

**Highways England Company Limited**

**Area 3**

**Asset Delivery (AD) Scope**

**Annex 3 Reference Documents**

**CONTENTS AMENDMENT SHEET**

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| **Amend.****No.** | **Revision No.** | **Amendments** | **Initials** | **Date** |
| 0 | 0 | Tender Issue | SOS | 21/10/2020 |
| 1 | 1 | Asset Management Strategy reference insertedHighways England’s AD Transformation Programme refence insertedISO 55000 reference insertedPAS55 (Annex 3 Items previously included as 94/95) deleted | AP | 06/11/2020 |
| 2 | 2 | Insertion of Shared Apprenticeship Standard | SOS | 04/12/2020 |
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**LIST OF CONTENTS**

## REFERENCE DOCUMENTS 3

* 1. Reference Documents 3
	2. Current Documents 3
	3. Area Specific Documents 22
	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. 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.
		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 | *Client’*s Website[https://www.gov.uk/government/publications/highway](https://www.gov.uk/government/publications/highways-england-strategic-business-plan-2020-2025)  [s-england-strategic-business-plan-2020-2025](https://www.gov.uk/government/publications/highways-england-strategic-business-plan-2020-2025) |
| 2 | Highways England: Delivery Plan 2020-2025 | *Client’s* Website[https://www.gov.uk/government/publications/highway](https://www.gov.uk/government/publications/highways-england-delivery-plan-2020-2025)  [s-england-delivery-plan-2020-2025](https://www.gov.uk/government/publications/highways-england-delivery-plan-2020-2025) |
| 3 | Road Investment Strategy | *Client’s* Website[https://www.gov.uk/government/publications/road-](https://www.gov.uk/government/publications/road-investment-strategy-2-ris2-2020-to-2025)  [investment-strategy-2-ris2-2020-to-2025](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 | *Client’s* Website[https://assets.publishing.service.gov.uk/government/](https://secure-web.cisco.com/1C1GA_7yGZq4m4640NhdriHao0y-0UKjEPlvCfpP8aGL7tkKW4hopG3eb3qbEtPV3aMR65_MCF03NWKnimGL4WTCNzo26P0sS5P5pJheuM33YzY6-ABkcAnqK0qWnKXBYzXb1gGjfSzYHL7G3y1me_5RUsF_g2mVoeCgroXcXUy4MFXFCjsnyB7qIy-c-lR1Z1kvLhyKRQSz-9O8yHvjxOYh_EXPFnqJtydMHTjaP8OPnctKpoH094XoycMcdn9jPFnBY1LqeJAD4itllnozccqLSuY1RUk27_G17h8QsoKPUiDeaLx_JYgMKT7QNBoneXvppfytXl2EBiAxazoQc3w/https%3A//assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/490540/S150634_Traffic_Information_Strategy.pdf)  [uploads/system/uploads/attachment\_data/file/49054](https://secure-web.cisco.com/1C1GA_7yGZq4m4640NhdriHao0y-0UKjEPlvCfpP8aGL7tkKW4hopG3eb3qbEtPV3aMR65_MCF03NWKnimGL4WTCNzo26P0sS5P5pJheuM33YzY6-ABkcAnqK0qWnKXBYzXb1gGjfSzYHL7G3y1me_5RUsF_g2mVoeCgroXcXUy4MFXFCjsnyB7qIy-c-lR1Z1kvLhyKRQSz-9O8yHvjxOYh_EXPFnqJtydMHTjaP8OPnctKpoH094XoycMcdn9jPFnBY1LqeJAD4itllnozccqLSuY1RUk27_G17h8QsoKPUiDeaLx_JYgMKT7QNBoneXvppfytXl2EBiAxazoQc3w/https%3A//assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/490540/S150634_Traffic_Information_Strategy.pdf)  [0/S150634\_Traffic\_Information\_Strategy.pdf](https://secure-web.cisco.com/1C1GA_7yGZq4m4640NhdriHao0y-0UKjEPlvCfpP8aGL7tkKW4hopG3eb3qbEtPV3aMR65_MCF03NWKnimGL4WTCNzo26P0sS5P5pJheuM33YzY6-ABkcAnqK0qWnKXBYzXb1gGjfSzYHL7G3y1me_5RUsF_g2mVoeCgroXcXUy4MFXFCjsnyB7qIy-c-lR1Z1kvLhyKRQSz-9O8yHvjxOYh_EXPFnqJtydMHTjaP8OPnctKpoH094XoycMcdn9jPFnBY1LqeJAD4itllnozccqLSuY1RUk27_G17h8QsoKPUiDeaLx_JYgMKT7QNBoneXvppfytXl2EBiAxazoQc3w/https%3A//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](https://www.gov.uk/government/publications/highways-england-sustainable-development-strategy)  [s-england-sustainable-development-strategy](https://www.gov.uk/government/publications/highways-england-sustainable-development-strategy) |
| 6 | Highways England Environment Strategy | [https://www.gov.uk/government/publications/highway](https://www.gov.uk/government/publications/highways-england-environment-strategy)  [s-england-environment-strategy](https://www.gov.uk/government/publications/highways-england-environment-strategy) |
| 7 | Highways England – Procurement Strategy | *Client*[https://www.gov.uk/government/organisations/highw](https://www.gov.uk/government/organisations/highways-england/about/procurement)  [ays-england/about/procurement](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. | *Client’*s Website[https://www.gov.uk/government/publications/highway](https://www.gov.uk/government/publications/highways-agency-environment-strategy)  [s-agency-environment-strategy](https://www.gov.uk/government/publications/highways-agency-environment-strategy) |

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| 9 | GG 103 ‘Introduction and general requirements for sustainable development and design’ | [https://www.standardsforhighways.co.uk/dmrb/searc](https://www.standardsforhighways.co.uk/dmrb/search/89d10ef2-7833-44df-9140-df85cd6382b9)  [h/89d10ef2-7833-44df-9140-df85cd6382b9](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-](https://www.gov.uk/government/publications/roads-reform-a-fresh-start-for-the-strategic-road-network-government-response-and-feasibility-study-terms-of-reference)  [reform-a-fresh-start-for-the-strategic-road-network-](https://www.gov.uk/government/publications/roads-reform-a-fresh-start-for-the-strategic-road-network-government-response-and-feasibility-study-terms-of-reference)  [government-response-and-feasibility-study-terms-of-](https://www.gov.uk/government/publications/roads-reform-a-fresh-start-for-the-strategic-road-network-government-response-and-feasibility-study-terms-of-reference) [reference](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 | *Client*Scope Annex 03 - Company Records Policy v1.pdf |
| 12 | Highways England Information Assurance Policy | *Client*Scope Annex 03 - Information Assurance Policy.pdf |
| 13 | Highways England – Visual identity – Requirements for our suppliers | *Client*Scope Annex 03 - Highways England Visual Identity Version Feb 2020.pdf |
| 14 | National Planning Policy Framework | Planning Portal Website[http://www.planningportal.gov.uk/planning/planningp](http://www.planningportal.gov.uk/planning/planningpolicyandlegislation/about/ppsppg)  [olicyandlegislation/about/ppsppg](http://www.planningportal.gov.uk/planning/planningpolicyandlegislation/about/ppsppg) |
| 15 | Highways England Licence | *Client*[https://assets.publishing.service.gov.uk/government/](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/431389/strategic-highways-licence.pdf)  [uploads/system/uploads/attachment\_data/file/43138](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/431389/strategic-highways-licence.pdf)  [9/strategic-highways-licence.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/431389/strategic-highways-licence.pdf) |
| 16 | Highways England Biodiversity Plan | *Client*[https://www.gov.uk/government/publications/biodiver](https://www.gov.uk/government/publications/biodiversity-plan)  [sity-plan](https://www.gov.uk/government/publications/biodiversity-plan) |
| 17 | LA 118 Biodiversity Design | https://[www.standardsforhighways.co.uk/dmrb/searc](http://www.standardsforhighways.co.uk/dmrb/searc) h/9317652b-4cb8-4aaf-be57-b96d324c8965 |
| 18 | LA 117 Landscape Design | https://[www.standardsforhighways.co.uk/dmrb/searc](http://www.standardsforhighways.co.uk/dmrb/searc) h/82073bde-ec0c-4d4f-8eeb-afe0ace3c639 |
| 19 | LA 120 Environmental management plans | https://[www.standardsforhighways.co.uk/dmrb/searc](http://www.standardsforhighways.co.uk/dmrb/searc) h/a3a99422-41d4-4ca1-bd9e-eb89063c7134 |
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| 20 | Data Handling Policy for Supply Chains | *Client*Scope Annex 03 - Data Handling Policy - Supply Chain Version V3.pdf |
| 21 | HMG Security Policy Framework (Current May 2018) with particular reference to Security Policy No.3: Personnel Security | Cabinet Office Website[https://www.gov.uk/government/publications/security](https://www.gov.uk/government/publications/security-policy-framework)[-policy-framework](https://www.gov.uk/government/publications/security-policy-framework) |
| 22 | The Highways England Information Security Data Security Standard | Scope Annex 03 - Information Security Data Security Standard v1.0.pdf |
| 23 | HMG Government Security Classifications | [https://assets.publishing.service.gov.uk/government/](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/715778/May-2018_Government-Security-Classifications-2.pdf)  [uploads/system/uploads/attachment\_data/file/71577](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/715778/May-2018_Government-Security-Classifications-2.pdf)  [8/May-2018\_Government-Security-Classifications-](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/715778/May-2018_Government-Security-Classifications-2.pdf)  [2.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/715778/May-2018_Government-Security-Classifications-2.pdf) |
| 24 | Lean Benefits Realisation Guide | *Client*Scope Annex 03 - Lean Benefits Realisation Guide |
| 25 | Benefits Realisation Capture Forms | <https://kol.withbc.com/HA-Lean/> |
| 26 | Highways England Lean Publications | [https://www.gov.uk/government/collections/use-of-](https://www.gov.uk/government/collections/use-of-lean-in-highways-england)  [lean-in-highways-england](https://www.gov.uk/government/collections/use-of-lean-in-highways-england) |
| 27 | Lean Improvement Action Plan |  Scope Annex 03 - HELMA Lean Improvement Action Plan.pdf |
| 28 | HE Lean Tracker | <https://kol.withbc.com/HA-Lean/> |
| 29 | Lean Visual Management’ | [https://www.gov.uk/guidance/lean-visual-](https://secure-web.cisco.com/1xsgNOD6C38ZILnCSoIFAbIbVrv0csSwkamExlOpUbEz0fZFnZoPlnFjvLbyI78VmgdlNYVEznXNNFNQ31PsRQJJ0LyHOXFZ8mQSVbKSxJbrP4hvw9txAOWQ7DfKhybeOeP63QXNCjmT7FnZN47nia5tGa55RfUMCINPbh4LSzTRGVwi4wn6PZj3qep55zrAXv-ZQaYp55A5LKWsHAcEHkn8To7z1aq53VYrqkCqJexb_hM-Pv2S1QDBupKwa5MXdYFxUEmY8GqFDxuoTEMVol0jlK2qksXFF321sjkBSaCs7Wl3KPunMLg1YfD8PS9244Q4i3uU73zzqLZ38vg5j1w/https%3A//www.gov.uk/guidance/lean-visual-managagement-a-guide-for-highways-england-supply-chain)  [managagement-a-guide-for-highways-england-](https://secure-web.cisco.com/1xsgNOD6C38ZILnCSoIFAbIbVrv0csSwkamExlOpUbEz0fZFnZoPlnFjvLbyI78VmgdlNYVEznXNNFNQ31PsRQJJ0LyHOXFZ8mQSVbKSxJbrP4hvw9txAOWQ7DfKhybeOeP63QXNCjmT7FnZN47nia5tGa55RfUMCINPbh4LSzTRGVwi4wn6PZj3qep55zrAXv-ZQaYp55A5LKWsHAcEHkn8To7z1aq53VYrqkCqJexb_hM-Pv2S1QDBupKwa5MXdYFxUEmY8GqFDxuoTEMVol0jlK2qksXFF321sjkBSaCs7Wl3KPunMLg1YfD8PS9244Q4i3uU73zzqLZ38vg5j1w/https%3A//www.gov.uk/guidance/lean-visual-managagement-a-guide-for-highways-england-supply-chain)  [supply-chain](https://secure-web.cisco.com/1xsgNOD6C38ZILnCSoIFAbIbVrv0csSwkamExlOpUbEz0fZFnZoPlnFjvLbyI78VmgdlNYVEznXNNFNQ31PsRQJJ0LyHOXFZ8mQSVbKSxJbrP4hvw9txAOWQ7DfKhybeOeP63QXNCjmT7FnZN47nia5tGa55RfUMCINPbh4LSzTRGVwi4wn6PZj3qep55zrAXv-ZQaYp55A5LKWsHAcEHkn8To7z1aq53VYrqkCqJexb_hM-Pv2S1QDBupKwa5MXdYFxUEmY8GqFDxuoTEMVol0jlK2qksXFF321sjkBSaCs7Wl3KPunMLg1YfD8PS9244Q4i3uU73zzqLZ38vg5j1w/https%3A//www.gov.uk/guidance/lean-visual-managagement-a-guide-for-highways-england-supply-chain) |
| 30 | Highways England Lean Maturity Assessment | [https://www.gov.uk/guidance/highways-england-](https://www.gov.uk/guidance/highways-england-lean-maturity-assessment-helma)  [lean-maturity-assessment-helma](https://www.gov.uk/guidance/highways-england-lean-maturity-assessment-helma) |
| 31 | Lean Knowledge Transfer Packs | <https://kol.withbc.com/HA-Lean/> |

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| 32 | Aiming for Zero | *Client’s* Website[https://www.gov.uk/government/collections/roadwork](https://secure-web.cisco.com/1HrhAi8swla_doCkLd9bok-CLXRck8-465pp1246FWEQx_QvqSTRqBqGTkRW7xjyeqapgfCS5b4U2TwkfxmQDMhxsARMEAmFr3MLV3jFWPHtiguu9MLm4wCJr87bBY08gyKpf-If8y5pVrG5MkoH9YYwLupL58wNP1ARw8BthxvUCcTZPYBkgoceFc13BD1zJSkiE9GrzGbqdgml9jMST_07ZII-KYzlyzmyTYlsbAtS_HbmeIjA_fANkuASP2mMH-KLoY0pOFAliJNzI1ZNQUUY4ua44ouXHjtf6D-CVo1BN_AxYtyTfaG1RMFvCRb5KCOLpz2jBNmYSFmPcypqaEw/https%3A//www.gov.uk/government/collections/roadworker-safety-highways-agencys-aiming-for-zero-programme)  [er-safety-highways-agencys-aiming-for-zero-](https://secure-web.cisco.com/1HrhAi8swla_doCkLd9bok-CLXRck8-465pp1246FWEQx_QvqSTRqBqGTkRW7xjyeqapgfCS5b4U2TwkfxmQDMhxsARMEAmFr3MLV3jFWPHtiguu9MLm4wCJr87bBY08gyKpf-If8y5pVrG5MkoH9YYwLupL58wNP1ARw8BthxvUCcTZPYBkgoceFc13BD1zJSkiE9GrzGbqdgml9jMST_07ZII-KYzlyzmyTYlsbAtS_HbmeIjA_fANkuASP2mMH-KLoY0pOFAliJNzI1ZNQUUY4ua44ouXHjtf6D-CVo1BN_AxYtyTfaG1RMFvCRb5KCOLpz2jBNmYSFmPcypqaEw/https%3A//www.gov.uk/government/collections/roadworker-safety-highways-agencys-aiming-for-zero-programme)  [programme](https://secure-web.cisco.com/1HrhAi8swla_doCkLd9bok-CLXRck8-465pp1246FWEQx_QvqSTRqBqGTkRW7xjyeqapgfCS5b4U2TwkfxmQDMhxsARMEAmFr3MLV3jFWPHtiguu9MLm4wCJr87bBY08gyKpf-If8y5pVrG5MkoH9YYwLupL58wNP1ARw8BthxvUCcTZPYBkgoceFc13BD1zJSkiE9GrzGbqdgml9jMST_07ZII-KYzlyzmyTYlsbAtS_HbmeIjA_fANkuASP2mMH-KLoY0pOFAliJNzI1ZNQUUY4ua44ouXHjtf6D-CVo1BN_AxYtyTfaG1RMFvCRb5KCOLpz2jBNmYSFmPcypqaEw/https%3A//www.gov.uk/government/collections/roadworker-safety-highways-agencys-aiming-for-zero-programme) |
| 33 | Strategic Framework for Road Safety | DfT website[https://www.gov.uk/government/publications/strategi](https://www.gov.uk/government/publications/strategic-framework-for-road-safety)  [c-framework-for-road-safety](https://www.gov.uk/government/publications/strategic-framework-for-road-safety) |
| 34 | 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> |
| 35 | Health and safety policies, procedures, and guidance notes | *Client*[http://www.highwayssafetyhub.com/](http://secure-web.cisco.com/1o3nLKZRGXoNSszg0zP_NRTBrjb6wC6MT_KEuxZDO1zSH6I6duvPDjdYr5K4jGs669n5AHP4NrTGpd39WH5nfSsovhsPqPi0XMhrpiPhZ2KvHchHEeiYCSBy0w4cMLN2PRohbrKrIoeQffOFL19SbHc8upd6OJ9b3CkZ4eQOuuKy-szXXBn2HXR13-D8B4VMYHPa6x0ByxaA2DH-ifphCzNuz7OaI-skvEdNPfFfMM0sabY-QC1m5iy64m_2qAe1s4p9_gFOuDwMMC8-xeteS-a7QXZlCzac2Ho1OsOwMFqkwbLW0nMLcMBSSW6V6TPC88G5FFvWCMfnxvSzbus_dwQ/http%3A//www.highwayssafetyhub.com/) |
| 36 | Essentials of Managing Construction Health Risks | *Client*[https://www.hse.gov.uk/construction/healthrisks/man](https://secure-web.cisco.com/13wg_icY046iKlRc8fmUdcZNj-gOugTM1iiZzfezmUJo9LB0z05AZVUau7FNxc9SC2xHLLm6AY1YWO6zIy5xRyqSKiRxdsz_LISSyAhSMhhT8pdSfmcueMyLSAWx1YpzD_2AFW6n97Z_i3qAzD1OYOmkPS5n7pyQqYVJuTrbidX6Q8408w7aFlIFlrfUYybU-y2rdH1u8QqehBYml51ln6ejZsQlYG1EbGqdm9tbG1NBr5TbmZs5r2dI3CNAmmql2B7UYe-LlHPaJVmc8sZwthnQ9BW27gXIDHbPwcFBXzmcakqFF9g8N856jztcFPL_NFR2HzJjmXQ36Hi_Tq7UobQ/https%3A//www.hse.gov.uk/construction/healthrisks/managing-essentials/managing-essentials.htm)  [aging-essentials/managing-essentials.htm](https://secure-web.cisco.com/13wg_icY046iKlRc8fmUdcZNj-gOugTM1iiZzfezmUJo9LB0z05AZVUau7FNxc9SC2xHLLm6AY1YWO6zIy5xRyqSKiRxdsz_LISSyAhSMhhT8pdSfmcueMyLSAWx1YpzD_2AFW6n97Z_i3qAzD1OYOmkPS5n7pyQqYVJuTrbidX6Q8408w7aFlIFlrfUYybU-y2rdH1u8QqehBYml51ln6ejZsQlYG1EbGqdm9tbG1NBr5TbmZs5r2dI3CNAmmql2B7UYe-LlHPaJVmc8sZwthnQ9BW27gXIDHbPwcFBXzmcakqFF9g8N856jztcFPL_NFR2HzJjmXQ36Hi_Tq7UobQ/https%3A//www.hse.gov.uk/construction/healthrisks/managing-essentials/managing-essentials.htm)[www.hse.gov.uk/construction/healthrisks/managing-](http://www.hse.gov.uk/construction/healthrisks/managing-essentials/essentials.pdf)  [essentials/essentials.pdf](http://www.hse.gov.uk/construction/healthrisks/managing-essentials/essentials.pdf) |
| 37 | Highways England: The road to good design | [https://www.gov.uk/government/publications/the-](https://www.gov.uk/government/publications/the-road-to-good-design-highways-englands-design-vision-and-principles)  [road-to-good-design-highways-englands-design-](https://www.gov.uk/government/publications/the-road-to-good-design-highways-englands-design-vision-and-principles)  [vision-and-principles](https://www.gov.uk/government/publications/the-road-to-good-design-highways-englands-design-vision-and-principles) |
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| 45 | Highways England Corporate Complaints Process | Scope Annex 03 - Complaints Procedure.pdf |
| 46 | Highways England Customer Service Strategy | *Client*Scope Annex 03 - Customer Service Strategic Plan.pdf |
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| 47 | Highways England Communications Plan | Scope Annex 03 - Highways England Communications Plan.pdf |
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| 49 | Declaration of Interest form | *Client*Scope Annex 03 - Conduct & Code of Practice - COI- Declaration of interest form.pdf |
| 50 | Highways England Social Media Policy | Scope Annex 03 - Highways England Social Media Policy.pdf |
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| 65 | Customer Survey Strategy – Better Journeys and Better Conversations | [https://www.gov.uk/government/publications/custom](https://www.gov.uk/government/publications/customer-service-strategy)  [er-service-strategy](https://www.gov.uk/government/publications/customer-service-strategy) |

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| 71 | Statement of Highways England’s IT Security Policy | *Client*Highways England IT Security Policy |
| 72 | Information Security Secure Data Handling Requirements | *Client*Information Security Secure Data Handling Requirements |
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| 73 | Major Incident Management | *Client*Information Systems Major Incident Management |
| 74 | Information Security: Incident Management Requirements | *Client*Information Systems Information Security Incident Management Requirements |
| 75 | Customer Maturity Matrix Self-Assessment Questions | *Client*Customer Maturity Matrix Rev 0 |
| 76 | Customer Centric Action Plan (CCAP) Template | *Client*Customer Centric Action Plan (CCAP) Template R0 |
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| **B. Mandatory - Performance Measurements** |

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| 84 | Supply Chain Portal | [https://highways.sharepoint.com/sites/SupplyChainP](https://secure-web.cisco.com/1UkqITV0k_4_YLgprxImiKmQaxLvOrRrO1ipZfOAs-dJk0utc1pOOLRB3R3sN6tgu6bvAl18kzT5txYT_ZoPzDtXGCVqF-UJPNqquy6AyQmyaaXn_1o9nkxv2ad62cq_RxukyzK5ly2uSGzhVx9iVI8dZFrBB-6Z4O-c5llAk_en0xuOiDjSYhwHhZACjn4wuc3qnUfr7qZyOCCQzWVJAWHFRTCSw8CEMPrYscXByiJXUCCK_fmaX7Sm9tr5IXUDei39qsGtI4oVo_BFYMElL8vQVWpTr9DTtghH6vqdVk-qoszRaJhNCREUib3jgjOfI/https%3A//highways.sharepoint.com/sites/SupplyChainPortal/SitePages/Home.aspx)  [ortal/SitePages/Home.aspx](https://secure-web.cisco.com/1UkqITV0k_4_YLgprxImiKmQaxLvOrRrO1ipZfOAs-dJk0utc1pOOLRB3R3sN6tgu6bvAl18kzT5txYT_ZoPzDtXGCVqF-UJPNqquy6AyQmyaaXn_1o9nkxv2ad62cq_RxukyzK5ly2uSGzhVx9iVI8dZFrBB-6Z4O-c5llAk_en0xuOiDjSYhwHhZACjn4wuc3qnUfr7qZyOCCQzWVJAWHFRTCSw8CEMPrYscXByiJXUCCK_fmaX7Sm9tr5IXUDei39qsGtI4oVo_BFYMElL8vQVWpTr9DTtghH6vqdVk-qoszRaJhNCREUib3jgjOfI/https%3A//highways.sharepoint.com/sites/SupplyChainPortal/SitePages/Home.aspx) |

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| 90 | Manual of Contract Documents for Highway Works | DfT Standards for Highways Website[https://www.standardsforhighways.co.uk/ha/standard](https://www.standardsforhighways.co.uk/ha/standards/mchw/)  [s/mchw/](https://www.standardsforhighways.co.uk/ha/standards/mchw/) |
| 91 | Network Delivery and Development Portfolio Control Framework (NDD PCF) | *Client*Scope Annex 03 - 2014-07-03 NDD PCF Handbook+Annexes v0.18.pdf |
| 92 | Road Notes | The Stationery Office |
| 93 | Traffic Signs Manual and Notes for Guidance on Safety at Roadworks | DfT Website[https://www.gov.uk/government/publications/traffic-](https://www.gov.uk/government/publications/traffic-signs-manual) [signs-manual](https://www.gov.uk/government/publications/traffic-signs-manual) |
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| 94 | PAS 43:2015 – Safeworking of vehicle breakdown and recovery operators. | British Standards Institution[http://shop.bsigroup.com/en/ProductDetail/?pid=000](http://shop.bsigroup.com/en/ProductDetail/?pid=000000000030314205) [000000030314205](http://shop.bsigroup.com/en/ProductDetail/?pid=000000000030314205)ISBN: 978 0 580 88265 |

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

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| 102 | Synopsis of Airwave use by Area Service Provider | *Client*Scope Annex 03 - Synopsis of Airwave use by Area Service Providers.pdf |
| 103 | CCTV Guidance | *Client*[https://highways.sharepoint.com/WayWeWork/Page](https://secure-web.cisco.com/10MMAZUtiyEwFhFFJEooIcwTvWd3HOLBVN9UsgMBt211KC_Fdo2M-qkDFi8R3vEs3hdds1hUHhYtZHVRNFVRfvzo8l4wdTsFQEEDKWDtpsYrGWQdp1t2CaspgZ-mEnyRdj2HDi7tgCRcBqC7H-h1X_bT7Lw-3933sRjLCkaP_Tl-36peMMjR9lqhNLlxM0-j4AHVwd7Hqusbvx7GKsYC9fZt6JX-7M0k8opMV5pZuX8zgbvsvXvtGtUUW47RFCU_Qa1Ppf-PdKgi5KpErHTQqhrqiWkATLtN6pniL-MLUepMSnYk8TG3eHS0eAEGFKEXQ/https%3A//highways.sharepoint.com/WayWeWork/Pages/cctv-footage-request.aspx)  [s/cctv-footage-request.aspx](https://secure-web.cisco.com/10MMAZUtiyEwFhFFJEooIcwTvWd3HOLBVN9UsgMBt211KC_Fdo2M-qkDFi8R3vEs3hdds1hUHhYtZHVRNFVRfvzo8l4wdTsFQEEDKWDtpsYrGWQdp1t2CaspgZ-mEnyRdj2HDi7tgCRcBqC7H-h1X_bT7Lw-3933sRjLCkaP_Tl-36peMMjR9lqhNLlxM0-j4AHVwd7Hqusbvx7GKsYC9fZt6JX-7M0k8opMV5pZuX8zgbvsvXvtGtUUW47RFCU_Qa1Ppf-PdKgi5KpErHTQqhrqiWkATLtN6pniL-MLUepMSnYk8TG3eHS0eAEGFKEXQ/https%3A//highways.sharepoint.com/WayWeWork/Pages/cctv-footage-request.aspx) |
| 104 | HAPMS Visual Survey Manual | *Client*HAPMS Visual Survey Manual.pdf Contact details: HAPMS@highwaysengland.co.uk |
| 105 | SMIS User Guidance | *Client*Scope Annex 03 - SMIS guidance docs |
| 106 | Energy Savings Plan Guidance | *Client*Scope Annex 03 - Energy Savings Plans v2 Feb18.pdf |
| 107 | Asset Data Management Manual (ADMM) | *Client*[http://www.standardsforhighways.co.uk/ha/standards](http://www.standardsforhighways.co.uk/ha/standards/admm/index.htm)[/admm/index.htm](http://www.standardsforhighways.co.uk/ha/standards/admm/index.htm) |
| 108 | Asset Management Policy | *Client*Asset\_Management\_Policy\_document (1).pdf |
| 109 | Asset Management Strategy | *Client*Asset\_Management\_Strategy\_Low\_Res.pdf |
| 110 | Highways England Asset Management Transformation Programme | *Client*Highways England\_AMTP\_interactive 1 page overview\_Oct20.pdf |

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| 111 | Highways England Metal Theft Toolkit | *Client*Scope Annex 03 - MPI-21-012014 Requirement and guidance for new schemes to perform a metal theft risk assessment V3.0.pdfScope Annex 03 – MPI-21-012014 Requirement and guidance for new schemes to perform a metal theft risk assessment Annex A V3.0.pdf |
| 112 | Personnel Security requirements and management arrangements | https://webarchive.nationalarchives.gov.uk/+/[http://w](http://w/) ww.cabinetoffice.gov.uk/spf/sp3\_ps.aspx |
| 113 | (HMG) Security Policy Framework | [https://www.gov.uk/government/publications/security](https://www.gov.uk/government/publications/security-policy-framework)[-policy-framework](https://www.gov.uk/government/publications/security-policy-framework) |
| 114 | Security check process of the BPSS | [https://www.gov.uk/government/publications/govern](https://www.gov.uk/government/publications/government-baseline-personnel-security-standard)  [ment-baseline-personnel-security-standard](https://www.gov.uk/government/publications/government-baseline-personnel-security-standard) |
| 115 | Equality Act 2010 | [http://www.legislation.gov.uk/ukpga/2010/15/content](http://www.legislation.gov.uk/ukpga/2010/15/contents)  [s](http://www.legislation.gov.uk/ukpga/2010/15/contents) |
| 116 | The Bribery Act 2010 | [https://www.legislation.gov.uk/ukpga/2010/23/conten](https://www.legislation.gov.uk/ukpga/2010/23/contents)  [ts](https://www.legislation.gov.uk/ukpga/2010/23/contents) |
| 117 | [Rehabilitation of](http://www.legislation.gov.uk/ukpga/1974/53) [Offender Act 1974](http://www.legislation.gov.uk/ukpga/1974/53) | <http://www.legislation.gov.uk/ukpga/1974/53> |
| 118 | The Official Secret Act 1989 | [The Official Secret Act 1989](https://www.legislation.gov.uk/ukpga/1989/6/introduction) |
| 119 | Highways England Counter Fraud, Bribery & Corruption Policy & Response Plan | *Client*Highways England Counter Fraud, Bribery & Corruption Policy & Response Plan |
| 120 | Basic disclosure certificate check option | [https://www.gov.uk/government/organisations/disclo](https://www.gov.uk/government/organisations/disclosure-and-barring-service/about)  [sure-and-barring-service/about](https://www.gov.uk/government/organisations/disclosure-and-barring-service/about) |
| 121 | Guidance and requirements for BPSS verification | [https://assets.publishing.service.gov.uk/government/](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/714002/HMG_Baseline_Personnel_Security_Standard_-_May_2018.pdf)  [uploads/system/uploads/attachment\_data/file/71400](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/714002/HMG_Baseline_Personnel_Security_Standard_-_May_2018.pdf)  [2/HMG\_Baseline\_Personnel\_Security\_Standard\_-](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/714002/HMG_Baseline_Personnel_Security_Standard_-_May_2018.pdf)[\_May\_2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/714002/HMG_Baseline_Personnel_Security_Standard_-_May_2018.pdf) |

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| 122 | Cabinet Office standards | [https://www.gov.uk/government/publications/security](https://www.gov.uk/government/publications/security-policy-framework)[-policy-framework](https://www.gov.uk/government/publications/security-policy-framework) and[https://www.gov.uk/government/publications/govern](https://www.gov.uk/government/publications/government-baseline-personnel-security-standard)  [ment-baseline-personnel-security-standard](https://www.gov.uk/government/publications/government-baseline-personnel-security-standard) |
| 123 | BPSS Form and guidance | Scope Annex 03 - BPSS Form and guidance.pdf |
| 124 | Data Protection Legislation | The [General Data Protection Regulation (EU](https://eur-lex.europa.eu/eli/reg/2016/679/oj)  [2016/679)](https://eur-lex.europa.eu/eli/reg/2016/679/oj);The [Law Enforcement Directive (LED) (Directive EU](https://publications.europa.eu/en/publication-detail/-/publication/182703d1-11bd-11e6-ba9a-01aa75ed71a1/language-en)  [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); |
| 125 | Data Protection Act 2018 | [Data Protection Bill: General Processing](https://www.gov.uk/government/publications/data-protection-bill-general-processing) |
| 126 | value Supporting Information Services and Interfaces - GD 00323/RT/E/257 | NRTS supporting documentation can be found at [www.nrtsco.com](http://secure-web.cisco.com/1VWhPZk3knirH4PJrC7Tp9h2AU4aw2o4CLyqpFxCGnpeaLkhMtae5AQCfxeWbELz5jbAPnJpjHDZH7bjcZhcdKxrgl-v6OPvgazdx6RFvF1R60XIso2-57ieDW90y9HaTk-jI1beSuVfxK3g5xT-uxMrPq6TPPQ-JrU-BLIwL0cGpnc-EA3eG6Wttm25utk1Y3XITVaT8ynqNaaBCz2DN2y5wtXFNSSEXdcia-wrHVAdVT708BSgZbxaUe4Ynl0UavmerUlwurkvMQOSSChY3C-xI97volmPbqaCuU5dn50z6BtI97b8XJ5McHHq7J-IX/http%3A//www.nrtsco.com) |
| 127 | 2012/27/EU directive | [2012/27/EU directive](http://www.legislation.gov.uk/eudr/2012/27/article/6) |
| 128 | NRTS Project Agreement Schedule 1.3 General Constraints – GD00323/RT/E/484 | NRTS supporting documentation can be found at [www.nrtsco.com](http://secure-web.cisco.com/1VWhPZk3knirH4PJrC7Tp9h2AU4aw2o4CLyqpFxCGnpeaLkhMtae5AQCfxeWbELz5jbAPnJpjHDZH7bjcZhcdKxrgl-v6OPvgazdx6RFvF1R60XIso2-57ieDW90y9HaTk-jI1beSuVfxK3g5xT-uxMrPq6TPPQ-JrU-BLIwL0cGpnc-EA3eG6Wttm25utk1Y3XITVaT8ynqNaaBCz2DN2y5wtXFNSSEXdcia-wrHVAdVT708BSgZbxaUe4Ynl0UavmerUlwurkvMQOSSChY3C-xI97volmPbqaCuU5dn50z6BtI97b8XJ5McHHq7J-IX/http%3A//www.nrtsco.com)[\\global\europe\leeds\jobs\240000\2](http://www.nrtsco.com/)  [49197-11\Area 3\M&R Doc C - Approved\Core](http://www.nrtsco.com/)  [Contract Docs\Annex 03 only\www.nrtsco.com](http://www.nrtsco.com/) |
| 129 | BS 7671:1992Requirements for Electrical Installations. IEE Wiring Regulations 17th Edition | British Standards Institute [https://electrical.theiet.org/bs-7671/](https://secure-web.cisco.com/1KKHMtWCBuhfCYBLKej5Yq2ns3E6QoaJOQ7ycIKhjZZI-GzQlGqkPaRoCMrukH5Q6W2wddI0MVxIlheOM5tQ3EVHsZW96kuKkGZULeuLUwrq36fCA18e2TdG_nV9-r9cqYfaOi2irsAlGm8w-b9RtDMdukRVqTa13N-GNa59BLf4Log0Vrbjak9W3RLa86z-ZFpH_SLxfHicKaMfrin_hj8Doev6I3JygIm4BzIJiNROY1oNxVFP2pslacLV30Gdsto-ObPDT9VQOlWyAodAeSj0b17cDEbeLeZWEqgORFCC69ERfE9f5wBCeCRWzTOVE/https%3A//electrical.theiet.org/bs-7671/) ISBN: 978 0 86341 844 0 |
| 130 | SI 1989:635 Electricity at Work Regulations | Available online at <https://www.legislation.gov.uk/> |
| 131 | BS 4444:1989 Guide to electrical earth monitoring and protective conductor proving | British Standards Institute ISBN: 0 580 17882 X |
| 132 | BS 7430:1998 Code ofPractice for Earthing | British Standards Institute ISBN: 0 580 28229 5 |
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| 133 | National Cyber Security CentreEnd user device (EUD) security guidance | [National Cyber Security Centre - end user device](https://www.ncsc.gov.uk/guidance/end-user-device-security)  [security](https://www.ncsc.gov.uk/guidance/end-user-device-security) |
| 134 | Freedom of Information Act 2000 or later revision or replacement. | [Freedom of Information Act 2000](http://www.legislation.gov.uk/ukpga/2000/36/contents) |
| 135 | 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) |
| 136 | Environmental Information Regulations 2004 or later revision or replacement. | [Environmental Regulations 2004](http://www.legislation.gov.uk/uksi/2004/3391/contents/made) |
| 137 | Not used |  |
| 138 | Not used |  |
| 139 | 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) |
| 140 | Construction Design and Management (CDM) Regulations 2015 or later revision or replacement. | [http://www.legislation.gov.uk/uksi/2015/51/contents/](http://www.legislation.gov.uk/uksi/2015/51/contents/made)  [made](http://www.legislation.gov.uk/uksi/2015/51/contents/made) |
| 141 | The Institution of Occupational Safety and Health | <https://www.iosh.com/> |

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| 142 | Code of Practice: Lighting and marking for Special Order, VR1, STGO and C&U loads (2012) and Code of Practice: Lighting and marking for abnormal load self-escorting vehicles incorporating operating guidance (2012) | [https://www.gov.uk/government/publications/lighting-](https://www.gov.uk/government/publications/lighting-and-marking-for-abnormal-loads-vehicles-code-of-practice)  [and-marking-for-abnormal-loads-vehicles-code-of-](https://www.gov.uk/government/publications/lighting-and-marking-for-abnormal-loads-vehicles-code-of-practice)  [practice](https://www.gov.uk/government/publications/lighting-and-marking-for-abnormal-loads-vehicles-code-of-practice) |
| 143 | Health and Safety Maturity Matrix | *Client*Scope Annex 03 - Supply Chain Maturity Matrix version for use April 2017.xlsx |
| 144 | National Skills Academy for Construction | [https://www.citb.co.uk/standards-and-delivering-](https://www.citb.co.uk/standards-and-delivering-training/national-skills-academy-for-construction/)  [training/national-skills-academy-for-construction/](https://www.citb.co.uk/standards-and-delivering-training/national-skills-academy-for-construction/) |
| 145 | National Examination Board in Occupational Safety and Health (NEBOSH) | <https://www.nebosh.org.uk/home/> |
| 146 | ISO45001:2018 | [https://www.iso.org/iso-45001-occupational-health-](https://www.iso.org/iso-45001-occupational-health-and-safety.html)  [and-safety.html](https://www.iso.org/iso-45001-occupational-health-and-safety.html) |
| 147 | ISO 55000 | https://[www.iso.org/standard/55088.html](http://www.iso.org/standard/55088.html) |
| 148 | Occupational descriptors | *Client*Scope Annex 03 - Highways Englands Occupational Descriptors.pdf |
| 149 | Recruiting for Success | *Client*Scope Annex 03 - Recruiting for Success (July 2017).pdf |
| 150 | Shared Apprenticeship Standard (Schemes) | [https://sharedapprentice.org](https://sharedapprentice.org/) |
| 151 | Apprenticeship data collection form | *Client*Scope Annex 03 - Copy of Blank Apprenticeship Survey v8.xlsx |

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| 152 | UK Visas and Immigration’s “Right to Work” acceptable documents and guidance | [https://www.gov.uk/government/publications/right-to-](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide)  [work-checks-employers-guide](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide) |
| 153 | UK Visas and Immigration guidance on right to work and record retention | [https://www.gov.uk/government/collections/employer](https://www.gov.uk/government/collections/employers-illegal-working-penalties)  [s-illegal-working-penalties](https://www.gov.uk/government/collections/employers-illegal-working-penalties) |
| 154 | Scotland or Northern Ireland criminal record check process | <https://www.gov.uk/request-copy-criminal-record> |
| 155 | Highways England BPSS Privacy Notice | Scope Annex 03 - BPSS Privacy Notice.pdf |
| 156 | Her Majesty’s Passport Office guidance | [https://www.gov.uk/government/publications/basic-](https://www.gov.uk/government/publications/basic-passport-checks)  [passport-checks](https://www.gov.uk/government/publications/basic-passport-checks) |
| **D. Advisory – General** |
| **Ref.** | **Publication** | **Published by / Available from** |
| 157 | Disabled Driver Publications | DfT Website[https://www.gov.uk/government/policies/making-](https://www.gov.uk/government/policies/making-transport-more-accessible-to-all)  [transport-more-accessible-to-all](https://www.gov.uk/government/policies/making-transport-more-accessible-to-all) |
| 158 | Operational Guidance to Local Authorities: Parking Policy and Enforcement | DfT Website[https://www.gov.uk/government/uploads/system/uplo](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/496987/operational-guidance.pdf)  [ads/attachment\_data/file/496987/operational-](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/496987/operational-guidance.pdf)  [guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/496987/operational-guidance.pdf) |
| 159 | National, Regional & Local Biodiversity Action Plans | Natural England/ Local Authorities / Local Wildlife Trusts[https://www.gov.uk/government/publications/biodiver](https://www.gov.uk/government/publications/biodiversity-plan)  [sity-plan](https://www.gov.uk/government/publications/biodiversity-plan) |
| 160 | Local Transport Notes | DfT Website[https://www.gov.uk/government/publications/local-](https://www.gov.uk/government/publications/local-transport-notes)  [transport-notes](https://www.gov.uk/government/publications/local-transport-notes) |
| 161 | Planning Policy Guidance Notes | Communities and Local Government Website |

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| 162 | Traffic Advisory Leaflets | DfT Website[https://www.gov.uk/government/organisations/depart](https://www.gov.uk/government/organisations/department-for-transport/series/traffic-advisory-leaflets)  [ment-for-transport/series/traffic-advisory-leaflets](https://www.gov.uk/government/organisations/department-for-transport/series/traffic-advisory-leaflets) |
| 163 | Value for Money Guidance Manual | HM Treasury Website[https://www.gov.uk/government/collections/value-for-](https://secure-web.cisco.com/1TqwXa5SLsJbaGvedgf728LRaA0apLQ9dQ9NgRbCNHT1W28Zd69fP5uNEul2lk_icl4X3A2e9dOJZpnXTVUzQNJmR_NFJfkbvEHhrmBhY7x3rqffXp6fmSzsPQ5IhBmqsUIltgtHnBx6_44LlT0iallXCAbZGMn3ejxRRk4krX9lrvB5LqGMwEBSBDlDqgXcQ3c1ZGeTXYJmfKNktYAJKB7flqf6TaxUU13REmZgBowDHyQrUxW-RIGLZGUagxMUbOw9aaO1Nxxu4UibSQe-0WtPcMC7mqkECpBblHsgvJxeJwX5vv3sGEEWewRisixMZ/https%3A//www.gov.uk/government/collections/value-for-money-guidance-and-reports)  [money-guidance-and-reports](https://secure-web.cisco.com/1TqwXa5SLsJbaGvedgf728LRaA0apLQ9dQ9NgRbCNHT1W28Zd69fP5uNEul2lk_icl4X3A2e9dOJZpnXTVUzQNJmR_NFJfkbvEHhrmBhY7x3rqffXp6fmSzsPQ5IhBmqsUIltgtHnBx6_44LlT0iallXCAbZGMn3ejxRRk4krX9lrvB5LqGMwEBSBDlDqgXcQ3c1ZGeTXYJmfKNktYAJKB7flqf6TaxUU13REmZgBowDHyQrUxW-RIGLZGUagxMUbOw9aaO1Nxxu4UibSQe-0WtPcMC7mqkECpBblHsgvJxeJwX5vv3sGEEWewRisixMZ/https%3A//www.gov.uk/government/collections/value-for-money-guidance-and-reports)Scope Annex 03 - Value for Money Guidance Manual |
| 164 | Procurement Policy Note 01/17 entitled update to Transparency Principles | [https://www.gov.uk/government/publications/procure](https://www.gov.uk/government/publications/procurement-policy-note-0117-update-to-transparency-principles)  [ment-policy-note-0117-update-to-transparency-](https://www.gov.uk/government/publications/procurement-policy-note-0117-update-to-transparency-principles)  [principles](https://www.gov.uk/government/publications/procurement-policy-note-0117-update-to-transparency-principles) |
| 165 | Procurement Policy Note 07/14 entitled “Implementing Energy Efficiency Directive Article 6: further information” | Implementing Article 6 of the Energy Efficiency Directive[https://www.gov.uk/government/publications/procure](https://www.gov.uk/government/publications/procurement-policy-note-0714-implementing-energy-efficiency-directive-article-6)  [ment-policy-note-0714-implementing-energy-](https://www.gov.uk/government/publications/procurement-policy-note-0714-implementing-energy-efficiency-directive-article-6)  [efficiency-directive-article-6](https://www.gov.uk/government/publications/procurement-policy-note-0714-implementing-energy-efficiency-directive-article-6) |
| 166 | Information Technology Infrastructure Library | [https://www.gov.uk/government/publications/best-](https://www.gov.uk/government/publications/best-management-practice-portfolio/about-the-office-of-government-commerce)  [management-practice-portfolio/about-the-office-of-](https://www.gov.uk/government/publications/best-management-practice-portfolio/about-the-office-of-government-commerce)  [government-commerce](https://www.gov.uk/government/publications/best-management-practice-portfolio/about-the-office-of-government-commerce) |
| 167 | Construction Industry Training Board | *Client*Scope Annex 03 - CITB guidance.pdf |
| 168 | *Client’s* employment policies and codes of practice relating to discrimination and equal opportunities. | Scope Annex 03 - Discrimination, Bullying & Harassment - Equal Opportunities Policy.pdfScope Annex 03 - Discrimination, Bullying & Harassment - Dignity at Work Guidance.pdf |
| 169 | Procurement Policy Note PPN 02/18 Changes to the Data Protection Legislation and General Data Protection Regulation. | [https://www.gov.uk/government/publications/procure](https://www.gov.uk/government/publications/procurement-policy-note-0218-changes-to-data-protection-legislation-general-data-protection-regulation)  [ment-policy-note-0218-changes-to-data-protection-](https://www.gov.uk/government/publications/procurement-policy-note-0218-changes-to-data-protection-legislation-general-data-protection-regulation)  [legislation-general-data-protection-regulation](https://www.gov.uk/government/publications/procurement-policy-note-0218-changes-to-data-protection-legislation-general-data-protection-regulation) |

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| 1. Procurement Policy Note [https://www.gov.uk/government/publications/procure](https://www.gov.uk/government/publications/procurement-policy-note-0319-the-public-procurement-electronic-invoices-etc-regulations) PPN 03/19 Procurement [ment-policy-note-0319-the-public-procurement-](https://www.gov.uk/government/publications/procurement-policy-note-0319-the-public-procurement-electronic-invoices-etc-regulations) (Electronic Invoices etc.) [electronic-invoices-etc-regulations](https://www.gov.uk/government/publications/procurement-policy-note-0319-the-public-procurement-electronic-invoices-etc-regulations)

Regulations 2019. Action Note 3/19 May 20191. PPN 02/17 Promoting [PPN 02/17 Promoting Greater Transparency 13](https://www.gov.uk/government/publications/procurement-policy-note-0217-promoting-greater-transparency) Greater Transparency 13 [December 2017](https://www.gov.uk/government/publications/procurement-policy-note-0217-promoting-greater-transparency)

December 2017 or later revision or replacement.1. Procurement Policy Note [https://assets.publishing.service.gov.uk/government/](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) 7/14 entitled [uploads/system/uploads/attachment\_data/file/31668](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) “Implementing Article 6 [3/PPN\_07-](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)

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Government Tenders & Contracts November 2017 or later revision or replacement.1. Highways England Non - [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) Disclosure covering letter
2. Highways England Non Non Disclosure Request Template Rev 0 Disclosure template

**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

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

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| 10. Vesting Certificate template |  | Vesting Certificate template Issue 8 Revision 0.doc |  |
| 11. NRTS Interface Arrangement template |  | Area 3 M&R NRTS Interface Arrangement Issue 8 Rev 0.pdf\\global\europe\leeds\jobs\2400 00\249197-11\Area 3\M&R Doc C - Approved\Core Contract Docs\Annex 03 only\NRTS Interface Arrangement Issue 8 Revision 0.docx |  |
| 12. Control Centre Interface Arrangement template |  | Control Centre Interface Arrangement template Issue 8 Revision 0.docx |  |
| 13. Roadside Technology Spares List |  | M&R Model Roadside Tech Spares List Issue 8 Revision 0.xlsx |  |
| 14. Technology Operations and Maintenance Manuals**1.4 Amendments to Current and** | 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.**Area Specific Documents** |  |

* + 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:

## 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

## 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

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| **A. Interim Advice Notes** |
| **Ref** | **Document Title** | **Amendment Details** | **Comments / Remarks** |
| 1 | SMART Motorways | 161/15 |  |
| 2 | Implementation of BD 97/12 - The Assessment of Scour and Other Hydraulic Actions at Highway Structures | 173/13 |  |
| 3 | Structural safety reporting | 136/10 |  |
| 4 | Temporary Automatic Speed Camera System for the Enforcement of Mandatory Speed Limits at Roadworks (TASCAR) | 113/08 |  |
| 5 | Implementation of Construction (Design and Management) 2007 and the withdrawal of SD 10 and SD 11 | 105/08 |  |
| 6 | Implementation of Local Grid Referencing System for England | 99/07 | Read in conjunction with SD 12/96 |
| **B. Index of Chief Highway Engineer’s Memorandum (CHE Memos**) |
| **Ref** | **Document Title** | **Amendment Details** | **Comments / Remarks** |

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

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| 17 | Wrong Way Driving: Mitigation Toolkit | 436/19 | Supersedes CHE Memo 405/17 which is withdrawn. |
| 18 | Review of permanent ‘maximum speed advised’ traffic signs | 435/19 |  |
| 19 | Mandatory Actions for Installing Phillips Luma on the Highways England Network | 431/18 |  |
| 20 | Monitoring and Maintenance of Impressed Current Cathodic Protection (ICCP) and Hybrid Anode Systems | 429/18 |  |
| 21 | Delay in Implementation of Structures Inspector Competence Certification Requirements | 427/18 |  |
| 22 | Diversion Routes for Unplanned Events | 426/18 |  |
| 23 | Major Schemes: Enabling Handover into Operation and Maintenance | 423/18 | Supersedes CHE memo 332/14 |
| 24 | Supporting Transparency around our Biodiversity Performance | 422/18 |  |
| 25 | Mandatory Pre-requisiste Actions for Installing Philips Luma Luminaires on Highways England Network | 421/18 |  |
| 26 | Safeguarding fix for Philips Luma Luminaires on Highways England Network | 420/18 |  |
| 27 | Inspection of Urbis-Schreder \Ampera & Philips Luma Luminaires | 419/18 | Safety Alert |
| 28 | Urbis-Schreder Ampera & Philips Luma Luminaires. | 418/18 | Safety Alert |
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| 29 | Bridge Headrooms | 417/18 |  |
| 30 | National Quality of Construction Investigation for Structures | 416/18 |  |
| 31 | Revised Technology Management and Mainenance Manual (TMMM) | 413/17 |  |
| 32 | Delay in Implementation of Structures Inspector Competence Certification Requirements | 412/17 |  |
| 33 | Use of Speed Cameras on the Strategic Road Network | 411/17 |  |
| 34 | Installation of electrocution warning signs | 410/17 |  |
| 35 | Hidden Critical Structural Components | 407/17 |  |
| 36 | Implementation of Structures Inspector Competence Certification Requirements | 406/17 |  |
| 37 | Requirements for reporting breaches and potential breaches of the Environmental Protection Act (1990) and other environmental legislation | 394/16 |  |
| 38 | Technical Approval Procedures | 393/16 |  |
| 39 | To advise OD Delivery Teams and Service Providers of the Structures Inspections Review Project | 391/16 |  |
| 40 | Safety Alert – Philips Luma 2 & 3 Luminaires | 385/16 |  |
| 41 | Safety Alert - SAPA Passively safe lighting columns | 379/16 |  |
| 42 | Smart Motorways All Lanes Highways England Digital Compliance System 3 (HADECS 3) | 378/16 | Supersedes CHE Memo 322 |

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| 43 | Secondary Restraints for All Version 2 AMIs | 366/15 |  |
| 44 | The status of BS EN 124:2015 - Gully tops and manhole tops for vehicular and pedestrian areas | 363/15 | Read in conjunction with IAN 177 |
| 45 | Structural inspection of gantries and masts | 361/15 |  |
| 46 | Techspan Version 2 Advanced Motorway Indicator Bracket Replacement | 359/15 | Read in conjunction with CHE Memo 355/15 |
| 47 | Management of post-tensioned concrete bridges | 357/15 |  |
| 48 | Product conformity certification requirements for ready mixed concrete | 356/15 |  |
| 49 | Safety Alert – Techspan Version 2 Advanced Motorway Indicators (AMIs) | 355/15 |  |
| 50 | Urgent Safety Alert - SAPA Passively safe lighting columns | 353/15 | Read in conjunction with CHE Memo 317/13 |
| 51 | Reporting of Metal and Plant Theft | 350/15 |  |
| 52 | Safety Alert – SAPA Passively safe lighting columns | 317/13 |  |
| 53 | GD 4/12 Safety Risk Assessment on the Strategic Road Network (SRN) | 302/12 | Read in conjunction with GD 4/12 |
| 54 | Risk-based Inspection Intervals | 300/12 |  |
| 55 | Designation of assets for flood risk management purposes | 299/12 |  |

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

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

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| 81 | Action Regarding The Introduction Of The Guide For Pilots And Trials On The Highways Agency Network | 180/06 | Read in conjunction with Guide for the Design, Management and Delivery of Pilots and Trials |
| 82 | Managing Half – Joint Deck Structures | 177/06 | Read in conjunction with IAN 53/04 |
| 83 | Key actions for the review of signing at safety camera sites | 169/06 |  |
| 84 | Key Actions For Implementation Of Safety Cameras At Road Works | 161/06 Rev 1 | Read in conjunction with - Safety Camera Partnership Guidance |
| 85 | The Introduction Of The Institute Of Highway Incorporated Engineers (IHIE)- *Guidelines for Motorcycling* | 159/05 | Read in conjunction with IHIE Guidelines for motorcycling |
| 86 | SafeNET – Accident Prediction Software For Road Networks | 154/05 |  |
| 87 | Inspection And Maintenance Of Gifford Truss Portal Gantries Mesh Tie Fixings | 149/05 | Read in conjunction with CHE 172/06Related to BD 51Clause 6.6 & 6.7 |

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| 88 | Compliance Of UK Traffic Signals Heads To European Standard BS EN 12368 | 129/03 |  |
| 89 | Second Stage Risk Ranking And The Risk Assessment Of Road Over Rail Bridges On Motorways And All-Purpose Trunk Roads | 125/03 | Supersedes CHE 114 |
| 90 | DTLR Planning Policy GuidanceNote 25: Development and Flood Risk | 110/02 | Office of Deputy Prime Minister |
| 91 | The Safe Operation of Permanent Moveable Under-deck Bridge Access Gantries | 090/00 |  |
| 92 | Outline Approval in Principle for Scaffold Guard Structures over Motorways and other Trunk Roads | 015/94 |  |
| 93 | Trafficmaster Driver Information System- Installation and Maintenance (motorway gantries) | 013/94 |  |
| 94 | Trafficmaster Driver Information System- Installation and Maintenance (overbridges) Amendment No. 1 | 012/93 Amend 1 |  |
| 95 | Severe Weather Plan Template 2020/2021 | 470/20 |  |
| 96 | Update to complete suite of documents in the Design Manual for Roads and Bridges | 469//20 |  |
| 97 | Use of Non-CPR compliant products on Highways England schemes | 468/20 |  |
| 98 | Electrical Safety Modification of Highways England Cabinet Type 600 Mk6 | 467/20 |  |

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