

**National Highways Limited**

**Scope**

**Reference Documents**

**Annex 02**

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| **Scope Reference**  | **Document Name** | **Published by / Available from** |
| Annex 4 – 1.1.2 & 1.2.3 | Cabinet Office Website | <https://www.gov.uk/government/publications/security-policy-framework> |
|  | Cadent LTC Stage Gate Definition | See link in E-TENDERING SYSTEM documents |
|  | *Client*’s air quality strategy | <https://www.gov.uk/government/publications/highways-england-air-quality-strategy> |
|  | *Client*’s biodiversity plan | <https://www.gov.uk/government/publications/biodiversity-plan> |
|  | *Client’s* carbon emissions calculation tool | <https://www.gov.uk/government/publications/carbon-tool>  |
|  | *Client’s* Delivery Plan | <https://highwaysengland.co.uk/strategic-business-plan/> |
|  | *Client*’s environmental strategy | <https://www.gov.uk/government/publications/highways-england-environment-strategy> |
|  | *Client’s* equal opportunities policy | See link in E-TENDERING SYSTEM documents |
|  | *Client’s* Home Safe and Well initiative | [http://assets.highwaysengland.co.uk/about-us/Home+Safe+and+Well+Strategy+2019.pdf?mc\_cid=de3a1efc68&mc\_eid=e5a8156d10](http://assets.highwaysengland.co.uk/about-us/Home%2BSafe%2Band%2BWell%2BStrategy%2B2019.pdf?mc_cid=de3a1efc68&mc_eid=e5a8156d10) |
|  | *Client’s* Strategic Business Plan | <https://highwaysengland.co.uk/strategic-business-plan/> |
|  | *Client*’s Sustainable Development Strategy | <https://www.gov.uk/government/publications/highways-england-sustainable-development-strategy> |
|  | Collaborative Performance Framework (CPF) | See link in E-TENDERING SYSTEM documents |
|  | Construction (Design and Management) Regulations 2015 | <http://www.legislation.gov.uk/uksi/2015/51/contents/made>  |
|  | Construction Industry Training Board (CITB) guidance | [Construction Industry Training Boarder (CRIT) Guidance](https://www.citb.co.uk/about-citb/partnerships-and-initiatives/construction-design-and-management-cdm-regulations/cdm-regulations/) |
|  | Control of Asbestos at Work Regulations 2012 | <https://www.legislation.gov.uk/uksi/2012/632/contents/made>  |
|  | Crown Commercial Services Guidance Note Publication of Government Tenders & Contracts November 2017 or later revision or replacement.  | <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/666728/Guidance_Publication_of_New_Central_Government_Tender_documents__and_Contracts_2017__1___1_.pdf> |
|  | Data Assurance | [https://highways.sharepoint.com/sites/InformationManagementSystem/SitePages/Information-assurance.aspx](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhighways.sharepoint.com%2Fsites%2FInformationManagementSystem%2FSitePages%2FInformation-assurance.aspx&data=04%7C01%7CPeter.Jones%40lowerthamescrossing.co.uk%7C94105640bd3e456baa0e08d92a7c3c4b%7Cc0d87fdce77746b6b5682c903f2971c6%7C0%7C0%7C637587535342439929%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=B%2FkqmDE3QmQ9IkOnct9RP1%2FljsoRQ%2FaM9am8FUhUvWc%3D&reserved=0) |
|  | Data Modelling | [https://highways.sharepoint.com/sites/DaaS/Ontology/SitePages/Contributing-to-and-Updating-Logical-and-Physical-Models--A-Guide.aspx](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhighways.sharepoint.com%2Fsites%2FDaaS%2FOntology%2FSitePages%2FContributing-to-and-Updating-Logical-and-Physical-Models--A-Guide.aspx&data=04%7C01%7CPeter.Jones%40lowerthamescrossing.co.uk%7C94105640bd3e456baa0e08d92a7c3c4b%7Cc0d87fdce77746b6b5682c903f2971c6%7C0%7C0%7C637587535342429979%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=gsF47woR%2BwMRClViK9xAmhwKHi%2Bk47E6Z%2FrUZo65nLI%3D&reserved=0) |
|  | Data Protection Act 2018 | <https://www.gov.uk/government/publications/data-protection-bill-general-processing> |
|  | Data Protection Legislation  | The [General Data Protection Regulation (EU 2016/679)](https://eur-lex.europa.eu/eli/reg/2016/679/oj);The [Law Enforcement Directive (LED) (Directive EU 2016/680)](https://publications.europa.eu/en/publication-detail/-/publication/182703d1-11bd-11e6-ba9a-01aa75ed71a1/language-en);The [Data Protection Act 2018](http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted);  |
|  | Declaration of Interest Form | See link in E-TENDERING SYSTEM documents |
|  | Design Manual for Roads and Bridges | <https://www.standardsforhighways.co.uk/dmrb/> |
|  | Directive 2012/27/EU | <https://www.legislation.gov.uk/eudr/2012/27/contents> |
| Annex 4 – 2.6.3 | Disclosure and Barring Service | <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about> |
|  | Driving for Better Business Commitment (DfBB) | <http://www.drivingforbetterbusiness.com/getting-started/the-commitment/> |
|  | Environment Protection Act 1990 | <http://www.legislation.gov.uk/ukpga/1990/43/contents> |
|  | Environmental Information Regulations 2004 or later revision or replacement.  | [Environmental Regulations 2004](http://www.legislation.gov.uk/uksi/2004/3391/contents/made) |
| Annex 4 – 2.4.3 | Equality Act 2010 | <http://www.legislation.gov.uk/ukpga/2010/15/contents> |
|  | Freedom of Information Act 2000 or later revision or replacement. | <http://www.legislation.gov.uk/ukpga/2000/36/contents> |
|  | GG 103 Introduction and General Requirements for Sustainable Development and Design | <http://www.standardsforhighways.co.uk/ha/standards/dmrb/vol0/section2/GG%20103%20Introduction%20and%20general%20requirements%20for%20sustainable%20development%20and%20design-web.pdf> |
|  | GG 105 Asbestos management | <https://www.standardsforhighways.co.uk/prod/attachments/9f7803ca-26aa-49bd-98f8-c514ab051040>  |
|  | GG 128 Requirements for reporting incidents, events and undesirable circumstances: health, safety, wellbeing, structural and environmental | <https://standardsforhighways.co.uk/dmrb/search/2995a4fe-8faf-4e65-8ce8-b6b8bf416e74> |
|  | Government Buying Standards Transport 2017 | <https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs> |
|  | Government Construction Strategy 2016-2020 | <https://www.gov.uk/government/publications/government-construction-strategy-2016-2020> |
|  | Health and Safety at Work Act | <http://www.legislation.gov.uk/ukpga/1974/37/contents> |
|  | Health and Safety Executive (HSE) F10. | [Health & Safety Executive (HSE) F10](https://www.hse.gov.uk/forms/notification/f10.htm) |
|  | Health and Safety Policies, Procedures and Guidance Notes | [Highways Safety Hub](http://www.highwayssafetyhub.com/) |
|  | HE540039-CJV-COM-GEN-TOR-PRO-00014 LTC Design Fixity Guidance  | See folder in E-TENDERING SYSTEM |
|  | HE540039-CJV-GEN-GEN-BOD-DES-00001 Baker Street Diversions Feasibility Study Report | See folder in E-TENDERING SYSTEM – Feasibility Study Reports zip folder |
|  | HE540039-CJV-GEN-GEN-BOD-DES-00010 Mardyke Diversoin Feasibility Study Report | See folder in E-TENDERING SYSTEM – Feasibility Study Reports zip folder |
|  | HE540039-CJV-GEN-GEN-BOD-DES-00022 Ockendon Link Diversions Feasibility Study Report | See folder in E-TENDERING SYSTEM – Feasibility Study Reports zip folder |
|  | HE540039-CJV-GEN-GEN-BOD-DES-00023 St. Mary’s Lane Diversion Feasibility Study Report | See folder in E-TENDERING SYSTEM – Feasibility Study Reports zip folder |
|  | HE540039-CJV-GEN-GEN-BOD-DES-00024 Ockendon Road Diversions Feasibility Study Report | See folder in E-TENDERING SYSTEM – Feasibility Study Reports zip folder |
|  | HE540039-CJV-GEN-GEN-BOD-DES-00025 M25 Junction 29 Diversion Feasibility Study Report | See folder in E-TENDERING SYSTEM – Feasibility Study Reports zip folder |
|  | HE540039-CJV-VUT-ZZZ\_UT000000\_Z-DR-CU-00114 Stiffords Clay Road Network Drawing  | See folder in E-TENDERING SYSTEM – Network Drawings zip folder |
|  | HE540039-CJV-VUT-ZZZ\_UT000000\_Z-DR-CU-00112 Hornsby Lane Network Drawing  | See folder in E-TENDERING SYSTEM – Network Drawings zip folder |
|  | HE540039-CJV-VUT-ZZZ\_UT000000-Z-DR-CU-00160 Muckingford Road Network Drawing  | See folder in E-TENDERING SYSTEM – Network Drawings zip folder |
|  | HE540039-CJV-VUT-ZZZ\_UT000000-Z-DR-CU-00184 Muckingford Road Network Drawing  | See folder in E-TENDERING SYSTEM – Network Drawings zip folder |
|  | HE540039-CJV-VUT-ZZZ\_UT000000\_Z-DR-CU-00112 Heath Road Network Drawing  | See folder in E-TENDERING SYSTEM – Network Drawings zip folder |
|  | HE540039-CJV-GEN-GEN-BODS-UTI-00001 LTC Gas Basis of Design Statement | See folder in E-TENDERING SYSTEM |
| Appendix A to Annex 4, BPSS Form, Guidance Notes, Annex B. | Her Majesty’s Passport Office guidance | <https://www.gov.uk/government/publications/basic-passport-checks> |
| (Annex 4) | Highways England BPSS Privacy Notice | See link in E-TENDERING SYSTEM documents |
|  | Highways England Counter Fraud, Bribery & Corruption Policy & Response Plan | See link in E-TENDERING SYSTEM documents |
|  | National Highways Driving for Better Business Campaign | <https://www.drivingforbetterbusiness.com/> |
|  | Highways England Fair Payment Charter | See link in E-TENDERING SYSTEM documents |
| Annex 4 – 2.2.1 | HMG Baseline Personnel Security Standard v6.0 - May 2018 | <https://www.gov.uk/government/publications/government-baseline-personnel-security-standard> |
|  | HMG Government Security ClassificationsMay 2018 or any later revision or replacement  | <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/715778/May-2018_Government-Security-Classifications-2.pdf>  |
|  | HMG Security Policy Framework (SPF)May 2018 or any later revision or replacement  | <https://www.gov.uk/government/publications/security-policy-framework>  |
| Annex 4 – 1.1.1 | HMG Security Policy Framework version 1.1 – May 2018 | <https://www.gov.uk/government/publications/security-policy-framework> |
|  | Information Management System | [https://highways.sharepoint.com/sites/InformationManagementSystem/SitePages/Information-management-system.aspx](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhighways.sharepoint.com%2Fsites%2FInformationManagementSystem%2FSitePages%2FInformation-management-system.aspx&data=04%7C01%7CPeter.Jones%40lowerthamescrossing.co.uk%7C94105640bd3e456baa0e08d92a7c3c4b%7Cc0d87fdce77746b6b5682c903f2971c6%7C0%7C0%7C637587535342420027%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=eotJywSR1Rdyf4zF%2BC6B61EKZ0Vrfyz2nAJ8Z6QMSSw%3D&reserved=0) |
|  | Information Security Data Security Standard | See folder in E-TENDERING SYSTEM |
|  | Insurance Act 2015 | <https://www.legislation.gov.uk/ukpga/2015/4/contents/enacted> |
|  | Interface Specification | [https://highways.sharepoint.com/sites/DaaS/SitePages/Accessing-data-in-DaaS.aspx](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhighways.sharepoint.com%2Fsites%2FDaaS%2FSitePages%2FAccessing-data-in-DaaS.aspx&data=04%7C01%7CPeter.Jones%40lowerthamescrossing.co.uk%7C94105640bd3e456baa0e08d92a7c3c4b%7Cc0d87fdce77746b6b5682c903f2971c6%7C0%7C0%7C637587535342429979%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=TvM87zfYssr9vHd5tlq3Gj529r0lJHRjGHldwRmk%2FbM%3D&reserved=0) |
|  | Interim Advice Note 128 Highways England Supply Chain Health and Safety Incident Reporting (“IAN 128”) | <http://www.standardsforhighways.co.uk/ha/standards/ians/pdfs/IAN_128__15__C.pdf> |
|  | ISO 14001 | <https://www.iso.org/standard/60857.html>  |
|  | ISO 19650 | https://www.bsigroup.com/en-GB/iso-19650-BIM/ |
|  | ISO 22301 | <https://www.iso.org/standard/75106.html> |
|  | ISO 31000 | <https://www.iso.org/iso-31000-risk-management.html>  |
|  | BS EN ISO 9000 | <https://www.iso.org/standard/45481.html> |
|  | BS EN ISO 9001 | <https://www.iso.org/standard/62085.html>  |
|  | BS EN ISO 9004 | <https://www.iso.org/standard/41014.html> |
|  | ISO45001:2018 | <https://www.iso.org/standard/63787.html>  |
|  | IT Security Advice Team (**Annex 04**)  | ITSecurityAdvice@highwaysengland.co.uk |
|  | LA 117 Landscape design | <https://www.legislation.gov.uk/ukpga/1983/44/contents> |
|  | LA 118 Biodiversity design | https://www.standardsforhighways.co.uk/prod/attachments/de6c276c-d383-4a96-992e-eb58dd21ee75 |
|  | LA 120 Environmental Management Plans  | [http://www.standardsforhighways.co.uk/ha/standards/dmrb/vol11/section2/LA%20120%20Environmental%20management%20plans-web.pdf](http://secure-web.cisco.com/1Sz3b01UG18xyOYQRT40CrHX9B4xErP4QINgMu_cBg_m4ROaBQiZhD2IwXfdK7jK30CVVdRApusVb1Px5HvGM6RqV2cAey6COGUT3RyFLkyzH6_GGSbx2UvBhnJLYWW3zLpDCJRX4dWzW18bVGXmzrBHS2hojn5WNkzOfnV6t7mZQWUJbtYqGzSKnEFEtXPAQoQZGXKkRmmcC8mVlqdeqIjcOM4ywmF29RG3g6Ijkf9o6HP6RVhc3g90FUKjVOHmNl7FtY0US0YIoxVq684_-hxbTUEqzsXdlL3E7a-0OaiFCDHpzDt3rCFMvwA6qvn96upxDIiqSrLqUsEE8O71_2Q/http%3A//www.standardsforhighways.co.uk/ha/standards/dmrb/vol11/section2/LA%2520120%2520Environmental%2520management%2520plans-web.pdf) |
|  | Licence | <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/431389/strategic-highways-licence.pdf> |
| Annex 4 – 2.9.3 | List X | <https://www.gov.uk/government/publications/security-requirements-for-list-x-contractors> |
|  | LTC Business Exchange Information Requirements (B-EIR) | See file in E-TENDERING SYSTEM documents |
|  | LTC Design Release DR3.0C | – Design Release 3.0C zip folder |
|  | LTC Digital Strategy 2.0 | See file in E-TENDERING SYSTEM documents |
|  | LTC Exchange Information Requirements (EIR) | See file in E-TENDERING SYSTEM documents |
|  | LTC Route Alignment Drawing | See drawing in E-TENDERING SYSTEM documents |
|  | Management of Health and Safety at Work Regulations | <http://www.legislation.gov.uk/uksi/1999/3242/contents/made> |
|  | Modern Slavery Act 2015 | <http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted> |
|  | National Audit Act 1983 | https://www.legislation.gov.uk/ukpga/1983/44/contents |
|  | National Examination Board in Occupational Safety and Health (NEBOSH) | <https://www.nebosh.org.uk/home/> |
|  | New Roads and Street Works Act 1991 | <http://www.legislation.gov.uk/ukpga/1991/22/contents> |
|  | Ontology | [https://highways.sharepoint.com/sites/DaaS/Ontology/SitePages/Ontology-Guide---Contents-Page.aspx](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhighways.sharepoint.com%2Fsites%2FDaaS%2FOntology%2FSitePages%2FOntology-Guide---Contents-Page.aspx&data=04%7C01%7CPeter.Jones%40lowerthamescrossing.co.uk%7C94105640bd3e456baa0e08d92a7c3c4b%7Cc0d87fdce77746b6b5682c903f2971c6%7C0%7C0%7C637587535342429979%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Bv%2BiIgo8Y27RkMlMo%2BFR8g0fBuzNpDSE47cN0QXNrYk%3D&reserved=0) |
| Annex 4 – 2.2.3 | Part II – The Verification Process of the HMG Baseline Personnel Security Standard (BPSS) | <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/714002/HMG_Baseline_Personnel_Security_Standard_-_May_2018.pdf> |
| Annex 4 – 2.7.1 | Part IV – Post Verification Process of the HMG BPSS | <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/714002/HMG_Baseline_Personnel_Security_Standard_-_May_2018.pdf> |
|  | PPN 01/17: Update to the Transparency Principles 16 February 2017 or later revision or replacement.  | <https://www.gov.uk/government/publications/procurement-policy-note-0117-update-to-transparency-principles> |
|  | PPN 02/17 Promoting Greater Transparency 13 December 2017 or later revision or replacement.  | [PPN 02/17 Promoting Greater Transparency 13 December 2017](https://www.gov.uk/government/publications/procurement-policy-note-0217-promoting-greater-transparency) |
|  | PPN 02/18: Changes to Data Protection Legislation & General Data Protection Regulation | <https://www.gov.uk/government/publications/procurement-policy-note-0218-changes-to-data-protection-legislation-general-data-protection-regulation> |
|  | PPN Procurement Policy Note 01/18: Supply Chain Visibility  | <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/698482/PPN_0118_Contract_Condition_for_Subcontracting__Supply_chain_spend_on_CF_final_.docx.pdf> |
|  | Procurement Policy Note 7/14 entitled “Implementing Article 6 of the Energy Efficiency Directive” | <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> |
| Annex 4 – 2.6.2 | Rehabilitation of Offender Act 1974 | <http://www.legislation.gov.uk/ukpga/1974/53> |
| Appendix A to Annex 4, BPSS Form, Section 4, para. 4.1 | Scotland or Northern Ireland criminal record check process | <https://www.gov.uk/request-copy-criminal-record> |
|  | Section 46 of Freedom of Information Act 2000 or later revision or replacement. | [Section 46 of the Freedom of Information Act 2000](https://www.legislation.gov.uk/ukpga/2000/36/section/46) |
| Annex 4 – 1.1.1 | Security Policy 3 | [https://webarchive.nationalarchives.gov.uk/+/http:/www.cabinetoffice.gov.uk/spf/sp3\_ps.aspx](https://webarchive.nationalarchives.gov.uk/%2B/http%3A/www.cabinetoffice.gov.uk/spf/sp3_ps.aspx) |
| Annex 4 – 1.3.2 | Security Team email | [securityteam@highwaysengland.co.uk](../../../../../../../../../../../../../../../../../../../../../../../../../../../CROWHG/AppData/Roaming/Microsoft/Word/securityteam%40highwaysengland.co.uk) |
|  | Specification of Highway Works | <https://www.standardsforhighways.co.uk/ha/standards/mchw/vol1/index.htm> |
|  | Supply Chain Portal | https://highways.sharepoint.com/sites/SupplyChainPortal/SitePages/Home.aspx |
|  | The Construction (Design and Management) Regulations 2015 | <http://www.legislation.gov.uk/uksi/2015/51/contents/made> |
|  | The Control of Asbestos Regulations | <http://www.legislation.gov.uk/uksi/2012/632/contents/made> |
|  | The Control of Pollution Act 1989 | <http://www.legislation.gov.uk/ukpga/1989/14/contents> |
|  | The Discrimination Acts | <https://www.legislation.gov.uk/ukpga/2010/15/contents> |
|  | The Environmental Information Regulations 2004 | <http://www.legislation.gov.uk/uksi/2004/3391/contents/made> |
|  | The Institution of Occupational Safety and Health | <https://www.iosh.com/> |
|  | The Official Secrets Act 1989  | <https://www.legislation.gov.uk/ukpga/1989/6/introduction> |
|  | The Public Interest Disclosure Act 1998 or later revision or replacement. | <http://www.legislation.gov.uk/ukpga/1998/23/contents> |
|  | The Road to Good Design |  |
|  | UK Biodiversity Action Plan (UK BAP) | <http://data.jncc.gov.uk/data/cb0ef1c9-2325-4d17-9f87-a5c84fe400bd/UKBAP-BiodiversityActionPlan-1994.pdf> |
|  | UK Priority Species and Habitats Actions Plan | <https://hub.jncc.gov.uk/assets/9c2e576a-31b7-4bae-a620-972d99177a1f> |
| Appendix A to Annex 4, BPSS Form, Guidance Notes, Annex C | UK Visas and Immigration guidance on right to work and record retention | <https://www.gov.uk/government/collections/employers-illegal-working-penalties> |
| Appendix A to Annex 4, BPSS Form, Section 2, para. 2.2 | UK Visas and Immigration’s “Right to Work” acceptable documents and guidance | Acceptable documents:[https://www.gov.uk/government/organisations/disclosure-and-barring-service/abouthttps:/www.gov.uk/government/publications/right-to-work-checklist](https://www.gov.uk/government/organisations/disclosure-and-barring-service/abouthttps%3A/www.gov.uk/government/publications/right-to-work-checklist)Guidance: [https://www.gov.uk/government/organisations/disclosure-and-barring-service/abouthttps:/www.gov.uk/government/publications/right-to-work-checks-employers-guide](https://www.gov.uk/government/organisations/disclosure-and-barring-service/abouthttps%3A/www.gov.uk/government/publications/right-to-work-checks-employers-guide) |