

Highways England Company Limited

Area 9

Asset Delivery (AD)

Scope

Annex 3

Reference Documents

CONTENTS AMENDMENT SHEET

Amend. No.	Revision No.	Amendments	Initials	Date
0	0	Tender Issue	AJP	30/06/2021
1	1	“M&R Payment Process – FAQ for Suppliers” inserted in Table 1.2. as item 16 (TQ 60).	AJP	30/07/2021

LIST OF CONTENTS

1 REFERENCE DOCUMENTS..... 3

1.1 Reference Documents 3

1.2 Current Documents..... 3

1.3 Area Specific Documents..... 22

1.4 Amendments to Current and Area Specific Documents 24

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/highway-s-england-strategic-business-plan-2020-2025
2	Highways England: Delivery Plan 2020-2025	<i>Client’s Website</i> https://www.gov.uk/government/publications/highway-s-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/highway-s-england-sustainable-development-strategy
6	Highways England Environment Strategy	https://www.gov.uk/government/publications/highway-s-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/highway-s-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> [REDACTED]
12	Highways England Information Assurance Policy	<i>Client</i> [REDACTED]
13	Highways England – Visual identity – Requirements for our suppliers	<i>Client</i> [REDACTED] [REDACTED]
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 110 Material assets and waste	https://www.standardsforhighways.co.uk/dmrb/search/6a19a7d4-2596-490d-b17b-4c9e570339e9
18	LA 118 Biodiversity Design	https://www.standardsforhighways.co.uk/dmrb/search/9317652b-4cb8-4aaf-be57-b96d324c8965
19	LA 117 Landscape Design	https://www.standardsforhighways.co.uk/dmrb/search/82073bde-ec0c-4d4f-8eeb-afe0ace3c639

20	LA 120 Environmental management plans	https://www.standardsforhighways.co.uk/dmrb/search/a3a99422-41d4-4ca1-bd9e-eb89063c7134
21	Data Handling Policy for Supply Chains	<i>Client</i> [REDACTED] [REDACTED]
22	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
23	The Highways England Information Security Data Security Standard	[REDACTED] [REDACTED]
24	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
25	Lean Benefits Realisation Guide	<i>Client</i> [REDACTED]
26	Lean Knowledge Transfer Packs	[REDACTED]
27	Benefits Realisation Capture Forms	[REDACTED]
28	Highways England Lean Publications	https://www.gov.uk/government/collections/use-of-lean-in-highways-england
29	Lean Improvement Action Plan	[REDACTED] [REDACTED] www.gov.uk/guidance/highways-england-lean-maturity-assessment-helma
30	HE Lean Tracker	[REDACTED]
31	Lean Visual Management'	https://www.gov.uk/guidance/lean-visual-managagement-a-guide-for-highways-england-supply-chain

32	Highways England Lean Maturity Assessment	https://www.gov.uk/guidance/highways-england-lean-maturity-assessment-helma
33	Lean Knowledge Transfer Packs	
34	Aiming for Zero	Client's Website https://www.gov.uk/government/collections/roadworker-safety-highways-agencys-aiming-for-zero-programme
35	Strategic Framework for Road Safety	DfT website https://www.gov.uk/government/publications/strategic-framework-for-road-safety
36	Managing Health and Safety in Construction	Health and Safety Executive http://www.hse.gov.uk/pubns/books/l153.htm Health and Safety Executive (HSE) F10. https://www.hse.gov.uk/forms/notification/f10.htm
37	Health and safety policies, procedures, and guidance notes	<u>Client</u> [REDACTED]
38	Essentials of Managing Construction Health Risks	Client https://www.hse.gov.uk/construction/healthrisks/managing-essentials/managing-essentials.htm www.hse.gov.uk/construction/healthrisks/managing-essentials/essentials.pdf
39	Highways England: The road to good design	https://www.gov.uk/government/publications/the-road-to-good-design-highways-englands-design-vision-and-principles
40	Guidance for Principal Designers	https://www.citb.co.uk/health-safety-and-other-topics/health-safety/construction-design-and-management-regulations/cdm-guidance-documents/
41	Guidance for Principal Contractors	https://www.citb.co.uk/health-safety-and-other-topics/health-safety/construction-design-and-management-regulations/cdm-guidance-documents/

42	Construction Industry Training Board (CITB) guidance	https://www.citb.co.uk/about-citb/partnerships-and-initiatives/construction-design-and-management-cdm-regulations/cdm-regulations/
43	Highways Agency Litter Strategy	<i>Client's Website</i> https://www.gov.uk/government/publications/highway-s-england-litter-strategy
44	National energy strategy for roadside equipment	<i>Client's Website</i> https://www.gov.uk/government/publications/national-energy-strategy-for-roadside-equipment
45	Highways England Health and Safety 5 Year Plan	https://www.highwayssafetyhub.com/uploads/5/1/2/9/51294565/health_and_safety_five_year_plan_may_17.pdf
46	Highways England Complaints Procedure	<i>Client's Website</i> https://highwaysengland.co.uk/about-us/complaints-procedure/
47	Highways England Corporate Complaints Process	[REDACTED]
48	Highways England Customer Service Strategy	<i>Client</i> [REDACTED]
49	Highways England Communications Plan	[REDACTED]
50	Highways England – Normal not formal. A guide to our corporate narrative, tone of voice and writing style	<i>Client</i> [REDACTED]
51	Declaration of Interest form	<i>Client</i> [REDACTED]
52	Highways England Social Media Policy	[REDACTED]

53	Risk policy and strategy for the management of risk	[REDACTED]
54	Risk and issue management principles document	[REDACTED]
55	Not Used	
56	Not Used	
57	Not Used	
58	Risk and issues management manual	[REDACTED]
59	Risk Management user guide	[REDACTED]
60	Not Used	
61	Highways England Technology Strategy	<u><i>Client</i></u> https://www.gov.uk/government/publications/highway-s-englands-innovation-technology-and-research-strategy
62	Highways England air quality strategy	https://www.gov.uk/government/publications/highway-s-england-air-quality-strategy
63	Raising the Bar Initiative	https://www.gov.uk/government/collections/health-and-safety-for-major-road-schemes-raising-the-bar-initiative
64	Home Safe and Well initiative	<u><i>Client</i></u> https://assets.highwaysengland.co.uk/about-us/Home+Safe+and+Well+Strategy+2019.pdf
65	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

66	Considerate Customer Codes of Practice	https://www.ccscheme.org.uk/ccs-ltd/code-of-considerate-practice-2/
67	Customer Survey Strategy – Better Journeys and Better Conversations	https://www.gov.uk/government/publications/customer-service-strategy
68	Roadworks – A Customer's View	<i>Client</i> Roadworks - A customer View - Implementation Toolkit 2.1.pdf Roadworks - A Customer View Lo.pdf
69	Transport Infrastructure Skills Strategy	https://www.gov.uk/government/publications/transport-infrastructure-skills-strategy-building-sustainable-skills
70	Transport Infrastructure Efficiency Strategy	https://www.gov.uk/government/publications/transport-infrastructure-efficiency-strategy
71	Not Used	
72	Security Requirements for List X Contractors	https://www.gov.uk/government/publications/security-requirements-for-list-x-contractors
73	Statement of Highways England's IT Security Policy	<i>Client</i> [REDACTED]
74	Information Security Secure Data Handling Requirements	<i>Client</i> [REDACTED] [REDACTED]
75	Major Incident Management	<i>Client</i> [REDACTED]
76	Information Security: Incident Management Requirements	<i>Client</i> [REDACTED] [REDACTED]
77	Customer Maturity Matrix Self-Assessment Questions	<i>Client</i> [REDACTED]

78	Customer Centric Action Plan (CCAP) Template	Client [REDACTED]
79	Premises Management Duty Holders RACI Template	Client [REDACTED] [REDACTED]
80	Monthly inspection checklist form	Client [REDACTED]
81	OE2025 Maintenance Productivity overview	Client [REDACTED]
B. Mandatory - Performance Measurements		
Ref.	Publication	Published by / Available from
82	Monthly Review Progress Report Framework	Client M&R MRPR Framework Issue 9 Rev 0.pdf
83	Live Carriageway Crossing and Live Lane Working Guidance	Client [REDACTED] [REDACTED] [REDACTED] [REDACTED]
84	EDIT toolkit	Client [REDACTED]
85	Inclusion Action Plan template	Client [REDACTED] [REDACTED]
86	Transition Plan Framework	Client [REDACTED]

July 2021

89	Government Buying Standards Transport 2017	https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs
C. Mandatory - Technical Requirements		
Ref.	Publication	Published by / Available from
90	Circular Roads	DfT Website (Current) https://www.gov.uk/government/publications/roads-circulars
91	Circular Planning	Communities and Local Government Website https://www.gov.uk/government/organisations/department-for-communities-and-local-government/series/planning-circulars
92	DfT Guidance on Transport Assessments	DfT Website https://www.gov.uk/guidance/transport-evidence-bases-in-plan-making-and-decision-taking
93	Design Manual for Roads and Bridges	DfT Standards for Highways Website https://www.standardsforhighways.co.uk/ha/standards/DMRB/
94	Manual of Contract Documents for Highway Works	DfT Standards for Highways Website https://www.standardsforhighways.co.uk/ha/standards/mchw/
95	Network Delivery and Development Portfolio Control Framework (NDD PCF)	<i>Client</i> [REDACTED] [REDACTED]
96	Road Notes	The Stationery Office
97	Traffic Signs Manual and Notes for Guidance on Safety at Roadworks	DfT Website https://www.gov.uk/government/publications/traffic-signs-manual
98	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

99	Guidance on the Deployment of Airwave for Highways England Service Providers V5	<i>Client</i> [REDACTED] [REDACTED]
100	Guidance to Service Providers on the requirements associated with mobilisation V3	<i>Client</i> [REDACTED] [REDACTED]
101	Highways England - Airwave For Service Providers - Processes and Procedures V1 (21-01-2021)	<i>Client</i> [REDACTED] [REDACTED]
102	Highways England - Airwave for Service Providers Code of Practice version 4	<i>Client</i> [REDACTED] [REDACTED]
103	Home Office - Airwave Service Code of Practice Issue Version 5.0 - 10 Dec 15	<i>Client</i> [REDACTED] [REDACTED]
104	Home Office - Airwave Service Code of Practice Issue Version 5.0 - 10 Dec 15 Annex C	<i>Client</i> [REDACTED] [REDACTED]
105	ISU Terminal Return Process V4	<i>Client</i> [REDACTED]
106	NOT USED	
107	CCTV Guidance	<i>Client</i> https://highways.sharepoint.com/WayWeWork/Pages/cctv-footage-request.aspx
108	HAPMS Visual Survey Manual	<i>Client</i> [REDACTED] Contact details: [REDACTED]

109	SMIS User Guidance	<i>Client</i> [REDACTED]
110	Energy Savings Plan Guidance	<i>Client</i> [REDACTED] [REDACTED]
111	Asset Data Management Manual (ADMM)	<i>Client</i> http://www.standardsforhighways.co.uk/ha/standards/admm/index.htm
112	Asset Management Policy	<i>Client</i> [REDACTED] [REDACTED]
113	Asset Management Strategy	<i>Client</i> [REDACTED]
114	Highways England Asset Management Transformation Programme	<i>Client</i> [REDACTED] [REDACTED]
115	Highways England Metal Theft Toolkit	<i>Client</i> [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
116	Personnel Security requirements and management arrangements	https://webarchive.nationalarchives.gov.uk/+/http://www.cabinetoffice.gov.uk/spf/sp3_ps.aspx
117	(HMG) Security Policy Framework	https://www.gov.uk/government/publications/security-policy-framework
118	Security check process of the BPSS	https://www.gov.uk/government/publications/government-baseline-personnel-security-standard

119	Equality Act 2010	http://www.legislation.gov.uk/ukpga/2010/15/content_s
120	The Bribery Act 2010	https://www.legislation.gov.uk/ukpga/2010/23/contents
121	Rehabilitation of Offender Act 1974	http://www.legislation.gov.uk/ukpga/1974/53
122	The Official Secret Act 1989	The Official Secret Act 1989
123	Highways England Counter Fraud, Bribery & Corruption Policy & Response Plan	<i>Client</i> [REDACTED] [REDACTED]
124	Basic disclosure certificate check option	https://www.gov.uk/government/organisations/disclosure-and-barring-service/about
125	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
126	Cabinet Office standards	https://www.gov.uk/government/publications/security-policy-framework and https://www.gov.uk/government/publications/government-baseline-personnel-security-standard
127	BPSS Form and guidance	[REDACTED]
128	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;
129	Data Protection Act 2018	Data Protection Bill: General Processing
130	NRTS Supporting Information Services and Interfaces - GD 00323/RT/E/257	NRTS supporting documentation can be found at www.nrtsc.co.uk

131	EU Settlement Scheme	https://www.gov.uk/settled-status-eu-citizens-families
132	2012/27/EU directive	2012/27/EU directive
133	NRTS Project Agreement Schedule 1.3 General Constraints – GD00323/RT/E/484	NRTS supporting documentation can be found at www.nrtsco.com
134	BS 7671:1992 Requirements for Electrical Installations. IEE Wiring Regulations 17th Edition	British Standards Institute ISBN: 978 0 86341 844 0
135	SI 1989:635 Electricity at Work Regulations	Available online at https://www.legislation.gov.uk/
136	BS 4444:1989 Guide to electrical earth monitoring and protective conductor proving	British Standards Institute ISBN: 0 580 17882 X
137	BS 7430:1998 Code of Practice for Earthing	British Standards Institute ISBN: 0 580 28229 5
138	National Cyber Security Centre End user device (EUD) security guidance	National Cyber Security Centre - end user device security
139	Freedom of Information Act 2000 or later revision or replacement.	Freedom of Information Act 2000
140	Section 46 of Freedom of Information Act 2000 or later revision or replacement.	Section 46 of the Freedom of Information Act 2000
141	Environmental Information Regulations 2004 or later revision or replacement.	Environmental Regulations 2004

142	Environmental Permitting (England and Wales) Regulations 2008	Environmental Permitting Regulations (England and Wales)
143	Town and Country Planning Act (2008)	Town and Country Planning 2008
144	The Public Interest Disclosure Act 1998 or later revision or replacement.	The Public Interest Disclosure Act 1998
145	Construction Design and Management (CDM) Regulations 2015 or later revision or replacement.	http://www.legislation.gov.uk/ukxi/2015/51/contents/made https://www.hse.gov.uk/construction/cdm/2015/index.htm
146	The Institution of Occupational Safety and Health	https://www.iosh.com/
147	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
148	<i>Client's</i> environmental strategy	Highways England Environment Strategy
149	Carbon Emissions Calculation Tool	https://www.gov.uk/government/publications/carbon-tool
150	Fair Payment Charter	Highways England Fair Payment Charter
151	Common intent documents	<div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 60%;"></div> <p>Link for the Highways Safety Hub generally:</p> <div style="background-color: black; height: 15px; width: 60%;"></div>

152	Health and Safety Maturity Matrix	<i>Client</i> [REDACTED] [REDACTED]
153	National Skills Academy for Construction	https://www.citb.co.uk/standards-and-delivering-training/national-skills-academy-for-construction/
154	National Examination Board in Occupational Safety and Health (NEBOSH)	https://www.nebosh.org.uk/home/
155	ISO45001:2018	https://www.iso.org/iso-45001-occupational-health-and-safety.html
156	ISO 55000	https://www.iso.org/standard/55088.html
157	ISO 9001	https://www.iso.org/standard/62085.html
158	Occupational descriptors	<i>Client</i> [REDACTED] [REDACTED]
159	Recruiting for Success	<i>Client</i> [REDACTED] [REDACTED]
160	Apprenticeship data collection form	<i>Client</i> [REDACTED] [REDACTED]
161	Shared Apprenticeship Standard (Schemes)	https://sharedapprentice.org
162	UK Visas and Immigration's "Right to Work" acceptable documents and guidance	https://www.gov.uk/government/publications/right-to-work-checks-employers-guide Right to Work Checklist
163	UK Visas and Immigration guidance on right to work and record retention	https://www.gov.uk/government/collections/employers-illegal-working-penalties

164	Scotland or Northern Ireland criminal record check process	https://www.gov.uk/request-copy-criminal-record
165	Highways England BPSS Privacy Notice	Scope Annex 03 - BPSS Privacy Notice.pdf
166	Her Majesty's Passport Office guidance	https://www.gov.uk/government/publications/basic-passport-checks
D. Advisory – General		
Ref.	Publication	Published by / Available from
167	Disabled Driver Publications	DfT Website https://www.gov.uk/government/policies/making-transport-more-accessible-to-all
168	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
169	National, Regional & Local Biodiversity Action Plans	Natural England/ Local Authorities / Local Wildlife Trusts https://www.gov.uk/government/publications/biodiversity-plan
170	Local Transport Notes	DfT Website https://www.gov.uk/government/publications/local-transport-notes
171	Planning Policy Guidance Notes	Communities and Local Government Website
172	Traffic Advisory Leaflets	DfT Website https://www.gov.uk/government/organisations/department-for-transport/series/traffic-advisory-leaflets
173	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

174	Procurement Policy Note 01/17 entitled update to Transparency Principles	https://www.gov.uk/government/publications/procurement-policy-note-0117-update-to-transparency-principles
175	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
176	Information Technology Infrastructure Library	https://www.gov.uk/government/publications/best-management-practice-portfolio/about-the-office-of-government-commerce
177	Construction Industry Training Board	<i>Client</i> Scope Annex 03 - CITB guidance.pdf
178	<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
179	PPN Procurement Policy Note 01/18 Supply Chain Visibility	PPN Procurement Policy Note 01/18 Supply Chain Visibility
180	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
181	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
182	PPN 02/17 Promoting Greater Transparency 13 December 2017 or later revision or replacement.	PPN 02/17 Promoting Greater Transparency 13 December 2017



183	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
184	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
185	Driving for Better Business	https://www.drivingforbetterbusiness.com/case-studies/
186	Driving for Better Business commitment	http://www.drivingforbetterbusiness.com/getting-started/the-commitment/
187	Disclosure and Barring Service	Disclosure and Barring Service
188	Highways England Non - Disclosure covering letter	Highways England Non Disclosure Agreement
189	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> [REDACTED]
3.	GS 801 - Asset delivery asset inspection requirements	<i>Client</i> [REDACTED] [REDACTED]
4.	GM 702 – Operational requirements for network occupancy	<i>Client</i> [REDACTED] [REDACTED]
5.	GM 703 – Operational requirements for incident management	<i>Client</i> [REDACTED] [REDACTED]
6.	GM 704 – Operational requirements for severe weather	<i>Client</i> [REDACTED] [REDACTED]
7.	Severe Weather Plan – AD Appendices	<i>Client</i> [REDACTED]
8.	Severe Weather Handbook	<i>Client</i> [REDACTED]
9.	Severe Weather Plan Template	AD Severe Weather Plan Area 9 tender Rev 0

10.	Specification	<i>Client</i> Area 9 M&R Specification Issue 9 Revision 0.pdf
11.	Vesting Certificate template	Vesting Certificate template Issue 9 Revision 0
12.	NRTS Interface Arrangement template	
13.	Control Centre Interface Arrangement template	Area 9 Control Centre Interface Arrangement template Issue 9 Revision 0
14.	Roadside Technology Spares List	
15.	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.
16.	Highways England Payment Process - FAQ for Suppliers	M&R Payment Process - FAQ for Suppliers

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	Implementation of BD 97/12 - The Assessment of Scour and Other Hydraulic Actions at Highway Structures	173/13	
2	Structural safety reporting	136/10	
3	Temporary Automatic Speed Camera System for the Enforcement of Mandatory Speed Limits at Roadworks (TASCAR)	113/08	
4	Implementation of Construction (Design and Management) 2007 and the withdrawal of SD 10 and SD 11	105/08	
5	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

6	Standards underpinning Intelligence-Led Maintenance	456/19	This CHE Memorandum supersedes CHE Memorandum 442/19, which is withdrawn.
7	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	
8	AMS Steel Mounting Frame Connection to Steel Portal Gantries	451/19	
9	Customer service standard for diversion routes for planned works and activities	448/19	
10	Acceptance of Castlegate 535 Ltd - Noise barriers and withdrawal of CHE Memo 437/19	447/19	Supersedes CHE memo 437/19 which is withdrawn
11	Simplified Guidance to Designers for Installation of Surface Mounted N1/N2 Safety Barriers on Unreinforced Concrete Verges and Central Reserves over Bridges	441/19	
12	Customer Service Standard - Reducing litter on the Strategic Road Network	440/19	
13	Customer Service Standard - Accurate advance notification of planned closures	439/19	
14	Customer Service Standard -Scheme Billboards	438/19	

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

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

41	Secondary Restraints for All Version 2 AMIs	366/15	
42	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
43	Structural inspection of gantries and masts	361/15	
44	Techspan Version 2 Advanced Motorway Indicator Bracket Replacement	359/15	Read in conjunction with CHE Memo 355/15
45	Management of post-tensioned concrete bridges	357/15	
46	Product conformity certification requirements for ready mixed concrete	356/15	
47	Safety Alert – Techspan Version 2 Advanced Motorway Indicators (AMIs)	355/15	
48	Urgent Safety Alert - SAPA Passively safe lighting columns	353/15	Read in conjunction with CHE Memo 317/13
49	Reporting of Metal and Plant Theft	350/15	
50	Safety Alert – SAPA Passively safe lighting columns	317/13	
51	GD 4/12 Safety Risk Assessment on the Strategic Road Network (SRN)	302/12	Read in conjunction with GD 4/12
52	Risk-based Inspection Intervals	300/12	
53	Designation of assets for flood risk management purposes	299/12	

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

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

79	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
80	Managing Half – Joint Deck Structures	177/06	Read in conjunction with IAN 53/04
81	Key actions for the review of signing at safety camera sites	169/06	
82	Key Actions For Implementation Of Safety Cameras At Road Works	161/06 Rev 1	Read in conjunction with - Safety Camera Partnership Guidance
83	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
84	SafeNET – Accident Prediction Software For Road Networks	154/05	
85	Compliance Of UK Traffic Signals Heads To European Standard BS EN 12368	129/03	
86	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

87	DTLR Planning Policy Guidance Note 25: Development and Flood Risk	110/02	Office of Deputy Prime Minister
88	The Safe Operation of Permanent Moveable Under-deck Bridge Access Gantries	090/00	
89	Outline Approval in Principle for Scaffold Guard Structures over Motorways and other Trunk Roads	015/94	
90	Trafficmaster Driver Information System - Installation and Maintenance (motorway gantries)	013/94	
91	Trafficmaster Driver Information System - Installation and Maintenance (overbridges) Amendment No. 1	012/93 Amend 1	
92	Severe Weather Plan Template 2020/2021	470/20	
93	Update to complete suite of documents in the Design Manual for Roads and Bridges	469//20	
94	Use of Non-CPR compliant products on Highways England schemes	468/20	
95	Electrical Safety Modification of Highways England Cabinet Type 600 Mk6	467/20	
96	Management arrangement of safety risk for construction inspection activities during the COVID-19 pandemic (Update 1)	466/20	
97	Management arrangement of safety risk for construction inspection activities during the COVID-19 pandemic	465/20	
98	Withdrawal of IAN 166 – Road Death Investigation Manual	464/20	

99	Masts fitted with winches - Inspection of assets	476/21	
100	Failure of a sign on a Portal Gantry	475/21	
101	Procedures for access to Network Rail property for inspection, maintenance and construction activities	474/21	
102	Safety critical structures with internal voids and other hidden elements, changes to inspection and maintenance requirements	473/21	
103	Structure records	472/21	
104	The Use of unnamed Aerial Systems (UAS) policy	471/20	