



National Highways Sector Schemes for Quality Management in Highway Works

5B For the Installation of Parapets for Road Restraint Systems

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for Parapets©**

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Revisions

It is the committee's policy that the issue of any revision to this document shall be the issue of the full document rather than individual pages; the following data gives information where changes have been made to the original document.

August 2004

Implementation of UKAS issue 2 added
Section 3 – definition of parapet installer and lead parapet installer revised, definition for parapet operative added.
Section 4 – Introductory foreword modified
Clause 6.2.2 – sub clause (ii) modified, new sub-clause (iv) added.
Clause 7.5.1 – sub clause (iv) extended
Appendix C – Revised to reflect available training options and proposed developments
Appendix F updated

April 2005

Implementation of UKAS issue 3 added
Introduction amended to reflect changes made to document
Scope clarified in respect of cast in place parapets
Clause 4.1 expanded to include requirements for registration
Clause 5.6 amended to align with SSD 5A
Clause 7.1 expanded to integrate management plans
Clause 7.2.2. Note added regarding verification of technical requirements
Clause 7.4 clarified and note added relating to reuse of existing anchorage systems
Appendices C, F and J1 amended
Appendix G – Clause 3.2 deleted
Appendix K added

August 2007

Introduction
1. Scope
Terms & Definitions – removal of a lead parapet installer, amendment to Vehicle Parapet, addition of System Promotor, SSACRRS and VRS/RRS
4.1 General Requirements
4.2.4 Control of Records
5.5 Responsibility, Authority and Communication
6.2.2 Competence Awareness and Training
7.3 Design and Development
Appendix C
Appendix D added
Appendix H
Appendix K amended
Appendix L added

June 2008

Appendices C, G, H, J2, K & L updated
Appendix G1 and M added

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

COMPOSITION OF SECTOR SCHEME ADVISORY COMMITTEE

BSI Management Systems representing the Certification Bodies

County Surveyors Society

Highways Agency

Fencing Contractors Association Ltd

Lantra Awards

Society of Chief Officers of Transportation in Scotland

UK Steel Association

Vehicle Restraint Manufacturers Association

EXCLUSION OF LIABILITY

The SSACP:

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

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SELECTION OF CERTIFICATION BODY

It is important to note that due to the specific requirements for assessor competence required by this Sector Scheme a technical expert may be nominated by the Sector Scheme Advisory Committee to assist UKAS in the assessment of Certification Bodies 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 UKAS 1

This sector scheme document replaces the previous requirement for bridge parapets through accepted certification body schemes to BS EN 9002:1994.

To enable companies and certification bodies to amend their procedures in accordance with this sector scheme document, a transition period of 12 months from the issue date (Nov 2003) of this document will apply (ie the document will be implemented by Dec 2004).

Implementation of Issues UKAS 2 and 3

These editions of the sector scheme documents are to be implemented from the date of publication on the UKAS website, but remain subject to the implementation date requirements of issue UKAS 1.

Implementation of Issue UKAS 4

This edition of the sector scheme document is to be implemented from the date of publication on the UKAS web site.

Implementation of Issue UKAS 5

This edition of the sector scheme document is to be implemented from the date of publication on the UKAS web site.

INTRODUCTION

This Sector Scheme Document (SSD) relates to the quality management system requirements for the installation, repairs and modifications (including attachments) of road restraint system (parapet) for bridges, retaining walls and other structures to provide road restraint systems. The companion Sector Scheme Document for the manufacture and supply of parapets (scheme 5A) should be read in conjunction with this document. In order to retain the integrity of the road restraint system (parapet), proposals for repairs, modifications and attachments should be referred back to the manufacturer for systems conforming to BS EN 1317.

The scheme needs to be read in conjunction with BS EN ISO 9001:2000 and BS EN 1317 for Road Restraint Systems. The scheme does not supersede or amplify either of these standards. A separate sector scheme for the supply, installation and repair of road restraint systems, Scheme 2B, provides guidance in respect of permanent and temporary road restraint system (barriers)

In using this Sector Scheme users shall use best practice of specifying any other relevant highway sector scheme as appropriate to the nature of the work being undertaken. Furthermore where there is a Sector Scheme in place it must be used, this includes Sector Scheme 5A for the Manufacture of Parapets for Road Restraint Systems.

The Document is a live document with the Advisory Committee meeting at least once each year to develop it as appropriate. Those using the document should always ensure that they have the current version of the document by checking on UKAS website (www.ukas.com) or by contacting any of the certification bodies accredited by UKAS for this scheme.

A list of registered companies can be found on the Schedule of Suppliers website www.scheduleofsuppliers.co.uk, this list is maintained by Lantra Awards.

Any observations or complaints relating to this document should be addressed to the Committee Secretary using the Feedback and complaints sheets provided as Appendices J1 and J2.

INTERPRETATION OF BS EN ISO 9001: 2000

1. SCOPE

This schedule contains requirements for quality management systems to BS EN ISO 9001: 2000 for Organizations undertaking the installation, repair and modification of metal road restraint systems (parapet) conforming to BS EN 1317 for bridges, retaining walls and other highway structures. It is applicable to the installation of new parapets plus repairs and refurbishment to existing parapets. The parapets will form a road restraint system (or part of a road restraint system), which may include additional protection and restraint for pedestrians and other road users. This document is intended to interpret, where necessary, the requirements of BS EN ISO 9001: 2000 and should be read in conjunction with these standards.

2. NORMATIVE REFERENCE

The following normative documents contain provisions which constitute provisions of BS EN ISO 9001: 2000:

BS EN ISO 9000: 2005 Quality Management Systems – Fundamentals and Vocabulary

BS EN ISO 9004: 2000 Quality Management Systems – Guidelines for Performance Improvements

BS EN 1317– 5:2007 Road restraint systems – Part 5: Product requirements and evaluation of conformity for road restraint systems

3. TERMS AND DEFINITIONS

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

Anchorage	The method by which the parapet is securely attached to a structure. Anchorages must be capable of resisting without damage all loads which the vehicle parapet will transmit to the structure up to and including failure see 7.3.
Certification of Registration	A certificate issued by a UKAS accredited Certification Body certifying that the holder operates a Quality Management System complying with BS EN ISO 9001: 2000 and this document.
Client	The body for which the work is being carried out, e.g. the Highway Authority and its nominated representative.
Contract Specification	<ul style="list-style-type: none">i) For example, Manual of Contract Documents for Highway Works: Volume 1 Specification for Highway Works.ii) Contract Specific Appendicesiii) The Contract Drawings.
CPCS	Construction Plant Certification Scheme
Customer	The body and its nominated representative engaging the Organization for the purpose of the work described in this Document. (The main contractor where the Organization is a sub-contractor.)

Organization	The body responsible for the installation of road restraint system (parapet) or components there of.
Organization's Manager	The person named in the Organization's Quality Plan as having managerial responsibility for installation operations.
Parapet Installer	A person who is so designated by the organisation and has successfully completed an appropriate training/competency course (see clause 6.2.2) for the type(s) of road restraint system (parapet) being installed and has the appropriate experience as described in this SSD.
Parapet Operative	A person who works under the control of a Parapet Installer but who has not completed the training/competency requirements in accordance with clause 6.2.2.
Pedestrian Parapet	Pedestrian or other road users restraint system along a bridge or on a retaining wall or similar structure which is not intended to be used as a road restraint system.
Quality Plan	The document setting out the specific quality practices, resources and sequence of activities relevant to the contract.
Road Restraint Systems (Parapet)	Road restraint system declared by a manufacturer as conforming to BS EN1317 for installation on the edge of a bridge or on a retaining wall or similar structure where there is a vertical drop, and which may include additional protection and restraint for pedestrians and other road users.
Road Restraint System	System installed on the road to provide a level of containment for an errant vehicle.
'Shall'	Used to indicate a requirement strictly to be followed in order to conform to the standard and from which no deviation is permitted. (See ISO Directives Part 3: 1997, Annex E) (Reference "Guidance on the terminology used in ISO 9001: 2000 and ISO 9004: 2000.).
SHW	Specification for Highway Works
SSACP	Sector Scheme Advisory Committee for Parapets
SSACRRS	Sector Scheme Advisory Committee for Road Restraint Systems
System Promotor	The company holding the initial type approval holder of the road restraint system (parapet) and pedestrian parapet.
VRS/RRS	Vehicle Restraint Systems/Road Restraint Systems

Note:

Paragraph numbers in sections 4 to 8 inclusive refer to paragraphs of BS EN ISO 9001: 2000. Where “no specific interpretation” is recorded under a heading this means that the committee did not consider it necessary to provide supplementary interpretation for that clause.

4 Quality Management System

4.1 General requirements

The Organization shall operate a quality management system to BS EN ISO 9001: 2000 and this schedule.

The Organization shall have a process in place to notify the Schedule of Suppliers (nhssceduleofsuppliers@lantra-awards.co.uk) of its registration status in respect to this schedule, within 14 days of gaining registration to this scheme and thereafter annually.

4.2 Documentation requirements

4.2.1 General

No specific interpretation.

4.2.2 Quality manual

No specific interpretation.

4.2.3 Control of documents

Unless otherwise included in the Organization's processes, project specific procedures are required for the following documentation:

- Correspondence.
- Delivery notes and certificates of conformity for parapet manufacture, and method statements from parapet supplier.
- Contract Specification.
- Customer order.
- Instructions/method statements to Parapet Installer from manufacturer.
- Methods to ensure the Organization obtain and use amendments to the documents listed in Appendix B.
- Customer variations and instructions.
- Training records and certificates.

4.2.4 Control of records

Unless otherwise included in the Organization's processes, project specific records are required for the following:

- Organization's drawings.
- Inspection records, on site welding inspection and testing
- Compliance certification, including compliant stainless steel anchorage system.
- Records of rejected materials.
- Calibration and maintenance records.

- Installation records.

Contract specific records and all inspection and testing records shall be maintained for a minimum of ten years.

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

No specific interpretation.

5.5 Responsibility, authority and communication

The Organization shall have a process in place to notify the Schedule of Suppliers (nhssceduleofsuppliers@lantra-awards.co.uk) of its registration status in respect to this schedule, within 14 days of gaining registration to this scheme and thereafter annually.

5.6 Management review

The Organization shall review the Quality Management System to ensure its continuing suitability and effectiveness to meet the requirements of this Sector Scheme at least once every 6 months, or on occasions when a significant change in the Contract Specification takes place.

6 Resource management

6.1 Provision of resources

No specific interpretation.

6.2 Human resources

6.2.1 General

No specific interpretation.

6.2.2 Competence, awareness and training

- (i) The Organization shall maintain training records and records of practical experience for its employees with specific reference to the requirements of this Sector Scheme.

- (ii) Parapet installation works are to be supervised at all times by suitably experienced/qualified personnel. A Parapet Installer shall be present during installation of the Parapet.
- (iii) Training /qualification requirements for various personnel involved with the installation of parapets are given below. Details of the training programmes available are given in Appendix C.

Parapet installer

A Parapet Installer shall have a minimum of six months practical experience as a Parapet Operative prior to acceptance as an Parapet Installer, and have successfully attended the approved training and assessment programme described in Appendix C.

Parapet operative

A Parapet Operative shall attend the approved training and assessment programme described in Appendix C within 12 months of being appointed a Parapet Operative.

- (iv) **Structure of the installation team for parapets**

A parapet installer shall be nominated by the Organization to lead the installation team. The minimum ratio of parapet installers to parapet operatives shall be 1 to 2. At least one of the parapet operatives (in a team of three) shall have a minimum of 3 months relevant experience of parapet installation work. Where teams of greater size are employed the installer/operative ratio shall be maintained and additionally within that team no less than 50% of the operatives shall have 3 months relevant experience of parapet installation work.

- (v) **Anchorage installation**

Where drilled-in resin bonded anchorages are used these shall only be installed by personnel with product specific knowledge and training. The installer must provide evidence of competence to use the anchorage system selected. Such evidence may include having undertaken training and assessment to the satisfaction of both the manufacture and supplier of the anchors and parapet system and received traceable qualification documentation to substantiate such training and competency to the satisfaction of the Certification Body Assessor.

Cradle anchorages will only be cast in. This will normally be the responsibility of the main contractor who should install cradle anchorages in accordance with the design requirements relevant to the road restraint system (parapet).

6.3 Infrastructure

No specific interpretation.

6.4 Work environment

No specific interpretation.

7 Planning and product realization

7.1 Planning of product realization

The Organization shall produce a Quality Plan for each contract for approval by the Customer/Client prior to commencement of work.

The Quality Plan should not be considered in isolation. An integrated approach should be

taken which links the Quality Plan, Environmental Plan, Sustainability Plan and the Health and Safety Plan 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.

The Quality Plan describes the management strategy that sets clear and sustainable performance objectives, delegates responsibility and establishes lines of communication.

The topics are in BS EN ISO 10005 for the content of a Quality Plan and this document, in particular reference should be made to Appendix A of this document and Appendix H of the SHW.

The Quality Plan may be a largely standard document but must deal with contract specific issues. It shall as a minimum address the topics given in Appendix A.

7.2 Customer related processes

7.2.1 Determination of requirements related to the product

No specific interpretation.

7.2.2 Review of requirements relating to the product

The review processes shall require the Organization to verify with the Customer that the order placed meets the technical requirements included in the Client's Contract Specification.

Note: Where there is no objective feedback from the Customer, the organization should be proactive and include a standard statement on their order acknowledgement clearly stating that by placing the order the main contractor has checked its suitability against the Client's technical specification

7.2.3 Customer communication

No specific interpretation.

7.3 Design and development

Any design modifications or changes shall be referred back to the original system promotor.

Note 1: Anchorages in structures shall conform to design specification BD 19. For concrete structures anchorages will be either cast in as a cradle or post drilled and chemically bonded (see section 6.2.2-(v)).

Note 2: The design life (durability) of an anchorage should be at least equal to that of the structure into which it is installed.

7.4 Purchasing

Road restraint systems (parapet) encompassing all fasteners, anchorages and attachment systems shall be supplied from a manufacturer operating a Quality Management System in accordance with Sector Scheme 5A for the Manufacture of Parapets for Road Restraint Systems.

Note: The existing anchorages may be used in cases where the Client has directed the reuse of existing anchorages

7.5 Production and service provision

7.5.1 Control of production and service provision

- (i) The Organization shall produce method statements for the installation of parapets. These shall include, as appropriate, the following:
- inclusion of details from the manufacturers installation method statements
 - site storage details and material delivery programme
 - setting out of post and anchorage positions
 - installation processes
 - activities required during the Contract Maintenance or Defects Period
 - testing and inspection activities.
- (ii) Parapets shall be installed throughout their length to the correct line and level.
- (iii) Infill panels when fitted shall present a uniform appearance after fixing.
- (iv) **Parapet installation criteria**

The installation of complete systems, or individual components of any system approved to BS EN1317, must only be undertaken by companies or individuals that have been granted a license to do so for that particular system.

It is a condition precedent to the granting of such license that sufficient installation staff have attended and passed a training course devised and administered by the Promoter/Manufacturer of the system and Lantra Awards. (See Appendix C and clause 6.2.2 above for information)

7.5.2 Validation of processes for production and service provision

No specific interpretation

7.5.3 Identification and traceability

The Organization shall implement processes to maintain identification and traceability of parapets or parapet components from receipt from the parapet system manufacturer through to work completion. Details of the parapet identification shall be kept as part of the Contract records

7.5.4 Customer property

No specific interpretation

7.5.5 Preservation of product

(i) **Handling and stacking**

Parapets shall be handled and stacked in such a manner that permanent damage to components and to any temporary or permanent protective treatment is avoided. Any damage sustained shall be made good in accordance with the SHW Series 1900.

(ii) **Packing and transportation**

Parapets shall be protected from damage during transportation. Means shall be provided to

prevent distortion of the fabrications.

All bolts, screws, nuts and washers and any small loose components shall be suitably packed, protected and identified.

(iii) Contract specific storage/transportation requirements shall be identified in the Quality Plan.

7.6 Control of monitoring and measuring devices

Requirements for measuring and monitoring devices are given in Appendix E.

8 Measurement, analysis and improvement

8.1 General

No specific interpretation.

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 Sector Scheme shall include at least two site visits a year.

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 product

Non-conforming products shall be precluded or offered for acceptance to the Client.

8.4 Analysis of data

No specific interpretation.

8.5 Improvement

No specific interpretation.

APPENDIX A: REQUIREMENTS FOR QUALITY PLANS

The Quality Plan shall include the following.

1. Customer details, name and address, contact details.
2. Definition of the product or service being provided.
3. The structure of the Organization relevant to the contract, including the name of the senior manager responsible, and personnel managing the work. This shall include contact details.
4. Demonstrate the workforce have the relevant qualifications and experience.
5. Programme of work.
6. Contract Specification requirements.
7. Processes for receipt and examination of compliance certificates for purchased products.
8. Processes for production of method statements and forwarding them to the Customer/Client.
9. Product identification and traceability.
10. Contract specific requirements for storage or transportation.
11. Inspection programme.
12. Records deposition.
13. Processes and procedures for the installation of drilled in anchorages.

APPENDIX B: REFERENCE DOCUMENTS

This listing is not exhaustive; other documents may be required to fulfil the requirements of the Contract. Organizations shall ensure that they have access to all of the following documents including amendments.

1. Manual of Contract Documents for Highway Works (TSO):
 - Volume 1 Specification for Highway Works
 - Volume 2 Notes for Guidance on the Specification for Highway Works

2. Design Manual for Roads and Bridges (DMRB) (TSO):
 - TD19 (latest edition) Requirement for Road Restraint Systems
 - IAN 44 Interim Requirements for Road Restraint Systems

3. Standards:

BS EN 1317	Road Restraint Systems
BS EN 1317-1	Part 1: Terminology and general criteria for test methods
BS EN 1317-2	Part 2: Performance classes, impact test acceptance criteria and test methods for safety barriers
DD ENV 1317-4	Part 4: Barrier Systems: Terminals and Transitions - Performance classes, impact test acceptance criteria and test methods
BS EN 1317-5	Part 5: Product requirements, durability and evaluation of conformity
prEN 1317-6	Part 6: Pedestrian restraint systems, pedestrian parapet
BS EN ISO 9000: 2005	Quality Management Systems – Fundamentals and Vocabulary
BS EN ISO 9001: 2000	Quality Management Systems – Requirements
BS EN ISO 9004: 2000	Quality Management Systems – Guidelines for Performance Improvements

APPENDIX C: TRAINING REQUIREMENTS

1 Details of training for parapet installers

Road Restraint System (Parapet) Installation

Until the training proposals outlined below have been put in place employers of parapet installers and operatives must satisfy themselves that they have received adequate/appropriate health and safety training and have received training in the product specific type of road restraint system (parapets) they install.

Specific training and competency requirements for parapet installers and operatives are in the process of being identified. Action has been taken to remedy this situation and requirements are being developed based on existing syllabuses to enable these to be available as soon as practical.

The SSACP has recommended that the following should be developed and implemented as the minimum training package:

- The development of a one day core training course (including health and safety) specific to road restraint systems (parapet).
- The development of off the job-training courses for each road restraint systems (parapet) type for which a Lantra Awards Installers card will be issued

To obtain the FISS/CSCS Card Parapet Workers (operatives and installers) will need to complete:

- Health and Safety Training Course (List available from Lantra Awards)
- CITB standard operative touch screen test

Operatives must have a minimum of 3 months experience working along side a parapet installer before they can do product specific training courses. Even if operatives successfully complete the product specific training course they can only apply for a Lantra Awards Installers card after a total period of 6 months working as an operative.

When courses become available and candidates successfully complete the training course it is proposed that operatives can apply for a Lantra Awards Installers card which will specify the products they can install to become Parapet Installers.

Parapet Installers who have relevant industry experience (recommended 3 years) in the installation of parapets will have two years to comply with above criteria.

Once the criteria has been met, Parapet Installers and Parapet Operatives will be required to attend a refresher training course every five years to maintain their registration as Parapet Installers or Parapet Operatives, as appropriate.

If there is a requirement for the installation of road restraint system (barrier) this must be installed by an appropriately qualified VRS/RRS Installer in accordance with National Highway Sector Scheme Document 2B. Under no circumstances can a Parapet Installer who is not suitably qualified reinstate/install the road restraint systems (barrier).

Where relevant operatives using plant shall hold the appropriate CPCS qualification.

Temporary Traffic Management

Temporary traffic management shall be designed and installed by a TTM contractor registered to sector schemes 12A/12B and/or 12D as appropriate.

2 Health and Safety

Organizations are reminded of the legal requirement to provide health and safety training for each Parapet Operative and Parapet Installer in accordance with the Health and Safety at Work etc Act 1974.

3. Contact Information

For further details on the proposed development of the above training and assessment qualifications route and a full list of training and assessment centres please contact:

Lantra Awards, Lantra House, Stoneleigh Park, Coventry, Warwickshire, CV8 2LG
Tel: 02476 419703 Fax: 02476 411655
www.lantra-awards.co.uk

APPENDIX D: EXAMPLE REGISTER OF PARAPET INSTALLERS

NAME OF ORGANIZATION -----

QA CERTIFICATION BODY -----

QA REGISTRATION NUMBER -----

FULL NAME OF INSTALLER	LA REG ^D NUMBER	REGIST ^N RENEWAL DATE	PARAPET SYSTEMS LICENCED TO INSTALL	DATE APPOINTED BY ORG ^N	NAME AND SIGNATURE OF AUTHORISED MANAGER	
					NAME	SIGNATURE

APPENDIX E: REQUIREMENTS FOR THE CONTROL OF MONITORING AND MEASURING DEVICES

Plant Calibration Requirements

Equipment Title	Purchase	Calibration Control	Calibration Frequency
Steel Rule	BS 4372	Issue control and damage check by user	In use check
Steel Tape	EC Class 11		In use check
Fibre Tape	EC Class 111		In use check
Spirit Level			In use check
Thermometers: Mercury/Alcohol		Traceable calibration <i>(upon purchase only)</i>	In use check
Other		Traceable calibration	Annually
Torque Wrench		Traceable calibration	Annually

APPENDIX F: LIST OF CERTIFICATION BODIES

Information on certification bodies accredited against this 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 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 5B' in the box and tick the square by 'search UKAS documents'
- left click 'search'
- this then lists the certification bodies that are accredited and their details can be found by clicking on the appropriate links.

NOTE 1

Alternatively advice on the accreditation status of certification bodies to assess bridge parapet installation companies against this sector scheme may be sought from UKAS (Tel 0208 917 8400).

NOTE 2

The following list provides details of Certification Bodies that currently have accreditation from UKAS:

BMTRADA	www.bmtrada.com
BSI	www.bsi-global.com
Lloyd's Register Quality Assurance	www.lrqa.com
National Quality Assurance Ltd	www.nqa.com
SGS UK Ltd	www.sgs.co.uk

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 ISO9001:2000 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 ISO9001:2000 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 EN450012/ISO Guide 62 by the United Kingdom Accreditation Service (UKAS) or an equivalent International Accreditation Forum (IAF) member for assessment and registration of ISO9001:2000 quality management systems interpreted in accordance with this NHSS.

NB 15 September 2008 Certification Bodies will be assessed against the requirements of BS EN ISO 17021-1:2006

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 parapet restraint systems 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 vehicle restraint systems 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 road restraint systems and relevant documents in Design Manual for Roads and Bridges (DMRB).
 - iv) ability to demonstrate they have ongoing suitable health and safety training which shall include appreciation of the risks involved in the manufacture, supply and installation in the parapet restraint systems.
 - v) preferably have knowledge of metallurgy

- 3.2. The Certification Body must also ensure that assessors have sufficient knowledge of health & safety requirements related to manufacturing
- 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 ISO9001:2000 Lead Auditor qualification or Certification Body equivalent and demonstrable expertise in leading assessment teams.
 - ii knowledge of the manufacture, supply and installation of parapet and road restraint systems 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 road restraint systems and processes including connections to different systems, terminations of road restraint systems, anchorages and methods of tensioning relevant 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 manufacture, supply and installation in the parapet restraint systems.
 - iv) preferably have knowledge of metallurgy
 - v) is able to demonstrate technical highway engineering background, capable of reading and understanding specifications and drawings, including knowledge of the Specification for Highway Works, design standards requirements for road restraint systems and relevant documents in Design Manual for Roads and Bridges (DMRB).
 - vi) 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 assessment of all parapet installing activities covered by the Organization's scope of registration.

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 and reports any discrepancies by email to 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 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 SSACP a summary report which includes as a minimum:
 - a) observations and comments on the implementation and assessment findings related to the Sector Scheme including any omissions or deficiencies in its scope.
 - b) recommendations for improving/clarifying the SSD
 - c) feedback on deficiencies against contract documentation
 - d) a list of Organizations whose scope of registration includes this Sector Scheme for comparison against the Schedule of Suppliers
- 7.2. The report shall be provided at or in the month before each National Highway Sector Scheme Liaison Committee meeting, so that it may be considered during the Group Sessions of the Liaison meeting. It is mandatory that all Certification Bodies are represented at these meetings.
- 7.3. Certification Bodies shall ensure they are all represented by at least one nominated individual (who will represent all Certification Bodies) at Sector Scheme Advisory Committee. This does not preclude other Certification Bodies from attending, as appropriate.

APPENDIX G1: GUIDANCE TO ASSESSORS' AND OTHER AUDITORS' COMPETENCIES REQUIREMENTS FOR NATIONAL HIGHWAY SECTOR SCHEME 5B - Installation of Parapets for Road Restraint Systems

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.

Requirements

In addition to an assessor/auditor having a general appreciation of the requirements and processes required by BS EN ISO 9001:2000, a CB assessor or other auditor should be aware of the following when completing an audit:

A General background to the scheme.

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

This is normally contained in the introduction to the scheme, in this instance the scheme (NHSS 5B) was initially developed from existing certification body schedules and the participation of Vehicle Safety Barrier Association (now part of the Fencing Contractors Association)

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

See Scope (section 1) in NHSS 5B document

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

Secretary of the Advisory Committee to the Sector Scheme see Introduction to the scheme and Appendix J1. 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 5B (section 1)

- vi) Specific types of works that the scheme applies to:
- See Scope (section 1) in NHSS 5B document and also Appendix L in NHSS 5B; in this instance applies to Vehicle restraint systems manufactured to BS EN 1317, but excludes a) in-situ concrete restraint systems (see NHSS 21) and b) vehicle safety barrier systems (see NHSS 2B).
- vii) Definitions and terminology that are particular to the scheme
- See Section 3 of the NHSS 5B
- 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, 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 vehicle restraint system (BS EN 1317), and in particular those requirements relating to product conformity, type testing and their requirements.
- Familiarity with SHW especially Series 400, TD19/06 and associated notes for guidance, including when these are updated.
- Relationship with other NHSS and their applicability to this scheme, notably NHSS 19A for corrosion protection.
- Knowledge of processes and their applicability involved in the manufacture, sampling, testing and installation of the service or product .

B Summary of where the scheme introduces the interpretation of ISO 9001:2000

4. Quality Management System	Interpretation Y/N	Comment
4.1	Y	
4.2		
4.2.1	N	
4.2.2	N	
4.2.3	Y	
4.2.4	Y	
5. Management Responsibility		

5.1	N	
5.2	N	
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	Y	
5.6.1	N	
5.6.2	N	
5.6.3	N	
6. Resource Management		
6.1	N	
6.2	-	
6.2.1	N	
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	Y	
7.2.3	N	
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	Y	
7.4.1	N	
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	N	
7.5.5	Y	

7.6	Y	See Appendix E
8. Measurement, Analysis and Improvement		
8.1	N	
8.2	-	
8.2.1	N	
8.2.2	Y	
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	

C Overview of vehicle restraint systems

- 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

C1 Safe Working Practices

Assessors/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 and techniques verified (completed or in process).

Awareness of relevant H&S legislation as applicable to vehicle restraint parapet installation

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

C2 Training and Qualifications

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

- Have achieved appropriate training and competency modules.
- Be aware of the time constraints (See Appendix C) for Parapet Operatives to become Parapet Installers.
- 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 5B.
- Have been inducted on relevant site specific H&S issues (daily if necessary).

Hold relevant skills card and authorisations

C3 Maintain Equipment

Assessors/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

C4 Public Protection

Assessors/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)

C5 Environment

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

C6 Testing/Inspection/Workmanship

Assessors/Auditors should be aware of the importance of testing and inspection of the installation and the checking of fastened connections and fixing down bolts/anchors. Safety critical items such as anchorages and welding will require a full understanding of their importance by the Assessors/Auditors; it is recommended that the Assessors/Auditors be able to demonstrate their competency of these critical components.

C7 Health and Safety

Assessors/Auditors should be aware of the current Health and Safety Legislation and related legislation, such as CDM regulations, as it applies to the construction and installation of metal bridge parapets (vehicle restraint systems).

APPENDIX H: ORGANIZATION ACCEPTANCE

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

2 Guidelines for New Entrants

These guidelines have been drawn up to provide parapet installation companies with a method of entry into the scheme. The guidelines also provide rules by which certification bodies and clients are able to evaluate these companies for compliance and acceptability for carrying out parapet installations.

- 2.1 Organizations must have sufficient, appropriately experienced and qualified operatives, supervisors and staff who meet the requirements of this sector scheme.
- 2.2 Organizations must have applied for registration with a certification body that is accredited by UKAS to audit against the sector scheme. Organizations will have to demonstrate that they have been audited for "office based activities" against the scheme and have received a preliminary certificate from the certification body that they have been successfully assessed. The preliminary certificate will be time limited and valid for no longer than 12 months. Organizations having achieved this status must, at the earliest opportunity, arrange for the certification body to carry out a field assessment in order to complete the certification process.
- 2.3 In the event where delays prevent the certification body in providing the Organization with a certificate of registration, Organizations shall, on request, provide copies of the Assessors full report to the customer/client. The customer/client shall use their own judgement as to whether or not they consider the Organization is capable of fulfilling contractual requirements.

Upon successful registration the Organization shall inform Lantra Awards Schedule of Suppliers (scheduleofsuppliers@lantra-awards.co.uk) enclosing or posting a copy of the certificate and scope of registration. A nominal fee is payable at time of registration and then annually on the 1 April thereafter for inclusion on the public listing (website). Lantra Awards contact details can be found on the Schedule of Suppliers website www.scheduleofsuppliers.co.uk.

APPENDIX J1: FEEDBACK

Any observations or complaints relating to this document or the process described herein may either be

- a) reported electronically through the Highways Agency's Standards Improvement System (SIS) or
- b) addressed to the Committee Secretary using the form below

a) Standards Improvement System (SIS)

SIS is implemented through Highways Agency Standard GD/03/08 (formerly HD34/03) - The Implementation and Use of Standards Improvement System (DMRB Volume 0 section 2 Part 2 (DMRB 0.2.2) - formerly DMRB Volume 5 Section 3.1 (DMRB 5.3.1)). HD34 was published in November 2003 followed in December 2003 by the launch of SIS, it was republished in May 2008 as GD 03/08.

SIS is the successor to the Quality Control Reporting System (QCRS) - a paper based system, which relied on designers to complete reports and Highways Agency staff to enter them on an old mainframe computer. The difficulty in entering reports and the fact that QCRS was perceived as a means of only recording defects with an emphasis on redress meant that QCRS had fallen into disuse.

The revised system overcomes both of these shortfalls. SIS is simple to use being available to anyone with Internet Access and is aimed at improving standards rather than reporting defects. It also provides a feedback system to the original author to advise him of the actions being taken. (GD03/08 formerly HD 34/03 can be accessed through the Highways Agency web site (http://www.highways.gov.uk/business/tech_info.htm) or directly <http://www.standardsforhighways.co.uk/dmr/vol0/section2.htm> and select part 2)

NOTE: It will be necessary to be authorised to use the system, and in the first instance you are requested to contact the Specifications and Policy Team by email to standards_enquiries@highways.gsi.gov.uk).

b) Feedback form

Sector Scheme Advisory Committee for Parapets
c/o UKAS
21 – 43 High Street
Feltham
Middlesex
TW13 4UN
Tel: 0208 917 8400
Fax: 0208 917 8500

Issue Identified:

Suggested Action:

Name:

Organization:

Address:

Contact details:

Date:

APPENDIX J2: FEEDBACK TO CERTIFICATION BODIES

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 issue 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.

Item Identified:

Organization's Details:

Name:

Address:

Feedback

Name:

Organization:

Address:

Date:

Signed:

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 9001:2000 and this NHSS including the scheme title e.g. National Highway Sector Scheme 5B for Installation of Parapets for Road Restraint Systems.
- 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 5B for Installation of Parapets for Road Restraint Systems.
- Logos for the NHSS, UKAS (or equivalent) and the CB.
- The name and address(es) of the Organization
- 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:

- (a) Metal road restraint systems (parapet) for bridges and other highway structures by system promoter.
- (b) Pedestrian parapets for bridges and other highway structures by system promoter.

Or a combination of these.

Certification Bodies shall issue these certificates in this format no later than May 2009.

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 5B certificate of registration for Installation of Parapets for Road Restraint Systems

Figure 4 shows an Appendix to the certificate of registration for the Installation of Parapets for Road Restraint Systems

Figure 1 Example Model Certificate of Registration.

[Certification Body Name / Logo/NHSS Logo]

CERTIFICATE OF REGISTRATION

[ORGANIZATION NAME]

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

[Certification Body Name] issues this certificate to the above named company after assessing the company's quality management system and finding it in compliance with

BS EN ISO 9001: [2000] 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.]

Figure 2 Example Model Appendix

[Certification Body Name / Logo/NHSS Logo]

APPENDIX

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

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

[ORGANIZATION NAME]

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

Scope of Registration

[List of appropriate highways related activities]
 National Highway Sector Schemes
[Sector Scheme Number and Title]
[Sector Scheme Number and Title]
[Sector Scheme Number and Title]

<i>Depot, Regional Office etc</i>	<i>Applicable Sector Scheme(s)</i>	<i>Scope of Registration</i>
<i>[Depot 1 New road, Newtown]</i>	<i>[Sector Scheme Number and title]</i>	<i>[Detailed scope]</i>
	<i>[Sector Scheme Number and title]</i>	<i>[Detailed scope]</i>
<i>[Depot 2 Old Road, Oldtown]</i>	<i>[Sector Scheme Number and title]</i>	<i>[Detailed scope]</i>

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

Figure 3 Example Model Certificate of Registration for road restraint systems (parapet) installation

[Certification Body Name / Logo/NHSS 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:[2000] AND NATIONAL HIGHWAY SECTOR SCHEME 5B

For the following scope of registration
The installation of Parapets for Road Restraint Systems:

[a) Road Restraint Systems (Parapet) for bridges and other highway structures]
[b) Pedestrian parapets for bridges and other highway structures]

National Highways Sector Schemes

5B– Sector Scheme for the Installation of Parapets for Road Restraint Systems

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 road restraint systems (parapet) installation

[Certification Body Name / Logo/NHSS Logo]

APPENDIX 01

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

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

[ORGANIZATION NAME]

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

Scope of Registration:

The Installation of Parapets for Road Restraint Systems:

[a) Road Restraint System (Parapet) for bridges and other highway structures]

[b) Pedestrian parapets for bridges and other highway structures]

National Highway Sector Schemes

5B– Sector Scheme for the Installation of Parapets for Road Restraint Systems

<i>Depot, Regional Office etc</i>	<i>Applicable Sector Scheme(s)</i>	<i>Scope of Registration</i>
<i>[Depot 1 New road, Newtown]</i>	<i>[Sector Scheme 5B for the installation of parapets for road restraint systems]</i>	<i>[Installation of road restraint systems (parapet) for bridges and other highway structures]</i>
<i>[Depot 2 Old Road, Oldtown]</i>	<i>[Sector Scheme 5B for pedestrian parapets for bridges]</i>	<i>[Installation of pedestrian parapets for bridges and other highway structures]</i>

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

APPENDIX L – GUIDANCE TO CLIENTS

1 General

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

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

The NHSS for the installation of metal bridge parapets was originally conceived as a document for use by Clients to specify the minimum standards for quality, training and competence of Organizations used by them to carry out installation of metal bridge parapets.

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

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

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

Clients and Customers that require confirmation of compliance with the Contract Specification in respect of the supply of services, products or materials should confirm that the quality management system certificate issuer is accredited by UKAS or equivalent and that specific reference is made to relevant Sector Schemes on certificates.

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

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.

2. Road Death Investigations

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

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

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

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

3. Temporary Traffic Management

For work on or adjacent to high speed dual carriageways/motorways temporary traffic management measures shall be put out by a 12A/B registered traffic management company/organization.

For work on urban and rural roads, 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.

- i) 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 traffic management contractor for a major highway contract.
- ii) 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.
- iii) Registered Traffic Management Operative (RTMO) must be given clear guidance in relation to the manner in which they carry out agreed operations. When RTMOs are employed directly by the Client it may be necessary for the Client to provide approved signs but will certainly include detailed procedures for carrying out the work at all sites. These procedures are equivalent to the Quality Plan requirements as specified in Sector Scheme Document 12D Appendix A. Alternatively, the Organization may use a NHSS12D registered Traffic Management Contractor.
- iv) 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 5B where TTM is required should also be registered to NHSS12D.
- v) 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.

4. Corrosion Protection

Reference should be made to Appendix M (NHSS5B) before deciding whether to specify that Organizations should be registered to NHSS 19A, to include relevant requirements for corrosion protection of ferrous materials by industrial coatings.

The NHSS for Corrosion Protection of Ferrous Materials by Industrial Coatings was originally conceived as a document for use by Clients to specify the minimum standards for quality, training and competence of Organizations used by them to carry out corrosion protection of ferrous materials by industrial coatings.

The implementation of Sector Scheme 19A and development of associated corrosion protection training and assessment is intended to provide:

- a) A qualified workforce competent at carrying out corrosion protection of ferrous materials by industrial coatings.
- b) Requirements to evaluate risks and develop processes associated with the application of coatings and the production of an associated comprehensive quality plan for each contract.

APPENDIX M: GUIDANCE FOR WORK WHICH INCLUDES CORROSION PROTECTION OF FERROUS MATERIALS BY INDUSTRIAL COATINGS

General Guidance

1. This guidance is primarily of relevance to those Organizations that are required to apply corrosion protection to ferrous materials as a contractual requirement. The guidance is designed to enable them to decide how works covered under the scope of Sector Scheme 19A, which they might be undertaking, should be dealt with. This Appendix should be read in conjunction with Appendix L “GUIDANCE TO CLIENTS” and Sector Scheme 19A.
2. NHSS Committee 5B will need to develop bespoke training and competency assessment relevant to this sector and specific corrosion protection activities and may liaise with the relevant, recognized training and competency assessment body for corrosion protection identified in SSD19A. The training and competency assessment requirements will be described in this SSD and supporting documents following development of the criteria.
3. Where and when, as applicable, the arrangements described above will be in place within this NHSS, it is not intended that Organizations registered to NHSS 5B and undertaking works covered by it, which includes works covered by the scope of NHSS 19A, should also be registered to NHSS 19A.
4. The NHSS Committees will consider the available options and provide appropriate advice to Organizations on what they need to do to meet their individual specific requirements and work commitments in respect of corrosion protection of ferrous materials by industrial coatings for their field of operations.