for any other purpose and shall itself be calibrated traceable to national standards at intervals not exceeding two years.
4. If in-house calibration equipment is used for the calibration of item 3 it shall not be used for any other purpose and it shall itself be calibrated traceable to national standards at intervals not exceeding five years.

5. Records of all equipment in use, their calibration status and calibration or verification checks undertaken shall be established and maintained.

*Note: The committee should consider what equipment needs to be controlled and the degree of control required, where it is determined that this Appendix is not applicable to an industry, this should be stated.*

## APPENDIX F: CERTIFICATION BODIES ACCREDITED FOR *[SECTOR SCHEME]*

(When implemented,)\* Information on certification bodies accredited against this scheme can be found on the UKAS website [www.ukas.com](http://www.ukas.com). To identify the certification bodies on the website:

*\* This should only be included for brand new schemes, otherwise "When implemented," should be deleted.*

- place the cursor onto 'about accreditation ' in the top menu bar
- move down to 'accredited bodies'
- move down to "Accredited Bodies" in the grey box' and left click on this to take you to the list of Accredited Bodies schedules
- move down to Certification Body Schedules and left click to take you to the list of certification schedules
- move cursor down past 'key abbreviations' to 'search within the schedules' - click on 'search UKAS'
- move cursor to "Certification Bodies" in the "Search Within" box and left click
- type in "highway sector scheme no XX" including the double inverted commons for example " "highway sector scheme no 19A" "
- left click "search"

This should then list the certification bodies who are accredited to the scheme and their details can be found by clicking on the appropriate links.

### NOTES:

1. Certification Bodies interested in being accredited by UKAS for this Sector Scheme should contact UKAS.
2. The Certification Bodies listed below are those accredited by UKAS at the time of revising the document. Note that the list does not include Certification Bodies accredited by Bodies deemed equivalent to UKAS.

*[ABC registrars, DEF QA Ltd etc.]*

*[Note 1: The committee may in its wisdom decide not to include a list of "known" certification bodies, since this could render the document out of date in the event that additional CBs become accredited. However the committee must be confident that the list obtained from the above process delivers a full list of all CBs accredited by UKAS against the scheme.]*

3. Organizations currently registered to ISO 9001 with an UKAS (or equivalent) accredited certification body that does hold registration to this NHSS may wish to consider the

following option. Continuing to be registered with their existing Certification Body but having the interpretation of the NHSS carried out by and in conjunction with an UKAS accredited certification body for this scheme."

4. Advice on the current accreditation status of certification bodies to assess against this document (NHSS XX) can also be sought from UKAS (Tel 0208 917 8400)

As at dd/mm/yy, the following certification/inspection bodies *[have been accredited by UKAS for assessing to this document (NHSS XX)/ have indicated their interested to become accredited]*

*[Certification Body Name]*

*[web address]*

*[Certification Body Name]*

*[web address]*

*[etc.]*

## APPENDIX G: THE ROLE OF THE CERTIFICATION BODY AND AUDITOR QUALIFICATIONS

### 1. Role of Certification Bodies

1.1. The independent assessment of conformity of Organizations to the requirements of BS EN ISO9001 and the additional requirements required by this SSD rely upon the assessment expertise, competence and capability of accredited certification bodies.

1.2. The Certification Body role is to ensure, through assessment, that Organizations have management systems in place which address the enhanced BS EN ISO9001 requirements detailed in this SSD.

### 2. Certification Body Accreditation

2.1. To ensure consistency and to demonstrate independent capability Certification Bodies are required to be accredited against the requirements of ISO 17021:2006 by the United Kingdom Accreditation Service (UKAS) or an equivalent International Accreditation Forum (IAF) member for assessment and registration of BS EN ISO9001 quality management systems interpreted in accordance with this NHSS.

### 3. Assessor and Assessment Team Competence.

3.1 The Certification Body must be able to demonstrate to UKAS that it possesses and can maintain the necessary assessor experience and technical understanding of the [\[sector scheme activity\]](#) covered in the scope of this Sector Scheme. These assessment areas shall include, but not be limited to the following:

- i) knowledge, understanding and application of this SSD (See Appendix G1).
- ii) knowledge of the manufacture and supply in the [\[sector scheme\]](#) industry, including the methods and techniques sufficient to understand the processes employed and the controls necessary to ensure delivery of conforming product. Typically this would include knowledge of the product and processes [\[including connections to different systems\]](#). (Conveyance of this knowledge to auditing teams will be determined by the Certification Body and will be audited by UKAS).
- iii) maintenance of demonstrable technical highway engineering background, capable of reading and understanding specifications and drawings, including knowledge of the Specification for Highway Works and design standards requirements for [\[sector scheme product\]](#).
- iv) ability to demonstrate that they have ongoing suitable health and safety training which shall include appreciation of the risks involved in the manufacture, supply and installation in the parapet restraint systems.
- v) preferably knowledge of [\[constituent components and their properties\]](#)

- 3.2. The Certification Body must also ensure that assessors have sufficient knowledge of health & safety requirements related to working on live highways where appropriate, knowledge of temporary traffic management, working in confined spaces and working at height for assessment of guidance provided on this aspect.
- 3.3. Guidance to Certification Bodies on assessor competence related to this Sector Scheme is given in the Certification Body guidance document – National Highway Sector Scheme Accreditation, Registration and Assessment Guidance for Certification Bodies – NHSS 0 Part 4.
- 3.4 The Certification Body is responsible for ensuring that the assessment teams possess demonstrable expertise in the assessment areas detailed above as they relate to the scope of client activities under assessment.
- 3.5 Minimum assessor qualifications and competence for assessment of this NHSS, which may reside in a single individual, or in an assessment team are as follows:
- i) International Register of Certificated Auditors (IRCA) Registered ISO9001:2008 Lead Auditor qualification or Certification Body equivalent and demonstrable expertise in leading assessment teams.
  - ii) BS EN ISO9001:2008 assessment experience obtained from assessments of *[sector scheme]* activities in different Organizations, including a minimum of *[number of organisations]* different Organizations in any one assessor on a team assessment.
  - iii) technical assessment competence in the categories of *[sector scheme activity]* – *or not required as specified in the scheme*
  - iv) knowledge, understanding and application of this SSD.
  - v) knowledge of the manufacture and supply in the *[sector scheme]* industry, including the methods and techniques sufficient to understand the processes employed and the controls necessary to ensure delivery of conforming product. Typically this would include knowledge of *[the product]* and processes *[including connections to different systems]*. (Conveyance of this knowledge to auditing teams will be determined by the Certification Body and will be audited by UKAS).
  - vi) demonstrable technical highway engineering background, capable of reading and understanding specifications and drawings, including knowledge of the Specification for Highway Works and design standards requirements for *[sector scheme product]*.
  - vii) ability to demonstrate that they have ongoing suitable health and safety training which includes appreciation of the risks involved in the sector scheme activities of *[add specific aspects of scheme]; and*

viii) preferably knowledge of *[constituent components and their properties]*

#### **4. Conduct of Assessments.**

4.1. Certification Bodies shall ensure that an adequate proportion *[specify]* of the initial and continuing assessment duration is devoted to assessing operational activities at locations where *[sector scheme activities]* covered by the scope of this Sector Scheme are being undertaken from.

4.2. Certification Bodies shall make every endeavour to ensure that during a three year certification cycle there is evidence of assessment of all execution activities covered by the Organization's scope of registration. Certification bodies shall undertake surveillance visits at intervals of not greater than one year.

#### **5. Format and Content of Registration Certificates.**

5.1. Certificates of registration issued by Certification Bodies, which include within the scope of registration reference to compliance with this Sector Scheme, shall be in a format and contain the content detailed in Appendix K of this SSD.

5.2. The National Highway Sector Scheme Logo shall be included in any Certificate of Registration which has this Sector Scheme detailed in the Scope of Registration. The logo shall only be used and applied in the manner detailed in any conditions of use which may be published from time to time.

#### **6. National Highway Sector Schemes Schedule of Suppliers.**

6.1. Certification Bodies shall monitor the National Highway Sector Schemes Schedule of Suppliers posted at [www.scheduleofsuppliers.com](http://www.scheduleofsuppliers.com) to ensure equivalence between their clients registered to this Sector Scheme and the listed Organizations.

6.2. Certification Bodies shall provide to National Highway Sector Schemes Schedule of Suppliers administrator at Lantra Awards details of registered Organizations whose scope of registration against this Sector Scheme has ceased to be applicable within 10 working days of that situation occurring.

6.3. Certification Bodies shall audit the Organization to ensure that Lantra Awards have been notified by the Organization of their NHSS registration. (See 4.1(i) and 7.2.3 of this NHSS)

#### **7. Reporting on Sector Scheme Performance.**

7.1. Each Lead Certification Body shall provide to the Leader of the SSACS a summary report which includes as a minimum:

a) observations and comments on the implementation and assessment findings related to

the Sector Scheme including any omissions or deficiencies in its scope.

- b) recommendations for improving/clarifying the SSD
- c) feedback on deficiencies against contract documentation
- d) a list of Organizations whose scope of registration includes this Sector Scheme for comparison against the Schedule of Suppliers

7.2. The report shall be available at least a month before each National Highway Sector Scheme Liaison Committee meeting (normally held each May/June and October/November), so that it may be considered during the Group Sessions of the Liaison meeting. This is to be issued to the Chairman of the National Highway Sector Scheme Liaison Committee and the Chairman of this Sector Scheme Committee.

7.3. Certification Bodies shall ensure they are all represented by at least one nominated individual (who will represent all Certification Bodies) at Sector Scheme Advisory Committee. This does not preclude other Certification Bodies from attending, as appropriate.

7.4. Certification Bodies shall be represented at the National Highway Sector Scheme Liaison Committee.

## **APPENDIX G1: GUIDANCE TO ASSESSORS' AND OTHER AUDITORS' COMPETENCIES REQUIREMENTS FOR NATIONAL HIGHWAY SECTOR SCHEME (Scheme XX – Name of product)**

### **Section 1 - General Information**

The certification body group (reporting to the Highways Liaison Committee) has proposed that an e-learning programme for assessors based on the information provided by the individual National Highway Sector Scheme Committees should be made available to third party assessors to enable them to have a fuller appreciation of the particular activities involved in highway construction and maintenance. The information contained in this appendix has been collated by the NHSS committee to provide CB assessors with the background information that is considered appropriate for carrying out an assessment against BS EN ISO 9001 and these NHSS documents. During the development of the Appendices it was realised that this information would also provide useful guidance for first and second party auditors of the system. It is hoped that it will be possible in the near future for access to the e-learning programme to be available to all assessors and auditors; information on this development will be made available through revision issues of the relevant NHSS document posted on the UKAS web-site.

### **Section 2 - Requirements**

Note 1: This section of the guidance is divided in three parts namely 2A, 2B & 2C.

Note 2: Section part 2C will need to be developed by the relevant sector scheme committee to identify all relevant knowledge of their industry that is pertinent to carrying out an audit. It is intended that the content of this part will be used to develop a training awareness course for auditors.

#### **2A General background to the NHSS (*relevant sector scheme*).**

- i) The reasons for development of the National Highway Sector Schemes (NHSS) and this scheme in particular, and for CB assessors, examples of where its absence has caused concern/problems.

This is normally contained in the introduction to the scheme, in this instance the scheme (NHSS *[number]*) was initially developed with *[partnering bodies]* *[following the development of NHSS (number)]*.

- ii) To whom the scheme applies. See Scope in relevant NHSS document i.e. NHSS *[number(s)]*
- iii) Contact details of those that can offer scheme specific assistance. (This should be contained in the Organization's quality manual/NHSS documents.)
- iv) An overview of the highway infrastructure that the scheme applies to.

- v) The range of contracts that the scheme can apply to. (See Scope in relevant NHSS document i.e. NHSS *[number(s)]* (section 1.)
- vi) Specific types of works that the scheme applies to. (See Scope [section 1] in relevant NHSS document and also Appendix L in NHSS *[number]*; in this instance applies to *[scheme activities]*)
- v) Definitions and terminology which are particular to the scheme. (See section 3 of the NHSS.)
- vi) Diagram of routes to competency of management, supervisors and operatives etc delivering the scheme services

Information/guidance is contained in Appendix C of the document, however the organisation's training administrator should have this information available (assessors should also be aware of training and competency assessment requirements available from bodies such as *[Construction Skills and TWI]*, who should be able to assist).

- vii) Overview of important reference documentation applicable to the scheme

Section 2 and Appendix B of the document provides some information.

- (viii) Knowledge of relevant European and British Standards for *[relevant subject matter]*. in particular those relating to product conformity, type testing and their requirements. Familiarity with SHW especially Series *[relevant series]*, and notes for guidance, including when these are updated.
- (ix) Relationship with other NHSS and its applicability to this scheme.

*[Expand as necessary to include relevant scheme activities and knowledge needed]*

## 2B Summary of how the scheme interprets section 4 to 8 of BS EN ISO 9001 with commentary.

There is a need to provide commentary on those Clauses of BS EN ISO 9001 in Sections 4 to 8 where interpretation has been provided in this document, namely for clauses

"4.1; 4.2.1; 4.2.3; 4.2.4; 5.2; 5.5.1; 5.6.1; 6.2.1; 6.2.2; 7.1; 7.2.2; 7.2.3; 7.3; 7.4; 7.5.1; 7.5.2; 7.5.3; 7.5.4; 7.5.5; 7.6; 8.2.2; 8.2.3; 8.3; 8.5.1." (N.B. Blue text indicates that interpretation of other clauses has been suggested above, over and above what was initially indicated).

4. Quality Management System	Interpretation Y/N	Comment
4.1	Y	Check annually by the CB Auditors and other Auditors. Check Schedule of Suppliers website to ensure registration is current.
4.2		
4.2.1	Y	Check Quality Plan is in place and complies with 7.1. If necessary obtain a copy of the plan as evidence.
4.2.2	N	
4.2.3	Y	Ensure that all required contract specific documents are in place. Seek evidence
4.2.4	Y	Ensure that all required contract specific documents are in place. Seek evidence
5. Management Responsibility		
5.1	Y	Check policy document
5.2	Y	Ensure customer feedback documents are in place on completion of the contract.
5.3		Ensure objectives are covered in quality plan and/or policies
5.4		
5.4.1	N	
5.4.2	N	
5.5		
5.5.1	N	Ensure there is an organization plan which covers responsibility/authority in accordance with the requirements of the SSD. Seek evidence. Ensure that personnel with contract specific responsibilities and authorities have been identified and are recorded. Seek evidence.
5.5.2	N	Ensure that the organization management have appointed a member with the appropriate responsibility and authorities. Seek evidence.
5.5.3	N	Check internal communication processes have been established.
5.6		
5.6.1	Y	Review copy of annual (or six monthly) management review. Ensure this contains reference to the relevant sector scheme.

5.6.2	N	
5.6.3	N	Seek evidence that the output and actions are considered by top management at regular intervals
6. Resource Management		
6.1	N	Ensure contract/tender review is in place
6.2		
6.2.1	Y	Review copies of training certificates and forward looking training plans. Ensure that these are in accordance with the requirements of the sector scheme documents.
6.2.2	Y	See Appendices C, and D
6.3	N	Review facilities and process equipment to confirm they are suitable for the scope of registration.
6.4	N	In process audit. Checks to include environmental condition records, plant maintenance sheets, access equipment certification and induction records.
7. Planning and Product Realization		
7.1	Y	See Appendix A
7.2		
7.2.1	N	Ensure that the organization has determined all necessary specified statutory and regulatory requirements for contract compliance. This may include supplementary services such as recycling, final disposal, equipment inspection, licensing requirements for driving (HGV), animal including wildlife handling etc
7.2.2	Y	Ensure contract tender review is in place with an appropriate timescale and assessment of availability of resources.
7.2.3	Y	Check effectiveness of communication arrangements.
7.3	Y	Ensure contract/tender review is in place.
7.3.1		
7.3.2		
7.3.3		
7.3.4		
7.3.5		
7.3.6		

7.3.7		
7.4	Y	
7.4.1		Ensure or seek evidence that records are in place.
7.4.2		Seek evidence that purchasing requests are adequate.
7.4.3		Seek evidence that documents are in place.
7.5		
7.5.1	Y	Check as part of in process audit
7.5.2	Y	
7.5.3	Y	Cover during procedure review and seek evidence that records are in place.
7.5.4	Y	Seek evidence that records are in place.
7.5.5	Y	Cover during procedure review.
7.6	Y	See Appendix E
8. Measurement, Analysis and Improvement		
8.1	N	Review copy of annual management review. Ensure this contains continuous improvements to the relevant sector scheme.
8.2		
8.2.1	N	Seek evidence, that organization is meeting customer requirements.
8.2.2	Y	Check internal audits are being carried out.
8.2.3	Y	Check processes are achieving planned results
8.2.4	N	Check that monitoring and measuring process documentation has been implemented in line with the current contract specification. Seek evidence.
8.3	Y	Ensure processes are in place and has been implemented in line with contract specification.
8.4	N	Check analysis of data has provided information to demonstrate effectiveness of QMS and evaluation of continued improvement.
8.5		Check effectiveness of continual improvement.
8.5.1	Y	
8.5.2	N	Seek evidence that documented procedures are in place and operational.
8.5.3	N	Seek evidence that documented

		procedures are in place and operational.
--	--	--

## 2C – Overview of this NHSS in terms of industry requirements and working practices.

In addition to an assessor/auditor having a general appreciation of the requirements and processes required by BS EN ISO 9001 (latest issue), a CB assessor or internal auditor should be aware of the following when completing an audit:-

- C1 - Safe Working Practices
- C2 - Operative/supervisor training and qualifications
- C3 - Maintain equipment
- C4 - Public protection
- C5 - Environment
- C6 - Testing/inspection/workmanship
- C7 - Health and Safety
- C8 - Other

### C1 – Safe Working Practices

- Correct Personal Protective Equipment Worn
- Equipment approved and suitable for use
- Technicians/operatives to be fully aware of their H&S obligations
- Must be able to read and understand their job sheet, risk assessment etc; understand English.
- Method Statements/work procedures.
- Risk Assessment.
- Induction card/skills card.
- Vehicles/loads are inspected and drivers are qualified
- Site visit including assessment of installation (if possible) and techniques verified.
- Awareness of relevant H&S requirements as applicable to *[scheme activity]*.
- Aware of current best practice including traffic management measures (including site arrangements).

### C2 Training, Qualifications and Assessment of Competence

- Have achieved appropriate training appropriately certificated
- Have been assessed as competent within their scope of works (e.g. scheme specific assessment/N/SVQ)

- Been inducted on specific equipment (by employer) or if appropriate (i.e. under training) is supervised by a qualified person.
- Aware of and understand the relevant requirements of this NHSS.
- Aware of and understand the provisions for implementation of training in NHSS *[number]*.
- Been inducted on site specific H&S issues. (Daily if necessary)
- Hold the relevant skills card.

C3 Maintain Equipment

- Operative/supervisor is aware of LOLER and PUWER requirements
- Maintenance checklists are available and have been completed on a daily basis

C4 Public Protection

- Operative/supervisor is aware of need to protect public during installation operations
- Operative/supervisor has been trained to carry out a visual site risk assessment to ensure that the public will not be put at risk during installation/maintenance operations
- Where appropriate operative/supervisor is aware of the HATO role
- Operatives/supervisors have identification
- The Organisation(company) has a complaints procedure in place

*(Note: Public in this instance includes personnel employed by the customer/client)*

C5 Environment

Auditors should be sufficiently competent to make general observations on the effectiveness of the Organization's provisions in respect of the environment and in particular management of waste and its reduction.

C6 Inspection/ Testing/Workmanship

Auditors should be aware of the importance of inspection and testing of the product.

C7 Health and Safety

Auditors should be aware of the Health and Safety at Work etc Act 1974 and associated Health and Safety Legislation, such as CDM regulations, as it applies to this sector scheme *[name scheme or product/output]*.

*C8 Add other requirements as required.*

## **APPENDIX H: ORGANIZATION ACCEPTANCE AND GUIDELINES FOR NEW ENTRANTS**

### **1.0 Organization Acceptance**

- 1.1 For work carried out on roads managed by the Highways Agency, the Welsh Assembly Government, Scottish Government and DRD (Northern Ireland), only those Organizations holding a valid Certificate of Registration for work within the scope of this SSD will be accepted as complying with Clause 104 and Appendix A of the Specification for Highway Works.
- 1.2 For work carried out on roads managed by other highway authorities, acceptance of the Organization will depend on the requirements of the contract.

### **2.0 Guidelines for New Entrants - Requirements**

- 2.1 Organizations must have the required experienced and qualified *[Sector Scheme]* Operatives and management who meet the requirements of this Sector Scheme. Organizations will need to demonstrate that their equipment and systems meet the requirements of this Sector Scheme.
- 2.2 Organizations must have applied for registration with a certification body that is accredited by UKAS to audit against this Sector Scheme. Organizations will have to demonstrate that they have been audited for office based and site based activities.
- 2.3 In addition to ~~the~~ any requirement for the Organization to notify the Secretary of the Sector Scheme, as detailed in paragraph 4.1 of section 4 of this SSD, the Organization shall notify The Schedule of Suppliers Management Team at Lantra Awards (Lantra House, Stoneleigh Park, Kenilworth, Nr Coventry CV8 2LG) of their registration to this scheme immediately following confirmation from the certification body and thereafter annually using the form provided in Appendix O of this document. This will allow inclusion of the Organization in the published list of registered Organizations maintained by Schedule of Suppliers Management Team. In addition the Organization shall provide details of the NHSS focal point for the Organization for all issues (including finance) to the Schedule of Suppliers Management team.

## **3. Interim Arrangements for Initial Implementation of this Sector Scheme**

### *3.1 [As required]*

## **4. Trade Associations**

- 4.1 Membership of a trade association is not a requirement of this Sector Scheme, however, the following associations support this Scheme along with the training and competency routes discussed in Appendix C. Their details are included here for information.  
*[add details as required]*

APPENDIX J1: FEEDBACK

**APPENDIX J1: FEEDBACK ON THIS DOCUMENT**

Use of Form Appendix J1:

Any observations, feedback or complaints ***relating to the content of this document or the process described*** herein should be addressed (using the form below) to:

Committee Chairman  
Sector Scheme Advisory Committee for *[insert scheme activity]*  
c/o UKAS  
21 – 43 High Street  
Feltham  
Middlesex  
TW13 4UN  
Tel: 0208 917 8400  
Fax: 0208 917 8500

**Issue Identified:**

**Suggested Action:**

Name:  
Organization:  
Address:

Contact details:

Date:

**APPENDIX J2: FEEDBACK TO CERTIFICATION BODIES &/OR NOTIFIED BODIES**

Feedback relating to certification matters including alleged deficiencies in the product provided under this scheme should in the first instance be taken up with the Organisation. In the event that the matter cannot be satisfactory resolved written complaints should be made to the Organization's certification body, detailing the problem identified. Contact addresses are given in Appendix F. Where a CE marked product is deficient the organization will need to a) advise the client and b) formally advise the local trading standards officer who should take appropriate action.

Issue Identified:

Organization's Details:

Name:

Address:

Feedback

Name:

Organization:

Address:

Date:

Signed:

### **Appendix J3: Feedback to Client Bodies on Policing of National Highway Sector Scheme Registration**

Feedback relating to policing of National Highway Sector Schemes registration matters in respect of alleged contractual mismanagement/oversights or alleged omissions in contract requirements by client organisations, their management agents or principle contractors where contracts can be or may have been awarded to organisations not registered to this National Highway Sector Scheme, or where contracts are alleged to have omitted requirements for compliance with this National Highway Sector Scheme should be referred back to the client body through an independent third party e.g. a trade association. Details of the alleged mismanagement or omission should as a minimum include the following details

- a) Contract identified
  
- b)
  - i) Details of omission in contract or
  
  - ii) Organisation Identified as being awarded the contract or
  
  - iii) both i) and ii) above
  
- c) Organisation raising feedback / issue  
Name:  
Organisation:  
Contact details (Address, email address, telephone etc:)
  
- d) Date: Signed:

### **Highways Agency Roads/Contracts – Route for Feedback**

Feedback should be sent by email to [Standards\\_Feedback&Enquiries@highways.gsi.gov.uk](mailto:Standards_Feedback&Enquiries@highways.gsi.gov.uk)

### **Other Highway Authorities**

Feedback should be sent back to the relevant project manager or head of division responsible for the contract works. Such information or relevant contact details may be available on that highway authorities web-site.

### **Health and Safety Executive**

Feedback should be sent back to the relevant HSE manager or head of division responsible for this type of work within HSE. Such information or relevant contact details may be available on that HSE web-site.

## APPENDIX K: THE INTERPRETATION OF CERTIFICATES ISSUED BY CERTIFICATION/INSPECTION BODIES

NOTE: Inspection certificate are not a normal requirement of NHSS but apply to vehicle recovery (NHSS 17) Certification Bodies (CB) issue Certificates of Registration (CoR) in a variety of styles as suits their particular house style. They may consist of a single CoR containing all the requisite information or the CoR may be a standard certificate with appendices or addendum attached providing the full scope of certification (services) and the location(s) where these services are offered by an Organisation. In the latter case, the CoR refers to the relevant appendices or addenda, which form an integral part of the certificate.

A valid National Highway Sector Scheme (NHSS) CoR is only issued by a CB accredited by UKAS against the relevant NHSS (See Appendix F of this document) or by a recognised equivalent accreditation body.

As a minimum a valid CoR will contain the following information:

- The scope of registration including specific registration to BS EN ISO 9001:2008 and this NHSS including the scheme title e.g. National Highway Sector Scheme **XX** – *Sector Scheme for described activity*.
- The identification of each and every location to which the CoR is applicable.
- The services/product offered by the Organization at each location identified on the CoR for NHSS **XX** for *[described activity]* and any applicable categories with associated typical sub-categories where applicable.
- Logos for the NHSS, UKAS (or equivalent) and the CB.
- The name and address(es) of the Organisation
- The validity of the certificate (3 years for ISO 9001\*, one year for inspection)
- A unique reference number/code
- The signature of a relevant CB official with his name and title

\*Note where an Organisation has an extension to scope to include for this NHSS, the expiry date of the certificate remains as 3 years after their initial assessment/or triennial assessment and not 3 years after obtaining the extension to their certificate i.e. the validity of the certificate will not be reset following their NHSS assessment.

Categories of services offered are

- *Category 1 (named)*
- *Category 2 (named)*
- *etc*

Sub-categories include

- *Sub-category 1*
- *Sub-category 2*
- *etc*
- Any combination of sub-categories.

(Note: These lists are not exhaustive and the description of the categories and sub-categories may vary.)

The following are example models for the certification.

Figure 1 shows the scope of registration for a generic certificate

Figure 2 shows an example of a generic Appendix.

Other examples of typical certificates may be provided at the discretion of the SSAC and could include the following:

Figure 3 shows the scope of a typical certificate of registration for *[the described activity]*

Figure 4 shows an Appendix to the certificate of registration for *[the described activity]*

The italic text in square brackets indicates where specific text would need to be included.

These example models in figures 1 & 2 are provided for information only and show the information required to be included on any such certificate. They do not imply any specific layout or format nor is it intended to inhibit the house style of Certification Bodies.

Figure 1 Example Model Certificate of Registration.

*[Certification Body Name / Logo]*  
**CERTIFICATE OF REGISTRATION**  
*[ORGANIZATION NAME]*  
*[Organization Address]*  
*[Town]*  
*[County]*  
*[Post Code]*  
*[Certification Body Name]* issues this certificate to the above named company after assessing the company's quality management system and finding it in compliance with

**BE EN ISO 9001:*[2008]* AND THE FOLLOWING NATIONAL HIGHWAY SECTOR SCHEME[S]:**  
**SCHEME XX - Sector Scheme for the .....*[Categories.....]***  
*[Other Sector scheme Number and title]*  
For the following scope of registration

Certificate Number: *[Certificate Number]*  
Issue Date *[date]*  
Renewal Date *[date]*  
Signature  
*[Name & Title of Certification Body Official]*

*[Certification Body standard footer: Name / Logo / UKAS Logo/NHSS Logo etc.]*

Figure 2 Example Model Appendix

**[Certification Body Name / Logo]**

**APPENDIX**

To Certificate Number *[Certificate Number]* Appendix No. *[1]* Page 1 of *[1]*

This Appendix declares the scope of registration of the certificate granted to:

**[ORGANIZATION NAME]**

*[Organization Address]*

*[Town]*

*[County]*

*[Post Code]*

Scope of Registration:

National Highway Sector Schemes

***No. of scheme and title***

***Depot, Regional Office etc***

***Applicable Sector Scheme(s)***

***Scope of Registration***

**Figure 3:** Example Model Certificate of Registration for xxxxx.

*[Certification Body Name / Logo]*

**CERTIFICATE OF REGISTRATION**

*[ORGANIZATION NAME]*

*[Organization Address]*

*[Town]*

*[County]*

*[Post Code]*

*[Certification Body Name]* issues this certificate to the above named company after assessing the company's quality management system and finding it in compliance with **BS EN ISO 9001:2008**

**AND**

**NATIONAL HIGHWAY SECTOR SCHEME xx**

For the following scope of registration

*(list applicable categories) (list applicable activities)*

In accordance with National Highways Sector Scheme xx – *National Highway Sector Scheme for (Title)*

Certificate Number: *[Certificate Number]*

Issue Date *[date]*

Renewal Date *[date]*

Signature

*[Name & Title of Certification Body's Official]*

*[Certification Body standard footer: Name / Logo / UKAS Logo / NHSS Logo etc.]*

**Figure 4:** Example Model Appendix to Certificate of Registration for xxxxx.

***[Certification Body Name / Logo]***

**APPENDIX 01**

To Certificate Number *[Certificate Number]* Appendix No.*[1]* Page 1 of *[1]*

This Appendix declares the scope of registration of the certificate granted to:

***[ORGANIZATION NAME]***

*[Organization Address]*

*[Town]*

*[County]*

*[Post Code]*

Scope of Registration:

*(list applicable categories) (list applicable locations)*

National Highway Sector Schemes

*XX – (Title).....*

***Depot, Regional Office etc.***

***Applicable National Highway Sector Scheme(s)***

***Scope of Registration***

*[Certification Body standard footer: Name/ Logo/ UKAS Logo/NHSS Logo etc.]*

*[Certification Body Name / Logo]*

## APPENDIX

To Certificate Number *[Certificate Number]* Appendix No.*[1]* Page 1 of *[1]*

This Appendix declares the scope of registration of the certificate granted to:

*[ORGANIZATION NAME]*

*[Organization Address]*

*[Town]*

*[County]*

*[Post Code]*

Scope of Registration

*[List of appropriate highways related activities]*

National Highway Sector Schemes

*[Sector Scheme Number and Title]*

*[Sector Scheme Number and Title]*

*[Sector Scheme Number and Title]*

*[Certification Body standard footer: Name/ Logo/ UKAS Logo/NHSS Logo etc.]*

## **APPENDIX K1: SAMPLE SKILLS CARD** *(WHERE RELEVANT)*

This appendix is intended to provide the reader and assessors with information on the style and layout of current competency/identity cards recognised by the SSAC. The appendix will provide colour facsimiles of each type of card and an explanation of what information/data should be expected on each card type and where it is located. Information on re-issuing may also be included if seen fit by the SSAC. Where relevant, older style competency cards may be included if they are current. Alternatively such information may be located in Appendix C, as a separate appendix or section. Such decision is at the discretion of the SSAC.

Where applicants hold other cards (e.g. from a state other than England, Wales and N. Ireland), it will be necessary to establish the competency equivalence of such cards and such advice should be sought from the appropriate Sector Skills Council or issuing/awarding body of recognised cards as to the relevance of other cards.

## APPENDIX L: GUIDANCE FOR CLIENTS

### 1 General

It is recommended that Clients acknowledge the requirements of this sector scheme as a contract requirement.

This guidance is primarily of relevance to Clients and their supervisory staff.

### 2. Specific Guidance

1. Reference should be made to Appendix [M] before deciding whether to specify that Organizations should be registered to NHSS [scheme number], as registration to other NHSSs may include relevant requirements for [scheme activity].

2. The NHSS for the [scheme activity] was originally conceived as a document for use by Clients to specify the minimum standards for quality, training and competence of Organizations used by them to carry out [scheme activity].

3. The implementation of the NHSS and development of training and competency requirements is intended to provide:

- a) A competent workforce able to carry out [scheme activity].
- b) Requirements to evaluate risks and develop processes associated with [scheme activity] and the production of an associated comprehensive quality plan for each contract.

*[During the introductory period for this NHSS, Clients may take into consideration in the quality assessment of an Organization's tender, their commitment to compliance with this NHSS. This may be demonstrated through the extent to which the Organization has introduced a qualified skilled workforce for undertaking the [scheme activity]].*

4. It is necessary for the Client to ensure that all those involved in carrying out the [scheme activity] are appropriately trained, skilled and competent, whether or not they are directly employed. The training and assessment of competency schemes described in this SSD are designed to cater for the range of skills within the overall process of the [scheme activity].

5. Clients and Customers that require confirmation of compliance with the Contract Specification in respect of the supply of services, products or materials should confirm that the quality management system certificate issuer is accredited by UKAS or equivalent and that specific reference is made to relevant NHSS on certificates. (See Appendices F and K respectively)

6. For the NHSS to achieve its objectives it is essential that Clients, either directly or via the agents and individuals they employ, ensure that the requirements of this document are complied with. This includes ensuring that sub-contractors employed directly or indirectly, are registered to the NHSS. Supervisory staff must be instructed to carry out spot checks of identification cards.

7. The Schedule of Suppliers Management Team have established and manage a schedule of registered companies that have been registered to National Highways Sector Schemes; free access to the schedule is obtained by logging on to the Lantra Awards website [www.scheduleofsuppliers.com](http://www.scheduleofsuppliers.com). However, it should be noted that only those companies that confirm entry onto the schedule to Lantra Awards are listed. The list of all registered suppliers is held by Lantra Awards (if notified); Clients should contact Lantra Awards by email at [scheduleofsuppliers@lantra-awards.com](mailto:scheduleofsuppliers@lantra-awards.com) to ascertain/check the status of company if it is not listed on the schedule. *[Add further guidance as necessary]*

## **2 Road Death Investigation**

Attention is drawn to the ACPO Road Death Investigation Manual, which indicates that in the advent of a collision or other road incident particularly one where there has been a fatality, the police may ask the relevant highway authority to provide information on the state of the road.

In respect of this National Highway Sector Scheme information that is likely to be sought includes the following:

- a) High level general policy statements
- b) Specific local maintenance policies and standards
- c) Authority procedures
- d) Works records including the results of any test carried out
- e) The quality of systems for traffic management
- f) Skidding resistance testing

An Authority may be required to present data to the Police at short notice in case of a fatality on the network. It should ensure that it has, or can obtain, the relevant information from the Contractor.

## **3 Other aspects**

*[Notified Bodies Role]*

*[specialists/sole traders advice on their role]*

*[lone working/risk assessment]*

**APPENDIX M: GUIDANCE FOR ORGANIZATIONS (*WHERE RELEVANT*)**

*[Relevant text or “not used”]*

*[Note: The title to this appendix may be altered as appropriate]*

**APPENDIX N: GUIDANCE FOR ORGANIZATIONS REGISTERED TO ANOTHER NHSS  
(WHERE RELEVANT)**

*[Relevant text or “not used”]*

*Note: The title to this appendix may be altered as appropriate]*

## **Appendix O - DRAFT APPLICATION FORM TO REGISTER ON THE SCHEDULE OF SUPPLIERS**

The application form is design for Organizations to register their details in accordance with the requirements of this sector scheme, the form may be used in conjunction with registration to other National Highway Sector Schemes.

Attached to this form are a number of appendices designed to assist in the completion of the form these are:

- a) Appendix 0-1 National Highways Sector Schemes with additional Scope recognised

This appendix should be completed and attached with the application form at the time of submission. This appendix confirms the Sector Schemes and scopes your organization's registration.

- b) Appendix 0-2 List of Schemes Current at June 2009

This appendix lists all Sector Schemes which are operational at the time of publication.

- c) Appendix 0-3 – Area Map

This appendix lists the areas that your organization may operate with the United Kingdom. You will need to use this to part of your registration submission. Details of the extent of areas 1 to 14 can be found on the Highways Agency website <http://www.highways.gov.uk/aboutus/143.aspx>

Details of the areas for Scotland, Wales and Northern Ireland are for the purpose of the application form.

- d) Appendix 0-4 **Direct debit mandate**

The direct debit mandate must also be completed and returned with your application form together with full initial payment made payable by cheque to Lantra Awards. The direct debit will be collected on the 31<sup>st</sup> March of each subsequent year. NB there is no pro rata reduction associated with initial application.

Fees associated with this registration scheme are monitored and agreed by the National Highway Sector Scheme Liaison Committee founded on a not for profit basis.

Bulk applications from members of trade associations might be incorporated into the system. This will be dealt with on a case by case basis and trade associations should approach Lantra Awards subject to demonstrating full support for their sector.

**A separate submission form should be completed for each Branch Address**

<b>Company Name*</b>											
<b>Company Address*</b>											
<b>County*</b>		<b>Postcode*</b>									
<b>Tel No</b>		<b>Fax No</b>									
<b>Email</b>											
<b>Website</b>											
<b>Contact Name</b>											

\*required fields

<b>Certification Body Name</b>		<b>Certificate Number</b>	
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	<b>Single Company Address</b>	<b>Head Office Address with separately certificated Branches</b>	<b>Branch Address ▲</b>
<b>Please confirm registration type</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Where should customers contact?</b>	<b>N/a</b> (above details will be used)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fees (Subscription year 1<sup>st</sup> April to 31<sup>st</sup> March)</b>	<b>£50 per scheme</b>	<b>£50 per scheme</b>	<b>£10 per scheme ▲</b>
▲ Branch addresses are only valid if the Head Office postcode has been confirmed here			

Schemes approved	Confirm the Areas / Regions of Operation (see attached area map – Appendix 2)																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
2A ‡	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2B ‡	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 ‡	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

‡ = These schemes have additional scope recognised, please also complete

Appendix 1

**The information provided on this form will be checked with your Certification Body before being added to the National Highways Sector Schemes Schedule of Suppliers.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

**Please ensure you have enclosed the following paperwork:**

- **Completed submission form confirming:**
  - Company Contact Details
  - Certification Body Name and Certificate Number
  - Schedule of Suppliers Registration Type
  - Schemes approved and Areas / Regions
- **Copy of Sector Scheme approval certificate (SSD shows sample certificate)**
- **Cheque payable to Lantra Awards Ltd** (according to the fee structure below) \*

No. of schemes (standard / HO):	<input type="text"/>	x <b>£50.00</b> =	£ <input type="text"/>	*(£57.50 inc.VAT per scheme)
No. of schemes (branch):	<input type="text"/>	x <b>£10.00</b> =	£ <input type="text"/>	*(£11.50 inc.VAT per scheme)
<b>Total Amount =</b>			£ <input type="text"/>	<b>+VAT</b>

\* All prices are exclusive of VAT which needs to be added at the current prevailing rate

Return to:  
**Lantra Awards**  
**Lantra House**  
**Stoneleigh Park**  
**Nr Coventry**  
**Warwickshire**  
**CV8 2LG**



**Tel: 024 7641 9703**  
**Fax: 024 7641 1655**  
**Email: [NHSSscheduleofsuppliers@lantra-awards.co.uk](mailto:NHSSscheduleofsuppliers@lantra-awards.co.uk)**

**Appendix 0-1 – National Highways Sector Schemes with additional Scope recognised**

**Submissions for these Schemes will be considered incomplete unless the Scope below has been completed**

Sector Scheme 2A (please confirm scope)	BS EN 1722 fences <input type="checkbox"/>	Electric Security Fencing <input type="checkbox"/>
	Pedestrian Guard Rail <input type="checkbox"/>	Concrete Post and Panel <input type="checkbox"/>

Sector Scheme 2B (please confirm scope)	Tensioned Corrugated Barriers (TCB) <input type="checkbox"/>	Safety Line (Proprietary) <input type="checkbox"/>
	Un-tensioned Corrugated Barriers (UCB) <input type="checkbox"/>	Varioguard (Proprietary) <input type="checkbox"/>
	Open Box Beam (OBB) <input type="checkbox"/>	Barrierguard 800 (Proprietary) <input type="checkbox"/>
	Double Rail Open Box Beam (DROBB) <input type="checkbox"/>	Deltabloc 80 (Proprietary) <input type="checkbox"/>
	Brifen Wire Rope <input type="checkbox"/>	Multibloc/Maxibloc (Proprietary) <input type="checkbox"/>
	Rectangular Hollow Section (RHS) <input type="checkbox"/>	

Sector Scheme	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Sector Scheme 7 (please confirm scope)	Thermoplastic Systems <input type="checkbox"/>	Paint Systems <input type="checkbox"/>
	Tape Systems <input type="checkbox"/>	Road Studs <input type="checkbox"/>

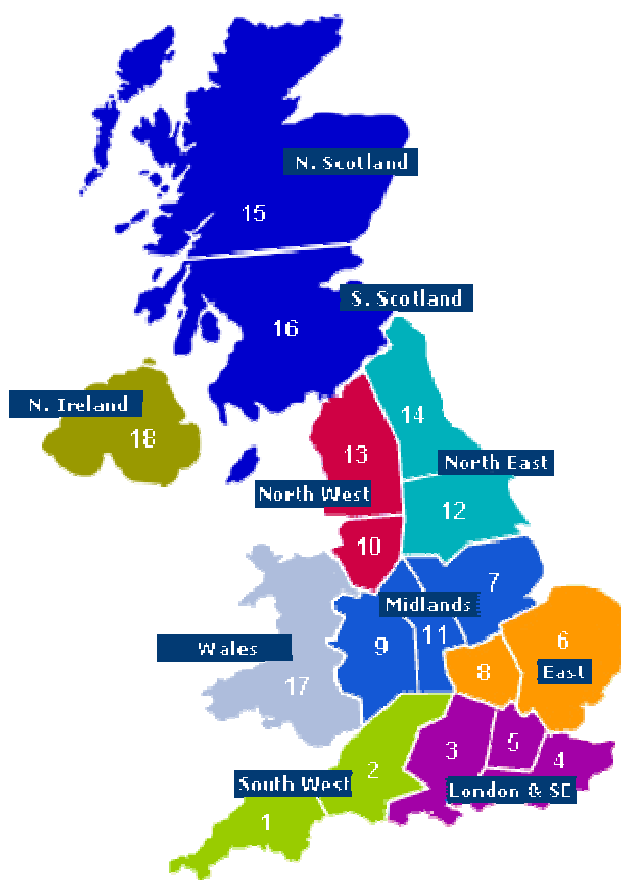
Sector Scheme 8, formerly 8, 9B and 10 (current SSD scoping)	Public Lighting <input type="checkbox"/>	Traffic Signs <input type="checkbox"/>
	Traffic Signals <input type="checkbox"/>	
	Highway Electronic <input type="checkbox"/>	Associated Highway Works <input type="checkbox"/>
	Highway Electrical <input type="checkbox"/>	

## **Appendix 0-2 List of Schemes Current at June 2009**

<a href="#">Scheme 2A</a>	Sector Scheme for the Design and/or Supply, Installation and Repair of Fences for Infrastructure Works
<a href="#">Scheme 2B</a>	Sector Scheme for the Supply, Installation and Repair of Vehicle Restraint Systems
<a href="#">Scheme 2C</a>	Sector Scheme for the Design, Supply, Installation and Repair of Environmental Barriers (Structural) for Infrastructure Works
<a href="#">Scheme 4</a>	Sector Scheme for Preservative Treatment of Timber
<a href="#">Scheme 5A</a>	Sector Scheme for the Manufacture of Parapets for Road Restraint Systems
<a href="#">Scheme 5B</a>	Sector Scheme for the Installation of Parapets for Road Restraint Systems
<a href="#">Scheme 6</a>	Sector Scheme for Manufacture and Verification of Lighting Columns
<a href="#">Scheme 7</a>	Sector Scheme for The Application of Road Marking Materials and Road Studs to Road Surfaces
<a href="#">Scheme 8</a> (formerly 8, 9B & 10)	Sector Scheme for Installation and Maintenance of Highway Electrical Equipment and Road Traffic Signs
<a href="#">Scheme 9A</a>	Sector Scheme for the Manufacture of Permanent and/or Temporary Road Traffic Signs
<a href="#">Scheme 12A</a>	Sector Scheme For Installing, Maintaining and Removing Static Temporary Traffic Management on Motorways and High Speed Dual Carriageways for Schemes Incorporating Contraflow Operations and/or Temporary Road Markings
<a href="#">Scheme 12B</a>	Sector Scheme for Static Temporary Traffic Management on Motorways and High Speed Dual Carriageways for Schemes Not Incorporating Contraflow Operations and/or Temporary Road Markings
<a href="#">Scheme 12C</a>	Sector Scheme for Mobile Lane Closure Traffic Management on Motorways and Other Dual Carriageways
<a href="#">Scheme 12 D</a>	Sector Scheme for Installing, Maintaining and Removing Temporary Traffic Management on Rural and Urban Roads
<a href="#">Scheme 13A</a>	Sector Scheme for The Supply and Application of Surface Dressings to Road Surfaces
<a href="#">Scheme 13B</a>	Sector Scheme for the Supply and Application of Microsurfacing
<a href="#">Scheme 14</a>	Sector Scheme for The Quality Assurance of the Production of Asphalt Mixes
<a href="#">Scheme 15</a>	Sector Scheme for The Supply of Paving Grade Bitumen
<a href="#">Scheme 16</a>	Sector Scheme for the Laying of Asphalt Mixes
<a href="#">Scheme 17</a>	Sector Scheme for Vehicle Recovery at Highway Construction Sites
<a href="#">Scheme 17B</a>	Sector Scheme for Vehicle Recovery and Removal on Controlled Roads
<a href="#">Scheme 18</a>	Sector Scheme for the environment and landscape including ecology
<a href="#">Scheme 19A</a>	Sector Scheme for corrosion protection of ferrous materials by industrial coatings
<a href="#">Scheme 20</a>	Sector Scheme for the Execution of Steelwork in Transportation Infrastructure

	Assets
<a href="#">Scheme 22</a>	Sector Scheme for the Management, Operation, Installation and Maintenance of Road Tunnels

## Appendix 0-3 – Area Map





Area 1	CORNWALL, DEVON
Area 2	SOMERSET, AVON, GLOUCESTERSHIRE, OXFORDSHIRE, WILTSHIRE
Area 3	BERKSHIRE, BUCKINGHAMSHIRE, DORSET, HAMPSHIRE, SURREY, OXFORDSHIRE
Area 4	KENT, SURREY, EAST SUSSEX, WEST SUSSEX
Area 5	BERKSHIRE, BUCKINGHAMSHIRE, ESSEX, HERTFORDSHIRE, KENT, SURREY
Area 6	HERTFORDSHIRE, ESSEX, CAMBRIDGESHIRE, SUFFOLK, NORFOLK
Area 7	LEICESTERSHIRE, NOTTINGHAMSHIRE, LINCOLNSHIRE, DERBYSHIRE
Area 8	BUCKINGHAMSHIRE, HERTFORDSHIRE, BEDFORDSHIRE, ESSEX, CAMBRIDGESHIRE, NORTHAMPTONSHIRE
Area 9	GLOUCESTERSHIRE, WORCESTERSHIRE, WEST MIDLANDS, WARWICKSHIRE, STAFFORDSHIRE

Area 10	CHESHIRE, MERSEYSIDE, GREATER MANCHESTER
Area 11	NORTHAMPTONSHIRE, WARWICKSHIRE, LEICESTERSHIRE, STAFFORDSHIRE, SHROPSHIRE
Area 12	YORKSHIRE, NORTH LINCOLNSHIRE
Area 13	CUMBRIA, LANCASHIRE
Area 14	NORTHUMBERLAND, TYNE AND WEAR, DURHAM, NORTH YORKSHIRE

Area 15	NORTHERN SCOTLAND
Area 16	SOUTHERN SCOTLAND
Area 17	WALES
Area 18	NORTHERN IRELAND

*Note – Areas 1 to 14 are Highways Agency regions, areas 15 to 18 have been created for use only by the Schedule of Suppliers to track the operation of suppliers outside of England.*

**Appendix 0-3 – Direct debit mandate**

 <p>The Sector Skills Council for the environmental and land-based sector</p>	<p>Instruction to your <b>Bank or Building Society</b> to pay Direct Debits.</p>	 <p>Originators Identification Number</p> <table border="1" style="margin-left: auto; margin-right: auto; text-align: center;"> <tr> <td style="width: 20px;">7</td> <td style="width: 20px;">6</td> <td style="width: 20px;">0</td> <td style="width: 20px;">3</td> <td style="width: 20px;">1</td> <td style="width: 20px;">8</td> </tr> </table>	7	6	0	3	1	8
7	6	0	3	1	8			

**Please fill in the whole form and send it to:** Lantra , Lantra House, Stoneleigh Park Kenilworth, Warwickshire CV8 2LG.

1. Name and full postal address of your Bank or Building Society branch

To: The Manager
Bank or Building Society
Address
Postcode

2. Name(s) of account holder(s)  
(please specify for each a/c held)

--

5. Lantra reg. number

--

3. Branch sort code (from the top right hand corner of your cheque)  
your Bank or Building Society

Debits from the account detailed on this

--	--	--

6. Instruction to

Please pay Lantra Direct

Instruction subject to the safeguards assured by the Direct Debit Guarantee.

4. Bank or Building Society account number

Signature(s)
--------------

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 30px;"></td> <td style="width: 12.5%; height: 30px;"></td> <td style="width: 12.5%; height: 30px;"></td> <td style="width: 12.5%; height: 30px;"></td> <td style="width: 12.5%; height: 30px;"></td> <td style="width: 12.5%; height: 30px;"></td> <td style="width: 12.5%; height: 30px;"></td> <td style="width: 12.5%; height: 30px;"></td> </tr> </table>									<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; height: 20px;"></td> <td style="width: 20%; height: 20px; text-align: center;">Date</td> </tr> <tr> <td style="width: 80%; height: 20px;"></td> <td style="width: 20%; height: 20px;"></td> </tr> </table>		Date		
	Date												

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

-----  
 Please detach and retain this guarantee:

**THE DIRECT DEBIT GUARANTEE**

All Banks and Building Societies who participate in the Direct Debit scheme offer this guarantee. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.

The amounts payable and the payment dates may vary.

You will be notified at least fourteen days in advance of the amount payable and of any changes to the date of payment.

You may cancel a Direct Debit at any time by writing to your Bank or Building Society. Please send a copy of your letter to us.

If an error is made by Lantra or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.

**APPENDIX P: OTHER GUIDANCE (*WHERE RELEVANT*)**

*[Relevant text or “not used”]*

*Note: The title to this appendix is “as required.”*