

Highways England Company Limited

Area 12

Asset Delivery (AD)

Scope

Annex 3

Reference Documents

CONTENTS AMENDMENT SHEET

Amend. No.	Revision No.	Amendments	Initials	Date
0	0	Tender Issue	SOS	05/06/2020
1	1	Updated document – GM 701	SOS	29/06/2020
2	1	Updated document – GS 801	SOS	29/06/2020
3	1	Updated document – Severe Weather Plan	SOS	29/06/2020
4	1.1	Updated link to the Specification Rev 1	SOS	14/07/2020
5	2	 Updated link to Specification References added to: 2012/27/EU directive LA 120 - environmental management plans Statement of Highways England's IT Security Policy Chief Information Officer Memos 	AJP	29/07/2020

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1 REFERENCE DOCUMENTS

1.1 Reference Documents

1.1.1 The Reference Documents are those documents identified in the following Tables 1.1, 1.2 and 1.3, together with any amendments or additions thereto published by the *Client* from time to time.

1.2 Current Documents

- 1.2.1 Table 1.1 presents a list of current Department for Transport (DfT) and Highways England documents which may be relevant to the work undertaken by the Contractor in the performance of its duties. The list identifies both mandatory and advisory requirements with which the Contractor complies, together with the sources from which the documents can be obtained.
- 1.2.2 For ease of reference the documents have been grouped into the following categories:

Mandatory

- Corporate Strategy,
- Performance Measurements,
- Technical Requirements.

Advisory

General

Table 1.1

A. Ma	A. Mandatory - Corporate Strategy		
Ref.	Publication	Published by / Available from	
1	Highways England: Strategic Business Plan 2015-2020	<i>Client's</i> Website <u>https://www.gov.uk/government/publications/highway</u> <u>s-england-strategic-business-plan-2015-to-2020</u>	
2	Highways England: Delivery Plan 2015-2020	<i>Client's</i> Website <u>https://www.gov.uk/government/publications/highway</u> <u>s-england-delivery-plan-2015-2020</u>	

3	Road Investment Strategy: 2020 to 2025	Road investment strategy 2 2020-2025
4	Highways England – Changing the customer experience through the Highways Agency Traffic Information Strategy	<i>Client's</i> Website <u>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/49054_0/S150634_Traffic_Information_Strategy.pdf</u>
5	Highways England Sustainable Development Strategy	https://www.gov.uk/government/publications/highway s-england-sustainable-development-strategy
6	Highways England Environment Strategy	https://www.gov.uk/government/publications/highway s-england-environment-strategy
7	Highways England – Procurement Strategy	Client https://www.gov.uk/government/organisations/highw ays-england/about/procurement
8	National and Local Environmental Strategies and Policies (including: Environment Strategy, Managing our Approach to Environmental Performance and Environment Action Plan.	<i>Client's</i> Website <u>https://www.gov.uk/government/publications/highway</u> <u>s-agency-environment-strategy</u>
9	Roads Reform – A Fresh Start for the Strategic Road Network: The Government Response and Feasibility Study Terms of Reference	DfT website <u>https://www.gov.uk/government/publications/roads-</u> <u>reform-a-fresh-start-for-the-strategic-road-network-</u> <u>government-response-and-feasibility-study-terms-of-</u> <u>reference</u>
10	Highways England Company Records Policy	Client Company Records Policy v1
11	Highways England Information Assurance Policy	Client Information Assurance Policy

12	Highways England –	Client
	Visual identity – Requirements for our suppliers	Highways England Visual Identity Version Feb 2020
13	National Planning Policy	Planning Portal Website
	Framework	http://www.planningportal.gov.uk/planning/planningp olicyandlegislation/about/ppsppg
14	Highways England	Client
	Licence	https://assets.publishing.service.gov.uk/government/ uploads/system/uploads/attachment_data/file/43138 9/strategic-highways-licence.pdf
15	Highways England	Client
	Biodiversity Plan	https://www.gov.uk/government/publications/biodiver sity-plan
16	Data Handling Policy for	Client
	Supply Chains	Data Handling Policy - Supply Chain Version V3
17	HMG Security Policy	Cabinet Office Website
	Framework (Current May 2018) with particular reference to Security Policy No.3: Personnel Security	https://www.gov.uk/government/publications/security -policy-framework
18	The Highways England Information Security Data Security Standard	Information Security Data Security Standard v1.0
19	HMG Government Security Classifications	https://assets.publishing.service.gov.uk/government/ uploads/system/uploads/attachment_data/file/71577 8/May-2018_Government-Security-Classifications- 2.pdf
20	Lean Benefits Realisation	Client
	Guide	Lean Benefits Realisation Guide
21	Benefits Realisation Capture Forms	https://kol.withbc.com/HA-Lean/
22	Highways England Lean Publications	https://www.gov.uk/government/collections/use-of- lean-in-highways-england

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23	Lean Improvement Action Plan	HELMA Lean Improvement Action Plan
24	HE Lean Tracker	https://kol.withbc.com/HA-Lean/
25	Lean Visual Management	https://www.gov.uk/guidance/lean-visual- managagement-a-guide-for-highways-england- supply-chain
26	Highways England Lean Maturity Assessment	https://www.gov.uk/guidance/highways-england- lean-maturity-assessment-helma
27	Lean Knowledge Transfer Packs	https://kol.withbc.com/HA-Lean/
28	Aiming for Zero	Client's Website
		https://www.gov.uk/government/collections/roadwork er-safety-highways-agencys-aiming-for-zero- programme
29	Strategic Framework for Road Safety	DfT website https://www.gov.uk/government/publications/strategi c-framework-for-road-safety
30	Managing Health and Safety in Construction	Health and Safety Executive <u>http://www.hse.gov.uk/pubns/books/l153.htm</u> Health and Safety Executive (HSE) F10 <u>https://www.hse.gov.uk/forms/notification/f10.htm</u>
31	Health and safety policies, procedures, and guidance notes	Client http://www.highwayssafetyhub.com/
32	Essentials of Managing Construction Health Risks	<i>Client</i> <u>https://www.hse.gov.uk/construction/healthrisks/man</u> <u>aging-essentials/managing-essentials.htm</u>
33	Highways England: The road to good design	https://www.gov.uk/government/publications/the- road-to-good-design-highways-englands-design- vision-and-principles

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34	Guidance for Principal Designers	https://www.citb.co.uk/health-safety-and-other- topics/health-safety/construction-design-and- management-regulations/cdm-guidance-documents/
35	Guidance for Principal Contractors	https://www.citb.co.uk/health-safety-and-other- topics/health-safety/construction-design-and- management-regulations/cdm-guidance-documents/
36	Construction Industry Training Board (CITB) guidance	https://www.citb.co.uk/about-citb/partnerships-and- initiatives/construction-design-and-management- cdm-regulations/cdm-regulations/
37	Highways Agency Litter Strategy	<i>Client's</i> Website <u>https://www.gov.uk/government/publications/highway</u> <u>s-england-litter-strategy</u>
38	National energy strategy for roadside equipment	<i>Client's</i> Website <u>https://www.gov.uk/government/publications/national</u> <u>-energy-strategy-for-roadside-equipment</u>
39	Highways England Health and Safety 5 Year Plan	Client Health and Safety five year plan May 17
40	Highways England Complaints Procedure	<i>Client's</i> Website <u>https://www.gov.uk/government/organisations/highw</u> <u>ays-england/about/complaints-procedure</u>
41	Highways England Corporate Complaints Process	Scope Annex 3 - Complaints Procedure
42	Highways England Customer Service Strategy	Client Customer Service Strategic Plan
43	Highways England Communications Plan	Scope Annex 3 - Highways England Communications Plan
44	Highways England – Normal not formal. A guide to our corporate narrative, tone of voice and writing style	Client Highways England Tone of Voice 2020

45	Declaration of Interest form	Client <u>Conduct & Code of Practice - COI - Declaration of</u> <u>interest form</u>
46	Highways England Social Media Policy	Highways England Social Media Policy
47	Risk policy and strategy for the management of risk	2018 Highways England Risk Management Policy
48	Risk and issue management principles document	Risk Management Principles Document
49	NOT USED	
50	NOT USED	
51	NOT USED	
52	Risk and issues management manual	MP Risk and Issue Management Manual
53	Risk Management user guide	MP Risk Management System User Guide V3.1 Updated
54	NOT USED	
55	Highways England Technology Strategy	Client https://www.gov.uk/government/publications/highway s-englands-innovation-technology-and-research- strategy
56	Highways England air quality strategy	https://www.gov.uk/government/publications/highway s-england-air-quality-strategy
57	Raising the Bar Initiative	https://www.gov.uk/government/collections/health- and-safety-for-major-road-schemes-raising-the-bar- initiative
58	Home Safe and Well initiative	Client http://assets.highwaysengland.co.uk/about- us/Home+Safe+and+Well+Strategy+2019.pdf

59	Driving for Better Business	Client https://www.drivingforbetterbusiness.com/
60	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
61	Considerate Customer Codes of Practice	https://www.ccscheme.org.uk/ccs-ltd/code-of- considerate-practice-2/
62	Customer Survey Strategy – Better Journeys and Better Conversations	https://www.gov.uk/government/publications/custom er-service-strategy
63	Transport Infrastructure Skills Strategy	https://www.gov.uk/government/publications/transpor t-infrastructure-skills-strategy-building-sustainable- skills
64	Transport Infrastructure Efficiency Strategy	https://www.gov.uk/government/publications/transpor t-infrastructure-efficiency-strategy
65	NOT USED	
66	List X Contractors	https://www.gov.uk/government/publications/security -requirements-for-list-x-contractors
67	2012/27/EU Directive	https://www.legislation.gov.uk/eudr/2012/27/article/6
68	LA 120 - environmental management plans	https://www.standardsforhighways.co.uk/dmrb/searc h/a3a99422-41d4-4ca1-bd9e-eb89063c7134
69	Statement of Highways England's IT Security Policy	Highways England IT Security Policy
70	Chief Information Officer Memos	Chief Information Officer Memos

71	Information Security Secure Data Handling Requirements	Information Security Data Handling Requirements v2.0
B. Ma	ndatory - Performance Me	asurements
Ref.	Publication	Published by / Available from
72	Monthly Review Progress Report Framework	Client Area 12 M&R MRPR Framework Issue 7 Rev 0
73	Live Carriageway Crossing and Live Lane Working Guidance	Client Live Carriageway Crossing and Live Lane Working Live Carriageway Crossing and Live Lane Working - Data Entry Sheet
74	EDIT toolkit	Client EDIT Toolkit V.4.2.1
75	Inclusion Action Plan template	Client Inclusion Action Plan Template
76	Transition Plan Framework	Client Area 12 M&R Transition Plan Framework Issue 7 Rev 0
77	Collaborative Performance Framework (CPF) documents	 Client <u>OPs CPF Scoring Guidance V201907</u> <u>OPs Metrics Handbook V201901</u> <u>CPF Performance Management and</u> <u>Methodology Manual V201901</u> <u>AD Scorecard Data Standard for CPF V.201901</u> <u>OD Roadside Technology - CPF Guidance - V1</u>

78	Supply Chain Portal	https://highways.sharepoint.com/sites/SupplyChainP ortal/ layouts/15/AccessDenied.aspx?Source=https %3A%2F%2Fhighways%2Esharepoint%2Ecom%2F sites%2FSupplyChainPortal%2FSitePages%2FHom e%2Easpx&correlation=f47d569f%2D103d%2Db000 %2Dcbb0%2De29e3de5ec7c&Type=item&name=05 4ed2f0%2D1658%2D486a%2D9510%2Dda52436d9 18e&listItemId=126
79	Government Buying Standards Transport 2017	https://www.gov.uk/government/collections/sustainab le-procurement-the-government-buying-standards- gbs
C. Ma	ndatory - Technical Requi	rements
Ref.	Publication	Published by / Available from
80	Circular Roads	DfT Website (Current) https://www.gov.uk/government/publications/roads- circulars
81	Circular Planning	Communities and Local Government Website <u>https://www.gov.uk/government/organisations/depart</u> <u>ment-for-communities-and-local-</u> <u>government/series/planning-circulars</u>
82	DfT Guidance on Transport Assessments	DfT Website <u>https://www.gov.uk/guidance/transport-</u> evidence-bases-in-plan-making-and-decision-taking
83	Design Manual for Roads and Bridges	DfT Standards for Highways Website <u>https://www.standardsforhighways.co.uk/ha/standard</u> <u>s/DMRB/</u>
84	Manual of Contract Documents for Highway Works	DfT Standards for Highways Website https://www.standardsforhighways.co.uk/ha/standard s/mchw/
85	Network Delivery and Development Portfolio Control Framework (NDD PCF)	Client <u>2014-07-03 NDD PCF Handbook+Annexes v0.18</u>

86	Routine Maintenance Management Systems	The Stationery Office
	Manual	
87	Road Notes	The Stationery Office
88	Traffic Signs Manual and Notes for Guidance on	DfT Website
	Safety at Roadworks	https://www.gov.uk/government/publications/traffic- signs-manual
89	PAS 43:2015 – Safe	British Standards Institution
	working of vehicle breakdown and recovery	http://shop.bsigroup.com/en/ProductDetail/?pid=000 00000030314205
	operators.	ISBN: 978 0 580 88265
90	PAS 55-1:2008	British Standards Institution
	Asset management. Specification for the	http://shop.bsigroup.com/en/ProductDetail/?pid=000 000000030171836
	optimized management of physical assets	ISBN: 978 0 580 50975 9
91	91 PAS 55-2:2008 Asset management. Guidelines for the application of PAS	British Standards Institution
		http://shop.bsigroup.com/en/ProductDetail/?pid=000 00000030187096
	55-1	ISBN: 978 0 580 50976 6
92	Airwave for Service	Client
	Contractors Code of Practice	Home Office - Airwave Service Code of Practice Issue Version 5.0
		Home Office - Airwave Service Code of Practice Issue Version 5.0 ANNEX C
93	Airwave for Service	Client
	Contractors – Processes and Procedures	Highways England - Airwave For Service Providers - Processes and Procedures v4.0
94	Airwave Service Code of	Client
	Practice	Highways England - Airwave for Service Providers Code of Practice version 3.1

95	Guidance on Deployment of Airwave for Highways England's Service Provider	Client Guidance on the Deployment of Airwave for Highways Englands Service Providers V5	
96	Airwave Radios and Associated Client Provided Equipment Memorandum of Understanding (MoU)	Client Airwave MoU Issue 7 Revision 0	
97	Guidance to Service Providers on the requirements associated with the Mobilisation, Operation and Demobilisation of Airwave radios and associated equipment	Client Guidance to Service Providers on the requirements associated with mobilisation V3	
98	ISU Terminal Return Process	Client ISU TERMINAL RETURN PROCESS V4	
99	Synopsis of Airwave use by Area Service Provider	Client Synopsis of Airwave use by Area Service Providers	
100	CCTV Guidance	Client	
101	HAPMS Visual Survey Manual	Client Contact details: <u>HAPMS@highwaysengland.co.uk</u>	
102	SMIS User Guidance	Client SMIS guidance	
103	Energy Savings Plan Guidance	Client Energy Savings Plans v2 Feb18	
104	Asset Data Management Manual (ADMM)	Client http://www.standardsforhighways.co.uk/ha/standarc /admm/index.htm	

105	Asset Management Policy	Client Asset Management Policy
	,	Asset Management Policy
106	NOT USED	
107	Highways England Metal	Client
	Theft Toolkit	Requirement and guidance for new schemes to perform a metal theft risk assessment V3.0
		Requirement and guidance for new schemes to perform a metal theft risk assessment Annex A V3.0
108	Personnel Security requirements and management arrangements	https://webarchive.nationalarchives.gov.uk/+/http://w ww.cabinetoffice.gov.uk/spf/sp3_ps.aspx
109	(HMG) Security Policy Framework	https://www.gov.uk/government/publications/security -policy-framework
110	Security check process of the BPSS	https://www.gov.uk/government/publications/govern ment-baseline-personnel-security-standard
111	Equality Act 2010	http://www.legislation.gov.uk/ukpga/2010/15/content s
112	Rehabilitation of Offender Act 1974	http://www.legislation.gov.uk/ukpga/1974/53
113	Basic disclosure certificate check option	https://www.gov.uk/government/organisations/disclos ure-and-barring-service/about
114	General guidance and requirements post BPSS verification	https://assets.publishing.service.gov.uk/government/ uploads/system/uploads/attachment_data/file/71400 2/HMG_Baseline_Personnel_Security_Standard - May_2018.pdf
115	Cabinet Office standards	https://www.gov.uk/government/publications/security -policy-framework and https://www.gov.uk/government/publications/govern ment-baseline-personnel-security-standard
116	BPSS Form and guidance	BPSS Form and guidance

117	Data Protection Legislation	The General Data Protection Regulation (EU2016/679);The Law Enforcement Directive (LED) (Directive EU2016/680);The Data Protection Act 2018;	
118	Data Protection Act 2018	Data Protection Bill: General Processing	
119	NRTS Supporting Information Services and Interfaces - GD 00323/RT/E/257	NRTS supporting documentation can be found at <u>www.nrtsco.com</u>	
120	NRTS Project Agreement Schedule 1.3 General Constraints – GD00323/RT/E/484	NRTS supporting documentation can be found at <u>www.nrtsco.com</u>	
121	BS 7671:1992 Requirements for Electrical Installations. IEE Wiring Regulations 17th Edition	British Standards Institute ISBN: 978 0 86341 844 0	
122	SI 1989:635 Electricity at Work Regulations	Available online at <u>www.legislation.gov.uk</u>	
123	BS 4444:1989 Guide to electrical earth monitoring and protective conductor proving	British Standards Institute ISBN: 0 580 17882 X	
124	BS 7430:1998 Code of Practice for Earthing	British Standards Institute ISBN: 0 580 28229 5	
125	National Cyber Security Centre End user device (EUD) security guidance	National Cyber Security Centre - end user device security	
126	Freedom of Information Act 2000 or later revision or replacement.	Freedom of Information Act 2000	

127	Section 46 of Freedom of Information Act 2000 or later revision or replacement.	Section 46 of the Freedom of Information Act 2000	
128	Environmental Information Regulations 2004 or later revision or replacement.	Environmental Regulations 2004	
129	The Public Interest Disclosure Act 1998 or later revision or replacement.	The Public Interest Disclosure Act 1998	
130	Construction Design and Management (CDM) Regulations 2015 or later revision or replacement	http://www.legislation.gov.uk/uksi/2015/51/contents/ made	
131	The Institution of Occupational Safety and Health	https://www.iosh.com/	
132	Code of Practice: Lighting and marking for Special Order, VR1, STGO and C&U loads (2012) and Code of Practice: Lighting and marking for abnormal load self-escorting vehicles incorporating operating guidance (2012)	https://www.gov.uk/government/publications/lighting- and-marking-for-abnormal-loads-vehicles-code-of- practice	
133	Health and Safety Maturity Matrix	Client Supply Chain Maturity Matrix Version for use April 2017	
134	National Skills Academy for Construction	https://www.citb.co.uk/standards-and-delivering- training/national-skills-academy-for-construction/	

145	Disabled Driver Publications	DfT Website https://www.gov.uk/government/policies/making- transport-more-accessible-to-all			
Ref.	Publication	Published by / Available from			
D. Ad	D. Advisory – General				
144	Her Majesty's Passport Office guidance	https://www.gov.uk/government/publications/basic- passport-checks			
143	Highways England BPSS Privacy Notice	BPSS Privacy Notice			
142	Scotland or Northern Ireland criminal record check process	https://www.gov.uk/request-copy-criminal-record			
141	UK Visas and Immigration guidance on right to work and record retention	https://www.gov.uk/government/collections/employer s-illegal-working-penalties			
140	UK Visas and Immigration's "Right to Work" acceptable documents and guidance	https://www.gov.uk/government/publications/right-to- work-checks-employers-guide			
139	Apprenticeship data collection form	Client Copy of Blank Apprenticeship Survey v8			
138	Recruiting for Success	Client <u>Recruiting for Success (July 2017)</u>			
137	Occupational descriptors	Client <u>Highways Englands Occupational Descriptors</u>			
136	ISO45001:2018	https://www.iso.org/iso-45001-occupational-health- and-safety.html			
135	National Examination Board in Occupational Safety and Health (NEBOSH)	https://www.nebosh.org.uk/home/			

146	Highways Agency Environmental Reports	Client	
147	Operational Guidance to Local Authorities: Parking Policy and Enforcement	DfT Website <u>https://www.gov.uk/government/uploads/system/uplo</u> <u>ads/attachment_data/file/496987/operational-</u> <u>guidance.pdf</u>	
148	National, Regional & Local Biodiversity Action Plans	Natural England/ Local Authorities / Local Wildlife Trusts	
149	Local Transport Notes	DfT Website <u>https://www.gov.uk/government/publications/local-</u> <u>transport-notes</u>	
150	Planning Policy Guidance Notes	Communities and Local Government Website	
151	Traffic Advisory Leaflets	DfT Website https://www.gov.uk/government/organisations/depart ment-for-transport/series/traffic-advisory-leaflets	
152	Traffic Topic Leaflets	DfT Website	
153	Value for Money Guidance Manual	HM Treasury Website http://www.hm-treasury.gov.uk/ppp_vfm_index.htm Value for Money Guidance Manual	
154	Procurement Policy Note 01/17 entitled update to Transparency Principles	https://www.gov.uk/government/publications/procure ment-policy-note-0117-update-to-transparency- principles	
155	Procurement Policy Note 07/14 entitled "Implementing Energy Efficiency Directive Article 6: further information"	Implementing Article 6 of the Energy Efficiency Directive	
156	Information Technology Infrastructure Library	https://www.gov.uk/government/publications/best- management-practice-portfolio/about-the-office-of- government-commerce	

157	Construction Industry Training Board	Client <u>CITB guidance</u>		
158	<i>Client's</i> employment policies and codes of practice relating to discrimination and equal opportunities.	Equal Opportunities Policy Dignity at Work Guidance		
159	Procurement Policy Note PPN 02/18 Changes to the Data Protection Legislation and General Data Protection Regulation.	https://www.gov.uk/government/publications/procure ment-policy-note-0218-changes-to-data-protection- legislation-general-data-protection-regulation		
160	Procurement Policy Note PPN 03/19 Procurement (Electronic Invoices etc.) Regulations 2019. Action Note 3/19 May 2019	https://www.gov.uk/government/publications/procure ment-policy-note-0319-the-public-procurement- electronic-invoices-etc-regulations		
161	PPN 02/17 Promoting Greater Transparency 13 December 2017 or later revision or replacement.	PPN 02/17 Promoting Greater Transparency 13 December 2017		
162	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/31668 3/PPN_07- 14_implementing_article_6_of_the_energy_efficienc y_directive.pdf		
163	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		
164	Highways England Non - Disclosure Covering Letter	Highways England Non Disclosure Agreement		

16 5	Highways England Non –	<u>Highways</u>	England	Non	Disclosure	Request
	Disclosure template	Agreement Rev 0				

1.3 Area Specific Documents

- 1.3.1 Table 1.2 contains a list of area specific documentation which are relevant to the work undertaken by the Contractor in the performance of its duties together with information on the sources from which those documents can be obtained. Unless otherwise stated, these documents form requirements with which the Contractor complies.
- 1.3.2 Any ambiguities or discrepancies discovered within the documents listed in this Table to those listed in Table 1.1 shall be explained and adjusted by the *Client* who shall thereupon issue to the Contractor appropriate instructions in writing.

Table 1.2

Ref.	Publication	Published by / Available from	
1.	GM 701 - Asset Delivery Asset Management Requirements (ADAMr)	Client GM 701 Asset delivery asset maintenance requirements (ADAMr) Revision 1	
2.	Required Level of Service (RLOS) - unlocked version v2b	Client <u>Area 12 RLOS Issue 6 Rev 0</u>	
3.	GS 801 - Asset delivery asset inspection requirements	Client GS 801 Asset delivery asset inspection requirements Revision 1	
4.	GM 702 – Operational requirements for network occupancy	Client GM 702 Operational requirements for network occupancy Revision 0	
5.	GM 703 – Operational requirements for incident management	Client GM 703 Operational requirements for incident management Revision 0	
6.	GM 704 – Operational requirements for severe weather	Client GM 704 Operational requirements for severe weather Revision 0	
7.	Severe Weather Plan – AD Appendices	<i>Client</i> <u>CHE Memo 449 19 – Annex H AD Appendices</u> <u>Rev 0</u>	
8.	Severe Weather Plan Template	Client CHE Memo 449 19 - Annex G Severe Weather Plan Template AD version Rev 1	

9.	Specification	Client	
		Area 12 M&R Specification Issue 7 Rev 2	
10.	Vesting Certificate template	Vesting Certificate template Issue 7 Revision 0	
11.	NRTS Interface Arrangement template	NRTS Interface Arrangement Issue 7 Rev 0	
12.	Control Centre Interface Arrangement template	Area 12 M&R Control Centre Interface Arrangement template Issue 7 Rev 0	
13.	Roadside Technology Spares List	Area 12 M&R Roadside Tech Spares List Issue 7 Rev 0	
14.	Technology Operations and Maintenance Manuals	Issued to tenderers separately on a share folder due to the file size. Access should be requested from the Procurement Officer through eBravo. This information will be incorporated into the contract set of documents at award.	

1.4 Amendments to Current and Area Specific Documents

1.4.1 The 1.3 contains a list of additional requirements and/or amendments to the documents listed in Tables 1.1 and 1.2. Unless otherwise stated these documents form mandatory requirements with which the Contractor complies. For ease of reference the documents have been grouped into the following categories:

1. Interim Advice Notes (IAN)

Note: The list of IAN in Table 1.3 reflect the latest governance surrounding issues which are not yet incorporated into other documents and are available from http://www.standardsforhighways.co.uk/ha/standards/ians/index.htm.

IAN contain advice and guidance, as well as mandatory requirements which must be complied with, and

2. Chief Highway Engineer Memorandums (CHE Memos)

Note: The list of CHE Memos in Table 1.3 identifies further requirements which are additional to the IAN listing and carry the same mandatory compliance status. The CHE Memos are contained in a file attachment as part of the Tender Documents. Refer details of CHE Memos.

Scope Annex 03 - CHE Index

Table 1.3

A. In	A. Interim Advice Notes			
Ref	Document Title	Amendme nt Details	Comments / Remarks	
1	SMART Motorways	161/15		
2	Implementation of BD 97/12 - The Assessment of Scour and Other Hydraulic Actions at Highway Structures	173/13		
3	Highways Agency Road Death Investigation (RDI) Guidance (Revision 2)	166/14	Supersedes IAN 166/13	
4	Structural safety reporting	136/10		
5	Temporary Automatic Speed Camera System for the Enforcement of Mandatory Speed Limits at Roadworks (TASCAR)	113/08		
6	Implementation of Construction (Design and Management) 2007 and the withdrawal of SD 10 and SD 11	105/08		

7	Implementation of Local Grid Referencing System for England	99/07	Read in conjunction with SD 12/96
B. In	dex of Chief Highway Engine	er's Memora	ndum (CHE Memos)
Ref	Document Title	Amendme nt Details	Comments / Remarks
8	Standards underpinning Intelligence-Led Maintenance	456/19	This CHE Memorandum supersedes CHE Memorandum 442/19, which is withdrawn.
9	1. Withdrawal of IAN 114/08 – Highways Agency Carbon Calculations and Reporting Requirements	453/19	
	2. Letter to providers - Update to Highways England Carbon Accounting Tool, 2016		
10	AMS Steel Mounting Frame Connection to Steel Portal Gantries	451/19	
11	Severe Weather Plan Template 2019/2020	449/19	
12	Customer service standard for diversion routes for planned works and activities	448/19	
13	Acceptance of Castlegate 535 Ltd - Noise barriers and withdrawal of CHE Memo 437/19	447/19	Supersedes CHE memo 437/19 which is withdrawn
14	60mph speeds at/through road works	446/19	

15	Simplified Guidance to Designers for Installation of Surface Mounted N1/N2 Safety Barriers on Unreinforced Concrete Verges and Central Reserves over Bridges	441/19	
16	Customer Service Standard - Reducing litter on the Strategic Road Network	440/19	
17	Customer Service Standard - Accurate advance notification of planned closures	439/19	
18	Customer Service Standard -Scheme Billboards	438/19	
19	Wrong Way Driving: Mitigation Toolkit	436/19	Supersedes CHE Memo 405/17 which is withdrawn.
20	Review of permanent 'maximum speed advised' traffic signs	435/19	
21	Mandatory Actions for Installing Phillips Luma on the Highways England Network	431/18	
22	Monitoring and Maintenance of Impressed Current Cathodic Protection (ICCP) and Hybrid Anode Systems	429/18	
23	Delay in Implementation of Structures Inspector Competence Certification Requirements	427/18	

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24	Diversion Routes for Unplanned Events	426/18	
25	Major Schemes: Enabling Handover into Operation and Maintenance	423/18	Supersedes CHE memo 332/14
26	Supporting Transparency around our Biodiversity Performance	422/18	
27	Mandatory Pre-requisiste Actions for Installing Philips Luma Luminaires on Highways England Network	421/18	
28	Safeguarding fix for Philips Luma Luminaires on Highways England Network	420/18	
29	Inspection of Urbis- Schreder \Ampera & Philips Luma Luminaires	419/18	Safety Alert
30	Urbis-Schreder Ampera & Philips Luma Luminaires.	418/18	Safety Alert
31	Bridge Headrooms	417/18	
32	National Quality of Construction Investigation for Structures	416/18	
33	Revised Technology Management and Mainenance Manual (TMMM)	413/17	
34	Delay in Implementation of Structures Inspector Competence Certification Requirements	412/17	
35	Use of Speed Cameras on the Strategic Road Network	411/17	
36	Installation of electrocution warning signs	410/17	
37	Hidden Critical Structural Components	407/17	

38	Implementation of Structures Inspector Competence Certification Requirements	406/17	
39	Requirements for reporting breaches and potential breaches of the Environmental Protection Act (1990) and other environmental legislation	394/16	
40	Technical Approval Procedures	393/16	
41	To advise OD Delivery Teams and Service Providers of the Structures Inspections Review Project	391/16	
42	Safety Alert – Philips Luma 2 & 3 Luminaires	385/16	
43	Safety Alert - SAPA Passively safe lighting columns	379/16	
44	Smart Motorways All Lanes Highways England Digital Compliance System 3 (HADECS 3)	378/16	Supersedes CHE Memo 322
45	Secondary Restraints for All Version 2 AMIs	366/15	
46	The status of BS EN 124:2015 - Gully tops and manhole tops for vehicular and pedestrian areas	363/15	Read in conjunction with IAN 177
47	Structural inspection of gantries and masts	361/15	
48	Techspan Version 2 Advanced Motorway Indicator Bracket Replacement	359/15	Read in conjunction with CHE Memo 355/15
49	Management of post- tensioned concrete bridges	357/15	

50	Product conformity certification requirements for ready mixed concrete	356/15	
51	Safety Alert – Techspan Version 2 Advanced Motorway Indicators (AMIs)	355/15	
52	Urgent Safety Alert - SAPA Passively safe lighting columns	353/15	Read in conjunction with CHE Memo 317/13
53	Reporting of Metal and Plant Theft	350/15	
54	Safety Alert – SAPA Passively safe lighting columns	317/13	
55	GD 4/12 Safety Risk Assessment on the Strategic Road Network (SRN)	302/12	Read in conjunction with GD 4/12
56	Risk-based Inspection Intervals	300/12	
57	Designation of assets for flood risk management purposes	299/12	
58	Traffic Signal Poles – ensuring appropriate design standards have been used	295/12	
59	MCH1514 Code of Connection	294/12	
60	Precast concrete copings on bridges	279/12	
61	Procedure for the Use of Variable Message Signs and MIDAS for Short Duration Static Roadworks	257/10	
62	Policy for issuing Penalty Points in current DBFO Contracts	251/10	
63	Highways Agency Carbon Calculation and Reporting Requirements	229/08	

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64	Matrix Signs on Gantries	228/08	
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65	The Impregnation Of Reinforced And Prestressed Concrete Highway Structures Using Hydrophobic Pore-Lining Impregnants	227/08	
66	Environmental Noise Directive and Environmental Noise Regulations – Publication of Road Noise Maps	225/08	
67	National Highway Sector Scheme 18 – The Environment And Landscape Including Ecology	221/08	
68	SAFETY ALERT – Incorrectly Installed Component	218/08r1	Supersedes CHE 218/08
69	SAFETY ALERT – Safe Systems Of Work	217/08r1	Supersedes CHE 217/08
70	Advice In Relation To The Conservation (Natural Habitats, & C.) (Amendment) Regulations 2007 (SI 2007/1843)	216/08	
71	National Highway Sector Scheme 19A – Corrosion Protection of Ferrous Materials By Industrial Coatings	213/07	
72	Update to the Guide for Design Management and Delivery of Pilots and Trials	212/07	
73	Advice in Relation to Avian Flu	209/07	Supersedes CHE 168/06
74	Structure Health Check Reports	207/07	
75	Safety and Congestion at Road Works; applying the correct temporary speed limits and signing	203/07	
76	Road Markings – Water Regulations. Glass Beads with Arsenic and other Heavy Metal/Metalloid Content	197/07	Read in conjunction with CHE 186/07

77	SMIS Resilience assessment	195/07	
78	Substandard Parapet Connections	193/07	
79	Road Markings – Glass Beads With High Metal Content – Water Regulations	186/07	
80	Creation Of Database Of Manual Classified Count (MCC) Results	183/07	
81	Active Road Studs – SA 1/06 (MCHW Volume 0)	182/07	
82	Damage to suspension and cable stayed structures	181/07	
83	Action Regarding The Introduction Of The Guide For Pilots And Trials On The Highways Agency Network	180/06	Read in conjunction with Guide for the Design, Management and Delivery of Pilots and Trials
84	Managing Half – Joint Deck Structures	177/06	Read in conjunction with IAN 53/04
85	Key actions for the review of signing at safety camera sites	169/06	
86	Key Actions For Implementation Of Safety Cameras At Road Works	161/06 Rev 1	Read in conjunction with - Safety Camera Partnership Guidance
87	The Introduction Of The Institute Of Highway Incorporated Engineers (IHIE) - <i>Guidelines for</i> <i>Motorcycling</i>	159/05	Read in conjunction with IHIE Guidelines for motorcycling
88	SafeNET – Accident Prediction Software For Road Networks	154/05	
89	Inspection And Maintenance Of Gifford Truss Portal Gantries Mesh Tie Fixings	149/05	Read in conjunction with CHE 172/06 Related to BD 51 Clause 6.6 & 6.7
90	Compliance Of UK Traffic Signals Heads To European Standard BS EN 12368	129/03	

91	Second Stage Risk Ranking And The Risk Assessment Of Road Over Rail Bridges On Motorways And All- Purpose Trunk Roads	125/03	Supersedes CHE 114
92	DTLR Planning Policy Guidance Note 25: Development and Flood Risk	110/02	Office of Deputy Prime Minister
93	The Safe Operation of Permanent Moveable Under-deck Bridge Access Gantries	090/00	
94	Outline Approval in Principle for Scaffold Guard Structures over Motorways and other Trunk Roads	015/94	
95	Trafficmaster Driver Information System - Installation and Maintenance (motorway gantries)	013/94	
96	Trafficmaster Driver Information System - Installation and Maintenance (overbridges) Amendment No. 1	012/93 Amend 1	