



# National Highways Sector Schemes for Quality Management in Highway Works

12A & 12B

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

**Published by the Sector Scheme Advisory Committee for  
Traffic Management (SSACTM)**

# DOCUMENT CONTROL

## Issue Statement

Until July 2006 Sector Scheme Documents 12A and 12B existed as standalone documents as detailed below:

### 12A

Issue 1.0	22 July 1998	Issue 1.1	18 August 1998.
Issue UKAS 1	January 2000 (unpublished)	Issue UKAS 2	May 2000
Issue UKAS 3	December 2002	Issue UKAS 4	Aug 2004
Issue UKAS 5	July 2005		

### 12B

Issue UKAS 1.0	July 2000	Issue UKAS 2.0	March 2003
Issue UKAS 3.0	Aug 2004	Issue UKAS 4.0	July 2005

In line with restructuring the committee has asked that the two documents be combined. This is the first issue as detailed below:

### 12A/12B

Issue UKAS 1	November 2006
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## Revisions

This is a full revision with the merging of the Schemes 12A/12B

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

APSE

BMTRADA

BSI

CECA – Civil Engineering Contractors Association

CSS (formerly County Surveyors Society)

DBFO Cos

HCTA – Highways and Construction Training Association

Health & Safety Executive

Highways Agency (HA)

Lantra Awards

Lloyd's Register Quality Assurance Ltd

HTMA – Highways Term Maintenance Association

Mobile Lane Closures Contractors Association

NQA Limited

QA International Certification Ltd

Roads Service Northern Ireland

Scottish Executive

Society of Chief Officers of Transportation in Scotland (SCOTS)

SGS UK Limited

TMCA - Traffic Management Contractors Association

Welsh Assembly Government

## **EXCLUSION OF LIABILITY**

The Advisory Committee

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

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## **SELECTION OF CERTIFICATION BODY**

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

Prospective companies seeking registration under this scheme should ensure that they engage a Certification Body specifically accredited to assess against the requirements of this SSD. Specifiers, consultants, engineers etc. that require confirmation of compliance with the Contract Specification in respect of the supply of products/materials should confirm the current status of the quality management system certificate issuer and that specific reference is made to this Sector Scheme.

## **Implementation of issue UKAS 1**

This issue of the SSD is to be implemented immediately for assessments in accordance with BS EN ISO 9001:2000.

Assessments against Issue 12A UKAS 5 and 12B UKAS 4 will continue to be valid until the following assessment carried out by the accredited certification body.

## INTRODUCTION

In the late 1980s, concern was generated about the standards of workmanship related to the installation of temporary traffic management schemes. The outcome of this is the production of this Sector Scheme Document (SSD) for inclusion in the Appendix A of the Volume 1 of the Manual of Contract Documents for Highway Works - Specification of Highway Works.

It is acknowledged that a number of accredited certification bodies have obtained technical competence over the years to be able to provide quality management system certification for this Sector Scheme and it was realised that there was a necessity for these bodies to agree to the same interpretation of BS EN ISO 9000 Series of Standards for this work sector. Under the Chairmanship of the Highways Agency, the Sector Scheme Advisory Committee for Traffic Management (SSACTM) was set up in June 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 field of traffic management and by certification bodies for assessing traffic management contractors. It is proposed that this committee would act in an advisory capacity to UKAS on traffic management issues.

The SSD is a live document with the committee meeting two/three times a year to develop it as appropriate. Those using the document should always ensure that they have the current version of the document.

Any observations or complaints relating to the operation of this document and the scheme should be addressed using forms Appendices J1 and J2. Appendix J1 is to be used for observations and general queries concerning the document and general feedback; Appendix J2 relates to the assessment processes carried out by Certification Bodies. Completed J1 forms should be sent to:

The Chairman  
Sector Scheme Advisory Committee for Traffic Management  
c/o UKAS  
21 - 43 High Street  
Feltham  
Middlesex, TW13 4UN

Completed J2 forms should be sent directly to the relevant Certification Body.

This SSD is one of a series of SSDs dealing with temporary traffic management. Scheme 12A/12B deals with temporary traffic management on motorways and high speed dual carriageways. Scheme 12C deals with mobile lane closure traffic management and scheme 12D relates to temporary traffic management for works for road purposes carried out on rural and urban roads.

# INTERPRETATION OF BS EN ISO 9001:2000

## 1. SCOPE

This SSD describes the quality management system requirements to be established by Organizations providing static temporary traffic management on motorways and high speed dual carriageways including on-line widening schemes.

The document interprets the requirements of British Standard BS EN ISO 9001:2000 and should be read in conjunction with that standard. The SSD is applicable to Organizations carrying out the installation, maintenance and removal of static temporary traffic management measures on such schemes.

The SSD shall be referenced in the Certificate of Registration (see Appendix K)

## 2. NORMATIVE REFERENCE

The following normative documents constitute the provisions of international standard for quality management systems which underpin this document

- BS EN ISO 9000:2005 Quality Management Systems – Fundamentals and Vocabulary
- BS EN ISO 9001:2000 Quality Management Systems – Requirements
- BS EN ISO 9004:2000 Quality Management Systems – Guidelines for Performance Improvements.
- Traffic Signs Manual Chapter 8 - Traffic Safety Measures and Signs for Road Works and Temporary Situations. Part 2 – Operations

## 3. TERMS AND DEFINITIONS

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

12A Installation	The installation, maintenance and removal of static temporary traffic management measures on motorways and high speed dual carriageways for schemes incorporating contraflow operations and/or temporary road markings.
12B Installation	The installation, maintenance and removal of static temporary traffic management measures on motorways and high speed dual carriageways for schemes <b>NOT</b> incorporating contraflow operations and/or temporary road markings.
Certificate of Registration:	A certificate issued by an UKAS accredited Certification Body certifying that the holder operates a Quality Management System complying with BS EN ISO 9001:2000 and this SSD. The Certificate will state the category(ies) of work that the holder is competent to supply. (See Appendix K)
Client:	The body for which the work is being carried out e.g.

Highway Authority.

Contract Specification:	<p>The technical requirements of the contract agreement. For example the following may apply:</p> <ul style="list-style-type: none"><li>i) Manual of Contract Documents for Highway Works: Volume 1: The Specification for Highway Works or as specifically required in the contract documents.</li><li>ii) Contract Specific Appendices</li><li>iii) The Contract Drawings</li></ul>
Customer:	<p>In the context of this document 'Customer' is synonymous with 'Client' and has been retained mainly for consistency with definitions in ISO 9000:2005.</p>
Design Development	<p>Set of processes that transform requirements into specified characteristics or into the specification of a product, process or system. (Ref. ISO 9000:2000 3.4.4)</p>
High Speed Dual Carriageway	<p>A dual carriageway which in normal circumstances is subject to speed restrictions of 50 mph or greater</p>
Impact Protection Vehicle (IPV)	<p>A vehicle fitted with a crash cushion and a light arrow sign when used in live lanes in accordance with Chapter 8 (05.5.5.).</p>
IPV Driver	<p>An operative who has successfully undergone training and assessment and is additionally registered with Lantra Awards</p>
Organization	<p>The body responsible for the installation, maintenance and removal of static temporary traffic management measures.</p>
Organization's Manager*	<p>The person named in the Organization's Quality Plan as having managerial responsibility for the static temporary traffic management measures.</p>
Quality Plan	<p>The document setting out the specific quality practices, resources and sequence of activities relevant to the project (See Appendix A).</p>
Quality Management System	<p>The Organization's structure, responsibilities, procedures, processes and resources for implementing Quality Management.</p>
Registered	<p>An operative who has successfully completed training and assessment in accordance with this Sector Scheme Document, has their details recorded as a Traffic Management Operative or Traffic Management Foreman by Lantra Awards and shall hold a registration card appropriate to their qualification and responsibility issued by Lantra Awards.</p>

“shall”	“used to indicate a requirement strictly to be followed in order to conform to the standard and from which no deviation is permitted. (See ISO Directives Part 3:1997, Annex E)” (reference “guidance on terminology used in ISO 9001:2000 and ISO 9004:2000”).)
Static Temporary Traffic Management	The deployment of temporary traffic signs, temporary road markings, and temporary traffic delineators
Technical Officer*	The person named in the Organization’s Quality Plan responsible for the establishment, modification and removal of traffic management and implementation of the requirements of the Contract Specification.
Traffic Management Foreman** (TMF)	The person named in the Organization’s Quality Plan as having the responsibility, training and experience to control 12A and 12B static temporary traffic management measures to meet the requirements of the Contract Specification and is registered as a Traffic Management Foreman by Lantra Awards as having the relevant knowledge and competency. The registered traffic management foreman shall be site based and shall be an active member of the installation/removal team.
Lead Traffic Management Operative (LTMO)**	The person named in the Organization’s Quality Plan as having the responsibility, training and experience to control <b>12B ONLY</b> static temporary traffic management measures to meet the requirements of the Contract Specification and is registered as a Lead Traffic Management Operative (LTMO) by Lantra Awards as having the relevant knowledge and competency. The registered lead traffic management operative shall be site based and shall be an active member of the installation/removal team.
Traffic Management Operative (TMO)	An operative who will have successfully undergone an approved training course, completed the competency assessment and been issued with a registration card by Lantra Awards. (Rules on the employment of unregistered traffic management operatives are contained in section 6.2.2 of this sector scheme document.)
Traffic Management Unregistered Operative	An unregistered operative who works under the control of a Traffic Management Foreman/LTMO and is directly involved with the installation, maintenance or removal of the traffic management measures. Only one unregistered operative shall be allowed per gang, all other operatives must be qualified and registered as appropriate to their role and level of responsibility.

Traffic Safety and Control  
Officer

A person registered by Lantra Awards and appointed by the principal contractor to make all necessary arrangements for traffic safety and control (See SHW Clause 117.19)

- \* The roles of Technical Officer and Organization's Manager may be combined on some contracts.
- \*\* A separate traffic management foreman/LTMO will be required where temporary traffic management measures are installed on two separate carriageways. The ratio of registered traffic management foreman/LTMO to operatives shall be in accordance with Clause 6.2.2(iv)

## 4. QUALITY MANAGEMENT SYSTEM REQUIREMENTS

### Introduction

This document needs to be read in conjunction with the ISO 9001 : 2000 requirements augmented by the following supplementary requirements. Paragraph numbers in this section reference appropriate paragraphs of BS EN ISO 9001 : 2000. Where 'no specific interpretation' is recorded under a heading this means that it is not considered necessary to provide an interpretation for that clause.

### 4 Quality Management System

#### 4.1 General Requirements

No specific interpretation

#### 4.2 Documentation Requirements

##### 4.2.1 General

The Organization shall submit a Quality Plan or alternative document as defined in the Contract Specification for acceptance or approval by the Client, as appropriate, prior to commencement of work.

##### 4.2.2 Quality Manual

No specific interpretation.

##### 4.2.3 Control of Documents

No Specific Interpretation

##### 4.2.4 Control of Records

As part of the Organization's procedures for control of records, the following contract specific documents are typically required to be controlled:

1. Correspondence
2. Delivery notes and certification where required (eg traffic delineators)
3. Training records/certificates
4. Contract documentation and customer order
5. Instructions to site staff
6. Where appropriate, location and identification of underground and overground services and structures and name, address, telephone numbers of persons responsible for them
7. Methods to ensure the Organization obtains any amendments to the documents listed in Appendix B where appropriate to the scope of registration.

In addition to the Organization's own records, the following contract specific records shall typically be kept:

8. Contract Specification and any variations
9. Purchase orders
10. Instructions to site staff
11. Written complaints
12. Experience, training and registration record of all personnel

13. Traffic Management layout records and period in operation (separate report for each layout)
14. Details of materials used - (eg equipment list)
15. Details of any accidents and near misses (known to the Organization) in or adjacent to the provision of the Traffic Management measures and report as required in the contract.
16. Experience, training and registration record of all personnel.

Records shall be kept for a minimum of 6 years.

## **5 Management Responsibility**

### **5.1 Management Commitment**

No specific interpretation

### **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**

No specific interpretation

### **5.4 Planning**

No specific interpretation

### **5.5 Responsibility, Authority and Communication**

No specific interpretation

### **5.6 Management Review**

The Organization shall review the quality management system at least once a year to ensure its continuing suitability and effectiveness to conform to this Sector Scheme.

## **6 Resource Management**

### **6.1 Provision of Resources**

No specific interpretation

### **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 traffic management. It is intended to provide awareness to carry out work in a safe manner however it remains the responsibility of the Organization to determine and implement safe systems of work.

#### **6.2.2 Competence, Awareness and Training**

##### **(i) Registration Scheme**

Details of training programmes approved by the SSACTM are listed in Appendix C of this SSD.

Details of training and assessment programmes for Impact Protection Vehicles approved by the 12A/12B and 12C advisory committees are listed in Appendix C of this SSD.

All TMO, LTMO and TMF are required to be trained and assessed, they shall attend and pass the relevant training course and assessment criteria approved by the Sector Scheme Committee and administered by Lantra Awards.

(ii) Registration Cards

A Traffic Management Registration Card is issued to all traffic management personnel, when they have successfully completed an approved training and assessment programme (see Appendix C). The Traffic Management Registration Card will define the type of traffic management the holder has been trained to undertake and the degree of responsibility that the holder can normally accept. It shall not be valid for any Traffic Management that is not defined. The card will be valid for a period of 5 years (inclusive of a 6 month renewal period).

TMO, LTMO and TMF who have successfully completed the approved training and assessment programme shall carry their registration card as identification whenever they are working on traffic management schemes. Where certificates are issued these are for continued professional development only and do not provide proof of competency.

Certificates can not be accepted unless supported by a registration card with the exemption of IPV certificates issued prior to 1 July 2004. (See 6.2.2 (iii))

Certificates for driving IPV's issued prior to the 1 July 2004 for the half day training only course with no test paper or assessment will expire after 3 years. Holders will need to attend the revised training and assessment one day course prior to the expiry of their certificate.

(iii) Renewal and Registration Cards

Holders of registration cards shall reaccredit within the designated period by attending and successfully completing the appropriate refresher training course before a new Traffic Management Registration Card is issued.

Reaccreditation after expiry shall be subject to attendance of the full training course appropriate to registration ie one day for a registered TMO or two days for the TMF/LTMO (see Appendix C for details).

Certificates for driving impact protection vehicles issued prior to the 1 July 2004 for the half day training only course with no test paper or assessment will expire after 3 years. Holders will need to attend the revised training and assessment one day course prior to the expiry of their certificate.

Refresher training for IPV cards issued after 30 June 2004 is the half day theory course with end of course test paper.

(iv) Record of Practical Experience

The Organization shall create and maintain a record of practical TM experience for each TMO, LTMO and TMF employed. The record shall include details of the manner in which the individual has obtained practical experience.

The issue of a new or renewed Traffic Management Registration Card, as the case may be, shall be recorded by the Organization. A sample register is given in Appendix D. This information should be retained with the record of practical Traffic Management experience. The Organization shall provide up to date copies of the record of practical Traffic Management experience to each of the traffic management personnel for their retention.

The Technical Officer will have at least two year's recorded experience of appropriate temporary traffic management measures.

Registered LTMO and/or TMF will have successfully completed the TMOs training and assessment programme, have been assessed on the appropriate traffic management LTMO/TMF training (2 day off the job traffic management LTMO/TMF course – see Appendix C) and previously have had at least one year's recorded experience of setting up temporary traffic management measures. They shall control no more than five Registered TMOs or four registered and one unregistered operative each.

Registered traffic management personnel working on motorways and high speed dual carriageways shall have been assessed on the appropriate training and assessment programme and have at least three month's recorded experience of setting up appropriate temporary traffic management measures.

Unregistered TMO shall at all times be supervised by a registered TMO on a one to one basis. This supervised experience should include practical experience of installing, maintaining and removing traffic management schemes and shall be recorded as part of their training records. Unregistered TMO shall attend relevant TM training within 6 months of starting employment.

The Organization shall ensure that all Technical Officers, LTMOs and TMF have a working knowledge of the relevant parts of the documents listed in Appendix B of this schedule.

(v) Gang Structure

Each gang shall be lead by an appropriately registered LTMO or TMF who is an active member of the gang. No gang shall have more than one unregistered operative.

(vi) Registered Traffic Management Personnel

A traffic management company shall maintain a minimum complement of 8 accredited traffic management personnel to meet the requirements of this scheme.

The Organization shall ensure that any traffic management operative engaged from a labour only supply agency is appropriately qualified and card carrying for the work activities they are undertaking.

### 6.3 Infrastructure

No specific interpretation

## **6.4 Work Environment**

No specific interpretation

## **7 Planning and Product Realization**

### **7.1 Planning of Product Realization**

The Quality Plan shall as a minimum address the topics listed in Appendix A of this schedule supplemented by contract specific information.

The Quality Plan should not be considered in isolation. An integrated approach should be taken which links the Quality Plan, Environmental Plan, Sustainability Plan and the Health and Safety Plan together. Management of the service as a whole is reliant on quality and hence the contract and the quality element cannot be separated, as one cannot function without the other.

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

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

The Quality plan may be a largely standard document as indicated in Appendix A of this schedule supplemented by contract specific information.

### **7.2 Customer Related Processes**

#### **7.2.1 Determination of requirements related to the product**

The Contract Specification shall not be changed without written approval from the Client.

#### **7.2.2 Review of Requirements Relating to the Product**

- (i) The processes for review and determination of requirements shall require the Organization to verify with the customer that the order placed meets the technical requirements included in the Client's Contract Specification.
- (ii) Although not necessarily responsible for the design, the Technical Officer shall, prior to commencement of the traffic management, check the practicality of the proposed measures. This shall include liaison with third parties, in particular the Highway Authority, the Client/Customer and the Police. Where irregularities or inconsistencies with the specification or for reasons of health and safety or for other reasons are encountered these shall be brought to the attention of the Customer/Client for resolution.
- (iii) 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**

The Organization shall have a process in place to notify Lantra Awards of its

registration status in respect to this schedule, within 14 days of gaining registration to this scheme and thereafter annually.

### **7.3 Design and Development**

#### **7.3.1 Design and Development Planning**

Where Traffic Management system design or development is undertaken the Quality Plan will identify the personnel involved with their qualifications/experience appropriate for temporary traffic management design. This shall include those involved with design verification and approval.

Note: Reference shall be made to "Guidance for Safer Temporary Traffic Management" when planning temporary traffic management arrangements

#### **7.3.2 Design and Development Inputs**

- (i) The design process shall include liaison with the highway authority and the police as appropriate. This shall cover topics such as timing of operations, taper positions, Police involvement, special signing and co-ordination with other works. This liaison may be included with design review processes.
- (ii) Records of design inputs shall identify sources of information such as traffic flows and carriageway widths.

### **7.4 Purchasing**

The Organization shall establish processes to ensure that all materials conform to the Contract Specification. All copies of certification to verify this shall, on request, be passed to the Client.

### **7.5 Production and Service Provision**

#### **7.5.1 Control of Production and Service Provision**

- (i) The Organization shall produce a method statement for the installation, maintenance and removal of traffic management arrangements. Where required, the method statement shall be submitted to the Customer for acceptance and to the Client's representative for acceptance or approval as appropriate. The Organization shall have access to and a working knowledge of the relevant documents listed in Appendix B of this schedule together with the Contract Specification.
- (ii) The Organization shall appoint a LTMO or TMF as appropriate who shall be responsible for the installation, maintenance and removal of the traffic management measures and shall be an active member of the installation/removal team.
- (iii) For works covered by 12A installation general maintenance shall be carried out by a minimum of two traffic management personnel working together (as a minimum one of the TMO shall be registered). All equipment must be maintained in the proper position and kept clean. Damaged equipment must be replaced.

A LTMO/TMF/TMO as appropriate to the scheme must be contactable at all times. (This information should be included in the Organizations Quality Plan)

- (iv) The Organization may be required under the contract to report to the Customer on

unexpected interruption to traffic flow, accidents or other incidents, and if appropriate to their role, recommend corrective actions for consideration.

#### 7.5.2 Validation of processes for production and service provision

Daily certificates/reports, signed by the LTMO, TMF or Technical Officer, shall be retained, and submitted to the Customer if required, for the Installation, Maintenance and Removal of the traffic management measures.

#### 7.5.3 Identification and traceability

No specific interpretation

#### 7.5.4 Customer Property

The Quality Management System shall include a process to be applied where material is supplied by the Customer or the Client if this is identified in the Contract Specification. For example, this may include the use of traffic signs.

#### 7.5.5 Preservation of Product

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

Manufacturers recommend the regular inspection of IPV equipment, by a competent person.

### 7.6 Control of Monitoring and Measuring Devices

No specific interpretation

## 8 Measurement, Analysis and Improvement

### 8.1 General

No specific interpretation

### 8.2 Monitoring and Measurement

#### 8.2.1 Customer satisfaction

No specific interpretation

#### 8.2.2 Internal Audits

Internal audits of the quality management system against this SSD shall include at least two site visits a year.

#### 8.2.3 Monitoring and measurement of processes

No specific interpretation

#### 8.2.4 Monitoring and measurement of product

No specific interpretation

### **8.3 Control of Non-Conforming Product**

Non-conforming component parts (that is a sign or a cone/delineator) and schemes shall not be accepted unless written approval has been received from the Client.

### **8.4 Analysis of Data**

No specific interpretation

### **8.5 Improvement**

#### **8.5.1 Continual improvement**

No specific interpretation

#### **8.5.2 Corrective action**

No specific interpretation

#### **8.5.3 Preventive Action**

As part of the procedures for preventive action, the Organization shall include processes to ensure that the minimum number of qualified traffic management operatives is appropriately maintained.

## **APPENDIX A: REQUIREMENTS FOR QUALITY PLANS**

### **1. General Requirements**

- 1.1 Definition of the product to be provided.
- 1.2 The structure of the Organization describing the line of command and stating the names of the Organization's Manager responsible for the contracted work, the Technical Officer and LTMO, TMF.
- 1.3 Identification of the relevant parts of the Organization's quality manual relevant to the product or service being provided.\*
- 1.4 The control of personnel selection including special requirements for skilled personnel eg training of site staff.\*
- 1.5 Programme for submission of method statements and for the installation and removal of traffic management measures.
- 1.6 The Customer's nominated Quality Manager, project manager and/or other representatives through whom communication is to be made throughout the contract.
- 1.7 Details of personnel responsible for system design, where appropriate.

### **2. Contract Specific Statements**

Are required for the following:

- 2.1 Liaison with the Police, Clients' representatives and the Highway Authority.
- 2.2 Submission for examination by the Client's representative of certification body's certificates of registration for conformity against this scheme, the operatives' LTMO's and foremen's registration cards and training certificates and the register of training and registration of operatives and foremen employed by the company.
- 2.3 Receipt and examination of certificates of registration and test results for materials used.\*
- 2.4 Storage, handling and installation on Site including maintenance and spares.\*
- 2.5 Details and control of records.\*
- 2.6 Method statements for installation, maintenance and removal of Temporary Traffic Management Measures including any modification or changes to the installation/layout during the currency of the Works; detailed drawing(s) to be supplied if required in the Contract Specification. The statement will necessarily include inspection checks to validate that the installation has been correctly installed and that signage is in accordance with the drawings and specification.
- 2.7 Control of non-conforming product.\*

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

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

## APPENDIX B: REFERENCE DOCUMENTS

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

The listing is not comprehensive; other documents may be required to fulfil the requirements of the contract. Organizations shall ensure that they have a working knowledge and access to all the documents including amendments unless stated otherwise in the specification.

1. Manual of Contract Documents for Highway Works: Volume 1<sup>1</sup>  
Specification for Highway Works (SHW), and amendments

Series 000	Introduction
Series 100	Preliminaries
Series 1200	Traffic Signs
Series 1400	Electrical Work for Road Lighting and Traffic Signs
  
  2. Manual of Contract Documents for Highway Works - Volume 2<sup>1</sup>  
Notes for Guidance on the Specification for Highway Works (NGSHW), and amendments

Series NG000	Introduction
Series NG100	Preliminaries
Series NG1200	Traffic Signs
Series NG1400	Electrical Work for Road Lighting and Traffic Signs
  
  3. Design Manual for Roads and Bridges (The Stationery Office)
  
  4. Traffic Signs Manual Chapter 8 - Traffic Safety Measures and Signs for Road Works and Temporary Situations. Part 1 – Design .(The Stationery Office)  
  
Traffic Signs Manual Chapter 8 - Traffic Safety Measures and Signs for Road Works and Temporary Situations. Part 2 – Operations (The Stationery Office)
  
  5. Traffic Signs Regulations and General Directions, (The Stationery Office)
  
  6. Safety at Street Works and Road Works : A Code of Practice.(DOT/The Stationery Office)
  
  7. Working Drawings for Traffic Sign Design and Manufacture - Volume 3 (DOT/The Stationery Office)
  
  8. Notes for Guidance for Temporary Traffic Management - (TMCA)
- Internet**
9. Guidance for Safer Temporary Traffic Management - (HA, CSS and HSE) ([www.highways.gov.uk](http://www.highways.gov.uk))
  
  10. Sector Scheme Document for Mobile Lane Closure Traffic Management on Motorways and other Dual Carriageways, Scheme 12C. ([www.ukas.com](http://www.ukas.com))

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<sup>1</sup>Amendments are made to these volumes normally on a quarterly basis. Organizations shall ensure that they have up to date copies of the latest amendments, such information is available from the Highways Agency's Information Line 08457 504030.

11. Sector Scheme Document for Installing, Maintaining and Removing temporary Traffic Management on Rural and Urban Roads, Scheme 12D ([www.ukas.com](http://www.ukas.com))
12. Temporary Road Markings: Working Group Findings ([www.highways.gov.uk](http://www.highways.gov.uk))
13. Crossing high-speed roads on foot during temporary traffic management works (HSE Construction Information Sheet No 53)

14. **British Standards**

BS 873	Road traffic signs and internally illuminated bollards
Part 1	Methods of Test
Part 2	Specification for Miscellaneous Signs
Part 4	Specification for Road Studs
Part 6	Specification for Retro-reflective and Non-retro-reflective Signs
Part 8	Specification for Traffic Cones and Cylinders
BS 3143	Road danger lamps
Part 2	Specification for Low Intensity Battery Operated Lamps
Part 4	Specification for High Intensity Battery Operated Lamps
BS 3262	Specification for Hot Applied Thermoplastic Road Marking Materials
Part 1	Specification for constituent materials and mixtures
Part 2	Specification for road performance
Part 3	Specification for application of material to road surfaces
BS 6044	Specification for Pavement Marking Paints
BS EN 471	Specification for High Visibility Reflective Clothing
BS EN ISO 9000:2005	Quality Management Systems – Fundamentals and Vocabulary
BS EN ISO 9001:2000	Quality Management System Requirements
BS EN ISO 9004:2000	Quality Management Systems – Guidelines for Performance Improvements

(Note: The Organization shall use the current reference document and British Standards unless stated otherwise in the Contract Specification)

## **APPENDIX C: TRAINING AND HEALTH AND SAFETY FOR 12A/12B TEMPORARY TRAFFIC MANAGEMENT**

### **1a. Training & Competency for 12A Temporary Traffic Management**

Training courses are available as follows:

- 12A/12B one day off the job operative course
- 12A/12B operative refresher training course
- 12A two day off the job foremans course (\*see notes below)
- 12A foreman refresher training course
- Impact Protection Vehicle driver

Operatives must attend the 12A/12B one day off the job operative training course prior to completion of their logbook. The logbook covers a number of activities, each of which is assessed on at least three separate occasions. Operatives will have completed their logbook assessments within 2 years from their first assessment. When the logbook is successfully completed, the operative will be registered and receive a skills identity registration card from Lantra Awards. Final assessment to be completed within two years of the first assessment.

Card categories subject to suitable qualification are available as follows:

- 12A/B general operative
- 12A/B general operative non driver
- 12A Foreman\*
- 12A Foreman non driver\*
- IPV Live Lanes
- IPV Non Live Lanes
- Traffic Safety and Control Officer (\*\*see notes below)

12A operatives must complete the logbook in full to obtain their skills identity registration card.

On successful completion of the course a skills identity registration card will be issued to the operative. The life span of the card is 5 years. To retain the card an update/refresher course must be attended in the 6 months prior to the expiry date of the card.

To be registered as Traffic Management Foreman candidates must qualify as an operative (as detailed above) and also attend the two day Traffic Management Foreman training course.

\*12A Registered Foreman are also able to supervise as a 12B Registered Lead Traffic Management Operative.

\*\*Traffic Safety and Control Officer (TSCO) must successfully pass the 12A Foreman training course and make separate application on the TSCO application form.

Information you should know with regard to training and assessment in traffic management

- All candidates must have attended the one-day off the job-training course within 6 months of starting employment within the traffic management industry.
- Unqualified candidates must be supervised by a qualified member of the gang at all times on a one to one basis, with one unqualified person to every five qualified people operating in the gang including the foreman.
- A period of at least two weeks between successful/unsuccessful assessments must be observed. The object is to observe competence over a period of time to ensure consistency so that the tasks become part of an operative's every day routine.
- As a guideline the average time taken from start to completion of the logbook is three months but no more than two years.
- Only trained assessors who are approved and registered with Lantra Awards can complete and sign off the assessments in the logbook.
- For 12A/B the Highways Agency have instructed that traffic management cannot be carried out for assessment purposes only ie must be live works.

### **1b. Training & Competency for 12B Temporary Traffic Management**

Training courses are available as follows:

- 12B one day off the job operative course
- 12B operative refresher training course
- 12B two day off the job lead traffic management operative course
- 12B one day off the job lead traffic management operative refresher course
- Impact Protection Vehicle Driver

Operatives must attend the 12B one day off the job operative training course prior to completion of their logbook. The logbook covers a number of activities, each of which is assessed on at least three separate occasions. Operatives will have completed their logbook assessments within 2 years from the date of their first assessment. When the logbook is successfully completed, the operative will be registered and receive a skills identity registration card from Lantra Awards. Final assessment to be completed within two years of the first assessment.

Card categories subject to suitable qualification are available as follows:

- 12B general operative
- 12B general operative non driver
- 12B lead traffic management operative\*
- 12B lead traffic management operative non driver\*
- IPV Live Lanes
- IPV Non Live Lanes

12B operatives do not need to complete the units as specified in the front of the logbook. Assessment centres are required to return all externally verified logbooks to operatives/their employees in case they wish to qualify as 12A operatives in the future.

To be registered as Lead Traffic Management Operative candidates must qualify as a operative (as detailed above) and also attend the 2 day lead traffic management operative training course. 12B Registered lead traffic management operatives can only supervise 12B installations

On successful completion of the course a skills identity registration card will be issued to the operative. The life span of the card is 5 years. To retain the card an update/refresher course must be attended in the 6 months prior to the expiry date of the card.

\*12A Registered Foreman are also able to supervise as a 12B Registered Lead Traffic Management Operative.

#### Information you should know

- All candidates must have attended the one-day off the job-training course within 6 months of starting employment within the traffic management industry.
- Unqualified candidates must be supervised by a qualified member of the gang at all times on a one to one basis, with one unqualified person to every five qualified people operating in the gang.
- A period of at least two weeks between successful/unsuccessful assessments must be observed. The object is to observe competence over a period of time to ensure consistency so that the tasks become part of an operative's every day routine.
- As a guideline the average time taken from start to completion of the logbook is three months but no more than two years.
- Only trained assessors who are approved and registered with Lantra Awards can complete and sign off the assessments in the logbook.
- For 12B the Highways Agency have instructed that traffic management cannot be carried out for assessment purposes only ie must be live works.

## 2. TRAINING AND COMPETENCY REQUIREMENTS FOR IMPACT PROTECTION VEHICLE DRIVERS (IPV) FOR SINGLE VEHICLE WORKS

The following clarifies training for impact protection vehicle (IPV) drivers for single vehicle works only:

Training Requirements		Competent to operate IPV	
IPV Training/Assessment Course	Additional Training/Assessment Requirements	IPV on Hard Shoulder only (Non Live Lanes)	12A/B IPV Driver only (Live Lanes)
<b>Current Revised IPV Training and Assessment Course from 1 July 2004 (one day duration)</b>	No other 12A, 12B & 12C training and assessment	Yes	No
	Successfully completed the 12A/B training and assessment	Yes	Yes
	Successfully qualified as a 12C Operative	Yes	No
	Successfully qualified as a 12A/12B & 12C Operative	Yes	Yes
	Successfully qualified as a 12C Supervisor	Yes	Yes
Successfully qualified as a 12C Supervisor**		Yes	Yes

Training Requirements		Competent to operate IPV	
IPV Training/Assessment Course	Additional Training/Assessment Requirements	IPV on Hard Shoulder only (Non Live Lanes)	12A/B IPV Driver only (Live Lanes)
<b>IPV Training Course Available Prior to 30 June 2004 (half day duration)</b>	No other 12A, 12B & 12C training and assessment	*No	No
	Successfully completed the 12A/B training and assessment	*No	Yes
	Successfully qualified as a 12C Operative	Yes	No
	Successfully qualified as a 12A/12B & 12C Operative	Yes	Yes
Successfully qualified as a 12C Supervisor**		Yes	Yes

#### Notes

Where yes is stated on the above matrix suitably qualified operatives will receive a Lantra Awards skills registration card showing their qualification as appropriate to operate on:

- non live lanes only (hard shoulders) or
- live lanes only (driving IPV on 12A/B works) or
- non live and live lanes (hard shoulders and driving IPV on 12A/B works)

\*On completion of this course candidates are issued with a certificate with the following statement:

*“Please note this certificate is for attendance only and no recorded assessment of competence has been completed. Employers of IPV drivers must therefore satisfy themselves that operatives are capable of operating safely, and in accordance with the appropriate method statement compiled by the employer, before allowing them to operate such a vehicle.”*

\*\*12C Supervisors do not need to attend the IPV training course as the 12C Supervisors qualification means they can drive a IPV on hard shoulders and live lanes.

**NB** IPV training does not allow operatives to be part of a mobile lane closure team unless they are suitably qualified to 12C.

### 3. Training and competency requirements for working on rural and urban roads inclusive of dual carriageways under 40mph (12D)

This document is now available from the UKAS website.

#### **4. Health and Safety**

Although the training courses includes an element of training for health and safety, organisations are reminded of their legal requirements to provide health and safety training for each employee in accordance with the health and safety at work etc act 1974.

The training and assessment of operatives required by this scheme is aimed primarily at technical competence for temporary traffic management. 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.

#### **5. Lantra Awards/Construction Skills Certification Scheme (CSCS) Traffic Management Cards for 12A/12B Temporary Traffic Management**

The Lantra Awards card is issued in accordance with this sector scheme document and the Lantra Awards centre specification.

A joint Lantra Awards/CSCS card for 12A/12B Temporary Traffic Management will be available for companies who require a CSCS card to work on Major Contractor Group sites. This card is issued in addition to the Lantra Awards card and will only be issued to operatives who are qualified to the training and competencies in sector schemes 12A/12B or who are working to completion. In additional operatives will need to complete the Highways touch screen test before applying for the Lantra Awards/CSCS card.

If you are required to hold a CSCS card in addition to the Lantra Awards card please contact Lantra Awards for an application pack.

#### **6. Construction Skills Register (CSR) – Northern Ireland**

Please contact Lantra Awards for full details on how the CSR card applies in Northern Ireland.

#### **7. Contact Information**

For further details on the above training route and a full list of training and assessment assessments please contact:

Lantra Awards, Lantra House, Stoneleigh Park, Coventry, Warwickshire, CV8 2LG  
Tel: 02476 419703 (Customer Service Option 1) Fax: 02476 411655  
Email: [info@lantra-awards.co.uk](mailto:info@lantra-awards.co.uk) [www.lantra-awards.co.uk](http://www.lantra-awards.co.uk)

## APPENDIX D: EXAMPLE REGISTER OF DESIGNATED TM OPERATIVES AND FOREMEN

NAME OF OPERATIVE'S COMPANY:

Full Name of Operative or LTMO/Foreman and Registration Number	Reg/ Renewal Date	Categories of TTM Designated to Operate					Training Provider
		12A	12B	IPV	12C	12D Mod 1/2/3/4 /5/6/7	

## **APPENDIX E:**

**NOT USED**

## APPENDIX F: LIST OF CERTIFICATION BODIES

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

- place the cursor onto 'about accreditation' in top grey menu bar
- move down to 'accredited bodies'
- move across to 'certification body schedules' and left click on this to take you to the list of schedules
- move down past 'key abbreviations' to 'search within the schedules' - click on 'advanced search'
- type 'Highway Sector Scheme No 12A &12B' in the box and tick the square by 'search UKAS documents'
- left click 'search'
- this then lists the certification bodies who are accredited and their details can be found by clicking on the appropriate links.

BMTRADA; BSI; BVQI; DNV; LRQA; NQA; NSAI; QAICL; SGS

BMTRADA	<a href="http://www.bmtrada.com">www.bmtrada.com</a>
BSI	<a href="http://www.bsi-global.com">www.bsi-global.com</a>
BVQI	<a href="http://www.bureauveritas.co.uk">www.bureauveritas.co.uk</a>
DNV	<a href="http://www.dnv.com">www.dnv.com</a>
ISOQAR	<a href="http://www.isoqar.com">www.isoqar.com</a>
Lloyd's Register Quality Assurance	<a href="http://www.lrqa.com">www.lrqa.com</a>
NSAI	<a href="http://www.n sai.ie">www.n sai.ie</a>
NICEIC Group Limited Trading as NQA	<a href="http://www.nqa.com">www.nqa.com</a>
QA International Certification Ltd	<a href="http://www.qai.co.uk">www.qai.co.uk</a>
SGS UK Ltd	<a href="http://www.sgs.co.uk">www.sgs.co.uk</a>

Note:

Advice on the accreditation status of certification bodies to assess static temporary traffic management companies against this sector scheme should be sought from UKAS (Tel 0208 917 8400).

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

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 the United Kingdom Accreditation Service (UKAS) for issuing certificates for quality management systems in accordance with BS EN ISO 9001:2000 and this SSD
2. The Certification Body must be able to demonstrate that it possesses and can maintain the necessary experience and technical competence of traffic management within its Organization.

### **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 in traffic management. Minimum qualifications for this is that the evaluation team, which may consist of a single individual, should have the following:
  - a) IRCA Registered Lead Auditor qualification or equivalent.
  - b) knowledge in the control and implementation of temporary traffic management systems
  - c) attended a 1 day workshop/appreciation course run by an Organization approved by the SSACTM.  
  
(an individual can be trained by another auditor who has attended the training workshop/appreciation course for certification bodies' assessors, to enable that individual's training record to be maintained.)
  - d) some demonstrable highway/construction engineering background, capable of reading and understanding specifications and drawings,
2. The Certification Body shall provide to Lantra Awards (see Appendix C for details) and to the Secretary to SSACTM :
  - details of registered companies deemed competent to supply, install, maintain and remove static temporary traffic management systems
  - details of any newly registered companies within 14 calendar days of registration of such companies.

Additionally, Certification Bodies shall immediately notify Lantra Awards and the Secretary to SSACTM when companies are deregistered.

3. The quality management system certificate, which shall include reference to this SSD, will be issued to a model, which conforms to the requirements of UKAS and indicates competence under this SSD. The certificate shall include the type (and subtype if appropriate) of temporary traffic management for which the registered company has been assessed. Currently this is the installation, maintenance and removal of static temporary traffic management on motorways and high speed dual carriageways for schemes incorporating contraflow operations and/or temporary road markings.
4. The Certification Body shall present an annual report to the SSACTM, which shall provide an evaluation of the scheme and include as a minimum the following:
  - observations on the effectiveness of the current SSD and its scope including any omissions
  - recommendations for improving/clarifying this SSD
  - feedback on deficiencies against contract documentation
5. It is recommended that assessors should pass the CITB Health & Safety Touch Screen Test (Highways) to obtain a CSCS visitors card.

## **APPENDIX H: ORGANIZATION ACCEPTANCE AND GUIDELINES FOR NEW ENTRANTS**

### **1 Organization Acceptance**

**1.1** For work carried out on roads managed by the Highways Agency, the National Assembly for Wales, Scottish Executive and DRD (Northern Ireland), only those Organizations holding a valid Certificate of Registration for work within the scope of this SSD will be accepted as complying with Clause 104 and Appendix A of the Specification for Highway Works.

**1.2** For work carried out on roads managed by other highway authorities, acceptance of the Organization will depend on the requirements of the contract.

### **2 Guidelines for New Entrants**

These guidelines have been drawn up to provide traffic management companies with a method of entry into the scheme. The guidelines also provide rules by which certification bodies and clients are able to evaluate these companies for compliance and acceptability for carrying out temporary traffic management measures.

**2.1** Organizations must have sufficient, appropriately experienced and qualified operatives, supervisors and staff who meet the requirements of this sector scheme. (In respect of qualified TM operatives a minimum of 8 registered operatives will meet the requirement.)

**2.2** Organizations must have applied for registration with a certification body that is accredited by UKAS to audit against the sector scheme. Organizations will have to demonstrate that they have been audited for "office based activities" against the scheme and have received a preliminary certificate from the certification body that they have been successfully assessed. The preliminary certificate will be time limited and valid for no longer than 12 months. Organizations having achieved this status must, at the earliest opportunity, arrange for the certification body to carry out a field assessment in order to completed the certification process.

**2.3** In the event where delays prevent the certification body in providing the Organization with a certificate of registration, Organizations shall, on request, provide copies of the auditors full report to the customer/client. The customer/client shall use their own judgement as to whether or not they consider the Organization is capable of fulfilling contractual requirements.

**2.4** Upon successful registration the Organization shall inform Lantra enclosing a copy of the certificate and scope of registration with this notification.

## APPENDIX J1: FEEDBACK

Any observations or complaints relating to this document or the process described herein may either be

- a) reported electronically through the Highways Agency's Standards Improvement System (SIS) or
- b) addressed to the Committee Secretary using the form below

### a) Standards Improvement System (SIS)

SIS is implemented through Highways Agency Standard HD34/03 - The Implementation and Use of Standards Improvement System (DMRB Volume 5 Section 3.1 (DMRB 5.3.1)). HD34 was published in November 2003 followed in December 2003 by the launch of SIS.

SIS is the successor to the Quality Control Reporting System (QCRS) - a paper based system, which relied on designers to complete reports and Highways Agency staff to enter them on an old mainframe computer. The difficulty in entering reports and the fact that QCRS was perceived as a means of only recording defects with an emphasis on redress meant that QCRS had fallen into disuse.

The revised system overcomes both of these shortfalls. SIS is simple to use being available to anyone with Internet Access and is aimed at improving standards rather than reporting defects. It also provides a feedback system to the original author to advise him of the actions being taken. (HD 34/03 can be accessed through the Highways Agency web-site ([http://www.highways.gov.uk/business/tech\\_info.htm](http://www.highways.gov.uk/business/tech_info.htm)) or directly via <http://www.official-documents.co.uk/document/deps/ha/dmrb/vol5/section3/hd3403.pdf>)

NOTE: It will be necessary to be authorised to use the system, and in the first instance you are requested to contact:

The Standards & Policy Department via email: [standard\\_enquiries@highways.gsi.gov.uk](mailto:standard_enquiries@highways.gsi.gov.uk)

b) **Feedback form**

Sector Scheme Advisory Committee for Traffic Management (12A/12B/12C)  
c/o UKAS  
21 – 43 High Street  
Feltham  
Middlesex  
TW13 4UN  
Tel: 0208 917 8400  
Fax: 0208 917 8500

Problem Identified:

Suggested Action:

Name:

Organization:

Address:

Contact details:

Date:

## APPENDIX J2: COMPLAINTS 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 Organization. In the event that the matter cannot be satisfactory resolved written complaints should be made to the Organization's certification body, detailing the problem identified. Contact addresses may be obtained by following the procedure given in Appendix F.

Problem Identified:

Organization's Details:

Name:

Address:

Complaints

Name:

Organization:

Address:

Date:

Signed:

## APPENDIX K: THE INTERPRETATION OF CERTIFICATES ISSUED BY CERTIFICATION 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 Organization'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. National Highway Sector Scheme for the Quality Management and Highway Works 12A/12B – 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'.

Many organizations operate from several locations eg regional offices, service 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.

Figures 3 and 4 show example model certificate and Appendix respectively for this particular scheme. Examples for scheme 12A/12B are

Figure 3 shows the scope of a typical certificate of registration for the installation, maintenance and removal of temporary traffic management measures on high speed dual c/w

Figure 4 shows an Appendix to the certificate of registration for the installation, maintenance and removal of temporary traffic management measures on high speed dual c/w

Figure 1 Example Model Certificate of Registration.

*[Certification Body Name / Logos]*

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

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

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

**BS EN ISO 9001:2000 AND THE FOLLOWING NATIONAL HIGHWAY SECTOR SCHEMES**

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

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

Certificate Number:                      *[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 / Logos]*

**APPENDIX**

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

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

***[ORGANIZATION NAME]***

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

Scope of Registration

*[List of appropriate highways related activities]*  
**National Highway Sector Schemes**  
*[Sector Scheme Number and Title]*  
*[Sector Scheme Number and Title]*  
*[Sector Scheme Number and Title]*

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

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

Figure 3 Example Model Certificate of Registration for installing, maintaining and removing static temporary traffic management on motorways and high speed dual carriageways

*[Certification Body Name / Logos]*

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

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

*[Certification Body Name]* issues this certificate to the above named company after assessing the company's quality management system and finding it in compliance with **BS EN ISO 9001:2000 AND NATIONAL HIGHWAY SECTOR SCHEME 12A/12B**

For the following scope of registration\*:

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

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

National Highways Sector Schemes

*12A/12B– Sector Scheme for installing, maintaining and removing static temporary traffic management on motorways and high speed dual carriageways*

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.]***

\*The scope of registration can show either 12A and 12B separately or jointly as appropriate.

Figure 4 Example Model Appendix to Certificate of Registration 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

*[Certification Body Name / Logos]*

## APPENDIX 01

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

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

***[ORGANIZATION NAME]***

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

Scope of Registration:

The installation, maintenance and removal of static temporary traffic management on motorways and high speed dual carriageways:

National Highway Sector Schemes

***12A/B– Sector Scheme for installing, maintaining and removing static temporary traffic management on motorways and high speed dual carriageways***

<b><i>Depot, Regional Office etc</i></b>	<b><i>Applicable Sector Scheme(s)</i></b>	<b><i>Scope of Registration</i></b>
<i>[Depot 1 New Road, Newtown]</i>	<i>Sector Scheme 12A for the Installation of TTM measures</i>	<i>M/w and high speed dual C/W with contraflow operations and temporary road markings</i>
<i>[Depot 2 Old Road, Oldtown]</i>	<i>Sector Scheme 12B for the Installation of TTM measures</i>	<i>M/w and high speed dual C/W without contraflow operations and temporary road markings</i>

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