



# National Highways Sector Schemes for Quality Management in Highway Works

9A

## **National Highway Sector Scheme for the Design, Assembly and/or Provision of Permanent and Temporary Road Traffic Signs**

**Published by the Sector Scheme Advisory Committee for  
manufacture of permanent and/or temporary road traffic signs  
(MPTRTS)**

# DOCUMENT CONTROL

## ISSUE STATEMENT

Issue 1 January 2006  
Issue 2 July 2006  
Issue 3 November 2006  
Issue 4 January 2010  
Issue 5 August 2010  
Issue 6 September 2010

## REVISIONS

It is the committee's policy that the issue of any revision to this document shall be an issue of the full document rather than individual pages.

Issue 2	Revision 1	page 6, Interpretation of current BS EN ISO 9001, Item 1 Scope
Issue 2	Revision 2	page 13, Design and Development, Item 7.3
Issue 3	Revision 1	page 19, Levels of Competency, 4 <sup>th</sup> paragraph
Issue 3	Revision 2	page 4, Implementation date amended, 1 <sup>st</sup> and 2 <sup>nd</sup> paragraph
Issue 3	Revision 3	page 25, Additional Certification Bodies
Issue 4	Revision 1	all pages SSD amended to NHSSD
Issue 4	Revision 2	all pages "requirement of BS EN ISO 9001:2000" amended to "requirement of current BS EN ISO 9001"
Issue 4	Revision 3	all pages "British Signs and Graphics Association and /or BSGA" amended to "PAA\QSET"
Issue 4	Revision 4	"Selection of Certification Body" 3 <sup>rd</sup> para deleted
Issue 4	Revision 5	Implementation 1 <sup>st</sup> para 3 <sup>rd</sup> sentence "Other" deleted amended to "After April 2007"
Issue 4	Revision 6	Implementation 2 <sup>nd</sup> para 12 amended to 36
Issue 4	Revision 7	Introduction penultimate para NHSSD 8 added and NHSSD 9B title amended
Issue 4	Revision 8	Scope 1 <sup>st</sup> para "the manufacture or permanent and/or temporary road traffic signs" amended to read "this NHSSD"
Issue 4	Revision 9	Scope BS EN 12899-1 title and explanatory note amended
Issue 4	Revision 10	Scope BS EN 12899 -4 and BS EN 12899-5 title and explanatory note amended
Issue 4	Revision 11	Scope BS 8408 explanatory note amended
Issue 4	Revision 12	Scope BS 8442 explanatory note amended
Issue 4	Revision 13	Scope Title "Temporary Traffic Signs" added
Issue 4	Revision 14	Normative Reference BS EN ISO 9001:2000 amended to BS EN ISO 9001:2008
Issue 4	Revision 15	Normative Reference BS 873.2, BS 4392, BS 8408, BS 8404 and BS EN 12899-1 amended to BS EN 12899:2001
Issue 4	Revision 16	Terms and Definitions BSGA deleted
Issue 4	Revision 17	Terms and Definitions BSGA N/SVQ deleted
Issue 4	Revision 18	Terms and Definitions heading "Components" additional wording added
Issue 4	Revision 19	Terms and Definitions heading "National Highway Sector Scheme" the words after 9A deleted
Issue 4	Revision 20	Terms and Definitions heading Notification Body" EN 12899-1 amended to BS EN 12899:2007 parts 1, 4 and 5
Issue 4	Revision 21	Terms and Definitions heading "Operative" manufacture of Permanent and/or Temporary Road Signs deleted replaced with "this NHSSD"
Issue 4	Revision 22	Terms and Definitions heading "Organization "manufacture of Permanent and/or Temporary Road Signs deleted replaced with "this NHSSD"
Issue 4	Revision 23	Terms and Definitions PAA\QSET added
Issue 4	Revision 24	Terms and Definitions PAA\QSET N/SVQs added
Issue 4	Revision 25	Terms and Definitions heading "Permanent Road Traffic Sign" BS873.2 deleted BS EN 12899-1 amended to BS EN 12899:2007 parts 1, 4 and 5
Issue 4	Revision 26	Terms and Definitions heading "Staff" para 2 and or surveys deleted
Issue 4	Revision 27	QMS Requirements item 4.2.3 amended to No specific interpretation

Issue 4	Revision 28	QMS Requirements item 4.2.4 amended to No specific interpretation
Issue 4	Revision 29	QMS Requirements item 7.5.1 amended to No specific interpretation
Issue 4	Revision 30	QMS Requirements item 7.5.3 amended to No specific interpretation
Issue 4	Revision 31	QMS Requirements item 7.6 amended to No specific interpretation
Issue 4	Revision 32	Appendix A 1 <sup>st</sup> para amended from "The Quality Plan shall include the following as appropriate" to "Under this NHSSD Quality Plans are only required for Highway Agency Motorways and All Purpose Trunk Roads contracts".
Issue 4	Revision 33	Appendix A items 8 and 9 deleted Items 10,11 and 12 renumbered 8, 9 and 10
Issue 4	Revision 34	Appendix B item 8 BS 873.2 deleted following items renumbered
Issue 4	Revision 35	Appendix B item 11 (now 10) BS EN 12899-1 Fixed Vertical Road Traffic Signs, Part 1: Fixed Signs amended to BS EN 12899: 2007 Fixed, Vertical Road Traffic Signs. Part 1, 4 and 5
Issue 4	Revision 36	Appendix B item 13 (now 12) BS EN ISO 9001:2000 amended to BS EN ISO 9001:2008
Issue 4	Revision 37	Appendix B item 18 deleted item numbers 19, 20 and 21 renumbered as 17, 18 and 19
Issue 4	Revision 38	Appendix C item ii of Introduction and Background delete "or manufacture of Permanent and Temporary Road Traffic Signs with "required by this NHSSD
Issue 4	Revision 39	Appendix C item iii of Introduction and Background amended 6.2.9 to 6.2.2
Issue 4	Revision 40	Appendix C para 6 of Introduction and Background "training" deleted and "Working" inserted
Issue 4	Revision 41	Appendix C Levels of Competency para 1 "training" deleted and "Working" inserted
Issue 4	Revision 42	Appendix D deleted
Issue 4	Revision 42	Appendix E deleted
Issue 4	Revision 43	Appendix G deleted and replaced with new Appendix G and G1
Issue 4	Revision 44	Appendix L added
Issue 4	Revision 45	Appendix M added
Issue 4	Revision 46	Document page numbers changed
Issue 4	Revision 47	Training Group amended to read Working Group pages 6,9,16 & 17
Issue 4	Revision 47	Page 7 Interpretation of BS EN ISO 9001 "Scope" amended
Issue 5	Revision 1	Title of document changed from "National Highways Sector Scheme for the Manufacture of Permanent and/or Temporary Road Traffic Signs" to National Highway Sector Scheme for the Design, Assembly and/or Provision of Permanent and Temporary Road Traffic Signs
Issue 5	Revision 2	Page 9 delete MPTRTS "Manufacture of Permanent and/or Temporary Road Traffic Signs replaced with DAPPTRTS "Design, Assembly and/or Provision of Permanent and Temporary Road Traffic Signs". All similar references in document changed
Issue 5	Revision 3	Page 9 amended SSACDAPPTRTS "Sector Scheme Advisory Committee for Manufacture of Permanent and/or Temporary Road Traffic Signs with SSACDAPPTRTS "Sector Scheme Advisory Committee for the "Design, Assembly and/or Provision of Permanent and Temporary Road Traffic Signs". All similar references in document changed
Issue 5	Revision 4	Page 7 "Scope" deleted and replaced with new Scope definitions references transferred to Appendix B
Issue 5	Revision 5	Appendices J, J1 and J2 updated
Issue 5	Revision 6	New appendix J3 added
Issue 5	Revision 7	Appendix O added
Issue 5	Revision 8	Appendix M delete HA from final para and replace with "relevant highway authority"
Issue 5	Revision 9	BSGA deleted from NHSSD 9A advisory committee page 5
Issue 5	Revision 10	"CSS" amended to "ADEPT" page 5 advisory committee
Issue 5	Revision 11	Scope 1.1 "Flexible deleted from title changed to "Temporary Road Signs"
Issue 5	Revision 12	Terms and Definitions – BS EN 12899-1:2007 National Annex added
Issue 5	Revision 13	2.2 Normative Reference – BS EN 12899-1:2007 National Annex added
Issue 5	Revision 14	2.2 Normative Reference – BS 8442 reinstated
Issue 5	Revision 15	Terms and Definitions – Temporary Road Signs – deleted "complying" replaced with "which meet the requirements of"
Issue 5	Revision 16	Terms and Definitions – "Training Specification" – deleted as there is no specification
Issue 5	Revision 17	Resource Management 6.2.2 – change "Competence, Awareness and Training" to "Competence, Training and Awareness"
Issue 5	Revision 18	Resource Management – Candidate Registration – delete "of an A4" and replace with "a"
Issue 5	Revision 19	Appendix G1 items 4.2.3, 4.2.4 and 7.5.1 – ISO 9001:2008 changed to ISO 9001:2001
Issue 5	Revision 20	Implementation Issue UKAS 5 ITEM (ii) delete "following assessment" replace with "next assessment"
Issue 5	Revision 21	Scope – 1.1 General final para delete "For the avoidance of doubt"
Issue 5	Revision 22	Appendix B - A Legislation – 2 Traffic Signs (Informative) delete Traffic Signs Manual Chapter 7: The Design of Traffic Signs

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# COMPOSITION OF THE NATIONAL HIGHWAY SECTOR SCHEME ADVISORY COMMITTEE, EXCLUSION OF LIABILITY AND SELECTION OF CERIFICATION BODY

## COMPOSITION OF THE NATIONAL HIGHWAY SECTOR SCHEME ADVISORY COMMITTEE

The Association for Road Traffic Safety and Management

BM TRADA

British Standards Institution

PAA\VQSET

ADEPT

Department for Transport

Highways Agency

Lloyd's Register Quality Assurance Ltd

Local Authority Sign Manufacturers Association

National Quality Assurance Ltd

SGS United Kingdom Ltd

## EXCLUSION OF LIABILITY

### THE NHSSD 9A ADVISORY COMMITTEE:

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

## COPYRIGHT

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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 National Highway Sector Scheme a technical expert may be appointed by the National Highway Sector Scheme Advisory Committee to assist UKAS in the assessment of Certification Bodies as described in Appendix G.

Prospective companies seeking registration under this scheme shall ensure that they engage a certification body specifically accredited to assess against the requirements of this NHSSD. Specifiers, consultants, engineers etc. that require confirmation of compliance with the contract specification in respect of the supply of products/materials shall confirm the current status of the quality management system certificate issuer and that specific reference is made to this National Highway Sector Scheme. (see Appendix F).

<sup>(08/10)</sup> **IMPLEMENTATION ISSUE UKAS 6**

- (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) <sup>(08/10)</sup> Assessments against the previous issue will continue to be valid until the next assessment carried out by the accredited Certification Body.

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

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

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

## INTRODUCTION

This National Highway Sector Scheme Document (NHSSD) relates to the quality management system requirements for the assembly of permanent and/or temporary road traffic signs. It sets out to identify a common interpretation of the current BS EN ISO 9001 standard for Organizations and Certification Bodies engaged in the Sector.

Where a heading and/or sub heading is not listed this means that there is 'no specific interpretation' recorded and it is not considered necessary to provide an interpretation for that clause additional to the standard.

Users of this National Highway Sector Scheme shall use best practice when specifying any other relevant highway National Highway Sector Scheme as appropriate to the nature of the work being undertaken. Furthermore where there is a National Highway Sector Scheme in place it must be used.

<sup>(08/10)</sup> *Note: Implementation of Issue 6 of this documentation is with immediate effect at date of publication on UKAS web site.*

This National Highway Sector Scheme does not include signs that use electronic or electrical display formats or automatic traffic operated signs or similar technology. It relates only to road traffic signs assembled with visible permanently displayed non-electronic or non-electrical messages.

This document is a live document with the Advisory Committee meeting at least once each year to develop it as appropriate. Those using the document should always ensure that they have the current version of the document by contacting any of the certification bodies listed in Appendix F or by visiting the UKAS web site [www.ukas.com](http://www.ukas.com) from which free downloads are available.

The National Highway Sector Scheme Committee has established a Working Group as a sub-group to the committee. This sub-group assists in the development and maintenance of national training and competency qualifications as necessary for the industry and has the responsibility for the development and production of Appendices C and C1 of this document. It also makes recommendations in respect of clause 6.2.2 of the document and any amendments brought about by changes to British and European Standards deemed applicable to this NHSSD. The Working Group reports to the main committee.

A list of registered organizations shall be maintained by the Secretary of the Committee who can be contacted by writing to the Secretary (c/o UKAS at the address given below). Lantra also maintain a schedule of suppliers for the National Highway Sector Schemes, details of which can be accessed from their web-site. The cost of managing the web-site is defrayed by a small annual charge made by Lantra to those organizations appearing on the register. (Lantra can be contacted directly at [nhssscheduleofsuppliers@lantra.co.uk](mailto:nhssscheduleofsuppliers@lantra.co.uk) in respect of any queries relating to the register). The schedule can also be accessed at [www.scheduleofsuppliers.com](http://www.scheduleofsuppliers.com)

<sup>(08/10)</sup> Any observations or complaints relating to this document shall be addressed to the Committee Secretary using the feedback and complaints sheets provided as Appendices J1, J2 and J3.

The Secretary  
National Highway Sector Scheme Advisory Committee for DAPPTRTS  
C/o UKAS  
21 - 47 High Street  
Feltham  
Middlesex  
TW19 4UN

This NHSSD is one of three documents dealing with road traffic signs, Scheme 9B deals with maintenance and installation of non electrical fixed road signs and NHSSD 8 with maintenance and installation of illuminated signs.

This NHSSD incorporates the revised requirements to the current BS EN ISO 9001 standard and BS EN 12899: 2007 parts 1, 4 and 5 that are deemed specific and relevant to road traffic signs, plus feedback from other NHSSD in use.

# INTERPRETATION OF BS EN ISO 9001

## 1. <sup>(08/10)</sup> SCOPE AND APPLICATION

### 1.1 SCOPE

#### General

The document interprets the requirements of British Standard BS EN ISO 9001:2008 and shall be read in conjunction with that standard. This NHSSD together with BS EN ISO 9000 describes the quality management system requirements to be established by Organizations designing, assembling and providing permanent and temporary road traffic signs conforming to the requirements of

- Statutory Instrument 2002 No. 3113 Traffic Signs Regulations and General Directions
- Traffic Signs Manual Chapter 7 – The Design of Traffic Signs
- the relevant working drawings for traffic signs used in England, Scotland, Wales and Northern Ireland

<sup>(08/10)</sup> This SSD does not cover manufacture of component parts of road traffic signs.

<sup>(09/10)</sup> This National Highway Sector Scheme does not include signs that use electronic or electrical display formats or automatic traffic operated signs or similar technology. It relates only to road traffic signs assembled with visible permanently displayed non-electronic or non-electrical messages.

#### <sup>(08/10)</sup> Temporary Road Signs

Flexible roll-up signs, rigid plastic/metal type regulatory and warning signs for use on high speed roads (40 mph and above) as prescribed in Schedule 12 to the Traffic Signs Regulations and General Directions shall be covered within the scope of this NHSSD.

Flexible roll-up signs, rigid plastic/metal type regulatory and warning signs, traffic cones and pedestrian barriers where used for incident management and emergency works with duration of less than 7 days are not within the scope of this NHSSD.

### 1.2 APPLICATION

The NHSSD is applicable to Organisations carrying out the design and/or assembly and/or provision of road traffic signs for the following categories

#### Categories

- a) Design
- b) Assembly
- c) Provision

#### Sub-categories

- a) Permanent Road Traffic Signs
- b) Temporary Road Traffic Signs

This NHSSD shall be referenced on the Certificate of Registration issued by the Certification Bodies (See Appendix K)

## 2. NORMATIVE REFERENCE

The following normative documents contain provisions which constitute provisions of the current BS EN ISO 9001 standard and this document

BS EN ISO 9000 Quality Management Systems – Fundamentals and Vocabulary

BS EN ISO 9001 Quality Management Systems – Requirements

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

The Traffic Signs Regulations and General Directions (S.I. 2002 No 3113 as amended), (TSO/OPSI)  
(<http://www.dft.gov.uk/pgr/roads/tss/tslegislation/>)

The Traffic Signs Regulations (Northern Ireland) 1997 (S.R. 1997 No. 386 as amended)

Department for Transport Working Drawings for Traffic Sign Design and Manufacture  
[www.dft.gov.uk/road/signs](http://www.dft.gov.uk/road/signs)

Welsh Assembly Government Working Drawings for Traffic Sign Design and Manufacture  
<http://www.traffic-wales.com/traffic/signs>

Traffic Signs Manual Chapter 7 – The Design of Traffic Signs  
<http://www.dft.gov.uk/pgr/roads/tss/tsmanual/>

<sup>08/10</sup> BS EN 12899:2007 and any amendments. Fixed Vertical Road Signs  
Part 1: Fixed Signs  
Part 4: Factory Production Control (FPC) and  
Part 5: Initial Type Testing (ITT)

<sup>(08/10)</sup> BS EN 12899-1:2007 UK National Annex NA (informative) and any amendments.  
Recommendations for fixed traffic signs

<sup>(08/10)</sup> BS 8442 - Miscellaneous Road Traffic Signs and Devices

<sup>(08/10)</sup> BS EN ISO/IEC 17021:2006 Conformity assessment. - Requirements for bodies providing audit and certification of management systems.

### 3. TERMS AND DEFINITIONS

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

Assessor	A person registered and approved by the PAA\QVSET or equivalent Sector Skills Council Schemes to provide N/SVQ assessment
Awarding Body	The Organization responsible for the issuing of certificates, assessors and candidates
Candidate	Description used in N/SVQ assessment for persons undertaking assessment
Client	The body for which the work is being carried out, e.g. the Highway Authority and its nominated representative
Certificate of Registration	A certificate issued by a UKAS accredited Certification Body certifying that the holder operates a Quality Management System complying with the current BS EN ISO 9001 standard and this document. The Certificate will state the categories of work that the holder is competent to supply (see appendix K)
Compliance Manager	The person named in the Organization's Quality Plan as having technical responsibility for the assembly of road traffic signs
Competent Person	A person who has been assessed by assessors as being competent to carry out their responsibilities
Components	<sup>(08/10)</sup> All elements, which separately and together are necessary to assemble permanent and/or temporary road traffic signs
Contract	The agreement between the parties governing the provision of the works to which this NHSSD relates
Contract Specification	<sup>(08/10)</sup> The technical requirements of the contract agreement. For example the following may apply: <ul style="list-style-type: none"><li>(i) Manual of Contract Documents for Highway Works: Volume 1: The Specification for Highway Works or as specifically required in the contract documents</li><li>(ii) Contract Specific Appendices</li><li>(iii) The Contract Drawings</li></ul>
National Annex	<sup>(08/10)</sup> BS EN 12899-1:2007 UK National Annex NA (informative). Recommendations for fixed traffic signs
National Highway Sector Scheme (NHSS)	National Highway Sector Scheme 9A
Notified Body	Third party attesting the conformity of a construction product to its harmonized technical specification (BS EN 12899:2007 part 1, 4 and 5). NBS' are approved by their respective Member State and notified to CEN and other Member States.
N/SVQ	National/Scottish Vocational Qualification (PAA\QVSET or equivalent sector skills council schemes Qualification Structure for Signmaking Level 2 and Level 3)
N/SVQ Certificate	A certificate issued under the PAA\QVSET or equivalent sector skills council certification scheme
Occupation	The job roles carried out by an operative and/or staff as outlined in Appendix 1
Operative	<sup>(08/10)</sup> A registered person who works under the control of a traffic signs supervisor and is directly involved in the design, assembly and/or provision of Permanent and Temporary Road Traffic Signs"
Organization	The body responsible for The Assembly of Permanent and/or Temporary Road Traffic Signs

PAAA\VQSET	Process Awards Authority and Vocational Qualifications for Science, Engineering and Technology
Permanent Road Traffic Sign	<sup>(08/10)</sup> A traffic sign fixed to a structure or support for more than six months conforming to the requirements of the current version of the TSRGD or the subject of a signs authorisation in accordance with the TSRGD
Portfolio of Evidence	A file prepared by the candidate containing evidence which supports the competence of that person
Quality Plan	The document setting out the specific quality practices, resources and sequence of activities relevant to the Contract
Register	<sup>(08/10)</sup> The Register of operatives working in the Road Traffic Sign Industry
Registered Organization	An Organization registered to National Highway Sector Scheme 9A for the registration of operatives working in the Road Traffic Sign Industry
Responsible Manager	The person named in the Organization's Quality Plan as having managerial responsibility for the assembly of road traffic signs
Secretary	The person/organization appointed by the Working Group to administer this scheme
'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/IEC Directives Part 3: 1997, Annex E) (reference Guidance on the terminology used in current versions of ISO 9001 and ISO 9004
Staff	<sup>(08/10)</sup> A registered person who is: <ul style="list-style-type: none"> <li>(i) responsible for assembly of signs</li> <li>(ii) or whilst not directly involved in assembly is responsible for the design of road traffic signs</li> </ul>
Stakeholders	Association of Road Traffic Safety and Management (ARTSM), Local Authority Sign Manufacturers Association (LASMA), The Highways Agency and all other highway authorities in the UK, The Department for Transport, Process Awards Authority and Vocational Qualifications for Science, Engineering and Technology (PAAVQSET), Highways Term Maintenance Association (HTMA) Certified bodies and UKAS
Temporary Road Traffic Sign	<sup>(08/10)</sup> A traffic sign fixed to a structure or support for less than six months conforming to the requirements of the current version of the TSRGD or the subject of a signs authorisation in accordance with the TSRGD, but excluding traffic cones, barriers and flexible roll-up signs as defined within the scope of this NHSSD
Traffic Signs Supervisor	<sup>(08/10)</sup> The responsible person named in the Organization's quality plan as having responsibility, training, qualifications and/or experience to establish and control the traffic sign assembly operations to meet the requirements of the Contract Specification
Working Group	A subgroup of the National Highway Sector Scheme Committee drawn from the stakeholders and responsible for formulating proposals to the committee for N/SVQs assessment and amendments to this NHSSD. (Formerly known as Training Group)

For the purposes of this National Highway Sector Scheme Document the following abbreviations shall apply

DfT	The Department for Transport
NHSSD	National Highway Sector Scheme Document
TSRGD	<sup>(08/10)</sup> The current version of The Traffic Signs Regulations and General Directions (including where appropriate the current version of The Traffic Signs Regulations (Northern Ireland) and the relevant working drawings for traffic sign design and manufacture).
UKAS	<sup>(08/10)</sup> United Kingdom Accreditation Service or any equivalent International Accreditation Forum (IAF) Multi-

Lateral Agreement (MLA) signatory with a scope which includes this sector scheme.

DAPPTRTS <sup>(08/10)</sup> Design, Assembly and/or Provision of Permanent and Temporary Road Traffic Signs

SSACDAPPTRTS <sup>(08/10)</sup> Sector Scheme Advisory Committee for the Design, Assembly and/or Provision of Permanent and Temporary Road Traffic Signs

## 4. QUALITY MANAGEMENT SYSTEM REQUIREMENTS

Paragraph numbers in this section reference appropriate paragraphs of the current BS EN ISO 9001 standard. Where “no specific interpretation” is recorded under a heading this means that the committee did not consider it necessary to provide supplementary interpretation for that clause.

### 4 QUALITY MANAGEMENT SYSTEM

#### 4.1 General Requirements

The Organization shall operate a quality management system to the current BS EN ISO 9001 standard and this schedule.

The Organization shall notify Lantra Awards (Lantra House, NAC, Kenilworth, CV8 2LG) and the Secretary of the National Highway Sector Scheme of their registration to this scheme immediately following confirmation from the Certification Body and thereafter annually. In addition the Organization shall provide details of a focal point for the organization.

#### 4.2 Documentation Requirements

##### 4.2.1 General - No specific interpretation

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

##### 4.2.3 Control of Documents – No specific interpretation

##### 4.2.4 Control of Records – No specific interpretation

### 5 MANAGEMENT RESPONSIBILITY

#### 5.1 Management Commitment - No specific interpretation

#### 5.2 Customer Focus - No specific interpretation

#### 5.3 Quality Policy

The Organization’s quality policy statement shall include a statement of commitment to this National Highway Sector Scheme

#### 5.4 Planning - No specific interpretation

#### 5.5 Responsibility, Authority and Communication

The Organization shall notify Lantra in writing within 14 days of receipt of its confirmation of registration to the scheme by an accredited UKAS certification body specifically accredited against this scheme

## 5.6 Management Review

The Organization shall review the quality system at least once a year to ensure its continuing suitability and effectiveness in respect of this NHSS

## 6 RESOURCE MANAGEMENT

### 6.1 Provision of Resources - No specific interpretation

### 6.2 Human Resources

#### 6.2.1 General – No specific interpretation

#### 6.2.2 <sup>(08/10)</sup> Competence, Training and Awareness

##### 1. Quality System Familiarization

Shall include induction training – Organizations operating procedures and safe systems of work

##### 2. Training – shall be in accordance with Appendix C

##### 3. Organization

Organizations aspiring to register against NHSS 9A shall contact relevant Certification bodies for information about how to become registered. The UKAS web site ([www.ukas.com](http://www.ukas.com)) provides information about Certification bodies that have been accredited as competent to provide certification/registration to NHSS 9A (see also Appendix F). This information is also available in Appendix A of the Specification for Highway Works (Vol 1 of the Manual of Contract Documents for Highway Works) which also provides information about CB schemes that are being superseded by NHSS 9A (see also Appendix H).

##### 4. Candidate Registration

Companies shall contact N/SVQ providers of Sector Skills Council (e.g. PAA\QSET) to arrange candidate registration. Following registration each candidate will be given a registration number that will be required during company auditing to show compliance to the Scheme. Candidate N/SVQ certificates are issued by the awarding body in the form of an A4 certificate following completion of the full N/SVQ.

Unit qualification certificates are also provided when relevant. See Estimators and Sales Staff section.

##### 5. Record of Practical Experience and Continuous Professional Development

The Organization shall ensure that each operative who undertakes an N/SVQ maintains a portfolio of the practical and theoretical experience required to complete each course level relevant to this National Highway Sector Scheme.

The Organization shall have a planned programme for the continuing professional development of its operatives which shall include the frequency of refresher training where appropriate.

##### 6. Trainees

New employees shall first undertake the Organization's induction courses and any necessary training (in house or off site). Registration of these new staff onto a recommended sign making N/SVQ approved by this training committee shall commence within 6 months of employment. Once registered the candidate shall complete the appropriate N/SVQ within two years.

##### 7. Experienced Persons

<sup>(08/10)</sup> There are no grandfather rights within this scheme. All operatives must complete N/SVQ Level 2 or 3 as appropriate. Achievement of Prior Learning (APL) for employees experienced in their responsibilities allows

self-assessment as part of the PAA\QSET or equivalent sector skills council schemes Level 2 assessment processes thereby being able to progress quicker through the scheme. Once registered the candidate shall complete the appropriate N/SVQ within two years.

## 8. Supervisors

Supervisors are required to undertake full N/SVQ Level 3 with appropriate optional units.

## 9. Estimators and Sales Staff

The Level 3 headings in Appendix C1 show Estimators and Sales Staff. It is not a requirement of National Highway Sector Scheme 9A for these persons to undertake N/SVQ assessment but they have been included for those organizations who may wish to extend assessments to other departments within their organization.

6.3 Infrastructure - No specific interpretation

6.4 Work Environment - No specific interpretation

## 7 PLANNING AND PRODUCT REALIZATION

7.1 Planning of product realization

Where specified by the Customer/Client the Organization shall produce a contract specific Quality Plan for approval prior to commencement of work. The Quality Plan may be a largely standard document but must deal with contract specific issues. It shall include the topics as appropriate given in Appendix A of this NHSSD

7.2 Customer Related Processes

7.2.1 Determination of Requirements Relating to the Product

- (i) <sup>(08/10)</sup>Any changes to the Contract Specification shall be agreed between the client (or customer) and the main contractor in accordance with the specific contract conditions.
- (ii) The review processes shall include consideration of and allowance for the Client's testing and inspection requirements
- (iii) Matters of a significant nature that arise during these review processes shall be considered at management reviews and incorporated as necessary into the quality system

7.2.2 Review of Requirements Related to the Product - No specific interpretation

7.2.3 Customer Communication – No specific interpretation

7.3 Design and Development

The design and development shall include (but not limited to):

- i) Structural design of each sign face (wind loading requirements etc, including substrate and stiffening)
- ii) Testing of products covered by BS EN 12899:2007 part 4 Factory Production Control and part 5 Initial Type Testing
- iii) Software for the design of signs: The fonts and symbols used by software for the design of signs shall be as prescribed by TSRGD and the resulting sign face layout shall conform to the design rules set out in TSM

## Chapter 7

The Quality plan shall identify personnel involved with product design and/or development along with their appropriate qualifications/experience

### 7.4 Purchasing

The Organization shall obtain evidence of conformity for all components purchased, such as identification marks and their traceability to certificates of conformity. Specific details shall be described in the Quality Plan

### 7.5 Production and Service Provision

7.5.1 Control of Production and Service Provision – No specific interpretation

7.5.2 Validation of Processes for Production and Service Provision - No specific interpretation

7.5.3 Identification and Traceability - No specific interpretation

7.5.4 Customer Property - No specific interpretation

7.5.5 Preservation of Product

- (i) When appropriate to the contract, storage arrangements and delivery programme for all materials shall be stated in the Quality Plan.
- (ii) Packaging and storage arrangements for the finished products and part-finished products shall be established to avoid chafing or other damage.
- (iii) Systems shall be in place to ensure stock materials are protected from deterioration or damage.

7.6 Control of Monitoring and Measuring Devices - No specific interpretation

## 8 MEASUREMENT, ANALYSIS AND IMPROVEMENT

8.1 General – No specific interpretation

8.2 Monitoring and Measurement

8.2.1 Customer satisfaction - No specific interpretation

8.2.2 Internal Audit

Internal audits shall be undertaken which cover, within each twelve month period as a minimum, all aspects of the quality management system.

8.2.3 Monitoring and measurement of processes - No specific interpretation

8.2.4 Monitoring and Measurement of Product - No specific interpretation

8.3 Control of Non Conforming Product – No specific interpretation

8.4 Analysis of Data - No specific interpretation

8.5 Improvement - No specific interpretation

## APPENDIX A: REQUIREMENTS FOR QUALITY PLANS

Under this NHSSD Quality Plans are only required for Highway Agency Motorways and All Purpose Trunk Roads contracts.

The Quality Plan shall include the following as appropriate:

1. Customer details, name and address, contact details.
2. Definition of the product or service being provided.
3. The structure of the Organization relevant to the contract, including the name of the senior manager responsible, and personnel managing the work. This shall include contact details.
4. Personnel involved with product design refer to 7.3
5. Programme of work.
6. Contract Specification requirements.
7. Processes for receipt and examination of documentation for purchased products.
- 8 Requirements for storage and transportation.
- 9 Inspection.
- 10 Records déposition.

## <sup>(08/10)</sup> APPENDIX B: REFERENCE AND ASSOCIATED DOCUMENTS

Documents relevant to this National Highway Sector Scheme are listed under topic, within each topic the documents have been listed as normative reference documents or informative documents (Bibliography)

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

### **A LEGISLATION (Consist of Acts and Regulation) and CODES of PRACTICE**

#### 1. Traffic Signs (Normative)

- i). The Traffic Signs Regulations and General Directions (S.I. 2002 No 3113 as amended), (TSO/OPSI) (<http://www.dft.gov.uk/pgr/roads/tss/tslegislation/>)
- ii) The Traffic Signs Regulations (Northern Ireland) 1997 (TSO)
- iii) Department for Transport Working Drawings for Traffic Sign Design and Manufacture [www.dft.gov.uk/road/signs](http://www.dft.gov.uk/road/signs)
- iv) Welsh Assembly Government Working Drawings for Traffic Sign Design and Manufacture <http://www.traffic-wales.com/traffic/signs>
- v) Traffic Signs Manual Chapter 7 – The Design of Traffic Signs <http://www.dft.gov.uk/pgr/roads/tss/tsmanual/>

#### 2. <sup>(08/10)</sup> Traffic Signs (Informative)

- i) Traffic Signs Manual Chapter 1: Introduction
- ii) Traffic Signs Manual Chapter 3:Regulatory Signs
- iii) Traffic Signs Manual Chapter 4:Warning Signs
- iv) Traffic Signs Manual Chapter 8: Traffic Safety Measures and Signs for Road Works and Temporary Situations
- v) Local Transport Note: 1/94 Design and Use of Directional Informatory Signs
- vi) The Department for Transport Circular 02/2003. "The Traffic Signs Regulations and General Directions 2002"
- vii) The Department of Transport Network Management Advisory Leaflet. "Provision of Temporary Traffic Signs to Special Events"
- viii) Safety of Street Works and Road Works: A Code of Practice (TSO)

#### 3. Health and Safety (Normative)

Legislation, Codes of Practice etc that Organizations have to comply with for example the CDM regulations and the Health and Safety at Work etc Act 1974 are not listed, as NHSS committee do not believe they have full knowledge of all the relevant legislation that may be applicable to any one particular Organization.

### **B STANDARDS (Technical and Quality Management)**

#### 1 Quality management and Certification (Normative)

- i) BS EN ISO 9001:2005 Quality Management Systems – Fundamentals and Vocabulary

- ii) BS EN ISO 9001:2008 Quality Management Systems – Requirements
- iii) BS EN ISO 9004:2000 Quality Management Systems – Guidelines for Performance Improvements.
- iv) BS EN ISO/IEC 17021:2006 Conformity assessment. - Requirements for bodies providing audit and certification of management systems

## 2. Technical (Normative)

- i) <sup>08/10</sup>BS EN 12899: 2007 and any amendments. Fixed Vertical Road Traffic Signs.  
     Part 1 Fixed Signs,  
     Part 4 Factory Production Control and  
     Part 5 Initial Type Testing:

## 3. Technical (Informative)

- i) BS EN 12899: 2001 Fixed Vertical Road Signs, Part 1 Fixed Signs
- ii) BS EN 12767 – Passive safety of support structures for road equipment – Requirements and test methods
- iii) <sup>08/10</sup> BS 8408 – Road Traffic Signs. Testing and Performance of Microprismatic Retroreflective Sheeting Materials Specification
- iv) <sup>08/10</sup> BS 8442 - Miscellaneous Road Traffic Signs and Devices

## 4 Other (Informative)

- i) ISO/IEC Directives, Part 3 – Rules for the structure and drafting of International Standards, 1997

## C SPECIFIC CLIENT CONTRACT SPECIFICATIONS/DOCUMENTS

- i). Manual of Contract Documents for Highway Works: Volume 1 Specification for Highway Works.
- ii). Manual of Contract Documents for Highway Works: Volume 2 Notes for Guidance on the Specification for Highway Works.
- iii). Manual of Contract Documents for Highway Works: Volume 3 Highway Construction Details

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

***Note: These documents are amended on a regular basis which may be at 3 monthly intervals. Information can be obtained from the Highways Agency's Safety Standards and Research Directorate, Woodlands, Manton Lane, Manton Industrial Estate, Bedford MK41 7LW. Highways Agency Information Line: 0845 750 4030 or via the internet see below:***

- iv) The Training Specification produced by the National Highway Sector Scheme 9A Working Group

# APPENDIX C: TRAINING AND HEALTH AND SAFETY

## HEALTH AND SAFETY

Organizations are reminded of the legal requirement to provide Health and Safety training for each of their operatives in accordance with the Health and Safety at Work etc. Act 1974 and other Health and Safety legislation.

## INTRODUCTION AND BACKGROUND

The Scheme for the Assessment of Road Traffic Sign Assembly to National Highway Sector Scheme 9A requires that:

- (i) Companies shall register to National Highway Sector Scheme 9A (see appendix F) and
- (ii) <sup>(08/10)</sup> Operatives within organizations directly involved with the assembly and/or design required by this NHSSD shall be assessed within the scheme by completing a recognised N/SVQ
- (iii) <sup>(08/10)</sup> Staff within such organizations who are not directly involved in assembly, but who design Permanent and/or Temporary Road Traffic Signs shall be assessed within the scheme by completing a recognised N/SVQ as defined in clause 6.2.2 of this document and Appendix C1

<sup>(08/10)</sup> Candidates shall be assessed by assessors registered and approved by the PAA\QSET or equivalent sector skills council schemes and following satisfactory completion of their N/SVQ provided with a certificate appropriate to the level of competence against which they have been assessed. All operatives directly involved in the production of Permanent and/or Temporary Road Traffic Signs, both experienced and newcomers to the industry are required to undertake PAA\QSET or equivalent sector skills council schemes N/SVQ Level 2 or 3 as appropriate. Certificates issued under the BSGA 1998 structure N/SVQs, which show certification to the following units meet the requirements of NHSS 9A

Level 2; Mandatory Units A, B, C, D, E, F, G plus one of H, J, P, R, V optional units.

Level 3; Mandatory Units 1, 2,3,4,5 plus two relevant optional units

The candidates' supporting evidence shall be contained in a portfolio and retained by the operative and/or staff member. Following satisfactory completion of the N/SVQ the assessor shall retain the portfolio for a period of twelve months as required under PAA\QSET or equivalent sector skills council schemes procedures. At the end of the twelve month period the portfolio will be returned to the candidate for his or her personal records.

In order to ensure rigour in this process, the National Highway Sector Scheme requires that each company shall provide evidence during audit to this scheme that operatives are registered with an approved N/SVQ provider registered with PAA\QSET or equivalent sector skills council schemes.

National Highway Sector Scheme 9A has been developed by the National Highway Sector Scheme Advisory Committee. The scheme is owned by the Stakeholders and managed by the Working Group. N/SVQ assessment is provided by approved centres registered with the awarding body.

## SCOPE

The scheme comprises two parts which organizations are mutually required to adopt.

- (i) <sup>(08/10)</sup> Registration to the National Highway Sector Scheme 9A for The Design, Assembly and/or Provision of Permanent and Temporary Road Traffic Signs.

- (ii) Registration of their employees for N/SVQ assessment.

**Note: This National Highway Sector Scheme does not include signs that use electronic or electrical display formats or automatic traffic operated signs or similar technology. It relates only to road traffic signs assembled with visible permanently displayed non-electronic or non-electrical messages.**

## LEVELS OF COMPETENCY

<sup>(08/10)</sup>The N/SVQ levels of competency are defined in this document prepared by the Working Group which is a sub group of the National Highway Sector Scheme 9A Advisory Committee. Appendix C1 shows a matrix of the range of N/SVQ competence levels and job roles that are applicable to the Permanent and/or Temporary Road Traffic Sign Assembly.

Appendix C1, Level 2 and Level 3 competency assessment matrix detail the PAAVQSET minimum requirements for full N/SVQ certification. The National Highway Sector Scheme 9A require candidates to demonstrate competence for all areas of the workplace they operate as indicated in the organization training records.

Operatives involved with sign design, are required to undertake optional unit 3.24: Produce Traffic Sign Face Designs Using Specific Computer Software.

This applies to all operatives or staff having direct involvement in producing Permanent and/or Temporary Road Traffic Sign Face designs for the client's approval or those inputting sign design and layout. Prior to cutting sign faces from overlays or vinyls etc (see Note 1 below) all fonts and symbols used by software for design of signs shall be as prescribed by TSRGD and the resulting sign face layout shall conform to the design rules set out in TSM Chapter 7. If job functions and responsibilities do not allow candidates to undertake the optional units required in Level 3 for a full N/SVQ, then unit qualification may take place and this will need to be discussed with your N/SVQ assessment provider.

Level 2 optional Unit 2.20; Produce Graphical Images Using Information Computer Technology (ICT) is suitable for an operative in a production environment, who only manipulates previously approved digital customer images prior to sending to an output device. See Note 2 below.

**Note:**

- 1) **A sign design reproduced on computer for production from a drawing faxed or received by post constitutes a design and would therefore be covered by Level 3 optional unit 3.24: PRODUCE TRAFFIC SIGNFACE DESIGNS USING SPECIFIC COMPUTER SOFTWARE.**
- 2) **A digital file drawing received by e-mail or disc which can with the customer's approval be used for assembly will be covered by Level 2 optional unit 2.20 PRODUCE GRAPHICAL IMAGES USING ICT as this only requires manipulation**

## APPENDIX C 1

### (08/10) NHSSD 9A Traffic Sign Assembly Competency Assessment Matrix N/SVQ Level 2

#### Level 2

The candidate is required to take the 4 mandatory units, plus 2 of the optional group 2A and 1 of optional group 2B making 7 in total

<b>Mandatory units</b> Each candidate must achieve all <b>FOUR</b> of the mandatory units	Guillotine	Riveting	Screen printing	Sign making	Graphics cutting
<b>2.01 MEET SAFETY, HEALTH AND ENVIRONMENTAL REQUIREMENTS IN THE WORKPLACE</b>	√	√	√	√	√
<b>2.02 DEVELOP AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS IN SIGNMAKING</b>	√	√	√	√	√
<b>2.03 PROVIDE INFORMATION ABOUT SIGN PRODUCTS</b>	√	√	√	√	√
<b>2.04 MAINTAIN THE QUALITY OF SIGN PRODUCTS</b>	√	√	√	√	√
<b>Optional Units 2A</b> Candidates must also complete at least <b>TWO of the following FOUR units</b> , in addition to the mandatory units.					
<b>2.05 PREPARE FOR SIGN OPERATIONS</b>					
<b>2.06 MAINTAIN THE WORK ENVIRONMENT</b>					
<b>2.07 PREVENT DAMAGE DURING TRANSPORT AND STORAGE OF SIGN PRODUCTS</b>					
<b>2.08 FINISH AND COMPLETE SIGN OPERATIONS</b>					
<b>Optional Units 2B</b> Candidates must also complete at least <b>ONE of the following SIX units</b> , in addition to the mandatory units and Optional Units A					
<b>2.09 SIGNAGE – CARRY OUT SHAPING OPERATIONS</b>	√				
<b>2.10 SIGNAGE – CARRY OUT JOINING OPERATIONS</b>		√			
<b>2.15 SIGNAGE – CARRY OUT SCREEN PRINT OPERATIONS</b>			√		
<b>2.16 SIGNAGE – CARRY OUT SELF ADHESIVE OPERATIONS</b>				√	

<b>2.20 PRODUCE GRAPHICAL IMAGES USING ICT – (INFORMATION COMMUNICATION TECHNOLOGY)</b>					
<b>3.24 PRODUCE TRAFFIC SIGN FACE DESIGNS USING SPECIFIC COMPUTER SOFTWARE</b>					

(08/10) **National Highway Sector Scheme 9A Traffic Sign Assembly Competency Assessment matrix N/SVQ Level 3**

**Level 3**

The candidate is required to take the three mandatory units, plus at least five from optional units 3A, plus at least one of the optional units 3B, making nine in total.

<b>Mandatory units</b>	Supervisor	Sales Staff	Estimator	Traffic Signface Design
Each candidate must achieve all <b>THREE</b> of the mandatory units				
<b>3.01 MONITOR AND MAINTAIN THE SAFETY OF THE WORKPLACE</b>	√	√	√	√
<b>3.02 CREATE, DEVELOP AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS IN SIGNMAKING</b>	√	√	√	√
<b>3.03 RECEIVE, INTERPRET AND CONFIRM CLIENT INSTRUCTIONS</b>	√	√	√	√
<b>Optional Units 3A</b>				
Candidates must also complete at least <b>FIVE of the following SIX units</b> , in addition to the mandatory units.				
<b>3.04 ASSESS PRODUCTION FEASIBILITY</b>				
<b>3.05 PREPARE AND PRODUCE QUOTATIONS</b>				
<b>3.06 SET UP AND CONTROL SIGN OPERATIONS</b>				
<b>3.07 IDENTIFY NON-CONFORMANCE AND RECOMMEND ACTION</b>				
<b>2.07 PREVENT DAMAGE DURING TRANSPORTATION AND STORAGE OF SIGN PRODUCTS</b>				
<b>3.08 PLAN AND MAINTAIN PRODUCTION PROCESS</b>				

<b>Optional Units 3B</b> Candidates must also complete at least <b>ONE of the following SIX units</b> , in addition to the mandatory units and Optional units A.	Supervisor	Sales Staff	Estimator	Traffic Signface Design
<b>3.08 PLAN AND MAINTAIN PRODUCTION PROCESS</b>				
<b>3.09 SIGNAGE – PRODUCE SHAPED PRODUCTS</b>				
<b>3.10 SIGNAGE – PRODUCE JOINED PRODUCTS</b>				
<b>3.15 SIGNAGE – PRODUCE SCREEN PRINTED PRODUCTS</b>				
<b>3.16 SIGNAGE – PRODUCE SELF ADHESIVE DECORATED PRODUCTS</b>				
<b>3.24 PRODUCE TRAFFIC SIGN FACE DESIGNS USING SPECIFIC COMPUTER SOFTWARE</b>				

**Note: If Unit 3.08 Plan and Maintain Production Process is selected as one of the units from Group A, it cannot be selected as the optional unit from Group B**

## APPENDIX D – NOT USED

# APPENDIX E – NOT USED

## <sup>(08/10)</sup> APPENDIX F: LIST OF CERTIFICATION BODIES ACCREDITED TO NHSSD

### 9A

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

- (i) place the cursor onto 'about accreditation' in top menu bar
- (ii) move down to 'accredited bodies' (grey box)
- (iii) move down to 'certification body schedules' (grey box) and left click on this to take you to the list of schedules
- (iv) move down past 'key abbreviations' and click on "search UKAS features" (blue) - click on 'advanced search'
- (v) Select search feature – "Certification Bodies"
- (vi) type "National Highway Sector Scheme No 9A" (including inverted commas) in the keyword box \*
- (vii) left click 'search'
- (viii) this then lists some of the certification bodies who are accredited and their details can be found by clicking on the appropriate links.
- (ix) To find the remaining certification bodies repeat the above process to (vi) but type in "Highway Sector Scheme 9A" (including inverted commas) in the keyword box and then continue as per vii and viii.

**Note:**

- 1) <sup>(08/10)</sup> **Where access to the UKAS website is restricted for one reason or another, advice on the accreditation status of certification bodies to assess traffic sign companies against this National Highway Sector Scheme may be sought from UKAS**
- 2) **The following list provides details of Certification Bodies that currently have accreditation from UKAS for traffic sign assembly.**

BM TRADA	Stocking Lane Hughenden Valley High Wycombe Bucks, HP14 4ND	enquiries@bmtrada.com
BSI	Head Office 389 Chiswick High Road London, W4 4AL	enquiries@bsi-global.com
Bureau Veritas Certification Holding SAS	Great Guildford House 30 Great Guildford Street London SE1 0ES	francis.boigelot@uk.bureauveritas.com
Det Norse Veritas Certification	DNV Certification B.V. Palace House 3 Cathedral Street London SE1 9DE	uk-support@dnv.com

ISOQAR Ltd	United Kingdom First Floor West Point 501 Chester Road Manchester M16 9HW	enquiries@isoqar.com
Lloyd's Register Quality Assurance Ltd	Hiramford Middlemarch Business Village Siskin Drive Coventry CV3 4FJ	enquiries@lrqa.co.uk
National Quality Assurance Ltd	Warwick House Houghton Hall Park Houghton Regis Dunstable Bedfordshire LU5 5ZX	enquiries@nqa.com
SAI Global Certification Services PTY Ltd	286 Sussex Street Sydney NSW 2000 Australia	<a href="mailto:Alex.ezrakhovich@sai-global.com">Alex.ezrakhovich@sai-global.com</a>
SGS United Kingdom Ltd	Rossmore Business Park Inward Way Ellesmore Port Cheshire CH65 3EN	www.uk.sgs.com

# APPENDIX G: THE ROLE OF THE CERTIFICATION BODY AND AUDITOR QUALIFICATIONS

## 1. Role of Certification Bodies

- 1.1. The independent assessment of conformity of Organizations to the requirements of the current BS EN ISO 9001 standard and the additional requirements required by this NHSSD relies upon the assessment expertise, competence and capability of accredited certification bodies.
- 1.2. The Certification Body role is to ensure, through assessment, that Organizations have management systems in place which address the current BS EN ISO 9001 standard requirements detailed in this NHSSD.

## 2. Certification Body Accreditation

- 2.1. To ensure consistency and to demonstrate independent capability Certification Bodies are required to be accredited against the requirements of EN450012/ISO Guide 62 by the United Kingdom Accreditation Service (UKAS) or an equivalent International Accreditation Forum (IAF) member for assessment and registration of the current BS EN ISO 9001 standard for quality management systems interpreted in accordance with this NHSSD.

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

## 3. Assessor and Assessment Team Competence.

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

i) knowledge, understanding and application of this NHSSD

ii) knowledge of the manufacture and supply in the NHSSD 9A industry, including the methods and techniques sufficient to understand the processes employed and the controls necessary to ensure delivery of conforming product. Typically this would include knowledge of permanent and temporary road traffic signs and processes including connections to different systems. (Conveyance of this knowledge to auditing teams will be determined by the Certification Body and will be audited by UKAS).

iii) maintaining demonstrable technical highway engineering background, capable of reading and understanding specifications and drawings, including knowledge of the Specification for Highway Works and design standards requirements for permanent and temporary road traffic signs.

iv) is able to demonstrate that they have ongoing suitable health and safety training which shall include appreciation of the risks involved in the manufacture of permanent and temporary road traffic signs.

v) preferably have knowledge of sign face materials used in the manufacture of permanent and temporary road signs including their constituent components and properties.

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

- 3.2 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.

#### **4. Conduct of Assessments.**

- 4.1. Certification Bodies shall ensure that an adequate proportion of the initial and continuing assessment duration is devoted to assessing operational activities at sites and locations where sector scheme activities covered by the scope of this Sector Scheme are being undertaken.
- 4.2. Certification Bodies shall make every endeavour to ensure that during a three year certification cycle there is evidence of assessment of all execution activities covered by the Organization's scope of registration. Certification bodies shall undertake surveillance visits at intervals of not greater than one year.

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

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

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

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

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

- 7.1. Each Certification Body accredited for this Sector Scheme shall provide to the Chairman of the SSACS a summary report which includes as a minimum:
  - a) observations and comments on the implementation and assessment findings related to the Sector Scheme including any omissions or deficiencies in its scope.
  - b) recommendations for improving/clarifying the NHSSD
  - c) feedback on deficiencies against contract documentation
  - d) a list of Organizations whose scope of registration includes this Sector Scheme for comparison against the Schedule of Suppliers
- 7.2. The report shall be provided at or in the month before each National Highway Sector Scheme Liaison Committee meeting (normally April and October), 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. 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. Certification Bodies shall be represented at the National Highway Sector Scheme Liaison Committee.

## **APPENDIX G1: GUIDANCE TO ASSESSORS' AND OTHER AUDITORS' COMPETENCIES REQUIREMENTS**

A CB assessor or other auditor should be aware of the following when completing an audit:

### **A General background to the scheme.**

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

This is normally contained in the introduction to the scheme, in this instance the scheme (NHSS 9A) was initially developed with partnering bodies.

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

<sup>(08/10)</sup> See Scope (section 1) in relevant NHSS document (and also Appendix L in NHSS 9A) in this instance The Design, Assembly and/or Provision of Permanent and Temporary Road Traffic Signs i.e. NHSS 9A

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

Chairman of the Advisory Committee to the Sector Scheme see Introduction to the scheme. Information should also be contained in the Organization's quality manual/NHSS documents

- iv) An overview of the highway infrastructure that the scheme applies to

- v) The range of contracts that the scheme can apply to

See Scope in relevant NHSS document i.e. NHSS 9A (section 1)

- vi) Specific types of works that the scheme applies to

<sup>(08/10)</sup> See Scope (section 1) in relevant NHSS document and also Appendix L in NHSS 9A; in this instance applies to The Design, Assembly and/or Provision of Permanent and Temporary Road Traffic Signs.

- vii) Definitions and terminology that are particular to the scheme

See section 3 of the NHSS

- 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 Construction Skills Council and TWI, 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.

<sup>(08/10)</sup> Knowledge of relevant European and British Standards for Road Traffic Signs, in particular those relating to product conformity, type testing and their requirements. Familiarity with SHW especially Series 1200, and notes for guidance, including when these are updated.

Relationship with other NHSS and its applicability to this scheme.

This NHSSD is one of three documents dealing with road traffic signs, Scheme 9B deals with maintenance and installation of non illuminated signs and NHSSD 8 with maintenance and installation of illuminated signs.

## **B Summary of where the scheme introduces the interpretation of ISO 9001**

4. Quality Management System	Interpretation Y/N	Comment
4.1	N	
4.2	N	
4.2.1	N	
4.2.2	N	
4.2.3	Y	<sup>(08/10)</sup> <u>As all QMS recognise what ISO 9001:2001 is, asking for Companies own in-house QMS should be adequate.</u>
4.2.4	Y	<sup>(08/10)</sup> <u>As all QMS recognise what ISO 9001:2001 is, asking for Companies own in-house QMS should be adequate.</u>
5. Management Responsibility		
5.1	N	
5.2	N	
5.3	N	
5.4	N	
5.4.1	N	
5.4.2	N	
5.5	N	
5.5.1	N	
5.5.2	N	
5.5.3	N	
5.6	N	
5.6.1	N	
5.6.2	N	
5.6.3	N	
6. Resource Management		
6.1	N	
6.2	N	
6.2.1	N	
6.2.2	Y	Refer to Appendices C,

		and C1
6.3	N	
6.4	N	
7. Planning and Product Realization		
7.1	Y	Refer to Appendix A
7.2	N	
7.2.1	N	
7.2.2	N	
7.2.3	N	
7.3	Y	<u>Items 1 and 3 some sign companies can provide from their software designers certificates stating that their systems have been verified by a Notified Body. Item 2 again some sign companies can provide verification that all their products have been tested in accordance with the requirements of this standard. Some companies are still not in a position to do so as their suppliers have not yet completed necessary testing. For an interim period this section has been left as no specific.</u>
7.4	N	
7.4.1	N	
7.4.2	N	
7.4.3	N	
7.5		
7.5.1	Y	<sup>(08/10)</sup> <u>As all QMS recognise what ISO 9001:2001 is, asking for Companies own in-house QMS should be adequate.</u>
7.5.2	N	
7.5.3	Y	<u>Companies should as a minimum within their own QMS demonstrate compliance for the traceability _____ of substrates, vinyl's, and channels for signs over 1.5sq m</u>
7.5.4	N	
7.5.5	N	
7.6	Y	Not required as there is a +/- 10% on all sign

		manufacture
8. Measurement, Analysis and Improvement		
8.1	N	
8.2	N	
8.2.1	N	
8.2.2	N	
8.2.3	N	
8.2.4	N	
8.3	N	
8.4	N	
8.5	N	
8.5.1	N	
8.5.2	N	
8.5.3	N	

## C Overview of The NHSSD

- 1 safe working practices
- 2 operative/supervisor training and qualifications
- 3 maintain equipment
- 4 public protection
- 5 environment
- 6 other

### C1 Safe Working Practices

Auditors should be sufficiently competent to make general observations on the effectiveness of the organisation, safety provisions. This may include

Correct Personal Protective Equipment Worn

Equipment approved and suitable for use

Operatives to be fully aware of their H&S obligations

- Must be able to read and understand their job sheet, risk assessment etc; understand English
- Method Statements/work procedures
- Risk Assessment

Awareness of relevant H&S legislation as applicable to this NHSSD

### C2 Training and Qualifications

Auditors should be aware that the operatives in the organisation will need to

- Have achieved appropriate training and competency modules/N/SVQ
- Be aware of and understand the system processes and documentation in which they are involved
- Been inducted on specific equipment (by employer)  
or if appropriate (i.e. under training) is supervised by a qualified person

- Aware of and understand the relevant requirements of this NHSS
- Aware of and understand the provisions for implementation of training in NHSS 9A.

### **C3 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

### **C4 Public Protection**

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

- <sup>(08/10)</sup> Operative/supervisor is aware of need to protect public during assembly operations
- <sup>(08/10)</sup> 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 assembly/maintenance operations
- Where appropriate operative/supervisor is aware of HATO role
- Operatives/supervisors have identification
- The Organization (company) has a complaints procedure in place

### **C5 Environment**

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

# APPENDIX H: ORGANIZATION ACCEPTANCE AND GUIDELINES FOR NEW ENTRANTS

## 1 ORGANIZATION ACCEPTANCE

- 1.1 The Highways Agency, the Welsh Assembly Government, Transport Scotland and the DRD (Northern Ireland), have stated that only those Organizations holding a valid Certificate of Registration within the scope of this National Highway Sector Scheme Document or equivalent accreditation meet the requirements of Clause 104 and Appendix A of the Specification for Highways Works.
- 1.2 For Road Traffic Signs, Permanent or Temporary for roads managed by other highway authorities' acceptance of the Organization will depend on the requirements of the Contract.

## 2 GUIDELINES FOR NEW ENTRANTS

- 2.1 <sup>(08/10)</sup> These guidelines have been drawn up to provide road traffic sign companies with a method of entry into the scheme. The guidelines also provide rules by which Certification Bodies and Clients are able to evaluate these companies for compliance and acceptability for carrying out road traffic sign assembly.
- 2.2 Organizations must have a sufficient number of appropriately experienced and qualified Operatives and Supervisors who meet the requirements of this National Highway Sector Scheme (see paragraph 6.2.2).
- 2.3 Organizations must be qualified to the current BS EN ISO 9001 standard or equivalent. They must have applied for registration with a Certification Body that is accredited by UKAS or equivalent to audit against the National Highway Sector Scheme (See also C1 6.2.2 item 3). Organizations will have to demonstrate that they have been audited against the scheme and have received a certificate from the Certification Body indicating that they have been successfully assessed.
- 2.4 During the time between the assessment of an Organization and the issue of a Certificate of Registration, Organizations shall upon request provide copies of auditors' full report(s) to the Customer/Client. The Customer/Client shall use their own judgement as to whether or not they consider the Organization is capable of fulfilling contractual requirements.

(08/10) **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:

Committee Chairman  
Sector Scheme Advisory Committee for the Design, Assembly and/or Provision of Permanent and Temporary Road Traffic Signs  
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:

## <sup>(08/10)</sup> APPENDIX J2: FEEDBACK TO CERTIFICATION BODIES &/OR NOTIFIED BODIES

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

Issue Identified:

Organization's Details:

Name:

Address:

Feedback

Name:

Organization:

Address:

Date:

Signed:

**(08/10) APPENDIX J3: FEEDBACK TO CLIENT BODIES ON POLICING OF NATIONAL HIGHWAY SECTOR SCHEME REGISTRATION**

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

- a) Contract identified
- b) i) Details of omission in contract or
  - ii) Organisation Identified as being awarded the contract or
  - iii) both i) and ii) above

- c) Organisation raising feedback / issue

Name:

Organisation:

Contact details (Address, email address, telephone etc)

Date:

Signed:

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

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

## **Other Highway Authorities**

Feedback should be sent back to the relevant project manager or head of division responsible for the contract works. Such information or relevant contact details may be available on that highway 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](http://www.hse.gov.uk)).

## APPENDIX K 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:

- <sup>(08/10)</sup>The scope of registration including specific registration to the current BS EN ISO 9001 standard and this NHSSD including the scheme title e.g. National Highway Sector Scheme 9A for the Design, Assembly and/or Provision of Permanent and Temporary Road Traffic Signs
- The identification of each and every location to which the CoR is applicable
- <sup>(08/10)</sup>The categories and sub categories of services/product offered by the organization at each location identified on the CoR for NHSS 9A are

### Categories

Design

Assembly

Provision

### Sub-categories

Permanent Road Traffic Signs

Temporary Road Traffic Signs

- Logos for the NHSS, UKAS (or equivalent) and the CB
- The name and address(es) of the organization
- The validity of the certificate
- A unique reference number/code
- The signature of a relevant CB official with his name and title

Example models for the certification will be found at the end of this appendix.

Figure 1 shows the scope of registration on the certificate and

Figure 2 shows an example of an Appendix for scope of registration. The italic text in square brackets indicates where specific text would need to be included. Where appropriate the information on location and their respective scopes may be included on the Appendix for scope of registration.

**FIGURE 1 EXAMPLE MODEL CERTIFICATE OF REGISTRATION.**

*[CERTIFICATION BODY NAME / LOGO/NHSS LOGO]*

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

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

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

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

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

[(Appendix... details the full scope of registration and Appendix ... details the locations covered by this registration)]

Certificate Number:	<i>[Certificate Number]</i>
Issue Date	<i>[date]</i>
Renewal Date	<i>[date]</i>

Signature

*[Name & Title of Certification Body Official]*

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



(08/10) **APPENDIX L: GUIDANCE FOR CLIENTS**

**1. General**

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

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

Reference should be made to Appendix B before deciding whether to specify that Organizations should be registered to NHSS 9A, as registration to other NHSS may include relevant requirements for The Design, Assembly and/or Provision of Permanent and Temporary Road Traffic Signs

The NHSS for the Design, Assembly and/or Provision of Permanent and Temporary Road Traffic Signs 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 the Design, Assembly and/or Provision of Permanent and Temporary Road Traffic Signs.

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

- a) A qualified workforce competent at carrying out The Design, Assembly and/or Provision of Permanent and Temporary Road Traffic Signs.
- b) Requirements to evaluate risks and develop processes associated with The Design, Assembly and/or Provision of Permanent and Temporary Road Traffic Signs and the production of an associated comprehensive quality plan for each contract. During the introductory period for this Sector Scheme, Clients may take into consideration in the quality assessment of an Organization's tender, their commitment to compliance with this Sector Scheme. This may be demonstrated through the extent to which the Organization has introduced a qualified skilled workforce for undertaking The Design, Assembly and/or Provision of Permanent and Temporary Road Traffic Signs.

It is necessary for the Client to ensure that all those involved in carrying out The Design, Assembly and/or Provision of Permanent and Temporary Road Traffic Signs are appropriately trained and skilled. The training and assessment of competency schemes described in this NHSSD are designed to cater for the range of skills within the overall process of The Design, Assembly and/or Provision of Permanent and Temporary Road Traffic Signs.

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

For the Sector Scheme to achieve its objectives it is essential that Clients, either directly or via the agents and individuals they employ, ensure that the requirements of this document are complied with. This includes ensuring that sub-contractors employed directly or indirectly, are registered to the Sector Scheme.

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

## APPENDIX M: POLICING OF NHSSD 9A

### General

Any complaint regarding the supply of non compliant signs when specified to this NHSSD should be sent to the Secretary of ARTSM [philip.crickmay@artsm.org.uk](mailto:philip.crickmay@artsm.org.uk)

Details should as minimum address the following:

- 1) Name of Sign Provider
- 2) Name of Main Contractor
- 3) Contract or Scheme title

ARTSM on receipt of information will forward a copy to the relevant highway authority and this NHSSD Working Group.

# APPENDIX N – NOT USED

## (08/10) APPENDIX O - DRAFT APPLICATION FORM TO REGISTER ON THE SCHEDULE OF SUPPLIERS

The application form is designed 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 O - 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 O - 2 List of Schemes Current at June 2010

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

c) Appendix O - 3 – Areas & Regions Map

This appendix lists the areas & regions that your organization may operate within the United Kingdom. You will need to use this map as part of your registration submission, as this defines the areas of the country where you are willing to work or travel to work.

Details of the extent of areas 1 to 14 can be found on the Highways Agency website <http://www.highways.gov.uk/aboutus/143.aspx>

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

d) Appendix O - 4 Direct debit mandate

The direct debit mandate must also be completed and returned with your application form together with full initial payment made payable by cheque to Lantra Awards. The direct debit will be collected on the 31<sup>st</sup> March of each subsequent year. **NB** there is no pro rata reduction associated with initial application.

Fees associated with this registration scheme are monitored and agreed by the National Highway Sector Scheme Liaison Committee founded on a not for profit basis.

Bulk applications by trade associations might be incorporated onto the Schedule of Suppliers at a discount (subject to negotiation). This will be dealt with on a case by case basis and trade associations should approach Lantra Awards subject to demonstrating full support of their membership.

## SCHEDULE OF SUPPLIERS APPLICATION FORM

A separate submission form should be completed for each Branch Address

<b>Company Name</b>										
<b>Company Address</b>										
<b>County</b>		<b>Postcode</b>								
<b>Tel No</b>		<b>Fax No</b>								
<b>Email</b>										
<b>Website</b>										
<b>Contact Name</b>										

<b>Certification Body Name</b>		<b>Certificate Number</b>	
--------------------------------	--	---------------------------	--

	<b>Single Company Address</b>	<b>Head Office Address with <u>separately certificated</u> Branches</b>	<b>Branch Address ▲</b>
<b>Please confirm registration type</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Where should customers contact?</b>	<b>N/a</b> <small>(above details will be used)</small>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fees</b> <small>(Subscription year 1<sup>st</sup> April to 31<sup>st</sup> March)</small>	<b>£50 per scheme</b>	<b>£50 per scheme</b>	<b>£10 per scheme ▲</b>
<small>▲ Branch addresses are only valid if the Head Office postcode has been confirmed here</small>			

**Matrix of Sector Schemes and working areas of operation for your organization**

Schemes approved	Confirm the <u>HA / Areas / Regions</u> of Operation (see attached area map – Appendix O - 3)																		
	1	2	3	4	5	6	7	8	9	10	12	13	14	15	16	17	18	19	
2A ‡	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2B ‡	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5A ‡	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5B ‡	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 ‡	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 ‡	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12A12B ‡	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12C ‡	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12D ‡	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16 ‡	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17/17B ‡	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

‡ = These schemes have additional scope recognised, please also complete Appendix 1

**The information provided on this form will be checked with your Certification Body before being added to the National Highways Sector Schemes Schedule of Suppliers.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

**Please ensure you have enclosed the following paperwork:**

- **Completed submission form confirming:**
  - Company Contact Details
  - Certification Body Name and Certificate Number
  - Schedule of Suppliers Registration Type
  - Schemes approved and Areas / Regions
- **Copy of Sector Scheme registration certificate with any appendices.**
- **Cheque payable to Lantra Awards Ltd** (according to the fee structure below) \*

No. of schemes (standard / HO):	x <b>£50.00</b> =	£	
No. of schemes (branch):	x <b>£10.00</b> =	£	
	<b>Total Amount</b> =	£	<b>+VAT</b>

\* All prices are exclusive of VAT – VAT needs to be added at the prevailing rate

**Please add my company to the non-public Schedule of Suppliers**   
**(no charge)**

Return to:  
**Lantra Awards**  
**Lantra House**  
**Stoneleigh Park**  
**Nr Coventry**  
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**CV8 2LG**



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

**Submissions for these Schemes will be considered incomplete unless the Scope below has been completed**

<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 &amp; 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 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 &amp; 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 &amp; supply of vehicle parapets for bridges <input type="checkbox"/></p> <p>Product design, manufacturer &amp; supply of pedestrian parapets for bridges <input type="checkbox"/></p>	<p>Application design, fabrication &amp; supply of vehicle parapets for bridges <input type="checkbox"/></p> <p>Application design, fabrication &amp; supply of pedestrian parapets for bridges <input type="checkbox"/></p>
<p>Sector Scheme 5B (please confirm scope)</p>	<p>Metal road restraint systems (parapet) for bridges and other highway structures by system promoter <input type="checkbox"/></p>	<p>Pedestrian parapets for bridges and other highway structures (to BS EN 1317) by system promoter <input type="checkbox"/></p>

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	
	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 type="checkbox"/>
	Assembly	<input type="checkbox"/>	Temporary Road Traffic Signs	<input 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 high-speed 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 high-speed dual carriageways for schemes NOT incorporating contraflow operations and/or temporary road markings	<input type="checkbox"/>
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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 Bitumens	<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	<input type="checkbox"/>	Ecological Management Activities	<input type="checkbox"/>

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

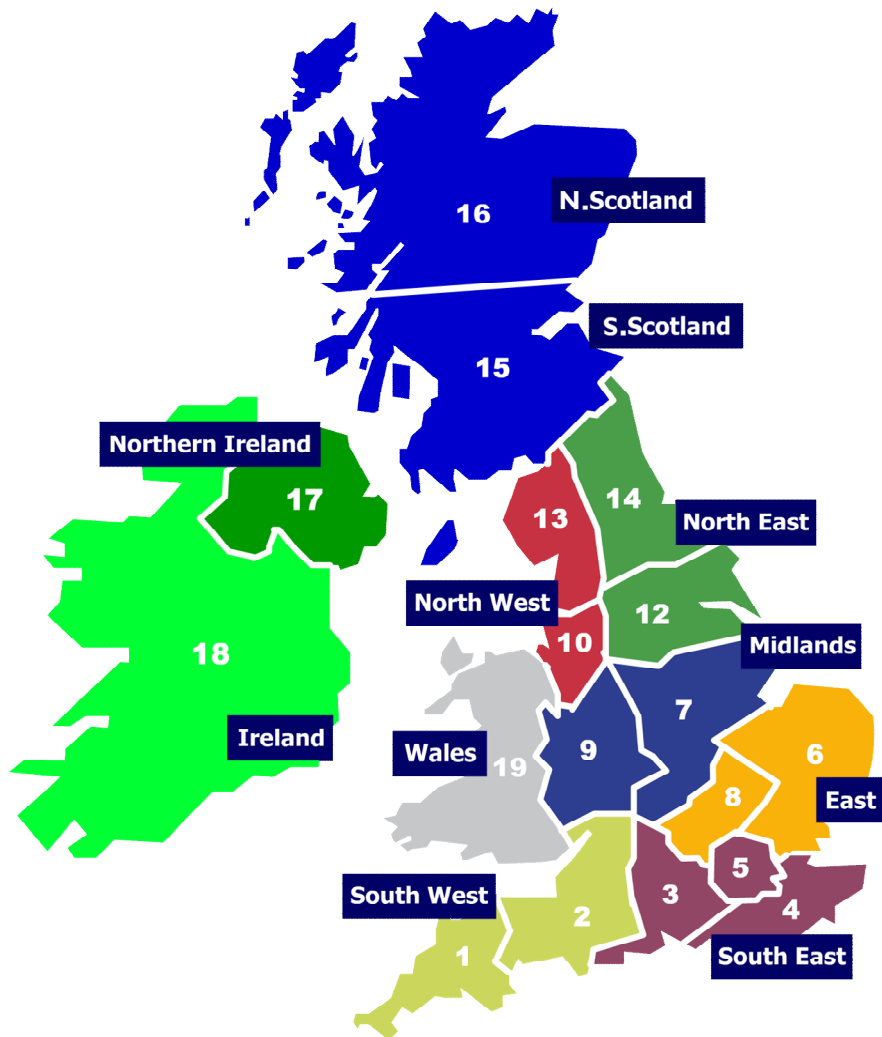
## **Appendix O – 2 List of Current Schemes**

<a href="#">Scheme 2A</a>	Sector Scheme for the Design and/or Supply, Installation and Repair of Fences for Infrastructure Works
<a href="#">Scheme 2B</a>	Sector Scheme for the Supply, Installation and Repair of Vehicle Restraint Systems
<a href="#">Scheme 2C</a>	Sector Scheme for the Design, Supply, Installation and Repair of Environmental Barriers (Structural) for Infrastructure Works
<a href="#">Scheme 3</a>	Sector Scheme for the Stocking and Distribution Activities for Mechanical Fasteners
<a href="#">Scheme 4</a>	Sector Scheme for Preservative Treatment of Timber
<a href="#">Scheme 5A</a>	Sector Scheme for the Manufacture of Parapets for Road Restraint Systems
<a href="#">Scheme 5B</a>	Sector Scheme for the Installation of Parapets for Road Restraint Systems
<a href="#">Scheme 6</a>	Sector Scheme for Manufacture and Verification of Lighting Columns
<a href="#">Scheme 7</a>	Sector Scheme for The Application of Road Marking Materials and Road Studs to Road Surfaces
<a href="#">Scheme 8</a>	Sector Scheme for the Overseeing and / or Installation and / or Maintenance of the Highway Electrical Works
<a href="#">Scheme 9A</a>	Sector Scheme for the Design, Assembly and/or Provision of Permanent and Temporary Road Traffic Signs
<a href="#">Scheme 12A</a>	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
<a href="#">Scheme 12B</a>	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
<a href="#">Scheme 12C</a>	Sector Scheme for Mobile Lane Closure Traffic Management on Motorways and Other Dual Carriageways
<a href="#">Scheme 12 D</a>	Sector Scheme for Installing, Maintaining and Removing Temporary Traffic Management on Rural and Urban Roads
<a href="#">Scheme 13A</a>	Sector Scheme for The Supply and Application of Surface Dressings to Road Surfaces
<a href="#">Scheme 13B</a>	Sector Scheme for the Supply and Application of Microsurfacing
<a href="#">Scheme 14</a>	Sector Scheme for The Quality Management of the Production of Asphalt Mixes
<a href="#">Scheme 15</a>	Sector Scheme for The Supply of Paving Grade Bitumen
<a href="#">Scheme 16</a>	Sector Scheme for the Laying of Asphalt Mixes
<a href="#">Scheme 17/17B</a>	Sector Scheme for Vehicle Recovery at Highway Construction Sites (17) and Vehicle Recovery and Removal on Control Roads.
<a href="#">Scheme 18</a>	Sector Scheme for the environment and landscape including ecology
<a href="#">Scheme 19A</a>	Sector Scheme for corrosion protection of ferrous materials by industrial coatings
<a href="#">Scheme 20</a>	Sector Scheme for the Execution of Steelwork in Transportation Infrastructure Assets
<a href="#">Scheme 22</a>	Sector Scheme for the Management, Operation, Installation and Maintenance of Road Tunnels

## Appendix O - 3 – Areas & Regions Map

### 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 PORST 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.*

**Appendix O - 4 – Direct debit mandate**

 <p><b>Lantra</b> The Sector Skills Council for the environmental and land-based sector</p>	<p><b>INSTRUCTION TO YOUR Bank or Building Society to pay Direct Debits.</b></p>	 <p>Originators Identification Number</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 20px; text-align: center;">7</td> <td style="width: 20px; text-align: center;">6</td> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">8</td> </tr> </table>	7	6	0	3	1	8
7	6	0	3	1	8			

**Please fill in the whole form and send it to:** Lantra, Lantra House, Stoneleigh Park Kenilworth, Warwickshire CV8 2LG.

1. Name and full postal address of your Bank or Building Society branch

To: The Manager <hr/> <hr/>	Bank or Building Society
Address <hr/> <hr/>	Postcode <hr/>

2. Name(s) of account holder(s) a/c held)

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5. Lantra reg. number (please specify for each

--

3. Branch sort code (from the top right hand corner of your cheque)

this

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6. Instruction to your Bank or Building Society  
Please pay Lantra Direct Debits from the account detailed on

Instruction subject to the safeguards assured by the Direct Debit Guarantee.

Signature(s) <hr/>
Date <hr/>

4. Bank or Building Society account number

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Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

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Please detach and retain this guarantee:

**THE DIRECT DEBIT GUARANTEE**

All Banks and Building Societies who participate in the Direct Debit scheme offer this guarantee. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.

The amounts payable and the payment dates may vary.

You will be notified at least fourteen days in advance of the amount payable and of any changes to the date of payment.

You may cancel a Direct Debit at any time by writing to your Bank or Building Society. Please send a copy of your letter to us.

If an error is made by Lantra or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.