

Highways England Company Limited

Area 3

Asset Delivery (AD)

Scope

Annex 3

Reference Documents

CONTENTS AMENDMENT SHEET

Amend. No.	Revision No.	Amendments	Initials	Date
0	0	Tender Issue	SOS	21/10/2020
1	1	Asset Management Strategy reference inserted Highways England's AD Transformation Programme reference inserted ISO 55000 reference inserted PAS55 (Annex 3 Items previously included as 94/95) deleted	AP	06/11/2020
2	2	Insertion of Shared Apprenticeship Standard	SOS	04/12/2020

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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 – Current DfT and Highways England’s Requirements

A. Mandatory - Corporate Strategy		
Ref.	Publication	Published by / Available from
1	Highways England: Strategic Business Plan 2020-2025	<i>Client’s Website</i> https://www.gov.uk/government/publications/highways-england-strategic-business-plan-2020-2025
2	Highways England: Delivery Plan 2020-2025	<i>Client’s Website</i> https://www.gov.uk/government/publications/highways-england-delivery-plan-2020-2025
3	Road Investment Strategy	<i>Client’s Website</i> https://www.gov.uk/government/publications/road-investment-strategy-2-ris2-2020-to-2025
4	Highways England – Changing the customer experience through the Highways Agency Traffic Information Strategy	<i>Client’s Website</i> https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/490540/S150634_Traffic_Information_Strategy.pdf
5	Highways England Sustainable Development Strategy	https://www.gov.uk/government/publications/highways-england-sustainable-development-strategy
6	Highways England Environment Strategy	https://www.gov.uk/government/publications/highways-england-environment-strategy
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	GG 103 'Introduction and general requirements for sustainable development and design'	https://www.standardsforhighways.co.uk/dmrb/search/89d10ef2-7833-44df-9140-df85cd6382b9
10	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
11	Highways England Company Records Policy	<i>Client</i> Scope Annex 03 - Company Records Policy v1.pdf
12	Highways England Information Assurance Policy	<i>Client</i> Scope Annex 03 - Information Assurance Policy.pdf
13	Highways England – Visual identity – Requirements for our suppliers	<i>Client</i> Scope Annex 03 - Highways England Visual Identity Version Feb 2020.pdf
14	National Planning Policy Framework	Planning Portal Website http://www.planningportal.gov.uk/planning/planningpolicyandlegislation/about/ppsppg
15	Highways England Licence	<i>Client</i> https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/431389/strategic-highways-licence.pdf
16	Highways England Biodiversity Plan	<i>Client</i> https://www.gov.uk/government/publications/biodiversity-plan
17	LA 118 Biodiversity Design	https://www.standardsforhighways.co.uk/dmrb/search/9317652b-4cb8-4aaf-be57-b96d324c8965
18	LA 117 Landscape Design	https://www.standardsforhighways.co.uk/dmrb/search/82073bde-ec0c-4d4f-8eeb-afe0ace3c639
19	LA 120 Environmental management plans	https://www.standardsforhighways.co.uk/dmrb/search/a3a99422-41d4-4ca1-bd9e-eb89063c7134

20	Data Handling Policy for Supply Chains	<i>Client</i> Scope Annex 03 - Data Handling Policy - Supply Chain Version V3.pdf
21	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
22	The Highways England Information Security Data Security Standard	Scope Annex 03 - Information Security Data Security Standard v1.0.pdf
23	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
24	Lean Benefits Realisation Guide	<i>Client</i> Scope Annex 03 - Lean Benefits Realisation Guide
25	Benefits Realisation Capture Forms	https://kol.withbc.com/HA-Lean/
26	Highways England Lean Publications	https://www.gov.uk/government/collections/use-of-lean-in-highways-england
27	Lean Improvement Action Plan	Scope Annex 03 - HELMA Lean Improvement Action Plan.pdf
28	HE Lean Tracker	https://kol.withbc.com/HA-Lean/
29	Lean Visual Management'	https://www.gov.uk/guidance/lean-visual-managagement-a-guide-for-highways-england-supply-chain
30	Highways England Lean Maturity Assessment	https://www.gov.uk/guidance/highways-england-lean-maturity-assessment-helma
31	Lean Knowledge Transfer Packs	https://kol.withbc.com/HA-Lean/

32	Aiming for Zero	<p><i>Client's Website</i></p> <p>https://www.gov.uk/government/collections/roadworker-safety-highways-agencys-aiming-for-zero-programme</p>
33	Strategic Framework for Road Safety	<p>DfT website</p> <p>https://www.gov.uk/government/publications/strategic-framework-for-road-safety</p>
34	Managing Health and Safety in Construction	<p>Health and Safety Executive</p> <p>http://www.hse.gov.uk/pubns/books/l153.htm</p> <p>Health and Safety Executive (HSE) F10.</p> <p>https://www.hse.gov.uk/forms/notification/f10.htm</p>
35	Health and safety policies, procedures, and guidance notes	<p><i>Client</i></p> <p>http://www.highwayssafetyhub.com/</p>
36	Essentials of Managing Construction Health Risks	<p><i>Client</i></p> <p>https://www.hse.gov.uk/construction/healthrisks/managing-essentials/managing-essentials.htm</p> <p>www.hse.gov.uk/construction/healthrisks/managing-essentials/essentials.pdf</p>
37	Highways England: The road to good design	<p>https://www.gov.uk/government/publications/the-road-to-good-design-highways-englands-design-vision-and-principles</p>
38	Guidance for Principal Designers	<p>https://www.citb.co.uk/about-citb/partnerships-and-initiatives/construction-design-and-management-cdm-regulations/cdm-regulations/</p>
39	Guidance for Principal Contractors	<p>https://www.citb.co.uk/about-citb/partnerships-and-initiatives/construction-design-and-management-cdm-regulations/cdm-regulations/</p>
40	Construction Industry Training Board (CITB) guidance	<p>https://www.citb.co.uk/about-citb/partnerships-and-initiatives/construction-design-and-management-cdm-regulations/cdm-regulations/</p>

41	Highways Agency Litter Strategy	<i>Client's Website</i> https://www.gov.uk/government/publications/highway-s-england-litter-strategy
42	National energy strategy for roadside equipment	<i>Client's Website</i> https://www.gov.uk/government/publications/national-energy-strategy-for-roadside-equipment
43	Not used	
44	Highways England Complaints Procedure	<i>Client's Website</i> https://www.gov.uk/government/organisations/highways-england/about/complaints-procedure
45	Highways England Corporate Complaints Process	Scope Annex 03 - Complaints Procedure.pdf
46	Highways England Customer Service Strategy	<i>Client</i> Scope Annex 03 - Customer Service Strategic Plan.pdf
47	Highways England Communications Plan	Scope Annex 03 - Highways England Communications Plan.pdf
48	Highways England – Normal not formal. A guide to our corporate narrative, tone of voice and writing style	<i>Client</i> Scope Annex 03 - Highways England Tone of Voice 2020.pdf
49	Declaration of Interest form	<i>Client</i> Scope Annex 03 - Conduct & Code of Practice - COI - Declaration of interest form.pdf
50	Highways England Social Media Policy	Scope Annex 03 - Highways England Social Media Policy.pdf
51	Risk policy and strategy for the management of risk	Scope Annex 03 - 2018 Highways England Risk Management Policy.pdf
52	Risk and issue management principles document	Scope Annex 03 - Risk Management Principles Document.pdf

53	Not Used	
54	Not Used	
55	Not Used	
56	Risk and issues management manual	Scope Annex 03 - MP Risk and Issue Management Manual.pdf
57	Risk Management user guide	Scope Annex 03 - MP Risk Management System User Guide V3.1 Updated.pdf
58	Not Used	
59	Highways England Technology Strategy	<i>Client</i> https://www.gov.uk/government/publications/highway-s-englands-innovation-technology-and-research-strategy
60	Highways England air quality strategy	https://www.gov.uk/government/publications/highway-s-england-air-quality-strategy
61	Raising the Bar Initiative	https://www.gov.uk/government/collections/health-and-safety-for-major-road-schemes-raising-the-bar-initiative
62	Home Safe and Well initiative	<i>Client</i> https://assets.highwaysengland.co.uk/about-us/Home+Safe+and+Well+Strategy+2019.pdf
63	GG128 Requirements for reporting incidents, events and undesirable circumstances: health, safety, wellbeing, structural and environmental	https://www.standardsforhighways.co.uk/dmrb/search/2995a4fe-8faf-4e65-8ce8-b6b8bf416e74
64	Considerate Customer Codes of Practice	https://www.ccscheme.org.uk/ccs-ltd/code-of-considerate-practice-2/
65	Customer Survey Strategy – Better Journeys and Better Conversations	https://www.gov.uk/government/publications/customer-service-strategy

66	Roadworks – A Customer's View	<i>Client</i> Roadworks - A customer View - Implementation Toolkit 2.1.pdf Roadworks - A Customer View Lo.pdf
67	Transport Infrastructure Skills Strategy	https://www.gov.uk/government/publications/transport-infrastructure-skills-strategy-building-sustainable-skills
68	Transport Infrastructure Efficiency Strategy	https://www.gov.uk/government/publications/transport-infrastructure-efficiency-strategy
69	Not Used	
70	Security Requirements for List X Contractors	https://www.gov.uk/government/publications/security-requirements-for-list-x-contractors
71	Statement of Highways England's IT Security Policy	<i>Client</i> Highways England IT Security Policy
72	Information Security Secure Data Handling Requirements	<i>Client</i> Information Security Secure Data Handling Requirements
73	Major Incident Management	<i>Client</i> Information Systems Major Incident Management
74	Information Security: Incident Management Requirements	<i>Client</i> Information Systems Information Security Incident Management Requirements
75	Customer Maturity Matrix Self-Assessment Questions	<i>Client</i> Customer Maturity Matrix Rev 0
76	Customer Centric Action Plan (CCAP) Template	<i>Client</i> Customer Centric Action Plan (CCAP) Template R0
77	Post Collision Fatal Reporting	Post Collision Fatal Reporting Process
B. Mandatory - Performance Measurements		

Ref.	Publication	Published by / Available from
78	Monthly Review Progress Report Framework	<i>Client</i> Model M&R MRPR Framework Issue 8 Rev 0.pdf
79	Live Carriageway Crossing and Live Lane Working Guidance	<i>Client</i> Scope Annex 03 – Live Carriageway Crossing and Live Lane Working.pdf Scope Annex 03 - Live Carriageway Crossing and Live Lane Working - Data Entry Sheet.xlsx
80	EDIT toolkit	<i>Client</i> Scope Annex 03 - EDIT Toolkit V.4.2.1.xlsx
81	Inclusion Action Plan template	<i>Client</i> Scope Annex 03 - Inclusion Action Plan Template.pdf
82	Transition Plan Framework	<i>Client</i> M&R Transition Plan Framework Issue 8 Revision 0.pdf

83	Collaborative Performance Framework (CPF) documents	<p><i>Client</i></p> <p><u>Ops CPF Toolkit V202010</u></p> <p><u>CPF Performance Management and Methodology Manual V202010</u></p> <p><u>Ops Metrics Handbook V202010</u></p> <p><u>Scheme Data Standard for CPF V202010</u></p> <p><u>Highways Data Standard for CPF V202010</u></p> <p><u>AD & Pavements Scorecard Data Standard for CPF V202010</u></p> <p><u>Incident Data Standard for CPF V202010</u></p> <p><u>Oracle Fusion Data Standard for CPF V202010</u></p> <p><u>Quality Management Points Data Standard for CPF V202010</u></p> <p><u>Provider Data Standard for CPF V202010</u></p> <p><u>Additional Guidance (Service Strikes) Service Strike Q&A</u></p> <p><u>CPF METRIC 4.3a CPF EDI Guidance (Ops) Benchmarking Matrix included for additional support</u></p> <p><u>CPF METRIC 4.3a Ops Inclusion Action Plan Template</u></p> <p><u>CPF NA Guidance</u></p> <p><u>NA Metric Request Form</u></p> <p><u>Cyclic Activities Additional Guidance</u></p> <p><u>SME and PBA Additional Guidance</u></p> <p><u>SME and PBA Process Flow</u></p> <p><u>CPF METRIC PBA Exemption Criteria</u></p> <p><u>All Asset Rectification Activities Guidance</u></p>
84	Supply Chain Portal	<p><u>https://highways.sharepoint.com/sites/SupplyChainPortal/SitePages/Home.aspx</u></p>

85	Government Buying Standards Transport 2017	https://www.gov.uk/government/publications/sustainable-procurement-the-gbs-for-transport-vehicles
C. Mandatory - Technical Requirements		
Ref.	Publication	Published by / Available from
86	Circular Roads	DfT Website (Current) https://www.gov.uk/government/publications/roads-circulars
87	Circular Planning	Communities and Local Government Website https://www.gov.uk/government/organisations/department-for-communities-and-local-government/series/planning-circulars
88	DfT Guidance on Transport Assessments	DfT Website https://www.gov.uk/guidance/transport-evidence-bases-in-plan-making-and-decision-taking
89	Design Manual for Roads and Bridges	DfT Standards for Highways Website https://www.standardsforhighways.co.uk/ha/standards/DMRB/
90	Manual of Contract Documents for Highway Works	DfT Standards for Highways Website https://www.standardsforhighways.co.uk/ha/standards/mchw/
91	Network Delivery and Development Portfolio Control Framework (NDD PCF)	<i>Client</i> Scope Annex 03 - 2014-07-03 NDD PCF Handbook+Annexes v0.18.pdf
92	Road Notes	The Stationery Office
93	Traffic Signs Manual and Notes for Guidance on Safety at Roadworks	DfT Website https://www.gov.uk/government/publications/traffic-signs-manual
94	PAS 43:2015 – Safe working of vehicle breakdown and recovery operators.	British Standards Institution http://shop.bsigroup.com/en/ProductDetail/?pid=0000000030314205 ISBN: 978 0 580 88265

95	Airwave for Service Contractors Code of Practice	<p><i>Client</i></p> <p>Scope Annex 03 - Home Office - Airwave Service Code of Practice Issue Version 5.0 - 10 Dec 15 ANNEX C.pdf</p> <p>Scope Annex 03 - Home Office - Airwave Service Code of Practice Issue Version 5.0 - 10 Dec 15.pdf</p>
96	Airwave for Service Contractors – Processes and Procedures	<p><i>Client</i></p> <p>Scope Annex 03 - Highways England - Airwave For Service Providers - Processes and Procedures v4.0.pdf</p>
97	Airwave Service Code of Practice	<p><i>Client</i></p> <p>Scope Annex 03 - Highways England - Airwave for Service Providers Code of Practice version 4.pdf</p>
98	Guidance on Deployment of Airwave for Highways England's Service Provider	<p><i>Client</i></p> <p>Scope Annex 03 - Guidance on the Deployment of Airwave for Highways England's Service Providers V5.pdf</p>
99	Airwave Radios and Associated Client Provided Equipment Memorandum of Understanding (MoU)	<p><i>Client</i></p> <p>Area 3 M&R Scope Annex 21 - Appendix 1 Airwave MoU Issue 8 Rev 0.docx</p>
100	Guidance to Service Providers on the requirements associated with the Mobilisation, Operation and Demobilisation of Airwave radios and associated equipment	<p><i>Client</i></p> <p>Scope Annex 03 - Guidance to Service Providers on the requirements associated with mobilisation V3.pdf</p>
101	ISU Terminal Return Process	<p><i>Client</i></p> <p>Scope Annex 03 - ISU TERMINAL RETURN PROCESS V4.pdf</p>

102	Synopsis of Airwave use by Area Service Provider	<i>Client</i> Scope Annex 03 - Synopsis of Airwave use by Area Service Providers.pdf
103	CCTV Guidance	<i>Client</i> https://highways.sharepoint.com/WayWeWork/Pages/cctv-footage-request.aspx
104	HAPMS Visual Survey Manual	<i>Client</i> HAPMS Visual Survey Manual.pdf Contact details: HAPMS@highwaysengland.co.uk
105	SMIS User Guidance	<i>Client</i> Scope Annex 03 - SMIS guidance docs
106	Energy Savings Plan Guidance	<i>Client</i> Scope Annex 03 - Energy Savings Plans v2 Feb18.pdf
107	Asset Data Management Manual (ADMM)	<i>Client</i> http://www.standardsforhighways.co.uk/ha/standards/admm/index.htm
108	Asset Management Policy	<i>Client</i> Asset Management Policy document (1).pdf
109	Asset Management Strategy	<i>Client</i> Asset Management Strategy Low Res.pdf
110	Highways England Asset Management Transformation Programme	<i>Client</i> Highways England AMTP interactive 1 page overview Oct20.pdf

111	Highways England Metal Theft Toolkit	<p><i>Client</i></p> <p>Scope Annex 03 - MPI-21-012014 Requirement and guidance for new schemes to perform a metal theft risk assessment V3.0.pdf</p> <p>Scope Annex 03 – MPI-21-012014 Requirement and guidance for new schemes to perform a metal theft risk assessment Annex A V3.0.pdf</p>
112	Personnel Security requirements and management arrangements	https://webarchive.nationalarchives.gov.uk/+/http://www.cabinetoffice.gov.uk/spf/sp3_ps.aspx
113	(HMG) Security Policy Framework	https://www.gov.uk/government/publications/security-policy-framework
114	Security check process of the BPSS	https://www.gov.uk/government/publications/government-baseline-personnel-security-standard
115	Equality Act 2010	http://www.legislation.gov.uk/ukpga/2010/15/contents
116	The Bribery Act 2010	https://www.legislation.gov.uk/ukpga/2010/23/contents
117	Rehabilitation of Offender Act 1974	http://www.legislation.gov.uk/ukpga/1974/53
118	The Official Secret Act 1989	The Official Secret Act 1989
119	Highways England Counter Fraud, Bribery & Corruption Policy & Response Plan	<p><i>Client</i></p> <p>Highways England Counter Fraud, Bribery & Corruption Policy & Response Plan</p>
120	Basic disclosure certificate check option	https://www.gov.uk/government/organisations/disclosure-and-barring-service/about
121	Guidance and requirements for BPSS verification	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/714002/HMG_Baseline_Personnel_Security_Standard_-_May_2018.pdf

122	Cabinet Office standards	https://www.gov.uk/government/publications/security-policy-framework and https://www.gov.uk/government/publications/government-baseline-personnel-security-standard
123	BPSS Form and guidance	Scope Annex 03 - BPSS Form and guidance.pdf
124	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;
125	Data Protection Act 2018	Data Protection Bill: General Processing
126	value Supporting Information Services and Interfaces - GD 00323/RT/E/257	NRTS supporting documentation can be found at www.nrtsco.com
127	2012/27/EU directive	2012/27/EU directive
128	NRTS Project Agreement Schedule 1.3 General Constraints – GD00323/RT/E/484	NRTS supporting documentation can be found at www.nrtsco.com\\global\\europe\\leeds\\jobs\\240000\\249197-11\\Area 3\\M&R Doc C - Approved\\Core Contract Docs\\Annex 03 only\\www.nrtsco.com
129	BS 7671:1992 Requirements for Electrical Installations. IEE Wiring Regulations 17th Edition	British Standards Institute https://electrical.theiet.org/bs-7671/ ISBN: 978 0 86341 844 0
130	SI 1989:635 Electricity at Work Regulations	Available online at https://www.legislation.gov.uk/
131	BS 4444:1989 Guide to electrical earth monitoring and protective conductor proving	British Standards Institute ISBN: 0 580 17882 X
132	BS 7430:1998 Code of Practice for Earthing	British Standards Institute ISBN: 0 580 28229 5

133	National Cyber Security Centre End user device (EUD) security guidance	National Cyber Security Centre - end user device security
134	Freedom of Information Act 2000 or later revision or replacement.	Freedom of Information Act 2000
135	Section 46 of Freedom of Information Act 2000 or later revision or replacement.	Section 46 of the Freedom of Information Act 2000
136	Environmental Information Regulations 2004 or later revision or replacement.	Environmental Regulations 2004
137	Not used	
138	Not used	
139	The Public Interest Disclosure Act 1998 or later revision or replacement.	The Public Interest Disclosure Act 1998
140	Construction Design and Management (CDM) Regulations 2015 or later revision or replacement.	http://www.legislation.gov.uk/uksi/2015/51/contents/made
141	The Institution of Occupational Safety and Health	https://www.iosh.com/

142	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
143	Health and Safety Maturity Matrix	<i>Client</i> Scope Annex 03 - Supply Chain Maturity Matrix version for use April 2017.xlsx
144	National Skills Academy for Construction	https://www.citb.co.uk/standards-and-delivering-training/national-skills-academy-for-construction/
145	National Examination Board in Occupational Safety and Health (NEBOSH)	https://www.nebosh.org.uk/home/
146	ISO45001:2018	https://www.iso.org/iso-45001-occupational-health-and-safety.html
147	ISO 55000	https://www.iso.org/standard/55088.html
148	Occupational descriptors	<i>Client</i> Scope Annex 03 - Highways Englands Occupational Descriptors.pdf
149	Recruiting for Success	<i>Client</i> Scope Annex 03 - Recruiting for Success (July 2017).pdf
150	Shared Apprenticeship Standard (Schemes)	https://sharedapprentice.org
151	Apprenticeship data collection form	<i>Client</i> Scope Annex 03 - Copy of Blank Apprenticeship Survey v8.xlsx

152	UK Visas and Immigration's "Right to Work" acceptable documents and guidance	https://www.gov.uk/government/publications/right-to-work-checks-employers-guide
153	UK Visas and Immigration guidance on right to work and record retention	https://www.gov.uk/government/collections/employers-illegal-working-penalties
154	Scotland or Northern Ireland criminal record check process	https://www.gov.uk/request-copy-criminal-record
155	Highways England BPSS Privacy Notice	Scope Annex 03 - BPSS Privacy Notice.pdf
156	Her Majesty's Passport Office guidance	https://www.gov.uk/government/publications/basic-passport-checks
D. Advisory – General		
Ref.	Publication	Published by / Available from
157	Disabled Driver Publications	DfT Website https://www.gov.uk/government/policies/making-transport-more-accessible-to-all
158	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
159	National, Regional & Local Biodiversity Action Plans	Natural England/ Local Authorities / Local Wildlife Trusts https://www.gov.uk/government/publications/biodiversity-plan
160	Local Transport Notes	DfT Website https://www.gov.uk/government/publications/local-transport-notes
161	Planning Policy Guidance Notes	Communities and Local Government Website

162	Traffic Advisory Leaflets	DfT Website https://www.gov.uk/government/organisations/department-for-transport/series/traffic-advisory-leaflets
163	Value for Money Guidance Manual	HM Treasury Website https://www.gov.uk/government/collections/value-for-money-guidance-and-reports Scope Annex 03 - Value for Money Guidance Manual
164	Procurement Policy Note 01/17 entitled update to Transparency Principles	https://www.gov.uk/government/publications/procurement-policy-note-0117-update-to-transparency-principles
165	Procurement Policy Note 07/14 entitled “Implementing Energy Efficiency Directive Article 6: further information”	Implementing Article 6 of the Energy Efficiency Directive https://www.gov.uk/government/publications/procurement-policy-note-0714-implementing-energy-efficiency-directive-article-6
166	Information Technology Infrastructure Library	https://www.gov.uk/government/publications/best-management-practice-portfolio/about-the-office-of-government-commerce
167	Construction Industry Training Board	<i>Client</i> Scope Annex 03 - CITB guidance.pdf
168	<i>Client’s</i> employment policies and codes of practice relating to discrimination and equal opportunities.	Scope Annex 03 - Discrimination, Bullying & Harassment - Equal Opportunities Policy.pdf Scope Annex 03 - Discrimination, Bullying & Harassment - Dignity at Work Guidance.pdf
169	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

170	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
171	PPN 02/17 Promoting Greater Transparency 13 December 2017 or later revision or replacement.	PPN 02/17 Promoting Greater Transparency 13 December 2017
172	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
173	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
174	Highways England Non - Disclosure covering letter	Highways England Non Disclosure Agreement
175	Highways England Non Disclosure template	Non Disclosure Request Template 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 – Area Specific Requirements

Ref.	Publication	Published by / Available from
1.	GM 701 - Asset Delivery Asset Management Requirements (ADAMr)	<i>Client</i> GM 701 Asset delivery asset maintenance requirements - Rev 1.pdf
2.	Required Level of Service (RLOS)	<i>Client</i> Area 3 RLOS Rev 0.xlsx
3.	GS 801 - Asset delivery asset inspection requirements	<i>Client</i> GS 801 Asset delivery asset inspection requirements - Rev 1.pdf
4.	GM 702 – Operational requirements for network occupancy	<i>Client</i> GM 702 Operational requirements for network occupancy - Rev 0.pdf
5.	GM 703 – Operational requirements for incident management	<i>Client</i> GM 703 Operational requirements for incident management - Rev 0.pdf
6.	GM 704 – Operational requirements for severe weather	<i>Client</i> GM 704 Operational requirements for severe weather - Rev 0.pdf
7.	Severe Weather Plan – AD Appendices	<i>Client</i> AD SWP Appendices 20-21.pdf
8.	Severe Weather Plan Template	<i>Client</i> AD Severe Weather Plan Area 3 tender 20-21.pdf
9.	Specification	<i>Client</i> Area 3 M&R Specification Issue 8 Rev 0.pdf

10.	Vesting Certificate template	Vesting Certificate template Issue 8 Revision 0.doc
11.	NRTS Interface Arrangement template	Area 3 M&R NRTS Interface Arrangement Issue 8 Rev 0.pdf\\global\europa\leeds\jobs\240000\249197-11\Area 3\M&R Doc C - Approved\Core Contract Docs\Annex 03 only\NRTS Interface Arrangement Issue 8 Revision 0.docx
12.	Control Centre Interface Arrangement template	Control Centre Interface Arrangement template Issue 8 Revision 0.docx
13.	Roadside Technology Spares List	M&R Model Roadside Tech Spares List Issue 8 Revision 0.xlsx
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 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, 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 – Amendments to Current and Area Specific Documents

A. Interim Advice Notes			
Ref	Document Title	Amendment 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	Structural safety reporting	136/10	
4	Temporary Automatic Speed Camera System for the Enforcement of Mandatory Speed Limits at Roadworks (TASCAR)	113/08	
5	Implementation of Construction (Design and Management) 2007 and the withdrawal of SD 10 and SD 11	105/08	
6	Implementation of Local Grid Referencing System for England	99/07	Read in conjunction with SD 12/96
B. Index of Chief Highway Engineer's Memorandum (CHE Memos)			
Ref	Document Title	Amendment Details	Comments / Remarks

7	Standards underpinning Intelligence-Led Maintenance	456/19	This CHE Memorandum supersedes CHE Memorandum 442/19, which is withdrawn.
8	1. Withdrawal of IAN 114/08 – Highways Agency Carbon Calculations and Reporting Requirements 2. Letter to providers - Update to Highways England Carbon Accounting Tool, 2016	453/19	
9	AMS Steel Mounting Frame Connection to Steel Portal Gantries	451/19	
10	Customer service standard for diversion routes for planned works and activities	448/19	
11	Acceptance of Castlegate 535 Ltd - Noise barriers and withdrawal of CHE Memo 437/19	447/19	Supersedes CHE memo 437/19 which is withdrawn
12	60mph speeds at/through road works	446/19	
13	Simplified Guidance to Designers for Installation of Surface Mounted N1/N2 Safety Barriers on Unreinforced Concrete Verges and Central Reserves over Bridges	441/19	
14	Customer Service Standard - Reducing litter on the Strategic Road Network	440/19	
15	Customer Service Standard - Accurate advance notification of planned closures	439/19	
16	Customer Service Standard -Scheme Billboards	438/19	

17	Wrong Way Driving: Mitigation Toolkit	436/19	Supersedes CHE Memo 405/17 which is withdrawn.
18	Review of permanent 'maximum speed advised' traffic signs	435/19	
19	Mandatory Actions for Installing Phillips Luma on the Highways England Network	431/18	
20	Monitoring and Maintenance of Impressed Current Cathodic Protection (ICCP) and Hybrid Anode Systems	429/18	
21	Delay in Implementation of Structures Inspector Competence Certification Requirements	427/18	
22	Diversion Routes for Unplanned Events	426/18	
23	Major Schemes: Enabling Handover into Operation and Maintenance	423/18	Supersedes CHE memo 332/14
24	Supporting Transparency around our Biodiversity Performance	422/18	
25	Mandatory Pre-requisite Actions for Installing Philips Luma Luminaires on Highways England Network	421/18	
26	Safeguarding fix for Philips Luma Luminaires on Highways England Network	420/18	
27	Inspection of Urbis-Schreder VAmpera & Philips Luma Luminaires	419/18	Safety Alert
28	Urbis-Schreder Ampera & Philips Luma Luminaires.	418/18	Safety Alert

29	Bridge Headrooms	417/18	
30	National Quality of Construction Investigation for Structures	416/18	
31	Revised Technology Management and Maintenance Manual (TMMM)	413/17	
32	Delay in Implementation of Structures Inspector Competence Certification Requirements	412/17	
33	Use of Speed Cameras on the Strategic Road Network	411/17	
34	Installation of electrocution warning signs	410/17	
35	Hidden Critical Structural Components	407/17	
36	Implementation of Structures Inspector Competence Certification Requirements	406/17	
37	Requirements for reporting breaches and potential breaches of the Environmental Protection Act (1990) and other environmental legislation	394/16	
38	Technical Approval Procedures	393/16	
39	To advise OD Delivery Teams and Service Providers of the Structures Inspections Review Project	391/16	
40	Safety Alert – Philips Luma 2 & 3 Luminaires	385/16	
41	Safety Alert - SAPA Passively safe lighting columns	379/16	
42	Smart Motorways All Lanes Highways England Digital Compliance System 3 (HADECS 3)	378/16	Supersedes CHE Memo 322

43	Secondary Restraints for All Version 2 AMIs	366/15	
44	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
45	Structural inspection of gantries and masts	361/15	
46	Techspan Version 2 Advanced Motorway Indicator Bracket Replacement	359/15	Read in conjunction with CHE Memo 355/15
47	Management of post-tensioned concrete bridges	357/15	
48	Product conformity certification requirements for ready mixed concrete	356/15	
49	Safety Alert – Techspan Version 2 Advanced Motorway Indicators (AMIs)	355/15	
50	Urgent Safety Alert - SAPA Passively safe lighting columns	353/15	Read in conjunction with CHE Memo 317/13
51	Reporting of Metal and Plant Theft	350/15	
52	Safety Alert – SAPA Passively safe lighting columns	317/13	
53	GD 4/12 Safety Risk Assessment on the Strategic Road Network (SRN)	302/12	Read in conjunction with GD 4/12
54	Risk-based Inspection Intervals	300/12	
55	Designation of assets for flood risk management purposes	299/12	

56	Traffic Signal Poles – ensuring appropriate design standards have been used	295/12	
57	MCH1514 Code of Connection	294/12	
58	Precast concrete copings on bridges	279/12	
59	Procedure for the Use of Variable Message Signs and MIDAS for Short Duration Static Roadworks	257/10	
60	Policy for issuing Penalty Points in current DBFO Contracts	251/10	
61	Highways Agency Carbon Calculation and Reporting Requirements	229/08	
62	Matrix Signs on Gantries	228/08	
63	The Impregnation Of Reinforced And Prestressed Concrete Highway Structures Using Hydrophobic Pore-Lining Impregnants	227/08	
64	Environmental Noise Directive and Environmental Noise Regulations – Publication of Road Noise Maps	225/08	
65	National Highway Sector Scheme 18 – The Environment And Landscape Including Ecology	221/08	
66	SAFETY ALERT – Incorrectly Installed Component	218/08r1	Supersedes CHE 218/08
67	SAFETY ALERT – Safe Systems Of Work	217/08r1	Supersedes CHE 217/08
68	Advice In Relation To The Conservation (Natural Habitats, & C.) (Amendment) Regulations 2007 (SI 2007/1843)	216/08	

69	National Highway Sector Scheme 19A – Corrosion Protection of Ferrous Materials By Industrial Coatings	213/07	
70	Update to the Guide for Design Management and Delivery of Pilots and Trials	212/07	
71	Advice in Relation to Avian Flu	209/07	Supersedes CHE 168/06
72	Structure Health Check Reports	207/07	
73	Safety and Congestion at Road Works; applying the correct temporary speed limits and signing	203/07	
74	Road Markings – Water Regulations. Glass Beads with Arsenic and other Heavy Metal/Metalloid Content	197/07	Read in conjunction with CHE 186/07
75	SMIS Resilience assessment	195/07	
76	Substandard Parapet Connections	193/07	
77	Road Markings – Glass Beads With High Metal Content – Water Regulations	186/07	
78	Creation Of Database Of Manual Classified Count (MCC) Results	183/07	
79	Active Road Studs – SA 1/06 (MCHW Volume 0)	182/07	
80	Damage to suspension and cable stayed structures	181/07	

81	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
82	Managing Half – Joint Deck Structures	177/06	Read in conjunction with IAN 53/04
83	Key actions for the review of signing at safety camera sites	169/06	
84	Key Actions For Implementation Of Safety Cameras At Road Works	161/06 Rev 1	Read in conjunction with - Safety Camera Partnership Guidance
85	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
86	SafeNET – Accident Prediction Software For Road Networks	154/05	
87	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

88	Compliance Of UK Traffic Signals Heads To European Standard BS EN 12368	129/03	
89	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
90	DTLR Planning Policy Guidance Note 25: Development and Flood Risk	110/02	Office of Deputy Prime Minister
91	The Safe Operation of Permanent Moveable Under-deck Bridge Access Gantries	090/00	
92	Outline Approval in Principle for Scaffold Guard Structures over Motorways and other Trunk Roads	015/94	
93	Trafficmaster Driver Information System - Installation and Maintenance (motorway gantries)	013/94	
94	Trafficmaster Driver Information System - Installation and Maintenance (overbridges) Amendment No. 1	012/93 Amend 1	
95	Severe Weather Plan Template 2020/2021	470/20	
96	Update to complete suite of documents in the Design Manual for Roads and Bridges	469//20	
97	Use of Non-CPR compliant products on Highways England schemes	468/20	
98	Electrical Safety Modification of Highways England Cabinet Type 600 Mk6	467/20	

99	Management arrangement of safety risk for construction inspection activities during the COVID-19 pandemic (Update 1)	466/20	
100	Management arrangement of safety risk for construction inspection activities during the COVID-19 pandemic	465/20	
101	Withdrawal of IAN 166 – Road Death Investigation Manual	464/20	