

Area 4

Interim Design Services Contract (DSC)

Asset Delivery (AD)

Scope

Annex 3

Reference Documents

LIST OF CONTENTS

1. REFERENCE DOCUMENTS	5
1.1. Current Documents	4
1.2. Area Specific Documents	12
1.3. Amendments to Current and Area Specific Documents	14

1. REFERENCE DOCUMENTS

1.0.1. 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.

1.1. Current Documents

1.1.1. 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.

1.1.2. For ease of reference, the documents have been grouped into the following categories:

- (1) Mandatory
 - (a) Corporate Strategy,
 - (b) Performance Measurements,
 - (c) Technical Requirements,
- (2) Advisory
 - (a) General.

Table 1.1

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

2	Highways England: Delivery Plan 2015-2020	<i>Client's Website</i> https://www.gov.uk/government/publications/highways-england-delivery-plan-2015-2020	
3	Road investment strategy: 2015 to 2020	<i>Client's Website</i> https://www.gov.uk/government/collections/road-investment-strategy	Annex 2
4	Highways England – Changing the customer experience through the Highways Agency Traffic Information Strategy	<i>Client's Website</i> https://www.gov.uk/government/publications/highways-agency-information-strategy	
5	Highways England Sustainable Development Strategy	<i>Client</i> https://www.gov.uk/government/publications/highways-england-sustainable-development-strategy	Annex 27
6	Highways England Environment Strategy	<i>Client</i> https://www.gov.uk/government/publications/highways-england-sustainable-development-strategy	Annex 27

7	Highways England – Procurement Strategy	<i>Client</i> https://www.gov.uk/government/organisations/highways-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 Website</i> https://www.gov.uk/government/publications/highways-agency-environment-strategy	
9	Roads Reform – A Fresh Start for the Strategic Road Network: The Government Response and Feasibility Study Terms of Reference	DfT website https://www.gov.uk/government/publications/roads-reform-a-fresh-start-for-the-strategic-road-network-government-response-and-feasibility-study-terms-of-reference	
10	Highways England Company Records Policy	<i>Client</i> Company Records Policy v1.docx	
11	Highways England Information Assurance Policy	<i>Client</i> Information Assurance Policy.pdf	
12	Highways England – Visual identity – Requirements for our suppliers	<i>Client</i>	Annex 12
13	National Planning Policy Framework	Planning Portal Website http://www.planningportal.gov.uk/planning/planningpolicyandlegislation/about/ppsppg	

14	Highways England Licence	<i>Client</i>	
15	Highways England Biodiversity Plan	<i>Client</i> https://www.gov.uk/government/publications/biodiversity-plan	
16	Data Handling Policy for Supply Chains	<i>Client</i> Data Handling Policy – Supply Chain Version V3.pdf	
17	HMG Security Policy Framework (Current May 2018) with particular reference to Security Policy No.3: Personnel Security	Cabinet Office Website 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 Baseline Personnel Security Standard (Version 3.1 – April 2012)	Cabinet Office Website https://www.gov.uk/government/publications/security-policy-framework	
20	Lean Benefits Realisation Guide	<i>Client</i> Scope Annex 3 - 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	
23	Lean Improvement Action Plan	HELMA Lean Improvement Action Plan	

24	HE Lean Tracker	https://kol.withbc.com/HA-Lean/	
25	Highways England Lean Maturity Assessment	https://www.gov.uk/guidance/highways-england-lean-maturity-assessment-helma	
26	Lean Knowledge Transfer Packs	https://kol.withbc.com/HA-Lean/	
27	Managing Down Cost Toolkit	To be provided	
28	Aiming for Zero	<i>Client's Website</i> https://www.gov.uk/government/collections/roadworker-safety-highways-agencys-aiming-for-zero-programme	
29	Strategic Framework for Road Safety	DfT website https://www.gov.uk/government/publications/strategic-framework-for-road-safety	
30	Not Used		
31	Health and safety policies, procedures, and guidance notes	<i>Client</i> http://www.highwayssafetyhub.com/	
32	Managing Health and Safety in Construction	Health and Safety Executive http://www.hse.gov.uk/pubns/books/l153.htm	

24a	Guidance for Principal Designers	https://www.citb.co.uk/health-safety-and-other-topics/health-safety/construction-design-and-management-regulations/cdm-guidance-documents/	
24b	Guidance for Principal Contractors	https://www.citb.co.uk/health-safety-and-other-topics/health-safety/construction-design-and-management-regulations/cdm-guidance-documents/	
33	Highways Agency Litter Strategy	<i>Client's Website</i> https://www.gov.uk/government/publications/highways-agency-litter-strategy	
34	National energy strategy for roadside equipment	<i>Client's Website</i> https://www.gov.uk/government/publications/national-energy-strategy-for-roadside-equipment	
35	Highways England: The road to good design	https://www.gov.uk/government/publications/the-road-to-good-design-highways-englands-design-vision-and-principles	
36	Highways England Health and Safety 5 Year Plan	<i>Client</i>	Scope
37	Supply Chain Maturity Matrix	<i>Client</i>	Annex 13

38	Highways England Complaints Procedure	<i>Client's Website</i> https://www.gov.uk/government/organisations/highways-england/about/complaints-procedure	Annex 12
39	Highways England Customer Service Strategy	<i>Client</i>	Annex 26
40	Government Security Classifications April 2018	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/715778/May-2018_Government-Security-Classifications-2.pdf	Scope
41	Highways England Corporate Complaints Process	Highways England Corporate Complaints Process	
42	Highways England Communications Plan	Highways England Communications Plan 18-19	
43	Highways England – Normal not formal. A guide to our corporate narrative, tone of voice and writing style	<i>Client</i> Annex 03 Highways England 'Our tone of voice' v.2a	
44	Declaration of Interest form	<i>Client</i> Conduct & Code of Practice - COI - Declaration of interest form	
45	Highways England Social Media Policy	Highways England Social Media Policy	
46	Risk policy and strategy for the management of risk	2018 Highways England Risk Management Policy	

47	Risk and issue management principles document	Risk Management Principles	
48	Risk and issues management manual	Risk and Issue Management Manual	
49	Highways England Technology Strategy	<i>Client</i> https://www.gov.uk/government/publications/highways-englands-innovation-technology-and-research-strategy	
50	Highways England air quality strategy	https://www.gov.uk/government/publications/highways-england-air-quality-strategy	
51	Raising the Bar Initiative	https://www.gov.uk/government/collections/health-and-safety-for-major-road-schemes-raising-the-bar-initiative	
52	Home Safe and Well initiative	<i>Client</i> http://assets.highwaysengland.co.uk/about-us/Home+Safe+and+Well+Strategy+2019.pdf	
53	Considerate Customer Codes of Practice	https://www.ccscheme.org.uk/ccs-ltd/code-of-considerate-practice-2/	
54	Customer Survey Strategy – Better Journeys and Better Conversations	https://www.gov.uk/government/publications/customer-service-strategy	
55	Transport Infrastructure Skills Strategy	https://www.gov.uk/government/publications/transport-infrastructure-skills-strategy-building-sustainable-skills	
56	Transport Infrastructure Efficiency Strategy	https://www.gov.uk/government/publications/transport-infrastructure-efficiency-strategy	
57	Information Security Secure Data Handling Requirements	Information Security - Secure Data Handling Requirements	

B. Mandatory - Performance Measurements			
Ref.	Publication	Published by / Available from	Scope Reference
58	Monthly Review Progress Report Framework	<i>Client</i>	Annex 3
59	Live Carriageway Crossing and Live Lane Working Guidance	<i>Client</i>	
60	EDIT toolkit	<i>Client</i>	
61	Inclusion Action Plan template	<i>Client</i>	Annex 27
62	Transition Plan Framework	<i>Client</i>	Scope

63	Collaborative Performance Framework (CPF) documents	<ul style="list-style-type: none"> ▪ OPs CPF Scoring Guidance V201907 ▪ OPs Metrics Handbook V201901 ▪ CPF Performance Management and Methodology Manual V201901 ▪ AD Scorecard Data Standard for CPF V.201901 <p>OD Roadside Technology - CPF Guidance – V1</p>	
64	Government Buying Standards Transport 2017	https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs	
C. Mandatory - Technical Requirements			
Ref.	Publication	Published by / Available from	Scope Reference
65	Circular Roads	DfT Website (Current)	
66	Circular Planning	Communities and Local Government Website	
67	DfT Guidance on Transport Assessments	DfT Website	

68	Design Manual for Roads and Bridges	DfT Standards for Highways Website http://www.dft.gov.uk/ha/standards/	Various
69	Manual of Contract Documents for Highway Works	DfT Standards for Highways Website http://www.dft.gov.uk/ha/standards/	
70	Network Delivery and Development Portfolio Control Framework (NDD PCF)	<i>Client</i> 2014-07-03 NDD PCF Handbook+Annexes v0.18.pdf	
71	Technology Management and Maintenance Manual (TMMM)	<i>Client</i> TMMMv1 1 Jan 2013.pdf	
72	Routine Maintenance Management Systems Manual	The Stationery Office	
73	Road Notes	The Stationery Office	
74	Traffic Signs Manual and Notes for Guidance on Safety at Roadworks	DfT Website	
75	PAS 43:2015 – Safe working of vehicle breakdown and recovery operators.	British Standards Institution http://shop.bsigroup.com/en/ProductDetail/?pid=000000000030314205 ISBN: 978 0 580 88265	

76	PAS 55-1:2008 Asset management. Specification for the optimized management of physical assets	British Standards Institution http://shop.bsigroup.com/en/ProductDetail/?pid=000000000030171836 ISBN: 978 0 580 50975 9	
77	PAS 55-2:2008 Asset management. Guidelines for the application of PAS 55-1	British Standards Institution http://shop.bsigroup.com/en/ProductDetail/?pid=000000000030187096 ISBN: 978 0 580 50976 6	
78	Airwave for Service Contractors Code of Practice	<i>Client</i>	Annex 21
79	Airwave for Service Contractors – Processes and Procedures	<i>Client</i>	Annex 21
80	Airwave – Service Providers Code of Practice Implementation Brief	<i>Client</i>	Annex 21
81	Airwave for Service Providers – Training and use of Airwave	<i>Client</i>	Annex 21
82	Airwave Service Code of Practice	<i>Client</i>	Annex 21
83	Guidance on Deployment of Airwave for Highways England's Service Provider	<i>Client</i>	Annex 21

84	Guidance on Transfer & Commissioning of Traka Intelligent Lockers at change of Service Provider	<i>Client</i>	Annex 21
85	Guidance to Service Providers on the requirements associated with the Mobilisation, Operation and Demobilisation of Airwave radios and associated equipment	<i>Client</i>	Annex 21
86	ISU Terminal Return Process	<i>Client</i>	Annex 21
87	Synopsis of Airwave use by Area Service Provider	<i>Client</i>	Annex 21
88	CCTV Guidance	<i>Client</i>	
89	HAPMS Visual Survey Manual	<i>Client</i> Contact details: HAPMS@highwaysengland.co.uk	
90	SMIS User Guidance	<i>Client</i>	
91	Energy Savings Plan Guidance	<i>Client</i>	

92	Asset Data Management Manual (ADMM)	<i>Client</i> http://www.standardsforhighways.co.uk/ha/standards/admm/index.htm	
93	Asset Management Policy	<i>Client</i>	
94	Highways England Travel and Subsistence Policy. "Highways England Model Consultancy Contract Travel and Subsistence Payments Issue 5 Revision 0 March 2015"	<i>Client</i>	
95	Highways England Metal Theft Toolkit	<i>Client</i>	
96	Personnel Security requirements and management arrangements	https://webarchive.nationalarchives.gov.uk/+/http://www.cabinetoffice.gov.uk/spf/sp3_ps.aspx	
97	(HMG) Security Policy Framework	https://www.gov.uk/government/publications/security-policy-framework	
98	Security check process of the BPSS	https://www.gov.uk/government/publications/government-baseline-personnel-security-standard	

99	Specific requirements for verification of each of the four main elements	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/714002/HMG_Baseline_Personnel_Security_Standard_-_May_2018.pdf	
100	Equality Act 2010	http://www.legislation.gov.uk/ukpga/2010/15/contents	
101	Rehabilitation of Offenders Act 1974	http://www.legislation.gov.uk/ukpga/1974/53	
102	Basic disclosure certificate check option	https://www.gov.uk/government/organisations/disclosure-and-barring-service/about	
103	General guidance and requirements post BPSS verification	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/714002/HMG_Baseline_Personnel_Security_Standard_-_May_2018.pdf	
104	Cabinet Office standards	https://www.gov.uk/government/publications/security-policy-framework and https://www.gov.uk/government/publications/government-baseline-personnel-security-standard	
105	BPSS Form and guidance	BPSS Form and Guidance	

106	Data Protection Legislation	The General Data Protection Regulation (EU 2016/679); The Law Enforcement Directive (LED) (Directive EU 2016/680); The Data Protection Act 2018;	
107	Data Protection Act 2018	Data Protection Bill: General Processing	
108	NRTS Supporting Information Services and Interfaces - GD 00323/RT/E/257	NRTS supporting documentation can be found at www.nrtsco.com	
109	NRTS Project Agreement Schedule 1.3 General Constraints – GD00323/RT/E/484	NRTS supporting documentation can be found at www.nrtsco.com	
110	BS 7671:1992 Requirements for Electrical Installations. IEE Wiring Regulations 17th Edition	British Standards Institute ISBN: 978 0 86341 844 0	
111	SI 1989:635 Electricity at Work Regulations	Available online at www.legislation.gov.uk	
112	BS 4444:1989 Guide to electrical earth monitoring and protective conductor proving	British Standards Institute ISBN: 0 580 17882 X	
113	BS 7430:1998 Code of Practice for Earthing	British Standards Institute ISBN: 0 580 28229 5	
114	National Cyber Security Centre End user device (EUD) security guidance	National Cyber Security Centre - end user device security	

115	Freedom of Information Act 2000 or later revision or replacement.	Freedom of Information Act 2000	
116	Section 46 of Freedom of Information Act 2000 or later revision or replacement.	Section 46 of the Freedom of Information Act 2000	
117	Environmental Information Regulations 2004 or later revision or replacement.	Environmental Regulations 2004	
118	The Public Interest Disclosure Act 1998 or later revision or replacement.	The Public Interest Disclosure Act 1998	
119	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	
120	Health and Safety Maturity Matrix	<i>Client</i> Supply Chain Maturity Matrix. Version for use. April 2017	
121	National Skills Academy for Construction	https://www.citb.co.uk/standards-and-delivering-training/national-skills-academy-for-construction/	
122	Occupational descriptors	<i>Client</i> Highways Englands Occupational Descriptors	
123	Recruiting for Success	<i>Client</i> Recruiting for Success (July 2017)	
124	Apprenticeship data collection form	<i>Client</i> Copy of Blank Apprenticeship Survey v8	

125	UK Visas and Immigration's "Right to Work" acceptable documents and guidance	https://www.gov.uk/government/publications/right-to-work-checks-employers-guide	
126	UK Visas and Immigration guidance on right to work and record retention	https://www.gov.uk/government/collections/employers-illegal-working-penalties	
127	Scotland or Northern Ireland criminal record check process	https://www.gov.uk/request-copy-criminal-record	
128	Highways England BPSS Privacy Notice	BPSS Privacy Notice	
129	Her Majesty's Passport Office guidance	https://www.gov.uk/government/publications/basic-passport-checks	
D. Advisory – General			
Ref.	Publication	Published by / Available from	Scope Reference
130	Disabled Driver Publications	DfT Website	
131	Highways Agency Environmental Reports	<i>Client</i>	
132	Operational Guidance to Local Authorities: Parking Policy and Enforcement	DfT Website https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/496987/operational-guidance.pdf	
133	National, Regional & Local Biodiversity Action Plans	Natural England/ Local Authorities / Local Wildlife Trusts	
134	Local Transport Notes	DfT Website https://www.gov.uk/government/publications/local-transport-notes	

135	Planning Policy Guidance Notes	Communities and Local Government Website	
136	Traffic Advisory Leaflets	DfT Website https://www.gov.uk/government/organisations/department-for-transport/series/traffic-advisory-leaflets	
137	Traffic Topic Leaflets	DfT Website	
138	Value for Money Guidance Manual	HM Treasury Website	
139	The Appearance of Bridges and Other Highway Structures	The Construction Information Service Website	
140	Procurement Policy Note 01/17 entitled update to Transparency Principles	https://www.gov.uk/government/publications/procurement-policy-note-0117-update-to-transparency-principles	
141	Procurement Policy Note 07/14 entitled "Implementing Energy Efficiency Directive Article 6: further information"	https://www.gov.uk/government/publications/procurement-policy-note-0115-implementing-energy-efficiency-directive-article-6-further-information	Annex 27
142	Information Technology Infrastructure Library	https://www.gov.uk/government/publications/best-management-practice-portfolio/about-the-office-of-government-commerce	
143	Construction Industry Training Board	<i>Client</i>	Annex 13

144	Procurement Policy Note 02/18 entitled “Changes to Data Protection Legislation & General Data Protection Regulation”	https://www.gov.uk/government/publications/procurement-policy-note-0218-changes-to-data-protection-legislation-general-data-protection-regulation	
145	<i>Client’s</i> employment policies and codes of practice relating to discrimination and equal opportunities.	<i>Client</i> <i>Dignity at Work and Equal opportunities Policy Documents(plus any project specific documents required]</i>	
146	Construction Industry Training Board	<i>Client</i> CITB guidance	
147	Procurement Policy Note PPN 03/19 Procurement (Electronic Invoices etc.) Regulations 2019. Action Note 3/19 May 2019	https://www.gov.uk/government/publications/procurement-policy-note-0319-the-public-procurement-electronic-invoices-etc-regulations	
148	PPN 02/17 Promoting Greater Transparency 13 December 2017 or later revision or replacement.	PPN 02/17 Promoting Greater Transparency 13 December 2017	
149	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	
150	Highways England Non-Disclosure Agreement	To be provided during tender	
151	Information Technology Infrastructure Library	https://www.gov.uk/government/publications/best-management-practice-portfolio/about-the-office-of-government-commerce	
152	Construction Industry Training Board	<i>Client</i> CITB guidance	

153	<i>Client's</i> employment policies and codes of practice relating to discrimination and equal opportunities.	Equal opportunities policy Dignity at work guidance	
154	Procurement Policy Note PPN 02/18 Changes to the Data Protection Legislation and General Data Protection Regulation.	https://www.gov.uk/government/publications/procurement-policy-note-0218-changes-to-data-protection-legislation-general-data-protection-regulation	
155	Procurement Policy Note PPN 03/19 Procurement (Electronic Invoices etc.) Regulations 2019. Action Note 3/19 May 2019	https://www.gov.uk/government/publications/procurement-policy-note-0319-the-public-procurement-electronic-invoices-etc-regulations	
156	PPN 1/017 Update to the Transparency Principles 16 February 2017 or later revision or replacement.	PPN 01/17 Update to Transparency Principles 16 February 2017	
157	PPN 02/17 Promoting Greater Transparency 13 December 2017 or later revision or replacement.	PPN 02/17 Promoting Greater Transparency 13 December 2017	
158	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	
159	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	
160	Not used		

1.2. Area Specific Documents

- 1.2.1. 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 Mandatory requirements, with which the Contractor complies
- 1.2.2. 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	Scope Ref.
1.	Highways England – Maintenance Community – Area Business Strategy Development Process Framework Document	<i>Client</i>	
2.	Network Occupancy Plan	<i>Client</i>	
3.	Collaborative Performance Framework	<i>Client</i>	
4.	Collaborative Performance Framework Guidance	<i>Client</i>	
5.	Incident Response Plan (IRP)	<i>Client</i>	
6.	Anticipated Programme of Schemes	<i>Client</i>	
7.	Affected Property	<i>Client</i>	

Ref.	Publication	Published by / Available from	Scope Ref.
8.	Forms of Task Order	<i>Client</i>	<i>Sect14 Main Scope</i>

[Note to compilers: Use this Table for M&R only] [Note to compiler – delete “Scope Reference” in the Table below prior to issue]

Ref.	Publication	Published by / Available from	Scope Ref.
1.	Cyclic and Reactive Maintenance Delivery Plan (CRMDP)	<i>Client [Note to compilers: insert document]</i>	
2.	Concept of Delivery	<i>Client [Note to compilers: insert document]</i>	
3.	Incident Response Plan (IRP)	<i>Client [Note to compilers: insert document]</i>	
4.	Severe Weather Plan (SWP)	<i>Client [Note to compilers: insert document]</i>	
5.	Network Occupancy Requirements	<i>Client [Note to compilers: insert document]</i>	
6.	Collaborative Performance Framework documents	<i>Client [Note to compilers: insert documents]</i>	
7.	Required Level of Service	<i>Service Manager [Note to compilers: insert document]</i>	
8.	Severe Weather and Incident Response Performance Requirements	<i>Client [Note to compilers: insert document]</i>	

Ref.	Publication	Published by / Available from	Scope Ref.
9.	Specification	<i>Client [Note to compilers: insert document]</i>	
	<i>[Note to Compiler: Include details as appropriate]</i>		

Ref.	Publication	Published by / Available from	Scope Ref.
1.	Highways England – Maintenance Community – Area Business Strategy Development Process Framework Document	<i>Client</i>	
2.	Network Occupancy Requirements	<i>Client</i> <i>[Note to Compiler: insert document]</i>	
3.	Collaborative Performance Framework guidance Manual	<i>Client</i> <i>[Note to Compiler: insert document]</i>	
4.	Collaborative Performance Framework Metric Matrix	<i>Client</i> <i>[Note to Compiler: insert document]</i>	
5.	Specification	<i>Client</i> <i>[Note to Compiler: insert document]</i>	
6.	Forms of Task Order	<i>Client [Note to compilers: insert document]</i>	
7.			

1.3. Amendments to Current and Area Specific Documents

1.3.1. Table 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.

(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 to  for details of CHE Memos.

Table 1.3

A. Interim Advice Notes			
Ref	Document Title	Amendment Details	Comments / Remarks
1	SMART Motorways	161/15	Clauses 2.7.2, 2.7.2 and 2.7.25 Superseded by CD 146 positioning of signalling and advance direction signs. See CD 109 Highway link design for elements relating to highway link design
2	Highways Agency Supply Chain Health and Safety Incident Reporting	128/15/C	

3	Chamber Access Covers: Programme of Assessment/Upgrading Works for Accesses Located in a Running Lane	197/17	
4	Schemes in Design or Construction: Handling of chamber access covers that may be located in running lanes.	196/17	
5	Guidance on the management of risk when permitting traffic on planed asphalt surfaces	194/16	
6	Use of a Convoy Control Vehicle for Controlling Traffic through Guide Islands at Relaxation Works on Dual Carriageways	187/15	
7	Highways Agency Data & CAD Standard	184/16	Supersedes IAN 184/14
8	Implementation of BD 97/12 - The Assessment of Scour and Other Hydraulic Actions at Highway Structures	173/13	
9	Risk-based Inspection Intervals (Risk Assessment Questionnaire)	171/12 RAQ	Supports IAN 171/12
10	Guidance for the removal of road lighting	167/12 Rev 1	Supersedes IAN 167/12
11	Highways Agency Road Death Investigation (RDI) Guidance (Revision 2)	166/14	Supersedes IAN 166/13
12	Maintenance Assessment Procedure	158/12	
13	Thin Surface Course Systems - Installation And Maintenance	157/11	Supersedes Chapter 6 of HD 37

14	Road Safety Audits – compliance with EC Directives	152/11	
15	Structural safety reporting	136/10	
16	Deflection of Permanent Formwork	131/11	
17	The use of foamed concrete	127/09 Rev 1	Supersedes IAN 127/09
18	Eurocodes: Implementation of Eurocodes for the design of new and existing highway structures.	124/11	
19	Rapid Condition Assessment of Hard Shoulder Pavements. Interim guide to data and maintenance advice	122/09	
20	Requirements and Guidance for Works on the Hard Shoulder and Road Side Verges on High Speed Dual Carriageways	115/08 Rev 2	Supersedes IAN 115r1
21	Temporary Automatic Speed Camera System for the Enforcement of Mandatory Speed Limits at Roadworks (TASCAR)	113/08	
22	Implementation of Construction (Design and Management) 2007 and the withdrawal of SD 10 and SD 11	105/08	
23	The Anchorage of Reinforcement & Fixings in Hardened Concrete	104/15	Supersedes IAN 104/07
24	Implementation of Local Grid Referencing System for England	099/07	Read in conjunction with SD 12/96
25	Assessment and upgrading of existing parapets	097/07	Supersedes TD 19/06 (In Part), BA 37/92, IAN 72/06

26	Interim Advice on the identification of 'Particularly at Risk' Supports	091/07	
27	Code of Practice for Emergency Access to and Egress from the Trunk Road Network in England	075/06	Read conjunction with IAN 68
28	Design of Pavement Foundations	073/09 Rev 1	Draft HD 25/xx
29	Infrastructure changes to improve emergency access to and egress from the trunk road network in England	068/05	Read conjunction with IAN 75
30	Concrete Half-Joint Deck Structures	053/04	
31	TD 37/93 Scheme Assessment Reporting	001/95	
B. Index Of Chief Highway Engineer's Memorandum (CHE Memos)			
Ref	Document Title	Amendment Details	Comments / Remarks
32	Standards underpinning Intelligence-Led Maintenance	456/19	This CHE Memorandum supersedes CHE Memorandum 442/19, which is withdrawn.
33	1, Withdrawal of IAN 114/08 – Highways Agency Carbon Calculations and Reporting Requirement. 2. Letter to providers - Update to Highways England Carbon Accounting Tool, 2016	453/19	
34	AMS Steel Mounting Frame Connection to Steel Portal Gantries	451/19	

35	Severe Weather Plan Template 2019/2020	449/19	
36	Customer service standard for diversion routes for planned works and activities	448/19	
37	Acceptance of Castlegate 535 Ltd - Noise barriers and withdrawal of CHE Memo 437/19	447/19	Supersedes CHE memo 437/19 which is withdrawn
38	60mph speeds at/through road works	446/19	
39	Simplified Guidance to Designers for Installation of Surface Mounted N1/N2 Safety Barriers on Unreinforced Concrete Verges and Central Reserves over Bridges	441/19	
40	Customer Service Standard - Reducing litter on the Strategic Road Network	440/19	
41	Customer Service Standard - Accurate advance notification of planned closures	439/19	
42	Customer Service Standard - Scheme Billboards	438/19	
43	Wrong Way Driving: Mitigation Toolkit	436/19	Supersedes CHE Memo 405/17 which is withdrawn.
44	Review of permanent 'maximum speed advised' traffic signs	435/19	
45	Mandatory Actions for Installing Phillips Luma on the Highways England Network	431/18	

46	Monitoring and Maintenance of Impressed Current Cathodic Protection (ICCP) and Hybrid Anode Systems	429/18	
47	Delay in Implementation of Structures Inspector Competence Certification Requirements	427/18	
48	Diversion Routes for Unplanned Events	426/18	
49	Major Schemes: Enabling Handover into Operation and Maintenance	423/18	Supersedes CHE memo 332/14
50	Supporting Transparency around our Biodiversity Performance	422/18	
51	Mandatory Pre-requisite Actions for Installing Philips Luma Luminaires on Highways England Network	421/18	
52	Safeguarding fix for Philips Luma Luminaires on Highways England Network	420/18	
53	Inspection of Urbis- Schreder Ampera & Philips Luma Luminaires	419/18	Safety Alert
54	Urbis-Schreder Ampera & Philips Luma Luminaires	418/18	Safety Alert
55	Bridge Headrooms	417/18	
56	National Quality of Construction Investigation for Structures	416/18	
57	Revised Technology Management and Maintenance Manual (TMMM)	412/17	

58	Delay in Implementation of Structures Inspector Competence Certification Requirements	412/17	
59	Use of Speed Cameras on the Strategic Road Network	411/17	
60	Installation of electrocution warning signs	410/17	
61	Hidden Critical Structural Components	407/17	
62	Implementation of Structures Inspector Competence Certification Requirements	406/17	
63	Requirements for reporting breaches and potential breaches of the Environmental Protection Act (1990) and other environmental legislation	394/16	
64	Technical Approval Procedures	393/16	
65	The Design, Construction, Inspection and Maintenance of Traffic Signs	392/16	
66	To advise OD Delivery Teams and Service Providers of the Structures Inspections Review Project	391/16	
67	Safety Alert – Philips Luma 2 & 3 Luminaires	385/16	
68	Safety Alert - SAPA Passively safe lighting columns	379/16	
69	Smart Motorways All Lanes Highways England Digital Compliance System 3 (HADECS 3)	378/16	Supersedes CHE Memo 322

70	Secondary Restraints for All Version 2 AMIs	366/15	
71	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
72	Structural inspection of gantries and masts	361/15	
73	Techspan Version 2 Advanced Motorway Indicator Bracket Replacement	359/15	Read in conjunction with CHE Memo 355/15
74	Management of post- tensioned concrete bridges	357/15	
75	Product conformity certification requirements for ready mixed concrete	356/15	
76	Safety Alert – Techspan Version 2 Advanced Motorway Indicators (AMIs)	355/15	
77	Urgent Safety Alert - SAPA Passively safe lighting columns	353/15	Read in conjunction with CHE Memo 317/13
78	Reporting of Metal and Plant Theft	350/15	
79	Safety Alert – SAPA Passively safe lighting columns	317/13	
80	GD 4/12 Safety Risk Assessment on the Strategic Road Network (SRN)	302/12	Read in conjunction with GD 4/12
81	Risk-based Inspection Intervals	300/12	
82	Designation of assets for flood risk management purposes	299/12	
83	Traffic Signal Poles – ensuring appropriate design standards have been used	295/12	

84	MCH1514 Code of Connection	294/12	
85	Precast concrete copings on bridges	279/12	
86	Procedure for the Use of Variable Message Signs and MIDAS for Short Duration Static Roadworks	257/10	
87	Policy for issuing Penalty Points in current DBFO Contracts	251/10	
88	Highways Agency Carbon Calculation and Reporting Requirements	229/08	
89	Matrix Signs on Gantries	228/08	
90	The Impregnation of Reinforced and Prestressed Concrete Highway Structures Using Hydrophobic Pore-Lining Impregnants	227/08	
91	Environmental Noise Directive and Environmental Noise Regulations – Publication of Road Noise Maps	225/08	
92	National Highway Sector Scheme 18 – The Environment and Landscape Including Ecology	221/08	
93	SAFETY ALERT – Incorrectly Installed Component	218/08r1	Supersedes CHE 218/08
94	SAFETY ALERT – Safe Systems of Work	217/08r1	Supersedes CHE 217/08
95	Advice In Relation To The Conservation (Natural Habitats, & C.) (Amendment) Regulations 2007 (SI 2007/1843)	216/08	

96	National Highway Sector Scheme 19A – Corrosion Protection of Ferrous Materials by Industrial Coatings	213/07	
97	Update to the Guide for Design Management and Delivery of Pilots and Trials	212/07	
98	Advice in Relation to Avian Flu	209/07	Supersedes CHE 168/06
99	Structure Health Check Reports	207/07	
100	Safety and Congestion at Road Works; applying the correct temporary speed limits and signing	203/07	
101	Road Markings – Water Regulations. Glass Beads with Arsenic and other Heavy Metal/Metalloid Content.	197/07	Read in conjunction with CHE 186/07
102	SMIS Resilience assessment	195/07	
103	Substandard Parapet Connections	193/07	
104	Road Markings – Glass Beads with High Metal Content – Water Regulations	186/07	
105	Creation of Database of Manual Classified Count (MCC) Results	183/07	
106	Active Road Studs – SA 1/06 (MCHW Volume 0)	182/07	
107	Damage to suspension and cable stayed structures	181/07	
108	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

109	Managing Half – Joint Deck Structures	177/06	Read in conjunction with IAN 53/04
110	Key actions for the review of signing at safety camera sites	169/06	
111	Key Actions for Implementation of Safety Cameras at Road Works	161/06 Rev 1	Read in conjunction with - Safety Camera Partnership Guidance
112	The Introduction of the Institute of Highway Incorporated Engineers (IHIE) - <i>Guidelines for Motorcycling</i>	159/05	Read in conjunction with IHIE Guidelines for motorcycling
113	SafeNET – Accident Prediction Software for Road Networks	154/05	
114	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
115	Compliance of UK Traffic Signals Heads to European Standard BS EN 12368	129/03	
116	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
117	DTLR Planning Policy Guidance Note 25: Development and Flood Risk	110/02	Office of Deputy Prime Minister
118	The Safe Operation of Permanent Moveable Under-deck Bridge Access Gantries	090/00	
119	Outline Approval in Principle for Scaffold Guard Structures over Motorways and other Trunk Roads	015/94	

120	Trafficmaster Driver Information System - Installation and Maintenance (motorway gantries)	013/94	
121	Trafficmaster Driver Information System - Installation and Maintenance (overbridges) Amendment No. 1	012/93 Amend 1	