

**Highways England Company Limited**

**Scope**

**Reference Documents**

**Annex 02**

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| **Ref.** | **Document Name** | **Published by / Available from** |
|  | “2012/27/EU” directive | <http://www.legislation.gov.uk/eudr/2012/27/article/6> |
|  | Apprenticeship data collection form  (Annex 06) | Within folder titled ‘Annex 02 Reference Documents’ |
|  | Asset Data Management Manual | <https://www.standardsforhighways.co.uk/ha/standards/admm/index.htm> |
|  | Behavioural Maturity Framework  (Annex 07) | Within folder titled ‘Annex 02 Reference Documents’ |
|  | Benefits Realisation Capture Forms  (Annex 11) | <https://kol.withbc.com/HA-Lean/> |
|  | Business Continuity Plan Template | Within folder titled ‘Annex 02 Reference Documents’ |
|  | Cabinet Office Website  (Annex 04) | [Cabinet Office Website](https://www.gov.uk/government/publications/security-policy-framework) |
|  | Chief Highway Engineer Memo 415/18 Incident Reporting Standard (“CHE 415”) | Within folder titled ‘Annex 02 Reference Documents’ |
|  | Chief Information Officer Memos  (Annex 09) | Within folder titled ‘Annex 02 Reference Documents’ |
|  | *Client*’s air quality strategy | [Air Quality Strategy](https://www.gov.uk/government/publications/highways-england-air-quality-strategy) |
|  | *Client*’s biodiversity plan | [Biodiversity plan and annual reports](https://www.gov.uk/government/publications/biodiversity-plan) |
|  | *Client*’s Corporate Complaints Process | Within folder titled ‘Annex 02 Reference Documents’ |
|  | *Client*’s environmental strategy | [Highways England Environment Strategy](https://www.gov.uk/government/publications/highways-england-environment-strategy) |
|  | *Client*’s The road to good design | [The road to good design: Highways England’s design vision and principles](https://www.gov.uk/government/publications/the-road-to-good-design-highways-englands-design-vision-and-principles) |
|  | *Clients* Customer Service Strategic Plan | Within folder titled ‘Annex 02 Reference Documents’ |
|  | *Clients* Road to Good Design | Within folder titled ‘Annex 02 Reference Documents’ |
|  | Collaborative Performance Framework (CPF) | Within folder titled ‘Annex 02 Reference Documents’ |
|  | Considerate Customer Codes of Practice  (Annex 05) | [Considerate Customer Codes of Practice](https://www.ccscheme.org.uk/ccs-ltd/code-of-considerate-practice-2/) |
|  | Construction Design and Management (CDM) Regulations 2015 | <http://www.legislation.gov.uk/uksi/2015/51/contents/made> |
|  | Construction Industry Training Board (CITB) guidance | <https://www.citb.co.uk/about-citb/partnerships-and-initiatives/construction-design-and-management-cdm-regulations/cdm-regulations/> |
|  | 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](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/666728/Guidance_Publication_of_New_Central_Government_Tender_documents__and_Contracts_2017__1___1_.pdf) |
|  | Customer Survey Strategy – Better Journeys and Better Conversations | [Customer Survey Strategy – Better Journeys and Better Conversations](https://www.gov.uk/government/publications/customer-service-strategy) |
|  | Data Protection Act 2018 | [Data Protection Bill: General Processing](https://www.gov.uk/government/publications/data-protection-bill-general-processing) |
|  | Data Protection Legislation  (Annex 08) | The [General Data Protection Regulation (EU 2016/679)](https://eur-lex.europa.eu/eli/reg/2016/679/oj);  The [Law Enforcement Directive (LED) (Directive EU 2016/680)](https://publications.europa.eu/en/publication-detail/-/publication/182703d1-11bd-11e6-ba9a-01aa75ed71a1/language-en);  The [Data Protection Act 2018](http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted); |
|  | Declaration of Interest Form | Within folder titled ‘Annex 02 Reference Documents’ |
|  | Design Manual for Roads and Bridges | [Design Manual for Roads and Bridges](http://www.standardsforhighways.co.uk/ha/standards/dmrb/index.htm) |
|  | Disclosure and Barring Service  (Annex 04) | [Disclosure and Barring Service](https://www.gov.uk/government/organisations/disclosure-and-barring-service/about) |
|  | Environmental Information Regulations 2004 or later revision or replacement. | [Environmental Regulations 2004](http://www.legislation.gov.uk/uksi/2004/3391/contents/made) |
|  | Environmental Permitting (England and Wales) Regulations 2008 | [Environmental Permitting Regulations (England and Wales)](https://www.legislation.gov.uk/uksi/2018/110/made) |
|  | Equal Opportunities Policy | Within folder titled ‘Annex 02 Reference Documents’ |
|  | Equality Act 2010  (Annex 04) | [Equality Act 2010](http://www.legislation.gov.uk/ukpga/2010/15/contents) |
|  | Essentials of Managing Construction Health Risks | <https://www.hse.gov.uk/construction/healthrisks/managing-essentials/essentials.pdf> |
|  | EU Settlement Scheme | <https://www.gov.uk/settled-status-eu-citizens-families> |
|  | Fleet Operator Recognition Scheme (FORS) | [Fleet Operator Recognition Scheme](https://www.fors-online.org.uk/cms/) |
|  | Freedom of Information Act 2000 or later revision or replacement. | [Freedom of Information Act 2000](http://www.legislation.gov.uk/ukpga/2000/36/contents) |
|  | Government Buying Standards Transport 2017 | [Sustainable procurement: the Government Buying Standards (GBS)](https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs) |
|  | GG 103 “Introduction and general requirements for sustainable development and design. | [GG103](http://www.standardsforhighways.co.uk/ha/standards/dmrb/vol0/section2/GG%20103%20Introduction%20and%20general%20requirements%20for%20sustainable%20development%20and%20design-web.pdf) |
|  | HE Lean Tracker  (Annex 11) | <https://kol.withbc.com/HA-Lean/> |
|  | Health and Safety Executive (HSE) F10. | <https://www.hse.gov.uk/forms/notification/f10.htm> |
|  | Health and Safety Management System and the associated policies and procedures. | <http://www.highwayssafetyhub.com/> |
|  | Health and Safety Maturity Matrix | Within folder titled ‘Annex 02 Reference Documents’ |
|  | Her Majesty’s Passport Office guidance  (Annex 04) | [Her Majesty’s Passport Office guidance](https://www.gov.uk/government/publications/basic-passport-checks) |
|  | Highways England BPSS Privacy Notice  (Annex 04) | Within folder titled ‘Annex 02 Reference Documents’ |
|  | Highways England Counter Fraud, Bribery & Corruption Policy & Response Plan | Within folder titled ‘Annex 02 Reference Documents’ |
|  | Highways England Delivery Plan 2020-2025  (Annex 11) | <https://www.gov.uk/government/publications/highways-england-delivery-plan-2020-2025> |
|  | Highways England Disclosure Agreement. | [Highways England Non-Disclosure Agreement](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/710941/762__285_Final_Response_Redacted.pdf) |
|  | Highways England Fair Payment Charter | Within folder titled ‘Annex 02 Reference Documents’ |
|  | Highways England Information Security Data Security Standard | Within folder titled ‘Annex 02 Reference Documents’ |
|  | Highways England Lean Publications  (Annex 11) | <https://www.gov.uk/government/collections/use-of-lean-in-highways-england> |
|  | Highways England Strategic Business Plan 2020-2025  (Annex 11) | <https://www.gov.uk/government/publications/highways-england-strategic-business-plan-2020-2025> |
|  | HMG Baseline Personnel Security Standard v6.0 - May 2018  (Annex 04) | [HMG Baseline Personnel Security Standard v6.0 - May 2018](https://www.gov.uk/government/publications/government-baseline-personnel-security-standard) |
|  | HMG Government Security Classifications | [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) |
|  | HMG Security Policy Framework (SPF) | [HMG Security Policy Framework (SPF)](https://www.gov.uk/government/publications/security-policy-framework) |
|  | HMG Security Policy Framework version 1.1 – May 2018  (Annex 04/Annex 09) | <https://www.gov.uk/government/publications/security-policy-framework> |
|  | Highways England Home, Safe and Well Strategy | [Highways England Home, Safe and Well Strategy](http://assets.highwaysengland.co.uk/about-us/Home+Safe+and+Well+Strategy+2019.pdf) |
|  | Information Security Incident Management Requirements | Within folder titled ‘Annex 02 Reference Documents’ |
|  | Information Security Secure Data Handling Requirements | Within folder titled ‘Annex 02 Reference Documents’ |
|  | Interim Advice Note 128 Highways England Supply Chain Health and Safety Incident Reporting (“IAN 128”) | [Interim Advice Note 128 Highways England Supply Chain Health and Safety Incident Reporting](https://www.standardsforhighways.co.uk/ha/standards/ians/pdfs/IAN128_15.pdf) |
|  | ISO 14001 | <https://www.iso.org/standard/60857.html> |
|  | ISO 31000 | <https://www.iso.org/iso-31000-risk-management.html> |
|  | ISO 9001 | <https://www.iso.org/standard/62085.html> |
|  | ISO 9004 | <https://www.iso.org/standard/41014.html> |
|  | ISO45001:2018 | <https://www.iso.org/iso-45001-occupational-health-and-safety.html> |
|  | IT Security Advice Team  (Annex 04) | [ITSecurityAdvice@highwaysengland.co.uk](mailto:ITSecurityAdvice@highwaysengland.co.uk) |
|  | Lean Benefits and Efficiency Realisation Guide  (Annex 11) | <https://kol.withbc.com/HA-Lean/> |
|  | Lean Improvement Action Plan  (Annex 11) | <https://www.gov.uk/guidance/highways-england-lean-maturity-assessment-helma> |
|  | Lean Knowledge Transfer Packs  (Annex 11) | <https://kol.withbc.com/HA-Lean/> |
|  | List X  (Annex 04) | [Government Security Requirements for List X](https://www.gov.uk/government/publications/security-requirements-for-list-x-contractors) |
|  | Major Incident Management | Within folder titled ‘Annex 02 Reference Documents’ |
|  | Manual of Contract Documents for Highway Works (MCHW) | [Manual of Contract Documents for Highway Works](http://www.standardsforhighways.co.uk/ha/standards/mchw/index.htm) |
|  | National Cyber Security Centre  End user device (EUD) security guidance  (Annex 09) | [National Cyber Security Centre - end user device security](https://www.ncsc.gov.uk/guidance/end-user-device-security) |
|  | National Examination Board in Occupational Safety and Health (NEBOSH) Construction Certificate | <https://www.nebosh.org.uk/home/> |
|  | National Skills Academy for Construction | [National Skills Academy for Construction](https://www.citb.co.uk/standards-and-delivering-training/national-skills-academy-for-construction/) |
|  | Occupational descriptors  (Annex 06) | Within folder titled ‘Annex 02 Reference Documents’ |
|  | OHSAS18001:2007 | <https://www.bsigroup.com/en-GB/ohsas-18001-occupational-health-and-safety/> |
|  | Part II – The Verification Process of the HMG Baseline Personnel Security Standard (BPSS)  (Annex 04) | [Part II – The Verification Process of the HMG Baseline Personnel Security Standard (BPSS](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/714002/HMG_Baseline_Personnel_Security_Standard_-_May_2018.pdf) |
|  | Part IV – Post Verification Process of the HMG BPSS  (Annex 04) | [Part IV – Post Verification Process of the HMG BPSS](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/714002/HMG_Baseline_Personnel_Security_Standard_-_May_2018.pdf) |
|  | PPN 01/19 Applying Exclusions in Public Procurement, Managing Conflicts of Interest & Whistle Blowing or later revision or replacement. | [PPN 01/19 Applying Exclusions in Public Procurement, Managing Conflicts of Interest & Whistle Blowing](https://www.gov.uk/government/publications/procurement-policy-note-0119-applying-exclusions-in-public-procurement-managing-conflicts-of-interest-and-whistleblowing) |
|  | PPN 02/17 Promoting Greater Transparency 13 December 2017 or later revision or replacement. | [PPN 02/17 Promoting Greater Transparency 13 December 2017](https://www.gov.uk/government/publications/procurement-policy-note-0217-promoting-greater-transparency) |
|  | PPN 02/18 Changes to the Data Protection Legislation and General Data Protection Regulation. | [Procurement Policy Note 02/18: 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) |
|  | PPN 1/17 Update to the Transparency Principles 16 February 2017 or later revision or replacement. | [PPN 01/17 Update to Transparency Principles 16 February 2017](https://www.gov.uk/government/publications/procurement-policy-note-0117-update-to-transparency-principles) |
|  | PPN Procurement Policy Note 01/18 Supply Chain Visibility | [PPN Procurement Policy Note 01/18 Supply Chain Visibility](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/698482/PPN_0118_Contract_Condition_for_Subcontracting__Supply_chain_spend_on_CF_final_.docx.pdf) |
|  | Procurement Policy Note 7/14 entitled “Implementing Article 6 of the Energy Efficiency Directive” | [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) |
|  | Raising The Bar Initiative | [Raising The Bar Initiative](https://www.gov.uk/government/collections/health-and-safety-for-major-road-schemes-raising-the-bar-initiative) |
|  | Recruiting for Success  (Annex 06) | Within folder titled ‘Annex 02 Reference Documents’ |
|  | Rehabilitation of Offender Act 1974  (Annex 04) | [Rehabilitation of Offender Act 1974](http://www.legislation.gov.uk/ukpga/1974/53) |
|  | Respect at Work Guidance | Within folder titled ‘Annex 02 Reference Documents’ |
|  | RIS | [Road Investment Strategy](https://www.gov.uk/government/collections/road-investment-strategy) |
|  | Risk and Issue Management Principles Document | Within folder titled ‘Annex 02 Reference Documents’ |
|  | Risk and Issues Management Manual | Within folder titled ‘Annex 02 Reference Documents’ |
|  | Risk Policy and Strategy for the Management of Risk | Within folder titled ‘Annex 02 Reference Documents’ |
|  | Scotland or Northern Ireland criminal record check process  (Annex 04) | [Scotland or Northern Ireland criminal record check process](https://www.gov.uk/request-copy-criminal-record) |
|  | Section 46 of Freedom of Information Act 2000 or later revision or replacement. | [Section 46 of the Freedom of Information Act 2000](https://www.legislation.gov.uk/ukpga/2000/36/section/46) |
|  | Security Policy 3  (Annex 04) | <https://webarchive.nationalarchives.gov.uk/+/http:/www.cabinetoffice.gov.uk/spf/sp3_ps.aspx> |
|  | Security Team email  (Annex 04) | [securityteam@highwaysengland.co.uk](file:///C:\Users\CROWHG\AppData\Roaming\Microsoft\Word\securityteam@highwaysengland.co.uk) |
|  | Specification for Highway Works | [Specification for Highway Works](http://www.standardsforhighways.co.uk/ha/standards/mchw/vol1/) |
|  | Statement of Highways England’s IT Security Policy  (Annex 09) | Within folder titled ‘Annex 02 Reference Documents’ |
|  | Supply Chain Portal | [Supply Chain Portal](https://highwaysengland.co.uk/industry/becoming-a-supplier/) |
|  | The Bribery Act 2010 | [The Bribery Act 2010](https://www.legislation.gov.uk/ukpga/1998/23/contents) |
|  | The Institution of Occupational Safety and Health | <https://www.iosh.com/> |
|  | The Official Secret Act 1989 | [The Official Secret Act 1989](https://www.legislation.gov.uk/ukpga/1989/6/introduction) |
|  | The Public Interest Disclosure Act 1998 or later revision or replacement. | [The Public Interest Disclosure Act 1998](http://www.legislation.gov.uk/ukpga/1998/23/contents) |
|  | Town and Country Planning Act (2008) | [Town and Country Planning 2008](http://www.legislation.gov.uk/ukpga/2008/29/contents) |
|  | Traffic Signs Manuals | [Traffic Signs Manuals](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/203669/traffic-signs-manual-chapter-08-part-01.pdf) |
|  | Transport Infrastructure Efficiency Strategy  (Annex 06) | [Transport Infrastructure Efficiency Strategy](https://www.gov.uk/government/publications/transport-infrastructure-efficiency-strategy) |
|  | Transport Infrastructure Skills Strategy  (Annex 06) | [Transport Infrastructure Skills Strategy](https://www.gov.uk/government/publications/transport-infrastructure-skills-strategy-building-sustainable-skills) |
|  | UK Visas and Immigration guidance on right to work and record retention  (Annex 04) | [UK Visas and Immigration guidance on right to work and record retention](https://www.gov.uk/government/collections/employers-illegal-working-penalties) |
|  | UK Visas and Immigration’s “Right to Work” acceptable documents and guidance  (Annex 04) | Acceptable documents:  [Right to Work Checklist](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/774286/Right_to_Work_Checklist.pdf)  Guidance:  [Right to Work - Employers Guide](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/773780/An_employer_s_guide_to_right_to_work_checks_-_January_2019.pdf) |
|  | Cabinet Office Government Construction Strategy papers dated March 2016 | <https://www.gov.uk/government/publications/government-construction-strategy-2016-2020> |
|  | Control of Asbestos at Work Regulations 2012 and General Guidance 105 asbestos management (GG105 | <http://www.standardsforhighways.co.uk/ha/standards/dmrb/vol0/section2/GG%20105%20Asbestos%20management-web.pdf> |