



National Highways Limited

Scheme Delivery Framework (SDF)

Framework Information

Appendix 2

Reference Documents

CONTENTS AMENDMENT SHEET

Issue No.	Revision No.	Amendments	Initials	Date
0	0	Contract Issue	AJP	Sept 21

Ref	Document Name	Published by / Available from
1.	A guide to apprenticeships – March 2019	https://www.gov.uk/government/publications/a-guide-to-apprenticeships
2.	Annual Communication Strategy	Communications Strategy
3.	Annual Communications Plan	Highways England Annual Communications Plan 18-19
4.	Apprenticeship data collection form	Apprenticeship data collection form
5.	Apprenticeship standard	https://www.instituteforapprenticeships.org/apprenticeship-standards/
6.	Asset Data Management Manual	http://www.standardsforhighways.co.uk/ha/standards/admm/index.htm
7.	Benefits Realisation Capture Forms	https://kol.withbc.com/HA-Lean/
8.	Business Continuity Plan	Business Continuity Plan Template
9.	Cabinet Office Government Construction Strategy papers dated May 2011 and 2016	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/61152/Government-Construction-Strategy_0.pdf https://www.gov.uk/government/publications/government-construction-strategy-2016-2020
10.	Security Policy Framework - Cabinet Office Website	Security Policy Framework - Cabinet Office Website
11.	Chief Highway Engineer Memo 415/18 Incident Reporting Standard (“CHE 415”)	CHE Memo 415/18
12.	Chief Highway Engineer Memo 453/19	CHE Memo 453/19

	Highways England Carbon Calculation and Reporting Requirements	
13.	Chief Information Officer Memos	CIO Memo 0109 data handling policy CIO Memo 0408 - Information Asset Owners CIO Memo 0508 - Contracts and personal data
14.	<i>Client</i> Delivery Plan 2020-2025	Delivery Plan 2020-2025
15.	<i>Client's</i> Air Quality Strategy	Air Quality Strategy
16.	<i>Client's</i> Biodiversity Plan	Biodiversity Plan
17.	<i>Client's</i> Corporate Complaints Process	Highways England Corporate Complaints Process
18.	<i>Client's</i> Customer Service Strategic Plan	Customer Service Strategic Plan
19.	<i>Client's</i> Environmental Strategy	Environmental Strategy
20.	<i>Client's</i> Information Security Data Security Standard	Information Security Data Security Standard
21.	<i>Client's</i> risk policy and strategy for the management of risk	Risk Management Policy and Strategy
22.	<i>Client's</i> Sustainable Development Strategy	Sustainable Development Strategy
23.	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)	Lighting and marking for abnormal loads vehicles code of practice
24.	Collaborative Performance Framework (CPF)	Collaborative Performance Framework Documents

25.	Conflict of Interest Form	Conflict of Interest - Declaration of interest form
26.	Considerate Customer Codes of Practice	Considerate Customer Codes of Practice
27.	Construction (Design and Management) Regulations 2015 (CDM 2015)	http://www.legislation.gov.uk/uksi/2015/51/contents/made
28.	Construction Industry Training Board (CITB) Guidance	https://www.citb.co.uk/about-citb/partnerships-and-initiatives/construction-design-and-management-cdm-regulations/cdm-regulations/
29.	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
30.	Crown Commercial Services' publication "Steel procurement in major projects – Guidance on the application of social issues"	Steel procurement in major projects: Guidance on the application of social issues
31.	Customer Survey Strategy – Better Journeys and Better Conversations	Customer Survey Strategy – Better Journeys and Better Conversations
32.	Data Protection Act 2018	http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted
33.	Design Manual for Roads and Bridges	http://www.standardsforhighways.co.uk/ha/standards/dmrb/index.htm
34.	Respect at Work Guidance	Respect at Work Policy
35.	Disclosure and Barring Service	Disclosure and Barring Service
36.	Environmental Information Regulations 2004 or later revision or replacement.	Environmental Regulations 2004

37.	Environmental Permitting (England and Wales) Regulations 2010	Environmental Permitting Regulations
38.	Equality Act 2010	Equality Act 2010
39.	Essentials of Managing Construction Health Risks	https://www.hse.gov.uk/construction/healthrisks/managing-essentials/essentials.pdf
40.	Fleet Operator Recognition Scheme (FORS)	FORS
41.	Form of Work Brief	Will be provided during mobilisation
42.	Form of Work Order	Will be provided during mobilisation
43.	Freedom of Information Act 2000 or later revision or replacement.	Freedom of Information Act 2000
44.	GG 103 “Introduction and general requirements for sustainable development and design”	GG 103
45.	General Guidance 105 asbestos management (GG105)	https://www.standardsforhighways.co.uk/dmrb/search/9f7803ca-26aa-49bd-98f8-c514ab051040
46.	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
47.	Government Buying Standards Transport 2017	Government Buying Standards for Transport 2017
48.	Government’s Strategy for Building Information Modelling (BIM)	Building information modelling
49.	Highways England: Our Visual Identity	Our Visual Identity
50.	HE Lean Tracker	https://kol.withbc.com/HA-Lean/

51.	Health and Safety Executive (HSE) F10.	https://www.hse.gov.uk/forms/notification/f10.htm
52.	Health and Safety Management System and the associated policies and procedures.	http://www.highwayssafetyhub.com/
53.	Health and Safety Maturity Matrix	Health and Safety Maturity Matrix
54.	Her Majesty's Passport Office guidance	Her Majesty's Passport Office guidance
55.	Highways England Area Efficiency Register	Highways England Area Efficiency Register
56.	Highways England BPSS Privacy Notice	BPSS Privacy Notice
57.	Highways England Counter Fraud, Bribery & Corruption Policy & Response Plan	Counter Fraud Bribery and Corruption Policy and Response Plan
58.	Highways England Non-Disclosure Agreement.	Highways England Non-Disclosure Agreement
59.	Highways England Equal Opportunities Policy	Highways England Equal Opportunities Policy
60.	Highways England Fair Payment Charter	Highways England Fair Payment Charter
61.	Highways England Lean Maturity Assessment (HELMA)	https://www.gov.uk/guidance/highways-england-lean-maturity-assessment-helma
62.	Highways England Lean Publications	https://www.gov.uk/government/collections/use-of-lean-in-highways-england
63.	Highways England Public Sector Equality Objectives (2016-2020)	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/510726/Highways_England_PSED_objectives_2016-20_and_annual_review.pdf

64.	HMG Baseline Personnel Security Standard v6.0 - May 2018	HMG Baseline Personnel Security Standard v6.0 - May 2018
65.	HMG Government Security Classifications	Government Security Standards
66.	HMG Security Policy Framework (SPF)	Security Policy Framework
67.	Home Safe and Well initiative	Home Safe and Well
68.	Information Model Requirements and the Model Production and Delivery Table	Employers Information Requirements
69.	Information Security Incident Management Requirements	Information Security Incident Management Requirements
70.	Data Handling Requirements	Information Security Data Handling Requirements
71.	ISO 14001	https://www.iso.org/standard/60857.htm !
72.	ISO 31000	https://www.iso.org/iso-31000-risk-management.html
73.	ISO 44000	https://www.iso.org/standard/72800.htm !
74.	ISO 9001	https://www.iso.org/standard/62085.htm !
75.	ISO 9004	https://www.iso.org/standard/41014.htm !
76.	ISO45001:2018	https://www.iso.org/iso-45001-occupational-health-and-safety.html
77.	IT Security Advice Team	ITSecurityAdvice@highwaysengland.co.uk
78.	LD 118 Biodiversity Design	https://www.standardsforhighways.co.uk/dmrb/search/9317652b-4cb8-4aaf-be57-b96d324c8965

79.	LA 120 Environmental Management Plans (second iteration)	https://www.standardsforhighways.co.uk/dmrb/search/a3a99422-41d4-4ca1-bd9e-eb89063c7134
80.	LD 117 Landscape Design	https://www.standardsforhighways.co.uk/dmrb/search/82073bde-ec0c-4d4f-8eeb-afe0ace3c639
81.	LA 110 Material Assets and Waste	https://www.standardsforhighways.co.uk/dmrb/search/6a19a7d4-2596-490d-b17b-4c9e570339e9
82.	LA 120 Environmental Management Plans (third iteration)	https://www.standardsforhighways.co.uk/dmrb/search/a3a99422-41d4-4ca1-bd9e-eb89063c7134
83.	LED (Law Enforcement Directive (Directive (EU) 2016/680	https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32016L0680
84.	Lean Benefits Realisation Guide	https://kol.withbc.com/HA-Lean/
85.	Lean Improvement Action Plan	https://www.gov.uk/guidance/highways-england-lean-maturity-assessment-helma
86.	Lean Knowledge Transfer Packs	https://kol.withbc.com/HA-Lean/
87.	List X	Government Security Requirements for List X
88.	Major Incident Management	Major Incident Management
89.	Monthly Review Progress Report Framework	SDF MRPR Framework
90.	National Cyber Security Centre End user device (EUD) security guidance	National Cyber Security Centre - end user device security
91.	National Examination Board in Occupational Safety and Health (NEBOSH) Construction Certificate	https://www.nebosh.org.uk/home/

92.	National Skills Academy for Construction	National Skills Academy for Construction
93.	Network Occupancy Requirements	https://www.standardsforhighways.co.uk/dmrb/search/5b4b3ba2-b16e-411c-9879-d9af7c41a61f
94.	Normal not formal	Normal not Formal - Tone of voice guide
95.	Official Secrets Act 1989	Official Secrets Act
96.	OHSAS18001:2007	https://www.bsigroup.com/en-GB/ohsas-18001-occupational-health-and-safety/
97.	Part II – The Verification Process of the HMG Baseline Personnel Security Standard (BPSS)	Part II – The Verification Process of the HMG Baseline Personnel Security Standard (BPSS)
98.	Part IV – Post Verification Process of the HMG BPSS	Part IV – Post Verification Process of the HMG BPSS
99.	PBA tracker system	For registration and guidance contact: CommercialCostIntelligenceInbox@highwaysengland.co.uk
100.	Privacy and Electronic Communications (EC Directive) Regulations 2003	http://www.legislation.gov.uk/uksi/2003/2426/contents/made
101.	PPN 01/19 Applying Exclusions in Public Procurement, Managing Conflicts of Interest & Whistle Blowing	PPN 01/19 Applying Exclusions in Public Procurement, Managing Conflicts of Interest & Whistle Blowing
102.	PPN 02/17 Promoting Greater Transparency	PPN 02/17 Promoting Greater Transparency
103.	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
104.	PPN 1/17 Update to the Transparency Principles	PPN 01/17 Update to Transparency Principles

105.	Procurement Policy Note (PPN) 01/18 “Supply Chain Visibility”	PPN 01/18 Supply Chain Visibility
106.	Procurement Policy Note (PPN) 11/16 “Procuring Steel in Major Projects – Revised Guidance”	PPN 11/16 Procuring Steel in Major Projects - Revised Guidance
107.	Procurement Policy Note 7/14 entitled “Implementing Article 6 of the Energy Efficiency Directive” (“PPN 7/14”)	Energy Efficiency Directive
108.	Raising the Bar Initiative	Raising the bar initiative
109.	Recruiting for Success	Recruiting for Success
110.	Rehabilitation of Offender Act 1974	Rehabilitation of Offender Act 1974
111.	Risk and Issue Management Principles Document	Risk - Risk Management Principles Document.pdf
112.	Risk and Issues Management Manual	Risk and Issue Management Manual
113.	Roads Investment Strategy (RIS)	Road Investment Strategy
114.	Roadworks a Customer View	Roadworks - A customer view
115.	Scotland or Northern Ireland criminal record check process	Scotland or Northern Ireland criminal record check process
116.	SDF Operational Areas	SDF Operational Areas
117.	Section 46 of Freedom of Information Act 2000 or later revision or replacement.	Section 46 of the Freedom of Information Act 2000
118.	Security Policy 3	Security Policy 3
119.	Security Team email	securityteam@highwaysengland.co.uk
120.	Shared Apprenticeship Standard	https://sharedapprentice.org/
121.	Social Media Policy	Social media policy

122.	Manual of Contract Documents for Highway Works (MCHW)	Manual of Contract Documents for Highways Works
123.	Standard Occupation Classification (SOC) 2020	https://www.ons.gov.uk/methodology/classificationsandstandards/standardoccupationalclassification/soc
124.	Statement of Highways England's IT Security Policy	Statement of Highways England's IT Security Policy
125.	Strategic Business Plan 2020 – 2025	Strategic Business Plan
126.	Sublot Reference Table	SDF Sublot Reference Table Rev 2.xlsx
127.	Supply Chain Portal	Supply Chain Portal
128.	Taking over certificate	Completion - Taking over certificate
129.	The Bribery Act 2010	The Bribery Act 2010
130.	The Consultation Institute - The Consultation Charter (2017)	https://www.consultationinstitute.org/consultation-charter-7-best-practice-principles/
131.	The Discrimination Acts	https://www.legislation.gov.uk/ukpga/2010/15/contents
132.	The Institution of Occupational Safety and Health	https://www.iosh.com/
133.	The Public Interest Disclosure Act 1998 or later revision or replacement.	The Public Interest Disclosure Act 1998
134.	The Road to Good Design	The Road to Good Design
135.	Town and Country Planning Act (1990)	Town and Country Planning Act
136.	Traffic Signs Manuals Chapter 7 and Chapter 8	Traffic Signs Manual
137.	Transport Infrastructure Skills Strategy	Transport Infrastructure Skills Strategy

138.	Transport Infrastructure Efficiency Strategy	Transport Infrastructure Efficiency Strategy
139.	UK Government (Cabinet Office) – Consultation Principles (2016)	https://www.gov.uk/government/publications/consultation-principles-guidance
140.	UK Steel Charter and its supporting guidance	https://www.makeuk.org/Insights/Publications/2019/04/18/UK-Steel-Charter
141.	UK Visas and Immigration guidance on right to work and record retention	UK Visas and Immigration guidance on right to work and record retention
142.	UK Visas and Immigration’s “Right to Work” acceptable documents and guidance	Acceptable documents: Right to Work Checklist Guidance: Right to Work - Employers Guide
143.	Vesting Certificate Template	Vesting Certificate
144.	Modern Slavery Act 2015	Modern Slavery Act 2015
145.	“2012/27/EU” directive	2012/27/EU directive
146.	Electronic Records Retention & Disposal Schedule	Electronic Records Retention & Disposal Schedule V5.xlsx
147.	Physical File Retention & Disposal Schedule	Physical File Retention & Disposal Schedule V4.xlsx
148.	Highways England Occupational Descriptors	People Strategy - Highways England Occupational Descriptors.pdf
149.	Transport Infrastructure Efficiency Strategy	People Strategy - Transport Infrastructure Efficiency Strategy.pdf