



NATIONAL HIGHWAYS SECTOR SCHEMES FOR QUALITY MANAGEMENT IN HIGHWAY WORKS

3

STOCKING AND DISTRIBUTION ACTIVITIES FOR MECHANICAL FASTENERS

Published by
Sector Scheme Advisory Committee for Mechanical Fasteners
(SSACMF)

DOCUMENT CONTROL

Issue Statement

UKAS Issue 1

28 February 2010

Revisions

It is the SSACMF's policy that the issue of any revision to this document shall be an issue of the full document rather than individual pages. The following gives details of the changes that have been made in this and previous editions of the document.

UKAS Issue 1

First Issue

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COMPOSITION OF SECTOR SCHEME ADVISORY COMMITTEE

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

Certification Bodies – Certification Body Group represented by Lloyds Register Quality Assurance (LRQA) and Steel Construction Certification Scheme (SCCS)

Clients - Highways Agency

Industry – BCSA (Representatives from BCSA Bolt Group representing the steelwork industry, steelwork fabricators, stockist distributors of mechanical fasteners, manufacturers of mechanical fasteners)

EXCLUSION OF LIABILITY

The Sector Scheme Advisory Committee for Mechanical Fasteners (SSACMF)

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

SELECTION OF CERTIFICATION BODY

It is important to note that due to the specific requirements for assessor competence required by this Sector Scheme a technical expert may be appointed by the SSACMF 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 (CPD) is the Department for Communities and Local Government, (DCLG)). Public Bodies are required under the Public Procurement Directive (PPD) to specify relevant European Standards as they become available; harmonised European Standards include requirements for factory production control (fpc) leading to CE Marking for the product(s) in relevant European Standards. Advice from DCLG in respect of placing a (CPD) product on the market is that such a product does not require CE Marking. However, where public bodies do not specify CE Marking they need to satisfy themselves that products (claiming to meet the requirements of a (CPD) European Standard) satisfy the requirements for fpc and this can be demonstrated by the product having a CE Mark or possibly through other means such as a recognised voluntary quality mark.

IMPLEMENTATION OF ISSUE UKAS 1

This National Highway Sector Scheme (NHSS) replaces the existing accepted Certification Body schemes for industrial fasteners (Scheme 3), which are listed in the Specification for Highway Works (SHW) (Pre February 2010 editions). There will be an introductory period for this Sector Scheme during which Certification Bodies with existing Certification Body schemes and their existing registered companies will be able to adapt to this scheme's interpretation of BS EN ISO 9001:2008. Other

certification bodies wishing to be accredited to this scheme and other companies wishing to be registered to this scheme will benefit from this introductory period allowing them time to comply with the requirements of this Sector Scheme Document.

The SSACMF has agreed with relevant trade associations and Certification Bodies that the introductory period for fully implementing this Sector Scheme is appropriate and has concluded that this period shall end on 31 August 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 (February 2010) 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 after the publication date of this document by UKAS and 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 Organizations that are involved in the stocking and distribution of mechanical fasteners that are to be supplied to a Customer for use in infrastructure 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

The Sector Scheme shall apply only where specified by the Client in their Contract for the supply of mechanical fasteners for use in infrastructure assets.

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 20).

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 SSACMF 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 SSACMF 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

The Secretary
Sector Scheme Advisory Committee for Mechanical Fasteners
c/o UKAS
21 – 43 High Street
Feltham
Middlesex, TW13 4UN

Tel 0208 917 8400
Fax 0208 917 8500

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

1.1 General

This SSD describes the quality management system requirements relating to the stocking and distribution of mechanical fasteners that are to be established by Organizations that stock and distribute mechanical fasteners and supply them to a Customer for use in infrastructure assets. All requirements of this SSD are generic and are intended to be applicable to all Organizations regardless of type, size and product provided. This SSD does not include quality management system requirements relating to the manufacture of mechanical fasteners.

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

1.2 Application

This SSD is applicable to the supply of mechanical fasteners to be used in infrastructure assets in work on new and existing assets. It is applicable to all mechanical fasteners used in both permanent and temporary connections and to work undertaken in the workshop and on site.

This Sector Scheme applies to Organizations that manufacture mechanical fasteners or obtain mechanical fasteners from a Manufacturer or supplier and who may transport them, store them, rework them, modify them or split them into smaller quantities, and supply them to a Customer for use in infrastructure assets

The Sector Scheme shall support and be supported by appropriate sustainability criteria and the associated health and safety and environmental controls.

2. NORMATIVE REFERENCE

The normative reference documents are

- 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 organisation – A quality management approach
- BS EN ISO 3269:2001 Fasteners – Acceptance Inspection

3. TERMS AND DEFINITIONS

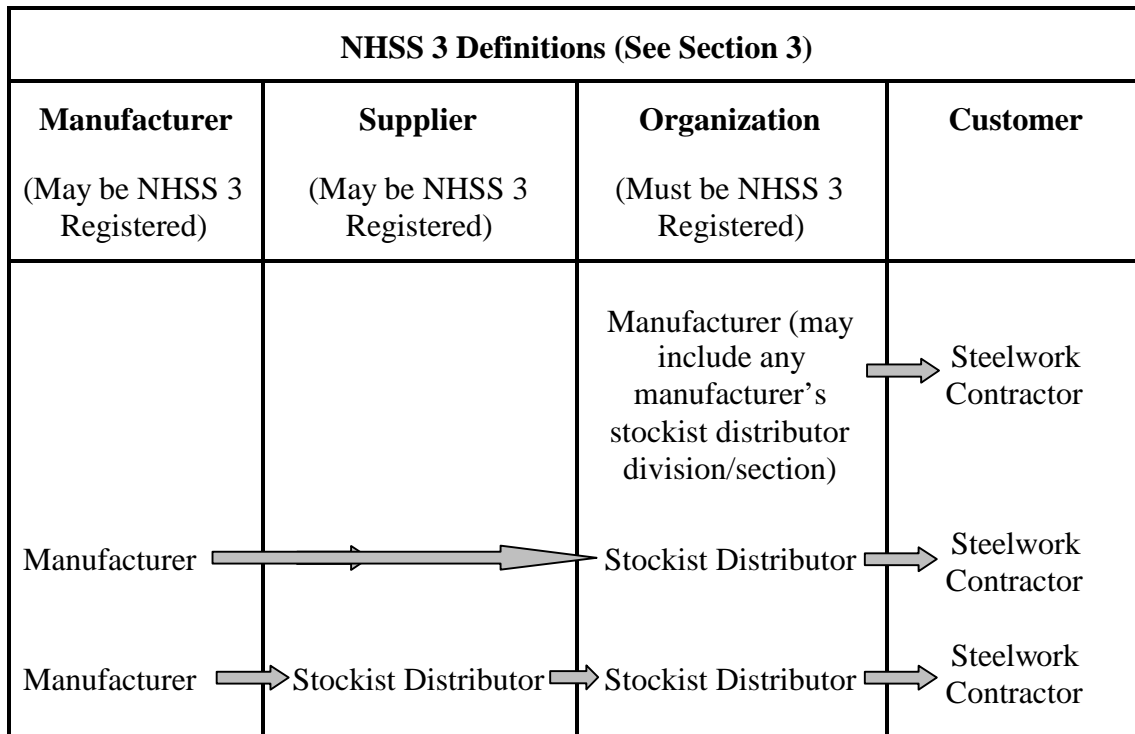
For the purpose of this SSD the following definitions shall apply.

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 mechanical fastener included in the contract.
Customer:	The body purchasing the mechanical fasteners from the Organization, for use in infrastructure assets.
Infrastructure assets	Includes but is not limited to highway and rail bridges, gantries, masts, columns, signal posts, electrification masts, station structures, buildings and toll booths. Does not include traffic signs to BS EN 12899 Pt 1, or vehicle restraint systems to BS EN 1317.
Lot	As defined in the standard appropriate for the mechanical fastener under consideration.
Manufacturer	The organisation responsible for creating or modifying the mechanical fastener. A Manufacturer may be registered to this SSD for stocking and distribution activities.
Manufacturer's Certificate	The certificate of conformance issued by the Manufacturer for the mechanical fastener.
Mechanical Fastener; Product	The component and or assembly used to mechanically connect two or more elements. An assembly shall be as defined in the appropriate standard.
Organization:	The Manufacturer of mechanical fasteners or the stockist distributor of mechanical fasteners, who shall be assessed against this SSD for stocking and distribution activities, and who supplies mechanical fasteners to the Customer.
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 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”).
SSACMF:	Sector Scheme Advisory Committee for Mechanical Fasteners.
splitting	The separation of mechanical fasteners belonging to the same lot into smaller quantities.
stockist distributor	A stockist distributor may be an Organization or a supplier.
supplier	An organisation, who may be registered to this SSD, who supplies mechanical fasteners to the Organization.
UKAS	United Kingdom Accreditation Service or any equivalent International Accreditation Forum (IAF) Multi-Lateral Agreement (MLA) signatory with a scope that includes this sector scheme.

APPLICATION OF DEFINITIONS TO THE MECHANICAL FASTENER SUPPLY CHAIN.



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 SSACMF 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 SSACMF 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.

4.2 Documentation Requirements

4.2.1 General

The Organization shall ensure that personnel have access to quality management system documentation and are aware of relevant procedures appropriate to their responsibilities.

4.2.2 Quality manual

Documented procedures shall be clearly referenced to the requirements of BS EN ISO 9001 and the requirements of this Sector Scheme.

4.2.3 Control of documents

No specific interpretation.

4.2.4 Control of records

- (i) The Organization shall typically keep the following records:
 - a) Customer order including product requirements, and any variations.
 - b) Product certificates of conformance.
 - c) Verification records including records of inspection and testing of mechanical fasteners carried out by the Organization (See 7.4.3).
 - d) Calibration and test records of any test equipment used.
 - e) Storage control and stock rotation records for time dependent product .
 - f) Records to enable mechanical fastener traceability (lot traceability) including following splitting.
 - g) Non-conformance, corrective action and preventive action records.
 - h) Complaints and feedback.
 - i) Manufacturers performance reviews (See 7.4.1).
- (ii) Project specific records shall be kept for a minimum of ten years unless otherwise required to be retained for a longer period in the Customer order. Records shall be made available to the

Customer and/or Client as requested in accordance with contract requirements.

- (iii) Where records are stored in an electronic form the integrity of the system and the back-up procedures shall be appropriately validated. These records shall be traceable to the original documentation

5 Management Responsibility

5.1 Management Commitment

No specific interpretation

5.2 Customer Focus

No specific interpretation.

5.3 Quality Policy

No specific interpretation.

5.4 Planning

5.4.1 Quality objectives

The quality objectives shall include maximising opportunities for the re-use and recovery of wastes.

5.4.2 Quality management system planning

No specific interpretation.

5.5 Responsibility, Authority and Communication

5.5.1 Responsibility and authority

No specific interpretation.

5.5.2 Management representative

The management representative shall have the freedom to resolve matters pertaining to quality and maintaining product conformity.

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
No specific interpretation.

6 Resource Management

6.1 Provision of Resources

The Organization shall be able to demonstrate that it is able to meet its Customer order commitments.

6.2 Human Resources

No specific interpretation.

6.3 Infrastructure

The Organization shall determine, provide and maintain the infrastructure to confirm and maintain conformity to product requirements.

6.4 Work Environment

The Organization shall consider all factors that may affect maintaining product conformity including but not limited to temperature, humidity, lighting and cleanliness.

7 Product Realization

7.1 Planning of Product Realization

No specific interpretation.

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 Customer order to verify that product requirements are defined and that they are able to meet those product requirements.
- (ii) From the outset and during the progress of fulfilling the Customer order the Organization shall review:
 - a) The risks associated with meeting the Customer order including delivery timescales; and
 - b) Opportunities for control of risks and performance improvement relating to the

Customer order.

- (iii) Where omissions, irregularities or inconsistencies with the Customer order or other Customer related issues are encountered these shall be brought to the attention of the Customer for resolution.

7.2.3 Customer communication

The Organization shall have a process in place to notify Lantra Awards of its registration status in respect of this NHSS, within 14 days of gaining registration to this scheme and thereafter annually in April.

7.3 Design and Development

Not applicable to this Sector Scheme.

7.4 Purchasing

7.4.1 Purchasing process

- (i) Organizations shall:
 - a) Maintain a register of approved Manufacturers and suppliers of mechanical fasteners that includes the scope of approval. The scope of approval shall include maintaining the Manufacturer's identification and lot traceability.
 - b) Periodically review Manufacturers' and suppliers' performance in meeting specified purchase requirements; records of these reviews shall be used as a basis for establishing the frequency of review and level of controls to be implemented.
 - c) Define the necessary actions to take when dealing with Manufacturers and suppliers that do not meet specified purchase requirements.
 - d) Prevent the purchase of counterfeit/suspected unapproved mechanical fasteners
- (ii) The Organization shall be responsible for the quality of all products purchased from Manufacturers and suppliers, including customer-designated sources.

7.4.2 Purchasing information

Purchasing information for mechanical fasteners shall include:

- a) The mechanical fastener description or other positive identification.
- b) The relevant standards and specifications for the mechanical fasteners.
- c) Requirements for Manufacturer and supplier notification to the Organization of any non-conforming product which shall include notification of any non-conforming product that could affect reliability or safety.
- d) Requirements for a certificate of conformity and/or test reports.
- e) Requirements for notification of any specific Manufacturer's requirements for preservation of mechanical fasteners in the condition as supplied by the Manufacturer.

7.4.3 Verification of purchased product

Organizations shall establish, maintain and implement procedures that are suitable for ensuring that purchased mechanical fasteners meet specified purchase requirements. Such verification procedures shall include but are not necessarily limited to:

- a) Obtaining objective evidence of the quality of the mechanical fasteners such as certificates of conformity and/or test reports from Manufacturers and/or suppliers, and verifying the authenticity of accompanying documentation.
- b) Review of the required mechanical fastener documentation.
- c) Inspection and sample testing of the mechanical fasteners upon receipt or evidence of inspection and sample testing of the mechanical fasteners provided by an independent UKAS accredited or equivalent test laboratory, or by a Manufacturer or supplier registered to this SSD. The inspection and sample testing shall include testing of the mechanical properties of the mechanical fasteners in accordance with the requirements of Table P1 and Table P2 in Appendix P. (See 8.2.4)

7.5 Production and Service Provision

7.5.1 Control of production and service provision

No specific interpretation.

7.5.2 Validation of Processes for Production and Service Provision

Not applicable to this Sector Scheme.

7.5.3 Identification and Traceability

- (i) The Organization shall establish, maintain and implement documented procedures to ensure the identification and traceability of mechanical fasteners by suitable means from receipt, during transportation, splitting, storage, packaging, and until delivery.
- (ii) The Organizations processes shall include:
 - a) Maintaining the Manufacturer's identification and lot traceability.
 - b) The ability to identify and trace mechanical fasteners from the same lot.

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, splitting and packaging to ensure the preservation of mechanical fasteners in their condition as supplied by the Manufacturer. The procedures shall make provisions for:
 - a) Any Manufacturer's recommendations/requirements.
 - b) Storage control and stock rotation.
- (ii) The Organization shall ensure that documents required by the Customer order/specification to accompany the mechanical fastener are provided when requested by the means specified by the Customer, and are protected against loss and deterioration.

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 verification, preservation and supply of mechanical fasteners. Guidance is

given in Appendix E.

- (ii) The Organization shall establish and implement processes for the calibration of monitoring and measuring devices. Where no standard exists, monitoring and measuring devices shall be calibrated in accordance with the manufacturer's instructions or the Organization's own procedures.
- (iii) The Organization shall ensure that environmental conditions are suitable for the calibrations, inspections, measurements and tests being carried out.

8 Measurement, Analysis and Improvement

8.1 General

Statistical techniques may be applied in inspecting and testing mechanical fasteners so long as they are statistically valid and appropriate for use.

8.2 Monitoring and Measurement

8.2.1 Customer satisfaction

No specific interpretation.

8.2.2 Internal audit

Internal audits of the quality management system against this SSD shall include office-based audits of the processes associated with stockist distribution, at no more than twelve monthly intervals.

8.2.3 Monitoring and measurement processes

In the event of process nonconformity, the Organization shall:

- a) Take appropriate action to correct the nonconforming process,
- b) Evaluate whether the process nonconformity has resulted in mechanical fastener nonconformity,
- c) Identify and control any nonconforming mechanical fasteners in accordance with 8.3

8.2.4 Monitoring and measurement of product

Inspection and sample testing shall be in accordance with BS EN ISO 3269:2001 and Table P1 in Appendix P.

8.2.4.1 Inspection Documentation (Note this is an additional requirement to BS EN ISO 9001:2008)

- (i) Mechanical property requirements for mechanical fastener acceptance shall be documented and include:
 - a) criteria for acceptance and/or rejection,
 - b) a record of the measurement results, and
 - c) type of measurement instruments required and any specific instructions associated with their use.
- (ii) Test records shall show actual test results data.

8.2.5 Evidence of conformance (Note this is an additional requirement to BS EN ISO 9001:2008)

- (i) When required by the Customer, the Organization shall provide the Customer with evidence of the product's conformity to its technical specifications. This may include conformance documents, such as the original certificate of conformance and/or the evidence obtained under 7.4.3 in verifying mechanical fasteners.
- (ii) When splitting product, records shall be kept recording amount delivered, purchase order number and Customer's name.
- (iii) When agreed with the Customer, the Organization may provide a certificate of conformance created by the Organization that references the original manufacturer's conformance documents that are retained and traceable by the Organization.

8.3 Control of Non-conforming Product

- (i) Non-conforming product includes any nonconforming product returned from a customer.
- (ii) Disposal of non-conforming product shall be limited to:
 - scrap;
 - rejection for return to the supplier;
 - rejection for revalidation by the Manufacturer;
 - submittal to Customer for "USE AS IS" disposal.
 - rework/repair and revalidation by the Organization

Product disposed of as scrap shall be conspicuously and permanently marked, or positively controlled, until physically rendered unusable.

- (iii) The Organization shall ensure, with the Manufacturer as appropriate, that similar mechanical fasteners are not similarly affected and shall where necessary inform the Customer and other customers of any non-conformities affecting mechanical fasteners already delivered.
- (iv) In addition to any contract reporting requirements, the Organization's system shall provide for timely reporting of delivered non-conforming product that may affect reliability or safety. Notification shall include a clear description of the non-conformity, which includes as necessary parts affected, Customer and/or Organization part numbers, quantity, and date(s) delivered.

NOTE : Parties requiring notification of non-conforming product may include suppliers, internal organisations, customers and distributors.

8.4 Analysis of Data

No specific interpretation.

8.5 Improvement

8.5.1 Continual improvement

No specific interpretation.

8.5.2 Corrective action

No specific interpretation.

8.5.3 Preventative action

No specific interpretation.

APPENDIX A: REQUIREMENTS FOR QUALITY PLANS

Not used.

APPENDIX B: REFERENCE AND ASSOCIATED DOCUMENTS

The following documents provide useful guidance:

- [1] BS EN ISO 9000:2005 Quality management systems – Fundamentals and vocabulary.
- [2] BS EN ISO 9001:2008 Quality management systems – Requirements.
- [3] BS EN ISO 9004:2009 Managing for the sustained success of an organisation – A quality management approach.
- [4] BS EN ISO 3269:2001 Fasteners – Acceptance Inspection

APPENDIX C: COMPETENCES

Not used

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 or the Organization's own procedures. 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 STOCKIST DISTRIBUTORS OF MECHANICAL FASTENERS

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 grey box and left click on this to take you to the list of Accredited Bodies schedules
- move down to 'Certification Body Schedules' and left click 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 3" including the double inverted commas for example ""Highway Sector Scheme No 3""
- 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.

BSI Management Systems (BSI)	www.bsi-global.com
Lloyd's Register Quality Assurance (LRQA)	www.lrqa.com
NQA	www.nqa.com
SGS United Kingdom Ltd (SGS)	www.uk.sgs.com

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 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 BS EN 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 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 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 of stocking and distribution activities for mechanical fasteners covered in the scope of this Sector Scheme. These assessment areas shall include, but not be limited to the following:

- i) knowledge, understanding and application of this SSD (See Appendix G1).
- ii) knowledge of the supply chain in the mechanical fastener supply 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 mechanical fasteners and related stocking and distribution processes. (Conveyance of this knowledge to auditing teams will be determined by the Certification Body and will be audited by UKAS).
- iii) ability to demonstrate that they have ongoing suitable health and safety training which shall include appreciation of the risks involved in the stocking and distribution of mechanical fasteners.
- iv) preferably have knowledge of mechanical fasteners, their properties and related standards, and an awareness of the importance of inspection and testing of the product.

3.2. Guidance to Certification Bodies on assessor competence related to this Sector Scheme is given in the Certification Body guidance document – National Highway Sector Scheme Accreditation, Registration and Assessment Guidance for Certification Bodies – NHSS 0 Part 4. (Note that this document is scheduled to be published in late 2010)

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 ISO9001:2008 Lead Auditor qualification or Certification Body equivalent and demonstrable expertise in leading assessment teams.
- ii) BS EN ISO9001:2008 assessment experience obtained from assessments of stocking and distribution activities in at least two different Organizations.
- iii) Technical assessment competence of mechanical fastener stocking and distribution activities.
- iv) knowledge, understanding and application of this SSD.
- v) knowledge of the supply chain in the mechanical fastener supply 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 mechanical fasteners and related stocking and distribution processes. (Conveyance of this knowledge to auditing teams will be determined by the Certification Body and will be audited by UKAS).
- vi) ability to demonstrate that they have ongoing suitable health and safety training which includes appreciation of the risks involved in the stocking and distribution of mechanical fasteners.
- vii) preferably have knowledge of mechanical fasteners, their properties and related standards, and an awareness of the importance of inspection and testing of the product.

4. Conduct of Assessments.

4.1. Certification Bodies shall ensure that an adequate proportion (50%) of the initial and continuing assessment duration is devoted to assessing operational activities at all locations where stocking and distribution activities covered by the scope of this Sector Scheme are being undertaken from.

4.2. Certification Bodies shall make every endeavour to ensure that during a three year certification cycle there is evidence of assessment of all 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) and 7.2.3)

7. Reporting on Sector Scheme Performance.

- 7.1. Each Certification Body accredited for this Sector Scheme shall provide to the Chairman of the SSACMF a summary report which includes as a minimum:
 - a) observations and comments on the implementation and assessment findings related to the Sector Scheme including any omissions or deficiencies in its scope.
 - b) recommendations for improving/clarifying the SSD
 - c) feedback on deficiencies against contract documentation
 - d) a list of Organizations whose scope of registration includes this Sector Scheme for comparison against the Schedule of Suppliers
- 7.2. The report shall be available at least a month before each National Highway Sector Scheme Liaison Committee meeting (normally held each May/June and October/November), so that it may be considered during the Group Sessions of the Liaison meeting. This is to be issued to the Chairman of the National Highway Sector Scheme Liaison Committee and the Chairman of this Sector Scheme Committee.
- 7.3. Certification Bodies shall ensure they are all represented by at least one nominated individual (normally from the lead Certification Body, who will represent all Certification Bodies) on the Sector Scheme Advisory Committee. This does not preclude other Certification Bodies from attending, as appropriate.
- 7.4. Certification Bodies for this scheme shall be represented at the National Highway Sector Scheme Liaison Committee as part of meeting their accreditation conditions.

APPENDIX G1: GUIDANCE TO CERTIFICATION BODY ASSESSORS AND INTERNAL AUDITORS

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 in three parts namely 2A, 2B & 2C.

2A General background to the NHSS 3 for Stocking and Distribution Activities for Mechanical Fasteners.

- 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 contained in the introduction to the scheme, in this instance the scheme (NHSS 3) was initially developed with partnering bodies drawn from the mechanical fastener industry following the development of NHSS20 and recognising the benefit to the industry of describing the quality management system requirements for Organizations involved in the supply of mechanical fasteners for use in infrastructure assets.]

- ii) To whom the scheme applies.

[See Scope in relevant NHSS document i.e. NHSS 3 Section 1]

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

[This should be contained in the Organization's quality manual/NHSS documents. See introduction to scheme document.]

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

[This scheme applies to the supply of mechanical fasteners that are to be used in any infrastructure assets such as but not limited to highway and rail bridges, gantries, masts, columns, signal posts, electrification masts, station structures, buildings and toll booths.]

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

[See Scope in NHSS document i.e. NHSS 3 (Section 1.) Note that NHSS 3 has been written so as to be client and sector neutral. The scheme may be specified by any client in their contract for the supply of mechanical fasteners.]

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

[See Scope (Section 1) in NHSS 3 document and also Appendix L in NHSS 3; in this instance applies to the stocking and distribution activities of the supply of mechanical fasteners to be used in infrastructure assets.]

vii) Definitions and terminology which are particular to the scheme.

[See Section 3 of the NHSS 3 document.]

viii) Diagram of routes to competency of management, supervisors and operatives etc delivering the scheme services

[Not relevant to this scheme.]

ix) Overview of important reference documentation applicable to the scheme

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

x) Knowledge of relevant European and British Standards.

[Preferably have knowledge of mechanical fasteners, their properties and related standards and have an awareness of the importance of inspection and testing, and inspection of the product. To include a working knowledge of warehousing systems and stock control.]

xi) Relationship with other NHSS and its applicability to this scheme.

[See NHSS 20]

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

4. Quality Management System	Interpretation Y/N	Comment
4.1	Y	<u>Checked annually by the CB Auditors and other Auditors. Check Schedule of Suppliers website to ensure registration is current.</u>
4.2		
4.2.1	Y	<u>Check availability of QMS documentation. Check awareness of procedures.</u>
4.2.2	Y	<u>Check referencing of documented procedures.</u>
4.2.3	N	
4.2.4	Y	<u>Check appropriate records are in place and systems for record storage.</u>
5. Management Responsibility		
5.1	N	
5.2	N	

5.3	N	
5.4		
5.4.1	Y	<u>Check waste recovery arrangements are in place and are effective</u>
5.4.2	N	
5.5		
5.5.1	N	
5.5.2	Y	<u>Check MR's job description/terms of reference etc.</u>
5.5.3	N	
5.6		
5.6.1	Y	<u>Verify that reviews are properly convened at least every 12 months</u>
5.6.2	N	
5.6.3	N	
6. Resource Management		
6.1	Y	<u>Confirm that capacity of business is adequate to accept orders – e.g. no one order is >20% of annual capacity</u>
6.2		
6.2.1	N	
6.2.2	N	
6.3	Y	Check infrastructure (stores, IT systems, handling equipment etc.) are adequate
6.4	Y	Check manufacturing and storage conditions etc.
7. Planning and Product Realization		
7.1	N	
7.2		
7.2.1	N	
7.2.2	Y	<u>Verify effectiveness of contract review processes & confirm suitable records are retained.</u>
7.2.3	Y	<u>Check process is in place that meets requirements for Lantra Awards notification and effectiveness of the process.</u>
7.3		
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	<u>Verify existence of ASL or equivalent. Confirm 'scope of approval' covers maintaining Manufacturer' identification and lot traceability. Confirm evidence of</u>

		<u>supplier performance monitoring & corrective actions to NC's etc.</u>
7.4.2	Y	<u>Verify sample of PO's for acceptable data etc. (e.g. 10% over past 3 months)</u>
7.4.3	Y	<u>Confirm Goods inwards inspection processes are effective & inspection and testing regimes conform to specified requirements including sampling as appropriate</u>
7.5		
7.5.1	N	
7.5.2	N	
7.5.3	Y	<u>Verify arrangements for identification and traceability of fasteners at all process stages including documentation such as test certificates. Pay special attention to split batches</u>
7.5.4	N	
7.5.5	Y	<u>Assess procedures for adequacy and processes employed for preservation of fasteners at all stages. Check documentation to accompany goods at despatch are suitable</u>
7.6	Y	See Appendix D
8. Measurement, Analysis and Improvement		
8.1	Y	<u>Check suitable statistical techniques are in place based upon scientific methods/principles</u>
8.2		
8.2.1	N	
8.2.2	Y	<u>All processes must be internally audited every 12 months as a minimum</u>
8.2.3	Y	<u>Confirm linkages between process failures and impact on product quality. Check batch recall process.</u>
8.2.4	Y	<u>Verify effective implementation/usage of BS EN ISO3269: 2001</u>
8.2.4.1 ⁺	Y	<u>Confirm mechanical property requirements are suitably defined and acceptance criteria and test results are on record etc.</u>
8.2.5 ⁺	Y	<u>Determine that CoC's/test certificates meet customer specific requirements and that the minimum information is recorded on original test documents when splitting batches to assure traceability etc.</u>
8.3	Y	<u>Confirm that NCP follows one of the five approved routes for disposal. Look for approved rework instructions. Scrap must be positively identified and controlled until destroyed. Verify when NCP is detected that similar materials, batches & stock are</u>

		<u>cross-checked.</u>
8.4	N	
8.5		
8.5.1	N	
8.5.2	N	
8.5.3	N	

+ Note these are additional requirements to BS EN ISO 9001:2008

2C Not used for this Sector Scheme

APPENDIX H: ORGANIZATION ACCEPTANCE AND GUIDELINES FOR NEW ENTRANTS

1. Organization Acceptance

- 1.1 For the supply of mechanical fasteners for work carried out for 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 the supply of mechanical fasteners 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 SSACSF 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 demonstrate that their systems and equipment 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.

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:

Committee Chairman
The Sector Scheme Advisory Committee For Stocking and Distribution Activities For Mechanical Fasteners
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 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 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 3 for Stocking and Distribution Activities For Mechanical Fasteners.
- b) The identification of each and every permanent location where NHSS 3 activities are carried out at or from and to which the CoR is applicable.
- c) The mechanical fasteners offered by the Organization at each location identified on the CoR.
- 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 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 3 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 SCHEME**

National Highway Sector Scheme 3 – For Stocking and Distribution Activities For Mechanical Fasteners

[(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

National Highway Sector Scheme 3 – For Stocking and Distribution Activities For
 Mechanical fasteners

<i>Depot, Regional Office etc</i>	<i>Scope of Registration</i>
<i>Depot 1 New road, Newtown</i>	<i>[Detailed scope]</i>
<i>Depot 2 Old Road, Oldtown</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 3
For Stocking and Distribution Activities For Mechanical Fasteners**

[Depot 1]
[Depot 2]

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]

National Highway Sector Scheme 3
For Stocking and Distribution Activities For Mechanical Fasteners

<i>Depot, Regional Office etc</i>	<i>Scope of Registration</i>
<i>Depot 1 New Road, Newton</i>	
<i>Depot 2 Old Street, Oldham</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.

The NHSS for Stocking and Distribution Activities For Mechanical Fasteners was originally conceived as a document for use by Clients to specify the minimum standards for quality of mechanical fasteners supplied for use in infrastructure assets.

The implementation of the Sector Scheme is intended to provide requirements to evaluate risks and develop processes to ensure the quality of mechanical fasteners.

During the introductory period for this Sector Scheme, Clients may take into consideration in the quality assessment of an organisation's tender, their commitment to compliance with this Sector Scheme. This may be demonstrated through the extent to which the organisation will source mechanical fasteners through an Organization which is working towards compliance with this Sector Scheme.

Clients and Customers that require confirmation of compliance with the Contract Specification in respect of the supply of mechanical fasteners 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 suppliers supplying directly or indirectly, are registered to the Sector Scheme where necessary.(See Section 3) Supervisory staff must be instructed to carry out checks of certificates.

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.

APPENDIX M: GUIDANCE ON REGISTRATION TO OTHER NHSSs FOR ACTIVITIES THAT INCLUDE STOCKING AND DISTRIBUTION ACTIVITIES FOR MECHANICAL FASTENERS

Mechanical fasteners for use in infrastructure that is covered by the requirements of Sector Schemes 2B, 5B and 9A, need not be supplied by an organisation that is registered to this SSD.

APPENDIX N: Not used

APPENDIX O: DRAFT APPLICATION FORM TO REGISTER ON THE SCHEDULE OF SUPPLIERS

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

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

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

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

- b) Appendix 0-2 List of Schemes Current at 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 with <u>separately certificated</u> Branches	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 <u>Areas / Regions</u> of Operation (see attached area map – Appendix 2)																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
2A ‡	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2B ‡	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 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

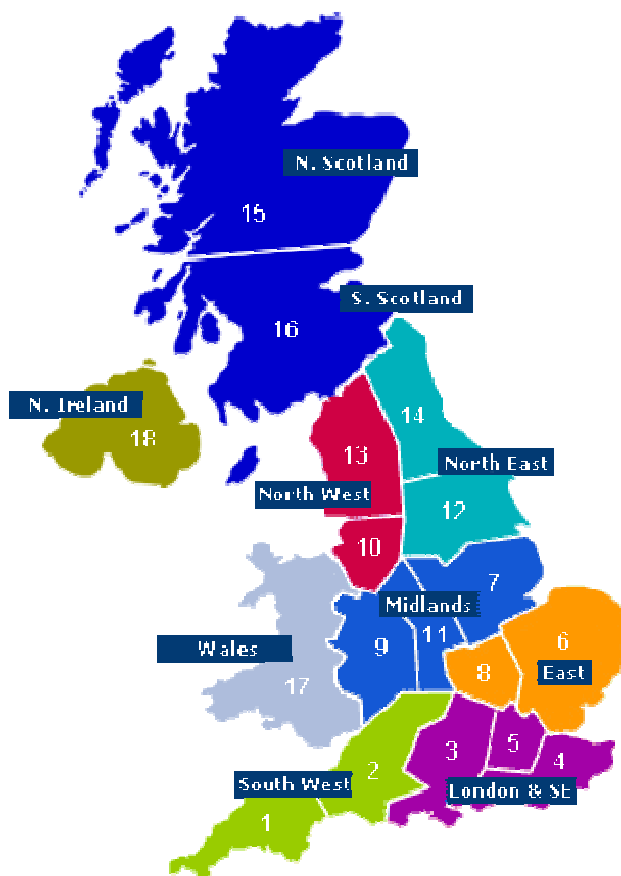
Submissions for these Schemes will be considered incomplete unless the Scope below has been completed

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

7	6	0	3	1	8
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Please fill in the whole form and send it to: Lantra , Lantra House, Stoneleigh Park Kenilworth, Warwickshire CV8 2LG.

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

To: The Manager	
	Bank or Building Society
Address	
	Postcode

2. Name(s) of account holder(s) 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

--	--	--

4. Bank or Building Society account number

--	--	--	--	--	--	--	--

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)
Date

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

3-----

Please detach and retain this guarantee:

THE DIRECT DEBIT GUARANTEE

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

The amounts payable and the payment dates may vary.

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

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

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

APPENDIX P: INSPECTION AND TESTING REQUIREMENTS

Table P1: Values to be used with BS EN ISO 3269:2001

AQL to be used for non-destructive tests	0.65
AQL to be used for destructive tests	1.5
Ac Level	0

Table P2: Mechanical Fastener Test Requirements

PRODUCTS WHICH FALL WITHIN BS EN 15048 (NON PRELOAD)		
Component	Test & Specification	Comment
External threaded items	Wedge Tensile ISO 898-1	If the test result is above the minimum for the relevant property class and below the minimum of the next higher property class the result is satisfactory. If the result is above the minimum of the next higher property class, hardness testing shall be carried out and the result shall not exceed the maximum hardness for the relevant property class.
Internal Threaded items	Proof Load & Hardness EN 20898-2	If the internal threaded item is supplied together with an external threaded item as an assembly and the assembly satisfies the BS EN 15048-2 Suitability Test then proof load testing of the internal threaded item is not required.
IF AN ASSEMBLY IS TO BE SUPPLIED THEN THE FOLLOWING TEST SHALL BE CONDUCTED IN ADDITION TO THE INDIVIDUAL COMPONENT TESTS SHOWN ABOVE		
External and Internal Threaded items to be supplied together	Suitability Test BS EN 15048-2	
PRODUCTS WHICH FALL WITHIN BS EN 14399 (PRE LOAD)		
Component	Test & Specification	Comment
External Threaded items	Wedge Tensile ISO 898-1	If the test result is above the minimum for the relevant property class and below the minimum of the next higher property class the result is satisfactory. If the result is above the minimum of the next higher property class, hardness testing shall be carried out and the result shall not exceed the maximum hardness for the relevant property class.
Internal Threaded items	Proof Load & Hardness BS EN 14399 relevant part	If the internal threaded item is supplied together with an external threaded item as an assembly and the assembly satisfies the BS EN 14399-2 Suitability Test then proof load testing of the internal threaded item is not required.
Washers	Hardness Test BS EN 14399-5, -6, -9 or BS 7644-2	
Direct Tension Indicators	Performance Test BS EN 14399-9 or BS 7644-1	
TCB / System HRC	See Comment	TCB / System HRC assembly components shall be tested individually as External Threaded items, Internal Threaded items and Washers, as above.
IF AN ASSEMBLY IS TO BE SUPPLIED THEN THE FOLLOWING TEST SHALL BE CONDUCTED IN ADDITION TO THE INDIVIDUAL COMPONENT TESTS SHOWN ABOVE		
External and Internal Threaded items to be supplied together	Suitability Test BS EN 14399-2	
TCB / System HRC	Suitability Test BS EN 14399-10 or SCI P324	
PRODUCTS WHICH DO NOT FALL WITHIN BS EN 15048 OR BS EN 14399		
Products which do not fall within the scope of BS EN 15048 or BS EN 14399 shall be tested in accordance with BS EN ISO 3269:2001 and Table P1		