



National Highways Sector Schemes for Quality Management in Highway Works

12D

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

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It is the committee's policy that the issue of any revision to this document shall be an issue of the full document rather than individual pages, the following data gives information where changes have been made.

January 2007 Revisions

Composition of the Sector Scheme Advisory Committee (SSAC)

Implementation of this Sector Scheme

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2. Normative Reference
3. Terms and Definitions
6. Resource Management – 6.2.1, 6.3
7. Planning and Product Realization – 7.2.1, 7.5.1 (iii) (iv) (v), 7.5.2, 7.5.3, 7.6
8. Measurement, Analysis and Improvement – 8.2.1, 8.2.3, 8.5.2, 8.5.3

Appendix A

Annex A – Introduction, Form 1 and Form 2

Appendix B – initial paragraph, Point 3 & Point 16

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EXCLUSION OF LIABILITY AND COPYRIGHT

EXCLUSION OF LIABILITY

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COMPOSITION OF THE SECTOR SCHEME ADVISORY COMMITTEE

APSE – Association for Public Service Excellence

BSI – British Standards Institute

BM TRADA Certification Ltd

CSS – County Surveyors Society

DNV Certification BV

EU Skills*

FORSTA – Federation of Road Surface Treatment Associations (SSD 13A & 13B)

HA - Highways Agency**

HCTA - Highways & Construction Training Association

HSE – Health & Safety Executive

HEA – Highway Electrical Academy (SSD 8, 9b & 10)

HSOG – Highway Safety Officers Group

HTMA – Highways Term Maintenance Association

IVR – Institute of Vehicle Recovery (SSD17)

LA - Lantra Awards

LRQA – Lloyds Register Quality Assurance Ltd

NFU – National Farmers Union

NQA Limited

QA International Certification Ltd

QPA – Quarry Products Association (SSD 14 & 16)

Roads Service Northern Ireland

RSMA – Road Safety Markings Association (SSD7)

SCOTS - Society of Chief Officers of Transportation in Scotland

SGS (UK) Limited

TMCA - Traffic Management Contractors Association (SSD12A, 12B & 12C)

*Liaises with HAUC

**Liaises with all other relevant Sector Scheme Committees, Transport Scotland & Welsh Assembly Government

Selection of Certification Body

It is important to note that due to the specific requirements for assessor competence required by this Sector Scheme only certification bodies accredited by UKAS under the guidance of the Technical Expert appointed by the Sector Schemes Technical Committee are permitted to certificate companies to this scheme, 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 assurance certificate issuer and that specific reference is made to this Sector Scheme.

IMPLEMENTATION OF THIS SECTOR SCHEME

Implementation of UKAS 2

- (i) This issue of the SSD is to be implemented immediately for assessments in accordance with BS EN ISO 9001:2000.
- (ii) Assessments against Issue UKAS 1 will continue to be valid until the following assessment carried out by the accredited Certification Body.

Implementation of UKAS 3

This issue will be implemented from the date of publication on the UKAS website

INTRODUCTION

National Highway Sector Schemes (NHSS) are referenced in Appendix A of Volume 1 of the Manual of Contract Documents for Highway Works - Specification of Highway Works. Where highway work activities are covered by sector schemes, the specification requires that they be carried out only by Organizations registered to the relevant sector scheme.

This Sector Scheme is one of a group of sector schemes dealing with temporary traffic management.

Scheme 12A*	Installing, maintaining and removing static temporary traffic management on motorways and high speed dual carriageways for schemes incorporating contraflow operations and/or temporary road markings
Scheme 12B*	Installing, maintaining and removing static temporary traffic management on motorways and high speed dual carriageways or schemes not incorporating contraflow operations and/or temporary road markings
Scheme 12C	Mobile lane closure temporary traffic management on motorways and other dual carriageways
Scheme 12D	Installing, maintaining and removing temporary traffic management on rural and urban roads

*Combined SSD November 2006

It is acknowledged that a number of accredited Certification Bodies have obtained technical competence to be able to provide quality management systems certification for these Sector Schemes. It has been identified that there is a necessity for these bodies to use a common interpretation of BS EN ISO 9001 : 2000 with regard to this work sector.

Under the Chairmanship of the CSS, the Sector Scheme Advisory Committee (SSAC) for Sector Scheme 12D was set up in July 2002. This Sector Scheme Document (SSD) is for use by the United Kingdom Accreditation Service (UKAS) as part of its assessment for Certification Bodies wishing to be accredited in the field of temporary traffic management, and by Certification Bodies for assessing traffic management contractors. The SSAC acts in an advisory capacity to UKAS on temporary traffic management issues. Because of the specific requirements for assessor competence required by this Sector Scheme the Sector Scheme Advisory Committee may be asked to nominate a technical expert to assist UKAS in the assessment of Certification Bodies. The composition of the SSAC is given on page 4 of this document.

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

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.

In using this Sector Scheme users shall use best practice of specifying other relevant National Highway Sector Schemes. This scheme does not replace the requirements of existing Temporary Traffic Management Schemes (12A/12B or 12C) where these are a contractual requirement.

INTERPRETATION OF BS EN ISO 9001 : 2000

1. SCOPE AND APPLICATION

1.1. Scope

This SSD describes the quality management system requirements to be established by Organizations for the installation, maintenance and removal of temporary traffic management on rural and urban roads (excluding mobile lane closure techniques). This Scheme is therefore applicable to all highways and roads except (a) motorways and (b) dual carriageways with speed limits of 50mph or greater. It includes all temporary traffic control systems for vehicles as well as those for other road users eg pedestrians, cyclists and equestrians.

The scheme also provides a national standard of competence for individuals undertaking temporary traffic management on rural and urban roads with the flexibility to be included as part of other relevant sector schemes.

IMPORTANT NOTES

This National Highways Sector Scheme does not replace the requirements of the New Roads & Street Works Act or the equivalent legislation in Northern Ireland. The training and assessment associated with this document takes into account the requirements of the Safety at Street Works and Road Works (A Code of Practice) and Chapter 8 of the Traffic Signs Manual as appropriate.

The document interprets the requirements of British Standard BS EN ISO 9001:2000 and should be read in conjunction with that standard.

This document will affect other sector scheme documents and adaptations may need to be made to suit their specific traffic management requirements. However, the requirements of their industry should be detailed within the scope of their individual sector scheme documents. All specific training needs should first be discussed and agreed with the SSD12D Committee prior to inclusion within their individual sector scheme documents.

1.2. Application

1.2.1 General

Organizations wishing to be registered and Certification Bodies wishing to be accredited to this scheme will need to comply with the full interpretation of this Sector Scheme Document.

Organizations registered to other Sector Schemes, do not necessarily need to be specifically registered to this scheme.

- (a) Where the Organization has a dedicated in-house temporary traffic management division, they must be registered to this scheme.
- (b) Where the Organization does not have a dedicated in-house temporary traffic management division, the Organization needs to assess and identify its requirements for trained and competent temporary traffic management operatives within its workforce. An Organization shall have a written policy on how it determines this need. The Organization's management shall review the contract requirements in order to ascertain the requisite levels of resource needed and as part of the review shall record that such resources will be available throughout the contract period.

The scheme provides basic training and assessment needed to work on or near rural or urban roads. Implementation of the specific requirements relevant to the work in hand will be at the discretion of individual employers who are strongly recommended to consider this when

carrying out risk assessments in respect of the competency of their workforce and the safety of the general public.

It is intended that highway authorities that use the Specification for Highway Works (SHW) as the basic document for procuring highways work will require compliance with ISO 9001:2000 and this Sector Scheme Document. It is recommended that other Highway Authorities should adopt the scheme as a standard requirement.

Note: National Highway Sector Schemes are mandatory for Highway Agency contracts and existing suppliers should demonstrate compliance with the requirements of ISO 9001:2000 and this sector scheme document as part of their continuous improvement within their ISO 9001:2000 registration.

1.2.2. For Organizations registering to this Sector Scheme

Organizations seeking registration under this scheme should ensure that they engage a Certification Body (See Appendix F) specifically accredited to assess against the requirements of this SSD Appendix H gives specific guidance on registration requirements.

1.2.3. For Organizations registered to other National Highway Sector Schemes

For an Organization registered to a National Highway Sector Scheme which requires "12D" type works as part of the specialist activity, it shall not be considered necessary to extend the scope of registration to include registration to this scheme. The specialist NHSS Organization should give consideration to the level and number of qualified operatives needed to implement "12D" type works for the specialist activity. However, each specialist NHSS Organization must ensure appropriate training and assessment as detailed in Appendix C of this document are incorporated into their Quality Management Plan as a requirement.

Note: Specific training needs as required by other sector schemes should first be discussed and agreed with the SSD12D Committee prior to inclusion within their individual sector scheme documents. (It is anticipated that the relevant NHSS Committees will review relevant requirements applicable to their activities and provide recommendations and guidance in their Sector Scheme Documents in association with this Committee.)

Further guidance for registration is given in Appendix M Guidance for Organizations Registered to another NHSS.

1.2.4. For other Organisations and Individuals

Where it is not a contractual requirement for an organisation to be registered in accordance with this SSD then the training, assessment and registration of individuals as detailed in this SSD should still be considered a requirement.

For instance this could apply to occasional or seasonal workers or members of 'incident response crews'.

Note: The scheme provides basic training and assessment needed to work on or near rural or urban roads. Implementation of the specific requirements relevant to the work in hand will be at the discretion of individual employers who are strongly recommended to consider this when carrying out risk assessments in respect of the competency of their workforce and the safety of the general public.

1.2.5. Clients

Temporary Traffic Management (TTM) Operatives, employed by Clients should be trained and registered in accordance with this scheme (see also 1.2.3 above). Where a Client holds 3rd Party Certification to ISO 9001:2000 consideration should be given to extending the scope of their registration.

Requirements for the employment of Organizations or individuals carrying out these activities, whether registered to the scheme or not, are specified in Section 7 – Planning and Product Realisation. Clients are advised to pay special attention to these clauses.

Specific guidance for clients is given in Appendix L.

1.2.6. Specifiers, Consultants, and Client's Representative

If confirmation of compliance with the contract specification in respect of the supply of products/materials/services is required, they should confirm the current status of the quality assurance certificate issuer and that specific reference is made to this Sector Scheme Document.

Registered Operatives on successful completion of their training and assessment process are issued with a registration card identifying their areas of competency. The level and status of the card can be confirmed with Lantra Awards (see Appendix C for contact details).

2. NORMATIVE REFERENCE

The following normative documents contain provisions which constitute provisions of BS EN ISO 9001 : 2000:

- BS EN ISO 9000 : 2005 Quality Management Systems – Fundamentals and Vocabulary
- BS EN ISO 9004 : 2000 Quality Management Systems – Guidelines for Performance Improvements.
- Safety at Street Works and Road Works – A Code of Practice
- Chapter 8 of the Traffic Signs Manual

3. TERMS AND DEFINITIONS

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

Client	The body for which the work is being carried out e.g. Highway Authority, (Local Authority or Highways Agency) or Developer.
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.
Contract Specification	The technical requirements of the contract agreement. For example the following may apply: i) Manual of Contract Documents for Highway Works: Volume 1: The Specification for Highway Works or as specifically required in the contract documents. ii) Contract Specific Appendices iii) The Contract Drawings
Customer	In the context of this document 'Customer' is synonymous with 'Client' and has been retained mainly for consistency with definitions in ISO 9000:2005.

Design Development	Set of processes that transform requirements into specified characteristics or into the specification of a product, process or system. (Ref. ISO 9000 : 2005 3.4.4).
LA	Lantra Awards
Module Achievement	Confirms the successful completion of the training course and assessment criteria as appropriate, ie the person is qualified and card carrying.
Moving Works	Works with ongoing movement such as grass cutting, hedge trimming, etc and will also include works that remain static for no more than 15 minutes e.g. gully emptying, street lighting, road marking, etc. (Where contractual requirement stipulate the use of mobile lane closures 12C requirements will apply.)
Moving Works Operative	A person successfully completing Module 1 of the training programme who may undertake moving works operations. This achievement will be recorded with Lantra Awards and a registration card issued.
Organization	The body or individual (see Scope Para. 3) responsible for the installation, maintenance and removal of temporary traffic management measures.
Organization's Manager	The person named in the Organization's Quality Plan as having managerial responsibility for the temporary traffic management measures.
Quality Plan	The document setting out the specific quality practices, resources and sequence of activities relevant to the project (See Appendix A).
Quality System	The Organization's structure, responsibilities, procedures, processes and resources for implementing Quality Management.
Registered Lead Traffic Management Operative (RLTMO)	An operative who will have successfully undergone an approved training course, to Modules 1, 2 & 6 as a minimum, completed the competency assessment and been issued with a registration card by Lantra Awards. To supervise works for convoy working, multiphase traffic signals and dual carriageways the RLMTMO shall have successfully completed the appropriate training modules and have proven experience of relevant temporary traffic management. The Organization is responsible for the appointment of the RLMTMO.(See clause 6.2.2 (iv))
Registered Traffic Management Operative (RTMO)	An operative who will have successfully undergone an approved training course, to Modules 1 & 2 as a minimum, completed the competency assessment and been issued with a registration card by Lantra Awards. Where relevant the person(s) shall be named in the Organization's Contract Specific Quality Plan.
Registration Card	The card issued by Lantra Awards to signify that the holder has successfully undergone an approved training course and/or assessment, which also doubles as a registration card.
Rural & Urban Roads	Roads other than motorways and dual carriageway roads with a speed limit of 50mph or greater. The majority of these roads will be under the control of a Local Authority.

“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”).)
Single vehicle working	Work from or with a single vehicle which will be continually moving or stopping at very close intervals (as in Moving works). (Where contractual requirement stipulate the use of mobile lane closures, 12C requirements will apply.)
Static Works	Works lasting longer than 15 minutes in one location.
Technical Officer	The person named in the Organization’s Contract Specific Quality Plan responsible for the planning, establishment, modification and removal of traffic management and implementation of the requirements of the Contract Specification. The Technical Officer should be the first point of call for the RLMTO and the Client.
Temporary Traffic Management (TTM)	The deployment of temporary traffic signs (and cones), which may include temporary road markings, traffic delineators and temporary traffic control systems.
Traffic Management Operative (TMO)	This term includes MWO; RTMO and RLTMO as appropriate.
Unregistered Traffic Management Operative	<p>A person who works under the supervision of a RTMO. (Rules on the employment of unregistered traffic management operatives are contained in section 6.2.1 of this Sector Scheme Document)</p> <p>A person who has attended the appropriate training module but who has not completed the assessment process is still classed as an unregistered person</p>

4. QUALITY MANAGEMENT SYSTEM REQUIREMENTS

Clause/paragraph numbers in the following sections 4 to 8 inclusive refer to parallel clauses/paragraphs of BS EN ISO 9001: 2000. Where “no specific interpretation” is recorded under a heading this means that the committee did not consider it necessary to provide supplementary interpretation for that clause.

Sections 4 to 8 of the document only applies to organisations seeking certification to the Sector Scheme Document.

4.1 General Requirements

The Organization shall operate a quality management system to BS EN ISO 9001: 2000 and this schedule.

The organization shall notify and provide evidence of conformity to this scheme to the Schedule of Suppliers via Lantra Awards (Lantra House, Stoneleigh Park, Coventry, CV8 2LG) and the Secretary of the Sector Scheme of their registration to this scheme immediately following confirmation from the certification body and thereafter annually. In addition the organization shall provide details of a focal point for the organization.

4.2 Documentation Requirements

4.2.1 General

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

As part of the Organization’s document control processes, 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 over ground services and structures and name, address, telephone numbers of persons responsible for them,
7. Methods to ensure that the Organization obtains/has access to any amendments to the documents listed in Appendix B where appropriate to the scope of registration.

4.2.4 Control of Records

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

1. Contract Specification and any variations (12 months)
2. Purchase orders (12 months)
3. Instructions to site staff (12 months)
4. Written complaints
5. Experience and training record of all personnel
6. Traffic Management layout records and period in operation (separate report for each

- layout) (12 months)
- 7. Details of materials used - (eg equipment list) (12 months)
- 8. Details of any accidents (known to the Organization) in or adjacent to the provision of the Traffic Management measures.

Records shall be kept for a minimum of 6 years unless otherwise specified.

Note: There must be an auditable process of document retention which can be clearly identified and traced.

5 Management Responsibility

5.1 Management Commitment

No specific interpretation.

5.2 Customer Focus

Processes for determining client 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

5.6.1 General

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.

5.6.2 Review Input

No specific interpretation

5.6.3 Review Output

No specific interpretation

6 Resource Management

6.1 Provision of Resources

Resources provided for temporary traffic management shall at all times be adequate to ensure safe working practices and minimum disruption to the public and anyone else affected.

6.2 Human Resources

6.2.1 General

(i) Unregistered Operatives

Unregistered Operatives shall at all times be directly supervised by a suitably qualified person on a one to one basis.

This Unregistered Operative may have attended the appropriate training module but has not yet completed the assessment process.

(ii) Moving Works Operative (MWO)

MWOs are operatives who have passed Module 1 and can undertake moving works operations with temporary stops of up to 15 minutes.

Although guidance for clients in the employment of MWOs is provided in this document (see Appendix L & N), the responsibility for ensuring safe working practices remains with the operative's employer.

(iii) Registered Traffic Management Operatives (RTMO)

The RTMO must have obtained at least Module 2 and optional Modules 3, 4 & 5 as required.

(iv) Registered Lead Traffic Management Operative (RLTMO)

The RLMTMO must have obtained at least Module 2, Module 6 and optional Modules 3, 4 & 5 as required.

The Organization will have up until the end of October 2008 to comply in the meantime they must demonstrate to the Certification Body that the nominated person has sufficient supervisory competence prior to appointment and be able to carry out site specific risk assessments and manage the ensuing arrangements.

(v) Technical Officer

The Technical Officer is the person named in the Organization's Contract Specific Quality Plan with the overall responsibility for the planning, establishment, modification and removal of temporary traffic management and implementation of the requirements of the Contract Specification.

The Technical Officer must have obtained at least Module 7* and other Modules as appropriate.

* Module 7 is currently under development.

Until Module 7 is available Organizations may appoint responsible persons to assume the role of Technical Officer.

Organizations must be able to demonstrate they have recorded that the person has the ability to act in this capacity in advance of the appropriate training course being available.

This appointee can only retain such a position without successful completion of Module 7 for a period of 12 months following the availability of this Module.

Operational Requirements

(vi) (a) Organizations registered to NHSS 12D

An Organization registered to this NHSS shall have processes in place to determine the requisite numbers of RLTMO's, RTMO's and Unregistered Operative's in order that it can satisfactorily meet contractual requirements and in particular carry out the temporary traffic management operations in a controlled and safe manner. A minimum of 1 RLTMO and 1 RTMO will be required. For larger and more diverse Organizations the minimum numbers will be dependent upon size, work-types, geographical spread, etc. and shall be substantiated on an ongoing basis and agreed with the Certification Body.

NB The Code of Practice (Red Book) requires that the supervisor is consulted when the situation is beyond the competence of the RTMO on site therefore the RLTMO needs to be located within reasonable travelling distance to be able to respond as appropriate. For the purposes of this scheme the RLTMO is deemed to be the supervisor.

For site work a gang of 3 or less RTMOs can work without a RLTMO being on site. (Only 1 unregistered operative is permitted, the unregistered operative shall be supervised on a one to one basis and must not work alone).

In a gang of 4 or more temporary traffic management operatives there must be at least one RLTMO on site. A maximum of 2 unregistered temporary traffic management operatives is permitted in the gang the unregistered operatives shall be supervised on a one to one basis and must not work alone.

(b) Organizations Registered to Sector Schemes other than NHSS 12A/12B/12C & 12D

Organizations registered to other Sector Schemes will have a workforce compliant to their own SSD requirements. However, they will have to identify personnel within their workforce, or outsource to a TTM Organization, to be responsible for temporary traffic management, in accordance with 12D, as appropriate to the specific need and include this in their quality plan.

6.2.2 Competence, awareness and training

(a) Record of Practical Experience

See Appendix C

(b) Training

(i) Training Scheme

All MWOs, TMOs, RTMOs and RLTOs are required to be trained and assessed. They shall attend and pass the relevant training courses and assessments which are approved by the Sector Scheme Committee and administered by Lantra Awards.

Details of the training scheme approved by the 12D SSAC are listed in Appendix C of this document.

(ii) Registration Cards

A Lantra Awards registration card will be issued to candidates who have successfully completed the approved training or training and assessment programme. The registration card will define the type of traffic management the holder is authorised to undertake and the degree of responsibility that the holder can normally accept. It shall not be valid for any type of TTM that is not defined. The card will be valid for a period of 5 years inclusive of a 6 month renewal period.

TMOs shall carry their registration cards whenever they are working on temporary 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 as evidence of competence unless supported by a registration card.

(iii) Renewal of registration card

The card will be valid for a period of 5 years inclusive of a 6 month renewal period, prior to the card expiring.

Those holding a registration card that has expired will be required to complete the whole of the appropriate training programme again before a new registration card will be issued. Production of the expired registration card will provide evidence of successful prior assessments.

(c) Awareness of Standards

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

(d) Training Records

The Organization shall maintain a record of TTM training and practical experience. The issue of new or renewed registration cards, shall also be recorded by the Organization. A sample Record Form is given in Appendix D.

6.3 Infrastructure

The Organization shall determine, provide and maintain sufficient supporting services which

include temporary traffic signals and automated stop and go systems.

6.4 Work Environment

The work of installing, maintaining and removing temporary traffic management measures can be extremely hazardous the requirements of which are covered by sections of this document.

A risk assessment is to be carried out for the specific site by the TM Contractor's Technical Officer and may incorporate generic elements. This risk assessment should not be confused with the TTM assessment required to determine the nature of the temporary traffic management measures required to ensure safe working areas for carrying out the Works.

7 Planning and Product Realization

7.1 Planning of Product Realization

The Quality Plan may be a largely standard document, as indicated in Appendix A of this document, supplemented by contract and site specific information.

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

Planning the work to be performed by TMOs shall be carried out jointly by Client and the organization (see Appendix L). The resulting operational procedures and working practices will constitute the Quality Plan and will consider all relevant matters described in Appendix A.

NB Client duties under CDM 2007 require the provision of known information and cooperation and coordination with the principal/main contractor.

7.2 Customer Related Processes

7.2.1 Determination of Requirements related to the Product.

- (i) Safe working methods shall be documented and any deviation from these methods should be agreed with the Client.

A copy of the risk assessment shall be available on site for inspection by the Client's representative. The Annex to Appendix A gives a typical TTM assessment sheet which may be used in pursuance of this clause.

A temporary traffic management installation shall be inspected, maintained and recorded by a RLTMO or RTMO at least every 4 hours during the on-site working hours. Organizations will include in their quality plan arrangements for out of working hours inspections, as identified and required by the site location.

Note: This may be a requirement of the contract. If not covered in the contractual requirements, organizations shall bring to the client's attention the need for maintenance of the temporary traffic management.

7.2.2 Review of Requirements Relating to the Product

- (i) The Contract Specification shall not be changed without written approval from the Client.
- (ii) The Organization shall carry out a review of the contract requirements. The review procedure shall require the Organization to verify with the Client that the arrangements meet the technical

requirements included in the Client's Contract Specification.

- (iii) The Organization shall ensure that suitable and sufficient resources are available to meet contractual requirements. This may include liaison with third parties, in particular the Highway Authority, the Client and the Police. Where irregularities, inconsistencies or other problems are identified they shall be brought to the attention of the Client for resolution.
- (iv) Matters of a significant nature identified during the review of the contract requirements shall be considered during the management review and if necessary incorporated into the quality management system.

7.2.3 Customer Communication (of Registration)

The Organization shall have a process in place to notify Lantra Awards of its registration status in respect of this NHSS, 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. The TTM assessment (see Annex to Appendix A) will provide the basic parameters for the design of the traffic management system.

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, eg TTM assessment parameters.

7.3.3 Design and Development Outputs

No specific interpretation

7.3.4 Design and Development Review

No specific interpretation

7.3.5 Design and Development Verification

No specific interpretation

7.3.6 Design and Development Validation

No specific interpretation

7.3.7 Control of Design and Development Changes

No specific interpretation

7.4 Purchasing

No specific interpretation.

7.5 Production and Service Provision

7.5.1 Control of Production and Service Provision

- (i) The Organization shall produce method statements for the installation, maintenance and removal of traffic management arrangements. These shall be submitted to the Client's representative for acceptance or approval as appropriate.
- (ii) 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.
- (iii) The Organization shall appoint RLTMOs as appropriate who shall be responsible for the installation, maintenance and removal of the temporary traffic management measures. The appointed RLTMOs shall be included in the Organization's Contract Specific Quality Plan as having the responsibility, training and experience to manage temporary traffic management situations as appropriate to meet the requirements of the Contract Specification.
- (iv) General maintenance shall be supervised by a RTMO or RLTMO as appropriate who will be on site. All equipment must be maintained in the proper position and kept clean. Damaged equipment must be replaced within a time scale agreed by the Client. Where required, as part of the contract a RTMO or RLTMO as appropriate shall be contactable at all times.
- (v) The RLTMO or Technical Officer shall report to the Client on the outcome and adjustments necessary following unexpected interruption to traffic flow, accidents or other incidents, and their resulting corrective actions.

7.5.2 Validation of Processes for Production and Service Provision

Works orders, risk assessment and temporary traffic management plans for the installation, maintenance and removal of the temporary traffic management measures shall be signed by the RLTMO or Technical Officer and retained for 6 years. They will also be submitted to the Client if requested.

7.5.3 Identification and Traceability

There must be an auditable process of document retention which can be clearly identified and traced.

7.5.4 Customer Property

The quality management system shall include a procedure where materials are supplied by the Customer or the Client.

7.5.5 Preservation of Product

Systems shall be in place to inspect and maintain all goods returned from site before their subsequent reuse. In particular, reference should be made to Guidance for Safer Temporary Traffic Management – Appendix D – Assessment of Condition of Traffic Signs.

7.6 Control of Monitoring and Measuring Devices

Items requiring monitoring and measurement include temporary traffic signals and automated

stop and go systems.

8 Measurement, Analysis and Improvement

8.1 General

No specific interpretation.

8.2 Monitoring and Measurement

8.2.1 Customer Satisfaction

No specific interpretation.

8.2.2 Internal Audit

Internal audits 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

This includes the ongoing impact of the temporary traffic management arrangements including congestion and traffic flows

8.2.4 Monitoring and Measurement of Product

No specific interpretation

8.3 Control of Non-conforming Product

Non-conforming component parts (eg a sign or a cone/delineator) and TTM schemes shall not be used 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

The corrective and preventative action processes shall include analysis of incidents and occurrences. Consideration should be given to accident statistics and near miss reporting.

8.5.2 Corrective Action

No specific interpretation.

8.5.3 Preventive Action

No specific interpretation.

APPENDIX A: REQUIREMENTS FOR QUALITY PLANS

1. General Requirements

- a) Definition of the product to be provided.
- b) The structure of the Organization, describing the line of command and stating, as appropriate, the names of the following:
 - Organization's Manager responsible for the contracted work
 - Technical Officer
 - Traffic Management Design/Development personnel
 - Registered Lead Traffic Management Operative(s)
 - Other Registered Traffic Management Operatives involved with the work
 - TM Module 1 Operative
- c) Identification of the relevant parts of the Organization's quality manual relevant to the product or service being provided.
- d) The control of personnel selection including special requirements for skilled personnel eg training of site staff.
- e) Programme of work, including submission of method statements (incorporating health and safety measures) for the installation, maintenance and removal of temporary traffic management measures.
- f) The Client's/Customer's details including nominated Quality Manager, project manager and/or other representatives through whom communication is to be made throughout the contract.

2. Contract Specific Statements

Contract specific statements are required for the following:

- a) Liaison arrangements with the Highway Authority and the Police and other emergency services, including, for example, working hour restrictions, road space booking, unexpected increase in traffic flows, permissions required and notice requirements.
- b) Submission for examination by the Client's representative of:
 - certificates of registration for conformity against this scheme
 - copies of the TMO's registration cards and training certificates
 - and the up to date register of TMO's employed which, shall be maintained, by the Organization.
- c) Receipt and examination of certificates of registration and test results for materials used.
- d) Provision, handling, installation, and storage of traffic management equipment on site, including maintenance and details of spare equipment.
- e) Details and control of Quality records.
- f) Method statements for installation, maintenance and removal of Temporary Traffic Management measures including:
 - detailed drawing(s) to be supplied if required, this requirement may be time specific;
 - checking regime to validate that the temporary traffic management systems have been correctly installed and that signage is in accordance with the drawings, specification and statutory requirements;

- site specific risk assessments detailing the agreed measures for traffic control including parameters such as different weather conditions, speed limits, traffic/pedestrian counts, road/footway widths, street lighting, traffic signs, junctions, sight lines, parking restrictions or Temporary Traffic Regulation Orders affecting the works. (See Annex A to this Appendix for an example of a TTM assessment)
 - equipment requirements and control where positive traffic control is being used.
 - details of the vehicles and communication system to be used where convoy working is being used.
 - any process of how modification or changes will be made to the installation/layout during the currency of the works
- g) detail of the control of non-conforming products.
- h) Reference to any requirements given in Appendix 1/24 to the Specification for Highway Works or equivalent documentation.

ANNEX A TTM ASSESSMENT

Introduction

Form 1 of this Annex is intended as an example of a site specific risk assessment. Using this document or similar will provide evidence that appropriate measures have been considered for the most appropriate form of temporary traffic management.

This form has been developed for use for routine highway maintenance work with the intention that the first person on site completes the TTM assessment. In many instances this will be a client officer whilst marking up.

Form 1 should accompany the works order identifying the minimum TTM requirements for each site. This will ensure sufficient allocation and planning of resources prior to the TTM being installed. On arrival the operative's site assessment will review the method of TTM defined on the form and if necessary may upgrade the TTM but not install to a lesser standard.

For major maintenance projects requiring a specific TTM plan completion of Form 2 may assist both designers and principal contractors with the identification of suitable TTM requirements.

Prior to work commencing agreement must be reached between the Highway Authority and the TTM Contractor of the necessary temporary traffic management arrangements.

See form/s overleaf

Form 1

Temporary Traffic Management Assessment Sheet (Routine Maintenance)



Name of Inspector			
Works Order			
Location			
Date of Traffic Count	Time of Traffic Count	Road No.	

1.1 Existing Carriageway Conditions

Road Speed	mph	Carriageway Width	m	Traffic Count No. of Vehicles in 3 mins
------------	-----	-------------------	---	--

1.2 Existing Conditions for Pedestrians

Category	Footway Width	Category	Footway Width	Verge	Cycle Way	Pedestrian Count No. of Pedestrians in 3 Mins
Urban / Estate	m	Rural	m			Comment

2.1 Remaining width available to Traffic. During Works

Carriageway	A =	m	Footway	B =	M
Include Materials, Site Machinery, Vehicles in Works Area and Appropriate Safety Zone					

3.1 Carriageway Traffic Management

A: Under 3.00m	A: 3.00 to 5.50m	A: Over 5.50m	T
----------------	------------------	---------------	---

	NO	YES	Comment	Duration of works
Give & Take Under 20 vehicles in 3 mins	<input type="checkbox"/>	<input type="checkbox"/>	Limited to 30 mph Max	
Priority 20 to 42 vehicles in 3 mins	<input type="checkbox"/>	<input type="checkbox"/>		
Stop & Go 42 to 72 vehicles in 3 mins	<input type="checkbox"/>	<input type="checkbox"/>		
Traffic Signals	<input type="checkbox"/>	<input type="checkbox"/>	2 Way <input type="checkbox"/> 3 Way <input type="checkbox"/> 4 Way <input type="checkbox"/>	

Refer to Item 5,1

	NO	YES	Comment	Duration of works
TRO Road Closure	<input type="checkbox"/>	<input type="checkbox"/>		
Long Delays with Restricted Traffic Flow	<input type="checkbox"/>	<input type="checkbox"/>		

Refer to Item 5,1

4.1 Pedestrian Routing

B: <1.0m Wide

Close Footway and Re-Route

NO	YES	Diversion onto Carriageway
<input type="checkbox"/>	<input type="checkbox"/>	

NO	YES	go to Item 2,1 (A)
<input type="checkbox"/>	<input type="checkbox"/>	

Guide Pedestrians
B: >1.0m Wide

NO	YES	Divert onto Other Footway or Verge & provide route
<input type="checkbox"/>	<input type="checkbox"/>	

5,1 Referral for Decision/Discussion

Signed

Note 1 – The above information is guidance on the minimum level of Traffic Management required.

Note 2 - In completing the following, further information/remedial actions to minimise risks are to be written in the spaces provided (append additional sheets as necessary).

Form 2

DETAILS ON THIS PAGE TO BE COMPLETED BY DESIGNER

Health & Safety File Plan provided (see attached) Sketch No: _____			
General Information Surrounding land uses (Nursery, school, hospital, fire station, police station, residential home, day centre, retail area, factories etc): _____			
Working Adjacent/Over Watercourse? Y/N _____		Overhead Services? Y/N _____	
Underground Services Applicable? Y/N _____		Plans and Details provided? _____	
Traffic Sensitive Route? Y/N _____		Working hours restricted to: _____	
Length of Works(m) _____			
Roundabout:	Y/N	Pedestrian Crossing:	Y/N
Road Junction:	Y/N	Parked Cars:	Y/N
Incline:	Y/N	Blind Corner:	Y/N
Hidden Dip:	Y/N	Bus Route:	Y/N
Comments and suggested Actions: _____ _____ _____			
Scheme Specific Risk Assessment is required Design Details on Drawing/Sketch/Bill of Quantities Ref No: _____			
Access/egress for personnel, plant, materials. Any Problems? _____			
Sketch _____		See separate sheet	

The following section to be completed and signed by Supervising Designer:

Traffic Management Required? Y/N

Road Closure Required? Y/N

[If Road Closure required, are Diversion Routes approved & Closure advertised? Y/N]

Regarding Safety Zone *, Are temporary speed limits required? Y/N

Advertised? Y/N

Pre-contract Site Visit Required by Contractor before commencing works Y/N

If Yes, details to be completed (see over)

Temporary traffic management plan proposals required from Principal Contractor Y/N

Issue to Principal Contractor (as H&S Plan) Signed (Supervising Designer) Date.....

Form 2 continued

DETAILS ON THIS PAGE TO BE COMPLETED BY THE PRINCIPAL CONTRACTOR

Following Site Visit:

Any further non-generic Risk Assessments Required? Y/N (if yes see attached)

Site Specific Method Statement attached Y/N

Designers Measurements of Carriageway Geometry (length & width) checked?
Outcome:

Traffic Management Plan attached: Y/N If yes see attached proposed layout _____

Other: _____
(to include pedestrian safety and management)

Traffic Management Layout Approved Date

Method Statements received from sub-contractor and approved Date

Temporary Road Closure Required (dates confirmed with Designer): Y/N Dates

Contractor arranged to start Works on: Designer
Informed:

Other comments

Sketch

The H&S Plan Updated, Signed **(Principal Contractor)**

Date

Updated Version received, and final approval by Supervising Designer/Project Engineer

Signed (Supervising Designer/Project Engineer)

Date

Works issued to site Signed **(Principal Contractor)**

Date

Note this form to be issued to sub-contractors carrying out the Works.

Issued to all sub-contractors (if applicable) Signed **(Principal Contractor)**

Date

Note this form to be returned to Supervising Designer/Client on completion of Works together with as built drawings/sketches, and record materials used/materials suppliers:

As Built drawings/sketches, materials details/suppliers list, and copy of this form returned to Planning Supervisor/Client.

Signed **(Principal Contractor)**

Date

APPENDIX B: REFERENCE DOCUMENTS

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

The list is not exhaustive; other documents may be required to fulfil the requirements of the contract and meet legislative requirements. Where applicable, organizations shall ensure that they have or have access to the current edition of the relevant documents including all amendments for the work that they carry out.

1. Manual of Contract Documents for Highway Works: Volume 1

Specification for Highway Works (SHW), and amendments, in particular:

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 2¹

Notes for Guidance on the Specification for Highway Works (NGSHW), and amendments, in particular:

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 (DMRB) (The Stationery Office)

TA 61/94 Currency of the Traffic Signs Manual (DMRB Volume 8 Section 2 Part 2)

TA 63/97 Convoy Working (DMRB Volume 8 Section 4 Part 5)

4. Traffic Signs Manual (The Stationary Office), particularly:

Chapter 8: Traffic Safety Measures and Signs for Road Works and Temporary Situations

Chapter 7: The Design of Traffic Signs

5. The Traffic Signs Regulations and General Directions, or The Traffic Signs Regulations (Northern Ireland)

6. Safety of Street Works and Road Works : A Code of Practice.(Issued under sections 65 and 124 of the New Roads and Street Works Act)

7. Working Drawings for Traffic Sign Design and Manufacture - Volume 3 (DOT/The Stationery Office) [www.dft.gov.uk/stellent/groups/dft_roads/documents/page/dft_roads_507248pdf]

8. Notes for Guidance for Temporary Traffic Management - (TMCA)

9. Guidance for Safer Temporary Traffic Management – Published by TRL Limited for CSS, Highways Agency and HSE

10. Code of Practice for Signing at Surface Dressing Sites – CSS and RSDA

11. RSMA Safety Code of Practice

12. TTM on High Speed Roads – Good Working Practice ISBN 0 9521860 9 8

- 13 An Introduction to the use of Vehicle Actuated Portable Traffic Signals
 - 14 SI 3053 Road Traffic: The Traffic Signs Temporary Obstructions Regulations
 - 15 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 (partially replaced – see below)
 - 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 6044 Specification for Pavement Marking Paints (withdrawn)
 - BS EN 471 Specification for High Visibility Reflective Clothing
 - BS EN 1436 Road marking materials – road marking performance for road users
 - BS EN 1463 – 1 Road marking materials – retro-reflective road studs initial performance requirements
 - BS EN 1463 – 2 Road marking materials – retro-reflective road studs road test performance specifications
 - BS EN 1871 Road marking materials – physical properties
 - BS EN ISO 9000 Quality Management Systems – Fundamentals and Vocabulary
 - BS EN ISO 9001 Quality Management Systems – Requirements
 - BS EN ISO 9004 Quality Management Systems – Guidelines for Performance Improvements
- (Note: The Organization shall use the current reference document and British Standards unless stated otherwise in the Contract Specification)
- 16. ACPO Road Death Investigation Manual available to download from www.acpo.police.uk/
 - 17. Sector Scheme 9A – Sector Scheme for the manufacture of permanent and/or temporary road traffic signs

NB All weblinks correct at time of going to press

APPENDIX C: TRAINING AND HEALTH AND SAFETY FOR TRAFFIC MANAGEMENT OPERATIVES

1 Training & Assessment

1.1 General

Lantra Awards (LA) administers the training and assessment programme for candidates on behalf of the SSAC. Details of Training Providers can be obtained from:

Lantra Awards, Lantra House, Stoneleigh Park, Coventry, Warwickshire, CV8 2LG
Tel: 02476 419703 Fax: 02476 411655
Email: info@lantra-awards.co.uk www.lantra-awards.co.uk

Qualifications

The Lantra Awards registration card carried by the candidate will be endorsed with the level of qualification (see below). The training element for each module will include a question paper. This will be taken at the end of the training session and marked as PASS or FAIL. Assessments can not commence without the successful completion of the appropriate training course.

The qualification has been divided into modules for different types of temporary traffic management as shown in the route map and tables overleaf. This will assist organizations with the identification of operatives having suitable levels of competence to fulfil their job roles on particular sites.

Moving Works Operative

Section 3 of this document provides the following definitions:

Moving Works Works with ongoing movement such as grass cutting, hedge trimming, etc and will also include works that remain static for no more than 15 minutes e.g. gully emptying, street lighting, road marking, etc. (Where contractual requirement stipulate the use of mobile lane closures 12C requirements will apply.)

Moving Works Operative A person successfully completing Module T1 of the training programme who may undertake moving works operations. This achievement will be recorded with Lantra Awards and a registration card issued.

The training delivered under this provides awareness of more extensive temporary traffic management requirements but does not provide the MWO with the competency to set out these measures. Where static works exceed the 15 minute limitation the organization will need to have a generic risk assessment in place to cater for this situation.

RTMO

Section 3 of this document provides the following definitions:

Registered Traffic Management Operative (RTMO) An operative who will have successfully undergone an approved training course, to Modules T1 & T2 as a minimum, completed the competency assessment and been issued with a registration card by Lantra Awards. Where relevant the person(s) shall be named in the Organization's Contract Specific Quality Plan.

This qualification provides a basic competency for static works traffic control (Modules T1 & T2) which includes single phase temporary traffic signals and stop/go boards. Additional Modules which extend the RTMOs competency are available for low speed dual carriageways, convoy working and multi phase temporary traffic signals. (Modules T3, T4 & T5 respectively.) The registration card will indicate the competency level the operative

has attained. The minimum qualification is designated "12D Registered Traffic Management Operative" as shown on the Lantra Awards registration card.

NOTE: For organizations who do not use temporary traffic signals, the assessment of those operative will not include Unit 7 (temporary traffic signals) of the logbook. This will be recorded on the operative's registration card as "12D RTMO (M2) without Temporary Traffic Signals". This RTMO will not be able to extend their competencies until they have completed the basic qualification ie Unit 7 of T2.

Candidates will have two years from the initial training courses to complete the units within the 12D logbook.

Additional scopes are shown on the Lantra Awards Registration Card in the following format:

12D (M3) Dual Carriageways up to 40mph

12D (M4) Convoy Working Operative

12D (M5) Multi Phase Traffic Signals

RLTMO

Section 3 of this document provides the following definitions:

Registered Lead Traffic Management Operative (RLTMO)	An operative who will have successfully undergone an approved training course, to Modules T1, T2 & T6 as a minimum, completed the competency assessment and been issued with a registration card by Lantra Awards. To supervise works for convoy working, multiphase traffic signals and dual carriageways the RLMTMO shall have successfully completed the appropriate training modules and have proven experience of relevant temporary traffic management. The Organization is responsible for the appointment of the RLMTMO.(See clause 6.2.2 (iv))
--	---

This qualification provides a basic supervisory competency for static works traffic control (Modules T1, T2 & T6) which includes single phase temporary traffic signals and stop/go boards. This combination of modules allows an operative to become a RLTMO for basic statics works traffic control. Additional Modules which extend the RLTMOs competency are available for low speed dual carriageways, convoy working and multi phase temporary traffic signals. (Modules T3, T4 & T5 respectively.) The registration card will indicate the competency level the operative has attained.

NB RLTMO must complete the full training and assessment programme for Modules 1 & 2 including Unit 7 of Module 2.

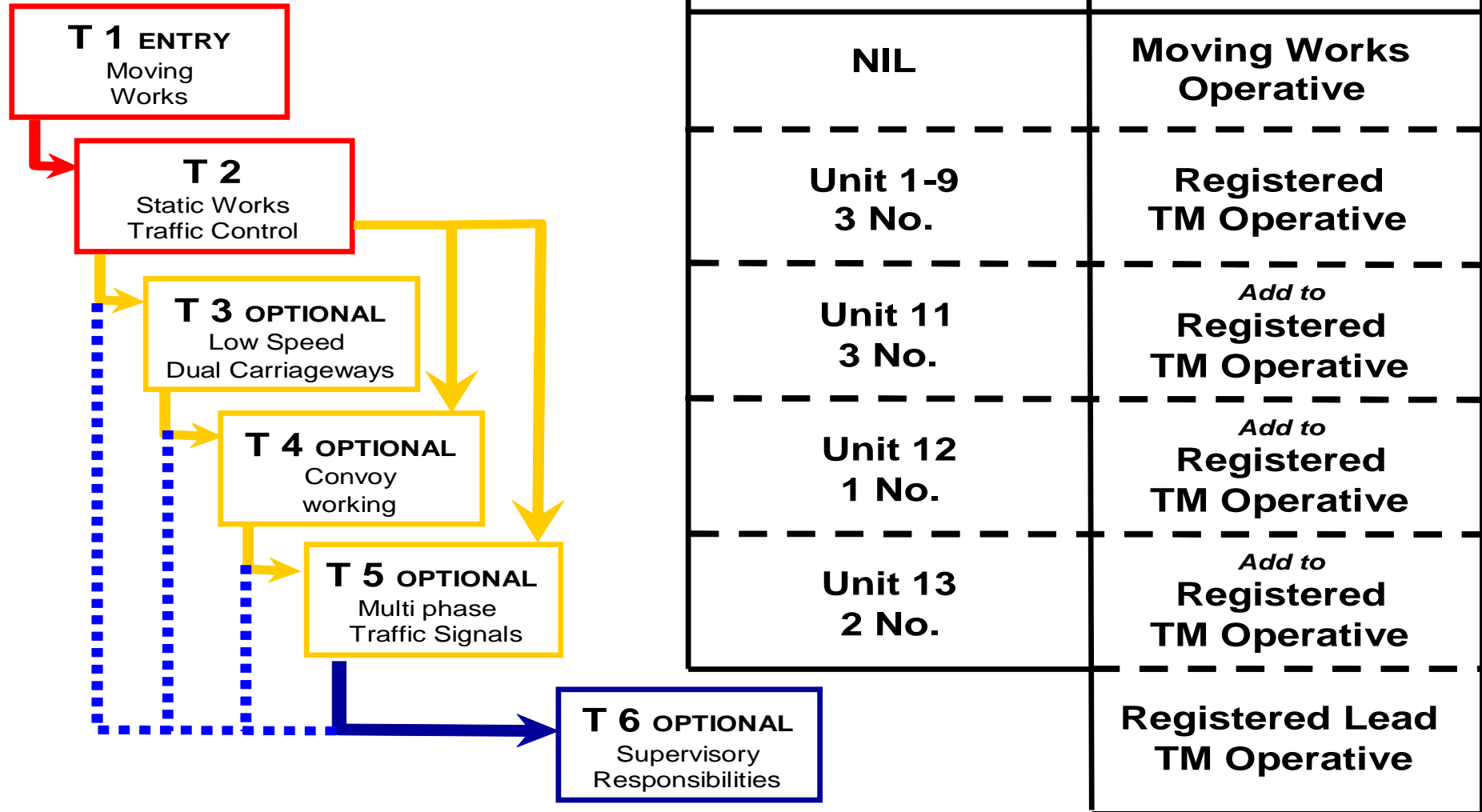
See over for Table of Operative Route Map

Module T7

This module which is targeted at Clients, Management, Inspectors, and Auditors etc is under development. It is anticipated that Module T7 will be available by 2008.

Details of the training and assessment modules are shown following the route map.

Operative Route Map



TRAINING AND ASSESSMENT MODULES

MODULE	TYPE OF ROAD WORKS	PURPOSE OF COURSE	TRAINING COURSE	SITE ASSESSMENT
1	Moving Works on Single Carriageways including temporary stops not exceeding 15 minutes	For candidates requiring MWO status	T1 (0.5 Day) includes Test Paper T1	Nil
2	Static works exceeding 15 minutes duration	For candidates requiring RTMO status	<u>Must do T1 first</u> T2 (0.5 Day) includes Test Paper T2 followed by One day Centre based assessment (Recorded in Log Book)	Units 1 to 9
NOTE: For organizations who do not use temporary traffic signals, the assessment of those operative will not include Unit 7 (temporary traffic signals) of the logbook.				
3	Dual carriageways restricted to 40 mph or less	Additional qualification for RTMO's (holding Modules 1 & 2)	T3 (One Day) includes Test Paper T3 Note: Contraflow works to meet the requirements of 12A	Unit 11
4	Convoy Working on Dual C/way which are restricted to 40mph or less and on Single C/ways	Additional qualification for RTMO's (holding Modules 1 & 2)	T4 (0.5 Day) includes Test Paper T4 Note: For Convoy operations on motorways and high speed dual carriageways the Static TM must be done by 12A/B qualified operatives	Unit 12*
5	Multi-Phase Traffic Signals	Additional qualification for RTMO's (holding Modules 1 & 2)	T5 (0.5 Day) includes Test Paper T5 and Centre based assessments	Unit 13 One Occasion
6	All categories of road and type of works covered by 12D.	For RTMO's who are required to become RLTMO's appropriate to their qualification.	T6 (two day) to include supervisory responsibility for the RLTMO appointment includes two tests, one written and one scenario based .	Nil
7	All categories of road and type of works covered by 12D.	For Managers and Client Officers	T7 covers content from Modules 1 – 6 in addition to Client Responsibilities. On completion a Lantra Awards Certificate will be issued.	Nil

1.2 Availability of Training Courses

Modules 1 to 6 Inclusive

These modules have been developed and trainers and training centres have been appointed by Lantra Awards. For further information contact should be made with Lantra Awards.

Module 7

This module which is targeted at Clients, Management, Inspectors, and Auditors etc is under development. It is anticipated that Module T7 will be available by October 2008.

1.3 Test Results:

Pass mark for each test is 75%.

Candidates achieving 70-74% will be allowed to re-sit the test within a period of 2-8 weeks. Candidates achieving under 70% will be required to re-sit the course.

1.4 Assessments – Units of Competence

UNIT 1 Site Inspection and completion of Risk Assessment form for site

UNIT 2 Routine checks on plant and equipment.

UNIT 3 Selection and loading of traffic management equipment

UNIT 4 Access to site and conduct on site.

UNIT 5 Place signs and cones.

UNIT 6 Stop/Go and Priority Signs

UNIT 7 Temporary Traffic Signals

UNIT 8 Maintenance of site

UNIT 9 Site Clearance

Additional Optional Units

UNIT 10 Moving Works

UNIT 11 Dual Carriageways (Module 3)

UNIT 12 Convoy working (Module 4)

UNIT 13 Multi-Phase Signals (Module 5)

1.5 Record of Practical Experience

The Organization shall create and maintain a record of practical TTM experience for each TMO it employs. The record shall include details of the manner in which the individual has obtained practical experience, with minimum requirements as follows:

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

Contractors must advise the Client of the person in their Organization with the responsibility of Technical Officer as defined in this SSD.

A Registered Lead Traffic Management Operative shall have been assessed on the appropriate training programme and have at least one year's recorded experience of setting up appropriate temporary traffic management measures.

A Registered Traffic Management Operative shall have been assessed on the appropriate training programme and have at least three month's recorded experience of setting up appropriate temporary traffic management measures.

Unregistered TMOs shall attend relevant TTM training within 6 months of starting employment on TTM work.

Registration cards will be issued upon the successful completion of each module. Where a TMO undertake further training and assessment, then an updated card will be issued upon receipt of the previously issued card.

Lantra Awards make a charge for the issue of their registration cards.

2 On-the-job Assessment - Log Books

The candidate must be assessed against the criteria set out in the Sector Scheme Log Book. Copies may be purchased from Lantra Awards.

Before registration appropriate training must have been passed together with successful completion of on the job assessments by a Lantra Awards approved assessor.

3 Training Module for Registered Lead Traffic Management Operatives

It is the organization's responsibility to appoint successful candidates to fulfil the role of a RL TMO. RTMOs successfully completing this course will have their registration upgraded to Registered Lead Traffic Management Operative. A new registration card will be issued by Lantra Awards upon receipt of the RTMO card.

4 Health and Safety

Organizations are reminded of the legal requirements to provide health and safety training for all operatives as appropriate in accordance with the Health and Safety at Work 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 organization to determine and implement safe systems of work.

5 Reference Documents

Traffic Management Operative Training and Competence Assessment

- a) TMO Training Manual
- b) TMO Log Book
- c) Registered Lead Traffic Management Operative Training Manual

6. Lantra Awards/Construction Skills Certification Scheme (CSCS) Traffic Management Cards for 12D 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 12D Temporary Traffic Management will be available for operatives of organizations who require a CSCS card. This card is issued in addition to the Lantra Awards card and will only be issued to operatives who are qualified to sector schemes 12D Temporary Traffic Management or who are working to completion. In addition 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.

7. Construction Skills Register (CSR) – Northern Ireland

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

8. TTM training for other NHSS

Several NHSS cover activities which require the installation of TTM and therefore already include for the training of operatives in the various techniques. The training modules included in this scheme are intended to replace over time these other training courses. Therefore, it will be necessary for other NHSS documents to explain to the SSAC on how the requirements of this scheme are to be implemented and what level of registration will be appropriate for specific activities. See Appendix M

APPENDIX D: RECORD OF REGISTERED TRAFFIC MANAGEMENT OPERATIVES AND LEAD TRAFFIC MANAGEMENT OPERATIVES

NAME OF OPERATIVES' ORGANIZATION:

Full Name of Operative or Lead Operative and Certification 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. 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 12D' 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.

NOTE: The following Certification Bodies are accredited for temporary traffic management for 12D.

BM TRADA Certification Ltd	www.bmtrada.com
BSI	www.bsi-global.com
Bureau Veritas QA	www.bureauveritas.co.uk
DNV Certification BV	www.dnv.co.uk/certification
Lloyd's Register Quality Assurance	www.lrqa.com
National Quality Assurance Ltd	www.nqa.com
NSAI	www.n sai.ie
QA International Certification Ltd	www.qai.co.uk
SGS UK Ltd	www.sgs.co.uk

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

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

1. Role of Certification Bodies

- 1.1 The independent assessment of conformity of organisations to the requirements of ISO9001:2000 and the additional requirements required by this National Highway Sector Scheme Document relies upon the assessment expertise, competence and capability of accredited certification bodies.
- 1.2 The Certification Body's role is to ensure, through assessment that organisations have management systems in place which address the enhanced ISO9001:2000 requirements detailed in this Sector Scheme Document.

2. Certification Body Accreditation

- 2.1 To ensure consistency and to demonstrate independent capability Certification Bodies are required to be accredited against the requirements of EN450012/ISO Guide 62 by the United Kingdom Accreditation Service (UKAS) or an equivalent IAF member for assessment and registration of ISO9001:2000 quality management systems interpreted in accordance with this National Highway Sector Scheme.

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 competence in the categories of temporary traffic management covered in the scope of this Scheme for which it is accredited.
- 3.2 Guidance to Certification Bodies on assessor competence related to this Sector Scheme is given in the Certification Body guidance document – National Highway Sector Scheme Accreditation, Registration and Assessment Guidance for Certification Bodies
- 3.3 The Certification Body is responsible for ensuring that the assessment teams possess demonstrable expertise in the assessment areas detailed above as they relate to the scope of client activities under assessment.
- 3.4 Minimum assessor qualifications and competence for assessment of this National Highway Sector Scheme, which may reside in a single individual, or in an assessment team are as follows:
 - IRCA Registered ISO9001:2000 Lead Auditor qualification or Certification Body equivalent and demonstrable expertise in leading assessment teams.
 - ISO9001:2000 assessment experience in landscaping, grounds maintenance, forestry or related industries
 - Technical assessment competence in temporary traffic management detailed in paragraph 3.1 above.
 - It is recommended that assessors should pass the CITB Health & Safety Touch Screen Test (Highways) to obtain a CSCS visitors card.

4. Conduct of Assessments.

- 4.1 Certification Bodies shall ensure that at least a third of the initial and continuing assessment duration is devoted to assessing operational activities at sites and locations where temporary

traffic management works covered by the scope of this Scheme are being undertaken.

- 4.2 Certification Bodies shall ensure that during a three year certification cycle there is evidence of assessment of all temporary traffic management activities covered by the Organizations scope of registration.

Certification Bodies shall undertake surveillance visits at intervals of not greater than one a year.

5. Format and Content of Registration Certificates.

- 5.1 Certificates of registration issued by Certification Bodies, which include within the scope of registration reference to compliance with this Scheme shall be in a format and contain the content detailed in Appendix K of this Sector Scheme Document.

- 5.2 The National Highway Sector Scheme Logo shall be included in any Certificate of Registration which has this Sector Scheme detailed in the Scope of Registration. The logo shall only be used and applied in the manner detailed in any conditions of use which may be published from time to time.

6. National Highway Schemes Schedule of Suppliers.

- 6.1 Certification Bodies shall monitor the National Highway Sector Schemes Schedule of Suppliers posted at www.scheduleofsuppliers.co.uk to ensure equivalence between their clients registered to this scheme and the listed Organizations.

- 6.2 Certification Bodies shall provide to National Highway Sector Schemes Schedule of Suppliers administrator at Lantra Awards details of registered Organizations whose scope of registration against this Scheme has ceased to be applicable within 10 working days of that situation occurring.

7. Reporting on Scheme Performance.

- 7.1 Each Certification Body accredited for this scheme shall provide to the Chairman of the SSACTTM Committee a summary report which includes as a minimum:

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

- 7.2 The report shall be provided at or in the month before each National Highway Sector Scheme Liaison Committee meeting, so that it may be considered during the Group Sessions of the Liaison meeting.

APPENDIX H: ORGANIZATION ACCEPTANCE AND GUIDELINES FOR NEW ENTRANTS

1 Organization Acceptance

- a) 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.
- b) 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 organizations with a method of entry into the Scheme. The guidelines also provide rules by which Certification Bodies and Clients are able to evaluate these organizations for compliance and acceptability for carrying out temporary traffic management measures.

- a) Organizations must have sufficient, appropriately experienced and qualified operatives, supervisory staff who meet the requirements of this Sector Scheme. (In respect of qualified TM Operatives a minimum of two registered operatives will meet the requirement.) See Clause 6.2.1
- b) 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 complete the certification process.
- c) 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 auditor's full report to the client. The client shall use their own judgement as to whether or not they consider the Organization is capable of fulfilling contractual requirements.
- d) Upon successful registration the Organization shall notify Lantra Awards enclosing a copy of the certificate and scope of registration with this notification

3 Operatives with existing qualifications

Operatives with NHSS 12A and/or 12B qualifications will need to complete all the 12D training courses as appropriate. With regard to Assessment, some of the evidence within the 12A/B logbook may be used as accredited prior learning but this is subject to knowledge checks so that the Assessor can be confident that the candidate is competent.

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) or directly via <http://www.official-documents.co.uk/document/deps/ha/dmr/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.

b) Via Committee Secretary

Use the form overleaf

FEEDBACK FORM FOR SSD12D

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

Sector Scheme Advisory Committee for Traffic Management
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: FEEDBACK TO CERTIFICATION BODIES

Comments 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:

Comments

Name:

Organization:

Address:

Date:

Signed:

APPENDIX K: THE INTERPRETATION OF CERTIFICATES ISSUED BY CERTIFICATION BODIES

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

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

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

- The scope of registration including specific registration to BS EN ISO 9001:2000 and this NHSS including the scheme title e.g. National Highway Sector Scheme 12D for Temporary Traffic Management on Rural and Urban Roads
- The registration of each and every location (depot/area/office) to which the CoR is applicable.
- The services/product offered by the Organization at each location identified on the CoR e.g. for NHSS 12D for Temporary Traffic Management on Rural and Urban Roads, static works is an applicable category.
- Logos for the NHSS, UKAS (or equivalent) and the CB.
- The name and address(es) of the Organization
- The validity of the certificate
- A unique reference number/code
- The signature of a relevant CB official with his name and title

Categories of Work are:

Static works

Static works plus dual carriageways

Static works plus convoy working

Static works plus multiphase traffic signals

Or a combination of these

[Certification Body Name / Logo]

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

[ORGANIZATION NAME]

[Organization Address]

[Town]

[County]

[Post Code]

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

BS EN ISO 9001:2000 AND NATIONAL HIGHWAY SECTOR SCHEME 12D

For the following scope of registration

The installation, maintenance and removal of temporary traffic management on rural and urban roads in the following categories:

Static works

Static works plus dual carriageways

Static works plus convoy working

Static works plus multiphase traffic signals

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 figure below 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.

[Certification Body Name / Logo]

APPENDIX

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

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

[ORGANIZATION NAME]

[Organization Address]

[Town]

[County]

[Post Code]

Scope of Registration:

National Highway Sector Scheme 12D

The installation, maintenance and removal of temporary traffic management on rural and urban roads

<i>Depot, Regional Office etc</i>	<i>Applicable Sector Scheme(s)</i>	<i>Scope of Registration Appropriate category</i>
<i>[Depot 1 New Road, Newtown]</i>	<i>Sector Scheme 12D for the installation, maintenance and removal of temporary traffic management on rural and urban roads</i>	<i>Static works Static works plus dual carriageways Static works plus convoy working Static works plus multiphase traffic signals</i>
<i>[Depot 2 Old Road, Oldtown]</i>	<i>Sector Scheme 12D for the installation, maintenance and removal of temporary traffic management on rural and urban roads</i>	<i>Static Works Plus Dual Carriageways</i>

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

APPENDIX L: GUIDANCE FOR CLIENTS

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.

- 1 It is necessary for the Client to ensure that all those involved in temporary traffic management operations are appropriately trained and skilled, whether or not they are directly employed. The modular training scheme described in this scheme document is designed to cater for the various alternative situations, ranging from the employment of a lone worker cutting hedges to a traffic management contractor for a major highway contract.
- 2 The Client must always ensure that a detailed risk assessment for the specific site has been undertaken and incorporates an assessment of traffic conditions as described in the Annex Form 1 to Appendix A. In instances where a non-registered organisation is employed it will be appropriate for the Client, or his agent for the Works design, to carry out a preliminary risk assessment.
- 3 MWOs must be given clear guidance in relation to the manner in which they carry out agreed operations. When MWOs are employed directly by the Client it may be necessary for the Client to provide approved signs but will certainly include detailed procedures for carrying out the work at all sites. These procedures are equivalent to the Quality Plan requirements as specified in Appendix A. Alternatively, when the Organization uses MWOs for 'moving works' it must ensure that appropriate supervision is provided should it be necessary to revert to traffic control measures.
- 4 It is anticipated that, where for instance local farmers are employed to carry out routine maintenance operations, Clients will need to arrange the necessary training to Module T1 in association with Lantra Awards who will provide the certificates of successful completion and registration cards. Clients will need to maintain registers of such employees and ensure that their registration cards are renewed in accordance with the training scheme. Clients will also need to ensure appropriate auditing of their working methods.
- 5 For the Sector Scheme to achieve its objectives it is essential that clients, either directly or via the agents and individuals they employ, ensure that the requirements of this document are complied with. This includes ensuring that the TTM organizations, employed directly or indirectly as sub-contractors, are registered to the Sector Scheme, and that all TMOs are appropriately trained and skilled however the latter are employed. Supervisory staff must be instructed to carry out spot checks of registration cards.
- 6 Specific attention is drawn to Appendix M which states that it is not intended that organizations registered to another NHSS where TTM is required should also be registered to NHSS12D.
- 7 Lantra Awards have established and manage a schedule of registered Organizations that have been registered to National Highways Sector Schemes free access to schedule is obtained by logging on to the [Schedule](http://www.scheduleofsuppliers.co.uk) of Suppliers website www.scheduleofsuppliers.co.uk.
8. 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.

APPENDIX M: GUIDANCE FOR ORGANIZATIONS REGISTERED TO ANOTHER NHSS

This guidance is primarily of relevance to National Highway Sector Scheme Committees and those Organizations registered to these schemes. The guidance is designed to enable them to decide how this scheme may be used to provide installation of safe temporary traffic management operations in rural and urban situations as part of their overall execution of works for road purposes. This Appendix should be read in conjunction with Appendix L "GUIDANCE FOR CLIENTS".

1 National Highway Sector Schemes likely to be directly affected by this document are:

Scheme 2A	General Fencing
Scheme 2B	Vehicle Restraint Systems
Scheme 2C	Environmental Barrier
Scheme 5B	Bridge Parapets
Scheme 7	Road Marking and Road Studs
Scheme 8, 9b & 10	Installation and Maintenance of Highway Electrical and/or Highway Electronic and/or Associated Highway Works
Scheme 13A	Surface Dressing
Scheme 13B	Micro Surfacing
Scheme 16	Asphalt
Scheme 17	Vehicle Recovery
Scheme 18	Landscaping
Scheme 19	Corrosion Protection

- 2 It is necessary for the Organization to ensure that all those involved in temporary traffic management operations are appropriately trained and skilled, whether or not they are directly employed. The modular training scheme described in this scheme document is designed to cater for the various options available, ranging from the employment of a lone worker to a traffic management contractor for a major highway contract.
- 3 It is not intended that Organizations registered under another NHSS should also be registered to SSD 12D, but rather that the NHSS Committee considers the available options and provides appropriate advice to organizations on what they need to do to meet their individual specific requirements and work commitments in respect of temporary traffic management for their field of operations.
- 4 For many operations it may be sufficient for the Organization to ensure that a member of the team is registered appropriately as a RLMO or RTMO and has successfully undergone the relevant training and competency assessment requirements for the type of temporary traffic management to be implemented. In other instances it may be appropriate for the whole team to have gained qualifications as RLMOs and/or TMOs in their own right. Only those members of a gang who are responsible for installing, maintaining and removing temporary traffic management will need to be registered for 12D training and assessment. The organization shall include such information in their quality plan.
- 5 It is recommended that organizations carry out their own risk assessments; these can be done using the appropriate Forms included in the Annex A attached to Appendix A of this document. This will then provide the basis for agreement of the temporary traffic management need between the client and contractor for each site. Finalised details should be recorded in the quality plan where applicable.
- 6 Where operationally the works are extensive, or are to be carried out on roads other than rural and urban roads, the employment of a specialist TTM contractor to set up and remove TTM measures will need to be considered. This will form part of the organization's and client's risk assessments and be incorporated into the organization's quality plan for carrying out the works.
- 7 For work on motorways and dual carriageways operated by the Highway Agency, it is mandatory for the temporary traffic management measures to be installed, maintained and removed by

TTM contractors registered to sector schemes 12A and 12B. Other highway authorities operating similar roads in the UK may have similar requirements.

- 8 For work on other roads managed by the HA, the Highway Agency requires registered 12D TTM contractors to be employed .
9. A staged approach maybe adopted for the training and accreditation of operatives for organizational compliance to the requirement of this sector scheme. The organization or sector scheme committee must consider the ramifications of any decision taken that a staged approach may have.
10. Other National Highways Sector Schemes affected by the training and assessment requirements of this sector scheme should record their implementation criteria which will reflect the individual industry's ability to accommodate the 12D requirements within their scheme document.
11. All specific training needs should first be discussed and agreed with the SSD12D Committee prior to inclusion within their individual sector scheme documents.

APPENDIX N: GUIDANCE FOR MOVING WORKS OPERATIVES AND ORGANIZATIONS NOT REGISTERED TO ANOTHER NHSS

This guidance is primarily of relevance to operatives that have successfully attended and passed the basic module (Module 1) described in Appendix C of this document and who undertake moving works operations only and for organizations for whom they may work.

1. It is not intended that these operatives should embrace the sector scheme and be audited against this scheme and ISO 9001:2000, but rather that they heed the need to undertake training to attain a basic understanding and implementation of temporary traffic management on urban and rural roads for their own and other road users safety and become registered as Moving Works Operatives. It is recommended that operatives should carry out their risk assessment using the Form 1 included in the Annex to Appendix A
2. However, it is possible that certain MWOs will be employed by Organizations that are registered to ISO 9001:2000 or have implemented ISO 9001:2000 procedures, in which case the training and risk assessments associated with this document should be incorporated into their quality management system. Where the operative is employed by organisations that are not registered or do not have implemented procedures, it is recommended that such organisations adopt the principles of this sector scheme.
3. It is also envisaged that organisations (eg local authorities) may contract directly with Moving Works Operatives. It is recommended that the operative familiarise themselves with the requirements of this scheme and in particular the guidance contained in Appendix L – Guidance to Clients; it is also recommended that clients work within the recommendations contained in this document particularly with respect to assessment of risk.

Training

4. Following completion of Module 1 (see Appendix C), operatives will be issued with a registration card, which will be valid for 5 years. However, the operative will be required to renew it within the 6 months prior to its expiry date by attending either a recognised refresher course or if appropriate re-attending Module 1, (which will be updated as necessary from time to time). The new card will be issued for a further period of 5 years.

Information on availability of courses can be obtained from Lantra Awards (tel 02476 419703) www.lantra-awards.co.uk or email info@lantra-awards.co.uk

Further Information

5. Current versions of National Highway Sector Schemes can be downloaded from the UKAS website www.ukas.com. The documents are in the publications section.