



National Highways Sector Schemes for Quality Management in Highway Works

20

THE EXECUTION OF STEELWORK IN TRANSPORTATION INFRASTRUCTURE ASSETS

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	<p>4.2.3 g) 'relevant' added before 'health and safety, ...'</p> <p>4.2.4 (ii) – 'as requested' added to end of paragraph.</p> <p>5.6.3 – new requirement added, 'no specific interpretation' deleted.</p> <p>6.2.1 – Separated in to numbered paragraphs, (i), etc.</p> <p>6.2.1 – 3rd paragraph relating to safe systems of working and carrying out work in a safe manner, moved to the end of the clause as a note.</p> <p>6.2.1 – Final paragraph, reference to 'HD46 changed to 'GD02'.</p> <p>6.2.2 (i) – New 2nd paragraph added regarding trainees being directly supervised by a nominated competent person.</p> <p>6.2.2.(i) – 3rd paragraph referring to NHSS 19A requirements for competent personnel deleted.</p> <p>6.2.2 (iii) – 2nd paragraph, 'should' changed to 'shall'.</p> <p>6.4 – 'on site' deleted after 'work environment'</p> <p>7.2.2 (i) – 'timely' changed to 'in a timely manner'</p> <p>7.2.2 (iii) – 'at the earliest opportunity' added to end of clause.</p> <p>7.3 (ii) – 'supplies' replaced by 'is required to supply'.</p> <p>7.3 (iii) – reference to 'HD46 changed to 'GD02'.</p> <p>7.4.3 (i) – 'proposed and actual' deleted before 'source', 'if requested' changed to 'as requested'.</p> <p>7.4.3 (iii) requirements for the verification of mechanical fasteners changed to reflect the development of NHSS 3, for stocking and distribution activities of mechanical fasteners.</p> <p>7.5.3 (i) – 'the identification and traceability of personnel and materials respectively' replaced by 'that personnel allocated to the work are identifiable'.</p> <p>Appendix B – Details for BSI publication PD 6705-2 and SCI publication P382 added.</p> <p>Competence – 'S' added to Competence in title.</p> <p>Appendix C Table – Bolting competence descriptions added to Preloaded Bolting with reference to the BCSA Scheme – Competence in Preloaded Bolting added as a reference.</p> <p>Appendix F – Procedure to access CB information on the UKAS web site updated and BSI added to the list of CBs who have expressed interest in being accredited for the sector scheme.</p> <p>Appendix G – Updated to reflect updates to the standard Appendix G included in the draft NHSS 0.</p> <p>Appendix G1 – Scheme specific Appendix G1 added based on the standard Appendix G1 from the draft NHSS 0.</p> <p>Appendix H 1.1 – References to Welsh Assembly Government, and Transport Scotland updated.</p> <p>Appendix H 1.3 – Reference to new Appendix O added.</p> <p>Appendix J1 & J2 – Updated to reflect updates to the standard Appendices J1 & J2 included in the draft NHSS 0.</p> <p>Appendix J3 – New Appendix J3 added from draft NHSS 0.</p> <p>Appendix K – 1st paragraph 'scope of certification' changed to 'scope of registration'</p> <p>Appendix K – 'execution' removed from activities. Notes amended accordingly.</p> <p>Appendix L – 7th paragraph, 'certification' changed to 'registration' in last sentence.</p> <p>Appendix L – new 8th paragraph added describing the Highways Agency policy in respect of it requiring steelworks contractors to be listed in the Bridgeworks scheme of RQSC.</p> <p>Appendix L – 2nd last paragraph, 'of identification cards' replaced by 'to confirm the identity of personnel'.</p> <p>Appendix M – references to NHSS 8, 9B & 10 changed to NHSS 8.</p> <p>Appendix N : Not used, added</p> <p>Appendix O – New Appendix O added from draft NHSS 0.</p>
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COMPOSITION OF SECTOR SCHEME ADVISORY COMMITTEE

British Constructional Steelwork Association - BCSA
Corus
County Surveyors Society – CSS
Forth Estuary Transport Authority – FETA
Health and Safety Executive - HSE
Highways Agency (HA) (*representatives from Network Operations, Major Projects, Network Services*)
Highway Term Maintenance Association – HTMA
Lloyds Register Quality Assurance – LRQA (Lead Certification Body)
Steel Construction Institute - SCI
Steel Construction Certification Scheme – SCCS
The Welding Institute – TWI
Transport for London TfL (to include LUL and DLR)
Welsh Assembly Government - WAG

The following were also invited to be members of the Sector Scheme Advisory Committee.

Association for Consultancy and Engineering – ACE
Association of Public Service Excellence - APSE
Bridge Owners Forum - BOF
Civil Engineering Contractors Association - CECA
Department for Transport - DfT
Directorate for Regional Development (Northern Ireland) - DRD(NI)
Institution of Civil Engineers - ICE
Institution of Structural Engineers – IStructE
Local Government Association - LGA
Major Contractors Group – MCG
National Highway Sector Scheme 6
Network Rail
Olympic Development Agency
Transport Scotland – TS

EXCLUSION OF LIABILITY

The Sector Scheme Advisory Committee for the Execution of Steelwork in Transportation Infrastructure Assets (SSACS)

- 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.

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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 SSACS to assist United Kingdom Accreditation Service (UKAS) in the assessment of Certification Bodies as described in Appendix G.

Prospective companies seeking registration under this Sector Scheme shall ensure that they engage a Certification Body specifically accredited to assess against the requirements of this Sector Scheme Document (SSD). Advice for Organizations acceptance is contained in Appendix H.

Note: Where CE Marking is a requirement, this can only be applied following successful evaluation of the factory production control 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 Construction Product Directive is the Department for Communities and Local Government, (DCLG)).

IMPLEMENTATION OF ISSUE UKAS 2

This Sector Scheme is an entirely new National Highway Sector Scheme (NHSS) and introduces requirements for an integrated management scheme for contracting organizations providing services relating to the execution of steelwork in transportation infrastructure assets.

This Sector Scheme is being aligned with the publication of BS EN 1090-2:2008 . An introductory period will be required after the publication of BS EN 1090-2:2008 before this Sector Scheme can be fully implemented. The SSACS has agreed with relevant trade associations and Certification Bodies that an introductory period for fully implementing this Sector Scheme is appropriate and has concluded that this period shall end on 30 November 2011. Following expiry of this introductory period and where required in a contract, Organizations will be required to be registered to the Sector Scheme by a relevant UKAS* accredited Certification Body. The date will also be promulgated by the relevant trade associations and by Certification Bodies to their members and relevant Clients respectively.

Note: The Sector Scheme has been listed in Appendix A of the Specification for Highway Works (November 2007) and shall be a mandatory requirement for suppliers working to the unmodified listing of the Sector Scheme in Appendix A of the Specification for Highway Works in accordance with the implementation programme described above.

*Accreditation from equivalent accreditation bodies may also be recognised (In respect of works carried out for the Highways Agency reference should be made to Clause 104 and Appendix A of the Specification for Highway Works). Equivalent accreditation bodies are accreditation bodies appointed by a member state of the European Union and which are members of a multi lateral agreement with UKAS.

INTRODUCTION

This Sector Scheme Document (SSD) relates to the quality management system requirements for the execution of steelwork in transportation infrastructure assets for the supply of new steelwork and for work on existing steelwork in new and existing assets. It sets out to identify a common interpretation of BS EN ISO 9001:2008 for Organizations and Certification Bodies engaged in the sector.

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.

Separate technical advisory committees for each activity within the sector provide advice to UKAS and expert representation is drawn from all sides of industry. Each NHSS technical advisory committee interprets BS EN ISO 9001:2008 in relation to the requirements of their particular activity and comes to a consensus on the minimum levels of workmanship, services, products, testing, and the training and competency of operatives needed to meet specification requirements as well as auditor qualification and requirements in respect of Environmental Management Systems (EMS) and other management systems. The details are contained in the individual SSDs.

The individual NHSS technical advisory committees are overseen by the Highways Sector Scheme Liaison Group. This group 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.

NHSSs together with BS EN ISO 9001:2008 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 contractor
- 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

In using this Sector Scheme users shall use best practice in specifying any other relevant NHSSs as appropriate to the nature of the work being undertaken (eg NHSS 19A).

The Register of Qualified Steelworks Contractors (RQSC) provides an assessment of an Organizations ability to undertake steelwork. Under RQSC, the Bridgeworks Scheme provides a categorisation (eg Bridge Refurbishment) for registered Organizations in terms of the work they have been assessed as being capable of undertaking technically and a classification in respect of the maximum size of contract they can handle. To achieve registration to the Bridgeworks Scheme of RQSC an Organization will have achieved registration to this NHSS.

As part of its procurement policy/strategy for contracts involving steelwork, the Highways Agency requires that Organizations be listed in the Bridgeworks Scheme of RQSC for the type and value of work to be undertaken.

It should also be noted that NHSSs are mandatory for Highways Agency contracts and suppliers shall

demonstrate compliance with the requirements of BS EN ISO 9001:2008 and this SSD as part of their continual improvement within their BS EN ISO 9001:2008 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 9001:2008 and this SSD. Other owners of transportation infrastructure may also require their suppliers to comply with this Sector Scheme, for example Network Rail.

The SSD is a live document with the SSACS 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 by contacting any of the Certification Bodies in Appendix F, or UKAS at the address below or by visiting the UKAS website (www.ukas.com) from where the document can be freely downloaded.

The Secretary of the SSACS shall maintain a list of registered Organizations. The Secretary can be contacted at the address below. Lantra Awards also maintains a list of registered Organizations as a schedule of suppliers for the NHSS, details of which can be accessed from their web site www.scheduleofsuppliers.com. The cost of managing the website is defrayed by a small annual charge made by Lantra awards to those Organizations appearing on the publicly available register. However, it should be noted that only those companies that confirm entry onto the schedule to Lantra Awards are listed. A list of all registered suppliers is held by Lantra Awards (if notified). Lantra Awards should be contacted by email at NHSSscheduleofsuppliers@lantra.co.uk to ascertain/check the status of company if it is not listed on the schedule

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Any feedback relating to this SSD should be provided in accordance with the procedures detailed in Appendices J1 and J2.

INTERPRETATION OF BS EN ISO 9001:2008

1. SCOPE

This SSD describes the quality management system requirements to be established by Organizations undertaking the execution of steelwork in transportation infrastructure assets.

This SSD is based on the requirements of BS EN 1090-1:2009 for conformity assessment of manufacturing operations, BS EN 1090-2:2008 as the specification for the execution of steel structures and BS EN ISO 3834-2:2005 and BS EN ISO 3834-3:2005 as the basis for the welding quality requirements.

This SSD is applicable to the supply of new steelwork and to work on existing steelwork in new and existing assets. It covers the design, fabrication, erection, dismantling and modification of steelwork. It is applicable to the execution of steelwork undertaken in the workshop and on site and includes all the associated processes required for the execution of steelwork. The Sector Scheme shall support and be supported by appropriate sustainability criteria and the associated health and safety and environmental controls (see Appendices K and L).

This SSD interprets the requirements of British Standard BS EN ISO 9001:2008 and shall be read in conjunction with that Standard.

Organizations may achieve registration to this Sector Scheme for specific services that they are competent to supply (e.g. welding, fabrication, erection) within the overall process of the execution of steelwork in transportation infrastructure assets. The Certificate of Registration (see examples in Appendix K) shall record the full scope of registration.

The management system shall cover all those categories of work undertaken by the Organization in accordance with its RQSC registration.

This Sector Scheme excludes the corrosion protection of ferrous materials by industrial coatings which is covered by NHSS 19A. Organizations undertaking this type of work will need to have NHSS 19A included in their scope of registration and on their Certificate of Registration (see Appendix K).

Organizations registered to other NHSSs for activities that include the execution of steelwork should refer to Appendix M for guidance on compliance with this NHSS.

2. NORMATIVE REFERENCE

The normative reference documents are

- BS EN 287-1:2004 Qualification test of welders- Fusion welding – Part1:Steels
- BS EN 473:2008 Non-destructive testing – Qualification and certification of NDT personnel – General principles
- BS EN ISO 9001:2008 Quality Management Systems – Requirements
- BS EN ISO 9000:2005 Quality Management Systems – Fundamentals and Vocabulary
- BS EN ISO 9004:2009 Managing for the sustained success of an organization – A quality management approach.

- BS EN 1090-1:2009 Execution of steel structures and aluminium structures – Part 1: Requirements for conformity assessment of structural components.
- BS EN 1090-2:2008 Execution of steel structures and aluminium structures – Part 2: Technical requirements for the execution of steel structures
- BS EN ISO 3834-2:2005 Quality requirements for fusion welding of metallic materials – Part 2: Comprehensive quality requirements.
- BS EN ISO 3834-3:2005 Quality requirements for fusion welding of metallic materials – Part 3: Standard quality requirements.
- BS EN ISO/IEC 17021:2006 Conformity assessment. Requirements for bodies providing audit and certification of management systems
- BS ISO 10005:2005 Quality management systems – Guidelines for quality plans
- PD CEN ISO/TR 3834-6:2007 – Quality requirements for fusion welding metallic materials. Guidelines on implementing ISO 3834

3. TERMS AND DEFINITIONS

For the purpose of this SSD the following definitions shall apply.

Bolting Coordinator*	The person identified and recorded by the Organization as being responsible and competent to coordinate those bolting and bolting related activities listed on the Organization's scope of registration.(See 6.2.2)
Certificate of Registration:	A certificate issued by a UKAS accredited Certification Body (or equivalent) certifying that the holder operates a Quality Management System complying with BS EN ISO 9001: 2008 and this SSD. (See examples in Appendix K)
Client:	The owner or manager of the transportation infrastructure asset.
Contract Specification:	The specification for the execution of steelwork included in the contract.
Customer:	The body engaging the Organization for the purpose of the work described in this SSD.
Foreperson:*	The competent person identified and recorded by the Organization as being responsible for the supervision of a process within the overall process of the execution of steelwork. (See 6.2.2)
Inspector:*	A competent person identified and recorded by the Organization as being responsible for the inspection of steelwork for compliance with specific requirements. (See 6.2.2)

Manager:*	The competent person named in the Organization's Quality Plan for a contract as being responsible for the overall management of the execution of steelwork for that contract. (See 6.2.2)
Operative:*	A competent person who works under the supervision of a Foreperson and is directly involved with a process within the overall process of the execution of steelwork. This may include a person who is working towards becoming competent in a process. (See 6.2.2)
Organization:	The legal entity undertaking the execution of steelwork and any other related contractual obligations and who will be assessed against this SSD by the Certification Body.
Quality Management System:	The Organization's structure, responsibilities, procedures, processes and resources for implementing quality management.
Quality Manual:	The document that specifies the quality management system and the documentation to be used.
Quality Plan:	The document setting out the specific quality practices, resources and sequence of activities relevant to the contract. (See Appendix A).
Quality Policy:	The overall quality intentions and direction of an Organization as regards quality as formally expressed by top 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/IEC Directives Part 3:1997, Annex E)" (reference "guidance on terminology used in ISO 9001 and ISO 9004".)
SSACS:	Sector Scheme Advisory Committee for the Execution of Steelwork in Transportation Infrastructure Assets.
Sub-contractor:	An organization, or individual providing a service(s) or material(s) to the Organization and where relevant also registered to this scheme or associated National Highway Sector Scheme where they exist.
Technical Manager:*	A competent person identified and recorded by the Organization as being responsible for ensuring that specific technical requirements are met. (See 6.2.2)
Responsible Welding Coordinator*	The person identified and recorded by the Organization as being responsible and competent to coordinate those welding and welding related activities listed on the Organization's scope of registration. (See 6.2.2)

*Note Roles may be combined where appropriate.

QUALITY MANAGEMENT SYSTEM REQUIREMENTS

Paragraph numbers in Sections 4 to 8 reference appropriate paragraphs of **BS EN ISO 9001:2008**. Where “no specific interpretation” is recorded under a heading this means that the committee did not consider it necessary to provide supplementary interpretation for that clause.

4 Quality Management System

4.1 General Requirements

- (i) The Organization shall submit an application for inclusion on the NHSS Schedule of Suppliers to Lantra Awards (www.scheduleofsuppliers.com) and notify the Secretary to SSACS of their registration to this Sector Scheme immediately following confirmation from the Certification Body and thereafter annually.
- (ii) 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.
- (iii) Where services are outsourced and not controlled under the Organization’s procedures, the supplier of the services shall have relevant NHSS registration. The Organization shall maintain a collated list of all outsourced services, which shall included details of how those outsourced services are controlled.

4.2 Documentation Requirements

4.2.1 General

Documents needed by the Organization shall include the contract specific Quality Plan. See 7.1 regarding content of the Quality Plan.

4.2.2 Quality Manual

See paragraph 7.3 regarding design and development.

4.2.3 Control of Documents

As part of the Organization’s procedures for document control, the following documents are typically required to be controlled:

- a) Correspondence including concessions.
- b) Delivery notes and certification of materials and workmanship where required.
- c) Training records/certificates.
- d) Contract documentation and Client order.
- e) Instructions to Operatives, Supervisors and Inspectors.
- f) Relevant standards and specifications, including this document.
- g) Method statements for controlling the works to include relevant health and safety, and environmental requirements.
- h) Design information, including calculations and drawings.
- i) Execution drawings and schedules.

With specific respect to welding documentation see PD CEN ISO/TR 3834-6:2007.

4.2.4 Control of Records

- (i) The Organization shall typically keep the following records:
 - a) Contract Specification and any variations.
 - b) Supply chain records.
 - c) Design information, including calculations and drawings.
 - d) Instructions to Operatives, Supervisors and Inspectors.
 - e) Experience and training record of all personnel.
 - f) 'As built' records identifying any agreed changes arising during implementation.
 - g) Records of materials used.
 - h) Details of any accidents or incidents including near misses (known to the Organization).
 - i) Maintenance, calibration and test records of the equipment used.
 - j) Product data sheets and health and safety data sheets.
 - k) Contract records e.g. temperature, sampling and testing.
 - l) Records to enable Operative traceability as required.
 - m) Complaints and feedback.

With specific respect to welding records see PD CEN ISO/TR 3834-6:2007.

- (ii) Records shall be kept for a minimum of six years unless otherwise required to be retained for a longer period in the contract. Records shall be made available to the Client and/or Customer as requested.

5 Management Responsibility

5.1 Management Commitment

No specific interpretation

5.2 Customer Focus

Processes for determining Customer requirements shall consider the interests of the Client and stakeholders to enhance Customer satisfaction, e.g. the general public and travelling public.

5.3 Quality Policy

No specific interpretation.

5.4 Planning

5.4.1 Quality Objectives

The quality objectives shall include a commitment to meet Customer and Client requirements with respect to the complete scope of works undertaken by the Organization.

5.4.2 Quality Management System Planning

No specific interpretation.

5.5 Responsibility, Authority and Communication

5.5.1 Responsibility and Authority

- (i) Top management shall ensure that responsibilities and authorities are consistent with the definitions in Section 3 of this SSD.
- (ii) Top management shall ensure that those personnel with contract specific responsibilities and authorities are identified and recorded.

5.5.2 Management Representative

No specific interpretation.

5.5.3 Internal Communication

No specific interpretation.

5.6 Management Review

5.6.1 General

The Organization shall review the Quality Management System at least once every twelve months to ensure its continuing suitability and effectiveness to conform to this Sector Scheme.

5.6.2 Review Input

No specific interpretation.

5.6.3 Review Output

The output and actions from the management review shall be considered by Top Management at regular intervals throughout the year.

6 Resource Management

6.1 Provision of Resources

The Organization shall be able to demonstrate that it has the necessary financial resources to meet its contractual commitments.

Note: RQSC includes recommendations in this respect.

6.2 Human Resources

6.2.1 General

- (i) The Organization shall establish, maintain and implement procedures for the training, development and use of competent personnel, in accordance with this SSD. The numbers of trainee personnel shall be appropriate to the activity being undertaken and shall have an appropriate level of supervision.
- (ii) The education, training, skills and experience of personnel required by this Sector Scheme

is aimed primarily at technical competence of those personnel involved with the execution of steelwork and with the inspection of those works.

- (iii) Those personnel with contract specific responsibility and authority shall have a working knowledge of the relevant parts of the Contract Specification that are applicable to the work being undertaken.
- (iv) Where design work is carried out for the Highways Agency, the Organization shall be working towards registration to GD 02 and be able to demonstrate a timely plan to achieve such registration.

Note: Although this Sector Scheme provides awareness of the need to carry out work in a safe manner it remains the sole responsibility of the Organization to determine and implement safe systems of work.

6.2.2 Competence, Awareness and Training

(i) Competence and Training

The Organization shall ensure that its personnel are suitably competent. The Organization shall ensure that their personnel have undergone suitable training and assessment that shall cover aspects of the work to be undertaken.

Trainees shall be under the direct supervision of a nominated competent person.

Appendix C lists certain occupations for which the Organization needs to mobilise specifically qualified personnel. In addition the Organization needs to be satisfied that personnel are suitably competent for the specific tasks allocated.

(ii) Records

The Organization shall maintain appropriate records of competence assessments and supporting training that has been undertaken. If appropriate the individual shall carry a record card of successful completion of an approved training course.

(iii) Awareness

With respect to special situations or requirements that occur on a specific contract, the Organization shall ensure that all affected personnel are made aware of the applicable implications by means of contract-specific briefings.

Arrangements for briefings shall address the need for periodic updates as necessary.

6.3 Infrastructure

The Organization's infrastructure in terms of facilities and process equipment shall be suitable for the scope of registration being sought (eg welding processes).

6.4 Work Environment

The Organization shall ensure that all necessary access, plant, services and equipment are available and maintained to enable the execution of steelwork to be carried out effectively, in particular, the Organization shall monitor the work environment with respect to its acceptability

for carrying out the execution of steelwork effectively.

Note: The BCSEA's Safe Site Handover Certificate provides a benchmark of acceptability.

7 Product Realization

7.1 Planning of Product Realization

- (i) The Organization shall submit a Quality Plan timely for acceptance or approval by the Client. The topics for the content of a Quality Plan are in BS ISO 10005:2005 and this document (See Appendix A). The Quality Plan shall as a minimum address the topics listed in Appendix A.
- (ii) The Quality Plan shall describe the management strategy that sets clear and sustainable performance objectives, delegates responsibility and establishes lines of communication.
- (iii) The Quality Plan shall not be considered in isolation. An integrated approach shall be taken which links the Quality Plan, Environmental Plan (including protected sites and the Health and Safety Plan (including risk and hazard assessments) 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) The Organization shall, in order to reduce the need for waste disposal, consider ways of minimising the generation and environmental impacts of wastes arising during the execution of steelwork and maximising 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 work.

7.2 Customer Related Processes

7.2.1 Determination of Requirements Related to the Product

No specific interpretation

7.2.2 Review of Requirements Related to the Product

- (i) The Organization shall review in a timely manner the order for the works to verify that product requirements are defined and that they are able to meet the technical requirements of the Customer's Specification including the relevant parts of the Client's Contract Specification.

Note: Registration to the relevant category/classification of RQSC should provide the necessary evidence of meeting this requirement.

- (ii) During the progress of the product realisation process the Organization shall review:
 - a) The risks associated with product realisation including delivery timescales; and
 - b) Opportunities for control of risks and performance improvement.
- (iii) Where omissions, irregularities or inconsistencies with the Contract Specification, health and safety requirements, environmental or other issues are encountered these shall be brought to the attention of the Customer for resolution at the earliest opportunity.
- (iv) During the progress of the product realisation process the Organization shall develop its

plans for work on site in accordance with the overall construction phase plan for health and safety.

- (v) Matters of a significant nature, which arise during the determination and review of requirements, shall be referred to the Customer for clarification.

7.2.3 Customer Communication

No specific interpretation.

7.3 Design and Development

- (i) Design and development may address all associated processes required for the execution of steelwork including but not limited to temporary works, erection, access and protection of the works and environment.
- (ii) Design and development is excluded on those items where the Customer is required to supply fully developed design information.
- (iii) Where some part of the design and development activity is undertaken by the Organization, the Organization shall be working towards registration to GD 02. This covers both permanent and temporary works design and development.

7.4 Purchasing

7.4.1 Purchasing Process

No specific interpretation.

7.4.2 Purchasing Information

No specific interpretation.

7.4.3 Verification of Purchased Product

- (i) The Organization shall establish, maintain and implement procedures that are suitable for providing, to the Client and/or Customer, details of the source of supply of all materials used in the execution of steelwork, as requested.
- (ii) The Organization shall have procedures that match purchased steel products with the welding procedure specifications to be used in production.
- (iii) Organizations shall establish, maintain and implement procedures that are suitable for ensuring that purchased mechanical fasteners meet specified purchase requirements. Such procedures may include:
 - a) Obtaining objective evidence of the quality of the product from the supplier and verifying the authenticity of accompanying documentation.
 - b) Review of the required product documentation.
 - c) Inspection and sample testing of the product upon receipt.

This requirement may be satisfied by Organizations obtaining mechanical fasteners from a supplier that is registered to NHSS 3.

7.5 Production and Service Provision

7.5.1 Control of Production and Service Provision

- (i) The Organization shall have in place inspection and test procedures for quality control that address the requirements of BS EN 1090-2:2008 and the relevant Execution Class for the components being produced.

Based on these ongoing controls, the Organization shall develop an appropriate quality plan for each contract in accordance with Appendix A.

- (ii) Operational personnel shall be issued with appropriate work instructions or method statements supported by risk assessments. Where applicable, these documents shall address requirements identified in the contract-specific quality plan.

7.5.2 Validation of Processes for Production and Service Provision

- (i) With respect to welding processes, the Organization shall implement procedures in accordance with the appropriate part of BS EN ISO 3834, using the guidance given in PD CEN ISO/TR 3834-6:2007.

7.5.3 Identification and Traceability

- (i) The Organization shall establish, maintain and implement documented procedures to ensure that personnel allocated to the work are identifiable.
- (ii) With respect to materials, the procedures shall be in accordance with BS EN 1090-2:2008 and the relevant Execution Class for the components being produced.

7.5.4 Customer Property

No specific interpretation.

7.5.5 Preservation of Product

- (i) The Organization shall establish, maintain and implement documented procedures for the appropriate transportation, handling, storage, packaging and disposal of materials. These procedures shall be in accordance with BS EN 1090-2:2008 and the relevant Execution Class for the components being produced.

7.6 Control of Monitoring and Measuring Devices

- (i) The Organization shall establish and maintain a register of the monitoring and measuring devices used in the execution of steelwork. Guidance is given in Appendix E.
- (ii) Where no standard exists, monitoring and measuring devices shall be calibrated in accordance with the manufacturer's instructions.

8 Measurement, Analysis and Improvement

8.1 General

No specific interpretation.

8.2 Monitoring and Measurement

No specific interpretation.

8.3 Control of Non-conforming Product

No specific interpretation.

8.4 Analysis of Data

No specific interpretation.

8.5 Improvement

No specific interpretation.

APPENDIX A: REQUIREMENTS FOR QUALITY PLANS

The Quality Plan shall be developed using the list of recommended items in Annex C of BS EN 1090-2:2008 for guidance.

With respect to Clause C.2.1 of Annex C of BS EN 1090-2:2008 , the following item should be added to the list of recommended items:

Details of the process for identifying and discharging the requirements for communications between the Organization's staff and the Customer/Client or any other party including liaison with the Police, the Highway Authority, adjoining landowners and other organizations or individuals as appropriate.

With respect to Clause C.2.3.2 of Annex C of BS EN 1090-2:2008 , the execution records listed are not necessarily exhaustive.

With respect to Clause C.2.3.3 of Annex C of BS EN 1090-2:2008 , documentary records shall be maintained for the legally-required period (eg 6 years generally, 12 years for contracts executed as deeds).

The contract-specific quality plan does not need to repeat the Organization's regular management procedures.

APPENDIX B: REFERENCE AND ASSOCIATED DOCUMENTS

The following documents provide useful guidance:

BCSA Publication 34/02 – Steel Bridges

BCSA Publication 38/05 – Guide to the Erection of Steel Bridges

BSI Publication PD 6705-2 – Structural Use of Steel and Aluminium Part 2: Recommendations for the execution of steel bridges to BS EN 1090-2

CIRIA Publication C664 – Iron and Steel Bridges – Condition Appraisal and Remedial Treatment

SCI Publication P185 – Steel Bridge Group Guidance Notes on Best Practice in Steel Bridge Construction

SCI Publication P382 – Steel Bridge Group: Model Project Specification For the Execution of Steelwork in Bridge Structures

APPENDIX C: COMPETENCES

Reference should be made to Appendix M for guidance relating to Organizations registered to another NHSS undertaking work covered under the scope of this Sector Scheme.

The table shows specific competence levels expected. Personnel without demonstrated competence by means of independent assessment may be assessed by industry accreditation schemes, or in agreed circumstances by the Organization itself provided suitable management procedures are in place.

	Operatives	Forepersons (1)	Inspectors	Technical Managers
For work on site	Appropriate CSCS/CPCS Cards or equivalent			
Welding (2)	According to BS EN 287-1:2004	No special requirement	Certificated to Level 2 in accordance with BS EN 473:2008 for each NDT technique used (3)	Responsible Welding Coordinator
Craneage	Crane Operator	Crane Supervisor (Banksman) (4)	n/a	Appointed Person Certificate
Preloaded Bolting (5)	BCSA Scheme L1 Bolting Practitioner	BCSA Scheme L2 Bolting Inspector	BCSA Scheme L2 Bolting Inspector	BCSA Scheme L3 Bolting Coordinator
Corrosion Protection	Refer to NHSS 19A			
NOTES	(1) Including all supervisory roles in chain of command on site (2) Welder qualification appropriate to processes and materials being used (3) Certificates for NDT provided by CSWIP, PCN or AWS are suitable. (4) Or Appointed Person Certificate (5) See BCSA Scheme – Competence in Preloaded Bolting			

Health and Safety Disclaimer

Organizations are reminded of the legal requirements to provide appropriate health and safety training for each of the Organization's employees and other persons under their control and the implementation of safe systems of work in accordance with the Health and Safety at Work etc Act 1974.

Protection of the work force: additional safety competencies

Clients may have specific requirements for personnel seeking access to their infrastructure.

Highways - Organizations 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 such works shall be carried out by an Organization registered to NHSS 12A or 12 B as appropriate. For works on other roads NHSS 12D applies and Organizations 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.

If they are working adjacent to live highways it is a requirement that personnel pass the specialist test questions for Highway Works included in the CSCS Health & Safety touch screen test.

APPENDIX D: EXAMPLE REGISTER OF OPERATIVES

Not used

APPENDIX E: MONITORING AND MEASURING DEVICES

Example Register For Monitoring and Measuring Devices

Equipment & Unique Reference Number	Equipment Specification	Calibration Control	Calibration Frequency	Date of Calibration	Date Next Calibration Due.	Calibration Certificate Reference

'In house' calibrations to be in accordance with procedure(s) described in the equipment's operating manual. Separate records to be kept on method(s) used and results of calibration.

All Calibrations (other than 'in house') shall be certified by accredited/registered Inspection Bodies providing certification to UKAS traceable standards wherever possible / practical.

APPENDIX F: CERTIFICATION BODIES ACCREDITED FOR THE EXECUTION OF STEELWORK

Information on Certification Bodies accredited against this Sector Scheme can be found on the UKAS website www.ukas.com. To identify the certification bodies on the website:

- place the cursor onto 'about accreditation' in top menu bar
- move down to 'Accredited Bodies' in the 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 on this 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 20" including the double inverted commas for example ""Highway Sector Scheme No 20""
- left click 'search'

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

Note: The following Certification Bodies have indicated their interest in being accredited by UKAS for this Sector Scheme.

ACM Ltd	www.acmcert.com
BSI	www.bsi-global.com
Lloyd's Register Quality Assurance (LRQA)	www.lrqa.com
SGS United Kingdom Ltd	www.uk.sgs.com
Steel Construction Certification Scheme	www.steelconstruction.org

APPENDIX G: THE ROLE OF THE CERTIFICATION BODIES AND ASSESSOR COMPETENCE

1. Role of Certification Bodies

1.1. The independent assessment of conformity of Organizations to the requirements of BS EN ISO 9001:2008 and the additional requirements required by this SSD relies 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 ISO 9001:2008 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 BS EN ISO/IEC17021:2006 by the United Kingdom Accreditation Service (UKAS) or an equivalent International Accreditation Forum (IAF) member for assessment and registration of BS EN ISO 9001:2008 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 execution of steelwork 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
- ii) knowledge of the manufacture and supply in the steelwork 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) maintaining demonstrable technical transportation engineering background, capable of reading and understanding specifications and drawings, including knowledge of relevant specifications (eg Specification for Highway Works) and design standards requirements for the execution of steelwork in transportation infrastructure assets.
- iv) is able to demonstrate that they have ongoing suitable health and safety training which shall include appreciation of the risks involved in the execution of steelwork.

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, including knowledge of temporary traffic management, working in confined spaces and working at height for assessment of guidance provided on this aspect.

3.3. 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.

3.4. 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 ISO9001:2000 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 execution of steelwork activities in two different Organizations.,
- iii) Technical assessment competence in the execution of steelwork.
- iv) have knowledge, understanding and application of this SSD.
- v) have knowledge of the manufacture and supply in the steelwork 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 steelwork 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) have demonstrable technical transportation engineering background, capable of reading and understanding specifications and drawings, including knowledge of relevant specifications (eg the Specification for Highway Works) and design standards requirements for the execution of steelwork in transportation infrastructure assets.
- vii) is able to demonstrate that they have ongoing suitable health and safety training which includes appreciation of the risks involved in the execution of steelwork.

4. Conduct of Assessments.

4.1. Certification Bodies shall ensure that an adequate proportion of the initial and continuing assessment duration is devoted to assessing operational activities at sites and locations where the execution of steelwork covered by the scope of this Sector Scheme are being undertaken.

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 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))

7. Reporting on Sector Scheme Performance.

- 7.1. Each Certification Body accredited for this Sector Scheme shall provide to the Chairman 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 provided at or in the month before each National Highway Sector Scheme Liaison Committee meeting, so that it may be considered during the Group Sessions of the Liaison meeting.
- 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 CERTIFICATION BODY ASSESSORS AND INTERNAL AUDITORS

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 Certification Body (CB) assessors with the background information that is considered appropriate for carrying out an assessment against BS EN ISO 9001 and this NHSS document. 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.

Requirements

In addition to an assessor/auditor having a general appreciation of the requirements and processes required by BS EN ISO 9001:2008, a CB assessor or internal auditor should be aware of the following when completing an audit:

A General background to the 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 20) was initially developed with partnering bodies drawn from the steelwork industry following the development of NHSS 19A and recognising the benefit to the industry of describing the quality management system requirements for Organizations undertaking the execution of steelwork in transportation infrastructure assets.

- ii) To whom the scheme applies

See Scope in relevant NHSS document ie NHSS 20

- iii) Contact details of those that can offer scheme specific assistance

Secretary to the Advisory Committee to the Sector Scheme - See introduction in NHSS document. Contact details should also be contained in the Organization's quality manual.

- iv) An overview of the highway infrastructure that the scheme applies to.

This scheme applies to the execution of steelwork in transportation infrastructure assets such as but not limited to highway and rail bridges, gantries, masts, columns excluding lighting columns, signal posts excluding traffic sign/signal posts, electrification masts, station structures, level crossing equipment, buildings and toll booths. See Appendix M of the NHSS document for details of the highway infrastructure not covered by the scheme.

- v) The range of contracts that the scheme can apply to

See Scope in relevant NHSS document ie NHSS 20 (Section 1) Note that NHSS 20 has been written so as to be contract and client neutral. The scheme may be specified by any client in their contract for the execution of steelwork where BS EN 1090-2:2008 is adopted as the specification for the execution of steelwork.

- vi) Specific types of works that the scheme applies to

See Scope (Section 1) in relevant NHSS document and also Appendix L in NHSS 20; in this instance applies to the execution of steelwork in transportation infrastructure assets. The scheme applies to the supply of new steelwork and to work on existing steelwork in new and existing assets. It covers the design, fabrication, erection, dismantling and modification of steelwork. It is applicable to the execution of steelwork undertaken in the workshop and on site and includes all the associated processes required for the execution of steelwork. The scheme excludes the corrosion protection of ferrous materials by industrial coatings, the requirements for which are described in NHSS 19A.

- vii) Definitions and terminology that are particular to the scheme

See Section 3 of the NHSS 20 document.

- viii) Information on 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 organization's training administrator should have this information available.

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

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

Knowledge of relevant European and British Standards for conformity assessment of manufacturing operations (BS EN 1090-1:2009), for the execution of steel structures (BS EN 1090-2:2008), and for welding quality requirements (BS EN ISO 3834-2:2005 and BS EN ISO 3834-3:2005) in particular those relating to product conformity, type testing and their requirements. Familiarity with SHW especially Series 1800, and notes for guidance, including when these are updated.

- x) Relationship with other NHSS and applicability to this scheme.

The scheme excludes the corrosion protection of ferrous materials by industrial coatings, the requirements for which are described in NHSS 19A. See also Appendix M of the NHSS 20 document.

B Summary of where the scheme introduces the interpretation of Sections 4 to 8 of BS EN ISO 9001

4. Quality Management System	Interpretation Y/N	Comment
4.1	Y	Check Lantra Website to ensure all registration is current.
4.2		
4.2.1	Y	Check Quality Plan is in place and complies with 7.1. Obtain a copy of plan as evidence.
4.2.2	Y	Ensure contract / tender review is in place in respect of design and development obligations.
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 records are in place. Seek Evidence.
5. Management Responsibility		
5.1	N	
5.2	Y	Ensure Customer feedback documents are in place upon completion of contract.
5.3	N	
5.4		
5.4.1	Y	Ensure objectives are covered in Quality Plan and/or policies.
5.4.2	N	
5.5		
5.5.1	Y	Ensure there is an organisation 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 is recorded. Seek evidence.
5.5.2	N	
5.5.3	N	
5.6		
5.6.1	Y	Review copy of annual management review. Ensure this contains reference to the relevant sector scheme.
5.6.2	N	
5.6.3	Y	Seek evidence that the output and actions of the management review are considered by Top Management at regular intervals.

6. Resource Management		
6.1	Y	Ensure contract / tender review is in place. Confirm Organization's RQSC registration status.
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 and that all related documentation is in date.
6.2.2	Y	See Appendix C.
6.3	Y	Review facilities and process equipment to confirm they are suitable for the scope of registration.
6.4	Y	In process Audit. Checks to include environmental condition records, plant maintenance sheets, access equipment certificates and induction records.
7. Planning and Product Realization		
7.1	Y	See Appendix A
7.2		
7.2.1	N	
7.2.2	Y	Ensure contract / tender review is in place within an appropriate timescale.
7.2.3	N	
7.3	Y	Ensure contract / tender review is in place in respect of design and development obligations.
7.4		
7.4.1	N	
7.4.2	N	
7.4.3	Y	Seek evidence that documents are in place and evidence of verification of fasteners where appropriate.
7.5		
7.5.1	Y	Check as part of in process audit
7.5.2	Y	Check as part of in process audit
7.5.3	Y	Cover during procedure review
7.5.4	N	
7.5.5	Y	Cover during procedure review
7.6	Y	See Appendix E

8. Measurement, Analysis and Improvement		
8.1	N	
8.2		
8.2.1	N	
8.2.2	N	
8.2.3	N	
8.2.4	N	
8.3	N	
8.4	N	
8.5	N	
8.5.1	N	
8.5.2	N	
8.5.3	N	

C Overview of the execution of steelwork

- 1 safe working practices
- 2 operative/supervisor training and qualifications
- 3 maintenance of equipment
- 4 public protection
- 5 environment
- 6 testing/inspection/workmanship
- 7 Health and Safety
- 8 other

C1 Safe Working Practices

Correct Personal Protective Equipment available and used.

Equipment approved and suitable for use

Technicians/operatives to be aware of their H&S obligations

- must be able to read and understand their job sheet, risk assessment etc
- Method Statements/work procedures
- Risk Assessment
- Induction card/skills card

Vehicles/loads are inspected and drivers are competent

Awareness of relevant H&S legislation as applicable to the execution of steelwork.

Aware of current best practice including traffic management measures (including site arrangements).

C2 Training and Qualifications

- Have achieved appropriate competency and training modules.
- Been inducted on specific equipment (by employer)

- or if appropriate (ie under training) is supervised by a qualified person
- Supervisor aware of and understand the relevant requirements of the specification.
- Supervisor aware of and understand the provisions for implementation of training.
- Been inducted on site specific H&S issues (daily if necessary).
- Hold relevant skills card

C3 Maintenance of Equipment

- Operative/supervisor is aware of organisational requirements.
- Maintenance checklists (and records of completed checklists) are available.

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 HATO role
- Operatives/supervisors have identification
- The Organization(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 Testing/Inspection/Workmanship

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

C7 Health and Safety

Auditors should be aware of the current Health and Safety Legislation and related legislation, such as CDM regulations, as it applies to this Sector Scheme 20.

APPENDIX H: ORGANIZATION ACCEPTANCE AND GUIDELINES FOR NEW ENTRANTS

1. Organization Acceptance

- 1.1 For work carried out on roads managed by the Highways Agency, the Welsh Assembly Government, Transport Scotland and DRD (Northern Ireland), only those Organizations holding a valid Certificate of Registration for work within the scope of this SSD shall be accepted as complying with Clause 104 and Appendix A of the Specification for Highway Works.
- 1.2 For work carried out on transportation infrastructure assets managed by other Clients acceptance of the Organization will depend on the requirements of the contract.
- 1.3 The Organization shall notify Lantra Awards (Lantra House, Stoneleigh Park, Kenilworth, CV8 2LG) and the Secretary of the SSACS of their registration to this Sector Scheme immediately following confirmation from the Certification Body and thereafter annually, as detailed in paragraph 4.1 of Section 4 of this SSD. This will allow inclusion of the Organization in the published list of registered Organizations maintained by Lantra Awards. In addition the Organization shall provide details of a focal point for the Organization. (Refer to Appendix O).

2. Guidelines for New Entrants – Requirements

- 2.1 Organizations shall have the required experienced and qualified personnel and management who meet the requirements of this Sector Scheme. Organizations shall demonstrate that their equipment and systems meet the requirements of this Sector Scheme.
- 2.2 Organizations shall have applied for registration with a Certification Body that is accredited by UKAS to audit against this Sector Scheme. Organizations shall demonstrate that they have been audited for shop and/or site based activities.

APPENDIX J1: SCHEME FEEDBACK TO COMMITTEE CHAIRMAN

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

FEEDBACK FORM

Committee Chairman

The Sector Scheme Advisory Committee For The Execution of Steelwork in Transportation

Infrastructure Assets

c/o UKAS

21 – 43 High Street

Feltham

Middlesex

TW13 4UN

Tel: 0208 917 8400

Fax: 0208 917 8500

Feedback/Issue Identified:

Suggested Action:

Name:

Organization:

Address:

Contact details:

Date:

APPENDIX J2: FEEDBACK TO A CERTIFICATION BODY

Feedback relating to certification matters in respect of alleged deficiencies in the product provided under this Sector Scheme shall in the first instance be taken up with the Organization. In the event that the matter cannot be satisfactorily resolved, written feedback shall be made to the Organization's Certification Body, detailing the feedback or issue identified. Contact addresses may be obtained by following the procedure given in Appendix F.

Feedback/Issue Identified:

Organization's Details:

Name:

Address:

Complainants

Name:

Organization:

Address:

Date:

Signed:

APPENDIX J3: FEEDBACK TO A CLIENT BODY 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

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.

APPENDIX K: THE INTERPRETATION OF CERTIFICATES ISSUED BY CERTIFICATION BODIES

Certification Bodies 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 registration (services) and the location(s) where these services are offered by an Organization. In the latter case, the CoR refers to the relevant appendices or addenda, which form an integral part of the certificate.

A valid NHSS CoR is only issued by a Certification Body 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:

- a) The scope of registration including specific registration to BS EN ISO 9001: 2008 and this Sector Scheme including the Sector Scheme title - National Highway Sector Scheme 20 for the Execution of Steelwork in Transportation Infrastructure Assets.
- b) The identification of each and every permanent location where NHSS 20 activities are carried out at or from and to which the CoR is applicable.
- c) The services/products offered by the Organization at each location identified on the CoR e.g. for NHSS 20 for the Execution of Steelwork in Transportation Infrastructure Assets (see below).
- d) Logos for the NHSS, UKAS (or equivalent) and the Certification Body.
- e) The name and address(es) of the Organization
- f) The validity of the certificate (ISO 9001 - 3 yrs)*
- g) A unique reference number/code
- h) The signature of a relevant Certification Body official with his name and title

* Note where an Organization 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.

The CoR shall list those services/products as relevant from the following list:

Activities¹	Design Fabrication Erection Preloaded Bolting
Products	Structural Steelwork Bridgework Structural Steel Components
Relevant Standards	BS EN 1090-2:2008 BS EN ISO 3834:2005 <i>[insert relevant Part]²</i> BS 5400-6:1999 BS 5950-2:2001 NSSS: 5th Edition ³
FPC⁴	Execution Class(es) <i>[insert relevant EXCs]</i> Welding processes <i>[insert list from those covered in BS EN 1090-2 using nomenclature and reference numbers given in BS EN ISO 4063]</i> Parent materials <i>[insert list from those covered in BS EN 1090-2 using grouping system given in PD CEN ISO/TR 15608]</i> Responsible Welding Coordinator(s) <i>[insert name(s) of RWC(s)]</i>
Health & Safety	In accordance with associated Health & Safety provisions ⁵
Environment	In accordance with appropriate Environmental control ⁶

¹ Activities can include Corrosion Protection, but this would be listed separately with reference to NHSS 19A, if relevant. Fabrication and Erection also include Welding which requires specific reference(s) to BS EN ISO 3834:2005 and/or FPC as relevant (see below).

² If BS EN ISO 3834 is listed then the welding operations supervised by the Responsible Welding Coordinator(s) listed under FPC cover all the Organization's welding operations (ie manufacture and site welding as relevant).

³ National Structural Steelwork Specification issued by the BCSA.

⁴ FPC refers to Factory Production Control of manufactured components in accordance with BS EN 1090-1. If linked to CE marking the Certification Body would need to be a suitable Notified Body.

⁵ This may be by reference to separate certification to OHSAS 18001, or through the Organisation's quality procedures including explicit and thorough provisions for undertaking the activities with respect to health & safety.

⁶ This may be by reference to separate certification to BS EN ISO 14001:2004, or through the Organisation's quality procedures including explicit and thorough provisions for undertaking the activities with respect to environmental control.

The following are example models for the certification.

Figure 1 shows the scope of registration on the certificate.

Figure 2 shows an example of an Appendix for scope of registration. Where appropriate the information on location and their respective scopes may be included on the Appendix for scope of registration.

Figure 3 shows an example of a specific NHSS 20 certificate including typical sample scope.

Figure 4 shows an example of a specific Appendix for scope of registration illustrating typical scope of registration and locations/offices/depots covered by the certificate.

Note: *[The italic text in square brackets shown on the examples indicates where specific text would need to be included.]*

Note: These Example Model Certificates of Registration are for information only and show the information required to be included on any such certificates. They do not imply any specific layout or format, and are not intended to inhibit the house style of the Certification Body.

Figure 1: Example Model Certificate of Registration.

[Certification Body Name / Logo]

C E R T I F I C A T E O F R E G I S T R A T I O N

[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
THE FOLLOWING NATIONAL HIGHWAY SECTOR SCHEMES**

For the following scope of registration
[List of appropriate related works].
[for works - Execution of Steelwork for RQSC Bridgeworks Categories (list applicable categories)]

National Highway Sector Schemes
[Sector Scheme number and Title]
[Sector Scheme number and Title]
[Sector Scheme number and Title]

[(Appendix ... details the full scope of registration and Appendix ... details the locations covered by this 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
[List of appropriate highways related activities]
[for - Execution of Steelwork for RQSC Bridgeworks Categories (list applicable categories)]

National Highway Sector Schemes
[Sector Scheme Number and Title]
[Sector Scheme Number and Title]
[Sector Scheme Number and Title]

<i>Depot, Regional Office etc</i>	<i>Applicable National Highway Sector Scheme(s)</i>	<i>Scope of Registration</i>
<i>Workshop 1 New road, Newtown</i>	<i>[Sector Scheme Number and title]</i>	<i>[Detailed scope]</i>
	<i>[Sector Scheme Number and title]</i>	<i>[Detailed scope]</i>
<i>Site 1 Old Road, Oldtown</i>	<i>[Sector Scheme Number and title]</i>	<i>[Detailed scope]</i>

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

Figure 3: Example Model Certificate of Registration for Steelwork

[Certification Body Name / Logo]

C E R T I F I C A T E O F R E G I S T R A T I O N

[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 20**

For the following scope of registration
Execution of Steelwork for:

[RQSC Bridgeworks Categories (list applicable categories)]

[1. Workshop (list applicable activities)]
[2. Site (list applicable activities)]

National Highways Sector Schemes
20 – National Highway Sector Scheme for Execution of Steelwork in Transportation Infrastructure Assets

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 Steelwork

[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:
Execution of Steelwork for:

[RQSC Bridgeworks Categories (list applicable categories)]

1. *[Workshop]*
 - i)
2. *[Site]*
 - i)

National Highway Sector Schemes
XX – Execution of Steelwork in

<i>Depot, Regional Office etc</i>	<i>Applicable National Highway Sector Scheme(s)</i>	<i>Scope of Registration</i>
<i>Work Shop1 New Road, Newton</i>	<i>NHSS 20 for</i>	<i>Workshop i), ii), iii), iv)</i>
<i>Site 1 Old Street, Oldham</i>	<i>NHSS 20 for</i>	<i>Site i), iii), iv)</i>

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

APPENDIX L: GUIDANCE TO CLIENTS

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

Reference should be made to Appendix M before deciding whether to specify that Organizations should be registered to NHSS 20, as registration to other NHSSs may include relevant requirements for the execution of steelwork.

The NHSS for the Execution of Steelwork in Transportation Infrastructure Assets 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 the execution of steelwork.

The implementation of the Sector Scheme and development of training and competency requirements is intended to provide:

- a) A qualified workforce competent at carrying out the execution of steelwork.
- b) Requirements to evaluate risks and develop processes associated with the execution of steelwork and the production of an associated comprehensive quality plan for each contract.

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

It is necessary for the Client to ensure that all those involved in carrying out the execution of steelwork are appropriately trained and skilled, 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 execution of steelwork.

The Register of Qualified Steelworks Contractors (RQSC)* provides an assessment of an Organizations ability to undertake steelwork and provides a categorisation for registered Organizations in terms of the work they have been assessed as being capable of undertaking technically and a classification in respect of the maximum size of contract they can handle. SSACS strongly recommends that Clients make registration with RQSC a requirement in procuring Organizations to undertake the execution of steelwork in transportation infrastructure assets as this will assist in the procurement process through identifying those Organizations with the appropriate technical competence and capability to undertake the work. To achieve registration with the Bridgeworks scheme of RQSC an Organization will have achieved registration to this NHSS.

As part of its procurement policy/strategy for contracts involving steelwork, the Highways Agency requires that Organizations be listed in the Bridgeworks Scheme of RQSC for the type and value of work to be undertaken.

The RQSC also undertakes audits of steelwork contractors who have signed the Steel Construction Sustainability Charter. Satisfactory completion of the audit enables the contractor to become a Sustainability Charter Member. For Clients wishing to include sustainability criteria in their procurement process for steelwork, SSACS strongly recommends that Clients make Sustainability Charter Membership via RQSC a requirement in procuring Organizations.

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 Sector Schemes on certificates.

For the Sector Scheme 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 Sector Scheme. Supervisory staff must be instructed to carry out spot checks to confirm the identity of personnel.

Lantra Awards 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. 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 NHSSscheduleofsuppliers@lantra.co.uk to ascertain/check the status of company if it is not listed on the schedule.

* The Register of Qualified Steelwork Contractors
4 Whitehall Court
London
SW1A 2ES
Tel: 020 7839 8566
Fax: 020 7976 1634
Web: www.steelconstruction.org.uk
Email: Gillian.Mitchell@steelconstruction.org

APPENDIX M: GUIDANCE ON REGISTRATION TO OTHER NHSSs FOR ACTIVITIES THAT INCLUDE THE EXECUTION OF STEELWORK

Registration to this NHSS is not necessary for the following:

1. Fences – Organizations fabricating and/or installing fences shall be registered to NHSS 2A
2. Safety fences – Organizations fabricating and/or installing vehicle restraint systems shall be registered to NHSS 2B
3. Environmental barriers – Organizations fabricating and/or installing environmental barriers shall be registered to NHSS 2C
4. Parapets – Organizations fabricating and/or installing steel parapets shall be registered to NHSS 5A and/or NHSS 5B as appropriate
5. Lighting columns and masts – Organizations fabricating and/or installing lighting columns or masts shall be registered to NHSS 6 and/or NHSS 8 as appropriate.
6. Traffic sign/signal posts – Organizations fabricating and/or installing traffic sign/signal posts excluding sign/signal gantries shall be registered to NHSS 9A and/or NHSS 8 as appropriate.

Organizations undertaking the corrosion protection of steelwork using industrial coatings shall be registered to NHSS 19A.

APPENDIX N: Not Used

APPENDIX O - 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 January 2010

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 31st 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

Company Name*										
Company Address*										
County*		Postcode*								
Tel No		Fax No								
Email										
Website										
Contact Name										

*required fields

Certification Body Name		Certificate Number	
--------------------------------	--	---------------------------	--

	Single Company Address	Head Office Address <small>with <u>separately certificated</u> Branches</small>	Branch Address▲
Please confirm registration type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where should customers contact?	N/a <small>(above details will be used)</small>	<input type="checkbox"/>	<input type="checkbox"/>
Fees <small>(Subscription year 1st April to 31st March)</small>	£50 per scheme	£50 per scheme	£10 per scheme▲
▲ 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 O-3)																	
	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"/>
3	<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"/>
20	<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"/>
22	<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 O-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 £50.00 =	£ <input type="text"/>	*(£58.75 inc.VAT per scheme)
No. of schemes (branch):	<input type="text"/>	x £10.00 =	£ <input type="text"/>	*(£11.75 inc.VAT per scheme)
Total Amount =			£ <input type="text"/>	+VAT

* All prices are exclusive of VAT which needs to 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

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

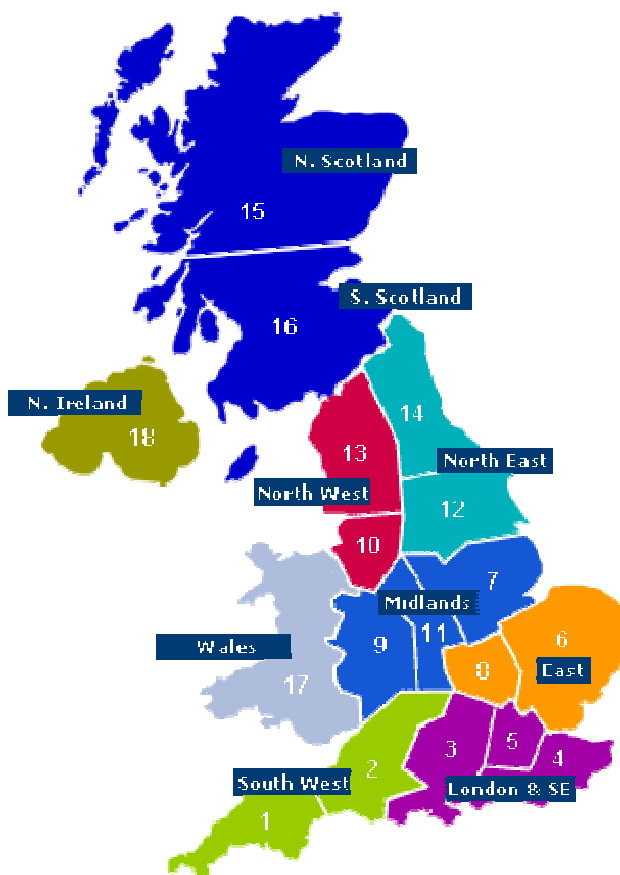
Submissions for these Schemes will be considered incomplete unless the Scope below has been completed

Sector Scheme 2A (please confirm scope)	BS EN 1722 fences <input type="checkbox"/> Pedestrian Guard Rail <input type="checkbox"/>	Electric Security Fencing <input type="checkbox"/> Concrete Post and Panel <input type="checkbox"/>
Sector Scheme 2B (please confirm scope)	Tensioned Corrugated Barriers (TCB) <input type="checkbox"/> Un-tensioned Corrugated Barriers (UCB) <input type="checkbox"/> Open Box Beam (OBB) <input type="checkbox"/> Double Rail Open Box Beam (DROBB) <input type="checkbox"/> Brifen Wire Rope <input type="checkbox"/> Rectangular Hollow Section (RHS) <input type="checkbox"/>	Safety Line (Proprietary) <input type="checkbox"/> Varioguard (Proprietary) <input type="checkbox"/> Barrierguard 800 (Proprietary) <input type="checkbox"/> Deltabloc 80 (Proprietary) <input type="checkbox"/> Multibloc/Maxibloc (Proprietary) <input type="checkbox"/>
Sector Scheme 7 (please confirm scope)	Thermoplastic Systems <input type="checkbox"/> Tape Systems <input type="checkbox"/>	Paint Systems <input type="checkbox"/> Road Studs <input type="checkbox"/>
Sector Scheme 8 (current SSD scoping)	Public Lighting <input type="checkbox"/> Traffic Signals <input type="checkbox"/> Highway Electronic <input type="checkbox"/> Highway Electrical <input type="checkbox"/>	Traffic Signs <input type="checkbox"/> Associated Highway Works <input type="checkbox"/>

Appendix 0-2 List of Schemes Current at June 2009

Scheme 2A	Sector Scheme for the Design and/or Supply, Installation and Repair of Fences for Infrastructure Works
Scheme 2B	Sector Scheme for the Supply, Installation and Repair of Vehicle Restraint Systems
Scheme 2C	Sector Scheme for the Design, Supply, Installation and Repair of Environmental Barriers (Structural) for Infrastructure Works
Scheme 3	Sector Scheme for Stocking and Distribution Activities for Mechanical Fasteners
Scheme 4	Sector Scheme for Preservative Treatment of Timber
Scheme 5A	Sector Scheme for the Manufacture of Parapets for Road Restraint Systems
Scheme 5B	Sector Scheme for the Installation of Parapets for Road Restraint Systems
Scheme 6	Sector Scheme for Manufacture and Verification of Lighting Columns
Scheme 7	Sector Scheme for The Application of Road Marking Materials and Road Studs to Road Surfaces
Schemes 8	Sector Scheme for The Overseeing and/or Installation and/or Maintenance of Highway Electrical Works
Scheme 9A	Sector Scheme for the Manufacture of Permanent and/or Temporary Road Traffic Signs
Scheme 12A	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
Scheme 12B	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
Scheme 12C	Sector Scheme for Mobile Lane Closure Traffic Management on Motorways and Other Dual Carriageways
Scheme 12 D	Sector Scheme for Installing, Maintaining and Removing Temporary Traffic Management on Rural and Urban Roads
Scheme 13A	Sector Scheme for The Supply and Application of Surface Dressings to Road Surfaces
Scheme 13B	Sector Scheme for the Supply and Application of Microsurfacing
Scheme 14	Sector Scheme for The Quality Assurance of the Production of Asphalt Mixes
Scheme 15	Sector Scheme for The Supply of Paving Grade Bitumen
Scheme 16	Sector Scheme for the Laying of Asphalt Mixes
Scheme 17	Sector Scheme for Vehicle Recovery at Highway Construction Sites
Scheme 17B	Sector Scheme for Vehicle Recovery and Removal on Controlled Roads
Scheme 18	Sector Scheme for the environment and landscape including ecology
Scheme 19A	Sector Scheme for corrosion protection of ferrous materials by industrial coatings
Scheme 20	Sector Scheme for the Execution of Steelwork in Transportation Infrastructure Assets
Scheme 22	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 0-4 Direct debit mandate

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

2. Name(s) of account holder(s)
a/c held)

--

5. Lantra reg. number (please specify for each

--

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

this

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6. Instruction to your Bank or Building Society
Please pay Lantra Direct Debits from the account detailed on

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

Signature(s) <hr/> Date <hr/>

4. Bank or Building Society account number

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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.