



# National Highways Sector Schemes for Quality Management in Highway Works

8

(formerly 8 9B and 10)

**THE OVERSEEING AND / OR INSTALLATION AND / OR  
MAINTENANCE OF HIGHWAY ELECTRICAL WORKS**

**PUBLISHED BY THE SECTOR SCHEME ADVISORY COMMITTEE FOR  
HIGHWAY ELECTRICAL WORKS.**

# DOCUMENT CONTROL

## Issue Statement

Issue Number	Comments
Issue 1 to UKAS	2 March 2004
Issue 2 to UKAS	28 October 2004
Issue 3 5 May 2005	Definition - Qualified Supervisor; Clause 7 4 (iii) 1 Include CSCS and ECS cards; Appendix C Allow for non electrical training requirements; Appendix F New arrangements for determining accreditation bodies; Appendix J1 New arrangements for feedback and complaints; Appendix K Example of Certificates; Appendix L Guidance
Issue 4 10 March 2006	Title; Implementation; Introduction; Interpretation; Quality Management System Requirements Clauses 4, 4.1, 4.2.1, 5.2, 6.2.2(iii), 7.1, 7.3, 7.4(iii), 7.5.3, 7.6(ii); Appendices A, B, C, F, G, H, J1, K, L
Issue 5 24 July 2006	<ul style="list-style-type: none"> <li>• Definition – Designer – modified to remove “etc.”; Responsible Manager must be an employee of the Organization</li> <li>• Clause 6.2.2 (i) Responsible Manager, Authorising Officer, Qualified Supervisor allowed as singular or plural</li> <li>• Clause 6.2.2 (ii) C – full three yearly review deleted.</li> <li>• Clause 6.2.2 (iii) – allows for ASLEC registration card issued prior to ECS card being available</li> <li>• Clause 6.2.2 (iv) – refresher training at intervals not greater than five years</li> <li>• Clause 6.2.2 (v) - clarification - commencement of assessment within two weeks, completion of assessment and registration of employee within four months</li> <li>• Clause 7.4 (iii) 1 – sub-contractors carrying out excavation and reinstatement to provide evidence of competency in temporary traffic management where they also carry this out</li> <li>• Clause 7.5.1 (iv) – organisations to have access to and working knowledge of relevant documents as appropriate in Appendix B</li> <li>• Clause 7.6 (i) 1 – mandatory requirement to hold specified electrical test equipment removed</li> <li>• Clause 8.2.2 2 – clarification on Technical Audit not being a pre-requisite for certification to NHSS 8, 9B and 10 by the Organization’s Certification Body</li> <li>• Appendix B – Clarification that this appendix contains reference documents relevant to this Sector Scheme which should be identified as appropriate or not by the Organization and documents updated.</li> <li>• Appendix C – Introduction - clarification on prior training; replacement of reference to specific Industry Accreditation date with reference to appropriate date in Appendix K; modification to minimum technical qualifications for Authorising Officers; clarification on training and assessment requirements of NHSS 12D as deemed appropriate to the Highway Electrical sector by the NHSS 8, 9B and 10 Committee.</li> <li>• Appendix G – Clarification that the assessment of Portfolios is carried out by the third party technical auditor and therefore does not fall within the scope of the Certification Body assessment.</li> <li>• Appendix K – addition of Industry Accreditation dates for other occupational areas; re-titling of areas to clarify environmental and monitoring equipment and to include slot cutting for cables other than for inductive loops</li> <li>• Appendix L – clarification that both Authorising Officers and Qualified Supervisors must be Registered Authorised Persons; clarification that for organisations registered to NHSS 8, 9B and 10 that there is no requirement to also be registered to NHSS 12D. Relationship between NHSS 8, 9B and 10 and other NHSS documents</li> </ul>
Issue 6 6 February 2007	<ul style="list-style-type: none"> <li>• Contents – “Example” inserted before “Register”</li> <li>• Composition of the Sector Scheme Advisory Committee – “The County Surveyors Society” replaced with “County Surveyors’ Society (CSS)” ; “Scottish Executive” replaced with “Transport Scotland”; “National Assembly for Wales” replaced with “Welsh Assembly Government”</li> <li>• Introduction – “Motorway communications” changed to “Communications equipment on Motorways and other highways”; reference to Secretary of Sector Scheme Advisory Committee replaced with ASLEC</li> <li>• Scope – expanded to list those areas included within the scope as detailed in Appendix K</li> <li>• Definitions – Qualified Supervisor definition – “direct” deleted to permit peripatetic working arrangements; reference to Appendix L added</li> <li>• Clause 4 – Quality Management System Requirements - 2<sup>nd</sup> paragraph - “clause” replaced with “clause or sub-clause”</li> <li>• Clause 6.2.2 (i) – “Authorising Officer” added to text as required to be Registered Authorised Person</li> <li>• Clause 6.2.2 (iii) – reference to the HEA website and the HA web-site added</li> <li>• Clause 7.5.1 (ii) – “the Qualified Supervisor” replaced with “all relevant personnel”</li> <li>• Clause 7.5.4 – “Quality System” changed to “quality management system”</li> <li>• Clause 7.5.5 (iii) – replace “significant deterioration or damage” with “deterioration or damage which adversely affects their performance or life”</li> <li>• Clause 8.2.2 – 1 – “twelve month” replaced with “twenty four month”</li> <li>• Appendix B – Items 10, 15, 22 – document titles corrected and PD6547 added</li> <li>• Appendix C – clarification on training being delivered to the Training Specification by HEA Approved Trainers with exceptions listed; experience requirements for Authorising Officer and Qualified Supervisor modified; Qualified Supervisor (Associated Highway Works) Route 3 corrected to NVQ/SVQ Level 2; clause 4 email address - individual name replaced with title</li> <li>• Appendix F – AFAQ-EAQA Ltd. added</li> <li>• Appendix G – Clause 2b – “installation and maintenance of electrical apparatus, associated structural supports and cabling in the highway electrical industry” changed to “installation and maintenance of highway electrical and / or highway electronic equipment and / or associated highway works as detailed in Appendix K and”; new clause 2c added to identify where further advice or training can be obtained</li> <li>• Appendix H – “National Assembly for Wales” replaced with “Welsh Assembly Government”</li> <li>• Appendix J2 – “Complaints” changed to “Feedback”</li> <li>• Appendix K - “Motorway communications and associated apparatus” changed to “Communications equipment and associated apparatus on motorways and other highways”; The installation and maintenance of ramp metering equipment and associated apparatus added for clarity; clarification that validity of ISO 9001 certificate is 3 years</li> <li>• Appendix L – clause 3d – “with less than 5” replaced with “employing 3 to 5”; new clause 4 added to give guidance on employees transferred under the TUPE Regulations, existing clause 4 re-numbered to 5; new clause 6 added regarding the Police Road Death Investigation Manual</li> </ul>

<p>Issue 7 25 July 2007</p>	<ul style="list-style-type: none"> <li>• Implementation of issue UKAS 7 – references to Issue numbers updated</li> <li>• Clause 6.2.2(v) – second paragraph replaced to cover the twelve month period by which new employees who have evidence of competency need to be registered, and to include the requirement for interim cards in this period</li> <li>• Clause 7.4(iii) – the exemption for specialist sub contractors carrying out excavation and reinstatement works to be accredited to this Sector Scheme or registered to the Highway Electrical Industry Scheme for the Registration of Authorised Persons extended to include the installation of ducts</li> <li>• Clause 7.5.1 (iii) – additional clause covering equipment on parapets</li> <li>• Appendix A – new item 9 - Processes to identify where equipment (e.g. cameras, signs) might be being installed on parapets conforming to BS EN 1317 and methods to ensure the integrity of the parapet is not compromised; previous items 9-20 re-numbered as 10-21.</li> <li>• Appendix C – headings added to the Introduction for clarification; specific exemptions from the requirement to carry out training in accordance with the Training Specification by HEA Approved Trainers and appropriately certificated (through Lantra Awards) moved to the Training Specification and referenced accordingly; new paragraph added at the end of the Introduction covering Approved Persons exemption to gain a Level 2 or 3 N/SVQ in Electrotechnical Services (Highway Electrical Systems); reference to HEA courses changed to HE Registration Scheme Administrator (ASLEC); “required updates” added to Authorising Officer’s and Qualified Supervisor’s requirements.</li> <li>• Appendix L – Clause 2 – re-worded to align more closely with 7.4(iii); Clause 4 re-worded to clarify the position on new employees; new Clause 5 referring to Registration Cards and specifically interim Cards; Previous clauses 5, 6 re-numbered as 6, 7.</li> </ul>
<p>Issue 8 4 Dec 2007</p>	<ul style="list-style-type: none"> <li>• Implementation: Implementation of issue UKAS 8 – references to Issue numbers updated; Wording “Certification Bodies should advise their customers and / or clients of this revision” deleted</li> <li>• Introduction – deletion of reference to specific working groups.</li> <li>• Clause 7.2.2 – new sub-clauses (i) and (vi); existing sub-clauses re-numbered</li> <li>• Clause 7.4. (iii) 1 – “the subcontractor is under the management control of the Organization and” deleted</li> <li>• Clause 8.2.2 - sub-clause 2 re-worded to permit audits at one contracting office location only under defined circumstances</li> <li>• Appendix C – Clause 2 - amendment to period by which employees falling within the scope of Industry Accreditation require to gain an N/SVQ</li> <li>• Appendix G – Addition to clause 2 (c) to refer to Assessor Training slide presentation prepared at the request of the NHSS Liaison Committee; new clause 2 (d) drawing assessors’ attention to the latest issue of NHSS 8 9B and 10 and the Implementation clause.</li> <li>• Appendix K – deletion of scopes dealing with work in tunnels - now in NHSS 22; addition of 30/9/08 Industry Accreditation date for Northern Ireland</li> <li>• <b>Appendix L – reference to NHSS 19A updated; reference to NHSS 22 added</b></li> </ul>
<p>Issue 9 3 June 2008</p>	<ul style="list-style-type: none"> <li>• Implementation: Implementation of issue UKAS 9 – references to Issue numbers updated</li> <li>• Definitions-Authorised Person - “Training Specification” replaced with “Highway Electrical Registration Scheme Handbook”</li> <li>• Throughout - “permanent” deleted before “traffic control equipment”; Highway Electrical Industry Scheme for the Registration of Authorised Persons renamed to Highway Electrical Registration Scheme (HERS);</li> <li>• Clause 4.1 amended to refer to Schedule of Suppliers</li> <li>• Clause 6.2.2(i) last paragraph re-worded for clarity</li> <li>• Clause 6.2.2 (ii) 3a - “Training Specification” replaced with “Highway Electrical Registration Scheme Handbook”</li> <li>• Clause 6.2.2 (iv) – re-worded for clarity</li> <li>• Clause 7.1 – “for delivery” added in third paragraph for clarity</li> <li>• Clause 7.2.2 (i) - Reference made to the organization’s Highway Electrical Registration Scheme registration certificate showing the scope of registration.</li> <li>• Clause 7.6 (i) – reference to specific test equipment deleted</li> <li>• Clause 8.2.2 re-formatted for clarity; reference to “Compliance Manager” replaced with “nominated individual....”; new clause (ii) 3 added</li> <li>• Appendix A – Clause 2 – “(including delivery strategy and clear and sustainable performance objectives)” added</li> <li>• Appendix B – item 8 updated</li> <li>• Appendix C – reference to 30 September 2008 and 1 October 2008 changed to 30 September 2009 and 1 October 2009 respectively</li> <li>• Appendix G1 - Guidance for Assessors and other Auditors - added</li> <li>• Appendix K – bus shelters and advertising equipment added</li> <li>• Appendix L - new clause 1 – Guidance for Clients; old clause 6 moved to Appendix M; old clause 7 re-numbered as clause 6</li> <li>• <b>Appendix M added</b></li> </ul>
<p>Issue 10 25 Nov 2008</p>	<ul style="list-style-type: none"> <li>• “ISO 9001:2000” replaced with “ISO 9001:2008” throughout; clause titles changed to suit</li> <li>• “NHSS 8 9B and 10” renumbered as “NHSS 8” throughout</li> <li>• “Highway Electrical and/ or Associated Highway Works and / or Highway Electrical works” replaced with “Highway Electrical works” throughout</li> <li>• “Training Group” replaced with “Standards and Training Group” throughout</li> <li>• “Training Specification” replaced with “Highway Electrical Training Specification” throughout</li> <li>• Clause 6.2.2 (i) 6 amended to permit a Responsible Manager who is also the Managing Director or Chief Executive of the organisation to elect to also act as either an Authorising Officer or Qualified Supervisor</li> <li>• Clause 7.4 (iii) 1 re-worded to include organisations carrying out cable pulling / cable laying and to reference CDM2007 Regulations</li> <li>• Appendix F - updated</li> <li>• Appendix G1 – changes to reflect the changes in the rest of the document</li> <li>• Appendix L – reference to Appendix G1 Clause C – Key Points to Good Practice – added</li> <li>• <b>Appendix M – NHSS 9B added</b></li> </ul>
<p>Issue 11 23 July 2009</p>	<ul style="list-style-type: none"> <li>• Title, Scope and document changed throughout to add Overseeing to document</li> <li>• Document changed throughout to re-accommodate Traffic Signs</li> <li>• Composition of Sector Scheme body – BSI deleted and replaced with National Highways Sector Scheme Certification Body Group</li> <li>• Selection of Certification Body – amended to include Notified Bodies</li> <li>• Implementation – historical text deleted</li> <li>• Introduction – reference to list of certification bodies in Appendix F deleted</li> <li>• Clause 6.2.2 (ii) 3 b – wording amended to clarify the registration of employees</li> <li>• Clause 6.2.2 (iii) – reference to ASLEC registration card deleted; “whilst at work” added to the requirement to carry the Registration Card at all times</li> <li>• Clause 7.4 (ii) – addition of “services”</li> </ul>

	<ul style="list-style-type: none"> <li>• Appendix B – “subject to amendment” added to reference to TCUG GN1</li> <li>• Appendix C – changes to wording in Clause 2 in respect of Industry Accreditation for clarity</li> <li>• Appendix F – deletion of individual certification body names; updating search information to align with new UKAS web-site layout</li> <li>• Appendix G - re-worded to align with proposals for NHSS 0 for greater clarity</li> <li>• Appendix G1 - new statement included at the end of the Introduction for further clarification; Clause A sub-clause (viii) amended to align with the modification to Appendix G Clause 2</li> <li>• Appendix H – re-worded to align with proposals for NHSS 0; clause 2.3 amended to clarify that as a minimum all registrable employees should be registered and be in possession of an ECS HERS Interim card</li> <li>• Appendix L - new opening statement about the change in numbering from NHSS 8 9B and 10 to NHSS 8; additional last paragraph to clause 1 to reference the Institute of Highway Incorporated Engineers and the Institution of Lighting Engineers and their requirements; change to wording regarding use of competent person other than QS to remove restriction on organisation size; addition to clause 3 to clarify that the Responsible Manager must be at least equal in status to the Authorising Officer within the organisation.</li> <li>• Appendix M – re-wording of clause on NHSS 9B for clarification</li> </ul>
<p>Issue 12</p> <p>14 Apr 2010</p>	<p>Change to title to better reflect intent and scope of document and throughout document</p> <p>Editorial changes to document to more closely align with NHSS 0 Part 3 November 2009, including reference to BS EN ISO 9001 clauses where no specific interpretation has been made.</p> <p>Changes to ASLEC/HEA email addresses throughout; CSS changed to ADEPT; IHIE changed to IHE throughout; structural review changed to audit</p> <p>Introduction re-worded to align with NHSS 0</p> <p>Scope amended to clarify that it covers both temporary and permanent works, other than temporary portable traffic signals; terminals added to bus shelters</p> <p>Clause 3.1 – definition of overseeing added; definition of highway electrical equipment and supporting works added for clarity</p> <p>Clause 3.2 – abbreviations - added to align with NHSS 0</p> <p>Clause 4.1 amended to require notification and provision of evidence of organizational registration to the HERS on an annual basis to the Schedule of Suppliers via Lantra Awards</p> <p>Clause 5.1 added</p> <p>Clause 6.2.2 (v) 2 amended for clarity and to include a three month period for the application for a standard registration card; 3 added to cover agency workers; 4 added to cover employees without the required evidence of competence (vi) added –wording taken from previous clause 8.2.2 (ii) to permit internal technical audit to be dealt with under this clause rather than 6.2.2</p> <p>Clause 7.1 sub-clause (iv) added</p> <p>Clause 7.2.3 (i) and (ii) added</p> <p>Clause 7.4.1 (iii) added to confirm non-compliant sub-contractors and their employees must be directly supervised on a continuous basis until they are fully compliant</p> <p>Clause 7.5.3 (i) added; previous clause 7.5.3 (i) now clause (ii)</p> <p>Clause 7.5.5 (ii) re-worded to align with NHSS 0</p> <p>Clause 8.2.2 (ii) re-worded to permit the internal technical audit to be referenced under 6.2.2 or under 8.2.2</p> <p>Clause 8.5.2 (i) added including a requirement to carry out corrective action within a maximum timescale of six months</p> <p>Appendix G Clauses 8.1-8.4 re-worded as NHSS 0</p> <p>Appendix G1 – Reference to checklist in Appendix L added; Section 2A, clause (iv) “non-electrical works such as the installation of posts, columns and cabinets” added for clarity; Section 2B amended and comments added;</p> <p>Appendix H – clause 3 added to align with NHSS 0</p> <p>Appendix J1 re-worded to align with NHSS 0</p> <p>Appendix J2 re-worded to align with NHSS 0</p> <p>Appendix J3 added</p> <p>Appendix K – re-wording of scope covering bus shelters to include terminals</p> <p>Appendix K1 added</p> <p>Appendix L – addition of clauses 1.1, 1.2.1 and 1.2.2; 1.2.11 Checklist for assessing compliance</p>

	<p>added</p> <p>Appendix M changed to Appendix N to align with NHSS 0</p> <p>Appendix N – Clause 1.0 added for NHSS 7; clause 2.4 added to clarify that where employees have been trained, assessed for competence and issued with NHSS 12D cards, that they are deemed to meet the training and initial assessment requirements of NHSS 8 in respect of temporary traffic management within the scope of NHSS 12D</p>
<p>Issue 13 18 Feb 2011</p>	<p>Composition - Change from ILE to ILP</p> <p>Change to ASLEC and Highway Electrical Academy address and contact numbers throughout; replace <a href="http://www.highwayelectrical.org.uk/hea">www.highwayelectrical.org.uk/hea</a> with <a href="http://www.highwayelectrical.org.uk/hers">www.highwayelectrical.org.uk/hers</a> throughout; change from N/SVQ to CBQ / NVQ (formerly N/SVQ) throughout</p> <p>“and/ or the laying or pulling through of cables “ deleted throughout to bring such operations into scope</p> <p>Clause 1 Scope amended to include the relevant wording previously in clause 7.4.1 (ii) amended in the first paragraph to delete “and/ or the laying or pulling through of cables “to bring such operations into scope together with re-wording for clarity; second paragraph amended to align</p> <p>Clause 6.2.2 (vi) 1.3 – “covering those areas which would have been included within the third party biennial audit” added for clarity</p> <p>Clause 7.4 (ii) Re--worded to reference the scope</p> <p>Appendix B– items 38a, 38b internet addresses changed</p> <p>Appendix C – Clause 3 – new subclause 3.4 added to clarify that training, assessment and the issuing of cards under NHSS 12D may also be used to satisfy the requirements</p> <p>Appendix G1 – Clause 4.1 – requirement to notify ASLEC as HERS administrator added to align with text; Clause 6.2.2 – additional direction for alignment with NHSS 12D where relevant; Clause 7.4.1 “checked” replaced with “validated”; clauses C1, C3, C6 – deletions to align with 7.4 (ii) 1</p> <p>Appendix K – first clause re-worded to remove categories no longer used; table re-formatted to align with proposed wording on CB certificates and sample certificates re-worded to align</p>
<p>Issue 14 22 Mar 2011</p>	<p>Definitions: Correction to Highway Electrical Equipment to remove exclusion of “the laying of cable or pulling through of cable”</p>
<p>Issue 15 30 Jun 2011</p>	<p>Implementation – clarification that Issue 14 and Issue 15 are to be implemented by 31<sup>st</sup> December 2011 for those organisations carrying out the installation of cable not previously registered to NHSS8</p> <p>Scope – amendment to the last paragraph to provide further clarification on the construction of foundations</p> <p>Appendix J1 – email address added for email form J1</p>

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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**

#### **a) Full Members**

ADEPT – Association of Directors of Environment, Economy, Planning and Transport  
APSE – Association of Public Service Excellence  
ARTSM - The Association for Road Traffic Safety and Management  
ASLEC – The Association of Signals, Lighting and other highway Electrical Contractors  
CECA – Civil Engineering Contractors Association  
Certification Bodies - See Appendix F  
DfT - Department for Transport  
Highways Agency  
IHE – Institute of Highway Engineers  
ILP – Institution of Lighting Professionals  
LASMA – Local Authority Sign Manufacturers Association  
Lantra Awards  
LIF – Lighting Industry Federation  
National Highways Sector Scheme Certification Body Group  
TSG – Traffic Systems Group

#### **b) Corresponding Members**

DRD(NI) – Department of Regional Development (Northern Ireland)  
HCTA – Highways and Construction Training Association  
MCG – Main Contractors Group  
SCOTS  
Transport Scotland  
TAG – Technical Advisory Group  
The Welsh Assembly Government

## Exclusion of Liability

### The Sector Scheme Advisory Committee for NHSS 8:

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

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## Selection Of Certification Body / Notified 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 shall ensure that they engage a Certification Body specifically accredited to assess against the requirements of this SSD – further guidance being given in Appendix G1. Specifiers, consultants, engineers and others 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 on the Certificate of Registration (see Appendix K).

With the progressive introduction of the harmonised European Specification BS EN 12899 Notified Bodies will replace Certifying Bodies in respect of factory production control activities required in accordance with BS EN 12271.

Where CE Marking is a requirement, this can only be applied following successful evaluation of the factory production control by a Notified Body. (Notified Bodies are appointed by the relevant authority in a member state of the European Union and notified to the European Commission. In the UK the relevant authority for notification under the Construction Product Directive (CPD) is the Department for Communities and Local Government, (DCLG)).

Public Bodies are required under the Public Contracts Regulations 2006 implementing Directive 2004/18/EC to specify relevant European Standards as they become available; harmonised European Standards include requirements for factory production control (fpc) leading to CE Marking for the product(s) in relevant European Standards. Advice from DCLG in respect of placing a (CPD) product on the market is that such a product does not require CE Marking. However, where public bodies do not specify CE Marking they need to satisfy themselves that products (claiming to meet the requirements of a (CPD) European Standard) satisfy the requirements for fpc and this can be demonstrated by the product having a CE Mark or possibly through other means such as a recognised voluntary quality mark. Organizations accredited to this scheme will have a compliant fpc.

## Implementation

This scheme replaced the existing Highway Agency accepted Certification Body schemes which are listed in the Specification for Highway Works (SHW) (May 2005 amendment). A transition period during which

accepted Certification Bodies and their existing registered companies were able to adapt to this scheme's interpretation of ISO 9001:2008 was applicable until September 2005, as detailed in Appendix K.

The 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 15**

- (i) 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 latest issue except for organisations carrying out the installation of cable, not previously registered to NHSS8. For these latter organisations, the implementation of both issue UKAS 14 and issue UKAS 15 is to be completed by 31<sup>st</sup> December 2011
- (ii) Assessments against the previous issue will continue to be valid until the following assessment carried out by the accredited Certification Body

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 may be undertaken against the previous edition subject to compliance with clause (i) and Note 2 above

## Introduction

1. This Sector Scheme Document (SSD) relates to the quality management system requirements for the overseeing and / or installation and / or maintenance of Highway Electrical equipment and supporting works as detailed in Appendix K. 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 (NHSS's), 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 do 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
6. The Sector Scheme Advisory Committee has established a Standards and Training group as a sub-group to the committee. This sub-group assists in the development and maintenance of national training and competency assessment requirements for this Sector Scheme as necessary for the industry. It has the responsibility for the development and production of Appendix C and makes recommendations in respect of paragraph 6.2.2. The sub-group reports to the main committee.
7. In using this Sector Scheme users shall use best practice such as specifying any other relevant NHSS's as appropriate to the nature of the work being undertaken
8. It should also be noted that NHSS's 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 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 NHSS 8 Advisory Committee 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 visiting the UKAS website ([www.ukas.com](http://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. A list of registered Organizations is maintained by ASLEC, as administrator of the Highway Electrical Registration Scheme on the HEA web-site at [www.highwayelectrical.org.uk/hers](http://www.highwayelectrical.org.uk/hers).

11. Lantra Awards maintains a list of registered Organizations for the NHSS Liaison Committee, details can be accessed from [www.scheduleofsuppliers.com](http://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 made by Lantra Awards to those Organizations appearing on the register. Lantra Awards Schedule of Suppliers Management Team may be contacted by email at [scheduleofsuppliers@lantraawards.co.uk](mailto:scheduleofsuppliers@lantraawards.co.uk) to ascertain/check the status of an organization/company if it is not listed on the web-site.

## 12. Scheme Contact and Feedback

### (a) Contact

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.

The Secretary  
NHSS 8 - SSAC  
c/o UKAS  
21-47 High Street  
Feltham  
Middlesex  
TW13 4UN

### (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) contains requirements for the quality management systems to BS EN ISO 9001: 2008 for Organizations undertaking the overseeing and / or installation and / or maintenance of Highway Electrical equipment and supporting works as detailed in Appendix K, and shall be read in conjunction with that standard. This currently includes the overseeing and / or installation and / or maintenance work in the following areas, together with their associated apparatus:

- Traffic Control equipment
- Variable Message Signs
- Communications equipment
- Environmental and Monitoring equipment
- Cameras
- Ramp Metering
- Highway Lighting columns, posts and other street furniture
- Cables
- Slot cutting and the laying of cables
- Highway Lighting and illuminated Traffic Signs
- Un-illuminated Traffic Signs
- Electrically connected bus shelters and/or advertising equipment and/or terminals

Organisations carrying out excavation and reinstatement works and / or the installation of ducts may be registered to this Sector Scheme and the associated Highway Electrical Registration Scheme or may register their employees to the New Roads and Street Works Act register at the appropriate level, ensuring they are in possession of the relevant CSCS (CSR in Northern Ireland) or ECS card together with other evidence to show compliance with the core competence criteria of the CDM2007 Regulations.

Any organisation carrying out works which involve entering items of highway electrical street furniture, or connecting cables or carrying out electrical testing to obtain electrical values falls within the scope of NHSS 8 and HERS.

The scope covers both temporary and permanent works, other than temporary portable traffic signals. Where appropriate the design of the electrical installation also forms part of the scope of the quality management systems of an Organization.

The design of the foundations for the associated structural supports is not included. Where the foundation is constructed as part of the highway electrical works by an organisation, they would be included within the scope of NHSS8. Where foundations are separately constructed by organisations carrying out only excavation, foundation construction, and / or reinstatement, then the requirements are as per organisations carrying out only excavation or reinstatement

## 2. Normative references

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 and definitions

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

Authorised Person

A Competent Person authorised by the Organization to carry out specific elements of work appropriate to their level of competency as defined in

## Highway Electrical Registration Scheme Handbook

Authorising Officer	A person appointed by the Organization to assess the competency of individuals nominated for appointment as Authorised Persons and recommending them for authorisation by the Responsible Manager. The designated level for assessment shall be appropriate to the experience, knowledge and training of the assessor.
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 document.
Client	The body for which the work is being carried out, e.g. the Highway Authority and its nominated representative.
Competent Person	A person assessed as having the necessary education, training, skills, experience and technical knowledge, to undertake work and avoid danger within the scope of work outlined in clause 1.
Compliance Manager	The person named in the Organization's Quality Plan as having responsibility for the development, review and continuous improvement of policies and procedures necessary to meet the criteria for activities carried out within this Sector Scheme.
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"><li>i) The Manual of Contract Documents for Highway Works: Volume 1 Specification for Highway Works.</li><li>ii) Any Contract Specific Appendices</li><li>iii) Contract Drawings.</li></ul>
Contracting Office	The Organization's office from which work, which is carried out by Authorised Persons, is issued, managed and controlled.
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.)
Designer	The person / body responsible for converting requirements into design output in the form of for example drawings, specifications, plans, instructions.
Highway Electrical equipment and supporting works	This includes any or all of the equipment associated with the scope of this document and as set out in Appendix K, including non-electrical items such as posts and columns but excluding only excavation, reinstatement. It specifically includes any works which require entry into an item of highway electrical street furniture
Organization	The body responsible for carrying out the work or the activities as set out in the Scope
Overseeing	In this document, the term overseeing is intended to cover those organizations and persons carrying out investigative work or the direction or checking of work as or on behalf of the client. It is not intended to cover the

	normal contractor / sub-contractor relationship.
Traffic Control Equipment	Traffic signals normally utilizing signal controllers in accordance with Specification TR2210 or equivalent.
Qualified Supervisor	A person(s) having responsibility, training and experience to supervise electrical and/or non electrical operations and who shall have responsibility, on a day to day basis, for the safety, quality and technical standard of work carried out by all Authorised Persons under their supervision (see also Appendix L)
Quality Plan	The document setting out the specific quality practices, resources and sequence of activities relevant to the Contract.
Road Traffic Sign	An illuminated or non illuminated traffic sign fixed to a structure or support complying with BS:EN 12899 Parts 1, 4 and 5
Registered Authorised Person	An Authorised Person registered with the Highway Electrical Registration Scheme
Responsible Manager	The person named in the Organization's Quality Plan as having managerial responsibility for activities set out in the scope. The Responsible Manager must be an employee of the Organisation.
"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).
Standards and Training Group	A sub group of the Sector Scheme advisory committee responsible for formulating proposals to the committee on training and competence
Highway Electrical Training Specification	A specification, developed by the Standards and Training Group, which specifies the training requirements of employees carrying out work outlined in Clause 1 Scope and in line with the underpinning knowledge requirements for the appropriate level and unit(s) of the CBQ / NVQ (formerly N/SVQ) where relevant.

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

CB	Certification Body
ECS	Electrotechnical Certification Scheme
HEA	Highway Electrical Academy
HERS	Highway Electrical Registration Scheme
NHSS	National Highways Sector Scheme
QMS	Quality Management System
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

#### 4. Quality management system

This document shall be read in conjunction with the ISO 9001 : 2008 requirements augmented by the following supplementary requirements. Paragraph numbers in sections 4 to 8 reference appropriate paragraphs of BS EN ISO 9001:2008.

Where no reference to a heading is listed this means that it is not considered necessary to provide an interpretation for that clause or sub-clause in the context of this scheme.

## **4 Quality management system**

### **4.1 General requirements**

The Organization shall operate a Quality Management System(s) (QMS) complying with the requirements of BS EN ISO 9001:2008 and with this Sector Scheme Document. 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 together with their organizational Highway Electrical Registration Scheme (HERS) Certificate, 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.

At the same time as notifying the Schedule of Suppliers via Lantra Awards, the organization shall also notify and provide evidence of their Certificate of Registration to this scheme to ASLEC, as HERS administrator, so that the list of registered organisations held on the Highway Electrical Academy (HEA) web-site may be maintained

### **4.2 Documentation requirements**

#### **4.2.1 General**

- i) Where required, the Organization shall submit a Quality Plan or alternative document as defined in the Contract Specification for acceptance or approval by the Customer and / or Client, as appropriate, prior to commencement of work. (See Appendix A).
- ii) See also paragraphs 7.1, 7.3, 7.5.1(i), 7.5.1(iii), 7.5.4, 7.5.5 and 7.6 below for further documentation requirements.

#### **4.2.2 Quality Manual - No specific interpretation**

#### **4.2.3 Control of documents**

All contract specific documents shall be controlled, this shall include, but not be limited to, as applicable:

- a Correspondence
- b Delivery notes and certification where required.
- c Records of rejected material
- d Contract documentation and customer order
- e Customer drawings and records
- f Instructions to site staff
- g Calibration and maintenance records.
- h Methods to ensure the Organization obtains any amendments or replacements to the documents listed in Appendix B where appropriate to the scope of registration and contract specification.

#### **4.2.4 Control of records**

In addition to the Organization's own quality records, contract specific records shall include, where appropriate:

- a Customers specification
- b Review records

- c Quality plan
- d Instructions to the Operatives
- e Certification of supply of materials
- f Purchase orders
- g Calibration and verification records
- h Production records
- i Employee training
- j Complaints
- k Reasons for work stoppages / delays
- l Results of all tests undertaken which shall be made available to the customer and / or client on request
- m Details of any accidents known to the Organization within or adjacent to the area of work.

The Organization shall keep all records after completion as required by the terms of the Contract or for a minimum of six years which ever is the longer. Record disposition after this period shall be defined in the Quality Plan.

## **5 Management responsibility**

### **5.1 Management commitment**

The Organization's policy document shall include a statement of commitment to this NHSS

### **5.2 Customer focus**

Processes for delivering Customer requirements shall consider the interests of the Customer and / or Client and the product end users i.e. the general public/travelling public and shall be mindful of the Customer's and / or Client's interaction with the end users. This shall include processes to minimise disruption to traffic and third parties

### **5.3 Quality policy**

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

### **5.4 Planning - No specific interpretation**

5.4.1 Quality objectives – No specific interpretation

5.4.2 Quality management system planning – No specific interpretation

### **5.5 Responsibility, authority and communication – No specific interpretation**

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

- (i) 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 a year, or on occasions when a significant change in the Contract Specification takes place.

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** - No specific interpretation

**6.2.2 Competence, training and awareness**

(i) Management Resources, Responsibilities and Qualifications

The Organization shall appoint the following personnel. Guidance on their roles and responsibilities are detailed in Appendix L.

1. Responsible Manager(s)
2. Compliance Manager(s)
3. Authorising Officer(s), who may not be directly employed.
4. Qualified Supervisor(s). The number of Qualified Supervisors shall be appropriate to the range, scale and geographical spread of the work undertaken from each Contracting Office.
5. A person nominated as Authorising Officer or Qualified Supervisor shall also be a Registered Authorised Person
6. A Responsible Manager may not act as an Authorising Officer for a given employee except where the Responsible Manager is the Managing Director or Chief Executive of the organisation – in such a case the Responsible Manager may elect to also act as either an Authorising Officer or a Qualified Supervisor (but not both). An Authorising Officer may not act as a Qualified Supervisor for a given employee. All other combinations are permitted.

(ii) Qualifications, Training Requirements and Assessment of Competence

The Organization shall meet the following requirements at each Contracting Office.

1. Quality System Familiarisation shall include
  - a. Induction Training
  - b. Organization's operating procedures and safe systems of work
2. Qualifications and Training shall be in accordance with Appendix C
3. Assessment of competence for Authorised Persons by the Organization's Authorising Officer(s)
  - a. Each employee shall be assessed by the Organization's Authorising Officer(s) to ensure that they are competent to carry out the work they are required to perform to the appropriate level of competency as defined in the Highway Electrical Registration Scheme Handbook

- b. Once the Authorising Officer(s) is satisfied that the employee is a Competent Person he shall issue a certificate of authorisation to carry out work which shall be signed by the Responsible Manager, register them with the Highway Electrical Registration Scheme (HERS), and issue them with their ECS HERS card. The appropriate level of authorisation shall be shown on the certificate.
- c. The Organization shall have procedures, which specify how the Authorising Officer(s) shall ensure the continuing competence of employees. As a minimum the following employee competence reviews shall take place:
  - i. A desk top review every year, which will take into account the results of the biennial third party audit, when appropriate.

The requirements for qualifications and experience for Competent Persons, Qualified Supervisors and Authorising Officers are given in Appendix C.

(iii) Employee Register

The Organization shall register their Authorised Persons with the Highway Electrical Registration Scheme. An ECS HERS registration card, which shall be carried at all times whilst at work, shall be issued under this scheme to each Authorised Person.

The Organization may also be required by some of its Customers to register their employees in accordance with the CSCS - Construction Skills Certification Scheme (CRS in Northern Ireland) or another card registration scheme recognised by this scheme. It should be noted that the ECS Registration card provides automatic affiliation to the CSCS.

Further information on the registration process may be found at [www.highwayelectrical.org.uk/hers](http://www.highwayelectrical.org.uk/hers).

Information on the Highways Agency's Workforce Registration/Skill Card requirements for suppliers may be found at [www.highways.gov.uk/business/13630.aspx](http://www.highways.gov.uk/business/13630.aspx).

(iv) Record of Practical Experience and Continuous Professional Development

The Organization shall maintain a portfolio of the practical experience gained by its employees. This portfolio shall contain evidence of relevant experience with reference to the competency areas in the Highway Electrical Registration Scheme Handbook and the appropriate training courses contained in the Highway Electrical Training Specification.

The Organization shall have a planned programme for the continuing professional development of its employees, which shall include refresher training at intervals of not greater than five years.

(v) Operational Requirements

1. Employees who are undergoing training can carry out work for which they have not been authorised as competent only under the direct supervision of a Registered Authorised Person who has been authorised at the appropriate level of competence as defined in the Highway Electrical Registration Scheme Handbook.
2. New employees who have evidence that they are Registered Authorised Persons from a previous employer or who have evidence of transferable competence from a previous employer (e.g. from an associated industry) may carry out work immediately prior to registration as a Registered Authorised Person leading to the issue of a full ECS Highway Electrical Industry Registration card (which is valid for three years) only if:-

- a. The Authorising Officer(s) is satisfied that the new employee is competent to carry out any work assigned to them and has issued them with written authority to do so.
  - b. An application is made either:
    1. within one month of the date of employment, for the new employee to be registered as a Registered Authorised Person and issued with an Interim ECS Highway Electrical Industry Registration card. (Which is valid for one year only and is not renewable). Interim Cards may not be used for employees who are being registered for the first time under the Industry Accreditation route, or
    2. within three months of the date of employment, for the new employee to be registered as a Registered Authorised Person and issued with a Standard ECS Highway Electrical Industry Registration card
  - c. Within one month of employment the Qualified Supervisor(s) shall commence the evidence gathering process for the completion of the employee's competency portfolio. Prior to the expiry of any ECS Interim card, the portfolio must be completed and submitted to the Authorising Officer(s). (Note: this paragraph is an extract from the Highway Electrical Registration Scheme Handbook)
  - d. An application is submitted, in sufficient time prior to the expiry of any ECS interim card, for the employee to be registered as a Registered Authorised Person and be issued with a standard ECS Highway Electrical Industry Registration card which is valid for 3 years.
3. Agency workers who are not registered may work only under the direct supervision of a Registered Authorised Person competent in that work
  4. Employees who do not have the required evidence of competence should be directly supervised by a Registered Authorised Person(s)

- (vi) 1. As part of the process for ensuring Competence, training and awareness is appropriate and relevant, the organization should include the process for the technical audit either as part of the documented Internal Audit process(see clause 8.2.2), or as part of the process for monitoring and reviewing Competence, training and awareness. If it is included within 6.2, then the following clauses apply:

1.1 In accordance with the Highway Electrical Registration Scheme, a third party technical audit shall be carried out to validate the assessment of Authorised Persons carried out by the Organizations Authorising Officer(s). The period between audits shall be no greater than every two years per Contracting Office.

1.2 Where the organization is under a single Quality Management system, with access to that system from all Contracting Offices, with a nominated individual responsible for ensuring and monitoring compliance with NHSS 8 and having all its registrable employees registered only under an Approved Person category, then the third party technical audit may take place at the main Contracting Office only as nominated by the organization and agreed by the Scheme Administrator.

1.3 Where the organization is under a single Quality Management system with access to that system from all Contracting Offices, with a nominated individual responsible for ensuring and monitoring compliance with NHSS 8, including carrying out internal technical audits covering those areas which would have been included within the third party biennial audit, then the third party technical audit may take place at the main Contracting Office and such other Contracting Offices as are included within the organization's registration fee as nominated by the Scheme Administrator. In this instance such third party technical audits will include audits of the organization's internal technical audits.

1.4 The organization shall carry out internal technical audits of its own staff on site to ensure compliance with clause 6.2.2. All staff shall be audited on site over a period of 24 months. The results of these audits shall be made available to the third party technical

auditor.

Note: There is no requirement to have undergone the Technical Audit prior to initial third party certification by the Organization's Certification Body . However in order to achieve third party certification by the Organization's Certification Body, the organization shall be registered to the Highway Electrical Registration Scheme and the organization shall have registered its employees to the Highway Electrical Registration Scheme which will have included an assessment of employees' portfolios by the Organization's Authorising Officer(s) and an audit of at least 10% of the portfolios by the Highway Electrical Registration Scheme Administrator, ASLEC.

**6.3 Infrastructure - No specific interpretation**

**6.4 Work environment – No specific interpretation**

## **7 Product realization**

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

- (i) The Organization shall produce a Quality Plan and where requested, submit for approval by the Customer and / or Client prior to commencement of work.
- (ii) 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
- (iii) The Quality Plan shall not be considered in isolation. An integrated approach shall be taken which links the Quality Plan, Environmental Plan, Sustainability Plan and the Health and Safety Plan (including risk and hazard assessments) together. Management of the service as a whole is reliant on quality and hence the contract and the quality elements cannot be separated as they cannot function efficiently without the other. The Quality plan shall describe the management strategy that sets clear and sustainable performance objectives, delegates responsibility for delivery and establishes lines of communication
- (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 related to the product**

- (i) The organization shall have a recorded process in place to carry out reviews of expressions of interest, pre-qualifications and tender submissions with a view to ensuring that the Certificated Scope or intended Certificated Scope of the organization is not being misrepresented or could be misleading. Clients shall be made aware of any activities requested that are not covered by the Certificated Scope or intended Certificated Scope. Reference should be made to the organization's Highway Electrical Registration Scheme registration certificate showing the scope of registration.
- (ii) The review processes shall require the Organization to verify with the Customer and / or Client that the order placed meets the technical requirements included in the Customer and / or

Client's Contract Specification.

- (iii) The Contract Specification shall not be changed without prior approval from the Customer and / or Client.
- (iv) The Organization shall, prior to commencement, check the practicality of the proposed work. This may include liaison with third parties, e.g. the Highway Authority, the Customer and / or Client. Where irregularities or inconsistencies with the specification or health and safety requirements are encountered these shall be brought to the attention of the Customer and / or Client for resolution .
- (v) The review method shall include processes to establish Customer and / or Client testing and inspection requirements.
- (vi) The organization shall have a recorded process in place to ensure, so far as is reasonably practicable, that work activities are assigned only to those that are competent in that activity. The process should make reference to the Authorisation Certificate (see clause 6.2.2(ii))
- (vii) Matters of a significant nature, which arise during these review processes, shall be considered at management reviews 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 and HERS, 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 items such as materials, components, manufacturing details, maintenance requirements 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 in accordance with the CDM Regulations and any contractual requirements

## **7.3 Design and development**

### 7.3.1 Design and development planning

- (i) Where highway electrical design or development is undertaken the Quality Plan shall identify the competent personnel involved with their qualifications/experience appropriate for design. This shall include those involved with design verification and approval

### 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) The Quality Plan shall identify the person and process to be used for design verification.

### 7.3.6 Design and development validation – No specific interpretation

### 7.3.7 Control of design and development changes – No specific interpretation

NOTE: The Organization's attention is drawn to the requirements contained in GD02 (formerly

## **7.4 Purchasing**

### 7.4.1 Purchasing process

- (i) The Organization shall establish procedures to ensure that all services and materials conform to the Contract Specification. In the absence of a Contract Specification, European Community Directives and Standards may apply. All copies of certification which verify product conformity of materials shall, on request, be passed to the Customer and / or Client.
- (ii) The Organization shall establish vetting procedures based on the following guidance for the employment of sub contractors:

Sub contractors shall be accredited to this Sector Scheme and / or shall register their employees to the Highway Electrical Registration Scheme with the exception of the following:

- 1. The Organization shall establish vetting procedures for the employment of sub contractors. Sub contractors carrying out works included within the scope of this document (See Clause 1 - Scope) shall be certified to this Sector Scheme and / or shall register their employees to the Highway Electrical Registration Scheme
  - 2. Labour only sub contractors need not be registered to this Sector Scheme but their employees shall register to the Highway Electrical Registration Scheme either directly or as if they were a direct employee of the Organization.
- (iii) Non-compliant or non-registered sub-contractors and their employees must be directly supervised on site by Registered Authorised Persons on a continuous and one to one basis until such time as they meet the requirements in full.

### 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) The Organization shall produce method statements for the overseeing and / or installation and / or maintenance of highway electrical equipment and associated structural supports
- (ii) Before site work commences, the Organization shall ensure that the following is documented and issued to all relevant personnel. A copy shall be retained for record purposes.
  - 1. Any special instructions relating to the programme of work.
  - 2. The equipment required for the work and the method of installation / removal of materials to meet the requirements of the Contract
- (iii) Processes to be controlled shall include:
  - 1. Ensuring that all materials used are as specified or approved by the Customer.
  - 2. Ensuring that the materials are clearly identifiable.

3. The presence of Registered Authorised Persons and/or Authorised Persons during works being carried out as defined in Clause 1 Scope.
  4. A system for dealing with variation orders issued by the Customer and / or Client.
  5. Requirements of Chapter 8 and Traffic Signs Manual where the road is open to public use but excluding works covered under Sector Schemes 12a, 12b and 12c.
  6. Contract maintenance or defects period activities.
  7. Timely notification to the customer of any problems, which may affect the planned programme of work within one working day.
  8. An agreed procedure for carrying out emergency works.
  9. The control of sub contractors.
  10. Statutory undertakers and utility company's plant details and services.
  11. When the Organization is the main contractor, location and identification of underground and over-ground services and structures together with the names addresses and telephone numbers of persons responsible for them.
  12. When the Organization is a sub-contractor, the taking of all reasonable steps to ensure this information is available from the main contractor and is suitable to the extent that the Organization is satisfied it is safe to carry out the sub-contract works.
  13. A system to ensure the Organization contacts the client/owner of the parapet whenever equipment is to be fixed to a parapet to determine firstly whether the parapet is pre or post BS EN 1317; secondly where equipment (e.g. camera, sign) is to be installed on parapets conforming to BS EN 1317 that liaison takes place with both the owner and designer / manufacturer of the parapet to ensure the proposed work does not compromise the integrity of the parapet.
- (iv) The Organization's management shall have access to and a working knowledge of relevant documents listed in Appendix B as appropriate.

**7.5.2 Validation of processes for production and service provision** – No specific interpretation

**7.5.3 Identification and traceability**

- (i) There must be an auditable process of document retention which can be clearly identified and traced.
- (ii) The Organization shall establish and maintain documented procedures to ensure that the origin of materials meets the Contract Specification requirements.

**7.5.4 Customer property**

- (i) The quality management system shall include a procedure where material is supplied by the Customer and / or Client.

**7.5.5 Preservation of product**

- (i) When appropriate to the contract, storage arrangements and delivery programme for all materials shall be stated in the Quality Plan.
- (ii) Systems shall be in place to inspect and maintain all goods returned from site before their subsequent use
- (iii) Systems shall be in place to ensure stock materials are protected and preserved from deterioration or damage which adversely affects their performance or life.

## **7.6 Control of monitoring and measuring equipment**

- (i) The Organization shall have an adequate number of calibrated test instruments and test leads appropriate to the range and scale of work being carried out at each Contracting Office, and shall have documented processes to demonstrate the manner and frequency of the calibration. The frequency of calibration shall be either in accordance with the equipment manufacturer's recommendations or at intervals, not exceeding twelve months, whichever is the lesser period. See Appendix E

Limits of calibration tolerances shall be in accordance with the manufacturer's specification

- (ii) In house equipment used for calibration checks shall not be used for any other purpose and shall be re-calibrated traceable to National Standards at appropriate intervals.

## **8 Measurement, analysis and improvement**

### **8.1 General**

Inspection and appropriate testing shall be undertaken to demonstrate adherence to the Contract Specification.

### **8.2 Monitoring and Measurement**

#### **8.2.1 Customer satisfaction – No specific interpretation**

#### **8.2.2 Internal audit**

- (i) A programme shall be initiated to ensure internal audits are undertaken which cover within each twenty four month period all aspects of the quality management system as applied at both site and contracting office operations.
- (ii) Provision for the third party technical audit required under clause 6.2.2 may be incorporated within the internal audit process

#### **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 nonconforming product**

- (i) Any materials not conforming to the Specification shall be discarded, reworked to conform to the Specification or be formally accepted in writing by the Customer and / or Client.

#### **8.4 Analysis of data – No specific interpretation**

### **8.5 Improvement**

#### **8.5.1 Continual improvement – No specific interpretation**

#### **8.5.2 Corrective action**

- (i) Complaints received via ASLEC, as administrator of HERS, or via the SSAC shall be investigated and corrective action completed as soon as practicable and no later than six months from the date of being advised of the complaint
- (ii) Corrective action following ASLEC Technical Audits shall be completed as soon as practicable and no later than six months from the date of the audit

#### **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 '(including delivery strategy and clear and sustainable performance objectives).
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. This shall include, as appropriate, Qualified Supervisor(s), operatives and Designers.
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. Processes to identify where equipment (e.g. camera, sign) might be being installed on parapets conforming to BS EN 1317 and methods (such as liaison with and confirmation from the parapet manufacturer) to ensure the integrity of the parapet is not compromised (see also Clause 7.5.1 (iii))
10. Processes for production of method statements and forwarding them to the Customer and / or Client.
11. Product identification and traceability.
12. Control of non-conforming product.\*
13. Contract specific requirements for storage or transportation.
14. Testing and inspection programme. (Where particular tests are to be done by a UKAS Laboratory this shall be stated)
15. Receipt, examination and submission to Customer and / or Client of certificates of registration and test results and origins of materials used.\*
16. Records deposition.
17. Details and control of Quality records.\*
18. Management control of subcontractors including details of the sub-contractor's registration to this Sector Scheme and any other relevant highways Sector Scheme.
19. Site welfare facilities for staff and reference to relevant Health and Safety Plans and/or Risk Assessments.
20. Risk assessments (including assessment against the possible use of the work site for emergency services vehicles)
21. Any other relevant information relating to speed restrictions, safety requirements, time of working and any other environmental requirements

\* Copies of the Organization's general procedures covering these items shall be made available for examination by the Customer and / or Client's representative, copies are to be provided when requested.

Note 1: Where certain aspects of this information cannot be obtained or, is not provided, this fact shall be noted in the Quality Plan against the appropriate section.

Note 2: Reference should also be made to Sample Appendix 1/24 in the Notes for Guidance on the Specification for Highway Works where this is incorporated into the main Contract and Appendix H of the Specification for Highway Works.

## Appendix B: Reference and Associated 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](http://www.tso.co.uk)) (internet <http://www.archive2.official-documents.co.uk/document/deps/ha/mchw/index.htm>)
- 2 Code of Practice for Electrical Safety in Highway Electrical Operations (Institution of Lighting Professionals (ILP))
- 3 Code of Practice for the installation and maintenance of Highway Electrical Equipment (Association of Signals, Lighting and other highway Electrical Contractors, (ASLEC))
- 4 G39/1, 1992 Model Code of Practice covering electrical safety in the planning installation commissioning and maintenance of public lighting and other street furniture. Energy Networks Association, ([http://www.energynetworks.org/ena\\_index/enaindex\\_default.asp](http://www.energynetworks.org/ena_index/enaindex_default.asp))
- 5 Handbook for the Highway Electrical Registration Scheme ([www.highwayelectrical.org.uk/hers](http://www.highwayelectrical.org.uk/hers)).
- 6 HS(G) 47 Avoiding danger from underground services.
- 7 GS 6 Avoidance of danger from overhead electrical power lines.
- 8 BS 7671:2008 Requirements for Electrical Installations, IEE Wiring Regulations
- 9 PD CEN/TR 13201-1 Road lighting – Part 1: Selection of lighting classes  
BS EN 13201-2 Road lighting – Part 2: Performance requirements  
BS EN 13201-3 Road lighting – Part 3: Calculation of performance  
BS EN 13201-4 Road lighting – Part 4: Methods of measuring lighting performance  
BS 5489 – 1:2003 Code of practice for the design of road lighting. Lighting of roads and public amenity areas.  
BS 5489 – 2:2003 Code of practice for the design of road lighting. Lighting of tunnels.  
BS EN 40 Requirements for Lighting Columns, PD6547 – Guidance on the use of BS EN 40-3-1 and BS EN 40-3-3
- 10 BS 873: 2002 Miscellaneous Fixed Traffic Signs and Devices  
BS 8408:2005 Road traffic signs - Testing and performance of microprismatic retroreflective sheeting materials - Specification  
BS EN 12767 Passive Safety of Support structures for road equipment – Requirements and test methods  
BS EN 12899-1:2001. Fixed, Vertical road traffic signs
- 11 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

- 12 Notes for Guidance Safety at Roadworks (CSS / Dept of Transport) (CSS publication)
- 13 Safety of Street Works and Road Works: A Code of Practice (TSO)
- 14 The Zebra, Pelican and Puffin Pedestrian Crossings Regulations and General Directions 1997  
The Zebra, Pelican and Puffin Pedestrian Crossings Regulations (Northern Ireland) 2006
- 15 The Highway Electrical Training Specification produced by the Sector Scheme 8 National Standards and Training Group.
- 16 Code Of Practice for Traffic Control and Information Systems for All-Purpose Roads (TA 84 (TSO) (<http://www.archive2.official-documents.co.uk/document/deps/ha/dmrb/index.htm>))
- 17 Local Transport Note 1/98- The Installation of Traffic Signals and Associated Equipment
- 18 TD 23 Trunk Roads and Trunk Road Motorways, Inspection and Maintenance of Road Lighting. (TSO) (<http://www.archive2.official-documents.co.uk/document/deps/ha/dmrb/index.htm>)
- 19 TD 24 All Purpose Trunk Roads, Inspection and Maintenance of Traffic Signals and Associated Equipment.(TSO) (<http://www.archive2.official-documents.co.uk/document/deps/ha/dmrb/index.htm>)
- 20 TD 25 Inspection and Maintenance of Traffic Signs on Motorways and All Purpose Trunk Roads (TSO) (<http://www.archive2.official-documents.co.uk/document/deps/ha/dmrb/index.htm>)
- 21 TD 35 All Purpose Trunk Roads MOVA System Of Traffic Control At Signals
- 22 TCUG Guidance Note 1, Inspection and Testing of Low Voltage Power Supplies and Cabling for Traffic Control Systems (subject to amendment)
- 23 Design Manual for Roads and Bridges (TSO) (<http://www.archive2.official-documents.co.uk/document/deps/ha/dmrb/index.htm>)
- 24 Manual Handling Regulations 1993 (SI1992 no 293)  
Manual Handling Operations Regulations (Northern Ireland) SR1992 No. 535
- 25 Traffic Signs Regulations and General Directions, (TSO)  
Traffic Signs Regulations Northern Ireland
- 26 Traffic Signs Manual Chapter 1: Introduction (TSO)  
Traffic Signs Manual Chapter 3: Regulatory Signs (TSO)  
Traffic Signs Manual Chapter 4: Warning Signs (TSO)  
Traffic Signs Manual Chapter 5: Road Markings(TSO)  
Traffic Signs Manual Chapter 7: Design of Traffic Signs 2003 (TSO)  
Traffic Signs Manual Chapter 8: Traffic Safety Measures and Signs for Road Works and Temporary Situations (TSO)  
Traffic Signs Manual Chapter 14: Miscellaneous Matters (TSO)
- 27 Local Transport Note 1/94: Design and use of Directional Informatory Signs
- 28 Local Transport Note 2/95: The Design of Pedestrian Crossings

- 29 Code of Practice for Highway Lighting Management: Well-lit Highways (TSO)  
(<http://www.roadscodes.org>)
- 30 Department for Transport Circular 02/2003: The Traffic Signs Regulations and General Directions 2002
- 31 Department for Transport Network Management Advisory Leaflet: Provision of Temporary Traffic Signs to Special Events
- 32 Traffic Advisory Leaflets:  
Puffin Pedestrian Crossing 1/01  
The Installation of Puffin Pedestrian Crossings 1/02  
General Principles of Traffic Control by Light Signals TAL 1/06  
Pedestrian Facilities at Signal-Controlled Junctions 5/05  
The Use of Above Ground Vehicle Detectors 16/99  
Rising Bollards 4/97
- 33 Puffin Good Practice Guide
- 34 GD02 (formerly HD 46/05) Quality Management Systems for Highway Design (DMRB 0.2.1)(TSO – [www.tso.co.uk](http://www.tso.co.uk)) (<http://www.archive2.official-documents.co.uk/document/deps/ha/dmr/index.htm>)
- 35 MCS 206 – List of drawings, specifications and instructions ([www.tssplans registry.org](http://www.tssplansregistry.org))
- 36 MCF2331 - Motorway and Trunk Road Communications Maintenance Service Specification
- 37 MCH1540 - Specification for the Installation of Detector Loops on Motorways and All-Purpose Trunk Roads
- 38 Internet
- a) Guidance for Safer Temporary Traffic Management  
(<http://webarchive.nationalarchives.gov.uk/+http://www.highways.gov.uk/aboutus/1091.aspx>)
- b) Temporary Traffic Management on High Speed Roads – Good Working Practice  
(<http://webarchive.nationalarchives.gov.uk/+http://www.highways.gov.uk/aboutus/700.aspx> )
- c) Traffic Systems and Signing documents as appropriate  
([www.tssplansregistry.org/homepage.asp](http://www.tssplansregistry.org/homepage.asp))
- d) Other Sector Schemes where relevant and in particular NHSS 12 A to D ([www.ukas.com](http://www.ukas.com))

# Appendix C: Training, Assessment of Competence and Health and Safety for Highway Electrical and supporting Works employees

## 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.

**Training for Authorised Persons:** For Authorised Persons (i.e. Competent Persons authorised by the Organization to carry out specific elements of work appropriate to their level of competency), a degree of training will be required, unless this has already been carried out prior to registration under this scheme to a level equivalent to that required under the Highway Electrical Training Specification and the Approved Training Organization / Approved Trainer process. In any event, up-dating or refresher training may be required. Such training shall follow nationally agreed guidelines, and all training shall at least be in accordance with the requirements of the Highway Electrical Training Specification ([www.highwayelectrical.org.uk/hers](http://www.highwayelectrical.org.uk/hers)) developed by the Standards and Training Group which reports to the Sector Scheme 8 Committee. The various occupational titles and associated areas of competency are defined in the Handbook for the Highway Electrical Registration Scheme appendices covering the Competency and Occupation Matrices ([www.highwayelectrical.org.uk/hers](http://www.highwayelectrical.org.uk/hers)).

**Competence of Trainers:** The Standards and Training Group is concerned that not only should employees be assessed as competent to the level required by the Organization and subject to third party audit, but also trainers shall be assessed as competent and subject to third party audit. To this end, the Highway Electrical Academy, in partnership with Lantra Awards, has set up a system for the assessment of trainers, through the Approved Training Organization and Approved Trainer scheme ([www.highwayelectrical.org.uk/hers](http://www.highwayelectrical.org.uk/hers)). Approved Training Organizations are issued with HEA certificates, Approved Trainers are issued with HEA registration cards. Approval for Approved Training Organizations and Approved Trainers automatically lapses after 31<sup>st</sup> March of each year, unless a re-application is received. This goes some way to ensuring that the under-pinning knowledge of Approved Trainers is kept up to date.

**It should be noted that any training not carried out in accordance with the Highway Electrical Training Specification by HEA Approved Trainers and appropriately certificated (through Lantra Awards) or not specifically exempted within the Highway Electrical Training Specification will be deemed as not meeting the knowledge requirements of this Sector Scheme and the associated Highway Electrical Registration Scheme.**

**Competence of Authorised Persons:** For the assessment of competence, the preferred route is the CBQ / NVQ (formerly N/SVQ) system, currently either at Level 2 or Level 3. Where it is not possible to achieve a Level 2 or 3 CBQ / NVQ (formerly N/SVQ) in Electrotechnical Services (Highway Electrical Systems) either because the CBQ / NVQ (formerly N/SVQ) does not cover a particular occupational task, or because it is not possible to gain evidence from site to cover all the requirements of the CBQ / NVQ (formerly N/SVQ), then the Organization shall assess whether part of the CBQ / NVQ (formerly N/SVQ) should be gained to cover the functions carried out (this is the preferred route) or whether assessments shall be made on site in accordance with the requirements of the Highway Electrical Registration Scheme. In any event, the scope of the CBQ / NVQ (formerly N/SVQ) assessment (if any) shall be mapped against the requirements of the Highway Electrical Registration Scheme to ensure the scope of the competency is maintained, and any CBQ / NVQ (formerly N/SVQ) assessments augmented by assessments carried out by the Qualified Supervisor(s).

For operatives, Qualified Supervisors and Authorising Officers who have no electrical content within their work, it would be expected that they would either gain appropriate units of the CBQ / NVQ (formerly N/SVQ) in Electrotechnical Services (Highway Electrical Systems) – e.g. the Level 2 core units dealing with health and safety - or be assessed as competent by an appropriate person (e.g. Authorising Officer assessing a Qualified Supervisor as competent) based on objective evidence, or gain equivalent competence qualifications (e.g. another CBQ / NVQ (formerly N/SVQ)), supplemented as required by assessments carried out by the Qualified Supervisor(s).

**Exceptions from the requirement to gain CBQ / NVQ (formerly N/SVQ)'s:** The requirements to gain a Level 2 or 3 CBQ / NVQ (formerly N/SVQ) in Electrotechnical Services (Highway Electrical Systems) do not apply to Approved Persons, Approved Persons Cabinet Access or Approved Persons Equipment Access. If the Standards and Training Group determines that the CBQ / NVQ (formerly N/SVQ) is not appropriate for other specific occupations or a particular scope of work, additional guidance and information will be made available.

## **2 NHSS 8 Training Requirements**

### **Authorised Person**

In order to attain Authorised Person status for electrical work, persons shall be required to be trained in accordance with the Highway Electrical Training Specification covering all appropriate modules relevant to the occupation of the Authorised Person and obtain the CBQ / NVQ (formerly N/SVQ) qualification in Highway Electrical Equipment, at the appropriate unit and level commensurate with their designated occupation. Exceptions to this requirement are as follows:

- a. Persons who have been continuously employed for at least three years up to and including the Industry Accreditation cut-off date specified in Appendix K on works specified in Clause 1 Scope and who are registered to the Highway Electrical Registration Scheme via the Industry Accreditation entry route. If the employee leaves the highway electrical industry and returns after a period greater than one year, then this exception shall not apply. This exception shall be reviewed regularly by the Sector Scheme advisory committee. At present the committee feels that a period for Industry Accreditation shall apply and that these rights shall generally not extend beyond a period of 10 years from the Industry Accreditation cut-off date (see Appendix K) except where persons have been registered under the Industry Accreditation route on or before the 30 September 2009, in which case the 10 year period commences from 1 October 2009.
- b. Persons who undertake work for which no CBQ / NVQ (formerly N/SVQ) qualification in Highway Electrical Equipment at level 2 or 3 currently exists. It should be noted that after the five yearly review of the current CBQ / NVQ (formerly N/SVQ), this exception may no longer apply.

Note 1: As additional occupational areas progress towards the implementation phase, industry accreditation routes and dates shall be determined accordingly. This would also apply to any new CBQ / NVQ (formerly N/SVQ) qualifications which are deemed appropriate.

In order to attain Authorised Person status for work having no electrical content, persons shall be required to be trained in accordance with the Training Specification covering all appropriate modules relevant to the occupation of the Authorised Person and obtain the CBQ / NVQ (formerly N/SVQ) qualification in Highway Electrical Equipment, for the appropriate units and at the level commensurate with their designated occupation. Exceptions to this requirement are as follows:

- a) Persons who have been continuously employed for at least three years up to and including the Industry Accreditation cut-off date specified in Appendix K on works specified in Clause 1 Scope and who are registered to the Highway Electrical Registration Scheme via the Industry Accreditation entry route. If the employee leaves the highway electrical industry and returns after a period greater than one year, then this exception shall not apply.

This exception shall be reviewed regularly by the Sector Scheme advisory committee. At present the committee feels that a period for Industry Accreditation shall apply and that these rights shall generally not extend beyond a period of 10 years from the Industry Accreditation cut-off date (see Appendix K) except where persons have been registered

under the Industry Accreditation route on or before the 30 September 2009, in which case the 10 year period commences from 1 October 2009.

- b) Persons who undertake work for which no CBQ / NVQ (formerly N/SVQ) qualification in Highway Electrical Equipment at level 2 currently exists. It should be noted that after the five yearly review of the current CBQ / NVQ (formerly N/SVQ), this exception may no longer apply.

Note 1: As additional occupational areas progress towards the implementation phase, industry accreditation routes and dates shall be determined accordingly. This would also apply to any new CBQ / NVQ (formerly N/SVQ) qualifications which are deemed appropriate.

Note 2: The core units in the CBQ / NVQ (formerly N/SVQ) Level 2 in Highway Electrical Equipment together with relevant Assessor Guidance should permit persons to gain these units providing they successfully demonstrate the knowledge and performance objectives required for their tasks. This would include limited electrical works (e.g. excavating in the highway).

Note 3: Equivalent relevant qualifications shall also be deemed acceptable (Currently no list of equivalent qualifications exists. Therefore equivalence shall be considered upon application).

### Qualified Supervisor

A Qualified Supervisor can supervise work within the scope of their own knowledge and competence.

MINIMUM TECHNICAL QUALIFICATIONS	Qualified Supervisor Experience Levels	
	CBQ / NVQ (formerly N/SVQ) Level 2, relevant units of CBQ / NVQ (formerly N/SVQ) Level 2 or equivalent in Electrotechnical Services (Installing Highway Electrical Equipment) plus successful completion of the HERS Administrator's (ASLEC) Qualified Supervisor's course and required updates.	Route 1
Route 2		Sufficient Initial and Continuing Professional development to show competence (This does not have a minimum time period, as it is the outcome which is measured. It would be unusual however for anyone with less than two years post qualification experience to have attained the breadth and depth of competence required) and holding a qualification at a higher level than the required entry level.
Appropriate qualifications received from current or previous employer leading to assessment of competence by the Authorising Officer plus successful completion of the HERS Administrator's (ASLEC) Qualified Supervisor's course and required updates	Route 3	Sufficient Initial and Continuing Professional development to show competence (This does not have a minimum time period, as it is the outcome which is measured. It would be unusual however for anyone with less than three years experience to have attained the breadth and depth of competence required) but having no evidence of formal training to the underpinning knowledge requirements of CBQ / NVQ (formerly N/SVQ) Level 2/3 or equivalent but able to provide evidence of attending recognised courses appropriate to the work undertaken.

### Authorising Officer

Authorising Officers should act within the scope of their own competency, including reliance on specialist advice from Qualified Supervisors

MINIMUM TECHNICAL QUALIFICATIONS	Authorising Officer
	Experience Levels
CBQ / NVQ (formerly N/SVQ) Level 3 or 2, relevant units of CBQ / NVQ (formerly N/SVQ) Level 2 or equivalent in Electrotechnical Services (Installing Highway Electrical Equipment) plus successful completion of the HE Registration Scheme Administrator's (ASLEC) Authorising Officers Course and required updates, instead of or as well as the Qualified Supervisor's Course.	Sufficient Initial and Continuing Professional development to show competence (This does not have a minimum time period, as it is the outcome which is measured. It would be unusual however for anyone with less than three years experience to have attained the breadth and depth of competence required)
	Sufficient Initial and Continuing Professional development to show competence (This does not have a minimum time period, as it is the outcome which is measured. It would be unusual however for anyone with less than two years post qualification experience to have attained the breadth and depth of competence required) and holding a qualification at a higher level than the required entry level.
Appropriate qualifications received from current or previous employer leading to assessment of competence by the Responsible Manager plus successful completion of the HE Registration Scheme Administrator's (ASLEC) Authorising Officers Course and required updates, instead of or as well as the Qualified Supervisor's Course.	Sufficient Initial and Continuing Professional development to show competence (This does not have a minimum time period, as it is the outcome which is measured. It would be unusual however for anyone with less than two years experience to have attained the breadth and depth of competence required)

### 3 NHSS 8 Requirements for the Training and Assessment of Competence of Highway Electrical Registered Authorised Persons carrying out Temporary Traffic Management (to meet the training requirements of NHSS12D)

This section is intended to bring the management of traffic in association with the installation and maintenance of Highway electrical equipment and road traffic signs activities carried out in accordance with the provisions of this Sector Scheme in line with the guidance in Appendix N of NHSS 8 and NHSS 12D.

All temporary traffic management (TTM) schemes shall be designed on the basis of a site-specific risk assessment except where the repetitive nature of the work justifies the use of a generic risk assessment.

The provisions for temporary traffic management shall be fully documented and form part of the method statement to be supplied in accordance with Appendix A - 2.3. of NHSS 12D

Temporary traffic management on motorways and dual carriageways carrying unrestricted traffic shall be designed and installed by a TTM contractor registered to sector schemes 12A and / or 12B and / or 12C as appropriate.

The requirements for the training and assessment of competence in respect of temporary traffic management carried out by Highway Electrical Authorised Persons are as follows:

- 3.1 Registered Authorised Persons having already been assessed to the NRSWA Unit 2 and / or Unit 10 must undergo training to the course 302.1 (and 302.2 where required) together with the relevant training assessments and competency assessments by 1<sup>st</sup> October 2010.
- 3.2 All other Registered Authorised Persons requiring to undertake traffic management, must undergo training to the 302.1 (and 302.2 where required) course together with the relevant training assessments and competency assessments prior to being permitted to carry out temporary traffic

management. (Note this does not mean that every Authorised Person must undergo such training and assessment providing that, for one person working, that person shall be so trained and assessed; for a team of two- three on site there is not more than one un-trained person; and for a team of four-six on site there are not more than two un-trained persons.)

3.3 Trainers carrying out this training must be HEA Approved Trainers for this module which includes satisfying the additional requirements of Lantra Awards for Trainers to NHSS 12D / 302.1-2.

3.4 It should be noted that where employees have, as an alternative to 302.1 or 302.1 and 302.2, relevant NHSS 12D training, assessment and NHSS 12D cards – these will be deemed to satisfy the requirements of NHSS8 for the particular areas of temporary traffic management covered

## **4 Health and Safety**

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

The training and assessment of employees required by this Scheme is aimed primarily at technical competence for the overseeing and / or installation and / or maintenance of highway electrical and electronic equipment and associated highway activities. 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.

### **Enquiries**

For further information and details please contact the Principal of the Highway Electrical Academy:

The Principal  
Highway Electrical Academy  
Highdown House  
Littlehampton Road  
Ferring  
W. Sussex  
BN12 6PG

Tel: 01903 705140

Fax: 01903 705149

Email [principal@highwayelectrical.org.uk](mailto:principal@highwayelectrical.org.uk)

## Appendix D: Example Register Of Authorised Persons

Full name of Employee	Occupation	Renewal Dates for Authorisation Certificate	Authorisation Scope(s) Given

## Appendix E: Guidance For The Control Of Monitoring And Measuring Equipment

Equipment may include the following critical equipment

- a. Earth loop impedance testers
- b. Insulation resistance and continuity testers
- c. Voltage testers (may be included in b above)

Item of Equipment	Purchase Specification	Calibration Control	Calibration Frequency

## Appendix F: Certification Bodies Accredited for NHSS 8

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

- place the cursor onto 'about accreditation' in the top menu bar
- move down to 'accredited bodies'
- move to 'certification body schedules' and left click on this to take you to the list of schedules
- move down past 'key abbreviations' to 'Search UKAS'
- type "Highway Sector Scheme No 8" in the box
- left click 'search'
- click on 'Certification Bodies'
- this then lists the certification bodies who are accredited and their details can be found by clicking on the appropriate links. You will need to double check the detail on each to ensure the query has not returned Certification Bodies which are accredited only to other NHSSs.

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

## 1. Scope

This appendix provides specific requirements relating to the necessary expertise and experience that Certification Bodies and their evaluation team shall have in order to operate and administer the scheme in addition to the normal requirements of The United Kingdom Accreditation Service (UKAS) for accreditation. 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

## 2. Role of Certification Bodies

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

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

2.3 The assessment of the content of Highway Electrical Registration Scheme (HERS) Portfolios is carried out by the third party technical auditor and therefore does not fall within the scope of the Certification Body assessment.

## 3. Certification Body Accreditation

3.1 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 SSD

## 4. Assessor and Assessment Team Competence

4.1 The Certification Body shall be able to demonstrate to UKAS that it possesses and can maintain the necessary assessor experience and technical understanding of the overseeing and / or installation and / or maintenance of Highway Electrical equipment and supporting works as detailed in Appendix K and as described in Clause 1 Scope.

4.2 The Certification Body must also ensure that assessors have sufficient knowledge of health & safety requirements related to this SSD, and in particular the CDM2007 ACoP. There is no requirement for this to extend to detailed knowledge about individual employee operations (see 2.3 above)

4.3 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) have knowledge, understanding and application of this SSD.
- iii) be able to demonstrate that they have ongoing suitable health and safety training which includes appreciation of the risks involved in the works carried out under this sector scheme

## 5 Conduct of Assessments

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

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

- 6.1. 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.
- 6.2. 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.

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

- 7.1. Certification Bodies shall monitor the National Highway Sector Schemes Schedule of Suppliers posted at [www.scheduleofsuppliers.com](http://www.scheduleofsuppliers.com) to ensure equivalence between their clients registered to this Sector Scheme and the listed Organizations.
- 7.2. 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.
- 7.3. 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))

## **8. Reporting on Sector Scheme Performance.**

- 8.1. Each Lead Certification Body shall provide to the Leader of the SSACS a summary report which includes as a minimum:
  - a) observations and comments on the implementation and assessment findings related to the Sector Scheme including any omissions or deficiencies in its scope.
  - b) recommendations for improving/clarifying the SSD
  - c) feedback on deficiencies against contract documentation
  - d) a list of Organizations whose scope of registration includes this Sector Scheme for comparison against the Schedule of Suppliers
- 8.2. The report shall be available at least a month before each National Highway Sector Scheme Liaison Committee meeting (normally held each May/June and October/November), so that it may be considered during the Group Sessions of the Liaison meeting. This is to be issued to the Chairman of the National Highway Sector Scheme Liaison Committee and the Chairman of this Sector Scheme Committee.
- 8.3. 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.
- 8.4. Certification Bodies shall be represented at the National Highway Sector Scheme Liaison Committee
- 8.5. Information and advice on this Sector Scheme document and the associated Highway Electrical Registration Scheme can be found at [www.highwayelectrical.org.uk/hers](http://www.highwayelectrical.org.uk/hers). A slide presentation package has been prepared to assist assessors to familiarise themselves with the particular requirements of NHSS 8, at the request of the NHSS Liaison Committee. It is intended that this will be available on the HEA web-site in addition to the dissemination routes proposed by the NHSS Liaison Committee. In addition, the administrator of the Registration Scheme, ASLEC, can organise training for Auditors, if required, in line with that provided to Authorising Officers.

Note: The National Highway Sector Scheme Liaison group (NHSSLG), which co-ordinates the activities of the National highway Sector Schemes includes a Certification Body Group that considers and reviews issues relating to certification and Certification Bodies in respect of the National Highway Sector Schemes. As part of this process, the CB Group has grouped the various sector schemes into related activities, four sub-groups have been identified which are

Fencing

Temporary Traffic Management

Electrical Works

Surfacing

A lead Certification Body has been identified to lead on each sub-group, currently NQA lead the sub-group dealing with electrical works

# Appendix G1: Guidance to Certification Body 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 web-site.

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

## **Section 2 - Requirements**

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 an audit:

### 2A General background to the scheme.

- i) NHSS 8 was developed in response to the Highways Agency requirement for such a scheme and as a response to the Construction Summit 2001 setting out targets to reduce accidents and ill health in the construction industry
- ii) The scheme applies to all those carrying out work on site under the scope of Highway Electrical and supporting Works as detailed in Appendix K
- iii) Further advice and guidance can be obtained from the Secretary of NHSS 8 or the Administrator of the associated Highway Electrical Registration Scheme (ASLEC) on 01903 705140 or by email to [aslec@highwayelectrical.org.uk](mailto:aslec@highwayelectrical.org.uk)
- iv) The scheme applies generally to the overseeing and / or installation and / or maintenance of any items of highway equipment which are connected to a source of electricity together with some non-electrical works such as the installation of posts, columns and cabinets.
- v) 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.
- vi) The specific types of works that the scheme applies to are set out in Appendix K and covers overseeing activities, installation works, maintenance works, term maintenance works and PFI works. Each organization will have a current organizational certificate of registration to the Highway Electrical Registration Scheme which sets out their specific scope of works
- vii) Definitions and terminology that are particular to the scheme are set out in Section 3 of this document and the associated Highway Electrical Registration Scheme Handbook
- viii) Training and Competency requirements are set out in Appendix C and in the Highway Electrical Registration Scheme Handbook. In order to allow flexibility, organisations define the scope of competency of each employee by reference to the appropriate Competency and Occupations

Matrix within the HERS Handbook. Confirmation of this is shown by the existence of the organisation's certificate of registration, the employee's Registration Card, the employee's Authorisation Certificate (effectively their Competency and Occupations Matrix) and their portfolio. (Note the technical auditing of the content of HERS portfolios is carried out by the Administrator of the Scheme – ASLEC)

ix) Key documentation applicable to the scheme includes:

- BS EN ISO 9001
- NHSS 8
- Highway Electrical Registration Scheme Handbook
- Highway Electrical Training Specification
- Other documents as deemed relevant by the organization, examples of which are given in Appendix B of NHSS 8

x) Relationships with other NHSS's are set out in Appendix N

2B Summary of how the scheme interprets sections 4 to 8 of BS EN ISO 9001

	Interpretation Y/N	Comment
<b>4. Quality Management System</b>		
4.1	Y	Check annually by the CB Auditors and internal auditors. Check Schedule of Suppliers website to ensure registration is current. Check that organization has notified ASLEC as HERS administrator
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
<b>5. Management Responsibility</b>		
5.1	Y	Check policy document
5.2	Y	Check processes for consideration of Customer and end users' interests
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	N	
6.2.2	Y	See Appendix C and the HERS Handbook. Check existence of employee portfolios, valid ECS-ASLEC cards. Check existence of 302.1 or 302.1 and 302.2 Lantra Awards training certificate or NHSS 12D certificate and card where temporary traffic management carried out for alignment with NHSS 12D
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	In particular check process is in place to comply with clause 7.2.2(i), 7.2.2 (vi)
7.2.3	Y	Check the Schedule of Suppliers and that a process exists to advise Lantra Awards annually of registration to NHSS 8 and to HERS
7.3		
7.3.1	Y	Check evidence to show designers are competent (refer to GD02)
7.3.2	N	
7.3.3	N	
7.3.4	N	
7.3.5	Y	Check evidence of individual(s) and process for design verification
7.3.6	N	
7.3.7	N	
7.4		
7.4.1	Y	Validate process for ensuring sub-contractors meet clause 7.4.1 (ii)
7.4.2	N	
7.4.3	N	
7.5		
7.5.1	Y	Check as part of in process audit
7.5.2	N	
7.5.3	Y	Cover during procedure review and seek evidence that records are in place
7.5.4	Y	Check procedure, and if applicable, records are in place
7.5.5	Y	Cover during procedure review
7.6	Y	Check calibration is traceable to National Standards

8. Measurement, Analysis and Improvement		
8.1	Y	Review annual management review and ensure it references this NHSS
8.2		
8.2.1	N	
8.2.2	Y	Check existence of ASLEC Technical audit and action(s) arising if any
8.2.3	N	
8.2.4	N	
8.3	Y	Ensure processes are in place and are in line with contract specification
8.4	N	
8.5		
8.5.1	N	
8.5.2	Y	Check actions arising from ASLEC audit(s) and complaints, if any, are closed out internally within maximum of six months (or are on target to be so)
8.5.3	N	

2C Key points to good practice

C1 Main items

- Registration of organisation on the NHSS Schedule of Suppliers administered by Lantra Awards
- Document Control
- Defined persons – Responsible Manager(s); Authorising Officer(s); Qualified Supervisor(s); Compliance Manager(s)
- HERS Registration Certificate for the organisation showing scope and expiry date
- Register of employees with HERS Registration cards, Authorisation Certificates and portfolios
- Training Plan
- Contract Quality Plan, where required by the customer / client
- List of those carrying out design, with details of their qualifications / experience (see also GD02)
- Procurement Process for sub-contractors – who, if not carrying out just excavation and reinstatement works and / or the laying of ducts, are required to be registered as organisations and have their employees registered to the Highway Electrical Registration Scheme
- Control of monitoring and measuring devices – list of devices (where used) with calibration records

C2 Measurement, Analysis and Improvement

- Internal Review of QMS – within two year period
- Initial check of not less than 10% of employee portfolios by ASLEC – the Scheme Administrator
- Annual desk-top review of registered employees' portfolios to ensure competencies are still appropriate and current
- Third party technical audit of employee portfolios by ASLEC

C3 Attention is drawn to the procurement process for sub-contractors, which should provide evidence that they are competent and, unless carrying out only excavation and reinstatement and / or the laying of ducts, evidence that both the sub-contracting organisation and their employees are registered to the Highway Electrical Registration Scheme

- C4 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.
- C5 Testing/Inspection/Workmanship  
Auditors should be aware of the importance of testing and inspection of the product.
- C6 Health and Safety  
Auditors should be aware of the current Health and Safety Legislation and related legislation, such as the CDM2007 regulations, as it applies to this sector scheme. Compliance with this Sector Scheme will meet most of the organisational and employee core competence criteria of CDM2007; although special care must be taken when considering organisations carrying out only excavation and reinstatement– since they are likely to require wider competencies than the prescribed alternative of a H&S test and NRSWA.

## Appendix H: Organization Acceptance and Guidelines for New Entrants

### 1.0 Organization Acceptance

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

### 2.0 Guidelines for New Entrants

- 2.1 These guidelines have been drawn up to provide highway electrical equipment overseeing, installation and / or maintenance organisations with a method of entry into the scheme. The guidelines also provide rules by which Certification Bodies and Customer and / or Clients are able to evaluate these companies for compliance and acceptability for carrying out such operations.
- 2.2 Organizations shall have a sufficient number of, appropriately Competent employees, Qualified Supervisors and staff who meet the requirements of this Sector Scheme (see section 4 paragraph 6.2.2).
- 2.3 Organizations shall have applied for registration with a Certification Body that is accredited by UKAS to audit against the Sector Scheme. Organizations shall demonstrate that they have been audited for "office based activities" against the scheme and have received a preliminary certificate from the Certification Body indicating that they have been successfully assessed. "Office based activities" shall include as a minimum, the assessment and registration of registrable employees covering Found01, the successful completion of the ECS HE version H&S test, and the issue of an ECS HERS Interim Card. The preliminary certificate shall be valid for no longer than 12 months. Organizations having achieved this status shall, at the earliest opportunity arrange for the Certification Body to carry out a field assessment in order to complete the certification process.
- 2.4 During the time between the assessment of an organization and the issue of a Certificate of Registration, organizations shall upon request provide copies of auditors' full report(s) to the Customer and / or Client. The Customer and / or Client shall use their own judgement, as to whether or not they consider the organization is capable of fulfilling contractual requirements.

### 3. Trade Associations

3.1 Membership of a trade association is not a requirement of this Sector Scheme, however the following associations support the Scheme along with the training and competency routes contained in Appendix C:

ASLEC – The Association of Signals, Lighting and other highway Electrical Contractors

HEMSA – The Highway Electrical Manufacturers and Suppliers Association

HTMA – The Highway Term Maintenance Association

## Appendix J1: Feedback to Scheme Committee

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 this form) to:

Committee Secretary  
Sector Scheme Advisory Committee for NHSS 8  
c/o UKAS  
21 – 43 High Street  
Feltham  
Middlesex  
TW13 4UN

Tel: 0208 917 8400  
Fax: 0208 917 8500

**or by email to [aslec@highwayelectrical.org.uk](mailto:aslec@highwayelectrical.org.uk)**

**Issue Identified:**

**Suggested Action:**

Name:

Organization:

Address:

Contact details:

Date:

## Appendix J2: Feedback to Certification Bodies

Feedback relating to certification matters in respect of alleged deficiencies in the product provided under this scheme shall in the first instance be taken up with the Organization. In the event that the matter cannot be satisfactorily resolved written feedback shall be made to the Organization's Certification Body, detailing the feedback or issue identified. Contact addresses are available at [www.ukas.com](http://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 NHSS 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 principal 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. This may be done through ASLEC, as administrator of the Highway Electrical Registration Scheme called up by NHSS8. 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)

d) Date:

Signed:

**Highways Agency Roads/Contracts – Route for Feedback**

Feedback should be sent by email to [Standards\\_Feedback&Enquiries@highways.gsi.gov.uk](mailto:Standards_Feedback&Enquiries@highways.gsi.gov.uk)

**Other Highway Authorities**

Feedback should be sent back to the relevant project manager or head of division responsible for the contract works. Such information or relevant contact details may be available on that highway authorities web-site.

**Health and Safety Executive**

Feedback should be sent back to the relevant HSE manager or head of division responsible for this type of work within HSE. Such information or relevant contact details may be available on that HSE web-site.

## Appendix K: Detailed Scope and the Interpretation of Certificates Issued by Certification Bodies

The scope of work is set out below (Note: this list is not exhaustive and the description of the sub-category may vary).

Scope		Industry Accreditation cut-off Date	Current Status
The overseeing and / or installation and / or maintenance of	Traffic Control equipment and associated apparatus	30/09/05* (gathering of evidence date 31/01/06)	Implemented
The overseeing and / or installation and / or maintenance of	Variable Message signs and associated apparatus	31/3/08*	Implemented
The overseeing and / or installation and / or maintenance of	Communications equipment and associated apparatus on motorways and other highways	31/3/08*	Implemented
The overseeing and / or installation and / or maintenance of	Environmental and Monitoring equipment and associated apparatus	31/3/08*	Implemented
The overseeing and / or installation and / or maintenance of	Cameras and associated apparatus	31/3/08*	Implemented
The overseeing and / or installation and / or maintenance of	Ramp metering equipment and associated apparatus	31/3/08*	Implemented
The overseeing and / or installation and / or maintenance of	Non illuminated traffic signs and associated apparatus	30/09/05* (gathering of evidence date 31/01/06)	Implemented
The overseeing and / or installation and / or maintenance of	Highway lighting columns and posts and other street furniture	30/09/05* (gathering of evidence date 31/01/06)	Implemented
The overseeing and / or installation and / or maintenance of	Cables in trenches and ducts, and the excavation of the trenches / laying of ducts where required	30/09/05* (gathering of evidence date 31/01/06)	Implemented
The overseeing and / or installation and / or maintenance of	Inductive loop or power cable slots and the laying of Inductive loop and other cables for traffic signal and other highway electrical equipment	31/3/08*	Implemented
The overseeing and / or installation and / or maintenance of	Highway lighting and illuminated traffic signs	30/09/05* (gathering of evidence date 31/01/06)	Implemented
The overseeing and / or installation and / or maintenance of	Bus shelters and/or advertising structures and/or terminals and associated apparatus connected to a source of electrical energy	t.b.a.	

\* 30/9/08 for Northern Ireland

Note: The scopes are generic, they may be sub-divided and/or listed separately e.g. installation only or maintenance only or they may be specific to a particular type of equipment or apparatus or a particular activity. This shall be clearly stated on the Certificate of Registration issued by the Certification Body.

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 shall 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 8 for the Overseeing and / or Installation and / or Maintenance of Highway Electrical equipment and supporting works.
- 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 e.g. for NHSS 8 for the Overseeing and / or Installation and / or Maintenance of Highway Electrical equipment and supporting works with associated typical sub-categories such as Installation of Traffic Control Equipment, Installation and Maintenance of Public Lighting etc.
- 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 ISO9001\*)
- A unique reference number/code
- The signature of a relevant CB official with their name and title

\*Note: where an Organization has an extension to scope to include for this NHSS, the expiry date of the certificate remains as 3 years after their initial assessment or triennial assessment and not 3 years after obtaining the extension to their certificate – i.e. the validity of the certificate will not be reset following their NHSS assessment.

The following are example models for the certification.

Figure 1 shows the scope of a typical certificate of registration for the installation and maintenance of highway electrical equipment and road traffic signs.

Figure 2 shows an Appendix to the certificate of registration for the installation and maintenance of highway electrical equipment and road traffic signs.

**Figure 1 Example Model Certificate of Registration**

*[CERTIFICATION BODY NAME / LOGO]*

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

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

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

**BS EN ISO 9001:2008 and NATIONAL HIGHWAYS SECTOR  
SCHEME 8**

For the following scope of registration

The overseeing and installation and or maintenance of Highway Electrical equipment and supporting works:

- a) Highway lighting columns and posts and other street furniture
- b) Cables in trenches and ducts, and the excavation of the trenches / laying of ducts where required

National Highways Sector Schemes

[8 ]– Sector Scheme for the overseeing and / or installation and / or maintenance of Highway Electrical equipment and supporting works

Certificate Number:                      *[Certificate Number]*  
Issue Date                                      *[date]*  
Renewal Date                                      *[date]*

Signature

*[Name and Title of Certification Body Official]*

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

**Figure 2 Example Model Appendix to Certificate of Registration**

*[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:**  
**The overseeing and / or installation and / or maintenance of Highway Electrical equipment and supporting works :**

The overseeing and installation and maintenance of Highway Electrical equipment and supporting works:

- a. Highway lighting columns and posts and other street furniture
- b. Cables in trenches and ducts, and the excavation of the trenches / laying of ducts where required

National Highway Sector Schemes

**8– Sector Scheme for the overseeing and / or installation and / or maintenance of Highway Electrical equipment and supporting works**

<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>[Depot 2 Old Road, Oldtown]</i>		

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

# Appendix K1: Sample HERS Registration Certificate and HERS Registration Card

1. This appendix is intended to provide the reader and assessors with information on the style and layout of current HERS Organizational Registration Certificates and HERS Competency Registration cards recognised by the SSAC.

## 2. HERS Registration Certificate

2.1 The HERS Registration Certificate is issued annually by ASLEC as the administrator of HERS, to each registered organisation.

2.2 HERS Certificates are required to show initial and ongoing compliance with this SSD, and should also be notified to the Schedule of Suppliers through Lantra Awards annually.

2.3 The sample certificate shown would have:

- 2.3.1 the organization name where it states “An Organization”;
- 2.3.2 the scopes of work where it states “{Scopes inserted here from the detail in Appendix K}”;
- 2.3.3 a unique HERS organisation registration number (“SSRnnn” where “nnn” are numerals);
- 2.3.4 the signature of the ASLEC Chief Executive where it states “Signature inserted here”;
- 2.3.5 the date of issue ( where it says “Date dd mm yyyy”)
- 2.3.6 the date of expiry – approximately twelve months after the date of issue

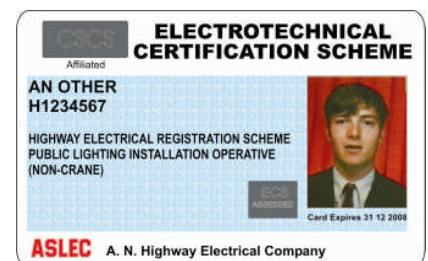
2.4 ASLEC maintains a database of registered organizations showing the date of issue of the certificate



## 3. HERS Registration Cards

3.1 Cards may be Interim Cards (valid for one year only) or Standard Cards (valid for three years) – further details can be found in the HERS Handbook, available for download from <http://www.highwayelectrical.org.uk/hers/downloads.htm>

3.2 HERS Cards are issued by the JIB under the Electrotechnical Certification Scheme



## 3.3 Fraudulent Cards

Where cards (or certificates) are suspect, the following action should be taken by the organization:

On being presented with a suspect card (check logo, print quality, colour, layout, spelling, likeness of photograph):

3.3.1. Take possession of card or certificate.

3.3.2. Call the ASLEC office (or for certificates the issuer of the certificate). A member of the team will help you confirm your suspicions or otherwise.

3.3.3. If the card or certificate appears to be fraudulent:

- Retain the card if possible
- Make photocopies of front and back

- Record cardholder's or certificate holder's name and address
- Ask cardholder or certificate holder where the card or certificate was obtained from
- Call the local police and report the matter
- Refuse access to site (subject to organization rules).

3.3.4. Forward copies of all evidence to the body who issued the card or certificate marked "Suspected Fraudulent Card" or "Suspected Fraudulent Certificate" with any crime number given by local police.

This should help to maintain the integrity of the Highway Sector Schemes.

## Appendix L: Guidance

(This appendix should be read in conjunction specifically with Appendix N)

NHSS 8 was formerly NHSS 8 9B and 10. Whilst the individual numbers had a significance in the early part of the development of this document, the introduction of the detailed scope in Appendix K rendered this redundant. NHSS 8 therefore covers all the scope previously covered by NHSS 8 9B and 10.

Organisations carrying out non-electrical works on traffic signs as part of their wider scope covered by NHSS 8 are deemed to be covered for these activities by NHSS 8.

Organisations who were registered to NHSS 8 9B and 10 carrying out only non-electrical installation and / or maintenance work on traffic signs may maintain their registration under NHSS 8.

### 1. Guidance for Clients

#### 1.1 General

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

#### 1.2. Specific Guidance

- 1.2.1. The NHSS for the overseeing and / or installation and / or maintenance of Highway Electrical equipment and supporting works 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 such works
- 1.2.2. The implementation of the NHSS and development of training and competency requirements is intended to provide:
  - a) A competent workforce able to carry out the overseeing and / or installation and / or maintenance of Highway Electrical equipment and supporting works
  - b) Requirements to evaluate risks and develop processes associated with the overseeing and / or installation and / or maintenance of Highway Electrical equipment and supporting works and the production of an associated comprehensive quality plan for each contract.
- 1.2.3 It is necessary for the Client to ensure that all those involved in carrying out the overseeing and / or installation and / or maintenance of Highway Electrical equipment and supporting works are competent and appropriately trained and skilled, whether or not they are directly employed.
- 1.2.4 Clients and Customers that require confirmation of compliance with the Contract Specification in respect of the overseeing and / or installation and / or maintenance of Highway Electrical equipment and supporting works 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. Where the Client is not requiring ISO9001 accreditation, then any organizations employing persons to carry out works on site should be registered together with the individuals concerned to the Highway Electrical Registration Scheme.
- 1.2.5 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 and / or the Highway Electrical Registration Scheme. Supervisory staff must be instructed to carry out spot checks of registration cards.
- 1.2.6 Clients are encouraged to check that potential bidders for a contract meet the requirements of the scheme by establishing the existence of organisational certificates, individual HERS portfolios and third party audit records. This will also help the smooth transition from one contractor to another in respect of the TUPE Regulations. Reference should be made to Appendix G1 Clause C – Key Points to Good Practice

- 1.2.7 For information, compliance with the Highway Electrical Registration Scheme called up by this Sector Scheme should meet most of the organisational and individual core competence criteria as set out in the Approved Code of Practice to the CDM Regulations 2007, and enable clients and other duty holders to discharge their responsibilities in this respect. The Highway Electrical Registration Scheme called up by this Sector Scheme will also assist organisations in the event of any action taken under the Corporate Manslaughter and Corporate Homicide Act 2007, particularly in respect to section 8 – factors for jury – which states that any jury may consider the extent to which the evidence shows that there were attitudes, policies, systems or accepted practices within the organisation that were likely to have encouraged any such failure of a relevant duty of care or to have produced tolerance of it.
- 1.2.8 The Institute of Highway Engineers (IHE) recognises the importance of NHSS 8 and the associated Highway Electrical Registration Scheme by including this within the evidence which can be used to satisfy the relevant parts of their Traffic Signal Control Certificate. The Institution of Lighting Professionals (ILP) recognises the importance of NHSS 8 and the associated Highway Electrical Registration Scheme by including this as a requirement within their Lighting Design Staff Competency Matrix – to meet the requirements of GD02.
- 1.2.9 ASLEC, as administrator of the Highway Electrical Registration Scheme, maintains a list of registered organisations on the Highway Electrical Academy website at <http://www.highwayelectrical.org.uk/hers/RegisteredOrgs.htm>. However anyone considering using these organisations should first establish the current validity of their scope and registration by reviewing:
- (1) their BS EN ISO 9001 certificate, extended to cover NHSS8 (where BS EN ISO 9001 is required) for the scope of works required, from a Certification Body accredited by UKAS to issue such certificates;
  - (2) the valid and dated HERS Certificate (and HERS logo where this exists);
  - (3) the existence of valid employee ECS cards;
  - (4) the existence of employee portfolios;
  - (5) their internal audits and site audits and actions arising;
  - (6) HERS Third party audits carried out by ASLEC and actions arising; and
  - (7) Audit Action Plans
- 1.2.10 The Schedule of Suppliers Management Team 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](http://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 [scheduleofsuppliers@lantra-awards.com](mailto:scheduleofsuppliers@lantra-awards.com) to ascertain/check the status of company if it is not listed on the schedule.

### 1.2.11 Client Checklist

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

1	Is the organisation listed on the HEA web-site ( <a href="http://www.highwayelectrical.org.uk/hers/RegisteredOrgs.htm">http://www.highwayelectrical.org.uk/hers/RegisteredOrgs.htm</a> ) for the scope of work required?	
2	Is there an ISO 9001 certificate present?	
3	Has the ISO 9001 certificate been extended to cover NHSS 8?	
4	Is the Certification Body that issued the certificate accredited to UKAS for ISO9001?	
5	Is the Certification Body that issued the certificate accredited to UKAS for assessments to NHSS 8?	
6	If the answer to 4 or 5 is No – is the accrediting body equivalent to UKAS and accepted as such by UKAS?	
7	Does the scope of works of the ISO 9001 certificate, covered by the NHSS 8 extension cover the actual works intended to be covered by the contract?	
8	Is there a valid (in date) organizational HERS (Highway Electrical Registration Scheme) Certificate?	
9	Does the scope of works on the HERS certificate cover the intended works, and does it align with the ISO9001 certificate (where issued)?	
10	Is there an audit or surveillance visit report from the Certification Body?	
11	If the answer to 10 is No – when is it due?	
12	If the answer to 10 is Yes – are there any action points outstanding which should have been completed within six months?	
13	Is there a biennial technical audit report from ASLEC?	
14	If the answer to 13 is No – when is it due?	
15	If the answer to 13 is Yes – are there any action points outstanding which should have been completed within six months?	
16	Do the named employees to be used on the works have portfolios of evidence with information in the competence portfolio and signed Authorisation Certificates?	
17	Do the named employees to be used on the works have valid in date ECS-ASLEC Registration Cards?	
18	Is the scope of the works within the competency scope of the employees?	
19	Is the organisation intending to sub-contract any of the works – other than excavation, reinstatement?	

If the answer to 19 is Yes – repeat q 1-18 for that organisation, if necessary replacing NHSS 8 by relevant NHSS (i.e. including NHSS 8 and also other NHSS's e.g. for other services such as white lining, temporary traffic management)

## 2. NHSS 8 Applicability to Clients

The Sector Scheme was originally conceived as a document for use by Customers and / or Clients to specify the minimum standards for quality, training and competence of Organizations used by them to carry out works. The Sector Scheme Advisory Committee has completed the work to consider how best the principles of operator competency contained in the Sector Scheme can be adapted for people employed by the Customer and / or Client for the Public Lighting, Traffic Signs and Traffic Signals sectors. The same principles apply to the other sectors listed in Appendix K. The key principle is that if someone is accessing highway electrical equipment to carry out work on it, then they and their organisation should meet the requirements of NHSS 8 and / or the Highway Electrical Registration Scheme.

## 3. Sections of Organizations carrying out non-electrical works

Some Organizations, including local authority direct services organizations, that carry out works included in the scope of this sector scheme, may use other sections of their Organization to undertake some of the works. Such sections of Organizations may have followed a CSCS route to show competency. Clause 7.4.(iii).1 of this document provides exemptions for such cases where organizations are carrying out excavation and reinstatement works (including the installation of ducts) only.

## 4. Role of Responsible Manager, Authorising Officer, Qualified Supervisor

The Sector Scheme and the Highway Electrical Registration Scheme have no defined role for the Qualified Supervisor, although their role and responsibilities are defined within the delivery of the Qualified Supervisor Courses. These guidelines provide information on the role of the Qualified Supervisor and the work required of them in the Competency Assessment process. They also provide guidance on the role of the Responsible Manager, Authorising Officer and Compliance Manager.

The competency requirements of the Sector Scheme are based on the principle that an Organization must ensure that its employees are competent to carry out the work that is issued to them. This is a fundamental requirement of Health and Safety legislation and the Sector Scheme reflects this in requiring an Organization to use one of its own employees to act as the Qualified Supervisor and take on the responsibility for gathering and presenting evidence to indicate the scope of competence of the employees to whom work is issued.

The Authorising Officer need not be an employee of the Organization because their role is one of validating the evidence presented to them. The Responsible Manager must be an employee of the Organization and takes overall responsibility for the competency assessment process; therefore the Responsible Manager must be at least equal in status to the Authorising officer within the organisation. The Compliance Manager is defined in the Sector Scheme as having responsibility for the development, review and continuous improvement of policies and procedures. As a defined role the Compliance Manager has no direct involvement in the assessment of competence but the Sector Scheme allows this role to be carried out by the Responsible Manager, Authorising Officer or Qualified Supervisor.

Specific guidelines for the role of the Qualified Supervisor are as follows:

- a. The Qualified Supervisor is the person in the Organization who should know the ability and competence of each employee under their supervision. They shall oversee the gathering of evidence, the preparation of portfolios and the submission of the portfolios to the Authorising Officer for the desk-top and/or on site assessment of competence.
- b. The Qualified Supervisor must attend an HEA Qualified Supervisors Course.
- c. For Organizations with one or two employees, they need not have a Qualified Supervisor. They will still need to have an Authorising Officer, which they can obtain from another Organization such as their main client
- d. For Organizations employing 3 to 5 people they need not directly employ a Qualified Supervisor but can use the services of a Qualified Supervisor employed by another Organization.
- e. Organisations do not have to use their Qualified Supervisor to directly build portfolios and gather evidence but the Qualified Supervisor must oversee this process and sign off each

piece of evidence and take ownership for it for those employees that are under their supervision. It is the responsibility of the Qualified Supervisor to ensure that the person(s) used to gather the evidence is / are competent to carry out this function. The Organization must have suitable internal procedures detailing this process and it is expected that the Organization would retain on file the details (e.g. CV etc.) of the person(s) used to gather the evidence. In particular there shall be an internal verification system where the Qualified Supervisor sample-audits the on site evidence gathering process. The suggested sample is 10%.

- f. For Organizations who employ more than 5 people they:
  - i. Must use an employee of the Organization to carry out the role of the Qualified Supervisor.
  - ii. Cannot use a Qualified Supervisor from another Organization to carry out the role of the Qualified Supervisor.

Local Authority Clients and Consultants having one or two employees shall be treated as Organizations having one or two employees as above. Local Authority Clients and Consultants having more than two employees shall be treated as Organizations having 3 to 5 employees as above irrespective of the number of employees

Manufacturers and Product Suppliers having one or two employees falling within the categories of Approved Persons shall be treated as Organizations having one or two employees as above. Manufacturers and Product Suppliers having more than two employees falling within the categories of Approved Persons shall be treated as Organizations having 3 to 5 employees as above irrespective of the number of employees

Organizations can submit applications for the registration of Authorised Persons without a Qualified Supervisor having attended the Qualified Supervisor course subject to:

- a. A Qualified Supervisor being nominated by the Organization and
- b. The Qualified Supervisor being registered on a Qualified Supervisor course.

Applications received in this way shall be subject to the nominated Qualified Supervisor successfully completing the Qualified Supervisor course.

Another Qualified Supervisor or an Authorising Officer can validate the evidence of a Qualified Supervisor for registration purposes.

The Authorising Officer(s) and the Qualified Supervisor(s) must be Registered Authorised Persons in accordance with the Highway Electrical Registration Scheme.

## **5. Registration of employees transferred under the Transfer of Undertakings (Protection of Employment) Regulations or recruited from another Organization**

Employees registered under the TUPE Regulations or recruited from another Organization are to be considered as new employees in respect of re-assessment and re-registration as specified in clause 6.2.2(v) of this SSD. The original route to registration of the employee may be maintained (e.g. if registered originally under Industry Accreditation, this route may be kept after the employee has transferred, providing the original timescale of 10 years from the first date of registration to gaining the CBQ / NVQ (formerly N/SVQ) has not been exceeded). This timescale would remain as at the first date of registration and would not "start again" on re-registration of the transferred employee

## **6. Registration Cards**

For details on the types of Registration Cards, reference should be made to Appendix K1 and the Highway Electrical Registration Scheme Handbook. In particular it should be noted that interim ECS Registration Cards are available for appropriate employees, which are then replaced with standard ECS Registration Cards.

## **7. Road Death Investigations**

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

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

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

## Appendix M: Guidance for Organizations

Not used

## **Appendix N: Guidance on the Relationship between NHSS 8 and other NHSS's**

This guidance is primarily of relevance to National Highway Sector Scheme Committees and those Organizations registered to these schemes. This Appendix should be read in conjunction with Appendix L "Guidance".

### **1.0 NHSS 7 - The Application of Road Marking Materials and Road Studs to Road Surfaces**

- 1.1 NHSS 7 Appendix C Clause C1b requires employees to be trained and assessed to NHSS 12d. Employees trained under the standard NHSS 12D training and assessed as competent with NHSS 12D cards are deemed to meet the training and initial assessment requirements of NHSS 8 for temporary traffic management on rural and urban roads as specified within the scope of NHSS 12D

### **2.0 NHSS 12D - Installing, maintaining and removing temporary traffic management on rural and urban roads**

- 2.1 Registration to NHSS 8 means that registration to NHSS 12D is not required. Appendix L of NHSS 12D states that "Specific attention is drawn to Appendix M which states that it is not intended that Organizations registered under another NHSS should also be registered to SS 12D". Appendix M of NHSS 12D states that "It is not intended that Organizations registered under another NHSS should also be registered to SS 12D, but rather that the NHSS Committee considers the available options and provides appropriate advice to Organizations on what they need to do to meet their individual specific requirements and work commitments in respect of temporary traffic management for their field of operations". The NHSS 8 Committee has considered the requirements of NHSS 12D as it affects the Highway Electrical sector, and the agreed method of dealing with this is detailed in Appendix C – Clause 3 of this document together with the appropriate parts of the Highway Electrical Training Specification.
- 2.2 Where portable temporary traffic control equipment which is self contained (e.g. is supplied from a generator) is used, there is no requirement for organizations registered to NHSS 12 to also be registered to NHSS 8.
- 2.3 Where portable temporary traffic control equipment requires to be connected into an item of highway electrical equipment, or the use of the portable temporary traffic control equipment requires personnel to gain access to an item of highway electrical equipment for some other reason (e.g. to switch off permanent traffic control equipment), then the organization carrying out the work shall be either registered to NHSS 8 and / or the Highway Electrical Registration Scheme or, if they are already registered to the appropriate part(s) of NHSS 12 they must meet the competency assessment and training requirements of NHSS 8 and be issued with a Highway Electrical Registration Scheme card.
- 2.4 Employees trained under the standard NHSS 12D training and assessed as competent with NHSS 12D cards are deemed to meet the training and initial assessment requirements of NHSS 8 for temporary traffic management on rural and urban roads as specified within the scope of NHSS 12D

### **3.0 NHSS 16 - Laying of asphalt mixes**

This sector scheme relates to the laying of asphalt mixes. Although not defined, the scope of this NHSS was never intended to include small patching areas normally encountered within the Scope of Works covered within NHSS 8. The training and competency requirements for such work is included in NHSS 8. Discussions will be held with the Advisory Committee for NHSS 16 so that appropriate amendments are made to the Scope of their document.

### **4.0 NHSS 19A - For corrosion protection of ferrous materials by industrial coatings**

Registration to NHSS 8 means that registration to NHSS 19A is not required. However the training requirements of NHSS 19A, as particularised by the NHSS 8 Committee, will be required. This is currently under discussion, and further information will be provided once this is finalised

### **5.0 NHSS 22 – Management, Operation and Maintenance of Road Tunnels**

It is intended that NHSS 22 will acknowledge other relevant NHSS's including NHSS 8

**6.0 NHSS 9B – Non-electrical installation and maintenance of traffic signs** (in development)

It is intended that those organizations registered to NHSS 8 will not need to register to NHSS 9B.

Organisations carrying out non-electrical works on traffic signs as part of their wider scope covered by NHSS 8 are deemed to be covered for these activities by NHSS 8. Organisations who were registered to NHSS 8 9B and 10 carrying out only non-electrical installation and / or maintenance work on traffic signs may maintain their registration under NHSS 8 whilst NHSS 9B is being developed.

## **Appendix O - Application Form to Register on the Schedule of Suppliers**

Not used