



# National Highway Sector Scheme for Quality Management in Highway Works

## Scheme 0

Guide to the identification, development, management  
and certification of national highway sector schemes  
(NHSS)

### Part 2.1 NHSS - Scheme Development Process

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# DOCUMENT CONTROL

## Issue Statement

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## **0 INTRODUCTION**

### **0.1 NHSS0- Part 2.1 – NHSS – Scheme Development Process**

This section covers the identification of the need for sector schemes and specifies the roles of the interested parties including clients (eg infrastructure operators including Highway Authorities), UKAS, Certification Bodies, Awarding Bodies, Trade Organisations and Industry Representation.

## **1. SCHEME DEVELOPMENT**

### **1.1 Stages in development of a National Highway Sector Scheme Document**

A National Highway Sector Scheme (NHSS) is only of value if it is used, therefore the user requirements for a NHSS have to be clearly understood by the committee at the start and borne in mind throughout its development.

In the NHSS development process the main stages shall be as follows:

- a) new work acceptance;
- b) commitment to work commencement;
- c) development of draft;
- d) consultation;
- e) committee approval;
- f) endorsement;
- g) publication and
- h) maintenance.

All committee decisions whether or not to move to the next stage of the development process shall be minuted.

### **1.2 New work acceptance**

NHSS shall be developed if there is a genuine need for standardization and a willingness among the parties concerned to agree on the standards required. There must be sufficiently wide support to give confidence that consensus can be reached.

Proposals for new work items shall be fully justified in relation to the benefits sought, and shall be approved by the relevant acceptance team.

**NOTE 1:** Criteria to be considered in justifying new works include but are not limited to, the non availability of a comparable scheme, non availability of adequate training and competency qualifications, a requirement to develop bench marking for best practice, the need to identify organisations that have the capability to deliver a quality services etc

**NOTE 2:** Requests for either a new or revised NHSS may be made by any interested party in the UK through a relevant Industry Body to the National Highways Liaison Sector Scheme Committee.

### **1.3 How to develop a NHSS committee**

Key stakeholders will be invited to an inaugural meeting to obtain expressions of interest and commitment, once this is agreed a committee is formed and agreed by the key stakeholders who have identified, where possible, all those who have an interest in the development of a NHSS for their industry sector.

### **1.4 Commitment to work commencement**

To be agreed and defined by the NHSS Committee and included in the terms of reference.

### **1.5 Development of draft NHSS document**

An initial draft shall be developed using NHSS0 Part 3 by selecting the relevant text and options appropriate to the industry sector needs.

This is presented to the NHSS committee who progress the document to a first draft.

## 1.6 Industry Consultation

On completion of the first draft wider consultation is sought by the committee for endorsement of the first draft as appropriate to the needs of the industry sector. (Consultation will include trade associations, trade bodies and other interested parties appropriate to their industry sector needs)

## 1.7 NHSS Committee approval and endorsement

After the consultation period, all comments are reviewed and a final draft is agreed and circulated for endorsement by the NHSS committee.

## 1.8 Publication

The Chair or Secretary submits the NHSS document to UKAS for publication on the UKAS Website.

## 1.9 Maintenance

The NHSS committee shall meet at least annually to ensure the document is maintained in accordance with industry sector needs and legislative requirements.

Each NHSS committee shall maintain standards for which it is responsible, to ensure that those standards are up to date with current practice and free from material error.

The revised NHSS document is resubmitted to UKAS for publication on their website.

## 2. TERMS AND DEFINITIONS:

**2.1 The Scheme:** all those actions and activities associated with the development management, accreditation, assessment and organization certification related to an industry specific National Highway Sector Scheme.

**2.2 The Scheme Document:** The document which is in a form set down in Sector Scheme 0 Part 3 on the UKAS website and defines the application of the Scheme.

**2.3 National Highways Sector Scheme Liaison Group (NHSSLG):** the overarching committee comprising representation from SSAC, CB's, UKAS, Clients and Highways Authorities, which provides the forum for involved parties to deliver standardisation and feedback and updating for all the NHSS Committees.

**2.4 Lead Certification Body:** A CB which has been appointed by collective agreement of the CB Liaison Group, to take responsibility to ensure that CB representation is maintained at designated SSAC's meetings.

**2.5 Consensus:** General agreement, characterised by the absence of sustained opposition to substantial issues by an important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

### 3. GOVERNANCE STRUCTURE :

- 3.1 Each Sector Scheme Advisory Committee (SSAC) is self-governing as respects the management of their scheme; but should take cognisance from the National Highways Sector Scheme Liaison Group (NHSSLG) views in making decisions.
- 3.2 The SSAC is mandated to follow the guidance given in this section which is owned by the NHSSLG on the constitution, terms of reference and document structures specified here in.
- 3.3 The Secretariat role for SSAC's and NHSSLG may be provided through minuted committee agreement with an individual or third party organisation deemed suitable and willing to take on the role.
- 3.4 All members of the SSAC's and member of the NHSSLG (with the possible exception of the NHSSLG Chairman) provide their services without remuneration.
- 3.5 The Certification Bodies shall establish a Certification Body Liaison Group to represent the collective views of the CB's on any matters associated with development, implementation, assessment and accreditation of the NHSS's.
- 3.6 Sub-groups of SSAC's may be formally established by minuted resolution of an SSAC for whatever purpose the Committee deems necessary. (e.g. a training sub-committee)

### 4. LEGAL ISSUES

#### 4.1 Exclusion of liability -

The NHSS's developed by the SSC's shall include within all scheme documents statements to make clear that the schemes' committee

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

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#### 4.2 Health and Safety

Each SSC document could be perceived as "best practice" under Health & Safety legislation and therefore each SSC document must be capable of scrutiny by the HSE.

#### 4.3 Use in Court Proceedings

The fact that a sector scheme document has been produced and endorsed in accordance with NHSS 0, especially with regard to consensus, shall enable any interested party to assert in legal proceedings that it embodies agreement between all interested parties on what is mutually acceptable (and reflects the state of the art at the time it was published).

#### 4.4 Due care and responsibility of sector scheme committees

Sector scheme committee members shall be responsible for the development of an individual sector scheme. They shall take all reasonable steps to ensure that sector schemes are free from error. No sector scheme shall be written in such a way as to result in the acceptance of non-conforming products (including services) by a purchaser ordering to that sector scheme.

#### **4.5 Requirements to act as expert witnesses**

Any committee member called upon in a personal capacity to give evidence as an expert witness in any legal proceeding shall make very clear at such hearings that he/she does so in his/her private capacity and has no authority whatsoever to speak or express any opinions on behalf of the NHSSLG or any sector scheme committee.

### **5. CONSTITUTION AND TERMS OF REFERENCE**

5.1 Detailed in Annexes A & B are the specimen constitution and terms of reference respectively which shall be adopted by all existing and future SSAC's.

5.2 The constitution and terms of reference shall be reviewed by each SSAC at least once every three years or more frequently if required, e.g. through the establishment of related but independent schemes.

### **6 NEW SCHEME DEVELOPMENT PROCESS**

The main stages shall be as follows:

#### *a) Need for a new scheme*

This can come from a variety of inputs - e.g. EU legislation, HA/EU standards, client or industry requirements etc. Traditionally proposals have been made to the Highways Agency (HA) by relevant stakeholders such as a Trade Association. It is then discussed with industry, and if endorsed the development process is begun.

Normally a working party is formed to develop a first draft sector scheme document for wider discussion and consultation.

The working party proposes the constitution and terms of reference of the sector scheme committee.

#### *b) Announcement of work commencement*

The idea for a new scheme shall be put to the National Highways Sector Scheme Liaison Group (NHSSLG) at the first available opportunity. The sector scheme's practical and commercial viability shall be discussed with interested parties and the considerations raised are taken on board by the sector scheme proposer.

The Liaison Group ratifies the development of the new sector scheme and also the proposed committee etc. as appropriate.

c) *Committee actions*

The sector scheme proposer organises an inaugural committee meeting. The purpose of this meeting is to gain a broad consensus for the further development of the sector scheme and to establish the sector scheme committee. Constitution is as per Annex A and Terms of reference is as per Annex B. A suggested agenda is given as per Annex C.

d) *Development of draft*

The Chairman and Secretariat shall manage the development of the sector scheme and sector scheme document in the following manner:-

The format of the sector scheme and sector scheme document shall be developed in line with the model requirements set down in the relevant parts of this Scheme 0 guidance document.

The scope and application of the sector scheme document is defined in section 1 of NHSS. Examples of these are given in Annex D. It is up to the sector scheme committee to reach consensus with regard to the scope and application of each sector scheme document.

Target dates for achievement of development actions shall be established at all stages.

Due notice shall be taken of European Conformity (CE) directives and Standards which impact on the development and implementation of the sector scheme. Where this is the case it is considered prudent to invite the participation of a notified body in the development of the sector scheme.

Impact on and consideration of other sector schemes is taken into account.

On completion of the first draft, representation from across the industry sector and assessment community, are invited to the inaugural meeting.

e) *Consensus*

The committees and sub committees shall meet and reach decisions by consensus.

In cases where a committee or subcommittee cannot reach agreement by consensus, the following procedure shall be invoked to examine whether the disagreement can be resolved or whether the project can be redefined to avoid such disagreement.

*"If it is concluded that without agreement being reached in the sector scheme committee, any resulting scheme document would in practice be a matter of continuing contention, the project shall be abandoned. Alternatively, if it seems that an acceptable scheme document can be prepared, but the sector scheme committee itself remains unable to reach a decision, the disagreement shall be referred promptly to NHSSLG, a panel of which shall hear the evidence and recommend a line of action to NHSSLG. The decision of NHSSLG shall be final and binding on all parties."*

f) *Public comment*

During the preparation of sector scheme documents there shall be two public announcements: the first, at the initiation of a project, to promote awareness of the work, i.e. so the project becomes transparent to industry, and to provide the opportunity for industry to contribute; the second, when the standard is available as a draft for public comment (DPC), to provide further opportunity for public consultation. Sector scheme documents for annual review (see j) below) shall be made available to industry at a date determined by the sector scheme committee.

Committees and subcommittee members shall consult their nominating organisations' members at all stages of sector scheme development through the machinery of those organisations. A typical consultation feedback sheet is provided in Annex E

g) *Sector Scheme Committee approval*

Following sub committee completion of the sector scheme document it shall be presented to the full sector scheme committee for final approval and endorsement by the chair for publication on the UKAS website.

h) *Endorsement to Publish New Scheme*

Once the SSC have approved the document for publication, the sector scheme Chair shall endorse approval by providing for his/her signature of endorsement to appear on the document.

Once the sector scheme document has been developed and approved, the sector scheme document shall be posted on the UKAS website and deemed to be published.

i) *Publication*

The Chair, or under instruction, the secretary, will issue the endorsed sector scheme document to UKAS for publication on their website (which is normally updated on the last Friday of each month subject to the sector scheme documents being sent to UKAS). The sector scheme documents are sent to the UKAS Publications Manager who has a list of relevant Chairs and Secretaries provided and maintained by the NHSSLG.

Note: UKAS will publish the sector scheme document in a PDF format and add a cover sheet. The compiler of the sector scheme document should ensure that pagination in PDF format is taken account of before submitting the document to UKAS.

j) *Maintenance and Revision of Schemes*

The sector scheme and sector scheme document shall be reviewed at least annually by the relevant SSC. The inputs to the scheme review shall be:

- 1) NHSSLG requests for consideration.
- 2) Input regarding new and pending legislation etc. and impact of EU standards.
- 3) Feedback from the Lead Certification Body as follows:-
  - Observations and comments on the implementation and assessment findings relating to the scheme including any omissions or deficiencies in its scope.
  - Recommendation for improving/clarifying the sector scheme document
  - Feedback on deficiencies raised against contract documentation
  - A list of organizations whose scope of registration includes this sector scheme for comparison against the Schedule of Suppliers (see "o" below).
- 4) Any other relevant feedback from industry, trade associations & consultants etc.
- 5) Need for changes to the sector scheme document.
- 6) Review of best practice including but not limited to:
  - Roles and responsibilities
  - Construction (Design and management) Regulations
  - Responsibility of sector scheme users
  - Responsibility of sector scheme committee members
  - Critical errors in sector scheme documents or supporting sector scheme documents

from relevant groups

*k) Retention of previous issues, papers for meetings and similar documents*

It is the responsibility of the sector scheme committee secretaries to ensure copies of all issued documents past and present are maintained for future reference. Where there is a change of secretariat, the incoming secretary should ensure that he/she are given all copies of all previous and the present issues, this will include all previous and present agendas, minutes and associated papers and where appropriate protocols and reports.

*l) Intimation of proceedings against sector scheme committee members*

Any committee member receiving notification in any form that he/she is to be involved in legal or administrative proceedings of any nature connected with his/her committee work or his/her sponsoring organisation shall immediately notify the NHSS Chair.

*m) Intellectual property: Copyright etc.*

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

*n) Use of the NHSS Logo*

The conditions for using the logo on stationery etc eg vehicles are generally and currently those applicable by the relevant Certification Body; however the full set of rules is provided in Annex F, a summary of the main conditions is given below:

1. the mark shall only be displayed and used in conjunction with the mark of a Certification Body that has been accredited by UKAS (or equivalent) to assess an Organization to the NHSS(s) and issued the (NHSS) Certificate;
2. the mark shall only be used in relation to the specific product or service for which the certificate has been awarded;
3. the mark shall only be used during the period of validity (as shown on the certificate) of the approval;
4. the mark shall not be used as a product marking (i.e. incorporated in the product by permanent means).
5. The Organization shall not misleadingly refer to the certification system or use the NHSS mark in a manner which either:
  - a) implies certification of activities or at locations including branches or premises not covered by the certification, or
  - b) implies certification against a standard not covered by the certification.
6. If the Organization withdraws from the Scheme or moves their certification away from the Certification Body, the Organization shall ensure that the NHSS mark is removed immediately from all stationery on which it is displayed.

*o) Schedule of Suppliers Website and Data*

The Schedule of Suppliers website can be found at [www.scheduleofsuppliers.com](http://www.scheduleofsuppliers.com).

The purpose of the Schedule of Suppliers to aid purchasers in finding a Sector Scheme compliant organization to one or more of the schemes as necessary to the work being undertaken. The website can be searched by area, location or type of work. In addition it will provide information as to the certification bodies accredited for each sector scheme and for each listed supplier.

*p) Representation on Committees*

Disputes over committee composition and representation shall be referred to the NHSSLG where it cannot be resolved by the chair.

q) *References to Schemes in legislation and statutes, etc*

NHSS are referred to in regulations to avoid inclusion of detailed technical provisions in the body of the law and duplication of the task of writing technical criteria. Reference in this way does not mean delegation of responsibility. The regulatory authority is entitled to cancel a reference at any time and to replace it either by another reference or by insertion of the necessary technical provisions into the legislation itself. Identification of a NHSS by its full identifier is the usual practice.

r) *Reference to Standards, etc in Sector Scheme Documents,*

References to Standards shall be determined as being normative or informative and shall be listed accordingly as prescribed in NHSS 0 part 3.

If normative references are required in a sector scheme document, they shall be listed in section 2 of the sector scheme document (see NHSS 0 part 3).

If informative references are required in a sector scheme document, they shall be listed in Appendix B of the sector scheme document (see NHSS 0 part 3).

Appendices shall be included only if reference is made in the main text of the sector scheme document. They should follow the main text, arranged in order in which they are first cited. They should be identified by capital letters in alphabetical order, beginning with A (with the exception of "I" which is not used). Where NHSS 0 part 3 lists appendices these should be adopted for all sector scheme documents in the order and name provided, where a particular appendix is not used the sector scheme document should state this.

Appendices should indicate whether they are normative or informative depending on whether they are indispensable or not for application of the sector scheme.

s) *Contractual status of Sector Scheme Documents*

Sector scheme documents are listed in Appendix A of the Specification for Highway Works (SHW) and shall be a mandatory requirement for suppliers working to the unmodified listing of the sector scheme in Appendix A of the SHW after the publication date of the scheme document by UKAS and in accordance with the implementation programme detailed in the specific scheme.

t) *Trade Descriptions*

An NHSS can form part of a trade description when cited by number or when compliance with it is claimed.

## ANNEX A

### CONSTITUTION OF SECTOR SCHEME ADVISORY COMMITTEES;

#### 1. Name of Committee

- 1.1 The name of the Committee shall be the "Sector Scheme Advisory Committee for the Quality Management of the *[Insert scheme title]*"

#### 2 Committee Membership

- 2.1 Membership of the Committee will comprise:

- up to "x" representatives from Central/Local Government highways client bodies;
- up to "y" representatives from the (as specified) industry;
- one representative from UKAS; and
- a minimum of one lead representative of the NHSS Certification Bodies Group with a maximum of "z"

- 2.2 Membership of the committee is voluntary and members will attend on that basis.

- 2.3 No more than "w" representatives from any one organisation/group can be appointed to the committee.

- Every Certification Body accredited by UKAS for these sector schemes may claim one seat on the Committee subject to a maximum of "v" places. Where more than "v" bodies wish to make representation then representation of the certification bodies will be determined by the Certification Body Group\* established under the auspices of the National Highway Sector Scheme Liaison Group.

\*Where appropriate, Certification Bodies shall decide who will be represented and nominate a lead Certification Body.

- 2.4 The committee may co-opt specialists as considered necessary.

#### 3. Management of Meetings

- 3.1 Chairmanship shall be vested, after the inaugural meeting, in a committee approved individual or organisation. Chairmanship can be reviewed at any meeting and changed by committee approval.

- 3.2 A deputy chairman may be appointed at the discretion of the committee.

- 3.3 The chairman's term of office shall be limited to "a" terms of "b" years, which may be extended by resolution and approval of the committee.

- 3.4 Secretarial duties shall be vested, after the inaugural meeting, in a committee approved individual or organisation. Secretarial appointments can be reviewed at any meeting and changed by committee approval.

- 3.5 The Secretary shall take minutes of the meeting and distribute them to members prior to the next meeting in accordance with the timetable below:

Time Line	Action
6 weeks prior	Request agenda items
4 weeks prior	Draft agenda sent to chair to approve with any supporting papers
2 weeks prior	Once approved agenda and supporting papers to be sent to committee members as directed by the Chair
<b>MEETING</b>	
10 working days after	Draft minutes sent to Chair for approval
4 weeks after	Minutes sent to all committee members with supporting paper, as applicable and as directed by Chair

- 3.6 At any meeting, in the absence of Chairman or Secretary, a temporary substitute will be appointed from the Committee for that particular meeting.
- 3.7 A quorum consists of “c” persons (recommend 5), minimum requirement is the Scheme Chairman and at least one person from a UKAS Accredited Certification Body, one from a client body and one from an industry body eg Trade Association plus “A N Other”. In the event that the chairman is not available they shall nominate a chairman from the attendees
- 3.8 Meetings will be called by the Committee Chairman or Secretary or other members in special circumstances; subject to the minimum attendance being the quorum.
- 3.9 Meetings to review the development of a new Sector Scheme will be held at not less than 6 monthly intervals.
- 3.10 Thereafter meetings to review the implementation and operation will be held at intervals not exceeding 13 months.
- 3.11 Any resolution of the committee shall be reached by consensus.
- 3.12 The committee may appoint a working party or sub committee as necessary to further the work of the committee.

#### **4. Funding**

- 4.1 All members of the Committee will attend on a voluntary basis and the Committee will not hold any funds or be responsible for any expenditure.

## 5. Ownership

5.1 The Schemes are owned by the relevant Sector Scheme technical advisory committee.

## 6. Committee membership

6.1 Committee members shall not state or promote their personal views as being those of the SSC. Failure to adhere to this principle may result in the committee member being asked to resign.

6.2 The membership of a committee is public information, but the individuals may request that their named involvement be suppressed.

## 7. Committee proceedings

7.1 With the exception of drafts for public comment, documents circulated by The SSC committee shall be for private SSC circulation to avoid confusion of other parties outside the SSC remit.

7.2 Committee members shall respect the general confidentiality of committee proceedings/documents other than to provide them to their nominating organisation who should reciprocate that general confidentiality

7.3 With a Chairman's written agreement, documents may be circulated to individuals who are not committee members at the request of interested organizations;

7.4.1 SSC's shall control access to the minutes of its committee proceedings to the extent necessary to safeguard confidentiality.

**Note:** It is good practice to attach the list of representative organisations forming the committee to the constitution.

## ANNEX B

### Terms of reference template

#### THE *[insert title of scheme]* SECTOR SCHEME TECHNICAL COMMITTEE

*[Insert short title for scheme e.g. Landscaping]*

#### QUALITY ASSESSMENT SCHEME

#### TERMS OF REFERENCE (ToR) (*Applicable Date*)

- 1 The purposes of the Committee are to:
  - 1.1 to provide and establish bespoke quality management systems for industry and provide when appropriate or requested "industry experts" (advisors) to UKAS;
  - 1.2 *[develop, seek acceptance of and initiate the Sector Scheme in the United Kingdom for [insert relevant activity e.g. highways design, stockist, construction or other industry sector] in accordance with the requirements of the overseeing organisations; (this applies to a new scheme only)]*
  - 1.3 maintain and improve the National Highway Sector Scheme for the *[Insert title of scheme e.g. Natural & Conferred Durability of Timber, Sector Scheme No 4]*, in line with current best practice.
  - 1.4 liaise with relevant National Highway Sector Scheme technical committees *[Insert relevant NHSS committees e.g. General Fencing (Sector Scheme 2A) and Environmental Barriers (Sector Scheme 2C)]*
  - 1.5 undertake regular reviews at intervals not exceeding 13 months of the effectiveness and continuing relevance of the Sector Scheme and publish revised sector scheme documents as necessary.
  - 1.6 ensure training and competency routes are developed for all personnel in the *[Insert name of industry]* industry in line with best practice, and to set and bench mark standards.
  - 1.7 provide regular updates to the National Highways Sector Schemes Liaison Committee on the status of the Sector Scheme.
  - 1.8 Liaise as necessary with relevant stakeholders such as Client Bodies, Sector Skills Councils, Awarding Bodies, UKAS, Certification/Inspection Body Associations, Emergency Services, Trade Associations, HSE, other National Highway Sector Scheme Committees and other interested bodies, organisations and stakeholders.
  - 1.9 ensure that copies of the Sector Scheme document are available to all relevant persons.

Note: *[There may be other schemes specific ToR's dependent on the industry sector covered.]*

## **ANNEX C**

Suggested Agenda for the inaugural meeting:

### **AGENDA**

1. Welcome and introductions
2. Introduction to National Highway Sector Schemes
3. Introduction to Sector Scheme "x"
4. Election of Chairperson and Secretary
5. Terms of Reference (based on the Sector Scheme 0 model)
6. Constitution (based on the Sector Scheme 0 model)
7. Sector Scheme Document (based on the Sector Scheme 0 model)
8. Training – review of available training and competency assessment schemes/qualifications
9. The way forward
10. Any other business
11. Date of next meeting

## ANNEX D

### CURRENT SECTOR SCHEME DOCUMENTS AND APPENDIX K (May 2010)

#### SSD2A

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

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

Sub Categories of Work are grouped as follows:

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

Or a combination of these.

#### SSD2B

For the supply, installation, maintenance and repair of road restraint systems

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

Sub categories of work include the following:

1. Brifen Wire Rope
2. Barrierguard 800
3. Deltabloc 80
4. Tensioned Corrugated Barriers (TCB)
5. Un-tensioned Corrugated Barriers (UCB)
6. Open Box Beam (OBB)
7. Double Rail Open Box Beam (DROBB)

8. Rectangular Hollow Section (RHS)
9. Multibloc and Maxibloc
- 10.etc: for specific barriers complying with BS EN 1317 parts 1 & 2,  
Crash cushions complying with BS EN 1317 Part 1 & 3 &  
Terminals and transitions complying with BS EN Part 1 and DD EN 1317 Part 4

#### **SSD2C**

For the design, supply installation and repair of environmental barriers (structural) for Infrastructure Works

Category of Work is:

Environmental Barriers (Structural)

#### **SSD3**

For Stocking and Distribution Activities for Mechanical Fasteners

Category of Work is:

Supply of mechanical fasteners to be used in infrastructure assets in work on new and existing assets.

#### **SSD4**

For preservative treatment of timber

Category of Work is:

Conferred and Natural Durability of Timber

#### **SSD5A**

For the Manufacture of Parapets for Road Restraint Systems

Categories of Work are:

- (a) Product design, manufacture and supply of vehicle parapets for bridges.
- (b) Application design, fabrication and supply of vehicle parapets for bridges.
- (c) Product design, manufacture and supply of pedestrian parapets for bridges.
- (d) Application design, fabrication and supply of pedestrian parapets for bridges.

Or a combination of these.

#### **SSD5B**

For the Installation of Parapets for Road Restraint Systems

Categories of Work are:

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

Or a combination of these.

### **SSD6**

For the Manufacture and Verification of Lighting Columns (Formerly known as 5020)

Categories of manufacture include

Steel Columns  
Aluminium Columns  
Concrete Columns

### **SSD7**

For the application of road marking materials and road studs to road surfaces

For the following scope of registration

The application and removal of road marking materials and road studs to road surfaces incorporating the following systems and types (categories and sub categories respectively):

(a)Thermoplastic Systems

- Hand screed
- Raised rib
- Extrusion
- Spray

(b)Paint Systems

- Spray
- Airless spray
- Extrusion
- Screed

(c)Tape Systems

- Permanent
- Temporary

(d)Road Stud Types

- Inset
- Surface mounted

### **SSD8**

The Overseeing and/or Installation and/or Maintenance of Highway Electrical Works

Categories are

- The overseeing and / or installation and / or maintenance of Traffic Control equipment and associated apparatus
- The overseeing and / or installation and / or maintenance of Variable Message signs and associated apparatus
- The overseeing and / or installation and / or maintenance of Communications equipment and associated apparatus on motorways and other highways

- The overseeing and / or installation and / or maintenance of Environmental and Monitoring equipment and associated apparatus
- The overseeing and / or installation and / or maintenance of Cameras and associated apparatus
- The overseeing and / or installation and / or maintenance of ramp metering equipment and associated apparatus
- The overseeing and / or installation of highway lighting columns and posts and other street furniture
- The overseeing and / or installation of cables in trenches and ducts, and the excavation of the trenches / laying of ducts where required
- The overseeing and or carrying out of slot cutting and the laying of Inductive loop and other cables for traffic signal and other highway electrical equipment
- The overseeing and / or installation and / or maintenance of electrical apparatus and associated structural supports and / or cabling for highway lighting and illuminated traffic signs
- The overseeing and / or installation and / or maintenance of bus shelters and/or advertising structures connected to a source of electrical energy

Note: The categories are generic, they may be sub-divided and/or listed separately into sub categories eg installation only or maintenance only or they may be specific to a particular type of equipment or apparatus or a particular activity.

### **SSD9A**

For the manufacture of permanent and/or temporary road traffic signs

Categories of work are:

- Permanent Road Traffic Signs
- Temporary Road Traffic Signs

### **SSD12A & 12B**

For static temporary traffic management on motorways and high speed dual carriageways including on-line widening schemes

For the following scope of registration

Static temporary traffic management on motorways and high speed dual carriageways for schemes incorporating contraflows operations and/or temporary road markings (12A)

and/or

Static temporary traffic management on motorways and high speed dual carriageways for schemes not incorporating contraflow operations and/or temporary road markings (12B):

### **SSD12C**

For mobile lane closure traffic management on motorways and other dual carriageways

Mobile lane closure traffic management on motorways and other dual carriageways:

a) With Hard Shoulders

and/or

b) Without Hard Shoulders

## **SSD12D**

For Installing, maintaining and removing temporary traffic management on rural and urban roads

Categories of Work are:

Static works  
Static works plus dual carriageways  
Static works plus convoy working  
Static works plus multiphase traffic signals

Or a combination of these

Other Sector Scheme Committee will need to consider how SSD12D will impact on their own SSD see 1.4 of the SSD document for further information.

## **SSD13A**

For the supply and application of surface dressings to road surfaces

Categories of supply and application include

Supply  
Application  
Supply and application

## **SSD13B**

For the supply and application of Microsurfacing

Categories of supply and application include

Supply  
Application  
Supply and application

#### **SSD14**

For the quality management of the production of asphalt mixes

Production of Asphalt Mixes

#### **SSD15**

For the Supply of Paving Bitumens

Category of work is:

Supply of Paving Bitumens

#### **SSD16**

For the laying of asphalt mixes

Categories of work are:

- Machine laying
- Hand laying

#### **SSD17/17B**

For Vehicle Recovery at Highway Construction Sites

Categories of services offered are

- Motor Cycle Recovery
- Passenger Cars and Light Commercial Vehicles Recovery
- Heavy Vehicle Recovery
- Coaches and Buses

(Note: this list is not exhaustive and the description of the subcategory may vary.)

For Vehicle Recovery and Removal on Controlled Roads

Categories of services offered are

- Motor Cycles
- Passenger Cars and Light Commercial Vehicles
- Heavy vehicles
- Coaches and buses
- Specialist vehicles
- Storage of vehicles for police purposes
- Storage of vehicles for Highway Authorities (named)

Sub-categories include

- Removal
- Recovery
- Protection of Evidence or
- Any combination of sub-categories.

Note: these lists are not exhaustive and the description of the categories and sub-categories may vary.

### **SSD18**

For the Environment and Landscape Including Ecology

Categories of work are

- A) Arboricultural,
- B) Landscape Construction,
- C) Landscape Maintenance,
- D) Environment Management Activities
- E) Pesticides
- F) Ecological Management Activities

The following secondary/sub-categories have been identified; however they may not all be applicable within each of the above categories

- weed control
- control of rabbits and deer
- application of pesticides
- ground preparation
- grass seeding, wildflower seeding and turfing
- planting
- grass, bulbs and wildflower maintenance
- watering
- establishment maintenance for planting
- arboricultural work
- maintenance of established trees and shrubs
- management of water bodies
- special ecological measures
- litter picking.

Note: this list is not exhaustive and the description of the subcategory may vary

### **SSD19A**

For corrosion protection of ferrous materials by industrial coatings

Categories of work are 'Workshop' or 'Site'.

Within each category the following subcategories have been identified:

- Industrial coatings application
- Abrasive blast cleaning,
- Paint spraying
- Thermal (Metal) Spraying

- Water jetting

Other Sector Scheme Committee will need to consider how SSD19A will impact on their own SSD.

## **SSD20**

The Execution of Steelwork in Transportation Infrastructure Assets

Categories of work are

### **Activities**

Design  
Execution<sup>1</sup>  
Fabrication  
Erection  
Preloaded Bolting<sup>2</sup>

<sup>1</sup> Execution covers Fabrication and Erection which, if both are covered, do not need listing separately.

<sup>2</sup> Although Preloaded Bolting can be considered to be included within Execution generally, it should be identified separately.

Note: Work categories may also include Corrosion Protection, but this would be listed separately with reference to NHSS 19A, if relevant. Fabrication and Erection also include Welding which requires specific reference(s) to BS EN ISO 3834:2005 and/or FPC as relevant (see below):

Bridgework  
Structural Steel Components

## **SSD 22**

For the Management, Operation, Installation and Maintenance of Road Tunnels

Categories of services offered are

- Road Tunnel Management
- Road Tunnel Operation
- Road Tunnel Maintenance
- Installation of Road Tunnel Equipment

Sub-categories include

- Highway Electrical (Identify as lighting, signing etc)
- Highway Electronic (identify as signals, communications etc)
- Mechanical
- Other to be defined
- Any combination of sub-categories.

Note: these lists are not exhaustive and the description of the categories and sub-categories may vary

**GD02 (formerly HD46/05)**

Quality Management Systems for Highway Design (Draft Version 1 Document)

Category of work is:

Highway design

Sub categories of work are defined in Appendix A of GD02

## ANNEX E

### Example of Consultation Feedback Form

<b>DATE:</b>		<b>AUTHOR:</b>		<b>ORGANISATION</b>	
<b>Draft Document Reference:</b>					
<b>Section / Appendix</b>	<b>Clause No./ Subclause No./ Annex (e.g. 3.1)</b>	<b>Paragraph/ Figure/Table/ Note</b>	<b>Comment (and reason for change)</b>	<b>Proposed change</b>	<b>Committee decision</b>

## ANNEX F

### NHSS Logo – Conditions of Use

Conditions for Use of the National Highway Sector Scheme Logo and Symbols by NHSS and UKAS Accredited Organizations and NHSS Associated Organizations

#### 1 Definitions

National Highway Sector Scheme Accreditation Logo– means the Logo used by NHSS (the (UK) National Highway Sector Scheme body) to identify itself.

National Highway Sector Scheme Accreditation Symbols – means the symbol(s) issued by NHSS for use by a UKAS accredited organization to indicate its accredited status.

UKAS Accredited organization – means a body accredited by UKAS as a certification body, laboratory, inspection body, proficiency testing provider, attestation body or reference material producer providing assessment against National Highway Sector Schemes.

NHSS Associated Organisations – means a body specifically granted permission by the NHSS liaison committee to use the National Highway Sector Scheme symbol in relation to the services that the organisation is delivering.

Note: 'Mark' is to be reserved to indicate direct conformity of an entity against a set of requirements.

#### 2 Introduction

2.1 UKAS is the UK national accreditation body responsible for assessing and accrediting the competence of organisations in the fields of calibration, testing, inspection and certification of systems, products and personnel. It operates under a Memorandum of Understanding with the Secretary of State for Business Innovation & Skills (Secretary of State), who has licensed UKAS to use the national accreditation logo and national accreditation symbols featuring the Royal Crown, and to sublicense the use of the national accreditation symbols to UKAS accredited organizations.

2.2 UKAS accredit bodies to assess to BS EN 9001 and the NHSS interpretation of BS EN 9001 for a relevant highway related activity. The NHSS documents are published on the UKAS web-site on behalf of the NHSS Liaison Committee.

2.3 This publication sets out the conditions for the use of:

(a) the National Highway Sector Scheme symbol by UKAS accredited bodies

(b) the National Highway Sector Scheme accreditation symbols by NHSS and UKAS accredited organizations as meeting the requirements of the appropriate international standards, and the successors to these standards as detailed in Appendix 1 of the Secretary of State / UKAS Memorandum of Understanding. (<http://www.dius.gov.uk/~media/publications/M/memoukas9-0209>)

- 2.4 (a) Where applicable, these conditions shall be met by all UKAS accredited organizations, including those outside the United Kingdom.
- (b) Use of the NHSS National Highway Sector Scheme accreditation logo and symbol are confined to NHSS.
- (c) A UKAS accredited certification body may authorise their certified customers to use the relevant National Highway Sector Scheme accreditation symbol but only in accordance with the requirements in Appendix A (see below).
- (d) UKAS accredited certification bodies shall take all reasonable steps to ensure that their certified customers comply with these conditions on the use of National Highway Sector Scheme accreditation symbols.
- 2.4 The NHSS Liaison Committee reserves the right to vary the conditions set out in this publication without prior notice.
- 3 Form and display of the National Highway Sector Scheme accreditation logo and symbol
- 3.1 The National Highway Sector Scheme accreditation logo and symbol shall be displayed only in the appropriate form, size and colour detailed in this publication.
- 3.2 Accredited organizations shall base all reproductions of the National Highway Sector Scheme accreditation symbols on the master versions as shown at the end of this publication which are available as electronic files from the NHSS liaison committee. The images included at the end of this publication are for illustration only. Redrawn approximations shall not be used.
- 3.3 Accredited organizations shall only use a National Highway Sector Scheme accreditation symbol in conjunction with their relevant scheme number(s). The organization's accreditation number(s) shall be printed centrally under the National Highway Sector Scheme accreditation symbol. As indicated in the Figure 1. The accreditation number(s) are single or double digit numbers which may also include letters where relevant; the numbers relate to the scheme numbers.
- 3.4 The National Highway Sector Scheme accreditation logo may be displayed on stationery:
- (a) only if the title or logo of the accredited organization is also shown;
- (b) with no more prominence than the title or logo of the accredited organization;
- (c) and not more than once for each relevant NHSS accreditation.
- 3.5 The National Highway Sector Scheme accreditation logo and National Highway Sector Scheme accreditation symbols are to be reproduced in black and white as detailed in Appendix C. Alternatively, with the prior written consent of NHSS, the National Highway Sector Scheme accreditation symbol may be printed or displayed in a single colour, which is the predominant ink colour of the document, or, in the case of a pre-printed letterhead, the predominant ink colour of the letterhead.

- 3.6 Where the National Highway Sector Scheme accreditation logo and National Highway Sector Scheme accreditation symbols are reproduced electronically the following applies:
- (a) the National Highway Sector Scheme accreditation logo or National Highway Sector Scheme accreditation symbols are to be reproduced so that infilling does not occur.
  - (b) degradation and/or distortion of the National Highway Sector Scheme accreditation logo or National Highway Sector Scheme accreditation symbol graphic is avoided.
  - (c) electronic versions of the National Highway Sector Scheme accreditation symbols shall be obtained from NHSS.
- 3.7 (a) Embossed, relief, or die-stamped versions may be used.
- (b) The National Highway Sector Scheme accreditation logo and National Highway Sector Scheme accreditation symbols may be reproduced as watermarks.
- 3.8 (a) The National Highway Sector Scheme accreditation symbols shall normally have a minimum height (excluding the accreditation number) of 20 mm. Any enlargement or reduction shall retain the same proportions as those of the masters reproduced in this publication. The National Highway Sector Scheme accreditation symbol and the accreditation number shall be considered as a single entity for purposes of enlargement or reduction.
- (b) In exceptional circumstances, which are usually dictated by reason of space limitation or cost, the National Highway Sector Scheme accreditation symbols may be reproduced at a reduced height, but paragraph 3.8(c) must be satisfied.
- (c) Irrespective of the height of reproduction, the National Highway Sector Scheme accreditation symbols must, in the opinion of NHSS, be legible, with no infilling.
- 3.9 When the National Highway Sector Scheme accreditation logo or National Highway Sector Scheme accreditation symbol is printed on an unfolded portion of stationery sized no greater than A4, it shall be displayed in a size no larger than 30 mm high. On larger portions of unfolded stationery the size may be proportionately increased.
- 3.10 Appendix B shows how accredited organizations with more than one accreditation of the same type may use the National Highway Sector Scheme accreditation symbol.
- 4 Use of the National Highway Sector Scheme accreditation logo
- 4.1 General
- 4.1.1 (a) Only NHSS may use the relevant National Highway Sector Scheme accreditation logo on stationery, quotations for work, reports and certificates, websites and brochures, and other items relevant to NHSS' activities, subject to the conditions set out in this publication.
- (b) Only NHSS, organizations accredited by UKAS and organisations specifically granted permission by the NHSS may use the relevant National Highway Sector Scheme accreditation symbols on stationery, quotations for work, reports and certificates, websites and brochures, and other items relevant to the accredited

organization's accredited activity or the agreed activities of those granted specific permission, subject to the conditions set out in this publication.

- 4.1.2 The National Highway Sector Scheme accreditation logo and National Highway Sector Scheme accreditation symbols shall not be used in such a way as to suggest that the NHSS or UKAS has certified, or approved, any product or any service supplied by a licensee of a symbol, or in any other misleading manner.
- 4.1.3 The National Highway Sector Scheme accreditation symbols shall not be used in any way that might mislead the reader about the status of an accredited organization.
- 4.1.4 Any use of the National Highway Sector Scheme accreditation logo or symbols that might contravene the conditions laid down in this publication shall be referred to NHSS.
- 4.1.5 The National Highway Sector Scheme accreditation symbols shall not be used in such a way as to imply that NHSS accepts responsibility for activities carried out under the scope of accreditation and/or certification and/or the scopes of those organizations specifically granted use of the National Highway Sector Scheme symbol.
- 4.1.6 It is the responsibility of every UKAS accredited organization to minimise the risk of a client/reader being misled as to the extent and limitations of its UKAS accreditation, whether it be in relation to quotations for work, work being undertaken, results being reported, the use of sub-contractors or in any publicity material used for advertising activities or services.
- 4.1.7 Reports and certificates issued by accredited organizations that contain results and outcomes from accredited activities and non-accredited and/or subcontracted activities shall readily distinguish the activities that are covered by the organization's accreditation and those that are not.
- 4.1.8 All quotations for work that contain a National Highway Sector Scheme accreditation symbol shall clearly indicate those activities that are not NHSS or UKAS accredited.

4.1.9 National Highway Sector Scheme accreditation symbols for certification activities shall not be used on reports and certificates issued by Laboratories, Inspection Bodies, Proficiency Testing Providers and Reference Material Producers.

#### 4.2 Publicity Materials

4.2.1 UKAS accredited organizations are entitled to incorporate the appropriate National Highway Sector Scheme accreditation symbol(s) in publicity material that refers to accredited services, provided that the conditions relating to their reproduction contained in this publication are met.

4.2.2 For the purposes of these conditions the term 'publicity material' shall not include notices, labels, documents or written announcements affixed to or otherwise appearing on goods or products unless the goods or products have been manufactured under an accredited product conformity scheme. This restriction shall also apply to primary packaging and promotional products.

4.2.3 For the purposes of these conditions the terms 'publicity material' and 'advertisements' shall not include notices, labels, documents or written announcements affixed to or otherwise appearing on the vehicles or flags of the UKAS accredited organization. . These restrictions may be extended to other items, goods or products as the NHSS may determine from time to time.

4.2.4 (a) The National Highway Sector Scheme accreditation logo and the National Highway Sector Scheme accreditation symbols shall not be displayed by UKAS, and National Highway Sector Scheme accreditation symbols shall not be displayed by UKAS accredited organizations, on any vehicle, except in publicity material as part of a larger advertisement (see 4.2.3), and provided that the National Highway Sector Scheme accreditation logo or the National Highway Sector Scheme accreditation symbol is used in the publicity material in accordance with the conditions set out in this publication.

(b) The National Highway Sector Scheme accreditation logo and National Highway Sector Scheme accreditation symbols shall not be displayed on buildings and flags.

(c) UKAS may display National Highway Sector Scheme accreditation logo and National Highway Sector Scheme accreditation symbols on internal walls and doors, and on exhibition stands.

(d) UKAS accredited organisations may display their National Highway Sector Scheme accreditation symbols on internal walls and doors, and on exhibition stands.

(e) Associated organisations granted specific permission to use the National Highway Sector Scheme symbol may display their National Highway Sector Scheme accreditation symbols on internal walls and doors, and on exhibition stands.

#### 4.3 Suspension and Termination of CB Certification

4.3.1 Upon suspension of relevant CB Certification, accredited organizations shall immediately cease to issue certificates, reports and quotations for work displaying a National Highway Sector Scheme accreditation symbol and this shall include the removal of National Highway Sector Scheme accreditation symbols displayed on websites.

4.3.2 Upon termination of CB Certification, the organisations shall immediately cease distribution of all items on which a National Highway Sector Scheme accreditation symbol is displayed and this shall include the removal of National Highway Sector Scheme accreditation symbols displayed on websites.

4.3.3 In the event that the Certificate is withdrawn by a CB, the organisation in respect of a scheme whereby the organisation owns and licenses its own mark/logo, the organisation shall take all reasonable steps to ensure that its licensees immediately cease use of stationery, literature, advertisements (including web pages), goods, labelling and packaging bearing the National Highway Sector Scheme accreditation symbol(s).

## 5 Reference to accreditation

5.1 Where an accredited organization wishes to make reference to its NHSS accreditation instead of using the National Highway Sector Scheme accreditation symbol, it shall without variation use the phrase 'NHSS XX organization certified by [certification body] [inspection body] UKAS or equivalent accreditation no. YYYY'. The accredited organization shall take all reasonable steps to ensure that this wording is used by any customer when referring to the use of a National Highway Sector Scheme accredited organization.

## Appendix A

Requirements and National Highway Sector Scheme Accreditation Symbols for Certification Bodies and their certified Clients

### A1. Management Certification

- A1.1 The appropriate National Highway Sector Scheme accreditation symbol may only be used by the customer of a certification body in connection with the certification body's award of UKAS accredited certification. The National Highway Sector Scheme accreditation symbol must be relevant to the certificate.
- A1.2 Holders of certificates issued by UKAS highway sector scheme accredited certification bodies may use the appropriate National Highway Sector Scheme accreditation symbol in accordance with the requirements of this publication on stationery and publicity material or other items relevant to their certificate. The National Highway Sector Scheme accreditation symbol(s) shall always be used in conjunction with the logo/mark of the certification body or certification scheme (see Figure 1 below) and UKAS symbol. Holders of highway sector scheme accredited certificates may use the logo/mark of the certification body or certification scheme without the accreditation symbol.
- A1.3 Certification bodies shall ensure that they audit the use of National Highway Sector Scheme accreditation symbols by their certificate holders.

### A2. Product Certification

Before the following can be applied the committee and/or organization will need to discuss and determine its suitability and relevance. **NB** It is important that the committee and/or organization understand the complexity of its application in respect of its use with CE marking.

- A2.1 The Product Certification National Highway Sector Scheme accreditation symbol may only be used in connection with a product or service certified under an accredited product certification scheme.
- A2.2 If, in the specific case of a product certified under an accredited product conformity scheme, physical constraints prevent reproduction of the product certification National Highway Sector Scheme accreditation symbol to the limits specified in this Appendix, a label based on the product certification example in Figure 1 may be attached to the product. If that is impracticable, the label may be affixed to the primary packaging but not to the secondary packaging (e.g. outer, transit pack).



Figure 1 Use of NHSS symbols by holders of accredited certificates. The NHSS symbol used must be relevant to the certificate.

