



National Highway Sector Schemes for Quality Management in Highway Works

12D

**For installing, maintaining and removing
temporary traffic management on rural and
urban roads**

**Published by the Sector Scheme Advisory Committee for
Temporary Traffic Management on Rural and Urban Roads**

(04/14) **INTRODUCTION**

1 This Sector Scheme Document (SSD) relates to the quality management system requirements for installing, maintaining and removing temporary traffic management on rural and urban roads

It sets out to identify a common interpretation of BS EN ISO 9001 for Organizations and Certification Bodies engaged in the sector, and the minimum qualifications that an assessor/auditor requires. The document shall be read in conjunction with BS EN ISO 9001 *[and other relevant specification/standard where appropriate]*

2 This Sector Scheme is one of the series of National Highway Sector Schemes (NHSSs), which have been developed as bespoke integrated management schemes within an ISO 9001 framework to interpret BS EN ISO 9001 as it applies to a particular highway related activity/industry within the United Kingdom.

Scheme 12A/B	Installing, maintaining and removing static temporary traffic management on motorways and high speed dual carriageways for schemes incorporating contraflow operations and/or temporary road markings
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	Installing, maintaining and removing static temporary traffic management on motorways and high speed dual carriageways or schemes not incorporating contraflow operations and/or temporary road markings
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Scheme 12C	Mobile lane closure temporary traffic management on motorways and other dual carriageways
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Scheme 12D	Installing, maintaining and removing temporary traffic management on rural and urban roads
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In using this Sector Scheme users shall use best practice of specifying other relevant National Highway Sector Schemes. This scheme does not replace the requirements of existing Temporary Traffic Management Schemes (12A/B or 12C) where these are a contractual requirement.

3 Separate Sector Scheme Advisory Committees (SSACs) for each activity within the sector provide advice to UKAS and expert representation is drawn from all sides of industry. Each SSAC has interpreted BS EN ISO 9001 in relation to the requirements of their particular activity and has come to a consensus on the minimum levels of workmanship, services, products, testing, and the training and competency of personnel, as appropriate, required to meet specification requirements as well as identified requirements in respect of environmental and health & safety and other aspects. The details are contained in the individual Sector Scheme Documents (SSDs). Following the publication of a revised BS EN ISO 9001, the committees will review their documents to ensure alignment with the revised BS EN ISO 9001 and that the SSD does not conflict with the national standard prior to withdrawal of the previous edition of the standard.

4 The individual NHSS technical advisory committees are overseen by the National Highways Sector Scheme Liaison Committee (NHSSLC). This Committee provides a forum for discussion on the effectiveness of the Sector Schemes and co-ordinates developments so that they can be uniformly taken forward by each of the NHSS technical advisory committees. It is also the venue where dialogue with UKAS and the Certification Bodies on the application of the Sector Schemes takes place.

5 NHSSs together with BS EN ISO 9001 are designed to:

- Provide an industry benchmark
- Ensure that all processes are planned
- Provide a basis for continuous improvement
- Focus on quality as an objective
- Reduce costs for Client and Organization

- Provide and maintain a properly trained and competent workforce
- Involve all sides of industry in scheme ownership within a partnership framework
- Provide the basis for the technical knowledge and experience that Certification Body auditors will use in the sector concerned
- Promote confidence in quality management systems through provision of a robust transparent system

6 The Sector Scheme shall apply only where specified by the Client in their Contract Documents for installing, maintaining and removing temporary traffic management on rural and urban roads.

7 In using this Sector Scheme users shall use best practice such as specifying any other relevant NHSSs as appropriate to the nature of the work being undertaken

8 ^(12/12) It should also be noted that NHSSs are mandatory for Highways Agency contracts and suppliers within the supply chain shall demonstrate compliance with the requirements of BS EN ISO 9001 and this SSD as part of their continual improvement within their BS EN ISO 9001 registration. The use of the Specification for Highway Works as the basic document for procuring highway works by other highway authorities would normally automatically call up compliance with BS EN ISO 9001 and this SSD. Other owners may also require their suppliers to comply with this Sector Scheme, as may other authorities.

9 ^(12/12) The SSD is a live document with the SSAC12D meeting at least once a year to develop it as appropriate. Those using the document should always ensure that they have the current version of the document. The SSD may be obtained

- by visiting the UKAS website (www.ukas.com) from where the document can be freely downloaded or.

This NHSS document is date specific, however, the Organization shall have procedures in place to ensure that the latest version is always available. Organizations should be aware that utilisation of internet search engines may result in out of date references being identified/called up.

10 The Secretary of the SSAC12D maintains a list of registered Organizations. The Secretary can be contacted at the address given below.

11 ^(12/12) Lantra hosts the register of Organizations on their website (www.lantra-awards.co.uk/schedule-of-suppliers) . This is a self registration list and it is a requirement of this scheme that Organizations register their details on this website and keep them up to date; Certification Bodies will check that the Organization is registered on the website together with all relevant information, including a pdf copy of the certification of registration that the Certification Body issues and any other specific documentation to be uploaded specified by this SSD, prior to annual and surveillance visits

12 ^(12/12) Scheme Contact and Feedback

Any observations or complaints relating to the operation of this document and the scheme should be addressed using the procedures given In Appendices J1, J2 or J3 as appropriate. Appendix J1 is to be used for observations and general queries concerning the document and general feedback. Appendix J2 relates to the assessment process carried out by Certification Bodies. Appendix J3 relates to policing of the scheme.

Completed J1 forms should be sent to:

The Chairman
Sector Scheme Advisory Committee for the installing, maintaining and removing temporary traffic management on rural and urban roads.
C/o UKAS
21-43 High Street
Feltham
Middlesex, TW13 4UN
E-mail info@ukas.com

Note: J1 forms will be sent on receipt by UKAS to the relevant scheme secretary or chairperson for consideration. In many instances, J1 forms can be responded to without the need for them to be considered by an NHSS committee, those requiring a more detailed response will be dealt with at the next meeting of the committee as part of the review of the document. If the J1 form contains information that is critical, then exceptionally action can be taken prior to the meeting by the chairperson for instance by arranging an extraordinary meeting of the NHSS advisory committee. The secretary will normally advise the originator of receipt of the J1 document and when the next meeting is expected to be held.

Completed J2 forms should be sent directly to the relevant Certification Body.

Completed J3 forms should be sent to the relevant Highway Authority, Police Authority or HSE as appropriate and indicated on the form

a) Contact

The Secretary
Sector Scheme Advisory Committee for the installing, maintaining and removing temporary traffic management on rural and urban roads.
C/o UKAS
21 – 43 High Street
Feltham
Middlesex, TW13 4UN

E-mail info@ukas.com
Tel. 0208 917 8400

b) Feedback

Any feedback relating to this SSD should be provided in accordance with the procedures detailed in Appendices J1 to J3.

13 ^(12/12) The scheme is included in Appendix A of the Specification for Highway Works (SHW) as a mandatory requirement for suppliers contracted to the Highways Agency where the SHW is a contractual document. Separately the document may be called up in specific contracts as necessary.

APPENDIX C: TRAINING AND HEALTH AND SAFETY FOR PERSONNEL WITH TRAFFIC MANAGEMENT RESPONSIBILITIES

1 Training & Assessment

1.1 General

Lantra administers the training and assessment programme for candidates on behalf of the SSAC. Details of Training Providers can be obtained from:

Lantra, Lantra House, Stoneleigh Park, Coventry, Warwickshire, CV8 2LG
Tel: 02476 419703 Fax: 02476 411655
Email: sector.schemes@lantra-awards.co.uk www.lantra-awards.co.uk

1.2 Training

The Lantra Skills Registration Card carried by the candidate will be endorsed with the level of training qualification (see below).

The training and assessment has been divided into modules for different types of temporary traffic management as shown in the route map and tables overleaf. This will assist Organizations with the identification of personnel having suitable levels of competence to fulfil their job roles.

1.2.1 Initial Training and Assessment

^(01/12) Module 1 to Module 5 (M1 to M5) comprise successful completion of training courses T1 to T5 and the completion of on-site assessments as appropriate. The training element for each module will include a question paper. This will be taken at the end of the training session and marked as PASS or FAIL. Assessments can not commence without the successful completion of the appropriate training course.

Module 6 and Module 7 (M6 & M7) require successful completion of the training course and written examination.

NB. T6 requires a pre qualification of M1 and M2 as a minimum and M3, M4 or M5 as appropriate. There are no pre requisites for T7.

Summary of the training and assessments are shown in Table C1.

^(01/12) 1.1.3 Refresher Training

Refresher training consists of training and knowledge test within the six months prior to the expiry of the module on the card and does not require on site assessment.

M6 operatives

^(04/12) M6 takes precedence over the M1 and M2, modules. The M6 refresher training will include legislative updates for M1 and M2 therefore automatically refreshing these modules. M3 and M4 will not automatically be refreshed by M6 and the RLTMO will need to update the M3 and M4 modules by undertaking the individual refresher training in order to supervise these works.

^(04/14) IMPORTANT NOTE:

From 01 April 2014, due to changes in the Safety at Street Works and Road Works – A Code of Practice it is necessary to successfully complete the relevant (T1 to T7) revised (full) training course to demonstrate up to date knowledge of the new requirements. Refresher training will not be re-instated until 01 April 2019 when all individuals renewing their current skills cards will have received training in the new requirements.

^(01/12) Centres are required to check the individual's modules shown on the card prior to registration on the T6 training course so that only modules the individual is entitled to are re applied for and shown on the new card.

^(01/12) 1.2.4 Moving Works Operative

Section 3 of this document provides the following definitions:

Moving Works	Works with on-going movement such as grass cutting, hedge trimming, etc and will also include works that remain static for no more than 15 minutes e.g. gully emptying, street lighting, road marking, etc. (Where contractual requirement stipulate the use of mobile lane closures 12C requirements will apply.)
Moving Works Operative (MWO)	A person successfully completing Module M1 of the training programme who may undertake mobile works operations. This achievement will be recorded with Lantra and a Skills Registration Card issued.

^(01/12) 1.2.5 Registered Traffic Management Operative

Section 3 of this document provides the following definitions:

Registered Traffic Management Operative (RTMO)	^(01/12) An operative who will have successfully achieved Modules 1 & 2 as a minimum, and been issued with a Skills Registration Card by Lantra. Where relevant the person(s) shall be named in the Organization's Contract Specific Quality Plan.
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^(01/12) This provides a basic competency for static works traffic control (Modules 1 & 2) which includes single phase temporary traffic signals and stop/go boards. Additional Modules which extend the RTMOs competency are available for low speed dual carriageways; convoy working and multi phase temporary traffic signals. (Modules 3, 4 & 5 respectively.) The Skills Registration Card will indicate the competency level the operative has attained.

NOTE: For Organizations who do not use temporary traffic signals, the assessment of those operative will not include Unit 7 of M2 (temporary traffic signals) of the logbook. This will be recorded on the operative's registration card as "12D RTMO (M1/M2) without Temporary Traffic Signals". This RTMO will not be able to extend their competencies until they have completed the basic training and assessment i.e. Unit 7 of M2.

Candidates will have two years from the initial training courses to complete the units within the 12D logbook.

Additional scopes are shown on the Skills Registration Card in the following format:

12D (M3) Dual Carriageways up to 40mph
12D (M4) Convoy Working Operative
12D (M5) Multi Phase Traffic Signals

1.2.5 Registered Lead Traffic Management Operative ^(01/12)

Section 3 of this document provides the following definitions:

Registered Lead Traffic Management Operative (RLTMO)

^(01/12) An operative who will have successfully completed Modules 1, 2 & 6 as a minimum, and been issued with a Skills Registration Card by Lantra.

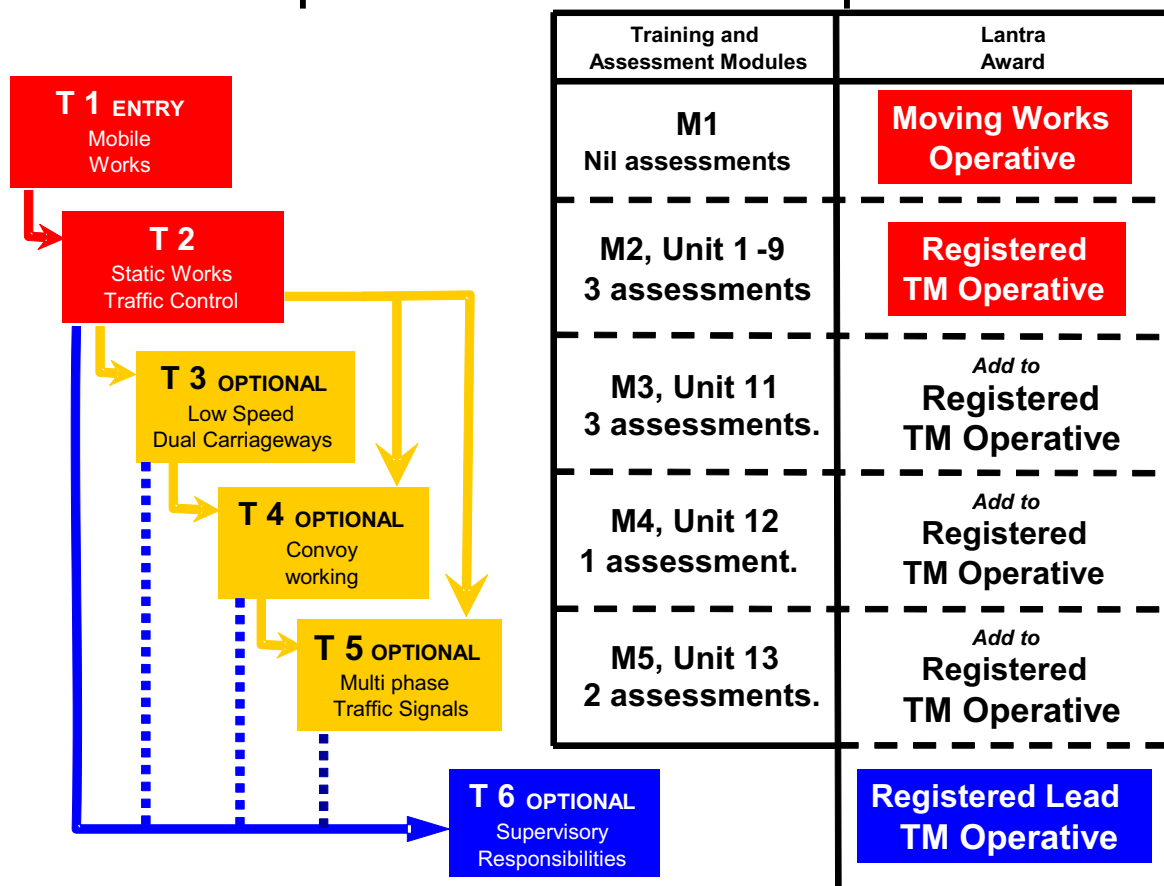
To supervise works for convoy working, multiphase traffic signals and dual carriageways the RLMO shall have successfully completed the appropriate modules and been issued with the relevant skills registration card. The Organization is responsible for the appointment of the RLMO. (See clause 6.2.2 (iv)). Where relevant this persons(s) shall be named in the Organizations Contract Specific Quality Plan.

This training and assessment provides a basic supervisory competency for static works traffic control (Modules 1, 2 & M6) which includes single phase temporary traffic signals and stop/go boards. This combination of modules allows an operative to become a RLMO for basic statics works traffic control. Additional Modules which extend the RLMOs competency are available for low speed dual carriageways; convoy working and multi phase temporary traffic signals. (Modules 3, 4 & 5 respectively.) The Skills Registration Card will indicate the competency level the operative has attained.

NB RLMO shall complete the full training and assessment programme for Modules 1 & 2 including Unit 7 of Module 2.

See below for Table of Operative Route Map

Operative Route Map



(04/12) 1.2.6 Managers and Client Officers (M7)

This course is designed for personnel who do not physically set out temporary traffic management but have temporary traffic management responsibilities i.e. Designers, Surveyors, Inspectors etc.

(04/12) From 1st April 2013 M7 is a mandatory requirement for Technical Officers and the Organizations TTM manager. It is also strongly recommended for all other managers with TTM responsibilities.

(04/14) TABLE C1 – SUMMARY OF TRAINING AND ASSESSMENT MODULES

MODULE/ TRAINING	TYPE OF ROAD WORKS	PURPOSE OF COURSE	TRAINING COURSE	SITE ASSESSMENT	(04/14) REFRESHER TRAINING
M1	Moving Works on Single Carriageways NOT requiring positive traffic control	For candidates requiring MWO status	M1 (0.5 Day) includes Test Paper Note other training may also be required e.g. equipment competency and environmental awareness	Nil	0.5 day Refresher Course including Test Paper (see important note below)
M2	Static works including the use of positive traffic control	For candidates requiring RTMO status	<u>Shall do M1 first</u> M2 (0.5 Day) includes Test Paper followed by One day Centre based assessment (Recorded in Log Book)	Units 1 to 9	0.5 day Refresher course including test paper (see important note below)
NOTE: For organizations who do not use temporary traffic signals, the assessment of those operative will not include Unit 7 (temporary traffic signals) of the logbook.					
M3	Dual carriageways restricted to 40 mph or less	Additional training for RTMO's (holding Modules 1 & 2)	M3 (1 Day) includes Test Paper Note1: Module 3 does not include Contraflow works 12A/B training required. Note 2: holders of 12A/B Skills registration Card who have completed module 1 and 2 are automatically qualified	Unit 11	0.5 day refresher Course including Test paper (see important note below)

^(06/13) M4	Convoy Working on all categories of roads excluding motorways.	Additional training for RTMO's (holding Modules 1 & 2)	M4 (0.5 Day) includes Test Paper Note: For Convoy operations on high speed dual carriageways the Static TM shall be done by 12A/B qualified personnel	Unit 12*	0.5 day refresher course including Test Paper (see important note below)
M5	Multi-Phase Traffic Signals	Additional training for RTMO's (holding Modules 1 & 2)	M5 (one day) includes Test Paper and Centre based assessments	Unit 13 One Occasion	^(04/12) One Day including Test Paper
M6	All categories of road and type of works covered by 12D.	For RTMO's who are required to become RLTMO's appropriate to their training.	M6 (two day) to include supervisory responsibility for the RLTMO appointment includes two tests, one written and one scenario based.	Nil	1 day refresher including test paper. M6 takes precedence over the M1 and M2, modules. The M6 refresher training will include legislative updates for M1 and M2 therefore automatically refreshing these modules. M3 and M4 will not automatically be refreshed by M6 and the RLTMO will need to update the M3 and M4 modules by undertaking the individual refresher training in order to supervise these works. (see important note below)
M7	All categories of road and type of works covered by 12D.	For Managers, Designers, technical Officers and others who do not erect TM but do have responsibility for it	^(04/12) M7 (two day) covers content from Modules 1 – 6 in addition to Client/Principle Contractor Responsibilities. On completion a Skills Registration Card	Nil	1 Day including Test Paper (see important note below)

^(04/12) The renewal of a skills registration card has to be made in the 6 months prior to the expiry date.

^(04/12) Candidates who do not attend refresher training prior to their card expiring will be required to attend the full training course (theory & practical) appropriate to their role and successfully complete the training course before being issued with a new skills card. .

This window of opportunity is only available for 6 months from the expiry date of the existing skills card. During this 6 months window of opportunity the candidate is not deemed competent for the skill module which has expired until successful completion of the training element/s

Any cards more than 6 months out of date will require candidates to complete the full training and assessment criteria appropriate to their role.

^(04/14) **IMPORTANT NOTE:**

From 01 April 2014, due to changes in the Safety at Street Works and Road Works – A Code of Practice it is necessary to successfully complete the relevant (T1 to T7) revised (full) training course to demonstrate up to date knowledge of the new requirements. Refresher training will not be re-instated until 01 April 2019 when all individuals renewing their current skills cards will have received training in the new requirements.

1.3 Test Results:

Pass mark for each test is 75%.

Candidates achieving 70-74% will be allowed to re-sit the test within a period of 2-12 weeks. Candidates achieving under 70% will be required to re-sit the course.

1.4 Assessments – Units of Competence

^(12/09) On completion of the T1/T2 training course to achieve M2 the following assessments shall be completed in the 12D Logbook:

- UNIT 1** Site Inspection and completion of Risk Assessment form for site
- UNIT 2** Routine checks on plant and equipment.
- UNIT 3** Selection and loading of traffic management equipment
- UNIT 4** Access to site and conduct on site.
- UNIT 5** Place signs and cones.
- UNIT 6** Stop/Go and Priority Signs
- UNIT 7** Temporary Traffic Signals
- UNIT 8** Maintenance of site
- UNIT 9** Site Clearance

^(12/09) **UNIT 10** Not used

NOTE: For organizations who do not use temporary traffic signals, the assessment of those operative will not include Unit 7 (temporary traffic signals) of the logbook. This will be recorded on the operative's registration card as "12D RTMO (M1/M2) without Temporary Traffic Signals". This RTMO will not be able to extend their competencies until they have completed the basic training and assessment i.e. Unit 7 of M2.

^(12/09) Additional Optional Units

On completion of the training course the following assessments shall be recorded in the 12D Operative Logbook

- UNIT 11** Dual Carriageways (Module 3)
- UNIT 12** Convoy working (Module 4)
- UNIT 13** Multi-Phase Signals (Module 5)