



National Highways Limited

**National Highways Consumables
Contract 2023_24**

**Scope
Reference Documents**

Annex 2

CONTENTS AMENDMENT SHEET

Amend. No.	Revision No.	Amendments	Initials	Date
01	00	Tender Issue		March 23

Ref.	Scope Reference	Document Name	Published by / Available from
1	Air Quality	<i>Client's</i> Air Quality Strategy	https://www.gov.uk/government/publications/highways-england-air-quality-strategy
2	Business Continuity	ISO22301:2019	https://www.iso.org/standard/75106.html
3	<i>Client</i> Objectives	Strategic Business Plan	https://nationalhighways.co.uk/media/3i5c454q/strategic-business-plan-2020-25.pdf https://nationalhighways.co.uk/strategic-business-plan/
4	<i>Client</i> Objectives	Delivery Plan	https://nationalhighways.co.uk/media/vh0byhfl/5-year-delivery-plan-2020-2025-final.pdf https://nationalhighways.co.uk/strategic-business-plan/
5	<i>Client</i> Objectives	RIS	https://www.gov.uk/government/collections/road-investment-strategy
6	<i>Client's</i> Fair Payment Charter, Counter Fraud, Bribery and Corruption Policies	Supplier Counter Fraud, Bribery and Corruption Code of Conduct	These are provided within the RfQ Document.
7	<i>Client's</i> Fair Payment Charter, Counter Fraud, Bribery and Corruption Policies	The Bribery Act 2010	https://www.legislation.gov.uk/ukpga/2010/23/contents
8	Communication	Communications Strategy	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/490543/S150617_Communications_Strategy.pdf

9	Communication	Social Media Policy	See document in e tendering folder.
10	Communication	Our Visual Identity	See document in e tendering folder.
11	Communication	Normal not formal	See document in e tendering folder.
12	Conflict of Interest	Declaration of interest's form	See folder in E-TENDERING SYSTEM
13	Conflict of Interest	PPN 01/19 Applying Exclusions in Public Procurement, Managing Conflicts of Interest & Whistle Blowing or later revision or replacement	PPN 01/19 Applying Exclusions in Public Procurement, Managing Conflicts of Interest & Whistle Blowing
14	Contract Management	National Audit Act 1983	https://www.legislation.gov.uk/ukpga/1983/44/content
15	Customer	Customer Service Strategy	See folder in E-TENDERING SYSTEM
16	Data Protection	Procurement Policy Note 02/18 Changes to Data Protection Legislation and General Data Protection Regulation	https://www.gov.uk/government/publications/procurement-policy-note-02-18-changes-to-data-protection-legislation-general-data-protection-regulation
17	Data Protection	Data Protection Act 2018	https://www.gov.uk/government/publications/data-protection-bill-general-processing
18	Data Protection	General Data Protection Regulation (EU2016/679)	https://www.legislation.gov.uk/eur/2016/679/contents https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN
19	Data Protection	LED (Law Enforcement Directive (Directive (EU) 2016/680	https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN

20	Data Protection	Privacy and Electronic Communications (EC Directive) Regulations 2003	https://www.legislation.gov.uk/uk/si/2003/2426/contents/made
21	Data Protection	Procurement Policy Note 02/18 Changes to Data Protection Legislation and General Data Protection Regulation	https://www.gov.uk/government/publications/procurement-policy-note-02-18-changes-to-data-protection-legislation-general-data-protection-regulation
22	Data Protection	Data Protection Act 2018	https://www.gov.uk/government/publications/data-protection-bill-general-processing
23	Data Protection	General Data Protection Regulation (EU2016/679)	https://www.legislation.gov.uk/eur/2016/679/contents https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN
24	Disclosure requests	Cabinet Office Freedom of Information Policy July 2018.	Cabinet Office Freedom of Information Policy July 2018.
25	Disclosure requests	Freedom of Information Act 2000 or later revision or replacement.	Freedom of Information Act 2000
26	Disclosure requests	Environmental Information Regulations 2004 or later revision or replacement.	Environmental Regulations 2004
27	Disclosure requests	The Public Interest Disclosure Act 1998	The Public Interest Disclosure Act 1998
28	Disclosure requests	PPN 1/017 Update to the Transparency Principles 16 February 2017	PPN 01/17 Update to Transparency Principles 16 February 2017
29	Disclosure requests	PPN 02/17 Promoting Greater Transparency 13 December 2017 or later revision or replacement.	PPN 02/17 Promoting Greater Transparency 13 December 2017
30	Disclosure requests	Crown Commercial Services Guidance Note Publication of Government Tenders & Contracts November 2017 or later revision or replacement.	Crown Commercial Services Guidance Note Publication of Government Tenders & Contracts November 2017

31	Disclosure requests	Highways England Disclosure covering letter	Highways England Non-Disclosure Agreement Compiler to upload agreement to Bravo.
32	Disclosure requests	Highways England Non-Disclosure template	Non Disclosure Request Template .
33	Disclosure requests	Cabinet Office Freedom of Information Code of Practice	Cabinet Office Freedom of Information Code of Practice
34	Discrimination, Bullying and Harassment and Modern Slavery (D, B & H and MS)	Respect at Work Policy	See folder in E-TENDERING SYSTEM
35	D, B & H and MS	Modern Slavery Act 2015	https://www.legislation.gov.uk/ukpga/2015/30/contents/enacted
36	D, B & H and MS	Modern Slavery Helpline	www.modernslaveryhelpline.org 08000 121 700
37	D, B & H and MS	Anti-slavery (human trafficking) policy	See folder in E-TENDERING SYSTEM
38	D, B & H and MS	Equality Act 2010	https://www.legislation.gov.uk/ukpga/2010/15/contents
39	Energy Efficiency Directive	Procurement Policy Note 7/14 entitled "Implementing Article 6 of the Energy Efficiency Directive"	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/316683/PPN_07-14_implementing_article_6_of_the_energy_efficiency_directive.pdf
40	Environmental and Sustainability	<i>Client's</i> sustainable development strategy	https://www.gov.uk/government/publications/highways-england-sustainable-development-strategy

41	Environmental and Sustainability	<i>Client's</i> biodiversity plan	https://www.gov.uk/government/publications/biodiversity-plan
42	Environmental and Sustainability	<i>Client's</i> environmental strategy	https://www.gov.uk/government/publications/highways-england-environment-strategy
43	Environmental and Sustainability	Government Buying Standards	https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs
44	H&S	"Common intent documents"	http://www.highwayssafetyhub.com/search-results.html?q=common%20intent Link for the Highways Safety Hub generally: http://www.highwayssafetyhub.com/
45	H&S	Driving for Better Business	https://www.drivingforbetterbusiness.com/
46	H&S	Driving for Better Business Leadership Statement	(https://www.drivingforbetterbusiness.com/leadership-statement/)
47	H&S	GG128 - Requirements for reporting incidents, events and undesirable circumstances: health, safety, wellbeing, structural and environmental	http://www.standardsforhighways.co.uk/ha/standards/dmrb/vol0/section2/GG%20128%20Requirements%20for%20reporting%20incidents%20events%20and%20undesirable%20circumstances%20-web.pdf
48	H&S	Health and safety policies, procedures, and guidance notes (generally)	http://www.highwayssafetyhub.com/ (general link to safety hub containing all our documents)
49	H&S	Highways Passport Scheme	https://www.highwayssafetyhub.com/passport-scheme.html
50	H&S	Home Safe and Well approach	https://assets.highwaysengland.co.uk/about-

			us/Home+Safe+and+Well+Strategy+2019.pdf
51	H&S	HSG65 -Managing for Health and Safety	https://www.hse.gov.uk/pubns/books/hsg65.htm
52	H&S	ISO45001:2018	https://www.iso.org/iso-45001-occupational-health-and-safety.html NB This is now cross referenced from the Quality Management section
53	H&S	Lessons Learnt documents	https://www.highwayssafetyhub.com/toolkit.html
54	H&S	Management of Road Risk- industry guidance	https://www.hse.gov.uk/pubns/indg382.htm
55	H&S	“National Examination Board in Occupational Safety and Health” (NEBOSH)	https://www.nebosh.org.uk/home/
56	H&S	Raising the Bar documents	https://www.gov.uk/government/collections/health-and-safety-for-major-road-schemes-raising-the-bar-initiative
57	H&S	Requirements for reporting incidents	See GG128 above
58	H&S	Supply Chain Maturity Matrix (SCMM)	Link for suppliers: SCMM
59	H&S	SCMM Action Plan template	see folder in E-TENDERING system
60	H&S	SCMM Process	see folder in E-TENDERING system
61	H&S	“The Institution of Occupational Safety and Health (IOSH)”	https://www.iosh.com/
62	Information Security	HMG Security Policy Framework (SPF)	https://www.gov.uk/government/publications/security-policy-framework

63	Information Security	HMG Government Security Classifications	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/715778/May-2018_Government-Security-Classifications-2.pdf
64	Information Security	Information management system	https://highwaysengland.co.uk/ims
65	Information Security	Public Records Act 1958	https://www.legislation.gov.uk/ukpga/Eliz2/6-7/51
66	Information Security	Information Security Secure Data Handling Requirements (Policy)	see folder in E-TENDERING system.
67	Information Security	Major Incident Management	see folder in E-TENDERING system
68	Information Security	National Cyber Security Centre End user device (EUD) security guidance	https://www.ncsc.gov.uk/guidance/end-user-device-security
69	Information Systems	Commercial reporting and monitoring system	https://supplychainportal.highways.gov.uk/commperf/SitePages/Home.aspx
70	Information Systems and Security	Information Security Incident Management Requirements	see folder in E-TENDERING system
71	Information Systems and Security	Information Security Secure Data Handling Requirements	see folder in E-TENDERING system
72	Information Systems and Security	Major Incident Management	see folder in E-TENDERING system

73	Information Systems and Security	National Cyber Security Centre End user device (EUD) security guidance	https://www.ncsc.gov.uk/guidance/end-user-device-security
74	Information Systems and Security	HMG Government Security Classifications	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/715778/May-2018_Government-Security-Classifications-2.pdf
75	Information Systems and Security	Information Management System	https://highwaysengland.co.uk/ims
76	Lean CI	Lean Structured Innovation Guide	see folder in E-TENDERING system
77	Official Secrets	Official Secrets Acts 1911 to 1989	1911: https://www.legislation.gov.uk/ukpga/Geo5/1-2/28/contents 1920: https://www.legislation.gov.uk/ukpga/Geo5/10-11/75/contents 1939: https://www.legislation.gov.uk/ukpga/Geo6/2-3/121/contents 1989: https://www.legislation.gov.uk/ukpga/1989/6/contents
78	Offshoring	National Highways' Information Security Policy	see folder in E-TENDERING system
79	Offshoring	HMG Security Policy Framework (SPF)	https://www.gov.uk/government/publications/security-policy-framework
80	Offshoring	HMG Government Security Classifications	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/715778/May-2018_Government-Security-Classifications-2.pdf

81	PCG	Insolvency Act 1986	https://www.legislation.gov.uk/ukpga/1986/45/contents
82	PCG	Contracts (Rights of Third Parties) Act 1999	https://www.legislation.gov.uk/ukpga/1999/31/contents
83	Performance	Collaborative Performance Framework (CPF)	Obtain the latest version of CPF via the link below: Redacted To request access to the Supply Chain Portal contact: Redacted
84	Performance	Supply Chain Portal	Redacted To request an account contact: Redacted
85	Quality Management	ISO 9000 Quality Management	https://www.iso.org/standard/45481.html
86	Quality Management	ISO 9001 Quality Management Systems Requirements	https://www.iso.org/standard/62085.html
87	Quality Management	ISO 10005 Guidelines for Quality Plans	https://www.iso.org/standard/70398.html
88	Quality Management	ISO 9004 Quality Management- Quality of an organisation: Guidance to achieve sustained success	https://www.iso.org/standard/41014.html
89	Quality Management - H&S	ISO 45001 Occupational Health and Safety	https://www.iso.org/iso-45001-occupational-health-and-safety.html
90	Quality Management - H&S	HSG65 Managing for Health and Safety	https://www.hse.gov.uk/pubns/books/HSG65.htm
91	Quality Management - Environment	ISO 14001 Environmental management systems	https://www.iso.org/standard/60857.html
92	Quality Management - Risk	ISO 31000 Risk management: Guidelines	https://www.iso.org/iso-31000-risk-management.html

93	Records & reporting for SMEs	European Commission Recommendation of 6 May 2003	https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:EN:PDF#:~:text=COMMISSION%20COMMISSION%20RECOMMENDATION%20of%206%20May%202003%20concerning,Having%20regard%20to%20the%20Treaty%20establishing%20the%20European
94	Risk Management	"Risk Management Policy"	see folder in E-TENDERING system
95	Risk Management	Risk register template	
96	Risk Management	List of risks	To be developed with the Purchaser (if necessary)
97	Security and identification of people	Security Policy 3: Personnel Security	https://webarchive.nationalarchives.gov.uk/+/http://www.cabinetoffice.gov.uk/spf/sp3_ps.aspx
98	Security and identification of people	HMG Security Policy Framework version	https://www.gov.uk/government/publications/security-policy-framework
99	Security and identification of people	Security Team email	Redacted
100	Security and identification of people	HMG Baseline Personnel Security Standard	https://www.gov.uk/government/publications/government-baseline-personnel-security-standard
101	Security and identification of people	Equality Act 2010	See link under Discrimination, Bullying and Harassment and Modern Slavery (D, B & H and MS)
102	Security and identification of people	Rehabilitation of Offender Act 1974	http://www.legislation.gov.uk/ukpga/1974/53

103	Security and identification of people	Disclosure and Barring Service	https://www.gov.uk/government/organisations/disclosure-and-barring-service/about
104	Security and identification of people	List X	https://www.gov.uk/government/publications/security-requirements-for-list-x-contractors
105	Security and identification of people (Appendix A to Annex 04 – Introduction)	IT Security Advice Team	Redacted
106	Security and identification of people (Appendix A to Annex 04, BPSS Form, Section 2, para. 2.2)	UK Visas and Immigration guidance on right to work	https://www.gov.uk/government/collections/right-to-work-checks-employer-guidance
107	Security and identification of people (Appendix A to Annex 04, BPSS Form, Section 4, para. 4.1)	Scotland or Northern Ireland criminal record check process	https://www.gov.uk/request-copy-criminal-record
108	Security and identification of people (Appendix A to Annex 04, BPSS Form, Guidance Notes, Annex A, General Notes)	National Highways BPSS Privacy Notice	Refer to Scope Annex 04

109	Security and identification of people (Appendix A to Annex 04, BPSS Form, Guidance Notes, Annex B, Applicant details and identity verification)	Her Majesty's Passport Office guidance	https://www.gov.uk/government/publications/basic-passport-checks
110	Security and identification of people (APPENDIX A to Annex 04, BPSS Form, Guidance Notes, Annex B, Applicant details and identity verification)	EU Settlement Scheme	https://www.gov.uk/settled-status-eu-citizens-families
111	Subcontracting	Procurement Policy Note 01/18: Supply Chain Visibility	PPN Procurement Policy Note 01/18 Supply Chain Visibility
112		Fleet Operator Recognition Scheme (FORS)	https://www.fors-online.org.uk/cms/