



# National Highways Sector Schemes for Quality Management in Highway Works

2A

For the design and/or supply, installation and  
repair of fences for Infrastructure Works

**Published by the Sector Scheme Advisory Committee  
for Fences (SSACF)**

## DOCUMENT CONTROL

### Issue statement.

Issue UKAS 1: May 2000  
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Issue UKAS 8: July 2009

The significant changes and additions between 7 and 8 are noted below:

Implementation (notes added)

1.0 Scope  
2.0 Normative Reference  
3.0 Terms and Definitions (Diploma)  
6.2.2 Competence Awareness and Training – amendment of organization flowchart  
7.1 Planning of Product Realization  
8.2.1 Customer Satisfaction  
8.2.2 Internal Audit  
Appendix A – Item 2, Item 4, Item 7, Item 8  
Appendix C – Temporary Traffic Management and other qualification clarifications  
Appendix G amended  
Appendix G1 added  
Appendix J2 Modified  
Appendix K amended to align with scope  
Appendix L added

*“Example of text amendment:*

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

### Revisions

Revisions to this document relating to the previous issue are described on this page in general terms. The Sector Scheme Advisory Committee will determine whether the notes for any other particular version are to be retained for a longer period.

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

### **Composition of Sector Scheme Advisory Committee**

BM Trada Certification Limited  
BSI  
County Surveyors Society  
Electric Security Fencing Federation  
European Fencing Industry Association  
Fencing Contractors Association Ltd  
Highways Agency  
Lantra Awards  
Lantra SSC  
Lloyds Register Quality Assurance Limited  
National Quality Assurance Limited  
Network Rail  
SGS UK Ltd  
Society of Chief Officers of Transportation in Scotland

#### <sup>(07/09)</sup> **Corresponding Members**

DRD(NI)  
Transport Scotland  
Welsh Assembly Government

### **Exclusion of liability**

The Advisory Committee:

- (i) Have and accept no liability whatsoever for any failure of any system or systems assessed under this SSD or for the quality, fitness for purpose, or safety of any product or service which is the subject of assessment;
- (ii) Do not provide any representation as to any aspect of any such system, product or service, and,
- (iii) 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 only certification bodies accredited by UKAS (or their equivalent) are permitted to certificate companies to this scheme, as described in Appendix G.

Prospective companies seeking registration under this scheme should ensure that they engage a certification body specifically accredited to assess against the requirements of this SSD. Specifiers, consultants, engineers etc. that require confirmation of compliance with the contract specification in respect of the supply of products/materials should confirm the current status of the quality assurance certificate issuer and that specific reference is made to this Sector Scheme.

## Implementation of Issue 8

This document takes effect from the date of publication and posting on the UKAS website.

<sup>(07/09)</sup>Note 1: Following publication of the document the organization should implement the changes in time for their surveillance visit or assessment visit by the Certification Body.

<sup>(07/09)</sup>Note 2: The Certification Body should assess the organization against the latest edition of the scheme within 14 months of its publication.

<sup>(07/09)</sup>Note 3: Where the surveillance/assessment visit of an organization occurs within two months of the publication of a revision, such assessment maybe undertaken against the previous edition subject to compliance with Note 2 above.

## INTRODUCTION

(i) This Sector Scheme Document describes the quality management system requirements to be established and maintained by the Organizations of products for projects requested by infrastructure providers. It should be read in conjunction with relevant International, European and British Standards, other legislative requirements and reference material applicable to fencing, excluding Vehicle Restraint Systems and Environmental Barriers (Structural) for Infrastructure Works.

(ii) It is important that Main Contractors and Clients, when assessing tenderers for the supply and installation of fencing ensure that tenders meet the SSD requirements and are registered to this sector scheme by a Certification Body accredited by UKAS or equivalent.

(iii) The SSD encompasses the following:

- Scope, definitions, certification of registration and quality system requirements for companies working in their chosen sector.
- Model requirements for Quality Plans and details of reference material applicable to each sector.
- Competence requirements for fence installers.
- An example of in-house register, which must be maintained by companies to show their designated installers including appointed lead fence installers.
- Details the role of Certification Bodies and Auditor qualifications.
- Guidelines and requirements for new entrants wishing to work in the sector.
- Observations or feedback forms relating to the SSD or the process described herein for feedback to the committee

(iv) Users of this Sector Scheme shall specify other relevant National Highway Sector Schemes as appropriate to the nature of work being undertaken, e.g. National Highway Sector Scheme No.4 Natural and Conferred Durability of Timber and National Highway Sector Scheme 2B Vehicle Restraint Systems.

<sup>(07/09)</sup> Manufacturers of fences and powder coating applicators shall be registered to ISO9001.

<sup>(07/09)</sup> (v) Where temporary traffic management is required organizations should employ a relevant National Highway Sector Scheme 12 registered company. For works on rural and urban roads the organization may employ skilled registered temporary traffic management operatives qualified to meet the requirements of NHSS12D appropriate to contract requirements and risk assessments.

(vi) The certification of registration shall include the type of fence as appropriate. Please see Appendix K for example.

(vii) This SSD is a live document maintained and updated by the SSACF which intends to meet two or three times a year to develop it appropriately. The scope of training and competency for fencing installers is determined

through the Fencing Industry Group of Lantra SSC which has responsibility for the development of the fencing industry.

(viii) A liaison committee oversees all the SSD committees to ensure they operate to a common format.

(ix) Any observations or complaints relating to the SSD or the process described herein should be made by completing the feedback forms, see Appendix J.

## 1.0 **SCOPE** <sup>(07/09)</sup>

This SSD describes the management system requirements to be established by Organizations providing design, supply, installation and repair of Fencing excluding Vehicle Restraint Systems (VRS), Concrete insitu VRS and Environmental Barriers (Structural). The document interprets the requirements of British Standard BE EN ISO 9001 : 2008 and should be read in conjunction with that standard. The SSD is applicable to Organizations carrying out the design and/or supply installation and repair for the following sub categories:

- (a) BS 1722 Part 1 chain link fences
  - BS 1722 Part 2 strained wire and wire mesh netting fences
  - BS 1722 Part 4 cleft chestnut pale fences
  - BS 1722 Part 5 close-boarded and wooden palisade fences
  - BS 1722 Part 7 wooden post and rail fences
  - BS 1722 Part 10 anti-intruder fences in chain link and welded mesh
  - BS 1722 Part 11 prefabricated wood panel fences
- (b) BS 1722 Part 8 mild steel (low carbon steel) continuous bar fences and hurdles
  - BS 1722 Part 9 mild steel (low carbon steel) fences with round or square verticals and flat horizontals
  - BS 7818 Specification for Pedestrian Restraint Systems in Metal
- (c) Concrete post and panel
  - BS EN 12839 Precast Concrete Products – Elements for Fencing
- (d) BS 1722 Part 10 anti-intruder fences in chain link and welded mesh
  - BS 1722 Part 12 steel palisade fences
  - BS 1722 Part 14 open mesh steel panel fences
- (e) BS 1722 Part 17 Electric Security Fences
- (f) Fences (including Wildlife Fences), Gates & Stiles to Clients Design and/or Specification

The SSD shall be referenced in the Certificate of Registration see Appendix K, which shall include the type and sub type of fence as appropriate.

## 2.0 **NORMATIVE REFERENCE**

<sup>(07/09)</sup>The following normative documents contain provisions which constitute provisions of BS EN ISO 9001 : 2008:  
BS EN ISO 9000 : 2005 Quality Management Systems – Fundamentals and Vocabulary  
BS EN ISO 9004 : 2000 Quality Management Systems – Guidelines for Performance Improvements

BS1722 – Fences – parts appropriate to scope of the organization's works.

**NB** parts 3, 6, 13 & 15 have been withdrawn

### 3.0 TERMS AND DEFINITIONS

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

<b>Certificate of Registration</b>	<sup>(07/09)</sup> A Certificate issued by a UKAS or equivalent accredited Certification Body certifying that the holder operates a Quality Management System complying with BS EN ISO 9001 : 2008 and with the SSD (see Appendix K).  To be valid the Certificate shall include the scope of approval to 2A Fences and define the types of fence to which the certificate applies.
<b>Client</b>	The body for which work is being carried out.
<b>Components</b>	All necessary elements, including fastenings, which separately and together are necessary to create a Fence as required.
<b>Contract</b>	The agreement between the Organization and the Customer governing the provision of the Works to which this SSD relates.
<b>Contract Supervisor</b>	The person responsible for the supervision of the fence installation. The Contract Supervisor could be responsible for a number of contracts and is not always necessarily on site.
<b>Customer</b>	The body engaging the Organization for the purpose of work described in this SSD. This may be the main contractor where the Organization is a sub-contractor.
<b>Designer</b>	The company/person/authority responsible for converting requirements into design output in the form of drawings, calculations, specifications, plans, instructions etc.
<b>Design Development</b>	Set of processes that transform requirements into specified characteristics or into the specification of a product, process or system. (Ref. ISO 9000 : 2005 3.4.4).
<b>Diplomas</b> <sup>(07/09)</sup>	Are qualifications developed through the Qualifications and Credit Framework (QCF) and will supersede NVQs when they are up for revision. See Appendix C 5
<b>FISS/CSCS</b>	Fencing Industry Skills Scheme/Construction Skills Certification Scheme. Joint national skills card registration scheme
<b>Fence</b>	<sup>(07/09)</sup> Fence covers all types of fencing excluding Vehicle Restraint Systems (Scheme 2B, 5B and 21)

and Environmental Barriers (Structural) (Scheme 2C)

<b>Fence Installer</b>	A person who works under the control of a Lead Fence Installer and is a skilled fence installer/repairer.
<b>Fence Operative</b>	A person who works under the control of a Lead Fence Installer and is a competent (not skilled) Fence Operative.
<b>Infrastructure Provider</b>	Client Organization – see Client.
<b>LA</b>	Lantra Awards
<b>Lead Fence Installer</b>	<sup>(07/09)</sup> The person responsible for the installation of the fence and correct supervision of key elements on the fence installation in accordance with given instructions. S/he is a skilled fence installer/repairer (see Appendix C) and appointed by the company as a designated Lead Fence Installer (see Appendix D). The Lead Fence Installer is in charge of the gang, reports to the Contracts Supervisor and will always be on the site during the installation process.
<b>NVQ</b>	National Vocational Qualification – a vocational qualification approved by the Qualification Curriculum Authority. (see also Diploma)
<b>Organization</b>	The organization undertaking design and/or supply, installation and repair of fences.
<b>Quality Plan</b>	The document setting out the specific quality practices, resources and sequence of activities defined in the Contract. (See appendix A).
<b>Scheme</b>	The systematic arrangement for incorporating Quality Management into the work described in the contract.
<b>SHW</b>	The Highways Agency's Manual of Contract Documents for Highway Works Volume 1: The Specification for Highway Works (and any subsequent amendments) published by The Stationery Office (formerly Her Majesty's Stationery Office).
<b>'shall'</b>	<sup>(07/09)</sup> Used to indicate a requirement strictly to be followed in order to conform to the standard and from which no deviation is permitted. (See ISO Directives Part 3 : 1997, Annex E; reference 'Guidance on terminology used in ISO 9001 : 2008 and ISO 9004 : 2000'.)
<b>SSACF</b>	<sup>(07/09)</sup> Sector Scheme Advisory Committee for

	Fencing.
<b>Supply</b> (including from an external registered source)	To provide (fencing) in accordance to British Standards, specifications, drawings and other Sector Schemes referred to in the contract.
<b>SVQ</b>	Scottish Vocational Qualification - a vocational qualification approved by the Scottish Qualification Authority.
<b>UKAS</b>	United Kingdom Accreditation Service

## QUALITY MANAGEMENT SYSTEM REQUIREMENTS

### Introduction

<sup>(07/09)</sup> Paragraph numbers in sections 4 to 8 below refer to the relevant paragraph numbers in BS EN ISO 9001 without further qualification. The interpretation given below are to assist in the clarification of the ISO 9001 text, no inference should be made for ISO 9001 requirements are diluted or deleted because of this interpretation.

Where 'no specific interpretation' is recorded under a heading this means that it is not considered necessary to provide an interpretation for that clause.

## 4.0 QUALITY MANAGEMENT SYSTEM

### 4.1 General requirements<sup>(07/09)</sup>

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

The organization shall notify and provide evidence of conformity to this scheme to the Schedule of Suppliers via Lantra Awards (Lantra House, Stoneleigh Park, Coventry, CV8 2LG) and the Secretary of the Sector Scheme of their registration to this scheme immediately following confirmation from the certification body and thereafter annually. In addition the organization shall provide details of a focal point for the organization.

### 4.2 Documentation requirements

#### 4.2.1 General

Quality Plans are required for all contracts. When requested, the Organization shall submit a Quality Plan for approval by the Customer prior to the commencement of work (see Appendix A).

#### 4.2.2 Quality manual

No specific interpretation.

#### 4.2.3 Control of documents

No specific interpretation.

#### 4.2.4 Control of records

See point 5 in Appendix A.

## **5 MANAGEMENT RESPONSIBILITY**

### **5.1 Management commitment**

No specific interpretation.

### **5.2 Customer focus**

The Organization's should consider the interests of the Client and the product end users, for example, the general public/travelling public; and shall be mindful of the Client's interaction with the end users.

### **5.3 Quality policy**

<sup>(07/09)</sup>The Organization's quality policy statement shall include a statement of commitment to this Sector Scheme.

### **5.4 Planning**

No specific interpretation.

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

Management and communication systems shall be maintained to ensure customer requirements are adequately and accurately communicated to staff carrying out the work.

The Contract Supervisor is responsible for the Contract.

#### **5.5.1 Responsibility and authority**

No specific interpretation.

#### **5.5.2 Management representative**

No specific interpretation.

#### **5.5.3 Internal communication**

No specific interpretation.

### **5.6 Management review**

#### **5.6.1 General**

For the purposes of this Scheme, this shall be at intervals not exceeding six months.

#### **5.6.2 Review input**

No specific interpretation.

#### **5.6.3 Review output**

No specific interpretation.

## **6 RESOURCE MANAGEMENT**

### **6.1 Provision of resources**

No specific interpretation.

## 6.2 Human resources

### 6.2.1 General

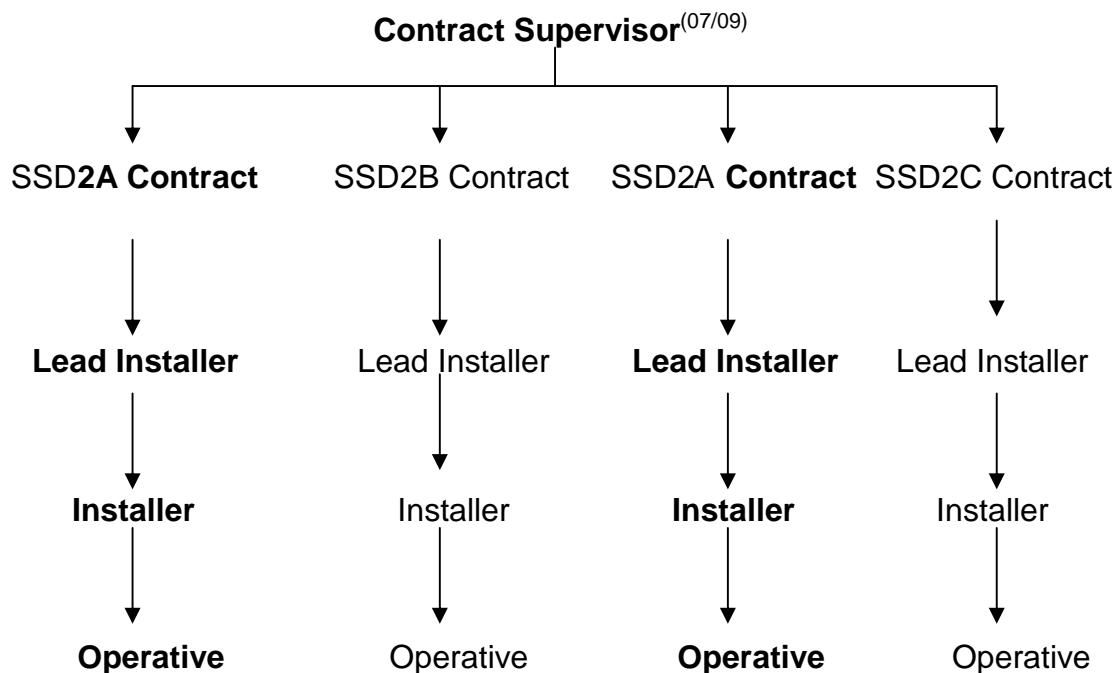
The training and assessment of operatives required by this scheme is aimed primarily at technical competence for the installation of fencing. It is intended to provide awareness to carry out work in a safe manner however it remains the responsibility of the Organization to determine and implement safe systems of work.

### 6.2.2 Competence awareness and training

Organizations must meet the scheme requirements and ensure all their installers and team members are registered and working towards relevant qualifications mentioned in the FISS/CSCS registration scheme. A copy of the FISS/CSCS leaflet, which details all the requirements, is available from Lantra Awards. A brief outline of these categories and contact address is detailed in Appendix C.

### Structure of the Installation Team for Fence Installations

<sup>(07/09)</sup> Organization flowchart showing an example of fencing installation teams managed by a Contract Supervisor:



## 6.3 Infrastructure

No specific interpretation.

## 6.4 Work environment

No specific interpretation.

## **7 PRODUCT REALIZATION**

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

The Planning of product realization shall be recorded in a Quality Plan. The Quality Plan may be a largely standard document as indicated in Appendix A in conjunction with “contract specific” information.

<sup>(07/09)</sup>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), Sustainability Plan 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.

<sup>(07/09)</sup>The Organization shall, in order to reduce the need for waste disposal, minimise the generation and environmental impacts of wastes arising during the contracted works and shall maximise opportunities for the re-use and recovery of wastes. The Organization shall document its arrangements for the identification, segregation, handling, storage and disposal of the different types of wastes arising from the contracted works.

### **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**

No specific interpretation

#### **7.2.3 Customer communication**

- (i) The Customer needs to be informed about the products, that is, they require detailed information as appropriate regarding materials, components, manufacturing details etc. for the purposes of:

- (a) as-built records for maintenance/health and safety requirements.

- (b) For their own monitoring of the effectiveness/performance of the product.

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

- (ii) The Organization shall determine and implement arrangements to demonstrate that timber and timber products, where used, come from legal and managed sustainable sources. This shall include provision of third party certification to the Client.

### **7.3 Design & development**

<sup>(07/09)</sup>The records of the verification (see sub-clause 7.3.5 Design and

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

<sup>(07/09)</sup>The other sub-clauses within this heading require no specific interpretation.

7.3.1 Design and development planning<sup>(07/09)</sup>  
No specific interpretation.

7.3.2 Design and development inputs<sup>(07/09)</sup>  
No specific interpretation.

7.3.3 Design and development outputs<sup>(07/09)</sup>  
No specific interpretation.

7.3.4 Design and development review<sup>(07/09)</sup>  
No specific interpretation.

7.3.5 Design and development verification and validation<sup>(07/09)</sup>  
7.3.6

No specific interpretation

7.3.7 Control and design and development changes<sup>(07/09)</sup>  
No specific interpretation.

## 7.4 Purchasing

7.4.1 Purchasing process

- (i) Where supply of materials/products is required the materials/products shall be selected in accordance with the contract (specification) documents including compliance with other relevant Sector Schemes (See appendices A & B of the SHW).
- (ii) Where timber is used the purchasing process shall include systems to establish timber sources (that they be procured from legal and managed sustainable sources), species and preservative treatment (that Sector Scheme 4: Natural and Conferred Durability of Timber be used). This shall apply to supplier selection, evaluation and re-evaluation processes.
- (iii) <sup>(07/09)</sup>Where powder coatings are specified they shall be in accordance with BS 1722 Part 16 organic powder coatings and supplied by companies registered to ISO9001 for powder coatings applications

7.4.2 Purchasing information  
No specific interpretation.

7.4.3 Verification of purchase product  
No specific interpretation.

## **7.5 Production and service provision**

### **7.5.1 Control of production and service provision**

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

- (a) an agreed procedure for carrying out emergency repairs including health and safety requirements.
- (b) **either**  
when the Organization is the main contractor, location and identification of underground and over ground services and structures including vehicle restraint systems together with the names, addresses and telephone numbers of persons responsible for them,  
**or**  
when the Organization is a sub-contractor, the taking of all reasonable steps to ensure this information is available from the main contractor and is suitable to the extent that the Organization is satisfied it is safe to carry out the sub-contract works.

The Organization's management shall have a working knowledge of the documents listed in Appendix B that are relevant to the work described in the Contract. Also see Appendix B for client contract specification.

A Lead Fence Installer shall control no more than four Fence Installers/Operatives at any one time and shall be present on site at all times although not necessarily when foundations are being excavated.

### **7.5.2 Validation of processes for production and service provision**

No specific interpretation.

### **7.5.3 Identification and traceability**

Where timber is used it shall be controlled and records made to allow for the timber source to be identified. This shall be used to demonstrate that sustainable sources have been used. Delivery documentation shall be checked to ensure: the materials described are as required both on the order and on the delivery documentation.

### **7.5.4 Customer property**

Customer supplied product may include the re-use of undamaged components from existing fences.

### **7.5.5 Preservation of product**

No specific interpretation.

## **7.6 Control of inspection, measuring and test equipment**

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

## **8 MEASUREMENT, ANALYSIS AND IMPROVEMENT**

### **8.1 General**

No specific interpretation.

### **8.2 Monitoring and measurement**

No specific interpretation.

#### **8.2.1 Customer satisfaction**

No specific interpretation

#### **8.2.2 Internal audit**

<sup>(07/09)</sup>Internal audits shall be carried out at sufficient frequency and by a suitable technically competent person/s to ensure a robust assessment of the compliance of the product. The quality plan shall state the frequency of internal audits.

#### **8.2.3 Monitoring and measurement of processes**

No specific interpretation

#### **8.2.4 Monitoring and measurement of product**

No specific interpretation

### **8.3 Control of non conforming products**

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

### **8.4 Analysis of data**

No specific interpretation.

### **8.5 Improvement**

No specific interpretation.

## APPENDIX A MODEL REQUIREMENTS FOR QUALITY PLANS

Where appropriate the Quality Plan shall include:

1. Definition of the product/service to be provided.
2. The structure of the Organization describing the chain of command and stating the name(s) of:
  - 2.1 the manager responsible for the contract;
  - 2.2 the Organization's site representative;
  - 2.3 the Lead Fence Installer(s)
  - 2.4 the Designer, where appropriate
3. Identification of the procedural content of the Organization's Quality Manual relative to the product or service being provided. A copy of this shall be made available to the Customer on request. Special attention shall be given to the inspection and test plan.
4. <sup>(07/09)</sup>Control of personnel selection in accordance with the scheme requirements.
5. Contract Specific procedures are required in respect of each installation.
  - 5.1 Where appropriate the following information shall be obtained by the Organization:
    - a) Name and address of Client;
    - b) Address of Site;
    - c) Means of Access;
    - d) Contract Documents;
    - e) <sup>(07/09)</sup>Length and location of fence and position of gates, stiles etc;
    - f) <sup>(07/09)</sup>Details of contracted works specification, including materials and timber source information.
    - g) Information to be supplied to the Customer/Client including any third party certification.
    - h) Site terrain, subsoil, underground obstructions and voids;
    - i) Location and identification of underground and overground services and structures including vehicle restraint systems;
    - j) Delivery Programme and storage areas for materials;
    - k) Agreed areas of cutting and filling;
    - l) Location of buildings, trees, roads, railways, tramways, vehicle restraint systems and other factors likely to affect fence installation;
    - m) other relevant information e.g., foundation design, environmental aspects, other relevant sector scheme compliance, materials/products supplier details.

- 5.2 Where certain aspects of the information described in Clause 5.1 cannot be obtained or is not provided, the fact shall be recorded in writing and a copy given to the Customer.
- 5.3 The record retention, storage and distribution will be agreed with the customer and where specified with the client and documented in the Quality Plan.
- 5.4 <sup>(07/09)</sup>Where required in the contract materials/components shall be in accordance with Series 300 and 400 (Pedestrian Guard Rail) of the Specification for Highway Works and the drawings referred to in the Contract.
6. Details of how the organization shall address health and safety issues including risk assessment on a site specific basis.
7. <sup>(07/09)</sup>Processes for the management of the site environment including waste management. (see 7.1)
8. <sup>(07/09)</sup>The quality plan shall include how concrete shall be produced and controlled to comply with BS 8500 Part 1.

## APPENDIX B REFERENCE DOCUMENTS

<sup>(07/09)</sup> The Organization shall have access to and shall use the Reference Documents and British Standards relevant to the Contract or as otherwise stated

### 1a Standards

- 1a.1 BS 1722 Part 1 chain link fences  
BS 1722 Part 2 strained wire and wire mesh netting fences  
BS 1722 Part 4 cleft chestnut pale fences  
BS 1722 Part 5 close-boarded and wooden palisade fences  
BS 1722 Part 7 wooden post and rail fences  
BS 1722 Part 8 mild steel (low carbon steel) continuous bar fences and hurdles  
BS 1722 Part 9 mild steel (low carbon steel) fences with round or square verticals and flat horizontals  
BS 1722 Part 10 anti-intruder fences in chain link and welded mesh  
BS 1722 Part 11 prefabricated wood panel fences  
BS 1722 Part 12 steel palisade fences  
BS 1722 Part 14 open mesh steel panel fences  
BS 1722 Part 16 organic powder coatings to be used as a plastics finish to components and mesh  
BS 1722 Part 17 Electric Security Fences
- 1a.2 BS EN 12839 Precast Concrete Products – Elements for Fencing
- 1a.3 BS 7818 Specification for Pedestrian Restraint Systems in Metal–
- <sup>(07/09)</sup> 1a.4 BS 8417 Preservation of Timber - Recommendations

1b National Highway Sector Scheme No 4 Natural and Conferred Durability of Timber see website [www.ukas.com](http://www.ukas.com) - publications section.

1c National Highway Sector Scheme No 12A & 12B/12C/12D Temporary Traffic Management see website [www.ukas.com](http://www.ukas.com) – publications section.

1d <sup>(07/09)</sup> Applicable standards and advice notes of the Design Manual for Roads and Bridges published by the Stationery Office (TSO).

### 2a The Manual of Contract Documents for Highway Works:

- 2a.1 Volume 1: Specification for Highway Works:
  - Series 0000 Introduction
  - Series 0100 Preliminaries
  - Series 0300 Fencing
  - Series 0400 <sup>(07/09)</sup> Road Restraint Systems clause 411
  - Pedestrian Parapets and Pedestrian Guardrails
  - Series 1800 Structural Steelwork

- 2a.2 Volume 2: Notes for Guidance on the Specification for Highway Works:  
Series NG300 Fencing
- 2a.3 Volume 3: Highway Construction Details (Fences, Stiles & Gates)
- 3. Railway Infrastructure Specific Documents
  - 3a Railtrack Company Standards
    - 3a.1 RT/CE/C/008 Model Clauses for Specifying Civil Engineering Works (section 240 – Fencing and Gates)
    - 3a.2 RT/CE/C/030 Lineside Security
  - 3b <sup>(07/09)</sup> Railway Infrastructure Standards as prepared by other railway authorities as appropriate
- 4. BS EN ISO 9000 : 2005 Quality Management Systems – Fundamentals and Vocabulary  
<sup>(07/09)</sup> BS EN ISO 9001 : 2008 Quality Management Systems – Requirements  
BS EN ISO 9004 : 2000 Quality Management Systems – Guidelines for Performance Improvement.
- 5. National Building Specification Fencing Section Q40
- 6. Current version of any other documentation requested by the contractor.
- 7. <sup>(07/09)</sup> WPA Guidance Note on the handling of treated wood waste.
- 8. <sup>(07/09)</sup> Contract Specific Documents
- 9. <sup>(07/09)</sup> IAN115 Hard Shoulder Working - can be accessed by the following link <http://www.standardsforhighways.co.uk/ians/index.htm>

## COMPETENCY, TRAINING AND HEALTH AND SAFETY

### 1. Training for the installation of Fencing

The approved qualifications are the NVQ/SVQs or Diplomas in Fencing Installation at Level 2, Fencing Supervisor at Level 3 and Fencing Manager at Level 4.

These qualifications are linked to the joint Fencing Industry Skills Scheme (FISS) and Construction Skills Certification Scheme (CSCS) which is a national register for fencing industry personnel. It provides a framework for skill development combined with Health and Safety training. This gives clients assurance that installers have achieved or are working towards a qualification and they have completed the appropriate training. The FISS/CSCS scheme is split into the following categories.

**Green card** - This card is for a Fencing Operative who works under the supervision of a qualified and registered Lead Fence Installer at all times.

**Red card** – This card is for a trainee who has registered for and is working towards the NVQ/SVQ or Diplomas in Fencing at level 2, Supervisor at 3 or Manager at level 4. Red cards expire 3 years from date of issue. Trainee Fence Installers at level 2 will be supervised by a qualified and registered Lead Fence Installer at all times.

**Blue card** – This card is for Fence Installers who work under a Lead Fence Installer and who have achieved the NVQ/SVQ or Diplomas in Fencing at level 2. The card is also for Lead Fence Installers who are appointed by their organization and who supervise Fence Installers and Fencing Operatives.

**Gold card** – This card is for Lead Fence Installers or Fencing Supervisors who have achieved the NVQ/SVQ or Diplomas in Fencing at level 3.

**Platinum card** – This card is for a Fencing Manager who has achieved the NVQ in Fencing Management at level 4.

For Green and Blue card holders (and Red card holders working towards Fence Installer at level 2) installers must complete the Lantra Awards health, safety and environmental awareness course (CLSA34X) or equivalent as authorised by the FISS committee and pass the basic CITB health and safety test and then repeat them every five years in order to maintain their card.

For Gold and Platinum card holders (and Red card holders working towards Fencing Supervisor at level 3 and Fencing Manager at level 4) candidates must complete the Lantra Awards health, safety and environmental awareness course (CLSA38X) or equivalent as authorised by the FISS committee and pass the basic CITB health and safety test and then repeat them every five years in order to maintain their card.

All fencing industry personnel must hold a FISS/CSCS card stating their registered category.

Table 1 - Qualification requirements for FISS/CSCS cardholders  
This table details specific requirements relevant to job holders. All site personnel are required to carry their FISS/CSCS card when on site.

		FISS/CSCS Job Title						
		Fence Operative	Trainee (level 2)	Fence Installer	Lead Fence Installer	Trainee (level 3 & 4)	Fence Supervisor	Fencing Manager
	H&S Course CLSA34X (note 1)	#	#	#	#			
	H&S Course CLSA38X (note 1)					#	#	#
	CITB H&S Test (Operative) (note 2)	#	#	#	#	#	#	#
Card Category	Green (no N/SVQ required)	#						
	Red (registered for N/SVQ Level 2)		#					
	Blue (N/SVQ Level 2)			#	#			
	Red (registered for NVQ Level 3&4)					#		
	Gold (N/SVQ Level 3) (note 4)				#		#	
	Platinum (NVQ Level 4) (note 4)							#

Notes:

1. Attend and successfully complete a FISS/CSCS approved training Health, Safety and Environmental Awareness Course (CLSA34X or CLSA38X).
2. Pass the CITB Health and Safety test (Operative).
3. Application details for FISS/CSCS cards can be obtained from Lantra Awards.
4. If your job role involves managing, supervisor and installing, these occupations must be noted on your card i.e. your platinum card should also detail your gold and blue status as applicable.

**For more information please contact:**

Lantra Awards, Lantra House, Stoneleigh Park, Nr Coventry CV8 2LG  
Tel: 024 7641 9703 Fax: 024 7641 1655  
Email: sector.schemes@lantra-awards.co.uk

## 1.1 (07/09) Skills Cards for Fencing Personnel Mapped Against BS 1722

The following Table 2 has been produced to provide clarity of qualifications for operatives, supervisors and managers etc.

**SKILLS CARDS FOR FENCING PERSONNEL – TABLE 2**

Scope	Sub-Scope	Sub-sub-Scope	Competency					
			Trainee	Operative	Installer	Lead Installer	Supervisor	Manager
The supply installation and repair of fences for infrastructure works	BS 1722	Part 1 BS 1722 Part 1 chain link fences	CLSA 34X CITB H & S Operative Card FISS/CSCS Red Card	CLSA34X CITB H & S Operative Card FISS/CSCS Green Card	CLSA34X CITB H & S Operative Card FISS/CSCS Blue Card	CLSA34X CITB H & S Operative Card FISS/ CSCS Blue or Gold Card (with installation qual)	CLSA38X CITB H & S Operative Card FISS/CSCS Gold Card	CLSA38X CITB H & S Operative Card FISS/CSCS Platinum Card
		Part 2 BS 1722 Part 2 strained wire and wire mesh netting fences	Ditto	Ditto	Ditto	Ditto	Ditto	Ditto
		BS 1722 Part 4 cleft chestnut pale fences	Ditto	Ditto	Ditto	Ditto	Ditto	Ditto
		BS 1722 Part 5 close-boarded & wooden palisade Fences	Ditto	Ditto	Ditto	Ditto	Ditto	Ditto

Scope	Sub-Scope	Sub-sub-Scope	Competency					
			Trainee	Operative	Installer	Lead Installer	Supervisor	Manager
		BS 1722 Part 7 wooden post and rail fences	CLSA 34X CITB H & S Operative Card FISS/CSCS Red Card	CLSA34X CITB H & S Operative Card FISS/CSCS Green Card	CLSA34X CITB H & S Operative Card FISS/CSCS Blue Card	CLSA34X CITB H & S Operative Card FISS/CSCS Blue or Gold Card (with installation qualification)	CLSA38X CITB H & S Operative Card FISS/CSCS Gold Card	CLSA38X CITB H & S Operative Card FISS/CSCS Platinum Card
		BS 1722 Part 8 mild steel (low carbon steel) continuous bar fences and hurdles	Ditto	Ditto	Ditto	Ditto	Ditto	Ditto
		BS 1722 Part 9 mild steel (low carbon steel) fences with round or square verticals and flat horizontals	Ditto	Ditto	Ditto	Ditto	Ditto	Ditto

Scope	Sub-Scope	Sub-sub-Scope	Competency					
			Trainee	Operative	Installer	Lead Installer	Supervisor	Manager
		BS 1722 Part 10 anti-intruder fences in chain link and welded mesh	CLSA 34X CITB H & S Operative Card FISS/CSCS Red Card	CLSA34X CITB H & S Operative Card FISS/CSCS Green Card	CLSA34X CITB H & S Operative Card FISS/CSCS Blue Card	CLSA34X CITB H & S Operative Card FISS/CSCS Blue or Gold Card (with installation qualification)	CLSA38X CITB H & S Operative Card FISS/CSCS Gold Card	CLSA38X CITB H & S Operative Card FISS/CSCS Platinum Card
		BS 1722 Part 11 prefabricated wood panel fences	Ditto	Ditto	Ditto	Ditto	Ditto	Ditto
		BS 1722 Part 12 steel palisade fences	Ditto	Ditto	Ditto	Ditto	Ditto	Ditto
		BS 1722 Part 14 open mesh steel panel fences	Ditto	Ditto	Ditto	Ditto	Ditto	Ditto

Scope	Sub-Scope	Sub-sub-Scope	Competency					
			Trainee	Operative	Installer	Lead Installer	Supervisor	Manager
		BS 1722 Part 17 Electric Security Fences	CLSA 34X CITB H & S Operative Card FISS/CSCS Red Card	CLSA34X CITB H & S Operative Card FISS/CSCS Green Card	CLSA34X CITB H & S Operative Card FISS/CSCS Blue Card Lantra Awards Specific certificate* and manufacturer specific course *	CLSA34X CITB H & S Operative Card FISS/CSCS Blue or Gold Card (with installation qualification) Lantra Awards Specific certificate* and manufacturer specific course *	CLSA38X CITB H & S Operative Card FISS/CSCS Gold Card Lantra Awards Specific certificate* and manufacturer specific course *	CLSA38X CITB H & S Operative Card FISS/CSCS Platinum Card
	Pedestrian Guard Rail		Ditto	Ditto	CLSA34X CITB H & S Operative Card FISS/CSCS Blue Card	CLSA34X CITB H & S Operative Card FISS/CSCS Blue or Gold Card (with installation qualification)	CLSA38X CITB H & S Operative Card FISS/CSCS Gold Card	Ditto

Scope	Sub-Scope	Sub-sub-Scope	Competency					
			Trainee	Operative	Installer	Lead Installer	Supervisor	Manager
	Concrete Post and Panel		CLSA 34X CITB H & S Operative Card FISS/CSCS Red Card	CLSA34X CITB H & S Operative Card FISS/CSCS Green Card	CLSA34X CITB H & S Operative Card FISS/CSCS Blue Card	CLSA34X CITB H & S Operative Card FISS/CSCS Blue or Gold Card (with installation qualification)	CLSA38X CITB H & S Operative Card FISS/CSCS Gold Card	CLSA38X CITB H & S Operative Card FISS/CSCS Platinum Card
	Client Fences (including Wildlife Fences), Gates & Stiles to Clients Design and/or Specification		Ditto	Ditto	Ditto	Ditto	Ditto	Ditto

Scope	Sub-Scope	Sub-sub-Scope	Competency				
			Trainee	Operative	Installer	Lead Installer	Supervisor
The design and supply, installation and repair of fences for infrastructure works	Part 1 and 2 Pedestrian Guard Rail, Concrete Post and Panel and Client Fences Clause 7.3 and see GD02 formerly HD46 (DMRB Volume 0 Section 1)		Not applicable to design work purposes (See GD02 formerly HD46 and clause 7.3)				

\* Courses may be under development in some instances

## 2 Health and Safety

Organizations are reminded of the legal requirement to provide health and safety training for fencing industry personnel in accordance with the Health and Safety at Work etc Act 1974.

The training and assessment of fencing industry personnel required by this scheme is aimed primarily at technical competence for the installation of fencing. It is intended to provide awareness to carry out work in a safe manner however it remains the responsibility of the organization to determine and implement safe systems of work.

## 3. Temporary Traffic Management

### Motorways and Highspeed Dual Carriageways

Temporary Traffic management on motorway and dual carriageways carrying unrestricted traffic shall be designed and installed by a TTM contractor registered to sector scheme 12A/12B.

### Rural and Urban Roads

This section is intended to bring the management of traffic in association with fencing activities, carried out in accordance with the provisions of this Sector Scheme, in line with the guidance in Appendix M of NHSS 12D.

- a) All temporary traffic management schemes will be designed on the basis of a site-specific risk assessment except where the rural or repetitive nature of the work justifies the use of a generic risk assessment.
- b) The provisions for temporary traffic management on rural and urban roads shall be fully documented and form part of the method statement to be supplied in accordance with Appendix A - 2.3. of NHSS 12D
- c) On works not covered by the above, the traffic provisions shall be planned and documented by a temporary traffic management Technical Officer.
- d) Where TTM on rural and urban roads is undertaken by the Organization\*, subject to risk assessment, the Organization shall ensure that operatives are trained and assessed to meet the requirements of NHSS12D.

\*The Temporary Traffic Management for rural and urban roads maybe contracted out to registered TTM 12D Organizations (see Appendix M of NHSS12D)

Where NHSS 12D recognises equivalent evidence of competence to the above these shall be accepted as alternatives.

Note 1 – The definitions and abbreviations used in this appendix are taken from both NHSS documents and have the same meaning. The relevant 12D definition for the Technical Officer is:

“The person named in the Organization’s Quality Plan responsible for the establishment, modification and removal of temporary traffic management on rural and urban roads and implementation of the requirements of the contract specification. “

NB This person is a temporary traffic management Technical Officer and shall be competent as defined by NHSS12D, this may or may not be a person qualified under Sector Scheme 2A.

Note 2 – relevant module is the unit of competence identified with NHSS12D for training and the corresponding assessment.

Note 3 – Organizations must be able to demonstrate that they are working towards these TTM qualifications, which will become mandatory from the 1 January 2009.

#### **4. Qualifications**

Details of the NVQ/SVQ or Diplomas in Fence Installation Level 2, Fencing Supervisor at Level 3 and Fencing Business Manager Level 4 qualifications are available from Lantra Awards.

#### **5. Qualifications and Credit Framework**

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

Lantra Awards are actively involved in the process of beginning to identify and align several SSC’s priorities with the needs of our centres and providers. Our aim is to ensure that only Qualifications fit for purpose will be developed and that we continue to work pro-actively with our industry partners to meet the needs of employers and employees in all areas of training provision.

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

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

#### **Features:**

All units within the framework will have a title, credit value, level, and a set of explicit learning outcomes and assessment criteria. Each unit should stand alone and be capable of independent assessment. Units

will be the building blocks of qualifications and all qualifications will be described through agreed rules of combination.

There will be a standardised simple architecture to describe qualifications represented by size and level – from Entry level through to level 8. Qualifications will be identified as Awards (1-12 credits), Certificates (13-36 credits) and Diplomas (37+ ).

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

### **QCF Diplomas:**

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

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

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

### **For more information please contact:**

Lantra Awards, Lantra House, Stoneleigh Park, Nr Coventry CV8 2LG  
Tel: 024 7641 9703 Fax: 024 7641 1655  
Email: [sector.schemes@lantra-awards.co.uk](mailto:sector.schemes@lantra-awards.co.uk)

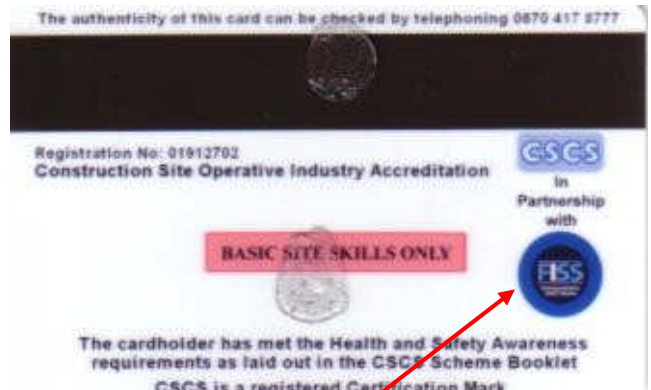
**FISS/CSCS Joint Scheme**

**Example Cards:**

Green Card: required by Fencing Operatives or Fencing Installers not holding a Blue card

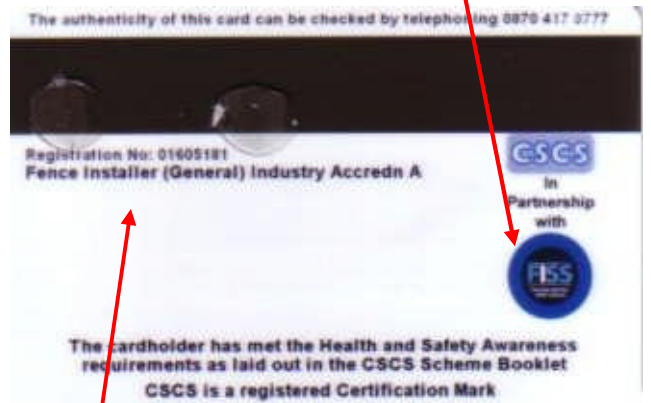


Must bear CSCS hologram logo and H&S Tested hologram logo



To conform with National Highways Sector Scheme 2A the card MUST have FISS logo

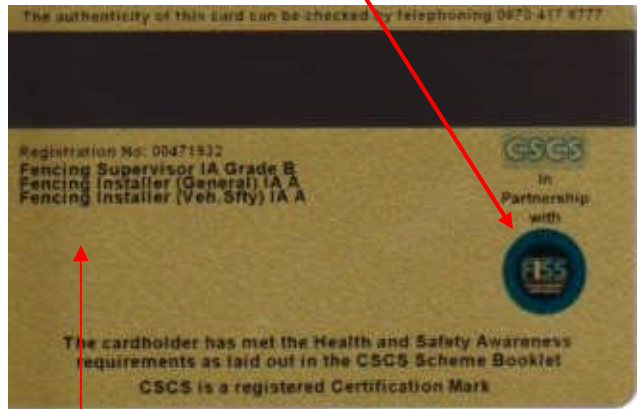
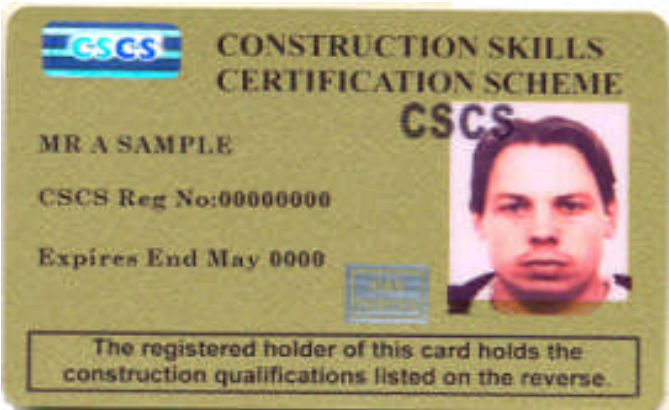
Blue Card: required by Fencing Installers and Lead Installers who also have a Lantra Awards NVQ/SVQ or Diplomas in Fencing - Level 2



This card shows operative is a skilled general fence installer.

**Gold Card required by Contract Supervisor from November 2008**

To conform with National Highways Sector Scheme 2A the card MUST have FISS logo

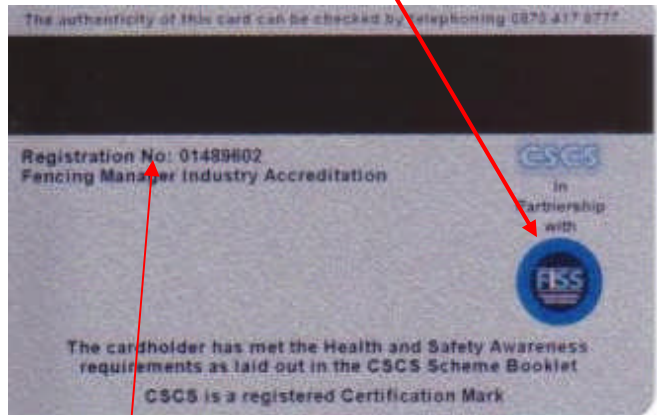


Confirms cardholder is a Fencing Supervisor and a Skilled VRS Installer\* who is also a Skilled General Fence Installer.

Where the contractor is a Fencing Supervisor and a skilled VRS Installer the gold card will also denote their blue card skills (to save carrying two cards) in this example it shows that the candidate is both a skilled General Fence Installer and a skilled VRS Installer.

**Platinum Card required by Manager from November 2009. (Industry accreditation available until November 2009 for those with existing Gold cards only)**

To conform with National Highways Sector Scheme 2A the card MUST have FISS logo



This card holder is a Fencing Manager. The card may also have Gold and/or Blue Card qualifications recorded.

To renew a FISS/CSCS card:  
 Successfully complete the CITB touch screen test and the FISS Health & Safety one day course. Evidence of both these events to be submitted to Lantra Awards with the appropriate fee.

## APPENDIX D

### REGISTER OF DESIGNATED LEAD FENCE INSTALLERS

<b>Name of Organization:</b>	
<b>QA Certification Body:</b>	<b>QA Registration Number:</b>

Full name of lead installer	Blue N/SVQ level 2 or industry accreditation  (4)	Gold N/SVQ level 3 or industry accreditation  (4)	Date of designated by company	Name and signature of authorised manager
				Name <span style="float: right;">Signature</span>
				Name <span style="float: right;">Signature</span>

## APPENDIX E

### (07/09) GUIDANCE FOR THE CONTROL OF MONITORING AND MEASURING DEVICES: BS EN ISO 9001:2008 PARAGRAPH 7.6

<b>Equipment Title</b>	<b>Purchase Specification</b>	<b>Calibration Control</b>	<b>Calibration Frequency</b>
Steel Tape	EC Class II	Issue control and function check by user	In Use Check †
Fibre Tape	EC Class III	Issue control and function check by user	In Use Check †
Spirit Level			In Use Check ‡
Cable avoidance tools		Service in accordance with manufacturers instructions	In Use Check

† check to confirm legibility/readability for required dimension.

‡ confirm level reading by reversing the spirit level (daily pre-use check)

## APPENDIX F

### LIST OF CERTIFICATION BODIES

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

- place the cursor onto 'about accreditation' in top grey menu bar
- move down to 'accredited bodies'
- move across to 'certification body schedules' and left click on this to take you to the list of schedules
- move down past 'key abbreviations' to 'search within the schedules' - click on 'advanced search'
- type 'Highway Sector Scheme No 2A' in the box and tick the square by 'search UKAS documents'
- left click 'search'
- this then lists the certification bodies who are accredited and their details can be found by clicking on the appropriate links.

#### List of Certification Bodies – Accredited as at 31 May 2009

BMTRADA	<a href="http://www.bmtrada.com">www.bmtrada.com</a>
BSI	<a href="http://www.bsi-global.com">www.bsi-global.com</a>
BVQI	<a href="http://www.bvqi.com">www.bvqi.com</a>
DNV Certification B.V.	<a href="http://www.dnv.com">www.dnv.com</a>
European Quality Assurance	(see UKAS website)
Lloyd's Register Quality Assurance	<a href="http://www.lrq.com">www.lrq.com</a>
National Quality Assurance Ltd	<a href="http://www.nqa.com">www.nqa.com</a>
SGS UK Ltd	<a href="http://www.sgs.co.uk">www.sgs.co.uk</a>

Copies of this SSD can be obtained from UKAS [www.ukas.com](http://www.ukas.com) – see publications section.

(07/09) **APPENDIX G: THE ROLE OF THE CERTIFICATION BODIES AND ASSESSOR COMPETENCE**

(Note that this Appendix is a draft for development and is subject to review by the Certification Body Group)

**1. Role of Certification Bodies**

- 1.1. The independent assessment of conformity of Organizations to the requirements of ISO9001:2008 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 ISO9001:2008 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 ISO 17021 : 2006 by the United Kingdom Accreditation Service (UKAS) or an equivalent International Accreditation Forum (IAF) member for assessment and registration of ISO9001:2008 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 in the products covered in the scope of this Sector Scheme. These assessment areas include, but not be limited to the following:
  - i) knowledge, understanding and application of this SSD
  - ii) knowledge of the manufacture, supply and installation in the general fencing industry, including the methods and techniques sufficient to understand the processes employed and the controls necessary to ensure delivery of conforming product including installation. Typically this would include knowledge of general fencing 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 highway engineering background, capable of reading and understanding specifications and drawings,

including knowledge of the Specification for Highway Works, design standards requirements for general fencing and relevant documents eg Design Manual for Roads and Bridges (DMRB).

iv) Is able to demonstrate that they have ongoing suitable health and safety training which shall include appreciation of the risks involved in the manufacture, supply and installation in general fencing.

3.2. The Certification Body must also ensure that assessors have sufficient knowledge of health & safety requirements related to construction work.

3.3 Guidance to Certification Bodies on assessor competence related to this Sector Scheme is given in the Certification Body guidance document – National Highway Sector Scheme Accreditation, Registration and Assessment Guidance for Certification Bodies (when available).

3.4 The Certification Body is responsible for ensuring that the assessment teams possess demonstrable expertise in the assessment areas detailed above as they relate to the scope of client activities under assessment.

3.5 Minimum assessor qualifications and competence for assessment of this NHSS, which may reside in a single individual, or in an assessment team are as follows:

i) International Register of Certificated Auditors (IRCA) Registered ISO 9001:2008 Lead Auditor qualification or Certification Body equivalent and demonstrable expertise in leading assessment teams.

ii) knowledge of the provision, supply and installation of general fencing 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 general fencing 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) Is able to demonstrate that they have received suitable health and safety training which shall include appreciation of the risks involved in the provision, supply and installation of general fencing.

iv) is able to demonstrate technical engineering background, capable of reading and understanding specifications and drawings, including knowledge of the Specification for Highway Works, design standards requirements for general fencing and relevant documents eg Design Manual for Roads and Bridges (DMRB).

v) knowledge, understanding and application of this SSD

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

- 4.1. Certification Bodies shall ensure that during a three year certification cycle there is evidence of assessed capability for all installation activities covered by the Organization's scope of registration. NB Evidence of assessed capability does not include actual installation of the product.

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

- 5.1. Certificates of registration issued by Certification Bodies, which include within the scope of registration reference to compliance with this Sector Scheme, shall be in a format and contain the content detailed in Appendix K of this SSD.
- 5.2. The National Highway Sector Scheme Logo shall be included in any Certificate of Registration which has this Sector Scheme detailed in the Scope of Registration. The logo shall only be used and applied in the manner detailed in any conditions of use which may be published from time to time.

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

- 6.1. Certification Bodies shall monitor the National Highway Sector Schemes Schedule of Suppliers posted at **[www.scheduleofsuppliers.com](http://www.scheduleofsuppliers.com)** to ensure equivalence between their clients registered to this Sector Scheme and the listed Organizations and reports any discrepancies by email to [scheduleofsuppliers@lantra-awards.co.uk](mailto:scheduleofsuppliers@lantra-awards.co.uk).
- 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. This shall be completed within 10 working days of that situation occurring. The process shall be controlled and documented.

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

- 7.1. Each Certification Body accredited for this Sector Scheme shall provide to the Chairman of the SSACF 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.

This may be a report coordinated by the relevant lead certification body representative.

- 7.2. Each Certification Body shall prepare a list of Organizations whose scope of registration includes this Sector Scheme for comparison against the Schedule of Suppliers. This to issued to the Chairman once a year.
- 7.3. The report referred to in 7.1 shall also be provided in the month before each National Highway Sector Scheme Liaison Committee meeting (normally April and October), so that it may be considered during the Group Sessions of the Liaison meeting. This is to be issued to be the Chairman of the National Highway Sector Scheme Liaison Committee and the Chairman of the SSACF.
- 7.4. It is mandatory that all Certification Bodies are represented at the National Highways Sector Scheme Liaison Committee.
- 7.5. 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.

(07/09) **APPENDIX G1: GUIDANCE TO ASSESSORS' AND OTHER AUDITORS' COMPETENCIES REQUIREMENTS FOR NATIONAL HIGHWAY SECTOR SCHEME 2A – the Design and/or Supply, Installation and Repair of Fences for Infrastructure Works**

## **Section 1 – General Information**

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

## **Section 2 - Requirements**

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

### **2A 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 2A) was initially developed from existing certification body schedules and the participation of stakeholders including the Fencing Contractors Association.

- ii) To whom the scheme applies/field of application

See Scope (section 1) in NHSS 2A document

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

Secretary of the Advisory Committee to the Sector Scheme see Appendix J1 to the scheme. Information should also be contained in the Organization's quality manual/NHSS documents

- iv) An overview of the highway infrastructure that the scheme applies to
- v) The range of contracts that the scheme can apply to  
See Scope in relevant NHSS document ie NHSS 2A (section 1)
- vi) Specific types of works that the scheme applies to  
See Scope (section 1) in NHSS 2A document and also Appendix L in NHSS 2A when developed; in this instance the scheme applies to environmental barriers (structural).
- vii) Definitions and terminology that are particular to the scheme  
See section 3 of the NHSS 2A
- viii) 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 (assessors should also be aware of training and competency assessment requirements available from bodies such as Lantra Awards and ConstructionSkills, who should be able to assist).
- 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 environmental barriers (BS 1722, BS EN 12839, BS 7818), and in particular those requirements relating to product conformity, type testing and their requirements. Familiarity with SHW especially Series 300, and associated notes for guidance, including when these are updated.  
Relationship with other NHSS and their applicability to this scheme.  
Knowledge of processes and their applicability involved in the manufacture, sampling, testing and installation of the product. Knowledge of the components of the product including timber species.

2B Summary of where the scheme introduces the interpretation of ISO 9001:2008

4. Quality Management System	Interpretation Y/N	Comment
4.1	Y	
4.2		
4.2.1	Y	
4.2.2	N	
4.2.3	N	
4.2.4	Y	
5. Management Responsibility		
5.1	N	
5.2	Y	
5.3	N	
5.4	N	
5.4.1	N	
5.4.2	N	
5.5	Y	
5.5.1	N	
5.5.2	N	
5.5.3	N	
5.6	-	
5.6.1	Y	
5.6.2	N	
5.6.3	N	
6. Resource Management		
6.1	N	
6.2	-	
6.2.1	Y	
6.2.2	Y	See Appendices C, and D
6.3	N	
6.4	N	
7. Planning and Product Realization		
7.1	Y	See Appendix A
7.2	-	
7.2.1	N	
7.2.2	N	
7.2.3	Y	
7.3	Y	
7.3.1	N	
7.3.2	N	
7.3.3	N	
7.3.4	N	
7.3.5	N	

7.3.6	N	
7.3.7	N	
7.4	-	
7.4.1	Y	
7.4.2	N	
7.4.3	N	
7.5	-	
7.5.1	Y	
7.5.2	N	
7.5.3	Y	
7.5.4	Y	
7.5.5	N	
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	Y	
8.4	N	
8.5	-	
8.5.1	N	
8.5.2	N	
8.5.3	N	

## 2C Overview of General Fencing

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

### 2C1 – Safe Working Practices

Auditors should be sufficiently competent to make general observations on the effectiveness of the organisation's safety provisions. This may include

Correct Personal Protective Equipment Worn

Equipment approved and suitable for use.

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

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

Vehicles/loads are inspected and drivers are qualified (where appropriate)

Site visit including assessment of installation (if possible) and techniques verified.

Awareness of relevant H&S legislation as applicable to fence installation

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

## 2C2 Training and Qualifications

Auditors should be aware that the people in the organisation will need to

- Have achieved appropriate training and competency modules/NVQ
- Be aware of and understand the system processes and documentation in which they are involved
- Have been inducted on specific equipment (by employer) or if appropriate (ie under training) is supervised by a qualified person
- Be aware of and understand the relevant requirements of this NHSS
- Be aware of and understand the provisions for implementation of training in NHSS 2A.
- Have been inducted on relevant site specific H&S issues (daily if necessary)

Hold relevant skills card and authorisations

## 2C3 Maintain Equipment

Auditors should be aware of the importance of keeping plant and equipment properly maintained

- Operative/supervisor is aware of appropriate legislation requirements
- Maintenance checklists are available and have been completed on a regular (daily, weekly etc) basis

## 2C4 Public Protection

Auditors should be sufficiently competent to make general observations on the effectiveness of the organization's provisions for the protection of the public. This may include

- 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)*

#### 2C5 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.

#### 2C6 Testing/Inspection/Workmanship

Auditors should be aware of the importance of inspecting the final installation and where appropriate checking of fastened connections and fixing down bolts/anchors.

#### 2C7 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.

## **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) or their agents, only those Organizations holding a valid Certificate of Registration for work within the scope of this SSD will be accepted as complying with Clause 104 and Appendix A of the Specification for Highway Works.
- 1.2 For work managed by other highway authorities, infrastructure providers or other authorities acceptance of the Organization will depend on the requirements of the Contract.

#### **2) GUIDELINES FOR NEW ENTRANTS**

- 2.1 In October 1999, the Advisory Committee considered whether there was any need for guidelines for entry to this scheme. The committee unanimously agreed that it was unnecessary to provide advice other than applying to any relevant UKAS accredited certification bodies who had been accredited to undertake assessments against this Sector Scheme Document.

## APPENDIX J1:

### FEEDBACK

Any observations or complaints relating to this document or the process described herein should be addressed to the Committee Secretary

2A General Fencing Committee  
Lantra Awards  
Lantra House  
Stoneleigh Park  
Coventry  
Warwickshire  
CV8 2LG

Tel: 024 76 419 703

Fax: 024 76 411 655

E-mail [sector.schemes@lantra-awards.co.uk](mailto:sector.schemes@lantra-awards.co.uk)

Issue Identified:

Suggested Action:

Name:

Organization:

Address:

Contact details:

Date:

Signature

## APPENDIX J2:

### (07/09) APPENDIX J2: FEEDBACK TO CERTIFICATION BODIES

Any comments concerning the product provided under this scheme should in the first instance be taken up with the Organization. In the event that the matter cannot be satisfactorily resolved, written feedback should be made to the Organization's certification body detailing the problem identified. Contact details may be obtained by following the procedure given in Appendix F.

Any other comments should be fed back to the Certification Body.

Issue Identified:

Organization's Details:

Name:

Address:

Feedback

Name:

Organization:

Address:

Date:

Signed:

**(07/09) APPENDIX K: THE INTERPRETATION OF CERTIFICATES ISSUED BY CERTIFICATION BODIES**

Certification Bodies (CB) issue Certificates of Registration (CoR) in a variety of styles as suits their particular house style. They may consist of a single CoR containing all the requisite information or the CoR may be a standard certificate with appendices or addendum attached providing the full scope of certification (services) and the location(s) where these services are offered by an Organization. In the latter case, the CoR refers to the relevant appendices or addenda, which form an integral part of the certificate.

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

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

- The scope of registration including specific registration to BS EN ISO 9001:2008 and this NHSS including the scheme title e.g. National Highway Sector Scheme 2A for the Design and/or Supply, Installation and Repair of Fences for Infrastructure Works.
- The identification of each and every location (depot/area/office) to which the CoR is applicable.
- The services/product offered by the Organization at each location identified on the CoR e.g. NHSS 2A for the Design and/or Supply, Installation and Repair of Fences for Infrastructure Works, fencing to BS1722 part 1, 2, 4, 5, 7 & 11 is an applicable category.
- Logos for the NHSS, UKAS (or equivalent) and the CB.
- The name and address(es) of the Organization/s
- The validity of the certificate
- A unique reference number/code
- The signature of a relevant CB official with his name and title

Categories of Work are Design, Supply, Installation and Maintenance/Repair.

Sub Categories of Work are:

- (a) BS 1722 Part 1 chain link fences  
BS 1722 Part 2 strained wire and wire mesh netting fences  
BS 1722 Part 4 cleft chestnut pale fences  
BS 1722 Part 5 close-boarded and wooden palisade fences  
BS 1722 Part 7 wooden post and rail fences  
BS 1722 Part 10 anti-intruder fences in chain link and welded mesh  
BS 1722 Part 11 prefabricated wood panel fences
- (b) BS 1722 Part 8 mild steel (low carbon steel) continuous bar fences and hurdles  
BS 1722 Part 9 mild steel (low carbon steel) fences with round or square verticals and flat horizontals  
BS 7818 Specification for Pedestrian Restraint Systems in Metal

- (e) Concrete post and panel  
BS EN 12839 Precast Concrete Products – Elements for Fencing
- (f) BS 1722 Part 10 anti-intruder fences in chain link and welded mesh  
BS 1722 Part 12 steel palisade fences  
BS 1722 Part 14 open mesh steel panel fences
- (e) BS 1722 Part 17 Electric Security Fences
- (f) Fences (including Wildlife Fences), Gates & Stiles to Clients Design and/or Specification

Or a combination of these.

The following are example models for the certification.

**Figure 1** shows the scope of registration on the certificate and

**Figure 2** shows an example of an Appendix for scope of registration. The italic text in square brackets indicates where specific text would need to be included. Where appropriate the information on location and their respective scopes may be included on the Appendix for scope of registration.

**Figure 3** shows the scope of a typical NHSS 2A certificate of registration for the Design and/or Supply, Installation and Repair of Fences for Infrastructure Works

**Figure 4** shows an Appendix to the certificate of registration for the Design and/or Supply, Installation and Repair of Fences for Infrastructure Works

Figure 1 Example Model Certificate of Registration

*[Certification Body Name / Logos]*

**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 highways related works].*  
National Highways 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.]*

Note: This certificate must be read in conjunction with an Appendix or Appendices where applicable.

Figure 2 Example Model Appendix

*[Certification Body Name / Logos]*

**APPENDIX**

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

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

***[ORGANIZATION NAME]***

*[Organization Address]*  
*[Town]*  
*[County]*  
*[Post Code]*

**Scope of Registration**

*[List of appropriate highways related activities]*

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

<b><i>Depot, Regional Office etc</i></b>	<b><i>Applicable Sector Scheme(s)</i></b>	<b><i>Scope of Registration</i></b>
<i>[Depot 1 New road, Newtown]</i>	<i>NHSS Sector Scheme 2A</i>	<i>Sub Category A</i>
	<i>NHSS Sector Scheme 2C</i>	<i>Environmental Barriers (Structural)</i>
<i>[Depot 2 Old Road, Oldtown]</i>	<i>NHSS Sector Scheme 2B</i>	<i>Wire Rope, Deltabloc 80</i>

Figure 3 Example Model Certificate of Registration for the Design and/or Supply, Installation and Repair of Fences for Infrastructure Works

*[Certification Body Name / Logos]*

**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 2A**

For the following scope of registration  
the Design and/or Supply, Installation and Repair of Fences for Infrastructure Works  
National Highways Sector Schemes

*Category A (BS1722 Parts 1, 2, 4, 5, 7 & 11)*

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 4 Example Model Appendix to Certificate of Registration for the Design and/or Supply, Installation and Repair of Fences for Infrastructure Works National Highways Sector Schemes

*[Certification Body Name / Logos]*

## APPENDIX 1

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:**

the Design and/or Supply, Installation and Repair of Fences for Infrastructure Works National Highways Sector Schemes

National Highway Sector Schemes

*2A– Sector Scheme for the Design and/or Supply, Installation and Repair of Fences for Infrastructure Works National Highways Sector Schemes*

*Sub Categories*

- a) BS 1722 fences parts 1, 2, 4, 5, 7 & 11*
- b) Pedestrian Guard Rail, BS 1722 fences parts 8 & 9, BS 7818*
- c) Concrete Post and Panel; BS EN 12839*
- e) BS 1722 Part 17 Electrical Security Fencing*

<b><i>Depot, Regional Office etc</i></b>	<b><i>Applicable Sector Scheme(s)</i></b>	<b><i>Scope of Registration</i></b>
<i>[Depot 1 New road, Newtown]</i>	<i>Sector Scheme 2A for the Installation of fences</i>	As the a), b), c) & e) list above

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

## **APPENDIX L – GUIDANCE TO CLIENTS**

It is recommended that Clients acknowledge the requirements of this Sector Scheme Document as a contract requirement.

### **(07/09) National Occupational Standards (NOS)**

National Occupational Standards can be an incredibly useful tool to assist you in developing your workforce.

National Occupational Standards have many uses from underpinning qualifications and training to assisting you in:

Appraisals- helping devise benchmarks for measuring your staffs' skills, knowledge and performance

Recruitment – helping you write job descriptions and person specifications

Training – helping you to meet the training needs of your staff

### ***What are National Occupational Standards (NOS)?***

National Occupational Standards(NOS) provide a clear description of the skills, knowledge and understanding required by an individual to do a particular job. An example of a NOS (task) would be 'maintain plants outdoors' which would then describe what the individual must be able to do and what the individual must know and understand in order to undertake this task.

Each suite of NOS covers a specific industry and is applicable across England, Northern Ireland, Scotland and Wales. Sector Skills Council (SSC) are the custodians of the NOS they produce and are responsible, together with industry for the maintenance and updating of NOS for their sectors.

### ***How are they developed?***

Sector Skills Councils (SSC) are responsible for working with industry to ensure that NOS are in place, up-to-date and relevant. Because of the number of micro businesses and small to medium enterprises within the sector Lantra uses the relevant Industry Group, trade associations, focus groups, consultations and additional industry contacts with practical or educational experience. It is vital that businesses work with the SSC on NOS to make sure they accurately describe the skills and knowledge needed by an industry or profession. The Industry Groups are informed of the NOS revision/development and volunteers are asked to come along to meetings.

- Industry identifies the need for revisions to the NOS which is done on a three yearly cycle and in line with wider research in the industry.

- At the initial meeting the process for the review is decided which may include nominating a particular person/group to revise/develop the NOS with the support of the Lantra contact. Further development/review meetings will be arranged at this point.
- As NOS are UK wide and not specific to a nation, consultation with all interested parties will take place across the UK and is either through the Lantra website or consultation meetings.
- The final stage is for the Industry Group sign off the NOS via the Chair at the Industry Group meeting or via e-mail.
- Following Industry sign off Lantra submit the NOS to the United Kingdom Co-ordinating Group (UKCG) for approval, which has representative from the four nations.

Sector Skills Councils are provided with a guide for carrying out the process of review/developing of NOS further information about this process can be found via the following <http://www.ukces.org.uk/Default.aspx?page=4415>. This website is freely available in the public domain.

### ***How is the process funded?***

The process of review and development is funded through the UK Commission for Employment and Skills (UKCES). Sector Skills Councils prepare a project proposal which is reviewed and funding of the work agreed.

The funding obtained is used for venue hire, expenses for employers' travel, Lantra staff time for working on NOS, some industry expertise and where necessary translation of NOS into Welsh. Where an Industry Group identifies a need to provide industry expertise in writing new NOS, Sector Skills Councils are able to agree in advance to reimburse some of this time. It is expected by the Governments of the four Nations that industries contribute in kind to maintaining the NOS, this is normally done through volunteer time of the working group members.

### ***What do National Occupational Standards mean?***

NOS are the building blocks for developing job profiles, units, training and qualifications. There are 115 uses of NOS and these can be found on the Lantra website [www.lantra.co.uk](http://www.lantra.co.uk). Some of these include:

- Identifying the current skills of the workforce
- Identify best practice in jobs
- Developing training and recruitment plans to fill any gaps and shortages
- Writing job descriptions
- Identifying training needs and setting objectives in job appraisals.

## **FISS/CSCS Joint Scheme Registration Cards**

This Sector Scheme requires fencing industry personnel to hold FISS/CSCS skills cards. FISS/CSCS requires holders to undertake health and safety training as well as confirming the card holders fencing competencies.

Refresher training and card renewal is required every 5 years.

This Sector Scheme does not recognise CSCS only cards (such as the Highways Maintenance with a fencing unit) as they do not demonstrate the fencing skills or health and safety training required for this Sector Scheme.

## **Road Death Investigations**

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

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

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

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

## **Temporary Traffic Management**

Where appropriate, it is recommended that Clients acknowledge the requirements of Sector Scheme Document 12D in conjunction with this Sector Scheme Document.

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

- 1 It is necessary for the Client to ensure that all those involved in temporary traffic management operations are appropriately trained and skilled, whether or not they are directly employed. The modular training scheme described in Sector Scheme Document 12D is designed to cater for the various alternative situations, ranging from the employment of a lone worker cutting hedges to a temporary traffic management contractor for a major highway contract.

- 2 The Client must always ensure that a detailed risk assessment for the specific site has been undertaken and incorporates an assessment of traffic conditions as described in Sector Scheme Document 12D Annex Form 1 to Appendix A. In instances where a non-registered organisation is employed it will be appropriate for the Client, or his agent for the Works design, to carry out a preliminary risk assessment.
- 3 Specific attention is drawn to Sector Scheme Document 12D Appendix M which states that it is not intended that organizations registered to NHSS Sector Scheme Document 2A where TTM is required should also be registered to NHSS12D.
- 4 Lantra Awards have established and manage a schedule of registered Organizations that have been registered to National Highways Sector Schemes free access to the schedule is obtained by logging on to the Schedule of Suppliers website [www.scheduleofsuppliers.co.uk](http://www.scheduleofsuppliers.co.uk).