

**National Highway Sector Scheme
for Quality Management in Highway Works**



SCHEME NO. 4

**SECTOR SCHEME DOCUMENT
FOR
PRESERVATIVE TREATMENT OF TIMBER**

Published by the Natural and Conferred Durability of
Timber Sector Scheme Advisory Committee
(SS4AC)

DOCUMENT CONTROL

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DOCUMENT CONTROL

This Sector Scheme Document is the property of the Natural & Conferred Durability of Timber Sector Scheme Advisory Committee, hereafter referred to as the Sector Scheme 4 Advisory Committee (SSAC). Details of the composition of this committee can be found on page 6 of this document and a description of its role can be found on page 8. The issue of this Scheme Document is controlled in terms of its presence on the UKAS web site where the most recent authorised copy is located.

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The Sector Scheme Document is subject to periodic review and will be amended by the Committee as necessary in the light of experience in its operation.

It is the SSAC's policy that the issue of any revision to this document shall be an issue of the full document rather than individual pages. The following data gives information where changes to the technical content of the document have been made in this edition. These and minor changes to the text are highlighted by sidelining.

The changes between the previous revision 4 (UKAS Issue 5) and this revision 5 (UKAS Issue 6) are documented below.

Revisions

Page No.	Revision No.	Issue Date	Comments
2	5	November 2007	Record of changes
6	5	November 2007	Reference to WPA's QGN 2.
7	5	November 2007	Changes BWPDA to WPA

10	5	November 2007	Registration with Lantra added to 4.1
11	5	November 2007	Change to title of Guidance document
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19	5	November 2007	Updated reference documents.
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22	5	November 2007	Changed reference from BWPDA to WPA
38	6	November 2008	Appendix L added
24	6	November 2008	Appendix E - Updated reference standards
28 - 31	6	November 2008	Appendix G1 added
21	7	December 2011	Clarification/amendment of 7.6
2 - 74	7	December 2011	Significant edit to include formatting, corrections and additions including text from NHSS 0.3 document to bring it in line with the template
50 - 51	7	December 2011	Appendix J3
56	7	December 2011	Appendix K1
60	7	December 2011	Appendix M
61	7	December 2011	Appendix N
62	7	December 2011	Appendix O
63 - 74	7	December 2011	Appendix P

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SECTOR SCHEME 4 ADVISORY COMMITTEE

Under the Chairmanship of the County Surveyors Society (CSS), the **SECTOR SCHEME 4 ADVISORY COMMITTEE**, was set up in August 1996 to establish a UK Sector Scheme which would be used by the United Kingdom Accreditation Service (UKAS) as part of its assessment for certification bodies wishing to be accredited in the timber preservation field. This committee acts as an advisory committee to UKAS and its composition is set out below; hereafter in this Sector Scheme Document (SSD) it is referred to as the **Sector Scheme 4 Advisory Committee (SS4AC)**

COMPOSITION (Full Members)

Wood Protection Association (WPA)
Certification Bodies Group
Building Research Establishment Ltd. (BRE)
County Surveyors Society (CSS)
DfT – Highways Agency
United Kingdom Forest Products Association (UKFPA)
Fencing Contractors Association (FCA)
Environmental Noise Barrier Association
Chair of Sector Scheme 2A
Chair of Sector Scheme 2C

EXCLUSION OF LIABILITY

The Advisory Committee

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

SELECTION OF CERTIFICATION BODY

Prospective companies seeking registration under National Highways Sector Scheme 4 should ensure that they engage a Certification Body specifically accredited to assess

against the requirements of this Sector Scheme Document (SSD).

A number of accredited certification bodies (see Appendix F) have obtained the technical competence to be able to provide quality management system certification for the preservative treatment of timber.

It is important to note that due to the specific requirements for assessor competence required by this Sector Scheme as described in Appendix G (clause 3.1) only certification bodies accredited by UKAS under the guidance of the Technical Expert appointed by the Sector Scheme Advisory Committee are permitted to certificate companies to this scheme.

Certification bodies seeking the guidance of the UKAS SS4 Technical Expert should contact the Wood Protection Association info@wood-protection.org

The Wood Protection Association (WPA) is regarded by the SS4AC as the UK technical authority on the preservative treatment of wood and much of the detail in this SSD is based on or makes direct reference to the WPA's Timber Treatment Quality Guidance Note 2 (QGN 2) which is a controlled document in the quality manual of companies accredited under Sector Scheme 4.

The WPA also maintains a register of plant operators who have achieved the appropriate mandatory qualification (NVQ/SVQ) required for SS4 compliance.

A WPA guidance note is available that summarises the key requirements for organisation aspiring to become NHSS4 Certificated. E-mail info@wood-protection.org

Specifiers, consultants, engineers etc. that require confirmation of compliance with the Contract Specification in respect of the supply of preservative treated materials should confirm the current status of the quality management system certificate issuer and that specific reference is made to this Sector Scheme on the Certificate of Registration (See Appendix K).

IMPLEMENTATION OF SSD ISSUE 7

This issue of this SSD can be implemented immediately for assessments in accordance with BS EN ISO 9001:2000 or BS EN ISO 9001:2008.

SECTOR SCHEME 4: PRESERVATIVE TREATMENT OF TIMBER

INTRODUCTION

This Sector Scheme Document (SSD) relates to the quality management system requirements for the preservative treatment of timber. It sets out to identify a common interpretation of BS EN ISO 9001 for organisations and Certification Bodies engaged in the sector, and the minimum qualifications that an assessor/auditor requires. The document shall be read in conjunction with BS EN ISO 9001 and Wood Protection Association Timber Treatment Quality Guidance Note 2 (QGN2)

This Sector Scheme is one of the series of National Highway Sector Schemes (NHSSs), which have been developed as bespoke integrated management schemes within an ISO 9001 framework to interpret BS EN ISO 9001 as it applies to a particular highway related activity/industry within the United Kingdom.

Sector Schemes are included in the procurement process by incorporation in the **Specification for Highway Works** (SHW). They are called up in Clause 104 and are referenced in many other clauses.

Compliance with NHSS's are a mandatory requirement of all Highways Agency contracts.

Any supplier providing materials and services for Highways Agency must be registered for the appropriate Scheme(s).

The Specification for Highways works, does not permit sub-contractors to provide services under the umbrella of another registered supplier.

1.ROLE OF SECTOR SCHEME ADVISORY COMMITTEES

Separate Sector Scheme Advisory Committees (SSACs) for each activity within the sector provide advice to UKAS and expert representation is drawn from all sides of industry. Each SSAC has interpreted BS EN ISO 9001 in relation to the requirements of their particular activity and has come to a consensus on the minimum levels of workmanship, services, products, testing, and the training and competency of personnel, as appropriate, required to meet Specification for Highways Works requirements as well as identified requirements in respect of environmental and health & safety and other aspects. The details are contained in the individual Sector Scheme Documents (SSDs).

Following the publication of a revised BS EN ISO 9001, the committees will review their documents to ensure alignment with the revised BS EN ISO 9001 to ensure that the SSDs do not conflict with the national standard prior to withdrawal of the previous edition of the standard.

The individual NHSS advisory committees are overseen by the National Highways Sector Scheme Liaison Committee (NHSSLC). This Committee provides a forum for discussion on the effectiveness of the Sector Schemes and co-ordinates developments so that they can be uniformly taken forward by each of the NHSS advisory committees. It

is also the venue where dialogue with UKAS and the Certification Bodies on the application of the Sector Schemes takes place.

NHSSs together with BS EN ISO 9001 are designed to:

- Provide an industry benchmark
- Ensure that all processes are planned
- Provide a basis for continuous improvement
- Focus on quality as an objective
- Reduce costs for Client and Organisation
- Provide and maintain a properly trained and competent workforce
- Involve all sides of industry in scheme ownership within a partnership framework
- Provide the basis for the technical knowledge and experience that Certification Body auditors will use in the sector concerned
- Promote confidence in quality management systems through provision of robust transparent system
- Ensure fitness for purpose and value for money

2.CONTRACTUAL OBLIGATIONS

It should also be noted that NHSSs are mandatory for Highways Agency contracts and suppliers within the supply chain shall demonstrate compliance with the requirements of BS EN ISO 9001 and this SSD as part of their continual improvement within their BS EN ISO 9001 registration.

It is anticipated that other highway authorities that use the Specification for Highway Works as the basic document for procuring highway works will also require compliance with BS EN ISO 9001 and this SSD. Other owners of transportation infrastructure for example Network Rail may also require their suppliers to comply with this Sector Scheme, as may other authorities.

Other than for Highways Agency contracts, this Sector Scheme shall apply only where specified by the Client in their Contract Documents for preservative treatment of timber. Where a contract requires that preservative treated timber is in accordance with NHSS 4, the Client should also ensure that the use of these materials is consistent with other relevant NHSSs as appropriate to the nature of the work being undertaken. For example, the specification of compliance with NHSS 2A for the design, supply and installation of general fencing and NHSS 2C for environmental barriers.

Where traffic management is required, e.g., for the delivery of timber, companies should either employ a National Highway Sector Scheme approved company or where applicable have skilled registered traffic management operatives qualified to meet the requirements of NHSS12D relevant to contract requirements and risk assessments. For work carried out on high speed dual carriageways and motorways the Organisation installing Temporary Traffic Management measures should always be registered to NHSS 12A/B and/or 12C.

3. SECTOR SCHEME 4 DOCUMENT CONTENT

Details about the control of this document and a record of the various reviews and editions issued are set out on page 2. Readers of this document are reminded that this SSD is a live document. The Sector Scheme 4 Advisory Committee meets at least once a year to develop it as appropriate. Those using the document should always ensure that they have the current version by checking with UKAS Publication services or by visiting the UKAS website (www.ukas.com) from where the current issue may be freely downloaded.

4. SECTOR SCHEME 4 NOTIFICATION RESPONSIBILITIES

4.1. Timber treater

a) Notification of UKAS Sector Scheme 4 Certification

Wood treaters that achieve certification under the Sector Scheme 4 quality scheme must notify the Secretary of the UKAS Scheme 4 Advisory Committee to have their organisations name entered on a register of approved SS4 suppliers of preservative treated wood. The Secretary of the Scheme Advisory Committee is responsible for maintaining, or causing to be maintained, a list of all timber treaters who have achieved registration under the Scheme as a master reference source. It is the timber treaters responsibility to notify the Scheme Secretary and provide the supporting evidence required e.g. copy of the ISO Registration Certificate which includes SS4 in its scope.

A form on which Notification to UKAS should be made can be found in Appendix O.

b) LANTRA

The successful organisations should also notify LANTRA Awards for inclusion on a list of NHSS suppliers which is available free to interested parties upon request to:

NHSSscheduleofsuppliers@lantra.co.uk

Organisations may also be placed on the LANTRA Awards NHSS Schedule of Suppliers website www.scheduleofsuppliers.com subject to payment of a modest annual fee.

See Appendix J for more details about the free listing and paid for listing.

4.2 Certification Bodies

Compliance with NHSS4 shall be included in the Certificate of Registration issued by the Certification Bodies (See Appendix K for guidance).

Certification Bodies are required to notify the Secretary of the Scheme Advisory Committee when an organisation is no longer in compliance with this scheme documents or their Certification lapses so that their name can be removed from the Register of approved SS4 suppliers.

5.FEEDBACK

Any comments or complaints relating to this SSD or its interpretation should be provided in accordance with the procedures detailed in Appendix J1 (for the Advisory Committee) or Appendix J3 (for the appointed Certification Body).

to:

The Secretary
Sector Scheme 4 Advisory Committee c/o UKAS
21-47 High Street
Feltham
Middlesex
TW13 4UN

Tel: 0208 917 8400
Fax: 0208 917 8500

INTERPRETATION OF BS EN ISO 9001:2000 (or 2008)

1. SCOPE

This document describes the quality system requirements to be established by the Organisations responsible for the PRESERVATIVE TREATMENT OF TIMBER. It interprets the quality management system requirements of British Standard BS EN ISO 9001:2000 or BS EN ISO 9001:2008 and should be read in conjunction with that standard and, where appropriate, the Wood Protection Association (WPA) Timber Treatment Quality Guidance Note (QGN) 2 and WPA Manual Industrial wood Preservation Specification & Practice. All of the above documents are considered to be controlled documents as part of an organisation quality manual.

The scheme is applicable to Organisations carrying out the treatment and supply of preserved timber.

Reference to NHSS4 accreditation must be included in the

References as listed in Appendix B have been utilised in the preparation of this document.

2. NORMATIVE REFERENCE

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

BS EN ISO 9000 : 2000 Quality Management Systems - Fundamentals and Vocabulary
BS EN ISO 9004 : 2000 Quality Management Systems - Guidelines for Performance

3. TERMS AND DEFINITIONS

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

Definitions

Client	The company/person/authority/body for which the work is being carried out.
Certificate of Registration	A certificate issued by a UKAS accredited Certification Body certifying that the holder operates a Quality Management System complying with BS EN ISO 9001:2000 or BS EN ISO 9001:2008 and this Sector Scheme Document.
Contract Specification	i) As specifically required in the contract documents, e.g. Manual of Contract Documents for Highway Works: Volume 1 Specification for Highway Works (Highways Agency). ii) Contract specific appendices. iii) The contract drawings.

Customer	The company/person/authority/body engaging the Organisation for the purpose of the work described in this document. (The main contractor where the Organisation is a sub-contractor)
Quality Plan	The document setting out the specific quality practices, resources and sequence of activities relevant to the project (see Appendix A).
Quality Management System	The Organisation's structure, responsibilities, procedures, processes and resources for implementing Quality Management to BS EN ISO 9001:2000 or BS EN ISO 9001:2008.
Organisation	The Organisation responsible for the preservative treatment of timber.
*Organisation's Manager	The person named in the Organisation's Quality Plan as having managerial responsibility for the supply of preservative treated timber.
Shall	Used to indicate a requirement strictly to be followed in order to conform to the standard and from which no deviation is permitted. (See ISO Directives Part 3 : 1997, Annex E; reference 'Guidance on terminology used in ISO 9001:2000 or BS EN ISO 9001:2008 and ISO 9004 : 2000'.)
*Technical Manager	The person named in the Organisation's Quality Plan responsible for the technical interpretation and implementation of the requirements of the Contract Specification.
*Treatment Plant Operator	The certified operative named in the Organisation's Quality Plan as having the responsibility, training and experience to establish and control the treatment operation to meet the requirements of the Contract Specification. This is to include initial selection of timber for acceptable species, limiting characteristics and moisture content.

*For smaller operations, some roles may be combined.

Abbreviations

BRE	Building Research Establishment Ltd.
CB	Certification Body
CSCS	Construction Skills Certification Scheme
CSS	Formally 'County Surveyor's Society'
DfT	Department for Transport
NCDTSSAC	The Natural & Conferred Durability of Timber Sector Scheme Advisory Committee – also known as SS4AC
NHSS	National Highways Sector Scheme
SSD	Sector Scheme Document
SS4AC	Sector Scheme 4 Advisory Committee
UKAS	United Kingdom Accreditation Service
UKFPA	United Kingdom Forest Products Association
WPA	Wood Protection Association

4. QUALITY MANAGEMENT SYSTEM REQUIREMENTS

Paragraph numbers refer to the relevant paragraph numbers in BS EN ISO 9001:2000 or BS EN ISO 9001:2008. Where no reference is included in this Sector Scheme Document the requirements are as stated in BS EN ISO 9001:2000 or BS EN ISO 9001:2008 without further qualification.

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

Wood Protection Association Quality Guidance Note 2 (QGN2) is a key, controlled document when the scope of a BS EN ISO 9001 Registration Certificate includes timber treatment plant operations. It must form part of an organisation's Quality Manual and be read in conjunction with the current BS EN ISO 9001 standard.

4.1 General requirements

The Organisation shall operate a quality management system to BS EN ISO 9001: 2008 and this Sector Scheme Document.

4.2 Documentation requirements

(i) General

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

The relevant Quality Plan and standard operating procedures shall be available to operatives and shall be read and signed by each operative.

(ii) Control of documents

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

Contract specific documents e.g. drawings, schedules, as listed in the Quality Plan. For example:

- a) Correspondence
- b) Delivery notes and certification where required (e.g. timber species)
- c) Records of rejected material
- d) Contract documentation and Customer order
- e) Customer drawings and records
- f) Instructions to Treatment Plant Operators
- g) Calibration and maintenance records for hydrometers, pressure gauges, moisture meters, thermometers, process chart records and other inspection, test and measuring equipment.
- h) Methods to ensure the Organisation obtain any amendments to the

documents listed in Appendix B where appropriate to the scope of registration.

- i) Test results for determination of specific requirements.

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

(iv) **Control of Records**

In addition to the Organisation's own quality records, specific contracts may require additional records including the following:

- 1) Contract Specification.
- 2) Review records.
- 3) Quality Plan.
- 4) Instructions to Operatives.
- 5) Certification of supply of materials.
- 6) Purchase orders.
- 7) Calibration and verification records.
- 8) Production records.
- 9) Complaints.
- 10) Results of all tests undertaken which should be made available to the Client on request.
- 11) Plant Operator NVQ Level 2 certificate.

The Organisation shall keep all records for a minimum period of 6 years or until the end of the maintenance or defects period whichever is greater. Record disposition after this period shall be defined in the Quality Plan.

5 Management responsibility

5.1 Management commitment

Not specifically referred to.

5.2 Customer focus

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

5.3 Quality policy

The organisation's quality policy statement shall include a statement of commitment to this Sector Scheme.

5.4 Planning

Not specifically referred to.

5.5 Responsibility, authority and communication

Not specifically referred to.

5.6 Management review

The Organisation shall review the quality management system to ensure its continuing suitability and effectiveness at least once a year. Records of the review shall be kept.

6 Resource management

6.1 Provision of resources

Not specifically referred to.

6.2 Human resources

6.2.1 General

The training and assessment of operatives required by this scheme is aimed primarily at technical competence for the identification of timber species and the correct preservative treatment of timber. It is intended to provide awareness to carry out work in a safe manner however it remains the responsibility of the Organisation to determine and implement safe systems of work.

6.2.2 Competence, awareness and training

- (i) Timber treatment plant owners/managers have a statutory duty to ensure that those using wood preservatives are competent to do so and have received the necessary training, instruction and information. The WPA Guidance Note: "Standards of Training in Safe and Effective Wood Preservation" provides an approved basis for training.
- (ii) Treatment Plant Operators shall hold the National Vocational Qualification (NVQ) 'Wood Preserving – Industrial Pre-treatment (Construction) Level 2' (Q1053749) awarded by CITB/City & Guilds.

Plant Operators holding the NVQ are eligible to be and shall be listed in The) SS4 Register of suitably qualified plant operators maintained for UKAS by the Wood Protection Association (WPA) . A Certificate of Listing on this register is a required controlled document in an organisations quality manual. Registration is valid for 5 years and is renewable on submission of satisfactory evidence of refresher training (details from WPA).
- (iii) Trainee plant operators shall at all times be supervised by a qualified (NVQ) operator.
- (iv) Records of training must be kept for each operator in accordance with statutory duties. Key quality tasks, e.g. moisture measurement shall be suitably identified in those records.
- (v) The Organisation shall ensure that all Treatment Plant Operators have a working knowledge of the relevant parts of the documents listed in Appendix B.
- (vi) Where operatives/employees are also required to undertake activities on highway construction sites they shall carry an identification card that details their qualifications for competency at all times whilst working at those sites. This card will include an identification photograph and where appropriate the

name of the Organisation.

6.3 Infrastructure

Not specifically referred to.

6.4 Work environment

Not specifically referred to.

7 Product realisation

7.1 Planning of product realisation

- (i) The Organisation shall determine and document how the requirements for quality will be met. The Quality Plan shall as a minimum address the topics listed in Appendix A.
- (ii) The Quality plan may be a largely standard document as indicated in Appendix A of this schedule supplemented by contract specific information.
- (iii) The Quality Plan should not be considered in isolation. An integrated approach should be taken which links the Quality Plan, Environmental Plan, Sustainability Plan, the Health and Safety Plan, Risk Management etc together. Management of the service as a whole is reliant on quality and hence the contract and the quality element cannot be separated, as one cannot function without the other.
- (iv) NOTE: The Quality Plan describes the management strategy that sets clear and sustainable performance objectives, delegates' responsibility and establishes lines of communication. The objective being to manage the various management schemes within an overall management scheme within an organisation.
- (v) The Organisation shall, in order to reduce the need for waste disposal, minimise the generation and environmental impacts of wastes arising during the contracted works and shall maximise opportunities for the re-use and recovery of wastes. The Organisation shall document its arrangements for the identification, segregation, handling, storage and disposal of the different types of wastes arising from the contracted works.

7.2 Customer-related processes

7.2.1 Determination of requirements related to the product

Not specifically referred to.

7.2.2 Review of requirements related to the product

- (i) The processes for review and determination of requirements shall require the Organisation to verify with the Customer that the order placed meets the technical requirements included in the Client's Contract Specification.
- (ii) Matters of a significant nature which arise during the determination and review of requirements shall be considered during the management review and

incorporated as necessary into the quality management system.

7.2.3 Customer communication

- (i) The Organisation shall determine and implement arrangements to demonstrate that timber comes from sustainable sources when required. This shall include provision of third party certification to the Client if so required.
- (ii) Where the Customer needs to be informed about the products, that is, they require detailed information as appropriate regarding materials, components, manufacturing details etc. for the purposes of:
 - (a) as-built records for maintenance/health and safety requirements.
 - (b) For their own monitoring of the effectiveness/performance of the product.

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

The SSAC shall define the relevant information e.g. contract or legislative requirement such as CDM regulation requirements.

7.3 Design and development

Not specifically referred to.

7.4 Purchasing

The Organisation shall establish procedures to ensure that all materials conform to the Contract Specification. All copies of certification to verify this shall upon request be passed to the Client.

7.4.1 Purchasing Process

The purchasing process shall include systems to establish timber sources, this shall apply to supplier selection, evaluation and re-evaluation processes.

7.4.2 Purchasing information

Not specifically referred to.

7.4.3 Verification of purchased product

Not specifically referred to.

7.5 Production and service provision

- (i) The Organisation shall produce method statement(s) for the selection and treatment of timber.
- (ii) The Organisation shall obtain copies of any of the documents listed in Appendix B that are appropriate to the contract together with the Contract Specification. Where information is duplicated, only one source will be required, e.g., the WPA Manual "Industrial Wood Preservation Specification & Practice".
- (iii) When a contract is signed and before treatment work commences, the Organisation shall ensure that the following is documented and issued to the

Treatment Plant Operator. A copy shall be retained for record purposes.

1. Any special instructions relating to the programme of work.
 2. The timber species specifically required for the contract.
 3. Any additional instructions.
- (iv) Sector Scheme 4 requires compliance with inspection and testing procedures defined in WPA Quality Guidance Note: QGN 2.
- (v) Inspection and testing shall be undertaken to demonstrate adherence to the specification. The methods and frequency of testing shall be defined in the Quality Plan (see Appendix A). The contract requirements shall be reviewed to establish whether any additional Client specified testing and inspection regime is to be adopted. Additional requirements will usually be included in contract specifications, e.g. Appendices 0/2 and 3/1 of the Specification for Highway Works.
- (vi) When appropriate the contract storage arrangements for all materials shall be stated in the Quality Plan.
- (vii) Systems shall be in place to ensure goods returned to stock are placed at the correct location in the material storage area.
- (viii) Procedures shall be in place to ensure compliance with conditions of consent relating to the approval of preservatives under the Control of Pesticides Regulations currently in force as well as any other statutory duties relating to health and safety.
- (ix) Customer Property
- The Quality System shall include a procedure to be applied where the Customer or Client supplies material if this is identified in the Contract Specification.

7.5.1 Control of production and service provision

The Organization shall identify and plan the supply processes. Examples of conditions, which shall be controlled, include agreed procedure for carrying out deliveries to site(s) including health and safety requirements.

7.5.2 Validation of processes for production and service provision

Works orders, risk assessment, timber sourcing, preservative treatment and delivery quality plans shall be signed by the Registered Lead Operative or Technical Officer and retained for six years. They will also be submitted to the Client if requested.

7.5.3 Identification and traceability

The timber shall be controlled and records made to allow for the timber source to be identified. When required this shall be used to demonstrate that sustainable sources have been used.

7.5.4 Customer property

The quality management system shall include a procedure where materials are supplied by the Customer or the Client. For example, where timber components are supplied for preservative treatment.

7.5.5 Preservation of product

Systems shall be in place to inspect and maintain all goods returned from site before their subsequent use.

7.6 Control of monitoring and measuring devices

- (i) Any inspection, measuring and test equipment in use shall be checked for accuracy at intervals not exceeding twelve months and records kept. All equipment must operate within a tolerance that shall be stated in the Quality Plan. Daily checks shall be carried out on site and records kept to confirm that control equipment is indeed working and is not damaged.
- (ii) Moisture measuring equipment shall be checked prior to each days use using a calibrated electrical resistance check box or other validated method, e.g., moisture contents derived from oven drying samples. The equipment shall be checked over at least three representative points over its working range and the maximum allowable error at any point shall be $\pm 1.0\%$ moisture content at that measuring point, e.g. for a true reading of 28% the meter shall indicate a moisture content in the range 27.0% to 29.0%.
- (iii) Equipment used for calibration checks shall not be used for any other purpose. These shall initially be re-calibrated with direct traceability to National Standards at intervals not exceeding one year from the date of the first calibration. Thereafter at intervals not exceeding five years. This equipment shall not be used for any other purpose. Equipment calibration errors or deviation from the actual value must be known and taken into account.

Records of all equipment in use, their calibration status and verification checks undertaken shall be established and maintained. Calibration requirements are set out in Appendix E of this document.

8 Measurement, analysis and improvement

8.1 General

Not specifically referred to.

8.2 Monitoring and measurement

8.2.1 Customer satisfaction

Not specifically referred to.

8.2.2 Internal audit

Internal audits shall be carried out at sufficient frequency and by a suitable technically competent person(s) to ensure a robust assessment of the compliance of the product. The quality plan shall state the frequency of internal audits. Internal audits of the quality management system against this SSD shall include at least two visits a year to each preservative treatment site. Internal auditors shall have a working knowledge of timber species and

preservative treatment. Internal audits shall also be carried out by the nominated quality manager.

- (i) A programme shall be initiated to ensure internal audits are undertaken which fully cover within each twelve-month period all aspects of the quality management system as applied to the preservative treatment of timber.
- (ii) Internal audit frequency should be in accordance with the level of discrepancies detected, i.e., significant or repetitive non-conformities noted during audit or highlighted following customer complaints may require further investigation by carrying out an additional internal quality audit.
- (iii) Guidance is given in BS EN ISO 19011 Guidelines for quality and or environmental systems auditing.

8.2.3 Monitoring and measurement of processes

Not specifically referred to.

8.2.4 Monitoring and measurement of product

Not specifically referred to.

8.3 Control of nonconforming product

Any materials identified as not conforming to the specification must be formally accepted under concession in writing by the Client, The material is otherwise to be considered as rejected. Batch labelling and delivery documentation shall clearly identify any such reclassification.

8.4 Analysis of data

Not specifically referred to.

8.5 Improvement

The corrective and preventative action processes shall include analysis of incidents and occurrences throughout the process from sourcing through to delivery.

APPENDIX A: REQUIREMENTS FOR QUALITY PLANS

The Quality Plan shall address:

1.0 General Requirements:

- a) Definitions of the product to be provided.
- b) The Organisation's structure describing the line of command and stating the names of the Organisation's Manager responsible for the contracted work, the Technical Manager and Treatment Plant Operator and their training. Where it is proposed to use a sub-contractor, this should be stated and details provided. All sub-contractors shall also comply with all the requirements of this Sector Scheme.

The Client is deemed to have the right to review non-conformities arising from the review of the contract.

- c) Identification of the relevant parts of the Organisation's Quality Manual relevant to the product or service being provided.

Note: Copies of the Organisation's general procedures covering these items shall be made available for examination by the Client's representative and copies provided if requested.

- d) The control of team selection including special requirements for skilled personnel e.g. training of site staff.
- e) The control of equipment.
- f) Any environmental conditions impacting upon the specified works.
- g) Location of site for the contract and means of access
- h) Specification and/or Contract Documents
 - i) Quality of timber for the works and the commencement and completion dates for the contract.
 - j) Arrangements for the storage of contract documentation.
- k) Details of disposition of records after 6 years.
- l) The inspection and testing regime to be adopted covering frequency, methods of test, responsibility for testing and acceptance criteria.

Unless otherwise specified, the following are minimum inspection and testing requirements for determining the outcome of preservative treatment. Guidance on procedures can be found in the WPA Manual: Industrial Wood Preservation Specification & Practice.

i) Treatment in accordance with a process specification.

Compliance with the process requirements shall be demonstrated by a confirmatory record of the treatment process from a calibrated automatic recording device, e.g. chart recorder or computer print-out; together with details of preservative formulation used (e.g. unambiguous commercial name but including, where determined by the treater, concentrations of active ingredients) and the moisture content of the wood before treatment.

ii) Treatment in accordance with a penetration and retention specification or where the specification includes penetration and/or retention requirements.

Compliance shall be demonstrated by testing individual pieces (units) taken at random from the treated batch. The number of units shall be as specified by BS 6001-1 (ISO 2859-1 is also acceptable) for inspection level II and AQLs of 10% for permeable timbers and 25% for all other timbers. The procedures for selecting units and determining penetration and retention are detailed in BS EN 351-1.

Guidance on taking samples for analysis from selected units is given in BS EN 351-2. This standard includes an explanatory annex (Annex A) on the use of inspection levels and AQLs in selecting the number of units for examination. The AQL is the maximum number of units per hundred that can sub-standard as a process average without the batch produced by that process being rejected.

2. Specific contracts may require statements for the following:
- a) The Customer's nominated quality manager, project manager and/or other representatives through whom communication is to be made throughout the contract. An Organisation's representative who can be contacted at all times when works are being undertaken must be identified.
 - b) Details of the contract specific equipment to be used and any certification required to be issued to the Customer/Client.
 - c) Name and contact details of Customer/Client contact(s).
 - d) Details of the communications required between the Organizations staff and the Customer/Client or any other party.
 - e) Work programme and details of deliverables.
 - f) Liaison with the Police and the Highway Authority or other competent authority.
 - g) Materials storage details and location
 - h) Method statements for application/installation, maintenance and removal of timber, and the detailed drawing(s) to be supplied.

- i) Inspection and testing regime to be adopted covering frequency, methods of test, responsibility for testing and acceptance criteria (where different from Clause 1.1) above).
 - j) Control of non-conforming product.
 - k) Type(s) of timber and preservative treatment applied.
 - l) Any requirements additional to or modifying those in the Standard.
 - m) All relevant contract specific information in respect to speed restrictions, safety requirements, environmental requirements, existing conditions and site conditions.
 - n) Any Client specified testing requirements and responsibility for testing including supply of test equipment.
 - o) Timber source information, including third party certification.
- Note: Where certain aspects of this information cannot be obtained, or is not provided, this fact shall be noted in the Quality Plan against the appropriate section. Specific contracts may require that reference also be made to additional supporting documentation, e.g. Sample Appendix 1/24 in Volume 2 of the Manual of Contract Documents for Highway Works, Notes for Guidance on the Specification for Highway Works.

APPENDIX B: REFERENCE AND ASSOCIATED DOCUMENTS

Reference documents relevant to this Sector Scheme at the date of issue.

This listing is not comprehensive; other documents may be required to fulfil the requirements of the contract. Documents printed in red* are considered a mandatory requirement to be held by the organisation.

1. British & Other Standards

The edition referred to is the latest version unless specifically dated below.

- a) BS 8417: Preservation of timber - Recommendations
 - b) **BS EN ISO 9000 (latest issue) - Quality Management Systems – Fundamentals and Vocabulary**
 - c)* **BS EN ISO 9001:2000 or BS EN ISO 9001:2008: Quality Management Systems – Requirements.**
 - d) ISO 9004 (latest issue) - Quality Management Systems – Guidelines for Performance Improvements
 - e) BS EN 13991: Derivatives from coal pyrolysis. Coal tar based oils. Creosotes. Specifications and test methods
 - f) BS EN 351-1: Durability of wood and wood-based products. Preservative-treated solid wood. Classification of preservative penetration and retention.
 - g) BS EN 351-2: Durability of wood and wood-based products. Preservative-treated solid wood. Classification guidance on sampling for the analysis of preservative-treated wood.
 - h) BS 6000: was republished in 2005 and consists of 3 parts.
 - i) BS 6001: Part 1: Sampling procedures for inspection by attributes. Sampling schemes indexed by acceptance quality limit (AQL) for lot-by-lot inspection
 - j) BS 1722: Fences (note: relevant part as called up in specific contracts).
 - k) BS EN 19011 Guidelines for quality and environmental systems auditing
2. **WPA Quality Guidance Note QGN 2. The controlled preservation of timber and wood-based materials to improve their durability. Issue 5 August 2009.**
3. Wood Protection Association Guidance Note: Standards of Training in Safe and Effective Wood Preservation.
- 4 **WPA Manual: Industrial Wood Preservation: Specification and Practice**

5. Manual of Contract Documents for Highway Works: Volume 1 Specification for Highway Works (SHW), and amendments*.

Series 000	Introduction
Series 100	Preliminaries
Series 300	Fencing
Series 2500	Environmental Barriers.

6. Manual of Contract Documents for Highway Works – Volume 2 Notes for Guidance on the Specification for Highway Works, and amendments*, in particular:

Series NG000	Introduction
Series NG100	Preliminaries
Series NG300	Fencing
Series NG2500	Environmental Barriers.

*Note: Volumes 1 and 2 of the Manual of Contract Documents for Highway Works are normally amended on an annual basis. Organisations shall ensure that they have up to date copies of the latest amendments, information can be obtained from the Highways Agency Information Line on 08457 50 40 30.

7. Manual of Contract Documents for Highway Works – Volume 3 Highway Construction Details. Series H Drawings.
8. Other product and application specifications and Regulations issued by Government Departments, statutory and Local Authorities, WPA or any other specifications as appropriate and agreed between the Organisation, Customer and Client.

NOTE: This list of standards and documents include those that are date specific, however, the Organization shall have procedures in place to ensure that the latest versions are always available. (See clause 4.2.ii).

APPENDIX C: TRAINING AND HEALTH AND SAFETY FOR SECTOR SCHEME 4 EMPLOYEES

Refer to section 4 Quality Management System Requirements paragraph 6.2 'Competence, Awareness and Training' of this document for training requirements.

For operatives involved in the timber preservation process details can be obtained from the Wood Protection Association (WPA) at the following address:

Wood Protection Association
5 Flemming Court
Castleford
West Yorkshire
WF10 5HW

Tel/Fax 01977 558274
Email: [info@ wood-protection.org](mailto:info@wood-protection.org)

Qualifications and Credit Framework

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

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

Comparable qualifications in Scotland will also be acceptable.

What is the QCF?

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

Features:

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

There will be a standardised simple architecture to describe qualifications represented by size and level – from Entry level through to level 8. Qualifications will be identified as
Awards (1-12 credits),
Certificates (13-36 credits) and
Diplomas (37+).

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

QCF Diplomas:

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

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

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

Health and Safety

Organizations are reminded of the legal requirements to provide health and safety training for all operatives/employees as appropriate in accordance with the Health and Safety at Work Act 1974.

If operatives are working adjacent to live highways, e.g., delivering treated timber to highway works sites, it is a requirement that operatives/personnel pass the specialist test questions for Highway Works included in the CSCS Health & Safety touch screen test.

Fraudulent Qualifications & CSCS etc. Cards

ACTION IN THE CASE OF SUSPECT CARDS THE FOLLOWING ADVICE IS GIVEN:

SUGGESTED ACTION BY ORGANIZATION

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

Take possession of card.

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

For situations where a card appears to be fraudulent:

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

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

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

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

APPENDIX D: EXAMPLE REGISTER OF SCHEME 4 EMPLOYEES

Each Organisation shall maintain a register of designated Treatment Plant Operators. An example of one form of register is shown below.

N.B. A core requirement of this sector scheme is that all operatives with direct involvement in the preservative treatment of timber hold NVQ Level 2 Certificates (or equivalent) in Wood Preservation and are listed on the registers of certificated plant operators maintained by the WPA and that evidence of both the qualification and WPA registration is readily available to confirm this.

NAME OF COMPANY:

QA CERTIFICATION BODY:
REGISTRATION NUMBER:

Full name of Operative	NVQ Certificate Number	Date of NVQ Certificate	WPA Register Number	Expiry Date of WPA Registration	Name & Signature of Suppliers Manager

APPENDIX E: GUIDANCE FOR THE CONTROL OF MONITORING AND MEASURING EQUIPMENT

All calibrations shall be carried out at least once per year. Different periods between calibrations may be required/permitted if experience suggests that this period is inappropriate or excessive. Guidance is given in BS EN 30012-1 "Quality assurance requirements for measuring equipment Part 1. Metrological confirmation system for measuring equipment".

Device	Reference Standard*	Permissible Deviation
Process recording devices		As per individual devices
Thermometers	BS593:1989	$\pm 2^{\circ}\text{C}$
Pressure gauges	BS EN 837-1:1998	± 1 Bar
Vacuum gauges	BS EN 837-1:1998	± 0.1 Bar
Electrical resistance or other moisture meters		$\pm 1\%$ moisture content
Hydrometers	BS 718: 1991	$\pm 5\%$
Time clocks		± 2 minutes in any one hour period

*Organisations wishing to use devices not in accordance with a recognised British or European Standard shall provide evidence of equivalent accuracy.

Note

1. The table does not represent an exhaustive list of monitoring and measuring devices and therefore equipment not included but employed by the Organization should be calibrated to an acceptable standard and described in their quality manual.
2. Visual daily checks of items shall be carried out to confirm that the equipment is working correctly and is not damaged. Records of the daily checks shall be kept.
3. If in-house calibration equipment is used for the calibration of items it shall not be used for any other purpose and shall itself be calibrated traceable to national standards at the intervals stated in 7.6 (iii).
4. If in-house calibration equipment is used for the calibration of electrical resistance or other moisture meters it shall not be used for any other purpose and it shall itself be calibrated traceable to national standards at the intervals stated in 7.6 (iii).
5. Records of all equipment in use, their calibration status and calibration or verification checks undertaken shall be established and maintained.

APPENDIX F: CERTIFICATION BODIES ACCREDITED FOR SECTOR SCHEME 4

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

- place the cursor onto 'about accreditation ' in the top menu bar
- move down to 'accredited bodies'
- move down to "Accredited Bodies" in the grey box' and left click on this to take you to the list of Accredited Bodies schedules
- move down to Certification Body Schedules and left click to take you to the list of certification schedules
- move cursor down past 'key abbreviations' to 'search within the schedules' - click on 'search UKAS"
- move cursor to "Certification Bodies" in the "Search Within" box and left click
- type in "highway sector scheme no XX" including the double inverted commons for example " "highway sector scheme no 19A" "
- left click "search"

This should then list the certification bodies who are accredited to the scheme and their details can be found by clicking on the appropriate links.

NOTES:

1. Certification Bodies interested in being accredited by UKAS for this Sector Scheme should contact UKAS.
2. The Certification Bodies listed below are those accredited by UKAS at the time of revising the document. Note that the list does not include Certification Bodies accredited by Bodies deemed equivalent to UKAS.
3. Organisations currently registered to ISO 9001 with an UKAS (or equivalent) accredited certification body that does hold registration to this NHSS may wish to consider the following option. Continuing to be registered with their existing Certification Body but having the interpretation of the NHSS carried out by and in conjunction with an UKAS accredited certification body for this scheme.
4. Advice on the current accreditation status of certification bodies to assess against this document (NHSS 4) can also be sought from UKAS (Tel 0208 917 8400)

As at the publishing date of this document, the following certification/inspection bodies have been accredited by UKAS for assessing to this document (NHSS 4).

Certification Body	Telephone Number
BM TRADA Certification	01494 565484
B.S.I. Quality Services Europe	0208 996 9001
SGS United Kingdom Ltd	0151 350 6666

Current information on Certification Bodies accredited against this scheme can be obtained by emailing UKAS:

info@ukas.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 Organisations to the requirements of BS EN ISO9001 and the additional requirements required by this SSD rely upon the assessment expertise, competence and capability of accredited certification bodies.
- 1.2. The Certification Body role is to ensure, through assessment, that Organisations have management systems in place which address the enhanced BS EN ISO9001 requirements detailed in this SSD.
- 1.3. Certification Bodies shall ensure they are all represented by at least one nominated individual Lead Certification Body (or deputy) who will represent all Certification Bodies at Sector Scheme Advisory Committee. This does not preclude other Certification Bodies from attending, as appropriate.
- 1.4. Certification Bodies shall be represented at the National Highway Sector Scheme Liaison Committee.

2. Certification Body Accreditation

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

3. Assessor and Assessment Team Competence.

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

i) knowledge, understanding and application of this SSD (See Appendix G1).

ii) knowledge of the manufacture and supply in the timber preservation and fencing 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 the product and processes including timber species identification (Conveyance of this knowledge to auditing teams will be determined by the Certification Body and will be audited by UKAS).

The Sector Scheme 4 Advisory Committee has appointed a Technical Expert to guide Certification Bodies in ensuring compliance with the need for assessor competence in industrial wood preservation. The current Technical Expert is:

Dr C R Coggins
c/o Wood Protection Association 01977 558274.

- iii) maintenance of demonstrable technical highway engineering background, capable of reading and understanding specifications and drawings, including knowledge of the Specification for Highway Works and design standards requirements for preservative treated timber.
 - iv) ability to demonstrate that they have ongoing suitable health and safety training which shall include appreciation of the risks involved in the manufacture, supply and installation in the specific aspects of the scheme as appropriate.
 - v) preferably knowledge of end use specifications for preservative treated timber.
- 3.2. The Certification Body must also ensure that assessors have sufficient knowledge of health & safety requirements related to working on live highways where appropriate, knowledge of temporary traffic management, working in confined spaces and working at height for assessment of guidance provided on this aspect.
- 3.3. Guidance to Certification Bodies on assessor competence related to this Sector Scheme is given in the Certification Body guidance document – National Highway Sector Scheme Accreditation, Registration and Assessment Guidance for Certification Bodies – NHSS 0 Part 4.
- 3.4 The Certification Body is responsible for ensuring that the assessment teams possess demonstrable expertise in the assessment areas detailed above as they relate to the scope of client activities under assessment.
- 3.5 Minimum assessor qualifications and competence for assessment of this NHSS, which may reside in a single individual, or in an assessment team are as follows:
- i) International Register of Certificated Auditors (IRCA) Registered ISO9001:2008 Lead Auditor qualification or Certification Body equivalent and demonstrable expertise in leading assessment teams.
 - ii) BS EN ISO9001:2008 assessment experience obtained from assessments of preservative treatment of timber activities in different Organizations, including a minimum of two different Organizations in any one assessor on a team assessment.
 - iii) knowledge, understanding and application of this SSD.
 - iv) knowledge of the manufacture and supply in the timber preservation and fencing industries, 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 timber species, preservative types and treatment processes that are relevant to the use of preservative treated timber in the highway sector.
(Conveyance of this knowledge to auditing teams will be determined by the Certification Body and will be audited by UKAS).

- v) demonstrable technical highway engineering background, capable of reading and understanding specifications and drawings, including knowledge of the Specification for Highway Works and standards requirements for preservative treated timber.
- vi) ability to demonstrate that they have ongoing suitable health and safety training which includes appreciation of the risks involved in the sector scheme activities of timber milling and preservative treatment.
- vii) preferably knowledge of the use of the range of preservative treated components in highway fencing and other areas such as environmental barriers and bridges, etc.

4. Conduct of Assessments.

- 4.1. Certification Bodies shall ensure that an adequate proportion, at least 60% of the initial and continuing assessment duration is devoted to assessing operational activities at locations where timber preservation covered by the scope of this Sector Scheme are being undertaken from.
- 4.2. Certification Bodies shall make every endeavour to ensure that during a three year certification cycle there is evidence of assessment of all execution activities covered by the Organisation's scope of registration. Certification bodies shall undertake surveillance visits at intervals of not greater than one year. Certification Bodies shall verify that organisations are in possession of all of the key documents contained in Appendix B of this document and that plant operators have the NVQ Level 2 Wood Preservation and are listed on the WPA register of certificated plant operators.

5. Format and Content of Registration Certificates.

- 5.1. Certificates of registration issued by Certification Bodies, which include within the scope of registration reference to compliance with this Sector Scheme, shall be in a format and contain the content detailed in Appendix K of this SSD.
- 5.2. The National Highway Sector Scheme Logo shall be included in any Certificate of Registration which has this Sector Scheme detailed in the Scope of Registration. The logo shall only be used and applied in the manner detailed in any conditions of use 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 to ensure equivalence between their clients registered to this Sector Scheme and the listed organisations.
- 6.2. Certification Bodies shall provide to the Secretary of The Sector Scheme 4 Advisory Committee and the National Highway Sector Schemes Schedule of Suppliers administrator at Lantra Awards, details of registered organisations 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 Organisation to ensure that the Sector Scheme 4 Advisory Committee Secretary has been notified by the Organisation of their NHSS registration. (See Introduction section of this document for Notification Requirements.)

7. Reporting on Sector Scheme Performance.

7.1. Each Lead Certification Body shall provide to the SSACS a summary report which includes as a minimum:

- a) observations and comments on the implementation and assessment findings related to the Sector Scheme including any omissions or deficiencies in its scope.
- b) recommendations for improving/clarifying the SSD
- c) feedback on deficiencies against contract documentation
- d) a list of Organisations whose scope of registration includes this Sector Scheme for comparison against the Schedule of Suppliers

Note: The report shall be available at least a week before each National Highway Sector Scheme Liaison Committee meeting (normally held each May/June and October/November), so that it may be considered during the Liaison meeting. This is to be issued to the Chairman of the National Highway Sector Scheme Liaison Committee and the Chairman of this Sector Scheme Committee.

Where meetings are less frequent than stated above, the ss4AC Secretary will give the Lead Certification Body a minimum 21 working days notice to enable a summary report to be submitted.

Scope

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

A Qualifications of Certification Body

1. The Certification Body shall be accredited by UKAS to the requirements of BS EN 45012 to issue certificates for quality management systems in accordance with BS EN ISO 9001:2000 or BS EN ISO 9001:2008 and this SSD.
2. The Certification Body must be able to demonstrate to UKAS and the Advisory Committee that it possesses and can maintain the necessary in-house expertise and experience within its Organisation for the assessment of timber preservation operations.

B Evaluation

1. The Certification Body is responsible for ensuring that the evaluation team which carries out the audit for the Quality System Certificate, possess a demonstrable expertise of the timber preservation industry. Assessment of the Certification Body's ability to co-ordinate a competent team will be made by UKAS during surveillance visits of the Certification Body. Typical knowledge and skills expected by the assessment team are as follows:
 - a) IRCA Registered Lead Auditor of quality management systems or equivalent.
 - b) Knowledge of timber species, timber limiting characteristics, and timber preservation methods and techniques sufficient to understand the process employed and the controls necessary to ensure delivery of conforming product. Typically this would include knowledge of moisture measurement, treatment plant operation, identification of common timber species and methods of quantifying the impregnation of preservative into treated timber. (Conveyance of this knowledge to assessment staff will be determined by the Certification Body and will be audited by UKAS).
 - c) Have a demonstrable ability to understand specifications and drawings, including an awareness of all of the relevant specifications, e.g. Specification for Highway Works.
3. The quality system certificate, which shall include reference to this SSD, will be issued to a model that conforms to the requirements of UKAS and indicates competence under this SSD. The certificate shall include the type (and subtype if appropriate) of timber preservation for which the registered company has been assessed.
4. The Certification Bodies involved in certification to this scheme shall provide feedback on the effectiveness of the scheme to SS4AC as part of the annual scheme review.

APPENDIX G1: GUIDANCE TO CERTIFICATION BODY ASSESSORS AND INTERNAL AUDITORS

An auditor or assessor (first, second or third party) 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 4) was initially developed with those bodies listed at the front of this document.
 - ii) To whom the scheme applies - see Scope, page 11 of this SSD
 - iii) Contact details of those that can offer scheme specific assistance should be contained in the Organisation'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 4 (section 1)
 - vi) Specific types of works that the scheme applies to

See Scope (section 1) in relevant NHSS document and also Appendix L in NHSS 4 in this instance applies to natural and conferred durability of timber.
 - vii) Definitions and terminology that are particular to the scheme

See section 3 of the NHSS
 - viii) Diagram of 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 organisation's training administrator should have this information available (assessors should also be aware of training and competency assessment requirements available from bodies such as The Wood Protection Association who should be able to assist).
 - ix) Overview of important reference documentation applicable to the scheme and which shall be held by the organisation. For example:
 - a) BS EN ISO 9001

- b) WPA Quality Guidance Note 2 (QGN2)
- c) WPA Manual: Industrial wood Preservation Specification & Practice

See Appendix B of this document for more information.

- x) Knowledge of relevant European and British Standards for the natural & conferred durability of timber (timber protection/preservation) in particular those relating to product conformity, type testing and their requirements. Familiarity with Specification for Highway Works especially Series 300 and notes for guidance, including when these are updated.
- xi) Relationship with other NHSS and its applicability to this scheme.

NHSS 4 is mandatory for all timber used within NHSS 2A & NHSS 2C

Knowledge of the intended end use of the treated timber such as actual fencing component, where situated, e.g., ground contact, and species suitability is essential.

B Summary of where the scheme introduces the interpretation of ISO 9000

4. Quality Management System	Interpretation Y/N	Comment
4.1	Y	Check annually by the CB Auditors and other Auditors. Check Schedule of Suppliers website to ensure registration is current
4.2	Y	
4.2.1	Y	Check Quality Plan is in place and complies with 7.1. If necessary obtain a copy of the plan as evidence.
4.2.2	Y	
4.2.3	Y	Ensure that all required contract specific documents are in place. Also refer to Appendices A & B. Seek evidence
4.2.4	Y	Ensure that all required contract specific documents are in place. Also refer to Appendices A & B.. Seek evidence
5. Management Responsibility		
5.1	N	Check policy document
5.2	Y	Ensure customer feedback documents are in place on completion of the contract.
5.3	N	Ensure objectives are covered in quality plan and/or policies
5.4	N	
5.5	N	
5.5.1	N	Ensure there is an organization plan which covers responsibility/authority in

		accordance with the requirements of the SSD. Seek evidence. Ensure that personnel with contract specific responsibilities and authorities have been identified and are recorded. Seek evidence.
5.5.2	N	Ensure that the organization management have appointed a member with the appropriate responsibility and authorities. Seek evidence
5.5.3	N	Check internal communication processes have been established.
5.6	Y	
5.6.1	Y	Review copy of annual (or six monthly) management review. Ensure this contains reference to the relevant sector scheme.
5.6.2	N	
5.6.3	N	Seek evidence that the output and actions are considered by top management at regular intervals.
6. Resource Management		
6.1	N	Ensure contract/tender review is in place
6.2		
6.2.1	N	Review copies of training certificates and forward looking training plans. Ensure that these are in accordance with the requirements of the sector scheme documents.
6.2.2	Y	See Appendices C and D. Check that those operatives with specific & technical tasks, e.g., species identification, moisture content, etc., have demonstrated the required competence Check for copy of listing on WPA register
6.3	N	Review facilities and process equipment to confirm they are suitable for the scope of registration.
6.4	N	In process audit. Checks to include environmental condition records, plant maintenance sheets, access equipment certification and induction records.
7. Planning and Product Realization		
7.1	Y	See Appendix A
7.2		
7.2.1	N	Ensure that the organization has determined all necessary specified statutory and regulatory requirements for

		contract compliance. This may include supplementary services such as recycling, final disposal, equipment inspection, licensing requirements for driving (HGV), animal including wildlife handling etc
7.2.2	N	Ensure contract tender review is in place with an appropriate timescale and assessment of availability of resources.
7.2.3	Y	Check effectiveness of communication arrangements.
7.3	N	Ensure contract/tender review is in place.
7.4	Y	
7.4.1	Y	Ensure or seek evidence that records are in place. To include timber species as required by contract, inspection & testing to WPA QGN2
7.4.2	N	Seek evidence that purchasing requests are adequate.
7.4.3	N	Seek evidence that documents are in place, e.g., correct species of timber supplied.
7.5	Y	Important & product critical requirements
7.5.1	Y	Check as part of in process audit
7.5.2	Y	Check required records have been signed by Registered Lead Operative or Technical Officer. Evidence of compliance with MCHW Volume 1, Clause 311 must be checked for Highways Agency & many local authority contracts.
7.5.3	Y	Timber sources and sustainability. Cover during procedure review and seek evidence that records are in place.
7.5.4	Y	Seek evidence that records are in place.
7.5.5	N	Cover during procedure review.
7.6	Y	See Appendix E
8. Measurement, Analysis and Improvement		
8.1	N	Review copy of annual management review. Ensure this contains continuous improvements to the relevant sector scheme.
8.2		
8.2.1	N	Seek evidence, that organization is meeting customer requirements.
8.2.2	Y	Check internal audits are being carried out by those with working knowledge of timber preservation..
8.2.3	N	Check processes are achieving planned results, e.g., compliance with MCHW Volume 1, Clause 311 for Highways Agency

		& many local authority contracts
8.2.4	N	Check that monitoring and measuring process documentation has been implemented in line with the current contract specification, e.g., MCHW Volume 1, Clause 311. Seek evidence.
8.3	Y	Ensure processes are in place and has been implemented in line with contract specification.
8.4	N	Check analysis of data has provided information to demonstrate effectiveness of QMS and evaluation of continued improvement.
8.5	Y	
8.5.1	N	
8.5.2	N	Seek evidence that documented procedures are in place and operational.
8.5.3	N	Seek evidence that documented procedures are in place and operational.

C Overview of wood preservation

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

C1 – Safe Working Practices (see 6.2.2)

Correct Personal Protective Equipment Worn

Equipment approved and suitable for use

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

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

Vehicles/loads are inspected and drivers are qualified

Site visit including assessment of installation (if possible) and techniques verified.

Awareness of relevant H&S legislation as applicable to wood preservation.

Delivery vehicle drivers are aware of current best practice including traffic management measures (including site arrangements).

C2 Training and Qualifications

- Have achieved appropriate training and competency modules and the WPA Guidance Note: "Standards of Training in Safe and Effective Wood Preservation"
- Treatment Plant Operators shall hold the National Vocational Qualification (NVQ) 'Wood Preserving – Industrial Pre-treatment (Construction) Level 2' (Q1053749) awarded by CITB/City & Guilds
- Plant Operators shall be listed in The Wood Protection Association (WPA) Register. This registration is valid for 5 years and must be renewed on submission of satisfactory evidence of refresher training.
- Been inducted on specific equipment (by employer) or if appropriate (ie 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 4
- Been inducted on site specific H&S issues (daily if necessary)

Hold relevant skills card

C3 Maintain Equipment

- Operative/supervisor is aware of LOLER and PUWER requirements
- Maintenance checklists are available and have been completed on a daily basis

C4 Public Protection

- Operative/supervisor/delivery driver is aware of need to protect public during transport & offloading operations
- Operative/supervisor has been trained to carry out a visual site risk assessment to ensure that the public will not be put at risk during transport & offloading operations
- Operatives/supervisors have identification
- The Organisation (company) has a complaints procedure in place

APPENDIX H: ORGANISATION ACCEPTANCE AND GUIDELINES FOR NEW ENTRANTS

1 Organisation Acceptance

- a) For work carried out on roads managed by the Highways Agency, The Scottish Executive Development Department, The Welsh Assembly Government and The Department for Regional Development, Northern Ireland or their agents, only those Organisations holding a valid Certificate of Registration for work within the scope of this SSD will be accepted as complying with Clause 104 and Appendix A of the Specification for Highway Works.
- b) For work carried out on roads managed by other highway authorities, acceptance of the Organisation will depend on the requirements of the contract.

2 Guidelines for New Entrants – Requirements

Those organisations wishing to seek accreditation to Sector Scheme 4 should seek guidance from any of the approved Certification Bodies listed in this document. The WPA also publishes an information sheet about National Highways sector Schemes for fencing which summarises the key aspects of what a timber treater must do to achieve Certification under Scheme 4.

- 2.1 Organisations must have the required experienced and qualified operatives and management who meet the requirements of this Sector Scheme. Organisations will need to demonstrate that their equipment and systems meet the requirements of this Sector Scheme.
- 2.2 Organisations must have applied for registration with a Certification Body that is accredited by UKAS to audit against this Sector Scheme. Organisations will have to demonstrate that they have been audited for office based and site based activities.
- 2.3 In addition to any requirement for the Organisation to notify the Secretary of the Sector Scheme Advisory Committee, as detailed in paragraph 4.1 of the Introduction of this SSD., the Organisation should also notify The Schedule of Suppliers Management Team at Lantra Awards (Lantra House, Stoneleigh Park, Kenilworth, Nr Coventry CV8 2LG) of their registration to this scheme following confirmation from the certification body and thereafter annually using the form provided in Appendix P of this document. This will allow inclusion of the Organisation in the published list of registered Organisations maintained by NHSS Schedule of Suppliers Management Team. In addition the Organisation shall provide details of the NHSS focal point for the Organization for all issues (including finance) to the Schedule of Suppliers Management team.

3. Interim Arrangements for Initial Implementation of this Sector Scheme

Not applicable.

4. Trade Associations

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

The Wood Protection Association
5 Flemming Court
Castleford
West Yorkshire
WF10 5HW
Tel/Fax 01977 558274
Email: info@wood-protection.org

United Kingdom Forest Product Association Ltd
Office 14, John Player Building,
Stirling Enterprise Park
Springbank Road,
Stirling FK7 7RP
Tel 01786 449029
Fax 01786 473112
email dsulman@ukfpa.co.uk

Fencing Contractors Association Ltd
Warren Road
Trellech
Monmouthshire
NP25 4PQ
Tel 07000 560722
Fax 01600 860888
email: info@fencingcontractors.org

APPENDIX J1: FEEDBACK TO SCHEME COMMITTEE

Any observations or complaints relating to this document or the process described herein should be addressed to the Sector Scheme 4 Advisory Committee Secretary

Sector Scheme 4 Advisory Committee

c/o UKAS

21 – 43 High Street

Feltham

Middlesex

TW13 4UN

Tel: 0208 917 8400

Fax: 0208 917 8500

Problem Identified:

Suggested Action:

Name:

Organisation:

Address:

Contact details:

Date:

APPENDIX J2: FEEDBACK TO CERTIFICATION BODIES

Complaints relating to certification matters in respect of alleged deficiencies in the product provided under this scheme should in the first instance be taken up with the Organisation. In the event that the matter cannot be satisfactory resolved written complaints should be made to the Organisation's certification body, detailing the problem identified. Contact numbers are given in Appendix F.

Problem Identified:

Organisation's Details:

Name:

Address:

Complaints

Name:

Organisation:

Address:

Date:

Signed:

APPENDIX J3: FEEDBACK TO CLIENT BODIES ON POLICING OF NHSS REGISTRATION ETC

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

- a) Contract identified

- b)
 - i) Details of omission in contract or

 - ii) Organisation Identified as being awarded the contract or

 - iii) both i) and ii) above

- c) Organisation raising feedback / issue
Name:
Organisation:
Contact details (Address, email address, telephone etc)

- d) Date: Signed:

Highways Agency Roads/Contracts – Route for Feedback

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

Other Highway Authorities

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

Health and Safety Executive

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

APPENDIX K: THE INTERPRETATION OF CERTIFICATES ISSUED BY CERTIFICATION/INSPECTION BODIES

The certification bodies issue a variety of styles of Certificates of Registration, which may or may not include the scope of the registration and the location of premises that are covered by the certificate of registration.

The full scope of registration may be included on the certificate or in an appendix. It may be a text list or described as a schedule. Other Appendices or addendum may also be used to list the Organisation's premises included in the certification.

In order for the registration to be valid with respect to this and other Sector Schemes the scope of registration must include specific reference to the Sector Scheme. A list of work activities appropriate to the Specification for Highway Works is not sufficient to indicate compliance. The words 'National Highway Sector Schemes' must be included along with the scheme number. Where possible the scheme title should also be included, e.g. "NHSS 4 – Sector Scheme for "Preservative Treatment of Timber".

Many organisations operate from several locations eg regional offices, timber treatment plants, depots etc. It is important that each and every location covered by the certificate of registration is identified by the certification body and included with the certificate as an essential part of the registration process. This may be achieved by the attachment of an addendum or appendix that is referred to on the certificate of registration. The Addendum or Appendix shall include sufficient information that will identify the scope of registration at each location and where applicable the relevant category of work that can be undertaken at that location.

The following are example models for the certification.

Figure 1 shows the scope of registration on the certificate and

Figure 2 shows an example of an Appendix 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.

NOTE: Inspection certificate are not a normal requirement of NHSS but apply to vehicle recovery (NHSS 17) 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 Organisation. In the latter case, the CoR refers to the relevant appendices or addenda, which form an integral part of the certificate.

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

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

- The scope of registration including specific registration to BS EN ISO 9001:2008 and this NHSS including the scheme title e.g. National Highway Sector Scheme 4 – Sector Scheme for Natural and Conferred Durability of Timber.
- The identification of each and every location to which the CoR is applicable.
- The services/product offered by the Organisation at each location identified on the CoR for NHSS 4 for Sector Scheme for Natural and Conferred Durability of Timber and any applicable categories with associated typical sub-categories where applicable.
- Logos for the NHSS, UKAS (or equivalent) and the CB.
- The name and address(es) of the Organisation
- The validity of the certificate (3 years for ISO 9001*, one year for inspection)
- A unique reference number/code
- The signature of a relevant CB official with his name and title

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

The following are example models for the certification.

Figure 1 shows the scope of registration for a generic certificate

Figure 2 shows an example of a generic Appendix.

These example models in figures 1 & 2 are provided for information only and show the information required to be included on any such certificate. They do not imply any specific layout or format nor is it intended to inhibit the house style of Certification Bodies.

Figure 1 Example Model Certificate of Registration.

[Certification Body Name / Logo]

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

[ORGANISATION NAME]

[Organisation 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 9001:2000 or BS EN ISO 9001:2008 AND THE FOLLOWING NATIONAL HIGHWAY SECTOR SCHEMES**

For the following scope of registration

Preservative treatment of timber including the manufacture & supply of preservative treated fence components for general fencing and environmental barriers.

National Highways Sector Schemes
Scheme 4 – Preservative Treatment of timber

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

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

Signature

[Name & Title of Certification Body Official]

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

Figure 2 Example Model Appendix

[Certification Body Name / Logo]

APPENDIX

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

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

[ORGANISATION NAME]

[Organisation Address]
[Town]
[County]
[Post Code]

Scope of Registration

[List of appropriate highways related activities]
 National Highway Sector Schemes
 4 –Preservative Treatment of Timber

<i>Depot, Regional Office etc</i>	<i>Applicable Sector Scheme(s)</i>	<i>Scope of Registration</i>
<i>[Depot 1]</i> <i>New road, Newtown]</i>	<i>[Sector Scheme Number and title]</i>	<i>[Detailed scope]</i>
<i>[Depot 2]</i> <i>Old Road, Oldtown]</i>	<i>Scheme Number and title]</i>	<i>[Detailed scope]</i>

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

APPENDIX K1: SAMPLE SKILLS CARD -

This appendix is intended to provide the reader and assessors with information on the style and layout of current competency/identity cards recognised by the SSAC. The appendix will provide colour facsimiles of each type of card and an explanation of what information/data should be expected on each card type and where it is located. Information on re-issuing may also be included if seen fit by the SSAC. Where relevant, older style competency cards may be included if they are current. Alternatively such information may be located in Appendix C, as a separate appendix or section. Such decision is at the discretion of the SSAC.

Where applicants hold other cards (e.g. from a state other than England, Wales and N. Ireland), it will be necessary to establish the competency equivalence of such cards and such advice should be sought from the appropriate Sector Skills Council or issuing/awarding body of recognised cards as to the relevance of other cards.

Sample of WPA Skills Card

Skills Card No: 002011XXXX	 Wood Protection Association info@wood-protection.org 5C Flemming Court, Castleford, West Yorkshire WF10 5HW www.wood-protection.org
WPA confirm that the person named on this card is in possession of the qualification stated and is listed on the UK Register of Certificated Timber Treatment Plant Operators required under National Highways Sector Scheme 4	
Name: A N Other	
Qualification: NVQ 2 Diploma in Wood Preserving - Industrial Pre Treatment	
Awarding body: Cskills and City & Guilds (CAA)	
Certificate date: 22 July 2010	
WPA National Register of Certificated Plant Operators Certificate of Listing No: 2010/xxx Date issued: xx/xx/xxxx Expiry date: xx/xx/xxxx	

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.

2. Specific Guidance

2.1. Where a highway contract requires the use of preservative treated timber this should be sourced from Organisations registered to NHSS4. Other NHSSs, e.g., 2A & 2C already include requirements for preservative treated components to be sourced from NHSS 4 – Sector Scheme for Preservative Treatment of Timber.

2.2. The NHSS for Preservative Treatment of Timber was originally conceived as a document for use by Clients to specify the minimum standards for quality, training and competence of Organisations used by them to supply preservative treated timber

2.3. The implementation of the NHSS and development of training and competency requirements is intended to provide:

- a) A competent workforce able to carry out the sourcing, treatment and supply of preservative treated timber.
- b) Requirements to evaluate risks and develop processes associated with preservative treated timber and the production of an associated comprehensive quality plan for each contract.

2.4. It is necessary for the Client to ensure that all those involved in carrying out the treatment process and supply of durable timber are appropriately trained, skilled and competent, whether or not they are directly employed. The training and assessment of competency schemes described in this SSD are designed to cater for the range of skills within the overall process of the treatment and supply of durable timber.

2.5. 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 NHSS on certificates. (See Appendices F and K respectively)

2.6. For the NHSS 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 and comply with the relevant NHSS e.g. fencing contractors registered under SS2A Fencing, are contractually obliged to source preservative treated timber from

organisations accredited under SS4 Preservative Treatment of Timber. The purchasing procedures of Clients must require Supervisory staff to carry out spot checks of identification cards.

2.7. It is a requirement of SS4 compliance that a treater achieving SS4 accreditation from a Certification Body must notify the Secretary of the SS4 Advisory Committee at UKAS. This is to ensure a comprehensive list of all SS4 compliant wood treaters can be maintained.

Other organisations also maintain lists of SS4 accredited timber treaters but it should be noted that these may not include the names of all organisations certificated under the scheme.

2.7.1 LANTRA Awards maintains a schedule of companies that have been registered to National Highways Sector Schemes; free access to the schedule is obtained by logging on to the Lantra Awards website www.scheduleofsuppliers.com. However, it should be noted that only those companies that confirm entry onto the Schedule by notifying Lantra Awards of their accreditation to SS4 and who pay to be listed appear on this schedule.

2.7.2 The Wood Protection Association (WPA) maintains a national register of organisations that have employees with the qualification (e.g., NVQ/SVQ) required under SS4 and to whom a controlled (numbered) copy of WPA Quality Guidance Note 2 (QGN2) has been issued,

Both a certificate of listing on the NVQ register maintained by WPA and a controlled copy of QGN2 are mandatory requirements for SS4 compliance. Certification Bodies and clients wishing to verify an organisation's compliance with this requirement may contact info@wood-protection.org

A schedule of all National Highways SS4 compliant WPA approved treaters is available on www.wood-protection.org

3 Road Death Investigation

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

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

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

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

^(06/10) **4 Corporate Manslaughter and Corporate Homicide Act 2007**

Advice from HSE regarding the corporate manslaughter and corporate homicide Act 2007 is available on the HSE web-site www.hse.gov.uk the following summary is an abstract of the guidance available.

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

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

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

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

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

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

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

Contact us

For specific questions about the act and guidance:

- Ministry of Justice www.justice.gov.uk

For health and safety information and answers to specific health and safety questions contact HSE Infoline 0845 345 0055:

APPENDIX M: GUIDANCE FOR ORGANISATIONS IN RESPECT OF “APPROVED CONTRACTOR SCHEMES”

Not used

APPENDIX N: GUIDANCE FOR ORGANISATIONS REGISTERED TO ANOTHER NHSS

Organisations that are certificated to NHSS 2A and/or 2C and that need to use durable timber are required to source this timber from a supplier that is certificated to NHSS4.

It is also important to ensure that the specification for the works is clearly communicated to the NHSS4 supplier. Such specifications include details relating to the level of preservative treatment required, the hazard class, acceptable levels for limiting characteristics, etc.

A failure to source preservative treated timber from a NHSS4 registered supplier could result in rejection of a non –compliant consignment and financial loss.

For details of NHSS4 Certificated Timber Treaters contact:

1. Lantra Awards www.scheduleofsuppliers.com

or

2. Wood Protection Association

01977 558274

APPENDIX O: APPLICATION FORM TO REGISTER SECTOR SCHEME 4 CERTIFICATION WITH UKAS

After successful certification as a Sector Scheme 4 supplier. Organisations should complete the form below to notify the secretary of NHSS4 Advisory Committee of UKAS

Company Name											
Company Address											
County		Postcode									
Tel No		Fax No									
Email											
Website											
Contact Name											
Date of Certification											
Certification Body Name						Certificate Number					

Mail completed form to:

The Secretary

Sector Scheme 4 Advisory Committee

UKAS

21-47 High Street
 Feltham
 Middlesex
 TW13 4UN

APPENDIX P: [DRAFT] APPLICATION FORM TO REGISTER ON THE LANTRA SCHEDULE OF SUPPLIERS

Lantra Awards has established and manage a schedule of registered companies that have been registered to National Highways Sector Schemes; free access to the schedule is obtained by logging on to the Lantra Awards website:

www.scheduleofsuppliers.com

However, it should be noted that only those organisations that pay an annual fee for entry onto the schedule are listed on the above web site. A separate-list of all registered organisations who have notified Lantra awards of their accreditation to NHSS4 is available by emailing: :

NHSSscheduleofsuppliers@lantra.co.uk

The application form is designed for organisations 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 P - 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 P - 2 List of Schemes Current at June 2010

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

- c) Appendix P - 3 – Areas & Regions Map

This appendix lists the areas & regions that your organisation 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 deliver treated materials to..

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 P - 4 Direct debit mandate

Your listing on the schedule of suppliers is free but if you wish your organisation to appear on the Schedule of Suppliers website then a fee, currently £50, is payable on an annual basis by direct debit.

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 31st 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.

LANTRA SCHEDULE OF SUPPLIERS APPLICATION FORM
A separate submission form should be completed for each Branch Address

Company Name										
Company Address										
County		Postcode								
Tel No		Fax No								
Email										
Website										
Contact Name										

Certification Body Name		Certificate Number	
--------------------------------	--	---------------------------	--

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

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"/>	
12A/12B ‡	<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 £50.00 = | £ | |
| No. of schemes (branch): | x £10.00 = | £ | |
| | Total Amount = | £ | +VAT |

* 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
Warwickshire
CV8 2LG



Tel: 024 7641 9703
Fax: 024 7641 1655
Email: NHSSscheduleofsuppliers@lantra-awards.co.uk

Appendix P - 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 & Stiles to clients design and/or specification</p>	<p><input type="checkbox"/> Mild steel (low carbon steel) continuous bar fences and hurdles <input type="checkbox"/></p> <p><input type="checkbox"/> Specification for Pedestrian Restraint Systems in Metal <input type="checkbox"/></p> <p><input type="checkbox"/> Precast Concrete Products – Elements for Fencing <input type="checkbox"/></p> <p><input type="checkbox"/> Steel palisade fences <input type="checkbox"/></p> <p><input type="checkbox"/> Electric security fences <input type="checkbox"/></p>
<p>Sector Scheme 2B (please confirm scope)</p>	<p>Brifen Wire Rope <input type="checkbox"/></p> <p>Deltabloc 80 (Proprietary) <input type="checkbox"/></p> <p>Un-tensioned Corrugated Barriers (UCB) <input type="checkbox"/></p> <p>Double Rail Open Box Beam (DROBB) <input type="checkbox"/></p> <p>Multibloc/Maxibloc (Proprietary) <input type="checkbox"/></p>	<p>Barrierguard 800 (Proprietary) <input type="checkbox"/></p> <p>Tensioned Corrugated Barriers (TCB) <input type="checkbox"/></p> <p>Open Box Beam (OBB) <input type="checkbox"/></p> <p>Rectangular Hollow Section (RHS) <input type="checkbox"/></p> <p>Please provide details for any other including Crash Cushions, Terminals & Transitions <input type="checkbox"/></p>
<p>Sector Scheme 2C (please confirm scope)</p>	<p>Environmental Barriers (Structural) <input type="checkbox"/></p>	<p>Vehicle Restraint Systems where attached <input type="checkbox"/></p>
<p>Sector Scheme 5A (please confirm scope)</p>	<p>Product design, manufacturer & supply of vehicle parapets for bridges <input type="checkbox"/></p> <p>Product design, manufacturer & supply of pedestrian parapets for bridges <input type="checkbox"/></p>	<p>Application design, fabrication & supply of vehicle parapets for bridges <input type="checkbox"/></p> <p>Application design, fabrication & supply of pedestrian parapets for bridges <input type="checkbox"/></p>
<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 12A/12B (please confirm scope)	12A Installing, maintaining and removing static temporary traffic management on motorways and highspeed dual carriageways for schemes incorporating contraflow operations and/or temporary road markings	<input type="checkbox"/>	12B Installing, maintaining and removing static temporary traffic management on motorways and highspeed dual carriageways for schemes NOT incorporating contraflow operations and/or temporary road markings	<input type="checkbox"/>
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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)	Workshop			
	Industrial coatings application	<input type="checkbox"/>	Abrasive blast cleaning	<input type="checkbox"/>
	Thermal (metal) spraying	<input type="checkbox"/>	Paint spraying	<input type="checkbox"/>
	Site Works			
	Industrial coatings application	<input type="checkbox"/>	Abrasive blast cleaning	<input type="checkbox"/>
	Water jetting	<input type="checkbox"/>	Paint spraying	<input type="checkbox"/>

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

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

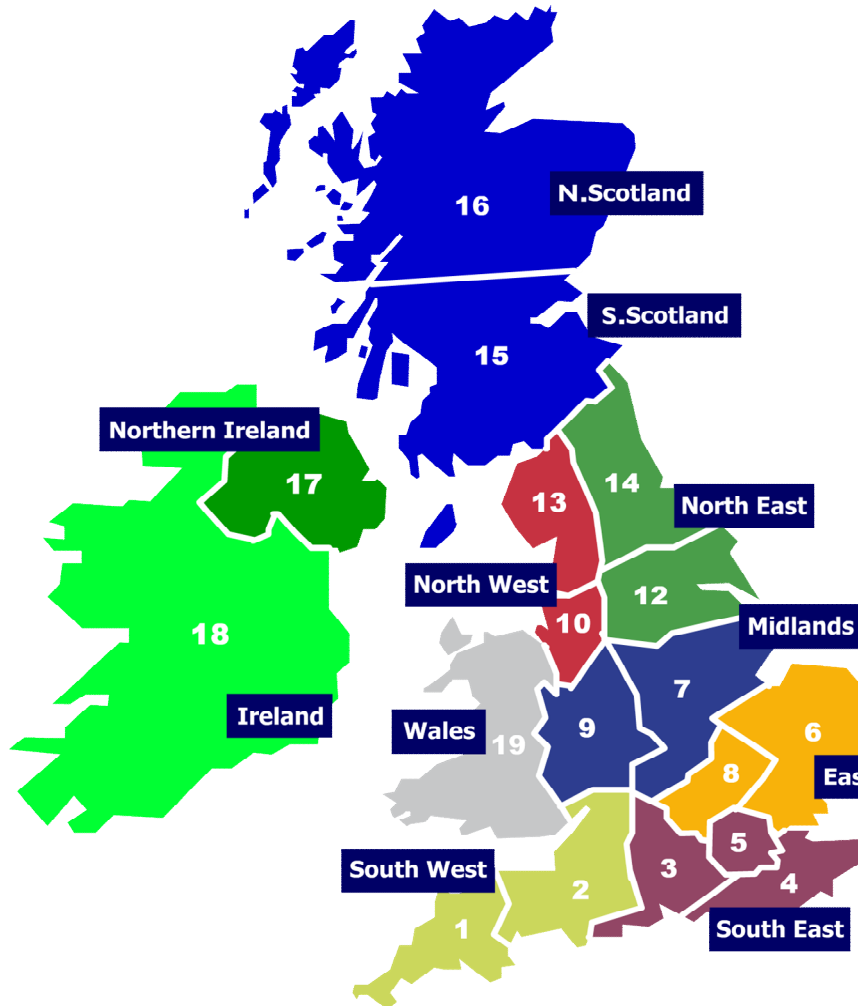
Appendix P – 2 List of Current Schemes

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

Appendix P - 3 – Areas & Regions Map

HA 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	NOTHERN 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 P - 4 – Direct debit mandate

 <p>The Sector Skills Council for the environmental and land-based sector</p>	<p>Instruction to your Bank or Building Society to pay Direct Debits.</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												
<p>Please fill in the whole form and send it to: Lantra, Lantra House, Stoneleigh Park Kenilworth, Warwickshire CV8 2LG.</p>																	
<p>1. Name and full postal address of your Bank or Building Society branch</p>																	
<table style="width: 100%; border: none;"> <tr> <td style="border: none;">To: The Manager</td> <td style="border: none; width: 80%;"></td> <td style="border: none; width: 20%; text-align: right;">Bank or Building Society</td> </tr> <tr> <td style="border: none;">Address</td> <td colspan="2" style="border: none;"></td> </tr> <tr> <td style="border: none;">Postcode</td> <td colspan="2" style="border: none;"></td> </tr> </table>			To: The Manager		Bank or Building Society	Address			Postcode								
To: The Manager		Bank or Building Society															
Address																	
Postcode																	
<p>2. Name(s) of account holder(s)</p>	<p>5. Lantra reg. number (please specify for each a/c held)</p>																
<p>3. Branch sort code (from the top right hand corner of your cheque)</p>	<p>6. Instruction to your Bank or Building Society Please pay Lantra Direct Debits from the account detailed on this</p>	<p>Instruction subject to the safeguards assured by the Direct Debit Guarantee.</p>															
<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 30px; height: 40px;"></td> <td style="border: 1px solid black; width: 30px; height: 40px;"></td> <td style="border: 1px solid black; width: 30px; height: 40px;"></td> </tr> </table>				<p>4. Bank or Building Society account number</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 20px; height: 30px;"></td> <td style="width: 20px; height: 30px;"></td> <td style="width: 20px; height: 30px;"></td> <td style="width: 20px; height: 30px;"></td> <td style="width: 20px; height: 30px;"></td> <td style="width: 20px; height: 30px;"></td> <td style="width: 20px; height: 30px;"></td> <td style="width: 20px; height: 30px;"></td> </tr> </table>									<table style="width: 100%; border: none;"> <tr> <td style="border: none;">Signature(s)</td> <td style="border: none; width: 80%;"></td> </tr> <tr> <td style="border: none;">Date</td> <td style="border: none;"></td> </tr> </table>	Signature(s)		Date	
Signature(s)																	
Date																	
<p>Banks and Building Societies may not accept Direct Debit Instructions for some types of account.</p>																	

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.