



National Highways Sector Schemes for Quality Management in Highway Works

18

THE NATURAL ENVIRONMENT AND LANDSCAPE INCLUDING ECOLOGY

**Published by the Sector Scheme Advisory Committee for
the Environment and Landscape (SSACEL)**

DOCUMENT CONTROL

Issue Statement

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Revisions

For UKAS 4 and subsequent editions revised/added/deleted text has been annotated. An example is given below:

“(mm/yy) This Sector Scheme is one of the series of NHSSs, which are bespoke integrated management schemes within an ISO 9001:2008 framework that have been developed to interpret BS EN ISO 9001:2008 as it applies to a particular activity/industry within the United Kingdom.”

UKAS 2 - November 2007

Amended to provide extension for implementation of the scheme, amendments have been made to:

Page 6 - Selection of Certification Body

Implementation of UKAS 2

Page 7 - Introduction para 6

Page 38 – Appendix H Clause 3.1

Page 17 – New paragraph added to para 6.2.2 (v) to verify skills cards

Page 28 - Additional information added regarding refresher training proposals (Appendix C – para 1 refers)

Page 30 – amendments to clarify requirements for the supervisor to hold TTM qualifications (Appendix C – para 3 e refers)

Page 35 (Appendix G) and Page 43 (Appendix K) amended to reflect change of categories and introduction of sub-divisions for accreditation of certification bodies.

UKAS 3 - August 2008

Clarification of scope and categories provided in Scope (Section 1), Appendix C (CI 1), Appendix G (CI 2) and Appendix K

Sections 4 to 8 improved

Appendix B revised

Appendix C occupational skills information updated.

Appendix E amended (ref. to NSTS deleted)

Appendix G1 added

Appendix H Clause 3.1 clarified, CI 3.2 added

Appendix J1 and J2 updated

Appendix L expanded

Appendix N added

^{09/10} UKAS 4 – September 2010

Title modified

Updated to align with BS EN ISO 9001:2008

Committee composition updated

Notes on implementation added

Introduction amended esp. paragraphs 9 – 13

Section 3 Definitions of “Certificate of Registration” and “UKAS” amended

Clauses 4.1; 4.2.1, 4.2.3, 4.2.4, 5.1, 5.2, 6.2.1, 7.2.1(ii), 7.2.3, 7.5.1 (v), 8.2.2 and 8.2.3 amended

Appendix B title amended and revisions made

May 11 ■ UKAS Issue 5

NHSS 18

Appendix C – Table C1 and notes amended; Table C2C amended
Appendices C1 J3, O and P added
Appendices F, G, G1, H, K, L and N modified
Appendix J1 modified

05/11 UKAS 5 – May 2011

Composition of Sector Scheme Advisory Committee

Previous implementation issue dates have been removed only the current version will now be used

Introduction – Para 12

Scope 1.1 & 1.2 Application

3.1 Terms & definitions – definition of Amenity added

3.2 Abbreviations & Acronyms

4.1 General Requirements

5.3 Quality Policy

6.2.2 Competence, Awareness and Training

7.5.2 Validation of processes for production and service provision

7.6 Control of monitoring and measuring devices

8.2.2 Internal audits (b)

Appendix B

Appendix C

Appendix D (1)

Appendix E – now not used

Appendix G – (e) & (g)

Appendix G1 – Part 2B 6.1 & 6.2 & 2C8

Appendix H – 3.1

Appendix K

Appendix L – 2.4 & 3

Appendix M – (a) & 4

Appendix N

Appendix O - modified

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

COMPOSITION OF SECTOR SCHEME ADVISORY COMMITTEE

Need to check composition and who else needs to be invited i.e. professional ecological body plus question re the HSE chemicals regulation directorate

05/11 BASIS (Registration) Ltd

Highways Agency

^{09/10} ADEPT, Association of Directors of Environment, Economy, Planning and Transport (formerly CSS, County Surveyors' Society)

Transport Scotland

Roads Service, Northern Ireland

05/11 Nominated Certification Body Group (CPG)

BALI, British Association of Landscape Industries

Arboricultural Association

Institute of Groundsmanship (IOG)

Institute of Ecology and Environment Management (IEEM)

NAAC National Association of Agricultural Contractors

City & Guilds

Chemical Regulation Directorate

Lantra

CECA Civil Engineering Contractors Association

Nursery Suppliers Representative

Institute of Horticulture

ALCI, Association of Landscape Contractors of Ireland

APSE, Association for Public Service Excellence

Highway Construction Training Association

^{09/10} HSE – Health and Safety Executive – Agriculture & Amenity

09/10 CORRESPONDING MEMBERS

05/11 Accredited Certification Bodies

Transport for London

Welsh Assembly Government

Nursery Suppliers Representative

Institute of Horticulture

ALCI, Association of Landscape Contractors of Ireland

APSE, Association for Public Service Excellence

Network Rail

Waste and Resources Action Programme (WRAP)

EXCLUSION OF LIABILITY

The Sector Scheme Advisory Committee for the Environment and Landscape

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

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SELECTION OF CERTIFICATION BODY

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

Prospective companies seeking registration under this scheme should ensure that they engage a Certification Body (CB) specifically accredited to assess against the requirements of this SSD. Specifiers, consultants, engineers etc. that require confirmation of compliance with the Contract Specification in respect of the supply of products/materials should confirm the current status of the quality management system certificate issuer and that specific reference is made to this Sector Scheme (see Appendix K). Alternatively, where the prospective company already has registration to ISO 9001 from an UKAS accredited certification body that is not accredited by UKAS for assessing against this document; UKAS have advised that it will be acceptable for the technical assessment against this document to be carried out by another UKAS accredited certification body that has accreditation to this scheme.

NHSS 18 accredited Certification Bodies may be accredited for specific primary categories to this scheme. In general the primary categories shall align with the list given in section 1 and Appendices G and K of this document; where other areas of activity are found, these shall be reported to the SSACEL for inclusion within the scope of the document and Appendices G and K.

See also Appendix H section 3 – Interim arrangements for initial implementation of this sector scheme

05/11 **IMPLEMENTATION OF ISSUE UKAS 5 (May 2011)**

(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.

(ii) Assessments against the previous issue will continue to be valid until the following assessment is carried out by the accredited Certification Body (see notes below).

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

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

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

INTRODUCTION

1. ^{09/10} National Highway Sector Schemes (NHSS) are bespoke quality management schemes that have been developed, as a partnership, by all sides of the highway industry to interpret BS EN ISO 9001 as it applies to a particular highway activity/industry within the United Kingdom.

2. National Highway Sector Schemes are designed to:

- Provide an industry benchmark
- Ensure that all processes are planned
- Provide a basis for continuous improvement
- Focus on quality as an objective
- Reduce costs for client and contractor
- Provide and maintain a properly trained and competent workforce
- Involve all sides of industry in scheme ownership within a partnership framework
- Ensure that Certification Bodies use auditors with technical knowledge and experience of the sector concerned
- Promote confidence in quality management systems by provision of a robust transparent system

3 ^{09/10} Separate technical advisory committees for each activity within the sector provide advice to UKAS and expert representation is drawn from all sides of industry. Each sector scheme technical advisory committee interprets BS EN ISO 9001 in relation to the requirements of their particular activity and comes to a consensus on the minimum levels of workmanship, services, products, testing, and the training and competency of operatives needed to meet specification requirements as well as auditor qualification and requirements in respect of EMS and other management systems. The details are contained in the individual Sector Scheme Documents (SSD).

4 The individual technical advisory committees are overseen by the Highways Sector Scheme Liaison Group. This group provides a forum for discussion on the effectiveness of the Sector Schemes and co-ordinates developments so that they can be uniformly taken forward by each of the technical advisory committees. It is also the venue where dialogue with UKAS and the certification bodies on the application of the schemes takes place.

5 ^{09/10} This SSD relates to the quality management system requirements for the natural environment and landscape new works and maintenance, including special measures for ecology, on highway schemes, transport infrastructure schemes and other schemes. It sets out to identify a common interpretation of BS EN ISO 9001 for Organizations and Certification Bodies engaged in the Sectors.

6 ^{09/10} The scope of this Sector Scheme covers all landscape, natural environmental and ecology processes undertaken within the sector from initial assessment for new works through to maintenance. This therefore includes activities of assessment, design, planning and implementation, as well as asset management and long-term maintenance. Design and planning functions for which this Sector Scheme is applicable would be any activities where the Organization is involved with product decisions or recommendations to the Client. The Organization's scope of registration should cover the activities with which it is involved. Similarly, the scope of accreditation for a Certification Body should cover the activities with which it is involved.

7 The Sector Scheme Advisory Committee has established a training advisory group as a sub-group to the committee. This sub-group assists in the development and maintenance of national training and competency requirements for this Sector Scheme as necessary for the industry. It has the responsibility for the development and production of Appendix C of this document and makes recommendations in respect of paragraph 6.2.2 of this document. The sub-group reports to the main committee.

8 ^{09/10} It should be noted that national highway sector schemes are mandatory for Highways Agency contracts and existing suppliers should demonstrate compliance with the requirements of ISO 9001 and this Sector Scheme Document as part of their continuous improvement within their ISO 9001 registration. It is anticipated that other highway authorities that use the SHW as the basic document for procuring highway works may also require compliance with ISO 9001 and this scheme document. Other infrastructure organisations may also require their suppliers to conform or comply with this scheme.

9 ^{09/10} In using this Sector Scheme, users shall use best practice of specifying any other relevant highway Sector Scheme as appropriate to the nature of the work being undertaken. Furthermore where a Sector Scheme exists it must be used. Where traffic management is required companies should either employ a National Highway Sector Scheme approved company or where applicable have skilled registered traffic management operatives qualified to meet the requirements of NHSS12D relevant to contract requirements and risk assessments. For work carried out on high speed dual carriageways and motorways the Organization installing Temporary Traffic Management measures should always be registered to NHSS 12A/B and/or 12C.

10 ^{09/10} The SSD is a live document with the Sector Scheme Advisory Committee for the Environment and Landscape 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 Certification Body, or
- by contacting UKAS at the address below or
- by visiting UKAS website www.ukas.com, from which free downloads are available.

11 ^{09/10} A list of registered Organizations is maintained by the Secretary of the Sector Scheme Advisory Committee who can be contacted by writing, care of UKAS at the address given below.

12 ^{05/11} Lantra Awards also maintain a schedule of suppliers for the National Highways Sector Schemes, details of which can be accessed from their website <http://www.lantra-awards.co.uk/highways.htm>. 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. An application form is provided at Appendix O of NHSS0 – Part 3 on the UKAS website which should be copied and submitted to the Schedule of Suppliers Management team together with the annual registration fee following confirmation of registration to this NHSS, unless this service is subsequently provided by the Certification Body.

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 to ascertain/check the status of an organization/company if it is not listed on the web-site.

13 Scheme Contact and Feedback

The Secretary
Sector Scheme Advisory Committee for the Environment and Landscape
C/o UKAS
21 - 43 High Street
Feltham
Middlesex, TW13 4UN

Tel 0208 917 8400
Fax 0208 917 8500

Any observations or feedback relating to this SSD should be addressed to any of the certification bodies listed or directly to UKAS as detailed in Appendices J1, J2 and J3.

INTERPRETATION OF BS EN ISO 9001:2008

1. SCOPE AND APPLICATION

1.1 SCOPE

^{09/10} This SSD describes the quality management system requirements to be established by Organizations providing landscape, environment and ecology new works and maintenance for highway schemes. The document interprets the requirements of British Standard BS EN ISO 9001 and should be read in conjunction with that standard. Works will include, but not be limited to the following primary categories:

- A) Arboricultural,
- B) Landscape Construction,
- C) Landscape Maintenance,
- D) ^{09/10} Environmental Management Activities
- E) **05/11** Application and Management of Pesticides
- F) ^{09/10} Ecological Management Activities
- G) **05/11** Amenity

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

- *weed control*
- *control of rabbits and deer*
- *application and management 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*
- ^{09/10} *Mechanical tree and vegetation removal*
- ^{09/10} *Stone picking (in prep for turfing etc)*
- ^{09/10} *Rolling*

- ^{09/10} *Sub-Soiling (for more effective water draining)*

The Sector Scheme and the scope of registration shall be referenced in the Certificate of Registration issued by the Certification Body. (See Appendix K).

Note: The list of sub-categories given above is not comprehensive, where an Organization, Certification Body or other party consider that additional sub-categories would be beneficial or are required, they should notify the Secretary for the Scheme so that their proposal may be discussed at the next meeting of the Committee.

^{05/11} **1.2 APPLICATION**

NHSS 18A, 18B, 18C, 18E and 18G

NHSS 18, sections 18A, 18B, 18C, 18E and 18G namely arboriculture (18A), landscape construction (18B), landscape maintenance (18C), pesticide application & management (18E) and Amenity (18G) respectively are applicable to site activities (i.e. during implementation of a project) rather than the design, planning and management of define works or maintenance, which are covered within sections 18D and 18F.

NHSS 18D - Environmental Management Activities

NHSS 18D is applicable to the management of the complex of climatic, soil and biological factors that acts upon an organism or an ecological community, during maintenance or other managed activities on an estate,(construction/project site) to ensure that potentially adverse impacts are minimised and that corrective measures are in place. It includes design work, the organisation, planning and management of work as well as tree protection, conservation work, hedge trimming etc

NHSS 18F - Ecological Management Activities

NHSS 18F is applicable to the management of living organisms and associated habitat within a construction/project site such that the interaction of the living organisms before, during and after the start of a project is not significantly damaged or disturbed..

^{09/10} **1.3 FRANCHISES**

The committee has concluded that where a franchiser wishes to be registered to this scheme, then it is beholden that any franchisee should also be registered to this scheme. Conversely, where a franchisee wishes to be registered to this document, then the franchiser should also be registered to this scheme

2. NORMATIVE REFERENCE

The following normative documents contain provisions which constitute provisions of BS EN ISO 9001:2008 Quality Management Systems – Requirements:

- BS EN ISO 9000:2005 Quality Management Systems – Fundamentals and Vocabulary
- BS EN ISO 9004:2009 Quality Management Systems – Guidelines for Performance Improvements.
- BS EN ISO 14001:2004 Environmental Management Systems – Requirements with Guidance for Use

3. TERMS AND DEFINITIONS, ABBREVIATIONS AND ACRONYMS

3.1 TERMS AND DEFINITIONS

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

^{05/11} Amenity	Any tangible or intangible benefits of a property, green space and/or estate, especially those that increase its attractiveness or value or that contribute to its comfort or convenience.
Client:	The body for which the work is being carried out e.g. Highway Authority.
Certificate of Registration:	^{09/10} A certificate issued by a UKAS accredited Certification Body certifying that the holder operates a Quality Management System complying with the relevant versions of BS EN ISO 9001 and this Sector Scheme. The Certificate will state the category(ies) of work that the holder is competent to supply. (See Appendix K) Note The Certificate of Registration must identify the NHSS(s) by number as well as by category and subcategory
Contract Specification:	^{09/10} The technical requirements of the contract agreement. For example the following may apply: i) Manual of Contract Documents for Highway Works: Volume 1: The Specification for Highway Works (Department for Transport) or as specifically required in the contract documents. ii) Contract Specific Appendices iii) The Contract Drawings
Customer:	The body engaging the Organization for the purpose of the work described in this SSD.
^{09/10} Ecology	The study of the relationships between living organisms and their interaction with their environment
^{09/10} Environment	The circumstances, objects or conditions by which one is surrounded or more specifically in terms of this document "the climatic, soil and biological factors that acts upon an organism or an ecological community".

Operatives & Personnel

Trainee	Any person who has not completed the relevant training or competency assessments as detailed in paragraph 6.2.2 and Appendix C. This person must be directly supervised at all times by a competent person for the discipline being undertaken.
General Operative	A person who works under the control of a Supervisor/Lead Operative and is directly involved with the implementation of the landscape, environment and ecology works.
Skilled Operative	Operative who has achieved a recognised level of ability and competency in accordance with the Sector Scheme Document with respect to the works being undertaken.
Lead Operative	Operative who has achieved a recognised level of ability and competency in accordance with the SSD with respect to the works being undertaken and has been identified by the Organization as having the ability to lead other operatives for specific work tasks.
Supervisor	The person named in the Organization's Quality Plan as having the responsibility, training and experience to supervise the implementation of the landscape, environment or ecology new and maintenance works to meet the requirements of the Contract Specification
Contracts Manager*	The person named in the Organization's Quality Plan as having overall managerial responsibility for the implementation of landscape, environment or ecology new works and maintenance.
Authorised Person	Other landscape, environment or ecology professional holding relevant professional qualifications.
Technical Officer*	The person named in the Organization's Quality Plan responsible for meeting the technical requirements of the Contract Specification.

** Note: Roles may be combined on some contracts.*

^{09/10} Mini-micro SME	See Appendix N for a full definition.
Organization	The business responsible for providing the landscape, environment or ecology new works and maintenance and which is registered by a relevant Certification Body to BS EN ISO 9001 and this document.
^{09/10} Pesticide	Pesticide means: <ul style="list-style-type: none">(a) a plant protection product as define in Regulation (EC) No 1107/2009;(b) a biocidal product as defined in Directive 98/8/EC of the European Parliament and of the

Council of 16 February 1998 concerning the placement on the market of biocidal products.

Quality Management System	The Organization's structure, responsibilities, procedures, processes and resources for implementing Quality Management.
Quality Manual	The document which describes the quality management system procedures and outlines the structure of the documentation used in the quality management system
Quality Plan	The document setting out the specific quality practices, resources and sequence of activities relevant to the project (See Appendix A).
Quality Policy	The overall quality intentions and direction of an Organization as regards quality as formally expressed by top management
"shall"	"used to indicate a requirement strictly to be followed in order to conform to the standard and from which no deviation is permitted. (See ISO Directives Part 3:1997, Annex E)" (reference "guidance on terminology used in ISO 9001:2000 and ISO 9004:2000").
Sub-contractor	An organization, or individual providing services(s) or material(s) to the Organization.

3.2 ABBREVIATIONS AND ACRONYMS

Acronyms used in this Document

AA	Arboricultural Association
AAAC	Arboricultural Association Approved Contractor
05/11 ADEPT	See CSS below
05/11 AFAG	Arboriculture and Forestry Advisory Group (HSE)
ALCI	Association of Landscape Contractors of Ireland
APSE	Association for Public Service Excellence
BALI	British Association of Landscape Industries
BS	British Standard (British Standards Institution)
CB	Certification Bodies
CEMP	Construction Environmental Management Plan
CoR	Certificate of Registration
05/11 CPA	Crop Protection Association
05/11 CRD	Chemicals Regulation Directorate

CSS	^{09/10} County Surveyors' Society, now the Association of Directors of Environment, Economy, Planning and Transport (ADEPT)
DMRB	Design Manual for Roads and Bridges, (The Highways Agency, Transport Scotland, Welsh Assembly Government, Department for Regional Development Northern Ireland, TSO)
^{05/11} DTi	Department of Trade and Industry now Dept for Business Innovation and Skills (BIS)
EMS	Environmental Management System
^{05/11} EN	European Notice
^{05/11} HTA	Horticultural Trades Association
^{05/11} IEEM	Institute of Ecology and Environmental Management
^{05/11} IOG	Institute of Groundsmanship
ISO	International Standard (International Organisation for Standardization)
MCHW	Manual of Contract Documents for Highways Works
NAAC	National Association of Agricultural Contractors
NHSS	National Highway Sector Scheme
^{09/10} C&G/NPTC	City and Guilds formerly National Proficiency Tests Council
PAS	Publicly Available Specification (British Standards Institution)
RLTMO	Registered Lead Traffic Management Officer
SHW	(MCHW Volume 1) Specification for Highway Works
SSACEL	Sector Scheme Advisory Committee for the Environment and Landscape
SSD	Sector Scheme Document
TPO	Tree Preservation Orders
TTM	Temporary Traffic Management
^{09/10} 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.
WRAP	^{05/11} Waste and Resources Action Programme

QUALITY MANAGEMENT SYSTEM REQUIREMENTS

^{09/10} Paragraph numbers in sections 4 to 8 reference equivalent paragraphs of BS EN ISO 9001:2008. Where the term “no specific interpretation” is recorded in this SSD the requirements are as stated in BS EN ISO 9001 without further qualification.

^{09/10} The interpretations given below are to assist in the clarification of the ISO 9001 text for the relevant activity, no inference should be made that ISO 9001 requirements are diluted or deleted because of this interpretation.

4 Quality management system

4.1 General requirements

^{09/10} The Organization shall operate a quality management system to BS EN ISO 9001:2008 and this schedule.

^{09/10} The Organization shall notify the Secretary of the Sector Scheme and the Schedule of Suppliers Management Team Lantra Awards (Lantra House, Stoneleigh Park, Kenilworth, CV8 2LG) and provide evidence of their registration to this scheme 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 including any title and/or position.

^{05/11} An application form is available in Appendix O of NHSS0 – Part 3 on the UKAS website; this may be downloaded for submission to the Schedule of Suppliers Management Team at Lantra House.

4.2 Documentation requirements

4.2.1 General

- (i) Quality Plans shall be prepared for all sites. Where required the Organization shall submit a Quality Plan or alternative document as defined in the Contract Specification for acceptance or approval by the Client, as appropriate, prior to commencement of work. (See Appendix A).
- (ii) See also paragraphs 7.1, 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

As part of the Organization's procedures for document control, the following contract specific documents are typically required to be controlled (the list is not exhaustive):

- (a) Correspondence
- (b) Delivery notes and certification where required, e.g. materials testing, provenance certificates
- (c) Training records/certificates/ Protected Species licences
- (d) Contract Documentation and client order
- (e) Instructions to Site Staff
- (f) Location and identification of underground and overground services and structures and name, address, telephone numbers of persons responsible for them,
- (g) Health and Safety information or requirements.
- (h) Methods to ensure the Organization obtains any amendments to the documents listed in Appendix B where appropriate to the scope of registration.
- (i) Location and identification of Protected Species and their habitats and of Government Bodies authorised to issue licences, including name, address, and telephone numbers of persons responsible.
- (j) Where appropriate, location and identification of trees covered by TPOs and Conservation Areas and of the Local Authority administering protection.
- (k) Environmental management and Landscape Plan
- (l) Contract Drawings.

4.2.4 Control of records

- (i) In addition to the Organization's own quality records, the following contract specific records shall typically be kept, (the list is not exhaustive):
 - (a) Contract Specification and any variations.
 - (b) Invoices/receipts from sub-contractors.
 - (c) Instructions to site staff.
 - (d) Written complaints.
 - (e) Experience and training record of all personnel.
 - (f) 'As built' records identifying any agreed changes arising during implementation.
 - (g) Details of materials used - (e.g. equipment list).
 - (h) Details of any accidents (known to the Organization) in or adjacent to the landscape, environment or ecology works.
 - (i) Licences for works affecting Protected Species or their habitats, and protected trees.
 - (j) Records of Pesticide use
 - (k) Where specified, Maintenance Records.
 - (l) Operational Site Diary/Daily record
- (ii) Records shall be kept for a minimum of six years.

5 Management responsibility

5.1 Management commitment

^{09/10} The Organization's policy document shall include support for this NHSS.

5.2 Customer focus

^{09/10} Processes for determining customer requirements shall consider the interests of the Client and the product end users, i.e. the general public/travelling public and shall be mindful of the Client's interaction with the end users. This will include processes to minimise disruption to traffic.

5.3 Quality policy

^{05/11} The Organization's quality policy statement shall include a statement of commitment to this NHSS.

5.4 Planning

5.4.1 Quality objectives

No specific interpretation

5.4.2 Quality management system planning

The planning of the Quality Management System shall include consideration of environmental planning requirements. Where appropriate these will include the Environmental Management Plan, the Construction Environmental Management Plan and the Handover Environmental Management Plan or other Landscape Handover Document.

5.5 Responsibility, authority and communication

5.5.1 Responsibility and authority

No specific interpretation.

5.5.2 Management representative

No specific interpretation.

5.5.3 Internal communication

No specific interpretation.

5.6 Management review

5.6.1 General

The Organization shall review the Quality Management System at least once every 12 months to ensure its continuing suitability and effectiveness to conform to this Sector Scheme.

5.6.2 Review input

No specific interpretation.

5.6.3 Review output

No specific interpretation.

6 Resource management

6.1 Provision of resources

Top management should ensure that resources are managed in a sustainable fashion, through the implementation of an ongoing resource efficiency plan. This plan should include targets for minimizing waste disposal and maximizing recycling on site, practiced to the satisfaction of customers and other interested parties.

Consideration should be given to improving the environmental performance of the Organization, through the consideration of the impact of resources on the environment, the impact of waste on the environment, recycling of waste and use of recycled materials.

6.2 Human resources

6.2.1 General

^{09/10} The training and assessment of operatives required by this scheme is aimed primarily at technical competence of personnel. It is intended to provide awareness to carry out work in a safe manner however it remains the responsibility of the Organization to determine and implement safe systems of work.

6.2.2 Competence, awareness and training

- (i) ^{05/11} All staff must have the necessary qualifications, knowledge and experience to carry out their duties and responsibilities effectively. Competence in scope of activities in this document will require demonstrated ability to apply knowledge and skills. The minimum training, competency and experience requirements for personnel are given in Appendix C.

^{05/11} Safe and successful work requires formal and informal training and experience. In particular, it is essential that the Supervisor is experienced and/or competent in all aspects of the operation including temporary traffic management (if appropriate). See Appendix C.

(ii) Record of training, qualifications and experience

^{05/11} The Organization shall create and maintain a record of training, qualifications and experience for each of its operatives and personnel. The records shall include details of the manner in which the individual has obtained practical experience. (See Appendix D for example).

(iii) The Organization shall ensure that Contract Managers and Supervisors have a working knowledge of the relevant documents listed in Appendix B of this document.

(iv) ^{05/11} The Organization shall ensure that operations are supervised by an appropriately qualified Supervisor. The operations shall be carried out by teams of personnel lead by an identified Supervisor or Lead Operative. The composition of operational teams shall be determined by both generic and site specific risk assessment. Typical guidelines are given in the table below.

Operational Team Guidelines

Team Members	Requirements
Lead Operative or Supervisor (or equivalent)	Minimum of one per team
General Operatives or Skilled Operatives (or equivalent)	Maximum of five per Lead Operative or Supervisor where there is not a trainee in the team, Maximum of four per Lead Operative or Supervisor where there is a trainee in the team.
Trainee	Maximum of one per team

Trainees shall be directly supervised at all times by a competent person in the discipline being undertaken. There shall not be more than one trainee in any one team.

(v) Registration/Skills Cards

^{05/11} Operatives and Supervisors are required to carry their Registration / Skills Card(s) as verification whenever they are working on site and at all times when engaged in work covered by this Sector Scheme.

The issue of a new or renewed Registration / Skills Card, as the case may be, shall be recorded by the Organization. A sample register is given in Appendix D. This information should be retained with the record of practical experience.

^{05/11} The validity of all skills cards shall be monitored on an annual basis and skills cards held by new starters and/or subcontract labour shall be verified prior to starting work by the Organization.

The Organization shall retain copies of skill cards held by personnel employed by sub contracted organisations for CB monitoring purposes.

(vi) ^{05/11} **Pesticides Registration**

Trainee operators must have at least PA1 (Pesticide foundation module) before they go on site. It is a legal requirement that un-certificated operators must be within sight and sound of a qualified and certificated operator for each activity performed.

Qualified operators must hold PA1 with the relevant PA2 or PA6 certification appropriate to the work they are undertaking e.g. boom, hand held knapsack and or CDA. (see Appendix C). More specialist certification such as application in or near water (PA5) is also regulated and operatives must be qualified before commencing any of these activities.

Organizations that store pesticides(in excess of 200 litres) should ensure that all relevant store keepers have a BASIS store keeper certification.

Persons giving advice on pesticides must be BASIS qualified and be a member of the BASIS Professional Register.

NB The person in charge of works shall have relevant experience of working in high speed road environment (including a full understanding of the risks involved and carrying out a risk assessments) when works are being carried out in such environments as well as of the particular task being carried out e.g. Ragwort spraying.

6.3 Infrastructure

The process for determining, providing and maintaining the infrastructure needed to achieve product conformity should include consideration of resource efficiency issues as described in paragraph 6.1 above.

6.4 Work environment

No specific interpretation.

7 Product realization

7.1 Planning of product realization

- (i) The Quality Plan shall as a minimum address the topics listed in Appendix A of this schedule.

The Quality Plan should not be considered in isolation. An integrated approach should be taken which links the Quality Plan, Environmental Management Plan or CEMP (including protected sites), 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 element cannot be separated, as one cannot function without the other.

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

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

Management should ensure that the validation of products demonstrates that they meet the needs and expectations of customers and other interested parties with respect to the:

- Resource efficiency impact of the installation, use, maintenance and disposal of the product, or by-products of the production and maintenance; impact on natural reserves of resources used in the production process including locally sourced materials and/or use of materials with a recycled content;
- subsequent waste minimization, recycling and where necessary environmentally acceptable disposal of the product or by products of production

In order to reduce the need for waste disposal, minimise the generation and environmental impacts of wastes arising during the Environmental, Landscaping and Ecological works and maximise opportunities for the re-use and recovery of wastes, the Organization shall include within the Construction Environmental Management Plan (CEMP) proposals for the identification, segregation, handling and storage of the different types of wastes identified as arising from the works.

- (ii) The Quality Plan may be a largely standard document as indicated in Appendix A of this schedule supplemented by contract specific information.

7.2 Customer related processes

7.2.1 Determination of requirements related to the product

- (i) Processes for determining customer requirements shall consider the interests of the Client and the product end users, i.e. the general public/travelling public and shall be mindful of the Client's interaction with the end users. This will include processes to minimise disruption to traffic, neighbours and other third parties.

- (ii) ^{09/10} Determination of requirements related to the product should include:
- resource efficiency aspect requirements specified by the Customer;
 - resource efficiency aspect requirements not stated by the Customer but necessary for specified or intended use, where known;
 - statutory and regulatory requirements related to the resource efficiency aspects of the product, including as appropriate compliance with European Licensing regulations (e.g. Driver CPC –periodic training).

7.2.2 Review of requirements relating to the product

- (i) The processes for review and determination of requirements shall require the Organization to verify with the Customer that the order placed meets the technical requirements included in the Client's Contract Specification.
- (ii) Although not necessarily responsible for the design, the Technical Officer shall, prior to commencement of the landscape, environment, ecology or maintenance works, check the practicality of the proposed measures. This shall include liaison with third parties, in particular the Highway Authority, Client, Police, adjoining landowners and where appropriate, Government Bodies authorised to issue licences for works affecting protected species and the Local Authorities responsible for Tree Preservation Orders.
- (iii) Where irregularities or inconsistencies with the specification, health and safety requirements or other issues are encountered these shall be brought to the attention of the Client for resolution.
- (iv) Matters of a significant nature which arise during the determination and review of requirements shall be considered during the management review and incorporated as necessary into the quality management system.
- (v) The Organization shall:
- ensure that the products resource efficiency requirements are defined;
 - review the resource efficiency requirements related to the product prior to supply of the product to the Customer (e.g. submission of tenders, acceptance of contracts or orders, acceptance of changes to contracts or orders);
 - ensure the organization has the ability to meet the defined resource efficiency targets and requirements.

7.2.3 Customer communication

- (i) ^{09/10} The Organization shall have a process in place to notify Lantra Awards of its registration status in respect to this schedule, within 14 days of gaining registration to this scheme and thereafter annually in April.
- (ii) ^{09/10} Where required, appropriate detailed information shall be provided regarding materials, components, manufacturing details etc. for the purposes of:

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

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

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

7.3 Design and development

Where landscape, environment or ecology works design or development is undertaken the Quality Plan shall identify the personnel involved and their qualifications/experience appropriate for the landscape works or special ecological measures involved. This shall include those involved with design verification and approval.

7.3.1 Design and development planning

No specific interpretation

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

No specific interpretation

7.3.6 Design and development validation

No specific interpretation

7.3.7 Control of design and development changes

No specific interpretation

7.4 Purchasing

7.4.1 Purchasing process

The Organization shall establish and maintain procedures to ensure that all materials conform to the Contract Specification. All copies of certification to verify this shall, where specified or on request, be passed to the Client. This will include, as required, provenance

of supplies from nurseries.

^{09/10} Sub-contractors shall be ISO 9001/NHSS 18 compliant. In the case of "mini-micro" organisations (See Appendix N) these organisations shall be either ISO 9001/NHSS 18 compliant or shall be assessed by the Organization to ensure they meet the requirements of Clause 6.2.2 and have appropriate processes in place to ensure that the requirements of Clause 6.2.2 are fully maintained; this is deemed to be part of the process to meet the requirements of this clause until proposals set out in Appendix N have been finalised. Organizations shall inform and include as a requirement/acceptance in any contract with such mini-micro organisations that such mini-micro enterprises may also be subject to an assessment by a Certification Body as part of their own assessment by that Certification Body.

7.4.2 Purchasing information

Purchasing information shall include where appropriate resource efficiency aspects related to the percentage of recycled materials and locally sourced materials to be included.

7.4.3 Verification of purchased product

- (i) The Organization shall establish and maintain procedures to ensure that the Client is informed of the proposed source of supply of all plant material to enable plants to be inspected at the nursery before delivery to Site. (See SHW Series 3000)
- (ii) The Organization shall ensure that purchased product meets specified resource efficiency requirements. Where required compost shall be certified to PAS 100: (current version) Specification for Composted Materials and verified by a recognized third party assessment scheme providing assessment and conformity with PAS 100.

7.5 Production and service provision

7.5.1 Control of production and service provision

- (i) Where the results of activities cannot be fully verified by subsequent inspection and testing or where they may become apparent after a period of time (for example subsoil treatment, pesticide application or rabbit control) the activities shall be carried out by qualified operators and/or shall require continuous monitoring to ensure that the specified requirements are met. Method statements shall be used as part of the control processes. Processes shall include validation of method statements.
- (ii) The Supervisor or Technical Officer shall report to the Client on unexpected ground conditions, animal damage, vandalism or unseasonable weather or other incidents which would affect the product performance.
- (iii) The Organization shall establish and maintain documented procedures to deal with plant material approved at a subcontractor's nursery. This shall include marking / identification and verification to ensure compliance with the specification. This may take place after lifting and grading of the product has taken place.
- (iv) The Organization shall have access to and a working knowledge of the relevant documents

listed in Appendix B of this schedule together with the Contract Specification.

(v) ^{09/10} The Organization shall identify and plan the supply and installation processes. As appropriate this shall include:

a) An agreed procedure for carrying out emergency repairs including health and safety requirements.

b) Where the Organization is the main contractor, location and identification of underground and over ground services and structures including installed systems together with the names, addresses and telephone numbers of persons responsible for them.

c) where 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.

7.5.2 Validation of processes for production and service provision

^{05/11} The Organization's procedures shall include validation processes for the supply of plants and the establishment of plants, see Appendix B item 4.1.1.

^{09/10} Works orders, risk assessment and quality plans for the installation, maintenance and removal of works shall be signed by the Registered Lead Operative or Technical Officer and retained for 6 years (minimum). They shall also be submitted to the Client if requested.

7.5.3 Identification and traceability

The Organization shall establish and maintain documented procedures to ensure that where the seed origin of plants or of seeds is required to be from a specific locality written evidence of its provenance shall be provided prior to planting or sowing. (See SHW Series 3000).

7.5.4 Customer property

The Quality Management System shall include a procedure to be applied where material is supplied by the Client if this is identified in the Contract Specification.

7.5.5 Preservation of product

The Organization shall establish and maintain documented procedures for handling, storage, and packaging of all plant material to ensure that the specified requirements are met

7.6 Control of monitoring and measuring devices

^{05/11} The Organization shall establish and maintain documented procedures for the control of all calibrated equipment used for monitoring and/or measuring.

8 Measurement, analysis and improvement

8.1 General

No specific interpretation.

8.2 Monitoring and measurement

8.2.1 Customer satisfaction

No specific interpretation.

8.2.2 Internal audits

Internal audits of the quality management system against this SSD shall include the following:

- a) Six monthly office-based audits of administrative procedures,
- ^{05/11}b) On-site audits, at least twice a year in the appropriate season as described in the specification, these are to include the following works: application and management of pesticides, ground preparation, planting, grass cutting and tree works.

^{09/10} NOTE Where the organization does not have contracts which provide continuous working throughout a full year, visits shall be conducted on a pro-rata basis, but at least one visit per contract must be made. Internal auditors shall have a working knowledge of the organizations activities. Internal audits shall be carried out by the nominated quality manager.

8.2.3 Monitoring and measurement of processes

^{09/10} This includes the ongoing impact of the Organizations activities on other works including congestion and traffic flows.

8.2.4 Monitoring and measurement of product

No specific interpretation.

8.3 Control of non-conforming product

Non-conforming materials and workmanship shall not be accepted unless written approval has been received from the Client

8.4 Analysis of data

No specific interpretation.

8.5 Improvement

8.5.1 Continual improvement

^{09/10} The corrective and preventative action processes shall include analysis of incidents (including near misses) and occurrences.

8.5.2 Corrective action

No specific interpretation

8.5.3 Preventive action

No specific interpretation

APPENDIX A: REQUIREMENTS FOR QUALITY PLANS

The Quality Plan shall include the following items as a minimum.

1. General Requirements

- 1.1 Definition of the product to be provided.
- 1.2 The structure of the Organization describing the line of command and stating the names of the Contracts Manager responsible for the contracted work.
- 1.3 Identification of the relevant parts of the Organization's quality manual relevant to the product or service being provided.*
- 1.4 The control of personnel selection including special requirements for skilled personnel e.g. training and competence assessment of site staff.*
- 1.5 The control of equipment.
- 1.6 The Customer's nominated Quality Manager, project manager and/or other representatives through whom communication is to be made throughout the contract.

2. Contract Specific Information

- 2.1 Names of the staff involved with the contract including the Technical Officer and Supervisor(s). Contact details for these staff.
- 2.2 Details of the contract specific equipment to be used and any certification required to be issued to the Customer/Client.
- 2.3 Name and contact details of Customer/Client contact(s).
- 2.4 Details of the communications required between the Organization's staff and the Customer/Client or any other party including Liaison with the Police, the Highway Authority, adjoining landowners and organisations or individuals advising on works affecting Protected Species or their habitats.
- 2.5 Work programme and details of deliverables including method statements and risk assessments.
- 2.6 Any sub-contract details including details of the sub-contractor's registration to this Sector Scheme and any other relevant highways Sector Scheme.
- 2.7 Receipt, examination and submission to Client of certificates of registration and test results and origins of materials used.*
- 2.8 Details of any requirements with respect to protected species.
- 2.9 Selection, storage, handling and application of pesticide.

- 2.10 Site welfare facilities for staff and reference to relevant Health and Safety Plans and/or Risk Assessments.
- 2.11 Details and control of Quality records.*
- 2.12 Control of non-conforming product.*
- 2.13 Scheme specific resource efficiency plan and requirements, including those of the Customer/Client, statutory and regulatory, and for purchasing of materials for the contract.
- 2.14 Measures required for the minimisation of waste, inclusion of recycled material and the methods for environmentally acceptable disposal of materials as necessary.
- 2.15 Environmental Management Plan, Construction Environmental Management Plan, Operation and Maintenance Plan, Handover Environmental Plan as appropriate.

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

Note: 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: ^{05/11} BIBLIOGRAPHY AND ASSOCIATED DOCUMENTS

^{05/11} This list is not exhaustive, but where the Organization is involved in particular areas, relevant personnel should have access to appropriate and applicable guidance. Organizations should have processes in place to ensure that they are compliant with the current legislation..

1 LEGISLATION (Consist of Acts and Regulation)

TSO (The Stationery Office), www.tsoshop.co.uk

- 1.1 Weeds Act 1959
- 1.2 Wildlife and Countryside Act 1981
- 1.2.1 Wildlife (Northern Ireland) Order 1985
- 1.3 Protection of Badgers Act 1992
- 1.4 Work at Height Regulations 2005 SI 2005/735.
- 1.5 Control of Vibration at Work Regulations 2005 (Hand-Arm and Whole Body Vibration) Statutory Instrument No. 1093,
- ^{09/10} 1.6 Directive 2009/128/EC of the European Parliament and of the Council of 21 October 2009 establishing a framework for Community action to achieve the sustainable use of pesticides. (The Sustainable Use of Pesticides Directive)
- ^{09/10} 1.7 The Health & Safety at Work etc Act 1974 (HASWA)
- ^{09/10} 1.8 The Control of Pollution 1974
- ^{09/10} 1.9 The Environment Act 1995
- ^{09/10} 1.10 The Lifting Operations and Lifting Equipment Regulations 1998
- ^{09/10} 1.11 The Health & Safety (First Aid) Regulations 1981
- ^{09/10} 1.12 The Construction (Head Protection) Regulation 1989
- ^{09/10} 1.13 The Personnel Protective Equipment at Work Regulations 1992
- ^{09/10} 1.14 The Workplace (Health, Safety and Welfare) Regulations 1992
- ^{09/10} 1.15 The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR)
- ^{09/10} 1.16 The Provision and Use of Work Equipment Regulations. Approved Code of Practice 1998 as amended 2002

- 09/10 1.17 The Management of Health & Safety at Work Regulation 1999 (MHSWR)
- 09/10 1.18 The Control of Substances Hazardous to Health 2002 (COSHH) Regulations
- 09/10 1.19 The Construction (Design and Management) Regulations 2007 (CDM)
- 09/10 1.20 The Control of Noise at Work Regulations 2005
- 09/10 1.21 The Control of Vibration at Work Regulations 2005
- 09/10 1.22 The Electricity at Work regulations 1989
- 09/10 1.23 The Manual Handling Operations Regulations 1992
- 09/10 1.24 The Work at Height Regulations 2005
- 09/10 1.25 The Workplace (Health, Safety and Welfare) Regulations 1992

2 STANDARDS (Technical and Quality Management)

- 2.1 BS EN ISO 9000:2005 Quality Management Systems – Fundamentals and Vocabulary
- 2.2 BS EN ISO 9001:2000 Quality Management System – Requirements
- 2.3 BS EN ISO 9004:2000 Quality Management Systems – Guidelines for Performance Improvements
- 2.4 BS EN ISO 14001:2004 Environmental Management Systems – Requirements with Guidance for Use
- 2.5 BS 3882 Specification for topsoil
- 2.6 BS 3936: Nursery stock
 - 2.6.1 Part 1 Specification for trees and shrubs
 - 2.6.2 Part 2 Specification for roses
 - 2.6.3 Part 3 Specification for fruit plants
 - 2.6.4 Part 4 Specification for forest trees
 - 2.6.5 Part 5 Specification for poplars and willows
 - 2.6.6 Part 7 Specification for bedding plants
 - 2.6.7 Part 9 Specification for bulbs, corms, and tubers

- 2.6.8 Part 10 Specification for ground cover plants
(There is no Part 6 or Part 8 at present)
- 2.7 BS 3969 Recommendations for Turf for general purposes
- 2.8 BS 3998 Recommendations for Tree work
- 2.9 BS 4043 Recommendations for Transplanting root-balled trees
- 2.10 BS 4072 Wood preservation by means of copper/chromium/arsenic compositions
- 2.10.1 Part 1 Specification for preservatives
- 2.10.2 Part 2 Method for timber treatment
- 2.11 BS 4428 Code of practice for general landscape operations (excluding hard surfaces)
- 2.12 BS 5837 Trees in Relation to Construction – Recommendations
- 2.13 BS 7370 Grounds maintenance
- 2.13.1 Part 4 Recommendations for Maintenance of soft landscape (other than amenity turf)
- 2.14 National Highways Sector Schemes:
Available from UKAS, www.ukas.com
- 2.14.1 Scheme 2A – The Design and/or Supply, Installation and Repair of Fences
- 2.14.2 Scheme 4 – Preservative Treatment of Timber
- 2.14.3 Schemes 12A, 12B, 12C and 12D – Temporary Traffic Management

3 INDUSTRY STANDARDS / CODES OF PRACTICE

3.1 Arboricultural Association.

- 3.1.1 Guide to Good Climbing Practice,

3.2 Arboriculture Research Notes

Available from Arboricultural Advisory and Information Service at Alice Holt Lodge, Wrecclesham, Farnham, Surrey, GU10 4LH

- 3.2.2 Note 48/83 'A definition of the best pruning positions' by D Lonsdale
- 3.2.3 Note 40/89 ' Tree staking' by D Patch
- 3.2.4 Note 79/89 'Scab and Black Canker of Willow' by D R Rose
- 3.2.5 Note 46/91 'Anthracnose of London Plane' by R G Strouts
- 3.2.6 Note 111/92 'Bleeding canker of Caucasian Lime (Tilia x euchlora)' by J N Gibbs
- 3.2.7 Note 118/94 'Fireblight of ornamental trees and shrubs' by R G Strouts
- 3.2.7 Note 122/94 'The horse chestnut scale: a pest of town trees' by D Wainhouse
- 3.2.8 Note 124/94 'The Asian strain of Gypsy Moth, Lymantria dispar: a significant threat to trees' by T G Winter and H F Evans
- 3.2.9 Note 58/95 'Phytophthora root disease' by R G Strouts
- 3.2.10 Note 106/95 'Japanese Knotweed in Amenity Areas' by C Hawke and D R Williamson.
- 3.3 BSI**
^{05/11}BSI, Chiswick Road, London, W4 4AL
- 3.3.1 PAS 100 Specification for Composted Materials,
- 3.4 The British Trust for Ornithology.**
 BTO, The Nunnery, Thetford, Norfolk, IP24 2PU, www.bto.org
- 3.4.1 ^{05/11}BTO Nestbox Guide by Chris de Feu, published by BTO (2004)
- ^{09/10} 3.5 **Crop Protection Association,**
 2 Swan Court, Cygnet Park, Hampton, Peterborough PE7 8GX
 (www.cropprotection.org.uk)
- 3.5.1 ^{05/11}Amenity – Best Practice: Using Pesticides in the Community by the Crop Protection Association
- 3.6 DTi**
- 3.6.1 Site Waste Management Plan

3.7 Joint Liaison Committee on Plant Suppliers:

3.7.1 Code of Practice for Plant Handling 1985

3.8 The Stationery Office,

www.tso.co.uk; <http://www.standardsforhighways.co.uk/mchw/index.htm>

3.8.1 Design Manual for Roads and Bridges

Volume 0 Section 2: GD02/08 Quality Management Systems for Design

3.8.2 Volume 10 Environmental Design

3.9 ^{05/11} WRAP/Defra/BIS

Waste and Resource Action Programme, The Old Academy, 21 Horse Fair, Banbury, Oxon, OX16 0AH.

3.9.1 Guidelines for the Specification of Composted Green Materials used as a Growing Medium Component,

^{09/10} 3.9.2 Construction Code of Practice for Sustainable Use of Soils on Construction Sites. September 2009.

3.9.3 ^{05/11} Good practice guide for the use of BSI PAS 100 compost in landscape and regeneration

3.10 Other Publications

3.10.1 ^{05/11} Code of Practice for the Use of Plant Protection Products obtained from the Pesticides Safety Directorate.

3.10.2 Landscape Handover Document

4 CONTRACT SPECIFICATIONS AND DOCUMENTATION

4.1 Horticultural Trades Association

Horticulture House, 19 High Street, Theale, RG7 5AH, www.the-hta.org.uk

4.1.1 National Plant Specification

4.2 The Landscape Institute,

^{05/11} Charles Darwin House, 12 Roger Street, London, WC1N 2JU

- 4.2.1 Technical Bulletin: Water Restrictions and Watering Specification
- 4.2.2 Compost Specification for the Landscape Industry, The Landscape Institute, 6-8 Barnard Mews, London, SW11 1QU.

5 HEALTH AND SAFETY

5.1 Health and Safety Executive

www.hse.gov.uk

- 5.1.1 Safety Guides published by the Arboriculture & Forestry Advisory Group (AFAG) at Health & Safety Executive,
- 5.1.2 Health & Safety Document G47 Underground and Over ground Services Working Within the Proximity of Trees.
- 5.1.3 Whole Body Vibration, Health & Safety Executive publication L141
- 5.1.4 Hand Arm Vibration, Health & Safety Executive publication L140,
- 5.1.5 The Work at Height Regulations A Brief Guide 04/05,
- ^{09/10} 5.1.6 Electricity at Work : Forestry and Arboriculture, www.hse.gov.uk/pubns/afag804.pdf

5.2 Energy Networks Association Limited,

6th Floor, Dean Bradley House, 52 Horseferry Road, LONDON
SW1P 2AF

- ^{09/10} 5.2.1 Safe Tree Working in Proximity to Overhead Power Lines. (Engineering Recommendation (ER) G55/2.)

6 SPECIFIC CLIENT CONTRACT SPECIFICATIONS/DOCUMENTS

6.1 The Stationery Office,

www.tso.co.uk; <http://www.standardsforhighways.co.uk/mchw/index.htm>

- 6.1.1 Manual of Contract Documents for Highway Works: Volume 1 Specification for Highway Works (SHW), and amendments

Series 000	Introduction
Series 100	Preliminaries
Series 600	Earthworks
Series 3000	Landscape and Ecology
Appendix A	Quality management Schemes

6.1.2 Manual of Contract Documents for Highway Works - Volume 2 Notes for Guidance on the Specification for Highway Works (NGSHW), and amendments.

Series NG000	Introduction
Series NG100	Preliminaries
Series NG600	Earthworks
Series NG3000	Landscape and Ecology

6.2. Model Specification for the Control of Japanese Knotweed

APPENDIX C: COMPETENCY, TRAINING AND HEALTH AND SAFETY FOR LANDSCAPE, ENVIRONMENT & ECOLOGY OPERATIVES

1. General

Currently a working party is in the process of identifying specific training and competency requirements for the environment, ecology and landscape industries.

The following specific areas for which training and competency will be required have been identified:

- Arboriculture
- Landscape Construction
- Landscape Maintenance
- Environmental Management Activities
- ^{05/11} Pesticide Application and Management#
- Ecological Management Activities *
- ^{05/11} Amenity

^{05/11} Training and competency routes are already available as part of the control of pesticides regulations. Certification is available through the City & Guilds. Details will be provided in the scheme's training manual available on www.nptc.org.uk.

*Training and competency routes are currently being developed and will be available in a specification. It is anticipated that competency qualifications will be those accepted as industry best practice and based on or mapped into the National Occupational Standards and the associated training will be based on these national standards. Where training and/or competency qualifications are identified for which there is no suitable course available consideration will be given to the development of specific courses and vocational related qualifications. It is proposed to develop refresher training courses for card holders which will be undertaken prior to application for renewal of cards (every 5 years)

Skills required for various levels of responsibility within these occupational areas have been identified and these are tabulated in Tables C1 and C2A to C2E below:

^{09/10} Skill requirements for fencing are covered by National Highway Sector Scheme 2A for the installation of fences (including fencing for wildlife), installers of fencing must comply with the training and competency requirement contained in NHSS 2A document (see UKAS web-site <http://www.ukas.com/Technical-Information/Publications-and-Tech-Articles/Publications/PubsForCBAccred.asp> for further information.

Table C1 – Guidance to Organizations on the skill requirements appropriate to Personnel Roles ^{05/11} (These job titles are for guidance only, companies may use other titles to differentiate responsibilities)

a) is a table of relevant occupation skills to ensure personnel are working towards competency or who are competent.

b) is the organizations responsibility under legislation (See over page)

NB This table is advisory and provides minimum guidance as organizations may have additional responsibilities.

C = Competency requirement

^{09/10} T + B = evidence of training and briefing is required

Blank = Encouraged to obtain as applicable for progression within the landscape industry.

a) Skills	Trainee	General Operative	Skilled Operative	Lead Operative	Supervisor	“Authorised” Person (other than above)
Relevant Occupational Skills (See C2 Tables below)	T+B	T+B	C	C	C (if directly involved)	C
Basic H&S	C	C	C	C	C	C
Awareness of Temporary Traffic Management (if involved)	T+B	T+B	C	C	C	C

B)

b) Organizations responsibilities						
Environment	T+B	T+B	T+B	C	C	C
Manual Handling (Operator)	T+B	C	C	C	C	C
(job specific)	C					
Manual Handling (Risk Assessment)				T+B	C	C
Emergency First Aid (HSE approved or Ofqual registered)		C	C	C	C	C
First Aid at Work (HSE approved)				C	C	C
Carry Out Risk Assessment			T+B	C	C	C
Method Statement			T+B	T+B	C	C
Emergency Planning (site specific)				T+B	C	C
Supervise teams on site			T+B	C	C	C
Set teams to work & supervise Quality, Safety & Productivity				T+B	C	C
Communication	T+B	T+B	C	C	C	C
Financial / Budget Control					T+B	C
Customer Care	T+B	T+B	C	C	C	C
CDM Awareness					T+B	C
Lone Working		T+B	C	C	C	C

Notes

^{09/10} 1. Trainees - These are new members of staff working on a contract, although their learner status (known as trainee) may continue beyond 6 months.

The employer has a 6 month time limit, before the specified training must have been completed, and a registration card is then required. Evidence that all trainees have received an introductory briefing/induction must be provided. This must state what information was covered, the level of detail, the duration, who completed the briefing and their qualifications. These briefings/inductions must be completed by a competent person as above.

To comply with the scheme the employer must obtain a letter from BALI confirming the individual's status and giving start dates. During the training period the trainee must always be directly supervised on a one to one basis and completed the BALI H&S training course and passed CITB touch screen test within 3 months of starting.

2. The Training Advisory Group (TAG) will review the training and competency qualifications periodically and recommend to the NHSS committee the appropriate acceptable minimum levels of training and competency qualifications to achieve compliance for the skills identified in Table C1. Any change of requirements will be published in this document and made available through the Administrator.

3. Advice on training and competency requirements for operatives in respect of temporary traffic management is given in section 3 of this Appendix

05/11 **Table C2A - Relevant Occupational Skills**

Landscape Construction and Landscape Maintenance Occupational Skills and Qualification Mapping May 2011v5

		Operative	Trainee Landscaper	Landscaper	Trainee Supervisor	Landscape Supervisor#	Trainee Manager	Landscape Manager	Consultants	Visitors~
Cards Available	Green	*								
	Red		*		*		*			
	Blue			*		*				
	Gold					*				
	Black							*		
	Yellow & White								*	
	Yellow									*
Pre Requisite	H & S Course	*	*	*	*	*	*	*	*	*
	CSkills Operative Touch ST	*	*	*	Sup+	Sup+	MAP+	MAP+	MAP+	*
Routes to a Card	Industry Accreditation	Open Perm	N/A	31 May 2013	N/A	31 May 2013	N/A	31 May 2013	N/A	N/A
	NVQ level required	N/A	Working towards Level 2	Level 2	Working towards Level 3	Level 3	Working towards Level 4	Level 4	N/A	N/A

Landscape Construction & Maintenance Occupations and Q numbers (Diplomas are being phased in, they started in August 2009)

NVQ Level 2 Amenity Horticulture (Landscaping) (0329 -22 & -92) or Diploma Level 2 in Work-based Horticulture (Landscaping) (0065-23)

NVQ Level 3 Amenity Horticulture (Landscaping) (0329 -32 & -98) or Diploma Level 3 in Work-based Horticulture (Landscaping) (0065-33)

NVQ Level 4 Amenity Horticulture Management – Landscaping/Grounds Maintenance (0329)

05/11 Table C2B - Relevant Occupational Skills - Arboriculture

AWARDS & QUALIFICATION STRUCTURE ~ CHAINSAW AND RELATED OPERATIONS (2009)(Version 5 - 25.07.09)

<p>Award in Chainsaw Operations</p>	<p>Minimum Requirement (2 Units)</p>	
	<p>CS30.1 Maintenance of the Chainsaw</p>	<p>CS30.2 On-site preparation and basic cross cutting</p>
	<p>CORE UNITS</p>	
<p>Ground based Chainsaw User</p>	<p>CS 31 Basic Felling (Trees up to 380mm) (Pre-requisites CS30.1, 30.2)</p>	
<p>Award in Chainsaw Operations</p>	<p>Optional units</p>	
	<p>CS 32 Advanced Felling Techniques (Trees 380 -760mm + (Pre-requisites CS30.1, 30.2 & 31)</p>	<p>CS 34 Sever Individual windblown stems (Pre-requisites CS30.1, 30.2 & 31)</p>
	<p>CS 35 Sever multiple wind blown stems (Pre-requisites CS30.1, 30.2 and 31)</p>	<p>CS 50 Assisted Felling (Pre-requisites CS30.1, 30.2 and 31)</p>
<p>Arborist Chainsaw User</p>	<p>CS 31 Basic felling of Small Trees: Up to 380mm (Pre-requisites CS30.1, 30.2)</p>	<p>CS 38 Climbing Trees and Performing Aerial Rescue (No Pre-requisites)</p>
	<p>CS 39 Operate a Chainsaw from a Rope and Harness (Pre-requisites CS30.1, 30.2, 31(or 37) and 38)</p>	
<p>Advanced Arborist Chainsaw User</p>	<p>CS 40 Crown Thinning & Reduction (Pre-requisites CS30.1, 30.2, 31 (or 37), 38 and 39)</p>	<p>CS 41 Tree Dismantling Operations (Pre-requisites CS30.1, 30.2, 31 (or 37), 38 and 39)</p>
<p>Additional units</p>	<p>CS42 Stump Protection (No pre-requisites)</p>	<p>CS 43 Fell Utility Poles (Pre-requisites 30.1, 30.2)</p>
	<p>CS 45 Arboricultural Ground worker (Pre-requisites CS30.1 and 30.2)</p>	<p>CS 44 Fell standing stems (Pre-requisites CS30.1, 30.2 and 31)</p>
	<p>CS 46 Re-pollard trees at a maximum height of 5 metres (Pre-requisites: 30.1, 30.2, 31(or 37))</p>	<p>CS 47 Operate a chainsaw from a MEWP (Pre-requisites: 30.1, 30.2 and 31(or 37))</p>
	<p>CS 48 Powered pole pruner (No pre-requisites)</p>	

NPTC Certificates of Competence

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05/11 **Table C2C – Relevant Occupational Skills for use of Plant & Equipment**

Task/Equipment	Card Code [†]	Possible Certification Routes		
		C&G(Certificate s of Competence = CoC)	Lantra Awards	Other*
Use of Lorry loader attachment		C&G CoC FMO	Lantra Awards	CPCS A36 NPORS
Slinger/Signaller/Banksman			Lantra Awards	CPCS A40 NPORS
Excavator Operation		C&G CoC Plant Mach	Lantra Awards	CPCS A10 NPORS
Telescopic handler use		C&G CoC Forklift Trucks	Lantra Awards	CPCS A12 NPORS
Loading Shovel operations (wheeled)		C&G CoC Plant Mach	Lantra Awards	CPCS A21 NPORS
Loading Shovel operations (tracked)		C&G CoC Plant Mach	Lantra Awards	CPCS A22 NPORS
Skid Steer loader		C&G CoC Plant Mach	Lantra Awards	CPCS A23 NPORS
Excavator under 10 tonnes		C&G CoC Plant Machinery	Lantra Awards	CPCS A58 NPORS
Excavator over 10 tonnes		C&G CoC Plant Machinery	Lantra Awards	CPCS A59 NPORS
Tractor/Crawler/Dozer use		C&G CoC Tractor Driving	Lantra Awards	CPCS A34 NPORS
Trenching machine use		C&G CoC Plant Mach	Lantra Awards	CPCS A37 NPORS
Lift Truck (Rough Terrain masted)		C&G CoC Forklift Trucks	Lantra Awards	CPCS A14 NPORS
Lift Truck (Reach truck)		C&G CoC Forklift Trucks	Lantra Awards	CPCS A15 NPORS
Lift Truck (Industrial Counter Balanced)		C&G CoC Forklift Trucks	Lantra Awards	CPCS A16 NPORS
Lift Truck (Telescopic)		C&G CoC Forklift Trucks	Lantra Awards	CPCS A17 NPORS
Lift Truck (Side Loader)		C&G CoC Forklift Trucks	Lantra Awards	CPCS A18 NPORS
Dumper Operations		C&G CoC Dumpers	Lantra Awards	CPCS A09 NPORS
Use of Tractor Attachments		C&G CoC Tractor Driving	Lantra Awards	CPCS A33 NPORS
Dumper Operations		C&G CoC Dumpers	Lantra Awards	CPCS A56 NPORS
Dumper operations		C&G CoC Dumpers	Lantra Awards	CPCS A57 NPORS

Ride on Roller use			Lantra Awards	CPCS A31 NPORS
Soil/landfill compactor			Lantra Awards	CPCS A32
Abrasive wheels use		C&G CoC Abrasive Wheels	Lantra Awards	
Granular Fertiliser applicator use		C&G CoC Granular Fert Applicators		
Timber harvesting		C&G CoC FMO		
Use of ATV / Utility Vehicles plus Attachments		C&G CoC ATVs	Lantra Awards	
Use of ATV / Utility Vehicles plus Attachments		C&G CoC ATVs	Lantra Awards	
Use of 4x4 vehicles		C&G CoC Off Road Driving	Lantra Awards	
Winching		C&G CoC Off Road Driving	Lantra Awards	
Mower use (Pedestrian controlled)		C&G CoC Mowers	Lantra Awards	
Mower use (Tractor mounted)		C&G CoC Mowers	Lantra Awards	
Mower use (self propelled ride on)		C&G CoC Mowers	Lantra Awards	
Granular Fertiliser applicator use		C&G CoC Granular Fertiliser Applicators		
Hedge trimming		C&G CoC Hedge trimmers	Lantra Awards	
Automatic Turf Irrigation		C&G CoC Auto Turf Irrigation		
CAT & Genny		Unit One NRSWA		
Hydroseeding/mulching/mini-baling				Specialist Manufacturer Training
Small Plant & Hand held equipment		NVQ/SVQ Level 2 - Module L1 / C&G CoC Rotavators		City & Guilds Hand held power tools
^{09/10} Trimmers - Grass Cutting – Experienced Worker & Trimmers – Grass Cutting			Lantra Awards	
^{09/10} Brushcutters/Trimmers – Maintenance and Operation		C&G CoC Brushcutters	Lantra Awards	

Table C2D – Relevant Occupational Skills – Environmental Management Activities

Task/Equipment	Card Code [†]	Possible Certification Routes		
		C&G (Certificates of Competence = CoC)	Lantra Awards	Other*
Environmental Management Activities				
Environment management		C&G ANC Countryside Management		
Awareness of Protected Species				Short Course to be developed from NOS unit(s)
Conservation work		C&G NC Countryside Management		
Fencing		C&G CoC AO 4	Lantra Awards	
Dry Stone Walling		C&G CoC FM 2	Lantra Awards	
Hedge laying		C&G CoC FM 2	Lantra Awards	
Tree protection/guarding		C&G CoC AO 2		
Hedge trimming		C&G CoC Hedge trimmers	Lantra Awards	

Note 1 - Details of certificates and qualifications for ecology are under development

05/11 Table C2E1 – Relevant Occupational Skills – Pesticide Use

Pesticides Occupational Skills and Qualification Mapping May 2011v5

		Operative	Trainee Operator	Operator	Trainee Foreman	Pesticides Foreman#	Trainee Manager	Pesticides Manager	Consultants
Cards Available	Green	*							
	Red		*		*		*		
	Blue			*		*			
	Gold					*			
	Black							*	
	Yellow & White								*
Pre Requisite	H & S Course	*	*	*	*	*	*	*	*
	CSkills Operative Touch ST	*	*	*	Sup+	Sup+	MAP+	MAP+	MAP+
Routes to a Card	Industry Accreditation	N/A	N/A	N/A	N/A	N/A	N/A	31 May 2013	N/A
	NVQ level required	N/A	N/A	N/A	N/A	N/A	Working towards Level 4	Level 4	N/A

Table C2E2 Operative Route – Operative must be qualified for each activity performed as per table below

QUALIFICATION STRUCTURE			
Certificate	TEST UNIT	QUALIFICATIONS In addition to the unit identified in "test unit" column, the certificate holder is also qualified in respect of:	EQUIPMENT / INDIVIDUAL INCLUDED in this test unit.
1	FOUNDATION UNIT The successful completion of this unit will be a condition of entry to any other unit identified in this schedule.		
2A	BOOM SPRAYER – Boom type Hydraulic Nozzle and/or Boom type Rotary Atomiser	PA 2F, 2AR, 8 and any other mounted or trailed method not specified in this schedule.	Any mounted or trailed ground crop sprayer of the type specified in column 1.
2C	BOOM SPRAYER – Boom type Twin Fluid Nozzle	PA 2F, 8 and any other mounted or trailed method not specified in this schedule.	Any mounted or trailed ground crop sprayer of the type specified in column 1.
2D	BOOM SPRAYER – Electro-statically charged	PA 2F, 8 and any other mounted or trailed method not specified in this schedule.	Any mounted or trailed ground crop sprayer of the type specified in column 1.
2E	BOOM SPRAYER – Boom type fitted with downward air assistance	PA 2A, 2F, 8 and any other mounted or trailed method not specified in this schedule.	Any mounted or trailed ground crop sprayer of the type specified in column 1, where the boom geometry is in the horizontal mode.
2F	WICK APPLICATOR – Boom or Frame type	Test Unit only.	Any mounted or trailed wick applicator of the type specified in column 1. Direct contact applicators.
2AR	VEHICLE MOUNTED KERB SPRAYER – Hydraulic Nozzle type and/or Rotary Atomiser type	Test unit only.	Any vehicle mounted Kerb sprayer of the type specified in column 1.
2ST	SPRAY TRAINS Hydraulic Nozzle and Rotary Atomiser types	Test Unit only.	Any vehicle running on permanent way (railway track) of the type specified in column 1.
3A	BROADCAST SPRAYER WITH AIR ASSISTANCE – Mounted or Trailed	PA 8	Any mounted or trailed broadcast sprayer of the type specified in column 1.with air assistance.
3B	VARIABLE GEOMETRY BOOM SPRAYER WITH AIR ASSISTANCE – Mounted or Trailed	PA 2A, 2E, 2F, 3A, 3C, 8 or any mounted or trailed method not specified in this schedule	Any mounted or trailed variable geometry sprayer of the type specified in column 1, where the boom geometry may be varied between a horizontal and vertical plane with air assistance

Table C2E2 Operative Route - continued

QUALIFICATION STRUCTURE			
Certificate	TEST UNIT	QUALIFICATIONS In addition to the unit identified in "test unit" column, the certificate holder is also qualified in respect of:	EQUIPMENT / INDIVIDUAL INCLUDED in this test unit.
3C	VARIABLE GEOMETRY BOOM SPRAYER WITHOUT AIR ASSISTANCE – Mounted or Trailed	PA 2A, 2F, 8 or any mounted or trailed method not specified in this schedule	Any mounted or trailed variable geometry sprayer of the type specified in column 1, where the boom geometry may be varied between a horizontal and vertical plane without air assistance.
4G	GRANULE APPLICATOR – Mounted or Trailed	PA6C.	Any full width (e.g. spinning disc, pendulum, pneumatic) or placement type mounted or trailed pesticide granule applicator. Any mounted or trailed direct injection equipment
4S	SLUG PELLETT APPLICATOR Mounted or Trailed	Test Unit only.	Any full width (e.g. spinning disc, pendulum, pneumatic) or placement type mounted or trailed slug pellet applicator.
5A	BOAT MOUNTED APPLICATOR Hydraulic Nozzle Boom	PA 5B, 5C, and any other boat mounted applicator not specified in this schedule.	Any boat mounted sprayer of the type specified in column 1.
5B	BOAT MOUNTED APPLICATOR Granule Applicator	PA 6C, 6CW.	Any boat mounted pesticide granule applicator of the type specified in column 1.
6A	HAND HELD APPLICATORS Hydraulic Nozzle and/or Rotary Atomiser Types	PA 6C, 6D, and any other hand held applicator of similar type not specified in this schedule.	Any hand held and /or pedestrian controlled sprayer of the type specified in column 1.
6AW	HAND HELD APPLICATORS Application to water using Hydraulic Nozzle or Rotary atomiser type sprayers	PA6A, 6C, 6CW, 6D, and any other hand held applicator of similar type not specified in this schedule.	Any hand held and/or pedestrian controlled sprayer of the type specified in column 1.
6C	HAND HELD APPLICATORS Granule Applicator	PA 6D and any other hand held applicators of similar type not specified in this schedule.	Any hand held and/or pedestrian controlled pesticide granule applicator of the type specified in column 1.

Table C2E2 Operative Route - continued

QUALIFICATION STRUCTURE			
Certificate	TEST UNIT	QUALIFICATIONS	EQUIPMENT / INDIVIDUAL INCLUDED in this test unit.
6CW	HAND HELD APPLICATORS Application to water using granule applicators	In addition to the unit identified in "test unit" column, the certificate holder is also qualified in respect of: PA 6C, 6D and any other hand held applicators of similar type not specified in this schedule.	Any hand held and/or pedestrian controlled pesticide granule applicator of the type specified in column 1.
6D	HAND HELD APPLICATORS Hand Held Applicators requiring minimal calibration	Test unit only, and any other hand held applicators of similar type.	Any hand held and/or pedestrian controlled pesticide application equipment including wick applicators, drench guns, rollers, watering cans, aerosols, direct injection equipment, pepper pots and brushes.
7	AERIAL APPLICATION - Pilot	Test unit only.	Pilots and any fixed wing aircraft and/or helicopter.
8	MIXER/LOADER	Test unit only.	Any individual acting as a mixer/loader.
9	FOGGING, MISTING AND SMOKES	Test unit only.	Any hand held and/or pedestrian controlled pesticide application equipment designed to produce a fog, mist or smoke.
10	BATCH DIPPING	Test unit only.	Any equipment designed for the purpose of applying pesticides by immersion.
11	SEED TREATING EQUIPMENT Mobile and Static Equipment	Test unit only.	Any equipment designed to apply pesticides to cereal grains, pulses and other seeds and which is mounted on a mobile vehicle or is in a fixed static position.
12	APPLICATION OF PESTICIDES TO MATERIAL AS A CONTINUOUS PROCESS VIA CONVEYORS, ROLLER TABLES AND OTHER MOVING EQUIPMENT	Test unit only.	Any equipment designed to apply pesticides as a continuous process to materials being transported on a moving conveyor, roller table or other moving equipment.
13	SUB SURFACE LIQUID PESTICIDE APPLICATOR	Test unit only	Any mounted or trailed sub surface liquid applicator of the type specified in column 1.
SC	SPECIAL CATEGORY Any item of pesticide application equipment for which there is no category in the above list of units	Test unit only	Any item of pesticide application equipment for which there is no category in the above list of units.

Table C2E3 Foreman, Manager, Consultant Route

Pesticides Foreman	BASIS Environmental Pesticide Management (Amenity)	This course is suitable for groundsmen, greenkeepers, contract specifiers, managers, foremen and supervisors of Amenity situations where pesticides are used
Trainee Manager	BASIS Foundation Award Amenity	For those who need a broad understanding of pesticides, but do not require the full certificate – equivalent to NVQ level 4
Pesticide Manager	BASIS Certificate in Crop Protection – Amenity Horticulture For Field, Sales and Technical Staff (FSTS)	For individuals who are involved in the advice, sale or supply of pesticides in the amenity industry – equivalent to NVQ level 6
Consultants	BASIS Certificate in Crop Protection – Amenity Horticulture For Field, Sales and Technical Staff (FSTS)	For individuals who are involved in the advice, sale or supply of pesticides in the amenity industry – equivalent to NVQ level 6
<p>All of those employed in the sale of pesticides and/or giving advice on their use must, under the Control of Pesticides (Amendment) Regulations 1997, have obtained a Certificate of Competence or exemption from it within three years of entering the pesticide industry. New staff to the industry will be allowed a period of three years in which to qualify, during which they will be working under the direct supervision of a qualified member of staff.</p>		

^{05/11} **Table C2F – Relevant Occupational Skills – Amenity**

To be reviewed and confirmed by the training committee

2. ^{05/11} **Workforce Registration/Skill Card Requirements**

From the 1st June 2011 there will be a rolling programme for the introduction of the joint scheme Landbased Industry Skills Scheme (LISS) and Construction Skills Certification Scheme (CSCS) known as LISS/CSCS for each sector.

The first three sectors will be:

- **Landscape Construction & Maintenance**
- **Arboriculture**
- **Pesticides**

Until the full programme has been implemented examples of relevant existing cards/qualifications remain examples are as follows:

- CSCS
- CPCS
- NPORS
- ROLO
- City & Guilds formally (NPTC)
- Lantra Awards
- Arboricultural Association Approved Contractor Scheme
- BASIS

Once a LISS/CSCS competency route is introduced, this will progressively supersede the above cards (apart from plant and machinery).

Industry accreditation* will be available (two years from start day of each sector as they are introduced) for those who meet the criteria to apply for a LISS/CSCS card appropriate to your area of work. **NB** you must maintain and meet any renewals within the timeframe. Applicants who let their card lapse will have to complete the appropriate qualification to obtain another LISS/CSCS card.

*Note: there is no industry accreditation for Arboriculture and Pesticides Sectors where regulated by the HSE or legislated for respectively as follows:

- Arboriculture – Certificates of Competence (See tables above) are the accepted industry standard qualification route.
- Pesticides – Certificates of Competence or the BASIS register (See table above) are the accepted industry standard qualification route.

(See Appendix C1 for illustrations of the most of the above cards.)

3. Temporary Traffic Management (NHSS 12A/B and 12D)

This section is intended to bring the management of traffic in association with environment, ecological and landscaping activities carried out in accordance with the provisions of this Sector Scheme in line with the guidance in Appendix M of NHSS 12D.

- a) All traffic management schemes will be designed on the basis of a site-specific risk assessment except where the rural or repetitive nature of the work justifies the use of a generic risk assessment.
- b) The provisions for 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
- c) **Traffic management on motorway and dual carriageways carrying unrestricted traffic must be designed and installed by a TTM contractor registered to sector schemes 12A and/or 12B as appropriate.**
- d) On works not covered by the above the traffic provisions shall be designed and documented by a traffic management Technical Officer qualified in accordance with section 6.2.2 of NHSS 12D.
- e) Where an Organization decides to carry out its own TTM, which shall be in accordance with NHSS 12D requirements, then the Environment, Ecological or Landscaping Supervisor shall be a qualified as an RLTMO* and there shall be at least 2 operatives on the site who have been assessed and qualified to relevant modules as a supplementary unit to their competency qualification(s) (NVQ).

Where NHSS 12D recognises equivalent evidence of competence to the above these shall be accepted as alternatives. Note 1 – The definitions and abbreviations used in this appendix are taken from both NHSS documents have the same meaning. The relevant 12D definitions are:

- Registered Leading Traffic Management Operative *(RLTMO)

An operative who will have successfully undergone an approved training course, to module T6 as a minimum, completed the competency assessment and been issued with an identification card by Lantra Awards and has 2 years experience of relevant temporary traffic management. The person shall be named in the Organization's Quality Plan as having the responsibility, training and experience to control temporary traffic management measures to meet the requirements of the Contract Specification.

- Technical Officer

The person named in the Organization's Quality Plan responsible for the establishment, modification and removal of traffic management and implementation of the requirements of the contract specification.

NB This person is a traffic management Technical Officer and shall be competent as defined by 6.2.2 of 12D; this may or may not be a person qualified as an operative, Supervisor or Technical Officer under Sector Scheme 18.

Note 2 – relevant module is the unit of competence identified with NHSS 12D for training and the corresponding NVQ assessment module(s)

Note 3 – Where relevant, Organizations must be able to demonstrate that they are working towards these TTM qualifications, which will become mandatory from April 2009.

Note 4 – Lantra Awards can be contacted at telephone number 02476 419703

Note 5 – Sector Scheme Documents for Schemes 12A/12B and 12D are available from the UKAS website as is detailed for this Scheme in the Introduction of this document. (www.ukas.com)

Note 6 – See also section 5 of Appendix L of this document.

4. Health & Safety

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

The training and assessment of operatives required by this Scheme is aimed primarily at technical competence for environmental, ecological and landscaping 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.

05/11 5. Qualifications and Credit Framework

The Qualifications and Credit Framework (QCF), which will ultimately replace the National Qualifications Framework (NQF), will be an operational pilot from 01/08/08.

Awarding Bodies should be actively involved in the process of beginning to identify and align several Sector Skills Councils' (SSCs) priorities with the needs of their centres and providers. The aim should be to ensure that only Qualifications fit for purpose will be developed and that they continue to work pro-actively with their industry partners to meet the needs of employers and employees in all areas of training provision.

What is the QCF?

The QCF is designed to be a simple and flexible system that will operate across England, Wales and Northern Ireland and will closely align with the Scottish Credit and Qualifications Framework. It will recognise achievement of learners from aged 14 – 90 and supports a national record of learner achievement enabling movement between centres and Awarding Bodies if appropriate.

Features:

All units within the framework will have a title, credit value, level, and a set of explicit learning outcomes and assessment criteria. Each unit should stand alone and be capable of independent assessment. Units will be the building blocks of qualifications and all qualifications will be described through agreed rules of combination.

There will be a standardised simple architecture to describe qualifications represented by size and level – from Entry level through to level 8. Qualifications will be identified as

Awards (1-12 credits),

Certificates (13-36 credits) and

Diplomas (37+).

The aim is that all achievements can be standardised by a common currency which is “credit” and that the level and size of achievements should be standardised and easy to recognise. Credit can be accumulated and transferred and used flexibly to meet a variety of learner needs. One credit will represent 10 notional learning hours.

QCF Diplomas:

A number of existing competency based Qualifications such as NVQs once re-written as credit based Qualifications within the QCF will become “Diplomas” by virtue of their size. For example the new Level 2 and Level 3 Diplomas in Fencing have evolved from the old Fencing NVQs. The content of these particular QCF Diplomas will remain the same; as will the Quality assured assessment strategy that underpins them. However – they will look a little different as they will each represent a certain number of credits at a given level. Each unit will also incorporate both competency outcomes and knowledge outcomes. (E.g. The Landscape Diplomas were introduced in August 2009.)

QCF Diplomas should not be confused with the new 14-19 Diplomas that have been designed to offer a vocational route in the school sector and embrace a broad range of outcomes to enable young learners to extend both their academic skills and a broad range of their vocational learning experiences. Although the 14-19 Diplomas may involve some work placement activity they are NOT competency based qualifications and have a very different purpose. For instance, the main 14-19 Diploma in the Lantra footprint is called the 14-19 Diploma in Environmental and Land-Based Studies.

The framework hopes to offer maximum flexibility for learners to gain recognition for their achievements (whether they are single units or full Qualifications).

05/11 **6. Further information**

NHSS Committees need to take note of other sector scheme documents when developing or reviewing their documents as this may have implications for “their” scheme in respect of qualifications required of operatives and management.

Corrosion Protection - For some industries it may be necessary to expand on the requirements and advice in respect of corrosion protection qualifications for instance refer to sector scheme 19 as an example

05/11 **7. Fraudulent Cards**

**ACTION IN THE CASE OF SUSPECT CARDS THE FOLLOWING ADVICE IS GIVEN:
SUGGESTED ACTION BY ORGANIZATION**

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

Take possession of card.

Call a member of the body that issued the card. A member of the team will help you confirm your suspicions or otherwise.

If the card appears to be fraudulent:

- Retain the card if possible
- Make photocopies of front and back
- Record cardholder’s name and address
- Ask cardholder where the card was obtained from
- Call the local police and report the matter
- Refuse access to site (subject to company rules).

Forward copies of all evidence to the body who issued the card marked “SUSPECTED FRAUDULENT CARD” with any crime number given by local police.

Note: The body should in the majority of cases fully support any prosecution with technical and factual evidence.

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

8. Enquiries

For further information and details please contact the Secretariat:

British Association of Landscape Industries, Landscape House, Stoneleigh Park, Warwickshire, CV8 2LG. Tel: 0870 770 4971 Fax: 0870 770 4972 Email: contact@bali.org.uk

APPENDIX C3: SAMPLE SKILLS CARD

Illustration of Skills/ID Cards

The examples of skill cards given below are the cards that have the committee have authorised as being acceptable to comply with this scheme; the operative may achieve these by attending as a candidate and successfully passing training courses and being assessed as competent for specific skill/s as required by the scheme.

Examples of cards includes those issued by

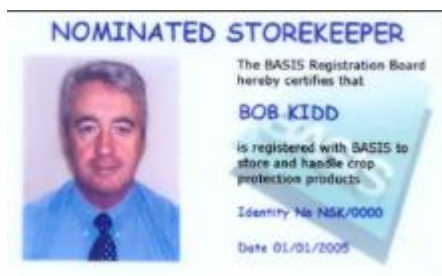
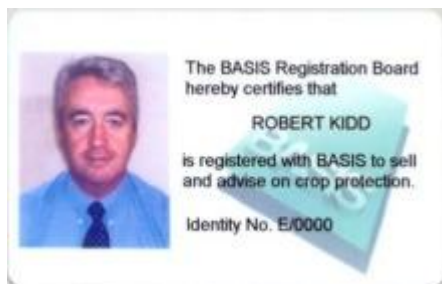
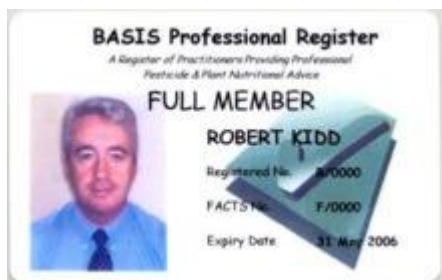
^{05/11}LISS/CSCS (once it becomes available)
Temporary NHSS/ROLO
BASIS.
Lantra Awards
NPTC(now C&G)/NROSO
R.O.L.O., (BALI)
FISS/CSCS (Fence installation)

^{09/10}Examples of skills card

1. ^{05/11} LISS/CSCS card

The LISS/CSCS is currently being phased in see Appendix C (2) for further details. At the time of writing this document a sample card is currently not available . Please contact the BALI office for more details.

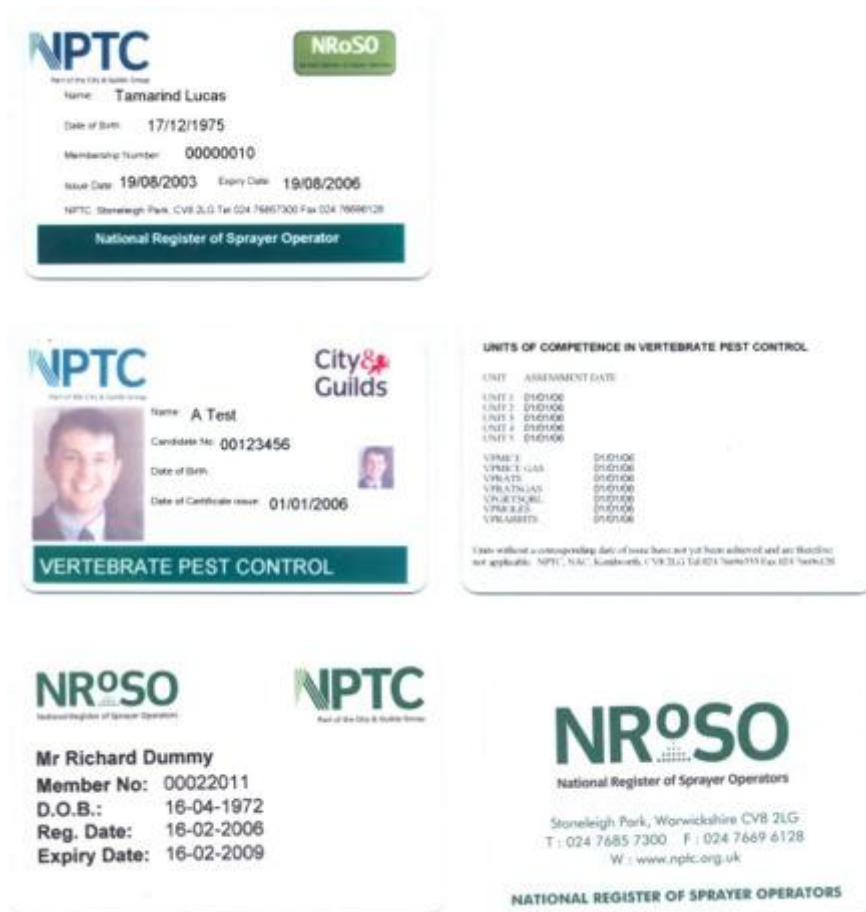
2 BASIS



3. Lantra Awards



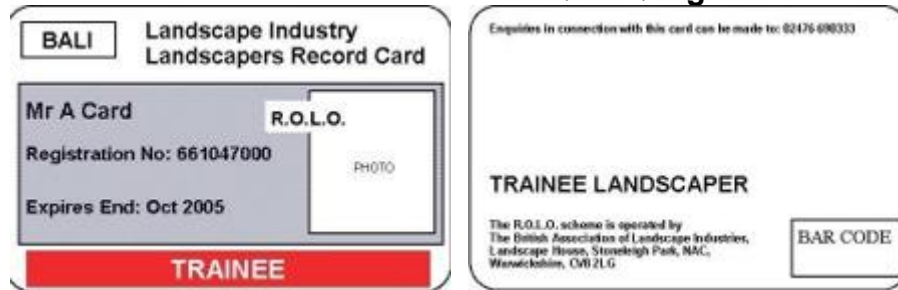
4. NPTC (now C&G)/NROSO



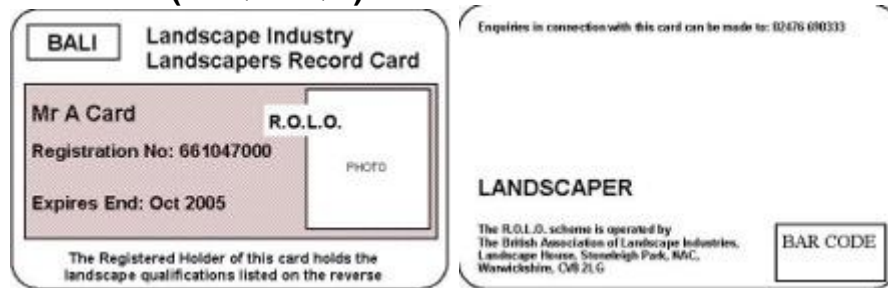
5. R.O.L.O Cards

Replaced by LISS/CSCS over a period of time

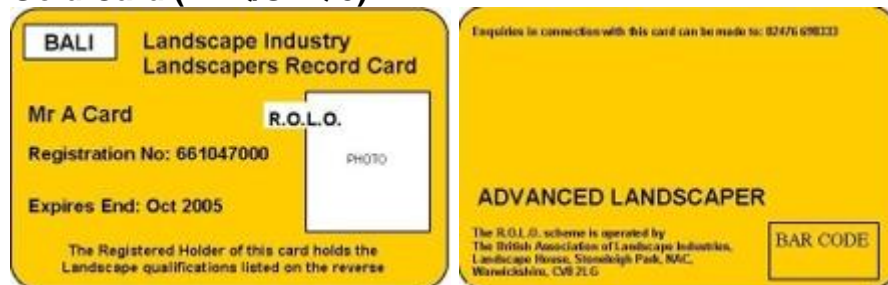
Red Cards for Trainees who are NVQ/SVQ registered



Blue Card (NVQ/SVQ 2)



Gold Card (NVQ/SVQ 3)



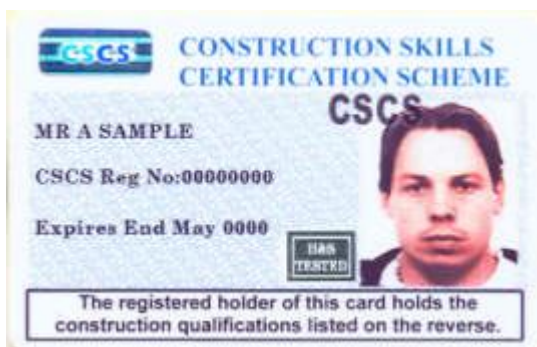
6. FISS/CSCS Joint Scheme for installation of fences

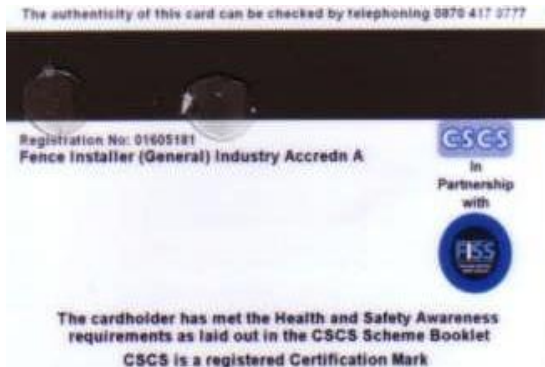
Example Cards:

Green Card: required by Fencing Operatives or Fencing Installers not holding a Blue card

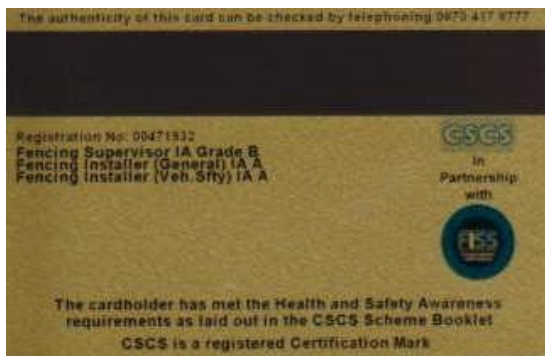


Blue Card: required by Fencing Installers and Lead Installers who also have a Lantra Awards NVQ/SVQ or Diplomas in Fencing - Level 2





Gold Card: required by Contract Supervisor from November 2008



Platinum Card: required by Manager from November 2009.



Notes

FISS/CSCS cards must bear CSCS hologram logo and the H&S Tested hologram logo to conform with National Highways Sector Scheme 2A the card MUST have FISS logo

APPENDIX D: EXAMPLE REGISTER OF LANDSCAPE, NATURAL ENVIRONMENT & ECOLOGY OPERATIVES

NAME OF OPERATIVES' COMPANY:

Full Name of Operative	Certification Renewal Date	Types of Designated Activities for which Operative is Certified

LIST OF DESIGNATED ACTIVITIES:

- 1 ^{05/11}a) Selection, b) storage and c) application of pesticides d) management of pesticides - state method of application.
- 2 Ground preparation using tractor-mounted machinery
- 3 General horticulture (Ground preparation using hand-machinery, grass and wildflower seeding, turfing, tree and shrub planting, grass and plant maintenance)
- 4 Arboricultural work including use of chainsaw
- 5 Special ecological measures

05/11 **APPENDIX E: GUIDANCE FOR THE CONTROL OF MONITORING
AND MEASURING DEVICES**

NOT USED

09/10 **APPENDIX F: CERTIFICATION BODIES ACCREDITED FOR LANDSCAPE, NATURAL ENVIRONMENT AND ECOLOGY WORKS AND MAINTENANCE**

Information on certification bodies accredited against this scheme can be found on the UKAS website www.ukas.com. To identify the certification bodies on the website:

- (i) place the cursor onto 'about accreditation' in top menu bar
- (ii) move down to 'accredited bodies' (grey box)
- (iii) move down to 'certification body schedules' (grey box) and left click on this to take you to the list of schedules
- (iv) move down past 'key abbreviations' and click on 'search UKAS features' (blue)
- (v) Select search feature – "Certification Bodies"
- (vi) type "National Highway Sector Scheme No 18" (including inverted commas) in the keyword box *
- (vii) left click 'search'
- (viii) this then lists the certification bodies who are accredited and their details can be found by clicking on the appropriate links..

NOTES:

1. Certification Bodies interested in being accredited by UKAS for environment, landscaping and ecology works and maintenance to this Sector Scheme should notify UKAS.
3. Organizations currently registered to ISO 9001 with an UKAS (or equivalent) accredited certification body that does **NOT** hold registration to NHSS 18 may wish to consider the following option. Continuing to be registered with their existing Certification Body but having the interpretation of NHSS 18 carried out by and in conjunction with an UKAS accredited certification body for this scheme.
4. Advice on the current accreditation status of certification bodies to assess against this document (NHSS 18) should be sought from UKAS (Tel 0208 917 8400)

APPENDIX G: THE ROLE OF CERTIFICATION BODIES AND ASSESSOR COMPETENCE

Note: This Appendix is a draft for development and is subject to review by the Certification Body Group.

1. Role of Certification Bodies

- 1.1 The independent assessment of conformity of organisations to the requirements of ISO9001 and the additional requirements required by this National Highway Sector Scheme Document relies upon the assessment expertise, competence and capability of accredited certification bodies.
- 1.2 The Certification Body's role is to ensure, through assessment that organisations have management systems in place which address the enhanced ISO9001 requirements detailed in this Sector Scheme Document.

2. Certification Body Accreditation

- 2.1 ^{09/10} To ensure consistency and to demonstrate independent capability Certification Bodies are required to be accredited against the requirements of BS EN ISO 17021:2008 by the United Kingdom Accreditation Service (UKAS) or an equivalent International Accreditation Forum (IAF) member for assessment and registration of ISO9001 quality management systems interpreted in accordance with this National Highway Sector Scheme.
- 2.2 Due to the broad scope of this sector scheme, certification bodies may find difficulty in meeting all the criteria required of them to become fully accredited to this scheme. The committee has accordingly reviewed this situation and has taken steps to remedy the situation by effectively managing the scope into sub-divisions as follows:
 - a) Arboriculture
 - b) Landscape Construction
 - c) Landscape Maintenance
 - d) Environmental Management Activities
 - e) ^{05/11} Pesticide Application & Management
 - f) Ecological Management Activities
 - g) ^{05/11} Amenity

Which will be respectively referred to as NHSS 18A, 18B etc. (This follows the same principle as that established for the registration of Organizations into primary categories and sub/secondary categories (which are listed in Appendix K and given in clause 3.1 below), that have been identified for organizations against which they can be registered).

3. Assessor and Assessment Team Competence.

- 3.1 ^{09/10} The Certification Body must be able to demonstrate to UKAS that it possesses and can maintain the necessary assessor experience and technical competence in the relevant primary categories of Natural Environment and Landscape Works and Maintenance covered in the scope of this Scheme for which it is accredited. Secondary assessment areas include, but are not limited to the following fields:

weed control

control of rabbits and deer

application and management 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 waterbodies
special ecological measures
Litter picking
^{09/10} *Mechanical tree and vegetation removal*
^{09/10} *Stone picking (in prep for turfing etc)*
^{09/10} *Rolling*
^{09/10} *Sub-Soiling (for more effective water draining)*

- 3.2 ^{09/10} Guidance to Certification Bodies on assessor competence related to this Sector Scheme will be given in the Certification Body guidance document – National Highway Sector Scheme Accreditation, Registration and Assessment Guidance for Certification Bodies
- 3.3 The Certification Body is responsible for ensuring that the assessment teams possess demonstrable expertise in the assessment areas detailed above as they relate to the scope of client activities under assessment.
- 3.4 Minimum assessor qualifications and competence for assessment of this National Highway Sector Scheme, which may reside in a single individual or in an assessment team, are as follows:
- IRCA Registered ISO9001:2008 Lead Auditor qualification or Certification Body equivalent and demonstrable expertise in leading assessment teams.
 - ISO9001:2008 assessment experience in landscaping, grounds maintenance, forestry or related industries
 - Technical assessment competence in the categories of Environment and Landscape Works and Maintenance detailed in paragraph 3.1 above.
 - ^{09/10} knowledge, understanding and application of this SSD.
 - ^{09/10} knowledge of the processes and supply in this industry, including the methods and techniques sufficient to understand the processes employed and the controls necessary to ensure delivery of conforming product.
 - ^{09/10} ability to demonstrate that they have ongoing suitable health and safety training which includes appreciation of the risks involved in this sector scheme's activities
- 4. Conduct of Assessments.**
- 4.1 Certification Bodies shall ensure that at least a third of the initial and continuing assessment duration is devoted to assessing operational activities at sites and locations where landscaping works covered by the scope of this Scheme are being undertaken.
- 4.2 ^{09/10} Certification Bodies shall make every endeavour to ensure that during a three year certification cycle there is evidence of assessment of all natural environment and landscaping scope categories of covered by the Organizations scope of registration. Certification bodies shall undertake surveillance visits at intervals of not greater than one year.

5. Format and Content of Registration Certificates.

- 5.1 Certificates of registration issued by Certification Bodies, which include within the scope of registration reference to compliance with this Scheme shall be in a format and contain the content detailed in Appendix K of this Sector Scheme Document.
- 5.2 The National Highway Sector Scheme Logo shall be included in any Certificate of Registration which has this Sector Scheme detailed in the Scope of Registration. The logo shall only be used and applied in the manner detailed in any conditions of use which may be published from time to time. (see NHSS0 – Part 2.1)

6. National Highway Schemes Schedule of Suppliers.

- 6.1 Certification Bodies shall monitor the National Highway Sector Schemes Schedule of Suppliers posted at www.scheduleofsuppliers.co.uk to ensure equivalence between their clients registered to this scheme and the listed Organizations.
- 6.2 Certification Bodies shall provide to National Highway Sector Schemes Schedule of Suppliers administrator at Lantra Awards details of registered Organizations whose scope of registration against this Scheme has ceased to be applicable within 10 working days of that situation occurring.
- 6.3. Certification Bodies shall audit the Organization to ensure that Lantra Awards have been notified by the Organization of their NHSS registration. (See 4.1(i) and 7.2.3 of this NHSS)

7. Reporting on Scheme Performance.

- 7.1 Each Certification Body accredited for this scheme shall provide to the Chairman of the SSACEL Committee a summary report which includes as a minimum:
- observations and comments on the implementation and assessment findings related to the Scheme including any omissions or deficiencies in its scope.
 - recommendations for improving/clarifying the Sector Scheme Document
 - feedback on deficiencies against contract documentation
 - a list of organisations whose scope of registration includes this Scheme for comparison against the Schedule of Suppliers
- 7.2 ^{09/10} The report shall be provided at or in the month before each National Highway Sector Scheme Liaison Committee meeting (normally held each May/June and October/November), so that it may be considered during the Group Sessions of the Liaison meeting. This is to be issued to the Chairman of the National Highway Sector Scheme Liaison Committee and the Chairman of this Sector Scheme Committee.
- 7.3. ^{09/10} 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.
- 7.4. ^{09/10} Certification Bodies shall be represented at the National Highway Sector Scheme Liaison Committee.

APPENDIX G1: GUIDANCE TO ASSESSORS' AND OTHER AUDITORS' COMPETENCIES REQUIREMENTS FOR NATIONAL HIGHWAY SECTOR SCHEME 18 (A- G) - The Natural Environment and Landscape including Ecology

Section 1 - General Information

The certification body group (reporting to the Highways Liaison Committee) has proposed that an e-learning programme for assessors based on the information provided by the individual National Highway Sector Scheme Committees should be made available to third party assessors to enable them to have a fuller appreciation of the particular activities involved in highway construction and maintenance. The information contained in this appendix has been collated by the NHSS committee to provide CB assessors with the background information that is considered appropriate for carrying out an assessment against BS EN ISO 9001 and these NHSS documents. During the development of the Appendices it was realised that this information would also provide useful guidance for first and second party auditors of the system. It is hoped that it will be possible in the near future for access to the e-learning programme to be available to all assessors and auditors; information on this development will be made available through revision issues of the relevant NHSS document posted on the UKAS web-site.

Section 2 - Requirements

Note 1: 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 other auditor should be aware of the following when completing an audit.

^{09/10} Note 2: This section of the guidance is divided in three parts namely 2A, 2B & 2C.

^{09/10} Note 3: Section part 2C has been developed by the Sector Scheme Committee to identify all relevant knowledge of their industry that is pertinent to carrying out an audit. It is intended that the content of this part will be used to develop a training awareness course for auditors. The Committee will from time to time review this part.

2A General background to the scheme.

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

This is normally contained in the introduction to the scheme, in this instance the scheme (NHSS 18) was initially developed for highway construction and maintenance sites and associated areas, to provide a benchmark for the highways industry. At the request of the suppliers, the remit of the scheme was extended to all sectors of the environment and landscaping industry by the NHSS committee as it was realised that there was a large potential for establishing common criteria across all sectors.

- ii) To whom the scheme applies/field of application
See Scope (section 1) in NHSS 18 document
- iii) Contact details of those that can offer scheme specific assistance
Secretary of the Advisory Committee to the Sector Scheme see Introduction to the scheme and Appendix J1. Information should also be contained in the Organization's quality manual/NHSS documents
- iv) An overview of the infrastructure that the scheme applies to
- v) The range of contracts that the scheme can apply to
See Scope in relevant NHSS document i.e. NHSS 18 (section 1)
- vi) Specific types of works that the scheme applies to:
See Scope (section 1) in NHSS 18 document and where applicable Appendix L in NHSS 18; in this instance applies to.
- vii) Definitions and terminology that are particular to the scheme
See Section 3 of the NHSS 18
- viii) Routes to competency of management, supervisors and operatives etc delivering the scheme services
Information/guidance is contained in Appendix C of the document, however the organization's training administrator should have this information available (assessors should also be aware of training and competency assessment requirements available from bodies such as Lantra Awards, BALI, C&G and BASIS who should be able to assist).
- ix) Overview of important reference documentation applicable to the scheme
Section 2 and Appendix B of the document provides some information.
Knowledge of relevant European and British Standards for environment, landscaping and ecology (see Appendix B), and in particular those requirements relating to product conformity, type testing and their requirements.
Familiarity with SHW especially Series 3000 and associated notes for guidance, including when these are updated.
Relationship with other NHSS and their applicability to this scheme, notably NHSS 2A for fencing and NHSS 4 for timber preservation.
Knowledge of processes and their applicability involved in the manufacture, sampling, testing and installation of the service or product.

2B ^{09/10} **Summary of where the scheme introduces the interpretation of ISO 9001:2008**

4. Quality Management System	Interpretation Y/N	Comment
4.1	Y	Check annually by the CB Auditors and other Auditors. Check Schedule of Suppliers website to ensure registration is current.
4.2		
4.2.1	Y	Check Quality Plan is in place and complies with 7.1. If necessary obtain a copy of the plan as evidence.
4.2.2	N	
4.2.3	Y	Ensure that all required contract specific documents are in place. Seek evidence
4.2.4	Y	Ensure that all required contract specific documents are in place. Seek evidence including qualifications of sub contractors personnel see 7.4.1
5. Management Responsibility		
5.1	Y	Check policy document
5.2	Y	Ensure customer feedback documents are in place on completion of the contract.
5.3	N	Ensure objectives are covered in quality plan and/or policies
5.4	-	
5.4.1	N	
5.4.2	Y	
5.5	-	
5.5.1	N	Ensure there is an organization plan which covers responsibility/authority in accordance with the requirements of the SSD. Seek evidence. Ensure that personnel with contract specific responsibilities and authorities have been identified and are recorded. Seek evidence.
5.5.2	N	Ensure that the organization management have appointed a member

		with the appropriate responsibility and authorities. Seek evidence.
5.5.3	N	Check internal communication processes have been established.
5.6	-	
5.6.1	Y	Review copy of annual (or six monthly) management review. Ensure this contains reference to the relevant sector scheme.
5.6.2	N	
5.6.3	N	Seek evidence that the output and actions are considered by top management at regular intervals
6. Resource Management		
^{05/11} 6.1	Y	Ensure contract/tender review is in place. Check resource efficiency plan is in place & operational
6.2	-	
6.2.1	Y	Review copies of training certificates and forward looking training plans. Ensure that these are in accordance with the requirements of the sector scheme documents.
6.2.2	Y	See Appendices C, and D
^{05/11} 6.3	Y	Review facilities and process equipment to confirm they are suitable for the scope of registration. (see 6.1)
6.4	N	In process audit. Checks to include environmental condition records, plant maintenance sheets, access equipment certification and induction records.
7. Planning and Product Realization		
7.1	Y	See Appendix A
7.2	-	
7.2.1	Y	Ensure that the organization has determined all necessary specified statutory and regulatory requirements for contract compliance. This may include supplementary services such as recycling, final disposal, equipment inspection, licensing requirements for driving (HGV), animal including wildlife

		handling etc
7.2.2	Y	Ensure contract tender review is in place with an appropriate timescale and assessment of availability of resources
7.2.3	Y	Check effectiveness of communication arrangements.
7.3	Y	Ensure contract/tender review is in place
7.3.1	N	
7.3.2	N	
7.3.3	N	
7.3.4	N	
7.3.5	N	
7.3.6	N	
7.3.7	N	
7.4	-	
7.4.1	Y	Ensure or seek evidence that records are in place. Check that suppliers (sub-contractors) are NHSS compliant or meet the proposals for mini-micro organisations assessment by an ISO 9001/NHSS 18 organization set out in Appendix N and/or have been regularly checked by the main supplier for compliance in supplying competent qualified personnel meeting the requirements of this scheme. Sample at least 10% of sub contractor's personnel.
7.4.2	Y	Seek evidence that purchasing requests are adequate.
7.4.3	Y	Seek evidence that documents are in place.
7.5	-	
7.5.1	Y	Check as part of in process audit
7.5.2	Y	
7.5.3	Y	Cover during procedure review and seek evidence that records are in place
7.5.4	Y	Seek evidence that records are in place.
7.5.5	Y	Cover during procedure review.
7.6	Y	
8. Measurement, Analysis and Improvement		
8.1	N	Review copy of annual management review. Ensure this contains continuous improvements to the relevant sector

		scheme.
8.2	-	
8.2.1	N	Seek evidence, that organization is meeting customer requirements.
8.2.2	Y	Check internal audits are being carried out.
8.2.3	Y	Check processes are achieving planned results
8.2.4	N	Check that monitoring and measuring process documentation has been implemented in line with the current contract specification. Seek evidence.
8.3	Y	Ensure processes are in place and has been implemented in line with contract specification
8.4	N	Check analysis of data has provided information to demonstrate effectiveness of QMS and evaluation of continued improvement.
8.5	-	
8.5.1	Y	Seek evidence that analysis have been carried out
8.5.2	N	Seek evidence that documented procedures are in place and operational.
8.5.3	N	Seek evidence that documented procedures are in place and operational

2C RELEVANT INDUSTRY KNOWLEDGE

Overview of Environment and Landscaping

- 1 safe working practices
- 2 operative/supervisor training and qualifications
- 3 maintain equipment
- 4 public protection
- 5 environment
- 6 testing/inspection/workmanship
- 7 Health and Safety
- 8 Other

2C1 Safe Working Practices

Auditors should be sufficiently competent to make general observations on the effectiveness of the organization's safety provisions. This may include

Correct Personal Protective Equipment Worn

Equipment approved and suitable for use

Technicians/operatives to be fully aware of their H&S obligations

- Must be able to read and understand their job sheet, risk assessment etc; and have appropriate communication skills.
- Method Statements/work procedures
- Risk Assessment
- Induction card/skills card

Vehicles/loads are inspected and drivers are qualified (where appropriate)

Site visit including assessment of installation and techniques verified (completed or in process).

Awareness of relevant H&S legislation as applicable to environmental and landscaping works

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

2C2 Training and Qualifications

Auditors should be aware that the people in the organization will need to:

- Have achieved appropriate training and competency modules.
- Be aware of the constraints (See Appendix C) for Operatives to progress to Supervisor.
- Be aware of and understand the system processes and documentation in which they are involved.
- Have been inducted on specific equipment (by employer)

- or if appropriate (i.e. under training) is supervised by a qualified person.
- Be aware of and understand the relevant requirements of this NHSS.
- Be aware of and understand the provisions for implementation of training in NHSS 18.
- Have been inducted on relevant site specific H&S issues (daily if necessary).
- Hold relevant skills card and authorisations (See Appendix C)

2C3 Maintain Equipment

Auditors should be aware of the importance of keeping plant and equipment properly maintained

- Operative/supervisor is aware of appropriate legislation requirements
- Maintenance checklists are available and have been completed on a regular (daily, weekly etc) basis

2C4 Public Protection

Auditors should be competent to make observations on the effectiveness of the organization's provisions for the protection of the public. This may include:

- Operative/supervisor is aware of need to protect public during installation operations
- Operative/supervisor has been trained to carry out a visual site risk assessment to ensure that the public will not be put at risk during installation/maintenance operations
- Where appropriate operative/supervisor is aware of HATO role
- Operatives/supervisors have identification
- The Organization(company) has a complaints procedure in place

(Note Public in this instance includes personnel employed by the customer)

2C5 Environment

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

2C6 Testing/Inspection/Workmanship

Auditors should be aware of the importance of testing and inspection of the works and the checking of planting.

2C7 Health and Safety

Auditors should be aware of the current Health and Safety Legislation and related legislation, such as CDM regulations, as it applies to the natural environmental and landscaping industries.

2C8 Other

Auditors should be aware of the requirements in respect of the subcategories of this scheme, in particular they should have an overview of

- ^{05/11}weed control sites and works that may be visited and/or looked at during an assessment. The Amenity Assured Standard for integrated approach to weed control is recognised under this scheme; organizations having been assessed to this scheme should not require an in-depth assessment. As the scheme provides a technical assessment of the organization's capabilities. However the auditor must have an awareness of the requirements of the "Sustainable use of Pesticides Directive" and in particular national training and qualification requirements in respect of pesticides.
- rabbit and deer control sites and works that may be visited and/or looked at during an assessment.
- ground preparation sites and works that may be visited and/or looked at during an assessment.
- grass and wildflower seeding and turfing sites and works that may be visited and/or looked at during an assessment.
- planting sites and works that may be visited and/or looked at during an assessment.
- grass, bulb and wildflower maintenance sites and works that may be visited and/or looked at during an assessment.
- watering works that may be visited and/or looked at during an assessment.
- establishment maintenance for planting at sites and works that may be visited and/or looked at during an assessment.
- arboriculture works that may be visited and/or looked at during an assessment.
- established tree and shrub maintenance sites and works that may be visited and/or looked at during an assessment.
- water-body management sites and works that may be visited and/or looked at during an assessment.
- special ecological measure sites and works that may be visited and/or looked at during an assessment.
- litter picking sites and works that may be visited and/or looked at during an assessment.
- details of specific aspects of the scheme that have been recognised as requiring particular attention by assessors as a result of industry and assessor feedback

APPENDIX H: ORGANIZATION ACCEPTANCE AND GUIDELINES FOR NEW ENTRANTS

1. 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 for work 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 will depend on the requirements of the contract.

2. Guidelines for New Entrants - Requirements

- 2.1 Organizations must have the required experienced and qualified Landscape, Environment or Ecology Operatives and management who meet the requirements of this Sector Scheme. Organizations will need to demonstrate that their equipment and systems meet the requirements of this Sector Scheme.
- 2.2 Organizations must have applied for registration with a certification body that is accredited by UKAS to audit against this Sector Scheme.
- 2.3 ^{09/10} In addition to the requirement for the Organization to notify the Secretary of the Sector Scheme, as detailed in paragraph 4.1 of section 4 of this SSD, the Organization is also required to notify Lantra Awards (Lantra House, Stoneleigh Park, Kenilworth, CV8 2LG) of their registration to this scheme immediately following confirmation from the certification body and thereafter annually in April. This will allow inclusion of the Organization in the published list of registered Organizations maintained by Lantra Awards. In addition the Organization should provide details of a focal point for the Organization.
- 2.4 ^{09/10} Specific guidelines for mini-micro enterprises are contained in Appendix N of this document.

3. Trade Associations

- 3.1 Membership of a trade association is not a requirement of this Sector Scheme, however, the following associations support this Scheme along with the training and competency routes discussed in Appendix C. Their details are included here for information.

Landscape works

British Association of Landscape Industries
Landscape House
Stoneleigh Park
Kenilworth
Warwickshire
CV8 2LG
www.bali.org.uk

05/11 **Arboriculture and tree surgery works**

Arboricultural Association

Ullenwood Lodge
Ullenwood
Cheltenham
Gloucestershire
GL53 9QS
www.trees.org.uk

Agricultural contractors

NAAC – National Association of Agricultural Contractors
Samuelson House
Paxton Road
Orton Centre
Peterborough
PE2 5LT
www.naac.co.uk

APPENDICES J1 to J3 FEEDBACK

^{09/10} APPENDIX J1: FEEDBACK ON THIS DOCUMENT

Use of Form Appendix J1:

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

Form J1

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

Issue Identified:

Suggested Action:

Name:
Organization:
Address:

Contact details:

Date

APPENDIX J2: FEEDBACK TO CERTIFICATION BODIES

Any comments concerning the product provided under this scheme should in the first instance be taken up with the Organization. In the event that the matter cannot be satisfactorily resolved, written feedback should be made to the Organization's certification body detailing the issue identified. Contact details may be obtained by following the procedure given in Appendix F.

Any other comments should be fed back to the Certification Body.

Item Identified:

Organization's Details:

Name:

Address:

Feedback

Name:

Organization:

Address:

Date:

Signed:

09/10 **APPENDIX J3: FEEDBACK TO CLIENT BODIES ON POLICING THIS SCHEME**

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, should be referred back to the client body through an independent third party e.g. a trade association.

Details of any alleged mismanagement or omission, which may include contract award to a non-registered company or sector scheme requirements omitted from a contract, should as a minimum include the following details

a) Contract identified

a) i) Details of omission in contract or

ii) Organisation Identified as being awarded the contract or

iii) Both i) and ii) above

b) Organisation raising feedback / issue (This may be through an independent 3rd party e.g. a trade association)

Name:

Organisation:

Contact details (Address, email address, telephone etc :)

d) Date

Signed

Highways Agency Roads/Contracts – Route for Feedback

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

Other Highway Authorities

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

Health and Safety Executive

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

APPENDIX K: THE INTERPRETATION OF CERTIFICATES ISSUED BY CERTIFICATION BODIES

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

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

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

- The scope of registration including specific registration to BS EN ISO 9001:2008 and this NHSS including the scheme title e.g. National Highway Sector Scheme 18 for the Natural Environment and Landscape including Ecology.
- 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 18 for the Natural Environment and Landscape including Ecology, Arboricultural Contractor, Landscape Contractor, Maintenance Contractor etc are applicable categories with associated typical sub-categories such as tree surgery and inspection.
- Logos for the NHSS, UKAS (or equivalent) and the CB.
- The name and address(es) of the Organization
- The validity of the certificate (3 years for ISO 9001*)
- A unique reference number/code
- The signature of a relevant CB official with his name and title

^{09/10} *Note where an Organisation 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.

Categories of work are

- A) Arboricultural,
- B) Landscape Construction,
- C) Landscape Maintenance,
- D) ^{09/10} Environmental Management Activities
- E) ^{05/11} Pesticide Application and Management
- F) ^{09/10} Ecological Management Activities

G) ^{05/11} Amenity

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
- ^{05/11} application and management 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
- ^{09/10} Mechanical tree and vegetation removal
- ^{09/10} Stone picking (in prep for turfing etc)
- ^{09/10} Rolling
- ^{09/10} Sub-Soiling (for more effective water draining)

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

The following are example models for the certification. Figure 1 shows the scope of registration on the certificate and Figure 2 shows an example of an Appendix. The italic text indicates where specific text would need to be included.

Note for Certification Bodies

1. Organizations may be registered for any or all of primary categories A to F, and these shall be referred to on the COR.
2. Secondary/sub-categories shall be listed on the certificate or attached Appendix as appropriate, providing the applicable secondary/sub-categories for each primary category. Where an organization is assessed for all secondary/sub-categories listed in this document, it will only be necessary to include "full" on the certificate against the relevant depot or office.
3. Certification Bodies are reminded that they have a responsibility to notify the SSACEL of other secondary/sub-categories, should these be identified during an assessment, for consideration by the committee for inclusion of a further secondary/sub-category within the scheme.

Figure 1 Example Model Certificate of Registration.

[Certification Body Name / Logo]

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

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

[Certification Body Name] issues this certificate to the above named company after assessing the company's quality management system and finding it in compliance with **BE EN ISO 9001:*[2008]* AND THE FOLLOWING NATIONAL HIGHWAY SECTOR SCHEME[S]:**

SCHEME 18 Sector Scheme for the Natural Environment and Landscape including Ecology *[Categories.....]*
[Other Sector scheme Number and title]

For the following scope of registration
Implementation of landscape construction, landscape maintenance and environment work including:-

- 18A - planting,*
- 18A - ground preparation,*
- 18A - arboricultural work*
- 18A - special ecological measures*
- 18A/E - application of pesticides*

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

Signature

[Name & Title of Certification Body Official]

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

Figure 2 Example Model Appendix

[Certification Body Name / Logo]

APPENDIX

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

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

[ORGANIZATION NAME]

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

Scope of Registration:
Implementation of landscape construction, landscape maintenance and natural environment work including:-
18A - planting,
18A - ground preparation,
18A - arboricultural work
18A - special ecological measures
18A/E - application of pesticides.

National Highway Sector Schemes
18 – Sector Scheme for the Natural Environment and Landscape including Ecology

<i>Depot, Regional Office etc</i>	<i>Applicable Sector Scheme(s)</i>	<i>Scope of Registration</i>
<i>New Street, Newton</i>	<i>Sector scheme 18A/E – Natural Environment and Landscape including Ecology</i>	<i>Arboricultural work -Tree Surgery; Planting; Application of Pesticides</i>
<i>Old Lane, Oldton</i>	<i>Sector scheme 18A – Natural Environment and Landscape including Ecology</i>	<i>Special Ecological Measures; Ground Preparation</i>

APPENDIX L: GUIDANCE FOR CLIENTS

1. List of Registered Organizations

^{09/10} Lantra Awards maintains a list of registered Organizations with contact details. Under this Sector Scheme Organizations are required to confirm their registration with Lantra Awards as described in Clause 4.1 and Appendix H of this document.

2. General

- 2.1 It is recommended that Clients acknowledge the requirements of this sector scheme as a contract requirement.
- 2.2 This guidance is primarily of relevance to Clients and their supervisory staff.
- 2.3 The NHSS for the provision of natural environmental, landscaping and ecological services 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.
- 2.4 ^{09/10} The implementation of the Sector Scheme and development of training and competency requirements is intended to provide:
- a) A qualified workforce competent at providing services in the environmental, landscaping and ecological industries in a safe way.
 - b) Requirements to evaluate risks and develop processes associated with the natural environment, landscaping and ecology industry and the production of an associated comprehensive quality plan for each contract.
 - ^{05/11} c) BASIS Amenity Assured Scheme (see item 3 below)
- 2.5 It is necessary for the Client to ensure that all those involved in providing the service are appropriately trained and skilled, whether or not they are directly employed. The training and assessment of competency schemes described in this SSD are designed to cater for the range of skills within the overall process of the natural environment, landscaping and ecological industries.
- 2.6 Clients and Customers that require confirmation of compliance with the Contract Specification in respect of the supply of services, products or materials should confirm that the quality management system certificate issuer is accredited by UKAS or equivalent and that specific reference is made to relevant Sector Schemes on certificates.
- 2.7 For the Sector Scheme to achieve its objectives it is essential that Clients, either directly or via the agents and individuals they employ, ensure that the requirements of this document are complied with. This includes ensuring that sub-contractors

employed directly or indirectly, are registered to the Sector Scheme. Supervisory staff should be instructed to carry out spot checks of identification cards.

2.8 Lantra Awards have established and manage a schedule of registered companies that have been registered to National Highway Sector Schemes; free access to the schedule is obtained by logging on to the Lantra Awards website www.scheduleofsuppliers.com. However, it should be noted that only those companies that confirm entry onto the schedule to Lantra Awards are listed. The list of all registered suppliers is held by Lantra Awards (if notified); Clients should contact Lantra Awards by email at NHSSscheduleofsuppliers@lantra.co.uk to ascertain/check the status of company if it is not listed on the schedule.

^{05/11} **3. BASIS Amenity Assured Scheme**

The new Amenity Assured standard has been developed by key UK organisations (BASIS, NAAC, City & Guilds and CPA) which have the responsibility to address the concerns of government, local authorities and many other amenity organisations with regard to amenity weed control. The scheme is operated by BASIS (Registration) Ltd.

The aim of the Standard is to:

- Set standards for amenity best practice
- Audit contractor performance
- Certificate staff and businesses
- Award on merit the associated qualifications
- Establish codes of good practice

The Amenity Assured standard is also acknowledged and recognised by the Chemicals Regulation Directorate, the Environment Agency and the Amenity Forum. Also by the Local Government Association where pesticide application is deemed the most appropriate course of action, for local authority situations.

The scheme includes regular monitoring of the standards of service provided by the certificated contractor and it is replacing the previous BACCS scheme.

4. Road Death Investigations

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

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

- a) High level general policy statements
- b) Specific local maintenance policies and standards
- c) Authority procedures

- d) Works records including the results of any test carried out
- e) The quality of systems for traffic management
- f) Skidding resistance testing


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

5. ^{09/10} **Corporate manslaughter and corporate homicide Act 2008.**

"Advice from HSE regarding corporate manslaughter

The Corporate Manslaughter and Corporate Homicide Act 2007 is a landmark in law. For the first time, companies and organisations can be found guilty of corporate manslaughter as a result of serious management failures resulting in a gross breach of a duty of care.


The Act, which came into force on 6 April 2008, clarifies the criminal liabilities of companies including large organisations where serious failures in the management of health and safety result in a fatality.

- The Ministry of Justice leads on the Act and more information is available on its [Corporate Manslaughter and Corporate Homicide Act 2007 webpage](#) .

HSE welcomes and supports the Act. Although the new offence is not part of health and safety law, it will introduce an important new element in the corporate management of health and safety.


Prosecutions will be of the corporate body and not individuals, but the liability of directors, board members or other individuals under health and safety law or general criminal law, will be unaffected. And the corporate body itself and individuals can still be prosecuted for separate health and safety offences.

The Act also largely removes the Crown immunity that applied to the previous common law corporate manslaughter offence. This is welcome, and consistent with Government and HSE policy to secure the eventual removal of Crown immunity for health and safety offences. The Act provides a number of specific exemptions that cover public policy decisions and the exercise of core public functions.

Companies and organisations should keep their health and safety management systems under review, in particular, the way in which their activities are managed and organised by senior management. The Institute of Directors and HSE have published guidance for directors on their responsibilities for health and safety: '[Leading health and safety at work: leadership actions for directors and board members](#)' (INDG417) [450KB] .

Contact us

For specific questions about the act and guidance:

- [Ministry of Justice](#) 

For health and safety information and answers to specific health and safety questions contact HSE Infoline:

- [HSE Infoline \(www.hse.gov.uk\)](http://www.hse.gov.uk).”

6. Temporary Traffic Management

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

For work on urban and rural roads, it is recommended that Clients acknowledge the requirements of Sector Scheme Document 12D in conjunction with this Sector Scheme Document.

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

- i) It is necessary for the Client to ensure that all those involved in temporary traffic management operations are appropriately trained and skilled, whether or not they are directly employed. The modular training scheme described in Sector Scheme Document 12D is designed to cater for the various alternative situations, ranging from the employment of a lone worker cutting hedges to a traffic management contractor for a major highway contract.
- ii) The Client must always ensure that a detailed risk assessment for the specific site has been undertaken and incorporates an assessment of traffic conditions as described in Sector Scheme Document 12D Annex Form 1 to Appendix A. In instances where a non-registered organisation is employed it will be appropriate for the Client, or his agent for the Works design, to carry out a preliminary risk assessment.
- iii) Registered Traffic Management Operative (RTMO) must be given clear guidance in relation to the manner in which they carry out agreed operations. When RTMOs are employed directly by the Client it may be necessary for the Client to provide approved signs but will certainly include detailed procedures for carrying out the work at all sites. These procedures are equivalent to the Quality Plan requirements as specified in Sector Scheme Document 12D Appendix A. Alternatively, the Organization may use a NHSS12D registered Traffic Management Contractor.
- iv) Specific attention is drawn to Sector Scheme Document 12D Appendix M which states that it is not intended that organizations registered to NHSS Sector

Scheme Document 18 where TTM is required should also be registered to NHSS12D.

- v) Lantra Awards have established and manage a schedule of registered Organizations that have been registered to National Highway Sector Schemes free access to the schedule is obtained by logging on to the Schedule of Suppliers website www.scheduleofsuppliers.co.uk.

APPENDIX M: GUIDANCE TO ORGANIZATIONS IN RESPECT OF “APPROVED CONTRACTOR SCHEMES”

1. This guidance is primarily of relevance to those Organizations that are registered to “approved contractors’ schemes”. The guidance is designed to enable them to decide how an approved contractor scheme links with the requirements of this scheme. The guidance is also of relevance to Certification Bodies and enable them to take into account the value of “approved contractors schemes” when assessing an organization against the requirements of this scheme
2. Approved contractor schemes are not and have not been approved by the SSACEL for compliance with this NHSS, they are approved in the sense that another credible body has a scheme against whose standards the companies have been measured and found to be compliant with those standards. However because of their nature the schemes are recognised as being complementary to the aims and objectives of this NHSS. In some areas such as finance, they provide additional evidence of a sustainable business operation, which the NHSS does not provide. The schemes currently known to complement this NHSS are:

- a) Arboricultural Associations Approved Contractor Scheme (AAACS);
- ^{05/11}b) BASIS Amenity Assured Scheme

3. **Arboricultural Associations Approved Contractor (AAAC) Scheme**

The work undertaken by Contractors approved under this scheme includes advice on tree maintenance requirements, planting, pruning, cable bracing, pest and disease control and felling in difficult locations.

The Arboricultural Association expects very high standards which restrict the number of successful applicants. Because of the irrevocable nature of all operations concerning tree care these standards are carefully maintained by inspection and five-yearly assessment of AAACs.

A list of approved AAACs is available on the Association’s web site (www.trees.org.uk). The geographical area(s) covered by each AAAC is given at the bottom of each Contractor’s entry. The AAACs listed have been approved by the Council of the Association as complying with and practicing to, the standard required by the Association. The AAACs have been examined for safe working practices and technical competence consistent with British Standard 3998: Recommendations for Tree Work.

The AAAC scheme’s standards are divided into a number of areas, which deal with both office and on site operations and include customer care and office systems, health and safety, training, insurance, compliance with legal requirements and other regulations relevant to tree work and evaluation of completed work. The scheme covers a high proportion of the requirements of ISO 9001 specified under resource management and product realization clauses 6 and 7 respectively, but is not as broad as the international standard in other areas of assessment.

AAAC approval relates to a whole company and therefore covers some arboricultural-related activities, processes and procedures that would not necessarily be picked up by the list of qualifications of individuals listed in 6.6.2 and Appendix C.

4. BASIS Amenity Assured Scheme

The new Amenity Assured standard has been developed by key UK organisations (BASIS, NAAC, City & Guilds and CPA) which have the responsibility to address the concerns of government, local authorities and many other amenity organisations with regard to amenity weed control. The scheme is operated by BASIS (Registration) Ltd.

The aim of the Standard is to:

- Set standards for amenity best practice
- Audit contractor performance
- Certificate staff and businesses
- Award on merit the associated qualifications
- Establish codes of good practice

The Amenity Assured standard is also acknowledged and recognised by the Chemicals Regulation Directorate, the Environment Agency and the Amenity Forum. Also by the Local Government Association where pesticide application is deemed the most appropriate course of action, for local authority situations.

The scheme includes regular monitoring of the standards of service provided by the certificated contractor and it is replacing the previous BACCS scheme.

5. Certification Body assessors to NHSS 18 should be aware of the value of the approved contractor schemes and their standards and take this into account when assessing to BS EN ISO 9001 and this scheme.

APPENDIX N: “MINI- MICRO- ENTERPRISES”

Small to Medium Enterprises

There is no official definition of what an SME is. However the UK’s Department for Business, Innovation and Skills and the European Commission both use definitions based upon employee numbers rather than turnover (although the European Commission attaches financial turnovers), profits, market size or number of sites, as follows:

Number of Employees	Classification of Organisation	Turnover
0-9	micro	<2m Euros
0 – 99	Small(includes micro)	< 10m Euros
100 -249	medium	< 50m Euros
250 +	large	

Therefore organisations with between 0 and 250 employees are SMEs

However in the context of this scheme, the definition of an SME is further refined as follows. An SME:

- Will have working managers and perhaps an owner who has little or no time available for new projects outside direct business activities
- Will probably be operating in an informal style and may not have documented management systems
- ^{09/10} Will be likely to lack personnel with Higher Education qualifications
- Cannot afford to employ a single discipline manager such as a quality assurance manager or environmental manager.
- Will undertake ‘on the job’ training with no structure for identifying training needs

The SSACEL propose to introduce a further category in the above table namely mini- micro enterprises as these form a considerable proportion of the organisations involved in work covered by these schemes. These enterprises will need to meet the criteria detailed in the refined definitions for SME given above

Mini- micro-enterprises are further defined as organisations that

- have 5 or less employees, including the proprietor,
- have a turnover no greater than £250,000 per annum and
- are legally constituted companies within the meaning of Company Law.

Organisations that have a parent or holding company or are part of a larger group or are an associated company, are not eligible for inclusion in this category.

^{05/11}The SSACEL are giving consideration to put in place processes or a process for mini micro-enterprises to enable them to obtain recognition under this NHSS.

^{05/11}Until proposals are in place the mini- micro-organisation has the option of fully complying with the requirements of this scheme and thus becoming an ISO 9001 (NHSS 18) registered supplier or being a sub-contractor to a registered NHSS 18 Organization and be subject to the rigours, checks and assessment requirements of Clauses 6.2.2 and 7.4.1 of ISO 9001 and this scheme by the registered NHSS 18 Organization (Contractor) that will itself be audited by the Certification Body. It is possible that such rigours will also be separately assessed by the Certification Body and the mini- micro-organisation should therefore understand and accept that such visits may be required.

05/11 **APPENDIX O: INFORMATION TO BE SUBMITTED WITH THE APPLICATION FORM TO BE REGISTERED TO THE SCHEDULE OF SUPPLIERS**

The application form (see in NHSS0 – Part 3 Appendix O) is design for Organizations to register their details in accordance with the requirements of this sector scheme; the form may be used in conjunction with registration to other National Highway Sector Schemes.

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

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

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

- b) Appendix 0-2 List of Schemes Current at June 2009

This appendix lists all Sector Schemes which are operational at the time of publication.

- c) Appendix 0-3 – Area Map

This appendix lists the areas that your organization may operate within the United Kingdom. You will need to use this to part of your registration submission. This is based on Highways Agency's areas, details of which can be found on the Highways Agency website <http://www.highways.gov.uk>

Details of the areas for Scotland, Wales and Northern Ireland are for the purpose of the application form.

**Appendix 1 – National Highways Sector Schemes with additional Scope recognised
(refer to NHSS documents for scopes (section 1 and Appendix K))**

<p>Sector Scheme 2A (please confirm scope)</p>	<p>Chain link fences, strained wire and wire mesh netting fences, cleft chestnut pale fences, close-boarded and wooden palisade fences, wooden post and rail fences, anti-intruder fences in chain link and welded mesh, prefabricated wood panel fences</p> <p>Mild steel (low carbon steel) fences with round or square verticals and flat horizontals</p> <p>Concrete post and panel</p> <p>Anti-intruder fences in chain link and welded mesh</p> <p>Open mesh steel panel fences</p> <p>Fences (including Wildlife Fences), Gates & Stiles to clients design and/or specification</p>	<p><input type="checkbox"/> Mild steel (low carbon steel) continuous bar fences and hurdles <input type="checkbox"/></p> <p><input type="checkbox"/> Specification for Pedestrian Restraint Systems in Metal <input type="checkbox"/></p> <p><input type="checkbox"/> Precast Concrete Products – Elements for Fencing <input type="checkbox"/></p> <p><input type="checkbox"/> Steel palisade fences <input type="checkbox"/></p> <p><input type="checkbox"/> Electric security fences <input type="checkbox"/></p>
<p>Sector Scheme 2B (please confirm scope)</p>	<p>Brifen Wire Rope <input type="checkbox"/></p> <p>Deltabloc 80 (Proprietary) <input type="checkbox"/></p> <p>Un-tensioned Corrugated Barriers (UCB) <input type="checkbox"/></p> <p>Double Rail Open Box Beam (DROBB) <input type="checkbox"/></p> <p>Multibloc/Maxibloc (Proprietary) <input type="checkbox"/></p>	<p>Barrierguard 800 (Proprietary) <input type="checkbox"/></p> <p>Tensioned Corrugated Barriers (TCB) <input type="checkbox"/></p> <p>Open Box Beam (OBB) <input type="checkbox"/></p> <p>Rectangular Hollow Section (RHS) <input type="checkbox"/></p> <p>Please provide details for any other including Crash Cushions, Terminals & Transitions <input type="checkbox"/></p>
<p>Sector Scheme 2C (please confirm scope)</p>	<p>Environmental Barriers (Structural) <input type="checkbox"/></p>	<p>Vehicle Restraint Systems where attached <input type="checkbox"/></p>
<p>Sector Scheme 5A (please confirm scope)</p>	<p>Product design, manufacturer & supply of vehicle parapets for bridges <input type="checkbox"/></p> <p>Product design, manufacturer & supply of pedestrian parapets for bridges <input type="checkbox"/></p>	<p>Application design, fabrication & supply of vehicle parapets for bridges <input type="checkbox"/></p> <p>Application design, fabrication & supply of pedestrian parapets for bridges <input type="checkbox"/></p>

Sector Scheme 5B (please confirm scope)	Metal road restraint systems (parapet) for bridges and other highway structures by system promoter <input type="checkbox"/>	Pedestrian parapets for bridges and other highway structures (to BS EN 1317) by system promoter <input type="checkbox"/>
Sector Scheme 6 (please confirm scope)	Lighting Columns <input type="checkbox"/>	Cantilever masts for traffic signals and/or safety cameras <input type="checkbox"/>
	Closed circuit television (CCTV) masts <input type="checkbox"/>	Fixed vertical road traffic sign/signal posts <input type="checkbox"/>
	High mast lighting <input type="checkbox"/>	Antenna masts <input type="checkbox"/>
	Generator masts <input type="checkbox"/>	Other derivative column and mast products with similar form or features that are manufactured using the standard lighting column or high mast as the main structure <input type="checkbox"/>
Sector Scheme 7 (please confirm scope)	Thermoplastic Systems <input type="checkbox"/>	Paint Systems <input type="checkbox"/>
	Tape Systems <input type="checkbox"/>	Road Studs <input type="checkbox"/>
Sector Scheme 8 (current SSD scoping)	Public Lighting <input type="checkbox"/>	Traffic Signs <input type="checkbox"/>
	Traffic Signals <input type="checkbox"/>	
	Highway Electronic <input type="checkbox"/>	Associated Highway Works <input type="checkbox"/>
	Highway Electrical <input type="checkbox"/>	
Sector Scheme 9A (Please confirm scope)	Design <input type="checkbox"/>	Permanent Road Traffic Signs <input checked="" type="checkbox"/>
	Assembly <input type="checkbox"/>	Temporary Road Traffic Signs <input checked="" type="checkbox"/>
	Provision <input type="checkbox"/>	
Sector Scheme 12A/12B (please confirm scope)	12A Installing, maintaining and removing static temporary traffic management on motorways and highspeed dual carriageways for schemes incorporating contraflow operations and/or temporary road markings <input type="checkbox"/>	12B Installing, maintaining and removing static temporary traffic management on motorways and highspeed dual carriageways for schemes NOT incorporating contraflow operations and/or temporary road markings <input type="checkbox"/>
Sector Scheme 12C (please confirm scope)	Dual carriageways with or without hard shoulders and motorways <input type="checkbox"/>	Dual carriageways without hard shoulders only <input type="checkbox"/>
	Motorways and/or dual carriageways with full width hard shoulders only <input type="checkbox"/>	

Sector Scheme 12D (please confirm scope)	Static works	<input type="checkbox"/>	Static works plus dual carriageways	<input type="checkbox"/>
	Static works plus convoy working	<input type="checkbox"/>	Static works plus multi phase traffic signals	<input type="checkbox"/>

Sector Scheme 14 (please confirm scope)	Quality Management of the Production of Asphalt Mixes	<input type="checkbox"/>
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Sector Scheme 15 (please confirm scope)	For the Supply of Paving Bitumen	<input type="checkbox"/>
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Sector Scheme 16 (please confirm scope)	Machine Laying	<input type="checkbox"/>	Hand Laying	<input type="checkbox"/>
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Sector Scheme 17/17B (please confirm scope)	Motor Cycle Recovery	<input type="checkbox"/>	Coaches and Buses	<input type="checkbox"/>
	Passenger Cars and Light Commercial Vehicles Recovery and Removals	<input type="checkbox"/>	Heavy Vehicle Recovery and Removal	<input type="checkbox"/>
	Coach and Bus Recovery and Removal	<input type="checkbox"/>	Specialist Vehicle Recovery and Removal	<input type="checkbox"/>
	Storage for Vehicles for Police Purposes etc.	<input type="checkbox"/>		

Sector Scheme 18 (please confirm scope)	Arboriculture	<input type="checkbox"/>	Landscape Construction	<input type="checkbox"/>
	Landscape Maintenance	<input type="checkbox"/>	Environmental Management Activities	<input type="checkbox"/>
	Pesticide Application & Management	<input type="checkbox"/>	Amenity	<input type="checkbox"/>
			Ecological Management Activities	<input type="checkbox"/>

Sector Scheme 19A (please confirm scope)	Workshop			
	Industrial coatings application	<input type="checkbox"/>	Abrasive blast cleaning	<input type="checkbox"/>
	Thermal (metal) spraying	<input type="checkbox"/>	Paint spraying	<input type="checkbox"/>
	Site Works			
	Industrial coatings application	<input type="checkbox"/>	Abrasive blast cleaning	<input type="checkbox"/>
	Water jetting	<input type="checkbox"/>	Paint spraying	<input type="checkbox"/>

Sector Scheme 20 (please confirm scope)	Bridgeworks Categories <input type="checkbox"/>	Workshop <input type="checkbox"/>
	Site <input type="checkbox"/>	

Sector Scheme 22 (please confirm scope)	Road Tunnel Management <input type="checkbox"/>	Road Tunnel Operation <input type="checkbox"/>
	Road Tunnel Maintenance <input type="checkbox"/>	Installation of Road Tunnel Equipment <input type="checkbox"/>

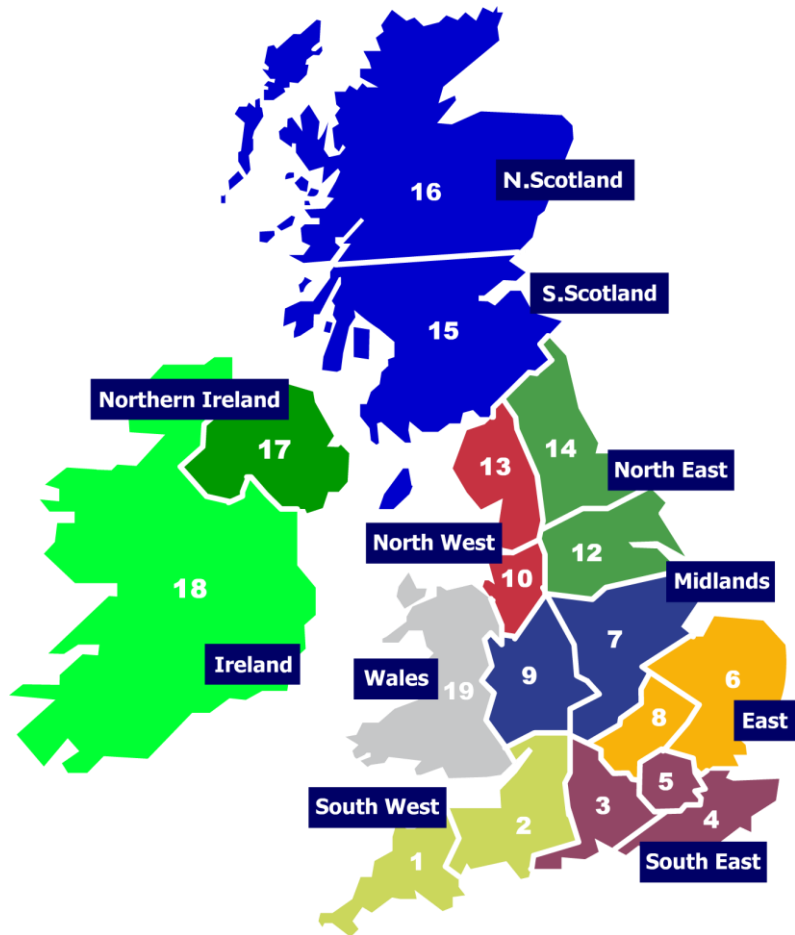
List of Current Schemes

Scheme 2A	Sector Scheme for the Design and/or Supply, Installation and Repair of Fences for Infrastructure Works
Scheme 2B	Sector Scheme for the Supply, Installation and Repair of Vehicle Restraint Systems
Scheme 2C	Sector Scheme for the Design, Supply, Installation and Repair of Environmental Barriers (Structural) for Infrastructure Works
Scheme 3	Sector Scheme for the Stocking and Distribution Activities for Mechanical Fasteners
Scheme 4	Sector Scheme for Preservative Treatment of Timber
Scheme 5A	Sector Scheme for the Manufacture of Parapets for Road Restraint Systems
Scheme 5B	Sector Scheme for the Installation of Parapets for Road Restraint Systems
Scheme 6	Sector Scheme for Minor Structures
Scheme 7	Sector Scheme for The Application of Road Marking Materials and Road Studs to Road Surfaces
Schemes 8	Sector Scheme for the Overseeing and / or Installation and / or Maintenance of the Highway Electrical Works
Scheme 9A	Sector Scheme for the design, assembly and/or provision of permanent and/or temporary road traffic signs
Scheme 12A	Sector Scheme For Installing, Maintaining and Removing Static Temporary Traffic Management on Motorways and High Speed Dual Carriageways for Schemes Incorporating Contraflow Operations and/or Temporary Road Markings
Scheme 12B	Sector Scheme for Static Temporary Traffic Management on Motorways and High Speed Dual Carriageways for Schemes Not Incorporating Contraflow Operations and/or Temporary Road Markings
Scheme 12C	Sector Scheme for Mobile Lane Closure Traffic Management on Motorways and Other Dual Carriageways
Scheme 12D	Sector Scheme for Installing, Maintaining and Removing Temporary Traffic Management on Rural and Urban Roads
Scheme 13A	Sector Scheme for The Supply and Application of Surface Dressings to Road Surfaces
Scheme 13B	Sector Scheme for the Supply and Application of Microsurfacing
Scheme 14	Sector Scheme for The Quality Management of the Production of Asphalt Mixes
Scheme 15	Sector Scheme for The Supply of Paving Grade Bitumen
Scheme 16	Sector Scheme for the Laying of Asphalt Mixes
Scheme 17/17B	Sector Scheme for Vehicle Recovery at Highway Construction Sites (17) and Vehicle Recovery and Removal on Control Roads.
Scheme 18	Sector Scheme for the environment and landscape including ecology
Scheme 19A	Sector Scheme for corrosion protection of ferrous materials by industrial coatings
Scheme 20	Sector Scheme for the Execution of Steelwork in Transportation Infrastructure Assets
Scheme 22	Sector Scheme for the Management, Operation, Installation and Maintenance of Road Tunnels

Appendix 2 – Area Map

A Areas

Area 1	CORNWALL, DEVON
Area 2	SOMERSET, AVON, GLOUCESTERSHIRE, WILTSHIRE
Area 3	BERKSHIRE, BUCKINGHAMSHIRE, DORSET, HAMPSHIRE, SURREY, OXFORDSHIRE, WILTSHIRE
Area 4	KENT, SURREY, EAST SUSSEX, WEST SUSSEX
Area 5	M25, LINK ROADS TO GLA BOUNDARY, BERKSHIRE, BUCKINGHAMSHIRE, ESSEX, HERTFORDSHIRE, KENT, SURREY
Area 6	ESSEX, CAMBRIDGESHIRE, SUFFOLK, NORFOLK
Area 7	LEICESTERSHIRE, NOTTINGHAMSHIRE, LINCOLNSHIRE, DERBYSHIRE PART OF WARWICKSHIRE, RUTLAND PART OF OXFORDSHIRE
Area 8	HERTFORDSHIRE, BEDFORDSHIRE, CAMBRIDGESHIRE, PART OF SUFFOLK
Area 9	WORCESTERSHIRE, WEST MIDLANDS, WARWICKSHIRE, STAFFORDSHIRE, HEREFORD, SHROPSHIRE
Area 10	CHESHIRE, MERSEYSIDE, GREATER MANCHESTER, PART OF LANCASHIRE
Area 12	YORKSHIRE, HUMBERSIDE PORT MOTORWAYS
Area 13	CUMBRIA, PARTS OF LANCASHIRE
Area 14	NORTHUMBERLAND, TYNE AND WEAR, DURHAM, NORTH YORKSHIRE



Regions

Area 15	SOUTHERN SCOTLAND
Area 16	NORTHERN SCOTLAND
Area 17	NORTHERN IRELAND
Area 18	SOUTHERN IRELAND
Area 19	WALES

Note – Areas 1 to 14 are Highways Agency regions, areas 15 to 19 have been created for use only by the Schedule of Suppliers to track the operation of suppliers outside of England.

09/10 **APPENDIX P: NEW PESTICIDES DIRECTIVE**

New EU legislation on the sustainable use of pesticides recently entered into force. The Pesticides Framework Directive 2009/128/EC, which became law in November 2009, aims to reduce the risks and impacts on human health and the environment related to the use of pesticides. The Directive also aims to promote the use of alternative pest management methods.

Background

The EU's 6th Environment Action Programme (Decision n° 1600/2002/EC) underlined the need to develop a Thematic Strategy on the sustainable use of pesticides. The Commission felt that this Thematic Strategy needed to be integrated with existing policies such as the Water Framework Directive 2000/60/EC and Directive 91/414/EEC concerning the placing of plant protection products on the market. The Commission also felt that to achieve this, a new legislative framework was needed. The Commission therefore put forward a proposal for a new Framework Directive on Pesticides in 2006.

The Framework Directive

The aim of the Directive is to ensure that Member States draw up plans to reduce the potential damage caused by pesticides. The Directive focuses on plant protection products. It instructs Member States to:

- Adopt National Action Plans (NAPs) aimed at reducing the risk from pesticides on human health and the environment
- Set up compulsory systems of training and education for distributors and professional users of pesticides
- Set up a framework for systematic equipment inspections
- Protect water supplies
- Examine alternative pest management methods
- Examine harmonised risk indicators

National Action Plans

The Directive requires Member States to set up National Action Plans to reduce the effects of pesticide use on health and the environment and to promote the use of alternative methods to reduce pressure from pests. The Directive states that the National Action Plans should contain quantitative objectives, targets, measures and timetables, and provide indicators to monitor the use of plant protection products containing active substances of particular concern. The action plans must be presented to the Commission by December 2012, and will be revised every five years.

Training and Education

The Directive also instructs Member States to set up training and certification schemes for all professional users of pesticides. These schemes should provide sufficient knowledge on good practices in the responsible use and management of pesticides, the risks associated with them and means of minimising the risks. Certifications would be delivered in particular to distributors. Member States must also ensure that sales distributors provide users with information about risks and safety instructions to manage those risks. The Directive states that they should also adopt necessary measures to inform the general public on health and environmental hazards relating to pesticide use and draw up awareness raising programmes on those dangers and possibilities of switching to non-chemical alternatives.

Equipment Inspections

The Directive also requires Member States to ensure that appropriate inspections of equipment are carried out. Inspections should guarantee that existing and new equipment are in a condition that prevents leakage and involuntary spread due to handling. As a significant part of involuntary effects from pesticides is linked to handling, the equipment should have a proper performance, be filled and emptied safely without losses and allow thorough cleaning. Specific requirements for particular parts of equipment regarding inspections are laid out in the Annexes to the Directive. Member States shall also guarantee that handling, storage of pesticides and the treatment of packaging and remnants by professionals but also non-professional users don't pose a threat to human health or the environment.

Water Protection

The Directive reinforces specific measures to protect the aquatic environment and drinking water laid out in the Water Framework Directive with specific requirements regarding pesticides. Measures adopted by Member States should promote the use of non hazardous pesticides, efficient application techniques and mitigation measures such as buffer zones between fields and surface waters, and safeguard zones for areas close to abstraction zones for drinking water. Pesticide use should also be prohibited or minimised in certain specific areas and accompanied with risk management measures. These areas include areas used by a large effective of general public (playgrounds, healthcare facilities, parks etc.), Natural 2000 nature conservation areas or areas defined as vulnerable (at risk of contaminating surface and groundwaters) in the Water framework Directive.

Pest Management

The Directive requires Member States to promote the use of alternative pest management which give priority to non-chemical methods and practices with lowest risks to health and the environment in fighting against pests. These alternatives include organic farming and integrated pest management, which entails natural pest control mechanisms, following an approach based on the balance in agro-ecosystems and keeping the pesticide intervention levels as low as possible, occurring only when economically and ecologically justified.

Harmonised Risk Indicators

The Framework Directive provides that harmonised risk indicators shall be established at a later stage. These indicators are designed to be used by Member States to identify and analyse trends in the use of some substances that need particular attention. Member States may however use national indicators in addition to the harmonised ones.