



National Highways Sector Schemes for Quality Management in Highway Works

6 For Minor Structures

**Published by the Sector Scheme Advisory Committee
for NHSS 6 for Minor Structures**

DOCUMENT CONTROL

Issue Statement

| Number | Comments |
|---------------------------------------|--|
| Issue 1 - Nov 1999 | First Issue |
| Issue 2 - June 2003 | Revised for ISO 9001:2000 implementation throughout. |
| Issue 3 - April 2005 | Page 7 - Change of address for the Institution of Lighting Engineers Clause 7.1 Amendment to reflect current practice |
| Issue 4 - March 2007 | Exclusion of Liability, Introduction, Scope - amendment to wording BS EN ISO 9000 amended to 2005 throughout Terms and Definitions –amended for Client, Certificate of Registration, Contract Specification Terms and Definitions - Industrial Coating and Substrate added Clause 4.1, 6.2.1 (i), 6.2.1 (ii), 7.1, 7.3.1, 7.3.5 (i), 7.3.5 (ii), 7.3.5 (iii), 7.3.5 (iv), 7.3.6, 7.4.1, 7.5, 8.2.4 amended Appendix C added Appendix F, H, J1, J2 amended Appendix K, L added |
| Issue 5 – Aug 2007 | Changes not specifically identified |
| Issue 6 – 2 nd August 2010 | Change to title, scope and the rest of the document to reflect widened scope Editorial changes throughout the document to align with published NHSS 0 “ISO 9001:2000” replaced with “ISO 9001:2008” throughout; clause titles changed to suit Implementation – clause added Scope – widened to include all minor structures as defined Definitions – Minor Structures added Clause 4 – Quality Management System – new first paragraph to align with other NHSS documents Clause 7.4.1 (ii) – deleted as refers to distributors Appendix B, G, G1, M - added; Appendix F aligned to NHSS 0; wording to Appendix L rationalised with that of Appendix N and checklist added; Appendix M re-named as Appendix N |

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Composition of the Sector Scheme Advisory Committee, Exclusion of Liability and Selection of Certification Body

Composition of the Sector Scheme Advisory Committee

Association of Directors of Environment, Economy, Planning and Transport (ADEPT)

Association of Signals, Lighting and other highway Electrical Contractors (ASLEC)

Department for Transport (DfT)

Highway Electrical Manufacturers and Suppliers Association (HEMSA)

Highways Agency (HA)

Institution of Lighting Engineers (ILE)

Lighting Column Technical Forum (LCTF)

National Highways Sector Scheme Certification Body Group

Technical Advisors Group (TAG)

United Kingdom Steel Association (UKSA)

Exclusion of Liability

The Advisory Committee:

- (i) 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 subject of such assessment;
- (ii) do not provide any representation as to any aspect of any such system, product or service, and,
- (iii) hereby expressly exclude all and any liability or responsibility (however alleged to arise) for or in connection with the provision of any service or product or any use of any product, all and such liability or responsibility attaching exclusively to the producer (or user as the case maybe) thereof.

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Selection of Certification Body

It is important to note that due to the specific requirements for assessor competence required by this Sector Scheme a technical expert may be appointed by the 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 management system certificate issuer and that specific reference is made to this Sector Scheme (see Appendix F).

Implementation

National Highways Sector Schemes are listed in Appendix A of the SHW.

It should be noted that these schemes are mandatory for Highways Agency contracts and existing suppliers shall demonstrate compliance with the requirements of ISO 9001:2008 and this sector scheme document as part of their continuous improvement within ISO 9001:2008 registration. It is anticipated that other highway authorities that use the SHW as the basic document for procuring highways shall also require compliance with ISO 9001:2008 and this scheme document.

Implementation of issue UKAS 6

This issue of the SSD is to be implemented immediately from the date of publication on the UKAS website for assessments in accordance with BS EN ISO 9001:2008.

Due to the nature of the changes to scope in this issue, issue UKAS 5 may continue to be used for assessments within 6 months of the publication of this revision on the UKAS web site. This period allows for the Organization to review their management system and make any necessary changes. Thereafter all assessments shall be made against this revision.

Assessments against Issue UKAS 5 shall continue to be valid until the following assessment is carried out by the accredited certification body.

Organizations registering for the first time shall be required to conform to the requirements of the latest revision

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

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

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

Introduction

- 1 This Sector Scheme Document (SSD) relates to the quality management system requirements for minor structures. It sets out to identify a common interpretation of BS EN ISO 9001 for Organizations and Certification Bodies engaged in the sector, and the minimum qualifications that an assessor/auditor requires. The document shall be read in conjunction with BS EN ISO 9001
- 2 This Sector Scheme is one of the series of National Highway Sector Schemes (NHSSs), which have been developed as bespoke integrated management schemes within an ISO 9001 framework to interpret BS EN ISO 9001 as it applies to a particular highway related activity/industry within the United Kingdom.
- 3 Separate Sector Scheme Advisory Committees (SSACs) for each activity within the sector provide advice to UKAS and expert representation is drawn from all sides of industry. Each SSAC has interpreted BS EN ISO 9001 in relation to the requirements of their particular activity and has come to a consensus on the minimum levels of workmanship, services, products, testing, and the training and competency of personnel, as appropriate, required to meet specification requirements as well as identified requirements in respect of environmental and health & safety and other aspects. The details are contained in the individual Sector Scheme Documents (SSDs). Following the publication of a revised BS EN ISO 9001, the committees will review their documents to ensure alignment with the revised BS EN ISO 9001 to ensure that the SSD does not conflict with the national standard prior to withdrawal of the previous edition of the standard.
- 4 The individual NHSS technical advisory committees are overseen by the National Highways Sector Scheme Liaison Committee (NHSSLC). This Committee provides a forum for discussion on the effectiveness of the Sector Schemes and co-ordinates developments so that they can be uniformly taken forward by each of the NHSS technical advisory committees. It is also the venue where dialogue with UKAS and the Certification Bodies on the application of the Sector Schemes takes place.
- 5 NHSSs together with BS EN ISO 9001 are designed to:
 - Provide an industry benchmark
 - Ensure that all processes are planned
 - Provide a basis for continuous improvement
 - Focus on quality as an objective
 - Reduce costs for Client and Organization
 - Provide and maintain a properly trained and competent workforce
 - Involve all sides of industry in scheme ownership within a partnership framework
 - Provide the basis for the technical knowledge and experience that Certification Body auditors will use in the sector concerned
 - Promote confidence in quality management systems through provision of a robust transparent system
- 7 In using this Sector Scheme users shall use best practice such as specifying any other relevant NHSSs as appropriate to the nature of the work being undertaken
- 8 It should also be noted that NHSSs are mandatory for Highways Agency contracts and suppliers within the supply chain shall demonstrate compliance with the requirements of BS EN ISO 9001 and this SSD as part of their continual improvement within their BS EN ISO 9001 registration. It is anticipated that other highway authorities that use the Specification for Highway Works as the basic document for procuring highway works will also require compliance with BS EN ISO 9001 and this SSD. Other owners of transportation infrastructure for example Network Rail may also require their suppliers to comply with this Sector Scheme, as may other authorities e.g. ODA.
- 9 The SSD is a live document with the SSAC meeting at least once a year to develop it as appropriate. Those using the document should always ensure that they have the current version of the document. The SSD may be obtained

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

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

- 10 Lantra Awards maintains a list of registered Organizations for the NHSS Liaison Committee; details can be accessed from www.scheduleofsuppliers.com. Organizations are required to notify the Schedule of Suppliers management team (See Clause 4.1) on an annual basis, which is monitored during the Certification Body assessment.

Note The cost of managing the website is defrayed by a small annual charge. Lantra Awards Schedule of Suppliers Management Team may be contacted by email at scheduleofsuppliers@lantraawards.co.uk to ascertain/check the status of an organization/company if it is not listed on the web-site.

11 Scheme Contact and Feedback

a) Contact
The Secretary
Sector Scheme Advisory Committee for NHSS 6
c/o UKAS
21 – 43 High Street
Feltham
Middlesex, TW13 4UN
Tel. 0208 917 8400
Fax. 0208 917 8500

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

Interpretation of BS EN ISO 9001 :2008

1. Scope

This Sector Scheme document (SSD) together with BS EN ISO 9001 describes the quality management system requirements to be established for Organizations undertaking the manufacture and verification of minor structures.

The document interprets the requirements of British Standard BS EN ISO 9001:2008 and should be read in conjunction with that standard. Minor structures include:

- lighting columns
- cantilever masts for traffic signals and/or safety cameras
- closed circuit television (CCTV) masts
- fixed vertical road traffic sign/signal posts
- high mast lighting
- antenna masts and
- generator masts, or
- other derivative column and mast products with similar form or features that are manufactured using the standard lighting column or high mast as the main structure.

Minor structures exclude variable message sign supports on motorways and also excludes gantries and other structures covered by NHSS 20.

For the purposes of this document, the general term 'minor structures' shall be deemed to cover all structures included in the above scope unless noted otherwise. Furthermore, 'Lighting column' shall cover equally a column only, a column with bracket, and a bracket only.

The detailed scope of the manufacturing Registration is given on the relevant Certification of Registration which shall show compliance with BS EN ISO 9001:2008, this Sector Scheme and the column material covered by the registration (see Appendix K).

2. Normative Reference

The following normative documents contain provisions which constitute provisions of BS EN ISO 9001:2008:

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

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

3. Terms, Definitions and Abbreviations

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

| | |
|-------------------------------|---|
| Certification of Registration | A certificate issued by a UKAS accredited Certification Body certifying that the holder operates a Quality Management System complying to BS EN ISO 9001: 2008 and this SSD. The Certificate will state the category(ies) of work that the holder is competent to supply. Note The Certificate of Registration must identify the NHSS by number as well as by category |
| Client | The body for which the work is being carried out, e.g. the Highway Authority or its nominated representative. |
| Contract | The agreement between the parties governing the provision of the works to which this SSD relates. |
| Contract Specification | A specification contained in a Contract, which sets out the requirements of the Client. Examples include: <ul style="list-style-type: none">i) The Manual of Contract Documents for Highway Works: Volume 1 Specification for Highway Works.ii) Any Contract Specific Appendicesiii) Contract Drawings. |
| Customer | The body and its nominated representative engaging the Organization for the purpose of the work described in this Document. |
| Designer | The person / body responsible for converting requirements into design output in the form of for example drawings, specifications, plans, instructions. |
| Industrial Coating | A single protective coat or a series of manually applied protective or aesthetic coats, which may include pre-treatments, thermally sprayed metal coats, paints, and aesthetic finish coats, applied to provide corrosion protection to a substrate. |

NOTE: Hot-dipped galvanized coatings and thermally sprayed coatings applied by an automated process are outwith the scope of this document (and also NHSS 19a).

Minor Structures

Column and mast products with similar form or features that are manufactured using a standard lighting column or mast as the main structure. This includes:

- lighting columns
- cantilever masts for traffic signals and/or safety cameras
- closed circuit television (CCTV) masts
- fixed vertical road traffic sign/signal posts
- high mast lighting
- antenna masts and
- generator masts, or
- other derivative column and mast products with similar form or features that are manufactured using the standard lighting column or high mast as the main structure.

Minor structures exclude variable message sign supports on motorways and also excludes gantries and other structures covered by NHSS 20.

Organization

The body responsible for carrying out the work or the activities as set out in the Scope of this SSD

“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 : 2008 and ISO 9004 : 2000).

Substrate

The metal base itself, the metal coating (such as galvanising applied to a ferrous base) or existing sound industrial coatings, over which the new industrial coating is to be applied

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

| | |
|------|--|
| CB | Certification Body |
| NHSS | National Highways Sector Scheme |
| SSAC | Sector Scheme Advisory Committee |
| SSD | Sector Scheme Document |
| UKAS | United Kingdom Accreditation Service or any equivalent International Accreditation Forum (IAF) Multi-Lateral Agreement (MLA) signatory with a scope which includes this sector scheme. |

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

Quality management system requirements

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

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

4 Quality management system

4.1 General requirements

The Organization shall operate a quality management system complying with the requirements of BS EN ISO 9001:2008 and with this SSD. The Organization's QMS shall be certified by a Certification Body specifically accredited by UKAS to assess against the requirements of this Sector Scheme Document (see Appendix F).

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

4.2 Documentation requirements

4.2.1 General

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

4.2.2 Quality manual

No specific interpretation

4.2.3 Control of documents

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

Contract specific documents e.g. drawings, schedules
Records of design, modifications and amendments

(ii) The Organization shall have procedures in place to ensure that the latest versions of relevant Standards and Documents are available (See Appendix B)

4.2.4 Control of records

Records, including records of design, modifications and amendments to product design shall be retained for a minimum period of seven years from the date of manufacture.

5 Management Responsibility

5.1 Management commitment

The Company policy document shall include support for this NHSS.

5.2 Customer focus

No specific interpretation.

5.3 Quality policy

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

5.4 Planning

5.4.1 Quality objectives

No specific interpretation

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

No specific interpretation

5.5.3 Internal communication

No specific interpretation

5.6 Management review

5.6.1 General

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

5.6.2 Review input

No specific interpretation

5.6.3 Review output

No specific interpretation

6 Resource management

6.1 Provision of resources

No specific interpretation.

6.2 Human resources

6.2.1 General

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

6.2.2 Competence, awareness and training

(i) Training Requirements and Assessment of Competence

The Organization shall meet the following requirements

1. Quality System Familiarisation shall include

a. Induction

b. Organization's operating procedures and safe systems of work

2. Training for Competence

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This shall be done in accordance with Appendix C

(ii) Record of Practical Experience and Continuous Professional Development

The Organization shall maintain a record of the practical experience and training of its relevant employees.

The Organization shall have a recorded programme for the continuing professional development of its relevant employees. This shall include refresher training in relevant areas which shall be undertaken at regular intervals, as a minimum at least once every five years.

6.3 Infrastructure

No specific interpretation.

6.4 Work environment

No specific interpretation.

7 Product realization

7.1 Planning of product realization

(i) When specified in the Contract Documentation, the Organization shall produce and submit a Contract specific Quality Plan for approval and return by the Customer / Client prior to commencement of the work.

(ii) The Contract specific Quality Plan may be a largely standard document but shall address contract specific issues. It shall include the topics, as appropriate, given in Appendix A of this SSD.

(iii) The Quality Plan should not be considered in isolation. An integrated approach should be taken which links the Quality Plan, Environmental Plan, Sustainability Plan, the Health and Safety Plan, Risk Management 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.

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

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

7.2 Customer-related processes

7.2.1 Determination of Requirements Related to the Product

No specific interpretation

7.2.2 Review of requirements relating to the product

(i) Matters of a significant nature which arise during the determination and review of requirements shall be considered during the management review and incorporated as necessary into the quality management system.

7.2.3 Customer communication

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

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

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

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

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

7.3 Design and development

7.3.1 Design and development planning

Lighting columns and Cantilever Signal / CCTV structures shall be designed and manufactured in accordance with the appropriate parts of BS EN40; all other Masts with the I.L.E Technical Report No 7 and fixed vertical traffic sign and signal posts with BS EN 12899 part 1, plus any additional requirements formally agreed between the purchaser and the manufacturer based on, for example:

- i) Client Specification
- ii) Contract drawings

Where design or development planning is undertaken the competent personnel involved shall be identified with their qualifications/experience appropriate for design. This shall include those involved with design verification and approval together with the process for this.

The organization shall be responsible for ensuring that its design, design modification and design verification procedures are satisfactory and correctly documented in the following two distinct areas:

a) Design Loading – This shall include calculation of all loads to BS EN 40 Part 3-1 for Lighting Columns & Cantilever Signal/CCTV structures; Masts to the I.L.E Technical Report No 7 for Masts and BS EN12899 for fixed vertical traffic sign and signal posts, and / or any other specifications appropriate to the structures.

b) Design Verification – This shall cover verification of the design either by calculation to BS EN 40 Part 3-3, testing to BS EN 40 Part 3-2 for Lighting Columns and Cantilever Signal/CCTV structures; Masts to the I.L.E Technical Report No 7 for Masts and BS EN 12899 for fixed vertical traffic sign and signal posts, or by a combination of calculation and component testing at the discretion of the Organisation. (see 7.3.5 (iv) below

Note: The title “Design and development” does not indicate or require the existence of two separate departments or systems, one for design and one for development. Such work can be carried out using the same resources and according to the same procedures. The term also allows for the tailoring of standard products to meet the specific requirements of customers.

7.3.2 Design and development inputs

No specific interpretation

7.3.3 Design and development outputs

No specific interpretation

7.3.4 Design and development review

No specific interpretation

7.3.5 Design and development verification

- (i) This may involve the use of a suitable computer programme, the output of which shall have been independently verified.
- (ii) Verification of Design by Testing
The test shall use forces calculated in accordance with Clause 7.3.1 (a) and shall comply with the requirements of BS EN 40 Part 3-2 and/or any other specified requirements.
The Organization shall produce a signed certificate of compliance covering the above.
- (iii) Verification of Design by Calculation
The design shall use forces calculated in accordance with Clause 7.3.1 (a) and shall comply with the requirements of BS EN 40 part 3.3, I.L.E Technical Report No 7, BS EN 12899 and / or any other specified requirements..
NOTE: Certain initial processes, such as cold forming, may increase the strength of the metal used for minor structures, whether tubular, octagonal or any other shape (parallel or conical). It is thus important that the characteristic property values, used in the design calculations, does not consider these enhanced figures, in instances where subsequent manufacturing processes employed (e.g. flame cutting, welding, heat treatment or galvanising) may result in these higher property values being reduced.
The Organization shall produce a signed certificate of compliance covering the above.
- (iv) Verification of Design by a Combination of Testing and Calculation
Testing may be used to verify the adequacy of structures or components, i.e. door areas, bracket joints, swaged shaft joints etc, which have otherwise been verified to Clause 7.3.5 (iii). Testing shall be done in accordance with BS EN 40 Part 3-2 where applicable and to Clause 7.3.5 (ii).
The Organization shall produce a signed certificate of compliance covering the above clearly stating the loading limitations for the item(s) concerned.

7.3.6 Design and development validation

Independent Checking

When specified independent checking of the design and/or testing of a minor structure shall be carried out by an independent assessor acceptable to both the Customer / Client / Purchaser and the Organization. The following procedures will be acceptable unless otherwise specified:

- a) Verifying the test loading, witnessing the original verification test and signing the certificate of compliance.
- b) Checking the design, including the input data, for any verification programme approved under this Clause and signing a check certificate.
- c) Checking as under (b) but taking into consideration any submitted and / or independently verified component tests.

7.3.7 Control of design and development changes

No specific interpretation

7.4 Purchasing

7.4.1 Purchasing process

- (i) Sub-Contracting Processes, which affect the structural integrity of the column, may be subcontracted providing the Organization ensures the sub-contractor concerned has BS EN ISO 9001 registration by an accredited 3rd party for the relevant process.

7.4.2 Purchasing information

No specific interpretation

7.4.3 Verification of purchased product

No specific interpretation

7.5 Production and Service Provision

7.5.1 Control of Production and Service Provision

(i) Welding

1. General
Unless otherwise specified welding shall be carried out in accordance with the following:
2. Welding process
 1. Steel - metal arc welding shall comply with BS EN 1011-Parts 1 and 2.
 2. Aluminium – gas shielded metal arc welding (tungsten-inert gas or metal-inert gas processes) shall comply with BS EN 1011 Part 4.

Filler rods or wire used shall be in accordance with BS EN ISO 18273.

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3. Welding Procedures

Where a Contract Specific Quality Plan is specified (see 7.1), this shall include welding procedures developed in accordance with BS EN 288 Parts 1, & 2 plus BS EN ISO 15614 Part 1 for steel and BS EN ISO 15614 Part 2 for aluminium.

Aluminium columns shall also be assessed in accordance with BS EN ISO 10042, quality level 'D', with the exception that for aluminium sheet material up to 3.0mm in thickness, isolated gas pores up to and including 0.85 x the material thickness are allowable.

(ii) Surface Protection

Surface protection shall either be in accordance with the requirements of BS EN 40 Part 5 Annex A for steel columns, Part 6 Annex A for aluminium columns, I.L.E Technical Report No 7 for Masts, BS EN 12899 for fixed vertical traffic sign and signal posts, or with any alternative specifications or procedures formally agreed between the Customer and the Organisation.

7.5.2 Validation of processes for production and service provision

Works orders and risk assessments shall be retained for seven years.

7.5.3 Identification and traceability

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

7.5.4 Customer property

The quality management system shall include a procedure where materials are supplied by the Customer or the Client.

7.5.5 Preservation of product

No specific interpretation

7.6 Control of monitoring and measuring equipment

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

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 audits

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

8.2.3 Monitoring and measurement of processes

No specific interpretation

8.2.4 Monitoring and measurement of product

(i) Inspection

All fusion welds shall be visually inspected in accordance with BS EN 970, prior to the application of any surface protective treatment.

Welds shall be free from slag residue and sharp edges. Adjacent surfaces shall be free from weld spatter, arc strikes and contaminants.

(ii) Level of Inspection

Where, on visual inspection of a weld, the presence of cracking or lack of fusion is suspected, either magnetic particle inspection (in accordance with BS EN ISO 9934 Part 1) or penetrant flaw detection (in accordance with BS EN 571 Part 1) shall be carried out on that weld plus an additional 10% of the production run. If the test results are satisfactory, processing can proceed, but if problems are revealed then all of that production run shall be inspected and the action taken recorded.

The inspection status of the product shall be clear at all times by virtue of its location, written evidence or other production controls.

(iii) Reporting

Inspection records for production welds shall be retained by the Organization for a minimum period of seven years, in such a way that those relative to a particular order can be made available for inspection.

(iv) Testing

A minimum of one column per year shall be taken from standard production, sectioned, welds visually inspected and the results of the visual inspection recorded. For other products such as high masts, sample weld joints should be used.

8.3 Control of nonconforming product

No specific interpretation.

8.4 Analysis of data

No specific interpretation.

8.5 Improvement

8.5.1 Continual improvement

The corrective and preventative action processes shall include analysis of incidents

8.5.2 Corrective action

No specific interpretation

8.5.3 Preventive action

No specific interpretation

Appendix A: Requirements for Quality Plans

The Quality Plan shall include the following as appropriate.

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. Personnel carrying out the work and reference to their relevant qualifications and experience.
5. Programme of work.
6. Contract Specification requirements.
7. Processes for receipt and examination of compliance certificates/information for purchased products.
8. Design verification level and processes.
9. Product identification and traceability.
10. Contract specific requirements for storage or transportation.
11. Inspection programme.
12. Records deposition.

Appendix B: Reference Documents

Reference Documents relevant to this Sector Scheme which should be identified as appropriate or not by the Organization.

The listing is not comprehensive; other documents may be required to fulfil the requirements of the Contract. Organizations shall ensure that they have a working knowledge and access to all the documents including amendments and revisions as appropriate.

- 1 . Manual of Contract Documents for Highway Works: Volumes 0 - 3(TSO-
www.tso.co.uk) (internet <http://www.archive2.official-documents.co.uk/document/deps/ha/mchw/index.htm>)
- 2 . BS EN 40 Requirements for Lighting Columns
- 3 . PD6547 – Guidance on the use of BS EN 40-3-1 and BS EN 40-3-3
- 4 . BS EN 12899-1:2001. Fixed, Vertical road traffic signs
- 5 . BS EN ISO 9000: 2005 Quality Management Systems – Fundamentals and Vocabulary
BS EN ISO 9001: 2008 Quality Management Systems – Requirements
BS EN ISO 9004 : 2000 Quality Management Systems – Guidelines for Performance Improvements
- 6 . Design Manual for Roads and Bridges (TSO) (<http://www.archive2.official-documents.co.uk/document/deps/ha/dmrb/index.htm>)
- 7 . ILE Technical Report No. 7

Appendix C: Training and Assessment of Competence

1 Introduction

This appendix is concerned with training to provide under-pinning knowledge, together with the assessment of competence, which is, amongst other things, the application of that knowledge..

The Organization shall have a system in place to identify training needs and provision these through a training plan. Training records shall be maintained for employees and shall be made available for inspection when required. Training personnel employed shall be appropriately experienced and qualified. Training shall be carried out in accordance with the organization's requirements and where specified this SSD

Employees shall be assessed by the Organization for competence through recorded observation of their application of training and knowledge in the workplace.

2 Welding Personnel

Personnel carrying out fusion welding shall have achieved a level of competence appropriate to the type of joint involved, which shall be measured by the approval testing procedure set out in BS EN 287 Part 1 for steel or Part 2 for aluminium.

Such personnel shall be subject to re-approval every 4 years. Approval shall be carried out by an independent Registered Welding Engineer or Welding Inspector certified by Certification Scheme for Weldment Inspection Personnel (CSWIP).

3 Personnel carrying out Corrosion Protection

Where an automated process does not exist, personnel involved in corrosion protection involving industrial coatings, including associated processes such as storage, mixing and application of corrosion protection products, preparation of surfaces, access, protection of the works (and environment) and inspection at all stages of the work, shall be appropriately trained and their competence assessed. Reference shall be made to the training requirements of NHSS 19A as applicable to NHSS 6 (see also Appendix L and Appendix M)

4 Inspectors

The Organization shall ensure that adequate and appropriate training is given to inspection personnel.

5 Health and Safety

Organizations are reminded of their legal obligations, under the Health & safety at Work Act 1974, to provide training in health and safety for all of their employees.

The training and assessment requirements for employees under this Sector Scheme are primarily intended to demonstrate technical competence for the manufacture of minor structures. The aim is to provide sufficient awareness to enable work to be carried out in a safe manner. However, it remains the responsibility of the Organization to determine and implement safe working procedures.

Appendix E: Example Register for the Control of Monitoring and Measuring Equipment

| Item of Equipment | Purchase Specification | Calibration Control | Calibration Frequency |
|-------------------|------------------------|---------------------|-----------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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:

- (i) place the cursor onto 'about accreditation' in top menu bar
- (ii) move down to 'accredited bodies' (grey box)
- (iii) move down to 'certification body schedules' (grey box) and left click on this to take you to the list of schedules
- (iv) move down past 'key abbreviations' and click on "search UKAS features" (blue) - click on 'advanced search'
- (v) Select search feature – "Certification Bodies"
- (vi) type "National Highway Sector Scheme No 6" (including inverted commas) in the keyword box *
- (vii) left click 'search'
- (viii) this then lists the certification bodies who are accredited and their details can be found by clicking on the appropriate links.

Note:

- 1) Where access to the UKAS website is restricted for one reason or another, advice on the accreditation status of certification bodies to assess minor structures against this National Highway Sector Scheme may be sought from UKAS (Tel 0208 917 8400)

Appendix G: The Role of the Certification Body and Auditor Qualifications

1. Role of Certification Bodies

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

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

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

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

2. Certification Body Accreditation

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

3. Assessor and Assessment Team Competence.

3.1 The Certification Body must be able to demonstrate to UKAS that it possesses and can maintain the necessary assessor experience and technical understanding of the manufacture and verification of minor structures covered in the scope of this Sector Scheme. These assessment areas shall include, but not be limited to the following:

- i) knowledge, understanding and application of this SSD (See Appendix G1).
- ii) knowledge of the manufacture and supply in the minor structures industry, including an awareness of the methods and techniques sufficient to understand the processes employed and the controls necessary to ensure delivery of conforming product. (Conveyance of this knowledge to auditing teams will be determined by the Certification Body and will be audited by UKAS).
- iii) maintenance of demonstrable technical highway engineering background, capable of reading and understanding specifications and drawings, including knowledge of the

Specification for Highway Works and design standards requirements for minor structures

iv) ability to demonstrate that they have ongoing suitable health and safety training which shall include appreciation of the risks involved in the manufacture of minor structures as appropriate.

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

3.3. Guidance to Certification Bodies on assessor competence related to this Sector Scheme is given in the Certification Body guidance document – National Highway Sector Scheme Accreditation, Registration and Assessment Guidance for Certification Bodies – NHSS 0 Part

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

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

i) International Register of Certificated Auditors (IRCA) Registered ISO9001:2008 Lead Auditor qualification or Certification Body equivalent and demonstrable expertise in leading assessment teams.

ii) BS EN ISO9001:2008 assessment experience

iii) knowledge, understanding and application of this SSD.

iv) awareness of the manufacture and supply in the minor structures industry, including awareness of the methods and techniques sufficient to understand the processes employed and the controls necessary to ensure delivery of conforming product. (Conveyance of this knowledge to auditing teams will be determined by the Certification Body and will be audited by UKAS).

v) demonstrable technical highway engineering background, capable of reading and understanding specifications and drawings, including knowledge of the Specification for Highway Works and design standards requirements for minor structures.

vi) ability to demonstrate that they have ongoing suitable health and safety training which includes appreciation of the risks involved in the manufacture of minor structures

4. Conduct of Assessments.

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

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

5. Format and Content of Registration Certificates.

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

5.2. The National Highway Sector Scheme Logo shall be included in any Certificate of Registration which has this Sector Scheme detailed in the Scope of Registration. The logo shall only be used and applied in the manner detailed in any conditions of use published in NHSS 0

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 of this NHSS)

7. Reporting on Sector Scheme Performance.

7.1. Each Lead Certification Body shall provide to the Leader of the SSAC 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

Note: The report shall be available at least a week 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 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.

Appendix G1: Guidance for Assessors and other 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 website.

This Appendix should be read in conjunction with the rest of this document, and associated documents and should be used by all organisations involved in the implementation of this Sector Scheme to inform the process

Section 2 - Requirements

Note 1: This section of the guidance is divided in three parts namely 2A, 2B & 2C. In addition to an assessor/auditor having a general appreciation of the requirements and processes required by BS EN ISO 9001:2008, a CB assessor or internal auditor should be aware of the following when completing a n audit:

2A General background to the scheme.

- i) NHSS 6 was developed in response to the Highways Agency requirement for such a scheme
- ii) The scheme applies to minor structures as set out in the scope
- iii) Further advice and guidance can be obtained from the Secretary of NHSS 6
- iv) The scheme is a contractual requirement on all Highways Agency, Transport Scotland, Welsh Assembly Government, DRD(NI) contracts and usually any contract which uses the Highways Agency Specification for Highway Works. It may also be used in other contracts.
- v) Definitions and terminology that are particular to the scheme are set out in Section 3 of this document
- vi) Training and Competency requirements are set out in Appendix C
- vii) Key documentation applicable to the scheme includes:
 - BS EN ISO 9001
 - NHSS 6

- Other documents as deemed relevant by the organization, examples of which are given in Appendix B of NHSS 8

viii) Relationships with other NHSS's are set out in Appendix M

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

| | Interpretation Y/N | Comments |
|--|-----------------------|--|
| 4. Quality Management System | | |
| 4.1 | Y | Check annually by the CB Auditors and internal auditors. Check Schedule of Suppliers website to ensure registration is current |
| 4.2 | | |
| 4.2.1 | Y | Check Quality Plan is in place, where required, and complies with clause 7.1 |
| 4.2.2 | N | |
| 4.2.3 | Y | Ensure that all required contract specific documents are in place |
| 4.2.4 | Y | Ensure that all required contract specific documents are in place |
| 5. Management Responsibility | | |
| 5.1 | Y | Check policy document |
| 5.2 | N | |
| 5.3 | Y | Check policy document |
| 5.4 | N | |
| 5.4.1 | N | |
| 5.4.2 | N | |
| 5.5 | N | |
| 5.5.1 | N | |
| 5.5.2 | N | |
| 5.5.3 | N | |
| 5.6 | | |
| 5.6.1 | Y | Check annual management review references this NHSS |
| 5.6.2 | N | |
| 5.6.3 | N | |
| 6. Resource Management | | |
| 6.1 | N | |
| 6.2 | | |
| 6.2.1 | Y | Review copies of training certificates and training plans. |
| 6.2.2 | Y | See Appendix C |
| 6.3 | Y | |
| 6.4 | N | |
| 7. Planning and Product Realization | | |
| 7.1 | Y | See Appendix A |
| 7.2 | | |

| | | |
|--|---|---|
| 7.2.1 | N | |
| 7.2.2 | Y | Ensure contract review is in place with an appropriate timescale and assessment of availability of resources. |
| 7.2.3 | Y | Check the Schedule of Suppliers and that a process exists to advise Lantra Awards annually of registration |
| 7.3 | | |
| 7.3.1 | Y | Check evidence of designers' competence |
| 7.3.2 | N | |
| 7.3.3 | N | |
| 7.3.4 | N | |
| 7.3.5 | Y | Check certificate of compliance |
| 7.3.6 | Y | Check whether the requirements of 7.3.6 have been invoked |
| 7.3.7 | N | |
| 7.4 | | |
| 7.4.1 | Y | Check whether 7.4.1 has been used and if so, if evidence is in place |
| 7.4.2 | N | |
| 7.4.3 | N | |
| 7.5 | | |
| 7.5.1 | Y | Check as part of in process audit |
| 7.5.2 | Y | |
| 7.5.3 | Y | Cover during procedure review and seek evidence that records are in place |
| 7.5.4 | Y | Seek evidence that process, and if used, records are in place |
| 7.5.5 | N | |
| 7.6 | Y | |
| 8. Measurement, Analysis and Improvement | | |
| 8.1 | N | |
| 8.2 | | |
| 8.2.1 | N | |
| 8.2.2 | Y | Check quality plan and evidence of internal audits |
| 8.2.3 | N | |
| 8.2.4 | Y | Check records |
| 8.3 | N | |
| 8.4 | N | |
| 8.5 | N | |
| 8.5.1 | N | |
| 8.5.2 | N | |
| 8.5.3 | N | |

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

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

C1 - Safe Working Practices

C2 - Operative/supervisor training and qualifications

C3 – Maintenance of equipment

C4 - Public protection

C5 - Environment
C6 - Testing/inspection/workmanship
C7 - Health and Safety

C1 – Safe Working Practices

- Correct Personal Protective Equipment Worn
- Equipment approved and suitable for use
- Technicians/operatives to be fully aware of their H&S obligations
- Must be able to read and understand their job sheet, risk assessment and other relevant documents;
- Method Statements/work procedures.
- Risk Assessment.
- Vehicles/loads are inspected and drivers are qualified
- Awareness of relevant H&S requirements as applicable to minor structures

C2 Training, Qualifications and Assessment of Competence of employees

- Have achieved appropriate training appropriately certificated
- Have been assessed as competent within their scope of works
- Been inducted on specific equipment (by employer) or if appropriate (i.e. under training) is supervised by a competent person.

C3 Maintenance of Equipment

- Operative/supervisor is aware of LOLER and PUWER requirements where appropriate
- Completed maintenance checklists are available

C4 Public Protection

- Employees are aware of need to protect public (e.g. visitors)

C5 Environment

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

C6 Inspection/ Testing/Workmanship

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

C7 Health and Safety

Auditors should be aware of the Health and Safety at Work etc Act 1974 and associated Health and Safety Legislation as it applies to this sector scheme

Appendix H: Organization Acceptance and Guidelines for New Entrants

1.0 Organization Acceptance

The Highways Agency, The National Assembly for Wales, the Scottish Executive and the Department for Regional Development (Northern Ireland), have stated that only those Organizations holding a valid Certificate of Registration within the scope of this Sector Scheme Document, or equivalent attestation, meet the requirements of Clause 104 and Appendix A of the Specification for Highways Works.

For works carried out on roads managed by other Highway Authorities, acceptance of the Organization will depend on the requirements of the Contract.

2.0 Guidelines for New Entrants – Requirements

The advisory committee has considered whether there is any need to provide guidelines for entry to the scheme. It was unanimously agreed that these were not necessary, since new applicants would be able to apply to accredited certification bodies who would be able to undertake an assessment against this Sector Scheme Document.

3.0 Trade Associations

3.1 Membership of a trade association is not a requirement of this Sector Scheme. The following organisations support this Scheme. Their details are included here for information:

Association of Signals, Lighting and other highway Electrical Contractors (ASLEC)

Lighting Column Technical Forum (LCTF)

Appendix J1: Feedback

APPENDIX J1: FEEDBACK ON THIS DOCUMENT

Use of Form Appendix J1:

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

Committee Chairman
Sector Scheme Advisory Committee for NHSS 6
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 and /or Notified Bodies

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

Issue Identified:

Organization's Details:

Name:

Address:

Organisation / Person raising feedback / issue

Contact Name:

Organization:

Address:

Date:

Signed:

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

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

a) Contract identified

b) i) Details of omission in contract or

ii) Organisation Identified as being awarded the contract or

iii) both i) and ii) above

c) Organisation raising feedback / issue

Name:

Organisation:

Contact details (Address, email address, telephone etc)

d) Date: Signed:

Highways Agency Roads/Contracts – Route for Feedback

Feedback should be sent by email to Standards_Feedback&Enquiries@highways.gsi.gov.uk

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 authority's web-site.

Health and Safety Executive

Concerns about Health and Safety issues should be referred to HSE via HSE's information line 0845 345 0055. Further information is available from HSE's web site (www.hse.gov.uk).

Appendix K: The Interpretation of Certificates Issued by Certification Bodies

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

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

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

- The scope of registration including specific registration to BS EN ISO 9001:2008 and this NHSS including the scheme title e.g. National Highway Sector Scheme 6 – Sector Scheme for Minor Structures
- The identification of each and every location to which the CoR is applicable.
- The services/product offered by the Organization at each location identified on the CoR for NHSS 6 for Minor Structures and any applicable categories with associated typical sub-categories where applicable.
- Logos for the NHSS, UKAS (or equivalent) and the CB.
- The name and address(es) of the Organization
- The validity of the certificate (3 years for ISO 9001)*
- A unique reference number/code
- The signature of a relevant CB official with their name and title

Categories of manufacture should identify the main material and the products produced under this SSD e.g. Steel Columns, Aluminium Columns, Concrete Columns

* 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 Example Model Certificate of Registration

[Certification Body Name/ Logo]

CERTIFICATE OF REGISTRATION

ORGANIZATION NAME]

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

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

BS EN ISO 9001:2008 AND THE FOLLOWING NATIONAL HIGHWAY SECTOR SCHEMES

For the following scope of registration
[List of appropriate highways related works]
National Highways Sector Schemes
[Sector Scheme number and Title]
[Sector Scheme number and Title]
[Sector Scheme number and Title]

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

(This Example Model Certificate of Registration is for information only and shows the information required to be included on any such certificates. It does not imply any specific layout or format nor is it intended to inhibit the house style of the Certification Body)

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

Figure 2 Example Model Appendix

[Certification Body Name / Logo]

APPENDIX

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

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

[ORGANIZATION NAME]

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

Scope of Registration

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

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

(This Example Model Appendix is for information only and shows the information required to be included on any such certificates. It does not imply any specific layout or format nor is it intended to inhibit the house style of the Certification Body)

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

Figure 3 Example Model Certificate of Registration for minor structures

[Certification Body Name/ Logo]

CERTIFICATE OF REGISTRATION

[ORGANIZATION NAME]

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

[Certification Body Name] issues this certificate to the above named company after assessing the company's quality management system and finding it in compliance with
BS EN ISO 9001:2008 AND SECTOR SCHEME 6

For the following scope of registration
Minor Structures:
Steel Columns
Aluminium Columns
Concrete Columns

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.]

(This Example Model Certificate of Registration is for information only and shows the information required to be included on any such certificates. It does not imply any specific layout or format nor is it intended to inhibit the house style of the Certification Body)

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

Figure 4 Example Model Appendix to Certificate of Registration for minor structures

[Certification Body Name / Logo]

APPENDIX 01

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

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

[ORGANIZATION NAME]

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

Scope of Registration:

Minor Structures
Steel Columns
Aluminium Columns
Concrete Columns

National Highway Sector Schemes

6 – Sector Scheme for Minor Structures

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

(This Example Model Appendix to the Certificate of Registration is for information only and shows the information required to be included on any such certificates. It does not imply any specific layout or format nor is it intended to inhibit the house style of the Certification Body)

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

Appendix L: Guidance

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.

Reference should be made to Appendix M before deciding whether to specify that Organisations should be registered to a particular NHSS, as registration to NHSS 6 may include relevant requirements for other NHSS's.

NHSS 6 was originally conceived as a document for use by Clients to specify the minimum standards for minor structures.

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

- a) A competent workforce able to carry out the manufacture of minor structures.
- b) Requirements to evaluate risks and develop processes associated with the manufacture of minor structures and where required, the production of an associated comprehensive quality plan for each contract.

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 manufacturers and suppliers employed directly or indirectly, are supplying products manufactured by an organization registered to this Sector Scheme.

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 Investigation

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

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

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

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

3 Corporate Manslaughter and Corporate Homicide Act 2007

Advice from HSE regarding corporate manslaughter and corporate homicide is available on the HSE web-site, the following extract has been copied from the HSE web-site. "The Corporate Manslaughter and Corporate Homicide Act 2007 is a landmark in law. For the first time, companies and organisations can be found guilty of corporate manslaughter as a result of serious management failures resulting in a gross breach of a duty of care. The Act, which came into force on 6 April 2008, clarifies the criminal liabilities of companies including large organisations where serious failures in the management of health and safety result in a fatality. The Ministry of Justice leads on the Act and more information is available on its Corporate Manslaughter and Corporate Homicide Act 2007 webpage. HSE welcomes and supports the Act. Although the new offence is not part of health and safety law, it will introduce an important new element in the corporate management of health and safety. Prosecutions will be of the corporate body and not individuals, but the liability of directors, board members or other individuals under health and safety law or general criminal law, will be unaffected and the corporate body itself and individuals can still be prosecuted for separate health and safety offences. The Act also largely removes the Crown immunity that applied to the previous common law corporate manslaughter offence. This is welcome, and consistent with Government and HSE policy to secure the eventual removal of Crown immunity for health and safety offences. The Act provides a number of specific exemptions that cover public policy decisions and the exercise of core public functions. Companies and organisations should keep their health and safety management systems under review, in particular, the way in which their activities are managed and organised by senior management. The Institute of Directors and HSE have published guidance for directors on their responsibilities for health and safety. 'Leading health and safety at work: leadership actions for directors and board members' (INDG417)"

4. Client Checklist

The following can be used to assess the validity of contracting organisation claims for compliance with this SSD:

| | | |
|----|--|--|
| 1 | Is there an ISO 9001 certificate present? | |
| 2 | Has the ISO 9001 certificate been extended to cover NHSS 6? | |
| 3 | Is the Certification Body that issued the certificate accredited to UKAS for ISO9001? | |
| 4 | Is the Certification Body that issued the certificate accredited to UKAS for assessments to NHSS 6? | |
| 5 | If the answer to 3 or 4 is No – is the accrediting body equivalent to UKAS and accepted as such by UKAS? | |
| 6 | Does the scope of works of the ISO 9001 certificate, including the NHSS 6 extension, cover the actual products (& materials) intended to be covered by the contract? | |
| 7 | Is there an audit or surveillance visit report from the Certification Body? | |
| 8 | If the answer to 7 is No – when is it due? | |
| 9 | If the answer to 7 is Yes – are there any action points outstanding which should have been completed within six months? | |
| 10 | Is the organisation intending to sub-contract any of the works covered by NHSS 6? | |

If the answer to 10 is Yes – repeat q 1-10 for that organisation

Appendix M: Guidance for Organizations

Not used

Appendix N: Guidance on the Relationship between NHSS 6 and other NHSS's

1. NHSS 8 – Overseeing and / or Installation and / or Maintenance of Highway

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NHSS 6

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Electrical Equipment and supporting Works

Where work is required to be carried out on site, organizations and employees must meet the requirements of NHSS 8

2. NHSS 12D- Installing, maintaining and removing temporary traffic management on rural and urban roads

There is no requirement for Organizations registered to NHSS 6 to also be registered to NHSS12D. Where works on site require temporary traffic management in accordance with NHSS 12D, this will be deemed to be satisfied through the appropriate parts of NHSS 8 where this applies

3. NHSS 19A - Corrosion protection of ferrous materials by industrial coatings

There is no requirement for Organizations registered to NHSS 6 to also be registered to NHSS19A.

In order to ensure consistent standards in the delivery and content of training and the assessment of competence, training under the UK Industrial Coating Applicator Training Scheme (ICATS), specifically for the non-automatic relevant elements of the manufacture of minor structures, related to the particular scope of works of the Organization, is available through a partnership between the Institute of Corrosion and the Highway Electrical Academy. This is currently under development as of the date of publication of this SSD. Organizations should in the meantime ensure personnel carrying out works are appropriately trained.

Where employees are trained only to the requirements of NHSS 6, this does not entitle them to be registered to ICATS or to NHSS 19A. Where the scope of the corrosion protection works being undertaken by the employee extends beyond that covered by the specific training in NHSS 6, full accreditation to ICATS, following successful completion of training under the ICATS scheme, must be obtained.