



NATIONAL HIGHWAY SECTOR SCHEMES FOR QUALITY MANAGEMENT IN HIGHWAY WORKS

SCHEME 0

GOVERNANCE OF NATIONAL HIGHWAY SECTOR SCHEMES

Published by National Highway Sector Scheme Liaison Committee

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NHSS 0 Part 1 Introduction and Overview

1.0 NHSS 0 Aim

The aim of National Highway Sector Scheme 0 is to define the processes for the development and management of National Highway Sector Schemes and associated Documents.

It covers the governance, organizational structure and mechanisms for the preparation of documents which are necessary to meet the requirements of ISO9001 for the Highway industry. The scope of some schemes may extend beyond UK highways to include other infrastructure owners e.g. Network Rail or available for use in other industries and states.

It specifies the role of the National Highway Sector Scheme Liaison Committee and the associated National Highway Sector Scheme Committees to consider the highway industry's relevant quality, health and safety environmental and other management standards. It also defines the frame work for the establishment of scheme committees and the framework of the development, preparation and maintenance of interpretive documents associated with Highway infrastructure.

It specifies the roles and duties of the Chairperson, secretariat and representatives. Where appropriate it provides guidance to NHSS committees on the requirements, roles and duties of an Administrator appointed to establish, operate and maintain a qualifications structure including registrations if appropriate.

The purpose of this document is to establish the standards to be used across National Highway Sector Schemes Documents.

NHSS 0 consists of:

- The NHSS 0 governance document
- The NHSS 0 SSD template with guidance
- The NHSS 0 SSD template without guidance for use by NHSS SSACs
- The NHSS 0 SSD Suite of Scopes

NHSS 0 will be reviewed at least annually, with any critical elements, including changes to Accreditation Groups and Families (see Appendix 4A) being deemed implemented once these have been agreed and minuted accordingly at a meeting of the National Highway Sector Scheme Liaison Committee.

Note: Terms and Abbreviations used in NHSS 0 are listed in the NHSS SSD template

1.1 NHSS SSACs and SSDs Introduction

1.1.1 General

National Highway Sector Schemes are bespoke integrated management schemes within an ISO 9001 framework. They are developed in partnership with all sides of the Highway industry to provide specific particular requirements for the international quality management standard as it applies to a particular activity or industry within the United Kingdom.

They are designed to:

- Provide an industry benchmark
- Identify risks and opportunities
- Ensure that all processes are planned
- Provide a basis for continuous improvement
- Focus on quality as an objective
- Reduce overall costs for the client and supplier

- Provide and maintain a properly trained and competent workforce
- Involve all sides of the industry in scheme ownership within a partnership framework
- Ensure that certification bodies use auditors with technical knowledge and experience of the sector concerned
- Promote confidence in quality management systems by provision of a robust, transparent system.

The following normative references are indispensable for the application of this document. For dated references, only the edition referenced applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

BS EN ISO 9000 - Quality Management Systems – Fundamentals and Vocabulary
 BS EN ISO 9001 - Quality Management Systems – Requirements
 BS EN ISO 9004 - Quality Management Systems - Guidance

The various Schemes are managed by separate technical advisory committees. Each Sector Scheme technical advisory committee provides specific particular requirements for BS EN ISO 9001 in relation to the requirements of their particular activity. A consensus is reached on the minimum levels of workmanship, services, products, testing and the training and competency of employees, workers and auditors needed to meet specification requirements.

The technical advisory committees are made up of representatives from across the sector, which may include clients, contractors, suppliers, trade associations, training organizations, certification bodies, other stakeholders and co-opted representatives.

The individual technical advisory committees are overseen by the National Highway Sector Scheme Liaison Committee. This forum provides a focus for discussion in the effectiveness of the Sector Schemes and co-ordinates developments so that they can be uniformly taken forward by each of the technical advisory committees. See Appendices 1A & 1B for organogram and stakeholder relationships respectively.

The Sector Schemes are included in the procurement process through reference in Contracts Documents e.g. Specification for Highway Works (SHW). For Highways England contracts their use is a mandatory requirement of the SHW.

The Sector Scheme Documents are published by UKAS (United Kingdom Accreditation Service) on behalf of the technical advisory committees. They can be downloaded from their web site <http://www.ukas.com> (under publications for certification bodies - www.ukas.com/technical-services/publications/publications-relating-to-certification-bodies/).

Lantra Awards maintains the schedule of suppliers (www.scheduleofsuppliers.co.uk, sosadmin@lantra.co.uk) for the National Highway Sector Schemes on behalf of the National Highway Sector Scheme Liaison Committee.

1.2 Coverage

Most National Highway Sector Schemes apart from Highway Design (GD02 – to be replaced by GG102) relate to site activities and are developed through a committee structure drawn from stakeholders. GD02 (to be replaced by GG102) has been developed as a Highways England standard by a project board and is reviewed at regular intervals (normally five years).

1.3 Purpose and use

National Highway Sector Schemes are developed to provide particular requirements for ISO9001 for the benefit of organizations, client bodies (procurers) and certification bodies for products or activities in the highway construction and maintenance industries.

The Sector Schemes are included in the procurement process by incorporation in the Specification for Highway Works (SHW), being called up in Clause 104 and referenced in many other clauses. Appendix A of the SHW lists the relevant schemes.

Where the SHW is a contractual document and unless otherwise indicated in the contract documents, they are a mandatory requirement. Any supplier providing the relevant services for the Highway Authority must be registered for the appropriate Scheme(s). The SHW does not permit sub-contractors to provide services under the umbrella of another registered supplier.

The Schemes are applied to all the Highways England and devolved administrations' and may also apply to other infrastructure owners' types of procurement using SHW – e.g. Early Contractor Involvement (ECI), Design Build Finance and Operate (DBFO) and Term Maintenance.

Other overseeing organizations and Highway Authorities using the SHW may also choose to use the Schemes. Reference should be made to individual contracts or authorities.

Most of the Schemes have been developed to be client neutral with a view to them being adopted by other clients outside the Highway industry such as the rail industry, waterways, airport schemes.

The Schemes are endorsed by Highways England, the devolved governments, ADEPT, relevant trade associations and certification bodies. Each of these organizations has been involved with the development of Sector Schemes.

1.4 Structure

Separate technical advisory committees are established for each sector. The committee develops and agrees specific particular requirements against ISO 9001 in relation to their specific activity. A consensus is reached on the minimum levels of workmanship, services, products, testing and the training and competency of employees and workers needed to meet specification requirements. The committees meet on a regular basis and update the scheme requirements from time to time through amendments to the Sector Scheme Document.

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

1.5 Implementation

Implementation of new schemes normally takes longer than replacement of an existing scheme with typical lead in times of 18 to 24 months depending on the specific industry readiness.

Information on transitional arrangements should be included in the individual Sector Scheme Documents.

1.6 Registration Process

1.6.1 Certification Bodies

When a new scheme is being developed, the National Highway Sector Scheme Liaison Committee and the Certification Body Group is advised and through this route a number of certification bodies are informed of the development. At about the same time, certification bodies that have UKAS accreditation for construction (EA38) and particularly those already accredited for an existing NHSS within the same family, are identified from the UKAS published list of certification body scopes and are requested (by the scheme secretary) to express their interest in extending their scope of accreditation to embrace the scheme.

Following the publication of the scheme certification bodies will then need to apply to UKAS for an extension of scope to include accreditation for the specific National Highway Sector Scheme.

1.6.2 Organizations

An organization has to determine two basic parameters, firstly which NHSS applies to the product/service(s) being delivered, and secondly how is the product/service(s) going to be delivered – directly by the organization or through the organization's supply chain?

Once this is identified a relevant NAB accredited certification body that has been accredited to assess organizations for a particular sector scheme shall be contacted. Information on relevant certification bodies is available on the UKAS website, www.ukas.com under 'Certification Body Scope of Accreditation'..

If an organization is already approved to ISO 9001 with a UKAS accredited certification body that does not possess accreditation for the relevant NHSS then they may continue to use them for ISO 9001 approval maintenance and nominate another CB to undertake their approval for the specific NHSS.

1.7 Contractual conformity

Initially, the organization will need to establish which of the scenarios below best fits the contractual and/or business requirement:

- Scenario A - If the Contract is in accordance with the Highways England, Manual of Contract Documents for Highway Works (MCD) – Volume 1 – Specification for Highway Works (SHW) Series 0100, Clause 104 and Appendix A, then all NHSS current at the time of the signing the contract are relevant and shall be delivered under the Contract.
- Scenario B – As Scenario A but the Contract provides for the delivery of NHSS that are changed or introduced after the Contract has been signed. This may or may not have financial implications under the Contract. (Attention is drawn here to the Health and Safety at Work, etc. Act 1974 and the need to demonstrate suitable and sufficient health and safety arrangements.)
- Scenario C – Not stated directly in the contract but may be required due to subsequent adoption of the works by the Highway Authority.
- Scenario D – Determined by the Organization for reasons of market leadership, current best practice, etc.

Having determined the contractual and/or business requirement as set out above, the organization must now deliver the applicable NHSS activity(ies) either directly or through the

supply chain. Care should be taken to ensure that sub-subcontracting does not compromise the desired intent, e.g. if surfacing works are subcontracted out to a NHSS 16 organization then any Line Markings sub-contracted out by the NHSS 16 organization must be carried out by a NHSS 7 organization.

1.8 Highway design

GD02 (to be replaced by GG102) is a mandatory standard published by Highways England in conjunction with the overseeing organizations in Scotland, Wales and Northern Ireland. It provides additional guidance to ISO 9001 for quality management systems for the design of highway infrastructure and associated activities. It includes a requirement for an Organization to have a quality plan in place.

Organizations that carry out installation and maintenance works which necessarily include design activities, shall comply with the requirements of GD02 (to be replaced by GG102) in addition to any requirements included in the sector scheme. Where design is outsourced by these organizations to designers, such designers or design organizations shall be registered to GD02 (to be replaced by GG102) and have a scope that is relevant to the work being undertaken

Highway design organizations may apply for registration to GD02 (to be replaced by GG102). Certification bodies can be accredited by UKAS for this scheme.

1.9 Training and Competency Aspects

Normally Sector Scheme Documents provide information on training and competency requirements for employees and workers. Establishing minimum requirements has been central to the development of the Schemes. Some Schemes have been instrumental in developing training and competency qualifications where none were previously available or suitable.

Training and competency requirements generally include registration/skill card schemes which require registered operatives to carry cards as a “licence to work on site”. These may indicate the status and categories of work for which registered employees are competent to undertake; or they may be a smart card acting as a “key” through a suitable card reader or “app” which allows access to view a summary position of the employee’s competence or a level of detail.

All registration / skills cards are required to carry the CSCS logo by 2020 – as set out by the Construction Leadership Council. Some card schemes, such as the Highways England Passport, may not have such a logo – but when working on relevant contracts, both the Passport card and the NHSS registration / skills card must be carried.

1.10 Contacts and useful links

Queries with respect to specific Schemes should be sent to the contact set out in the Introduction of the relevant Sector Scheme document. Alternatively, any general enquiries can be directed to Highways England by email to Standards_Enquiries@highwaysengland.co.uk

1.11 Copyright@NHSSLC

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1.12 Exclusion of Liability

The National Highway Sector Scheme Liaison Committee

- 1 have and accept no liability whatsoever for any failure of any system or systems assessed under this Sector Scheme Document or for the quality, fitness for purpose, or safety of any product or service which is the subject of such assessment,
- 2 do not provide any representation or warranty as to any aspect of any such system, product or service, and
- 3 hereby expressly exclude all and any liability or responsibility (however alleged to arise) for or in connection with the provision of any service or product or any use of any product, all and any such liability or responsibility attaching exclusively to the producer (or user as the case may be) thereof.
- 4 have and accept no responsibility for the information contained in the Schedule of Suppliers.

Notes

- a) Contractors who are registered to National Highway Sector Schemes are required to maintain their data.
- b) Registered Companies and relevant UKAS accredited certification bodies are required to check the information for accuracy.
- c) Confirmation of Certificates of Registration can be obtained from the relevant certification body.
- d) Errors with entries on the website should be reported to the relevant certification body and / or Lantra as relevant.
- e) To ensure that you are working to the current Sector Scheme document, please refer to the UKAS website: www.UKAS.com
- f) Information contained in this document was understood to be correct at the time of publication.

NHSS 0- Part 2 – NHSS Governance

2.0 Introduction

This section specifies the roles of the individual committees involved in the development of National Highway Sector Schemes structure, the responsibilities, duties and roles of their chairpersons and secretariats and/or secretaries and the roles of the committee members (committee members include clients (e.g. infrastructure operators such as Network Rail and Highway Authorities etc), UKAS, certification bodies, Awarding Bodies, Trade Organizations and Industry.)

The NHSS committee may co-opt industry specialists from time to time as and when required to assist in development of the document and/or training/qualifications where necessary. This will be particularly necessary where subcommittees or working groups are established.

2.1 NHSS Liaison Committee

2.1.1 Historical Information

The NHSSLC is the successor to the County Surveyors Society (CSS) sub-committee for Quality and Certification. The need for an over-arching committee was realised once the number of schemes had reached a critical number, when it was concluded that a forum was desirable so that issues and interests of a common nature could be discussed, resolved and as necessary, generally implemented across all the schemes.

The NHSSLC also provides a forum for consideration of issues that may have an impact on the schemes, this could include proposed changes to legislation, such as H&S issues, product conformity requirements, such as the Construction Products Regulations, and changes or proposals for new Standards for management systems.

2.1.2 Aims and Objectives

The roles of the committee are to provide:

- a. A medium to provide input about
 - i) Generic content to be included in the schemes
 - ii) Auditing issues/requirements
 - iii) Topical issues which may affect NHSS development including but not limited to such issues as European Directives and Regulations, ISO and other management standards etc as they may impact on NHSS requirements.
- b. Work with the database provider to develop, review and maintain the Schedule of Suppliers
- c. Consulting with certification bodies on their role within NHSS
- d. Liaising with UKAS
- e. Act as an arbitrator where issues cannot be resolved in NHSS committees
- f. Establish and maintain a current list of contacts for Chairpersons and secretaries of each scheme, representatives from certification bodies and UKAS and other parties involved with NHSS.
- g. Establish and maintain a document providing the current status of schemes
- h. Maintain a current list of future meetings
- i. Develop, publish and review and maintain NHSS 0
- j. Promote NHSS schemes
- k. Establish contacts with client bodies
- l. Establish as necessary permanent or temporary sub groups reporting to the committee

2.1.3 Membership

The composition of the Committee consists of representation from

- a) Chairperson
- b) Secretary (honorary)
- c) UKAS
- d) Certification bodies
- e) Chairperson and/or Secretary of NHSS Committees
- f) Chairperson Client Body Representatives
- g) Others involved in NHSS committees.

Whilst Trade Associations are not explicitly included in the membership, the membership of the constitutions of the individual committees is such that a trade association representative is either the chairperson or the trade association acts as the secretariat for that committee. It is considered therefore under such circumstances that further representation from trade associations is unnecessary.

All relevant certification bodies are required to be members of the Committee. A certification body may elect to send a representative on their behalf, who also represents another certification body, however this would normally be a person who is contracted by such CBs on a regular basis and can truly represent a number of CBs.

Client Bodies currently include representatives from Highways England, the Overseeing Organizations of N. Ireland, Scotland and Wales and the Local Authorities, normally from the Association of Directors of Environment, Economy, Planning and Transport (ADEPT - formerly the CSS). Representatives from other client bodies are also welcome to apply.

2.1.4 Roles, Duties and Responsibilities of Chairperson and Secretary

2.1.4.1 Chairperson

The roles, duties and responsibilities of the Chairperson are to:

- a. Act in an impartial manner in the best interests of the NHSS and its stakeholders
- b. Declare any potential conflicts of interest and act accordingly.
- c. The chairperson may attend working group meetings, however except in exceptional circumstances the chairperson should not chair a working group
- d. Advise/consult the membership, set the agenda, arrange for a suitable venue, issue documents, chair the main meeting (2 per annum), prepare the minutes, issue and periodically check on actions as appropriate.
- e. Attend as necessary meetings of the Certification Bodies Group (CBG) including liaison with the 'Lead CBs'(typically 2 per annum).
- f. Maintain a watching brief over the activities of the various NHSS Advisory Committees including ensuring that clients, CBs and trade associations etc are appropriately represented. Only in extraordinary circumstances will it be necessary to attend such meetings.
- g. Provide feedback from the NHSSLC to/between NHSS committees and other bodies as necessary
- h. As time permits research and develop KPIs for measuring the benefits from the schemes
- i. Maintain links with Association of Directors for the Environment, Economy, Planning and Transport (ADEPT - formerly the CSS) and report back on any relevant ADEPT meetings attended in a different capacity to chairing of the NHSSLC in order to provide feedback, raise awareness of NHSS and as the need arises to find and invite additional ADEPT representatives for the NHSS committees.

- j. Maintain links with CSCS and ECS to ensure that the interests of industry including Highway Construction are represented in their scheme.
- k. Actively promote NHSS through the relevant websites (including ADEPT), press releases, seminars etc; deal with requests for information, pursue any notified misuse or lack of proper implementation of NHSS, and maintain close links with Lantra Awards in respect of the national database of registered suppliers.
- l. Arrange (as appropriate) guest speakers (unpaid) to provide information on topical issues which may affect NHSS development including but not limited to such issues as European Directives and Regulations, ISO and other management standards as they may impact on NHSS requirements.
- m. Any other NHSS related activities that may be identified from time to time.

2.1.4.2 The Secretary

The roles, duties and responsibilities of the Secretary are to:

- a) Provide secretarial assistance for meetings as follows
 - i) To liaise with the Chairperson to develop the agenda for planned meetings.
 - ii) To request agenda items from committee members in accordance with the agreed schedule (see below).
 - iii) To confirm with the Chairperson the agenda, prepare supporting papers for the meetings and any necessary briefing for the Chairperson. (this may include a separate meeting or meetings with the relevant chairperson)
 - iv) Minute taker at meetings.
 - v) Prepare minutes of the meeting for approval by the Chairperson in accordance with the schedule below. Such minutes should separately include a summary of actions to be undertaken.
 - vi) Issue minutes of the meetings in accordance with the schedule below

Target Time Line	Action
8 weeks prior	Remind Group members of actions outstanding, including any actions they have to undertake
6 weeks prior	Request agenda items
4 weeks prior	Draft agenda sent to chair to approve with any supporting papers
2 weeks prior	Once approved agenda and supporting papers to be sent to Group members as directed by the Chairperson
MEETING	
10 working days after	Draft minutes sent to Chairperson for approval
4 weeks after	Minutes sent to all Group members with supporting papers, as applicable and as directed by Chairperson. Remind Group members of their actions, and the date of the next meeting

- b) Maintain a current list of members, and their contact details.

- c) Source/contact as directed (by the committee) appropriate persons/organizations/stakeholders for representation on the committee.
- d) Maintain a register of organizations registered to the schemes.
- e) Keep master and archive copies of the sector scheme 0 in perpetuity.
- f) Up-date the sector scheme documents as directed by the NHSSLC (in conjunction with the scheme Chairperson and/or other nominated person).
- g) Liaise/consult with committee members as and when directed on changes contained in a revised sector scheme document and obtain their approval.
- h) Send electronic copy of the approved and revised Sector Scheme 0 to UKAS publications for publishing following approval/authorisation by the Group.
- i) Become aware of any documents that may have an impact on the schemes. This will include but not be limited to forthcoming legislation, policy statements and strategies of clients, health and safety issues, developments, changes and improvements in the field of training and competency including changes to the way that qualifications are to be delivered.
- j) Where appropriate provide briefing on proposed changes arising from documents as they might impact on the sector schemes.
- k) Communicate with and as necessary provide support to the registration and other work for the Schedule of Suppliers.
- l) Promote NHSS as appropriate.
- m) Act as the conduit for feedback on the operation of the schemes
- n) Understand the limits of the Secretariat role.
- o) Declare any potential conflicts of interest and act accordingly

2.1.5 Election of Chairperson and Secretary

Following the resignation/termination of the current Chairperson's term of office, members will be requested to nominate candidate/s for the post. Members may not nominate themselves. This nomination must be seconded by another committee member. The committee will then vote for the candidate/s this may involve as appropriate either the nominated candidates leaving the room or a postal vote. Voting is restricted to one vote per represented organisation (so where an organisation may have multiple representatives, only one of those may vote).

Following the resignation/termination of the current Secretary term of office, members will be requested to nominate candidate/s for the post. This nomination must be seconded by another committee member. The committee will then vote for the candidate/s this may involve as appropriate either the nominated candidates leaving the room or a postal vote.

Where a Chairperson or Secretary resigns without notice, the committee may agree on a temporary Chairperson or Secretary who will hold this office until such time as a formal nomination and vote is carried out.
See constitution for terms of office.

2.1.6 Working Groups

The formation of working groups and the appointment of working group Chairpersons should be considered where specialist issues arise.

The secretariat should be informed about any working groups i.e. title, scope, membership, liaisons. The working group would then act like a small sector group with its own scope and Chairperson.

2.1.7 Voting and Consensus

The NHSSLC is principally consultative. The only matter on which it is appropriate for the members of the NHSSLC to vote is in the election of a Chairperson and Secretary. Associate

members and observers have no voting rights in the NHSSLC. All other matters will be decided by consensus of members. The Chairperson may, for example, call for a show of hands of members to establish the balance of opinion on an issue with the decision made on a majority. NHSS SSAC Chairpersons may request associate members and observers who have no voting rights in the NHSSLC to leave the room when members attempt to finalise a consensus.

2.2 NHSS Advisory Committees

2.2.1 Aims and Objectives

The roles of the committee are to provide:

- a. A medium to determine:
 - i) Specific content to be included in the scheme/s
 - ii) Training and competency issues / requirements
 - iii) Topical issues which may affect NHSS development including but not limited to such issues as European Directives and Regulations, ISO and other management standards etc as they may impact on NHSS requirements.
- b. Provide information to the CBG and NHSSLC to keep NHSS 0 Section 4 up to date in respect of scopes of their document Specify the duties of the certification bodies within NHSS
- c. As appropriate liaise with UKAS
- d. Submit issues to the NHSSLC where they cannot be resolved in NHSS committees
- e. Establish and maintain a current list of members.
- f. Develop, publish and review and maintain NHSS Document
- g. Promote NHSS schemes
- h. Establish contacts with client bodies in the sector
- i. Establish as necessary permanent or temporary sub groups reporting to the committee

2.2.2 Membership

The composition of the Committee consists of the following / representation from:

- a) Chairperson
- b) Secretary (honorary)
- c) Deputy or Vice Chairperson (optional)
- d) UKAS
- e) Lead CB representative
- f) Client Body Representatives
- g) Trade Associations / Professional Body

The Lead certification body is required to be a member of the Committee. The Certification Body Group will elect a representative on their behalf, This person is contracted by such CBs on a regular basis and can truly represent a number of CBs. (See NHSS 0 Part 4)

Client Bodies may include representatives from Highways England, the Overseeing Organizations of Northern Ireland, Scotland and Wales and the Local Authorities, normally from the Association of Directors of Environment, Economy, Planning and Transport (ADEPT) (formerly the CSS) and other infrastructure such as Network Rail and Environmental Agency. Other Local Government Authorities have declined to attend on the basis that they were unable to identify an authority that was prepared to cover the cost of sending a representative. Representatives from other client bodies are also welcome to apply.

Committees should consider representation from other bodies, in particular the HSE, if safety is a particular consideration in their industry.

2.2.3 Roles, Duties and Responsibilities of Chairperson and Secretary

2.2.3.1 The Chairperson

The roles, duties and responsibilities of the Chairperson are to:

- a) Act in an impartial manner in the best interests of the NHSS and its stakeholders
- b) Declare any potential conflicts of interest and act accordingly. If a chairperson is representing a stakeholder, they should, wherever possible, not represent that member after taking on the role as chairperson. The chairperson may attend working group meetings, however except in exceptional circumstances the chairperson should not chair a working group.
- c) Advise/consult and/or direct the membership, set the agenda, organise a suitable venue, issue documents, chair the SSD review and maintain order at the NHSS Advisory Committee meetings, finalise the minutes, instruct the secretary to issue and periodically check on actions as appropriate.
- d) Attend meetings of the NHSSLC or nominate an alternate.
- e) Advise (through the SSAC Secretary) the NHSSLC and CBG of changes in the scope categories and subsets that their scheme covers to keep the NHSS 0 Suite of Scopes document up to date
- f) As appropriate identify opportunities to develop and extend the scheme/s.
- g) Provide feedback (including proposed changes to NHSS 0) to the NHSSLC. (This includes a brief report on the work of the committee in a format to be decided by the NHSSLC from time to time)
- h) As time permits research and develop KPIs for measuring the benefits of the scheme/s
- i) As appropriate maintain links with CSCS and ECS to ensure that the interests of the Industry are properly represented in their scheme.
- j) Actively promote NHSS through the relevant websites (including ADEPT), press releases, seminars etc; deal with requests for information, pursue any notified misuse or lack of proper implementation of NHSS, and maintain close links with Lantra Awards in respect of the national database of registered suppliers.
- k) Arrange (as appropriate) guest speakers (unpaid) to provide information on topical issues which may affect NHSS development including but not limited to such issues as European Directives and Regulations, ISO and other management standards as they may impact on NHSS requirements.
- l) Any other NHSS related activities that may be identified from time to time.

In the unlikely event that a committee meeting or member at that meeting cannot be brought to order, the chairperson should take whatever action is necessary in order to continue the business of the meeting (including the suspension / removal of a member from the meeting) or may close the meeting without completing the intended business of that meeting. The committee should decide whether further action is required (e.g. suspending a committee member, complaining to the organisation being represented that their representative is acting unprofessionally, and seeking a replacement) and advise the committee member accordingly. The committee member has the right to appeal in writing within twenty working days of being so advised to the Committee chairperson in the first instance. Should the committee member concerned not be satisfied with the response, then they may appeal to the NHSSLC Chairperson, who will consider the matter together with two other NHSSLC or CBG members (not being members of the relevant NHSS Advisory Committee) and advise the committee member and NHSS Advisory Committee chairperson of their decision which will be final and without further appeal.

2.2.3.2 The Secretary

The roles, duties and responsibilities of the Secretary are to:

- a) Provide secretarial assistance for meetings as follows
 - i) Liaise with the Chairperson to develop the agenda for planned meetings.
 - ii) Request agenda items from committee members in accordance with the agreed schedule (see below).
 - iii) Confirm with the Chairperson the agenda, prepare supporting papers for the meetings and any necessary briefing for the Chairperson. (this may include a separate meeting or meetings with the relevant chairperson)
 - iv) Minute taker at meetings.
 - v) Prepare minutes of the meeting for approval by the Chairperson in accordance with the schedule below. Such minutes should separately include a summary of actions to be undertaken.
 - vi) Issue minutes of the meetings in accordance with the schedule below:

Target Time Line	Action
8 weeks prior	Remind Committee members of actions outstanding, including any actions they have to undertake
6 weeks prior	Request agenda items
4 weeks prior	Draft agenda sent to chair to approve with any supporting papers
2 weeks prior	Once approved agenda and supporting papers to be sent to Committee members as directed by the Chairperson
MEETING	
10 working days after	Draft minutes sent to Chairperson for approval
4 weeks after	Minutes sent to all Committee members with supporting papers, as applicable and as directed by Chairperson. Remind Committee members of their actions, and the date of the next meeting

- b) Maintain a current list of members, (including paper members) and their contact details.
- c) Source/contact as directed (by the committee) appropriate persons / organizations / stakeholders for representation on the committee
- d) Maintain a register of organizations registered to the schemes
- e) Keep master and archive copies of the sector scheme in perpetuity
- f) Up-date the sector scheme documents as directed by the Committee (in conjunction with the scheme Chairperson and/or other nominated person) and by reference to ISO9000, ISO 9001 and the NHSS 0 template, recording the rationale for departures from, or amendments or additions to, from the standard and template.
- g) Liaise/consult with committee members as and when directed on changes contained in a revised sector scheme document and obtain their approval.
- h) Send electronic copy of the approved and revised Sector Scheme to UKAS for publishing following approval/authorisation by the Committee.
- i) Advise the NHSSLC and CBG of changes in the scope categories and subsets that their scheme covers to keep the NHSS 0 Suite of Scopes document up to date

- j) Become aware of any documents that may have an impact on the schemes. This will include but not be limited to forthcoming legislation, policy statements and strategies of clients, health and safety issues, developments, changes and improvements in the field of training and competency including changes to the way that qualifications are to be delivered.
- k) Where appropriate provide briefing on proposed changes arising from documents as they might impact on the sector schemes.
- l) Communicate with and as necessary provide support to the registration and other work for the Schedule of Suppliers.
- m) Promote NHSS as appropriate.
- n) Act as the conduit for feedback on the operation of the schemes
- o) Understand the limits of the Secretariat role
- p) Declare any potential conflicts of interest and act accordingly

2.2.4 Election of Chairperson and Secretary

Following the resignation/termination of the current Chairperson's (or Deputy / Vice Chairperson) or Secretary's term of office, members may be requested to nominate candidate/s for the post(s). This nomination must be seconded by another committee member. The committee will then vote for the candidate/s this may involve as appropriate either the nominated candidates leaving the room or a postal vote.

Voting is restricted to one vote per represented organisation (so where an organisation may have multiple representatives, only one of those may vote).

Where a SSAC nominates an organisational representative to hold the office of Chairperson or Secretary, then following the resignation/termination of the current Chairperson's or Secretary's term of office, the relevant organisation will nominate a suitable person to take over the role(s).

Where a chairperson or secretary resigns without notice, the committee may agree amongst themselves a temporary chairperson or secretary who will hold this office until such time as a formal nomination and vote as required, is made. Where a committee has elected a deputy or vice chairperson, this person may automatically take on the role of Chairperson in their absence until such time as a formal nomination and vote as required is made.

See constitution for terms of office.

2.2.5 Lead Certification Body Representative

The roles, duties and responsibilities of the lead certification body representative are to:

- a) Liaise with, represent and communicate to CBs that are accredited by UKAS to register organisations to the relevant NHSS; seeking feedback (anonymised) on the NHSS prior to each meeting, and reporting relevant matters back to them after the meeting
- b) Attend meetings and report to the relevant committee(s)/group(s) or nominate an alternate
- c) As appropriate, identify opportunities to develop, maintain and extend the scope of scheme(s).
- d) Provide feedback (including changes to NHSS 0) to the appropriate committee
- e) Review any proposed changes to the NHSS SSD ensuring that the standards (ISO 9000 and 9001) are not affected and that the NHSS 0 template is used, with any departures from these (including additions) being fully considered and the rationale recorded. In particular definitions should be as those in ISO 9000, or as those in the NHSS 0 Template or if a new definition is required this should be NHSS neutral.
- f) Declare any potential conflicts of interest and act accordingly
- g) Any other NHSS related activities that may be identified from time to time.

2.2.6 Sub-Committees / Working Groups

The formation of sub-committees or working groups and the appointment of working group Chairpersons should be considered where specialist issues arise.

The Secretariat should be informed about any working groups i.e. title, scope, terms of reference, membership, liaisons. The working group would then act like a small sector group with its own scope and Chairperson.

2.2.7 Voting and Consensus

The Committee is principally consultative. The only matter normally on which it is appropriate for the members of the Committee to vote is in the election of a Chairperson and Secretary. Associate members and observers have no voting rights in the Sector Committee. All other matters will be decided by consensus of members. The Chairperson may, for example, call for a show of hands of members to establish the balance of opinion on an issue with a decision based on a majority. The Committee Chairperson may request associate members and observers who have no voting rights on the Sector Scheme Advisory Committee to leave the room when members attempt to finalise a consensus.

2.2.8 Administrators

Where a need for establishing an administrator is identified by the NHSS SSAC, such as where adequate training is not available or because there are no recognised (benchmarked) training or competency qualifications available in an industry or because the training and competency qualifications available to the industry are fragmented and there is a plethora of qualifications which need to be mapped against each other, consideration may be given by the NHSS SSAC to appoint an Administrator.

The Administrator may be sourced from a number of different organizations examples are trade associations, awarding bodies or relevant independent organizations or a mix of organizations. In this situation the NHSS SSAC will need to provide the Administrator with an appropriate specification which should be linked to expected performance (target dates) and preferably combined with a written understanding of goodwill from both parties of the length and notice of such arrangement. A specimen specification is provided in Appendix 2B.

2.3 Certification Body Group

2.3.1 Aims and Objectives

The roles of the group are to provide:

- a) A medium to determine and to advise on:
 - i) Accreditation, registration and assessment
 - ii) Auditing issues/requirements
 - iii) Topical issues which may affect NHSS development including but not limited to such issues as European Directives, Regulations and Standards, ISO and other management standards etc. as they may impact on NHSS requirements but specifically related to certification.
- b) Provide as appropriate information as detailed in the NHSS to the Schedule of Suppliers
- c) Review and make recommendations on the duties of the certification bodies within NHSS
- d) As appropriate liaise with UKAS

- e) Submit issues to the NHSSLC where it is right to do so or where they cannot be resolved in the CBG
- f) Establish and maintain a current list of members.
- g) Develop, publish and review and maintain relevant guidance document
- h) Promote NHSS schemes
- i) Establish contacts with prospective client bodies
- j) Establish as necessary permanent or temporary sub groups reporting to the group
- k) Provide report on certification issues to the NHSSLC
- l) Determine Lead certification bodies

2.3.2 Membership

The composition of the Committee consists of representation from

- Chairperson
- Secretary (honorary)
- UKAS
- Certification Bodies
- Chairperson (NHSSLC)
- Highways England
- Others involved in NHSS committees (as invited)

The Certification Body Group will elect Lead Certification Body representatives who will attend NHSS meetings on their behalf as the lead CB. (They shall find an alternate if they are unable to attend).

2.3.3 Roles, Duties and Responsibilities of Chairperson and Secretary

2.3.3.1 Chairperson

The roles, duties and responsibilities of the Chairperson are to:

- a) Advise/consult and/or direct the membership, set the agenda, organise a suitable venue, issue documents, chairperson the main meeting, finalise the definitive minutes, instruct the secretary to issue and periodically check on actions as appropriate.
- b) Attend meeting of the NHSSLC or nominate an alternate.
- c) As appropriate identify opportunities to develop and extend the scheme/s.
- d) Provide feedback (including changes to NHSS 0) to the NHSSLC.
- e) As time permits research and develop KPIs for measuring the benefits of the scheme/s
- f) Maintain close links with Lantra in respect of the national database of registered suppliers.
- g) Declare any potential conflicts of interest and act accordingly

2.3.3.2 Secretary

The roles, duties and responsibilities of the Secretary are to:

- a) Provide secretarial assistance for meetings as follows
 - i) Liaise with the Chairperson to develop the agenda for planned meetings.
 - ii) Request agenda items from group members in accordance with the agreed schedule (see below).
 - iii) Confirm with the Chairperson the agenda, prepare supporting papers for the meetings and any necessary briefing for the Chairperson. (this

- may include a separate meeting or meetings with the relevant chairperson)
- iv) Minute taker at meetings.
 - v) Prepare minutes of the meeting for approval by the Chairperson in accordance with the schedule below. Such minutes should separately include a summary of actions to be undertaken.
 - vi) Issue minutes of the meetings in accordance with the schedule below:

Target Time Line	Action
8 weeks prior	Remind Group members of actions outstanding, including any actions they have to undertake
6 weeks prior	Request agenda items
4 weeks prior	Draft agenda sent to chairperson to approve with any supporting papers
2 weeks prior	Once approved, agenda and supporting papers to be sent to Group members as directed by the Chairperson
MEETING	
10 working days after	Draft minutes sent to Chairperson for approval
4 weeks after	Minutes sent to all Group members with supporting papers, as applicable and as directed by Chairperson. Remind Group members of their actions, and the date of the next meeting

- b) Maintain a current list of members, (including paper members) and their contact details.
- c) Source/contact as directed (by the group) appropriate persons/organizations/ stakeholders for representation on the committee
- d) Appoint a nominee to keep master and archive copies of sector scheme 0 in perpetuity.
- e) Update the relevant sector scheme 0 documents as directed by the NHSSLC (in conjunction with the scheme Chairperson and/or other nominated person).
- f) Liaise/consult with group members as and when directed on changes contained in a revision to a relevant part of the sector scheme document and obtain their approval.
- g) Send electronic copies of the approved and revised relevant parts of Sector Scheme 0 via NHSSLC to UKAS publications for publishing following approval/authorisation by the NHSSLC.
- h) Become aware of any documents that may have an impact on the schemes. This will include but not be limited to forthcoming legislation, policy statements and strategies of clients, health and safety issues, developments, changes and improvements in the field of training and competency including changes to the way that qualifications are to be delivered.
- i) Where appropriate provide briefing on proposed changes arising from documents as they might impact on the sector schemes.
- j) Communicate with and as necessary provide support to the registration and other work for the Schedule of Suppliers.
- k) Promote NHSS as appropriate.
- l) Act as the conduit for feedback on the operation of the schemes

- m) Understand the limits of the Secretariat role.
- n) Declare any potential conflicts of interest and act accordingly

2.3.4 Election of Chairperson and Secretary

The chairperson and secretary are appointed from the lead CBs on a rotating basis, the nominated Secretary will then become the Chairperson for the following meeting.

2.3.5 Sub-Committees / Working Groups

The formation of sub-committees or working groups and the appointment of working group Chairpersons should be considered where specialist issues arise.

The Secretariat should be informed about any working groups i.e. title, scope, terms of reference, membership, liaisons. The working group would then act like a small sector group with its own scope and Chairperson.

2.3.6 Roles, Duties and Responsibilities of NHSSLC, NHSS SSAC, CBG and other working group members

The roles, duties and responsibilities of NHSSLC, NHSS SSAC, CBG and other working group members are:

- a) Members will represent their sponsoring organization and have specific authority to agree committee decisions on behalf of their sponsoring organization.
- b) Attend meetings of the relevant committee(s)/group(s) or nominate an alternate
- c) Act in a professional manner in the best interests of the NHSS and all its stakeholders
- d) As appropriate, identify opportunities to develop, maintain and extend the scope of scheme(s).
- e) Provide feedback (including changes to NHSS 0) to the appropriate committee.
- f) Actively promote NHSS through the relevant websites (including ADEPT), press releases, seminars etc; deal with requests for information, pursue any notified misuse or lack of proper implementation of NHSS.
- g) Report back to their respective sponsoring Organization and action any committee decisions through the sponsoring Organization.
- h) Declare any potential conflicts of interest and act accordingly
- i) Any other NHSS related activities that may be identified from time to time.

See also Part 3 Clause 3.3 for further understanding of the role

2.4 Data Protection

The administration of the committees or groups referred to in the foregoing must be carried out in accordance with the data protection requirements of the U.K. As there is an existing relationship between existing committee / group members and the necessary data associated with the work of the committee / group represents a legitimate interest, there is no requirement to seek consent to the processing of such data. However the following is recommended as best practice:

- a) Details held on each committee / group member should be no more than the following:
 - i. First name and surname
 - ii. Organisation represented
 - iii. Email address

- iv. Telephone contact number(s)
 - v. Whether a committee / group office is held (e.g. chairperson / secretary)
 - vi. Attendance record at meetings
- b) An information asset register should be held by the committee / group secretary (or in the absence of the secretary the chairperson) with the following headings:
- i. Name of Asset
 - ii. What does it do
 - iii. Location
 - iv. Owner
 - v. Personal Data
 - vi. Access
 - vii. Shared
 - viii. Format
 - ix. Retention
 - x. Risks/impact
- c) The information asset register should be reviewed at each meeting of the committee / group or annually
- d) New committee / group members should give express written consent to their details being held (See Appendix 2D)
- e) Emails should be sent to committee / group members as a group by using bcc only
- f) Should committee/group members wish to contact other committee / group members, this must be arranged between the individual members themselves
- g) Attendance sheets at meetings should only have the person's name, the organisation they are representing and a mark or signature to show they are attending. The attendance record may be appended to the minutes (e.g. if it is considered it might be needed in any investigation (e.g. carried out under the Competition Act)) or, after the minutes of the meeting have been approved, should be destroyed

NHSS 0 Part 3 Scheme Development Process

This section covers the identification of the need for sector schemes and specifies the roles of the interested parties including clients (e.g. infrastructure operators including Highway Authorities), UKAS, certification bodies, Awarding Bodies, Trade Organizations and Industry.

3.1 Scheme Development

3.1.1 Stages in development of a National Highway Sector Scheme Document

A National Highway Sector Scheme (NHSS) is only of value if it is used, therefore the user requirements for a NHSS have to be clearly understood by the committee at the start and borne in mind throughout its development.

In the NHSS development process the main stages shall be as follows:

- a) new work acceptance;
- b) commitment to work commencement;
- c) development of draft;
- d) consultation;
- e) committee approval;
- f) endorsement;
- g) publication and
- h) maintenance.

All committee decisions, including whether or not to move to the next stage of the development process, shall be minuted.

3.1.2 New work acceptance

A NHSS shall be developed if there is a genuine need for standardization and a willingness among the parties concerned to agree on the standards required. There must be sufficiently wide support to give confidence that consensus can be reached.

Proposals for new work items shall be fully justified in relation to the benefits sought, and shall be approved by the relevant acceptance team.

Note 1: Criteria to be considered in justifying new works include but are not limited to, the non availability of a comparable scheme, non availability of adequate training and competency qualifications, a requirement to develop bench marking for best practice, the need to identify organizations that have the capability to deliver a quality services

Note 2: Requests for either a new or revised NHSS may be made by any interested party in the UK through a relevant Industry Body to the National Highway Sector Scheme Liaison Committee.

3.1.3 How to develop a NHSS committee

Key stakeholders will be invited to an inaugural meeting to obtain expressions of interest and commitment. Once this is agreed, a committee is formed and agreed by the key stakeholders who have identified, where possible, all those who have an interest in the development of a NHSS for their industry sector.

3.1.4 Commitment to work commencement

To be agreed and defined by the NHSS Committee and included in the terms of reference.

3.1.5 Development of draft NHSS document

An initial draft shall be developed using the NHSS 0 template and guidance by selecting the relevant text and options appropriate to the industry sector needs. This is presented to the NHSS committee who progress the document to a first draft.

3.1.6 Industry Consultation

On completion of the first draft, wider consultation is sought by the committee for endorsement of the first draft as appropriate to the needs of the industry sector. (Consultation will include trade associations, trade bodies and other interested parties appropriate to their industry sector needs). The consultation period shall last for at least six weeks.

3.1.7 NHSS Committee approval and endorsement

After the consultation period, all comments are reviewed and a final draft is agreed and circulated for endorsement by the NHSS committee. This must then be passed to the CB Group and NHSSLC for confirmation prior to being published.

3.1.8 Publication

The Chair or Secretary submits the NHSS document to UKAS for publication on the UKAS website.

3.1.9 Maintenance

The NHSS committee shall review the document at least annually to ensure it is maintained in accordance with industry sector needs and legislative requirements.

Each NHSS committee shall maintain standards for which it is responsible, to ensure that those standards are up to date with current practice and free from material error.

The revised NHSS document is resubmitted to UKAS for publication on their website.

3.2 Governance Structure

3.2.1 Each Sector Scheme Advisory Committee (SSAC) is self-governing as respects the management of their scheme; but should take cognisance from the National Highway Sector Scheme Liaison Committee (NHSSLC) views in making decisions.

3.2.2 The SSAC is mandated to follow NHSS 0 which is owned by the NHSSLC, on the constitution, terms of reference and document structures specified therein.

3.2.3 The Secretariat role for SSAC's and NHSSLC may be provided through minuted committee agreement with an individual or third party organization deemed suitable and willing to take on the role.

3.2.4 All members of the SSAC's and member of the NHSSLC provide their services without remuneration.

3.2.5 The certification bodies shall establish a Certification Body Group to represent the collective views of the CB's on any matters associated with the development, implementation, assessment and accreditation of the NHSS's.

- 3.2.6 Sub-groups of SSAC's may be formally established by minuted resolution of an SSAC for whatever purpose the Committee deems necessary (e.g. a training sub-committee).

3.3. Legal Issues

3.3.1 Exclusion of liability

The NHSS's developed by the SSAC's shall include within all scheme documents statements to make clear that the scheme committee

- a have and accept no liability whatsoever for any failure of any system or systems assessed under the Sector Scheme Document or for the quality, fitness for purpose, or safety of any product or service which is the subject of such assessment,
- b do not provide any representation or warranty as to any aspect of any such system, product or service, and
- c hereby expressly exclude all and any liability or responsibility (however alleged to arise) for or in connection with the provision of any service or product or any use of any product, all and any such liability or responsibility attaching exclusively to the producer (or user as the case may be) thereof.

3.3.2 Health and Safety

Each SSD must such as to stand up to scrutiny by the HSE, as it may form part of their investigation following an incident.

3.3.3 Use in Court Proceedings

The fact that a sector scheme document has been produced and endorsed in accordance with NHSS 0, especially with regard to consensus, shall enable any interested party to assert in legal proceedings that it embodies agreement between all interested parties on what is mutually acceptable (and reflects the state of the art at the time it was published).

3.3.4 Due care and responsibility of sector scheme committees

Sector scheme committee members shall be responsible for the development of an individual sector scheme. They shall take all reasonable steps to ensure that sector schemes are free from error. No sector scheme shall be written in such a way as to result in the acceptance of non-conforming products (including services) by a purchaser ordering to that sector scheme.

3.3.5 Requirement to act as expert witnesses

Any committee member called upon in a personal capacity to give evidence as an expert witness in any legal proceeding shall make very clear at such hearings that they do so in their private capacity and that they have no authority whatsoever to speak or express any opinions on behalf of the NHSSLC or any sector scheme committee.

3.4. Constitution and Terms of Reference

- 3.4.1 Detailed in Appendices 3A & 3B are the specimen constitution and terms of reference respectively which shall be adopted by all existing and future SSAC's.

3.4.2 The constitution and terms of reference shall be reviewed by each SSAC at least once every three years or more frequently if required, e.g. through the establishment of related but independent schemes.

3.5 New Scheme Development Process

The main stages shall be as follows:

a) Need for a new scheme

This can come from a variety of inputs - e.g. EU legislation, HE / EU standards, client or industry requirements. Traditionally proposals have been made to Highways England (HE) by relevant stakeholders such as a Trade Association. It is then discussed with industry, and if endorsed, the development process is begun.

Normally a working party is formed to develop a first draft sector scheme document for wider discussion and consultation.

The working party proposes the constitution and terms of reference of the sector scheme committee.

b) Announcement of work commencement

The idea for a new scheme shall be put to the National Highway Sector Scheme Liaison Committee (NHSSLC) at the first available opportunity. The sector scheme's practical and commercial viability shall be discussed with interested parties and considerations raised are taken on board by the sector scheme proposer.

The Liaison Committee ratifies the development of the new sector scheme and also the proposed committee as appropriate.

c) Committee actions

The sector scheme proposer organises an inaugural committee meeting. The purpose of this meeting is to gain a broad consensus for the further development of the sector scheme and to establish the sector scheme committee. Constitution is as per Appendix 3A and Terms of reference is as per Appendix 3B. A suggested agenda is given as per Appendix 3C.

d) Development of draft

The Chairman and Secretariat shall manage the development of the sector scheme and sector scheme document in the following manner:-

The format of the sector scheme and sector scheme document shall be developed in line with the model requirements set down in the relevant parts of NHSS 0.

The scope and application of the sector scheme document is defined in section 1 of NHSS (see also NHSS 0 SSD Suite of Scopes). It is up to the sector scheme committee to reach consensus with regards to the scope and application of each sector scheme document.

Target dates for achievement of development actions shall be established at all stages.

Due notice shall be taken of European Conformity (CE) directives and Standards which impact on the development and implementation of the sector scheme. Where this is the case it is considered prudent to invite the participation of a notified body in the development of the sector scheme.

Impact on and consideration of other sector schemes is to be taken into account.

On completion of the first draft, representation from across the industry sector and assessment community are invited to a meeting to consider this.

e) Consensus

The committees and any sub committees shall meet and reach decisions by consensus.

In cases where a committee or subcommittee cannot reach agreement by consensus, the following procedure shall be invoked to examine whether the disagreement can be resolved or whether the project can be redefined to avoid such disagreement:

If it is concluded that without agreement being reached in the sector scheme committee, any resulting scheme document would in practice be a matter of continuing contention, the project shall be abandoned. Alternatively, if it seems that an acceptable scheme document can be prepared, but the sector scheme committee itself remains unable to reach a decision, the disagreement shall be referred promptly to NHSSLC, a panel of which shall hear the evidence and recommend a line of action to NHSSLC. The decision of NHSSLC shall be final and binding on all parties.

f) Comment

During the preparation of sector scheme documents, the opportunity for industry to contribute shall be provided together with a draft for comment. Sector scheme documents for annual review (see j) below) shall be made available to industry at a date determined by the sector scheme committee.

Committees and subcommittee members shall consult their nominating organizations' members at all stages of sector scheme development through the machinery of those organizations. A typical consultation feedback sheet is provided in Appendix 3D.

g) Sector Scheme Committee approval

Following the completion of the sector scheme document it shall be presented to the full sector scheme committee for final approval and endorsement by the chair for publication on the UKAS website.

h) Endorsement to Publish New Scheme

Once the SSAC have approved the document for publication, the sector scheme Chair shall endorse approval by providing their signature of endorsement on the document.

Once the sector scheme document has been developed and approved, the sector scheme document shall be posted on the UKAS website and deemed to be published.

i) Publication

The Chair, or under instruction, the secretary, will issue the endorsed sector scheme document to UKAS for publication on their website (which is normally updated on the last Friday of each month subject to the sector scheme documents being sent to UKAS).

Note: UKAS will publish the sector scheme document in a PDF format and add a cover sheet. The compiler of the sector scheme document should ensure that pagination in PDF format is taken account of before submitting the document to UKAS.

j) Maintenance and Revision of Schemes

The sector scheme and sector scheme document shall be reviewed at least annually by the relevant SSAC. The inputs to the scheme review shall be:

1) NHSSLC requests for consideration.

2) Input regarding new and pending legislation etc. and impact of EU standards.

3) Feedback from the Lead certification body as follows:-

- Observations and comments on the implementation and assessment findings relating to the scheme including any omissions or deficiencies in its scope.
- Recommendation for improving/clarifying the sector scheme document
- Feedback on deficiencies raised against contract documentation
- A list of organizations whose scope of registration includes this sector scheme for comparison against the Schedule of Suppliers (see “o” below).

4) Any other relevant feedback from, for example, industry, trade associations & consultants.

5) Need for changes to the sector scheme document.

6) Review of best practice including but not limited to:

Roles and responsibilities
Legislation
Responsibility of sector scheme users
Responsibility of sector scheme committee members
Critical errors in sector scheme documents or supporting sector scheme documents

from relevant groups

k) Retention of previous issues, papers for meetings and similar documents

It is the responsibility of the sector scheme committee secretaries to ensure copies of all issued documents past and present are maintained for future reference. Where there is a change of secretariat, the incoming secretary should ensure that they are given copies of all previous and the present issues, this will include all previous and present agendas, minutes and associated papers and where appropriate protocols and reports.

l) Intimation of proceedings against sector scheme committee members

Any committee member receiving notification in any form that they are to be involved in legal or administrative proceedings of any nature connected with their committee work or their sponsoring organization shall immediately notify the NHSS SSAC Chair.

m) Intellectual property: Copyright etc.

Permission is granted to reproduce and distribute the NHSS SSD subject to the restriction that the complete document must be copied without alteration, addition or deletion.

n) Use of the NHSS Logo

The conditions for using the logo on for example, stationery, websites, vehicles are generally and currently those applicable by the relevant certification body. However the full set of rules is provided in Appendix 3E, a summary of the main conditions being given below:

1. the mark shall only be displayed and used in conjunction with the mark of a certification body that has been accredited by UKAS (or equivalent) to assess an organization to the NHSS(s) and issued the (NHSS) Certificate;
2. the mark shall only be used in relation to the specific product or service for which the certificate has been awarded;
3. the mark shall only be used during the period of validity (as shown on the certificate) of the approval;

4. the mark shall not be used as a product marking (i.e. incorporated in the product by permanent means).
5. The organization shall not misleadingly refer to the certification system or use the NHSS mark in a manner which either:
 - a) implies certification of activities or at locations including branches or premises not covered by the certification, or
 - b) implies certification against a standard not covered by the certification.
6. If the organization withdraws from the Scheme or moves their certification away from the certification body, the organization shall ensure that the NHSS mark is removed immediately from all locations on which it is displayed.

o) Schedule of Suppliers Website and Data

The Schedule of Suppliers website can be found at www.scheduleofsuppliers.co.uk, sosadmin@lantra.co.uk. The purpose of the Schedule of Suppliers is to aid purchasers in finding a Sector Scheme compliant organization to one or more of the schemes as necessary for the work being undertaken. The website can be searched by area, location or type of work. In addition it will provide information as to the certification bodies accredited for each sector scheme and for each listed supplier. Further information on the Schedule of Suppliers is provided in NHSS 0 part 2.4.

p) Representation on Committees

Disputes over committee composition and representation shall be referred to the NHSSLC where it cannot be resolved by the NHSS SSAC chair.

q) References to Schemes in legislation and statutes, etc

NHSSs are referred to in regulations to avoid inclusion of detailed technical provisions in the body of the law and duplication of the task of writing technical criteria. Reference in this way does not mean delegation of responsibility. The regulatory authority is entitled to cancel a reference at any time and to replace it either by another reference or by insertion of the necessary technical provisions into the legislation itself. Identification of a NHSS by its full identifier is the usual practice.

r) Reference to Standards, etc in Sector Scheme Documents

References to Standards shall be determined as being normative or informative and shall be listed accordingly as prescribed in NHSS 0 Template .

If normative references are required in a sector scheme document, they shall be listed in section 2 of the sector scheme document (see NHSS 0 Template).

If informative references are required in a sector scheme document, they shall be listed in Appendix B of the sector scheme document (see NHSS 0).

Where the NHSS 0 Template lists appendices these should be adopted for all sector scheme documents in the order and using the title provided. Where a particular appendix is not used the sector scheme document should state this.

s) Contractual status of Sector Scheme Documents

Sector scheme documents are listed in Appendix A of the Specification for Highway Works (SHW) and as germane shall be a mandatory requirement for suppliers working to the unmodified listing of the sector scheme in Appendix A of the SHW after the publication date of the scheme document by UKAS and in accordance with the implementation programme detailed in the specific scheme.

t) Trade Descriptions

An NHSS can form part of a trade description when cited by number or when compliance with it is claimed.

NHSS 0 Part 4 Accreditation, Registration and Assessment Guidance for Certification Bodies

4.0 Introduction

4.0.1 The purpose of this part of the document is to ensure consistency and efficacy in the conduct of NHSS assessments by CB's which will be achieved through definition of general aspects appertaining to CB's delivering NHSS assessments and UKAS accredited certification, as well as specific assessor competency requirements in Appendices G & G1 respectively of the relevant NHSS scheme documents and through the provision of training materials and courses for CB's.

4.0.2 The CBG has also become aware of differing levels of commitment to attendance at NHSS committee meetings as well as the NHSSLC and the CBG – hence this part of the document has been prepared to assist in achieving the common goal of enhanced activities on the highway network by clarifying some of the details, requirements and roles.

4.1 Accreditation

4.1.1 Only CB's that have ISO17021 accreditation though UKAS or equivalent with the requisite EAC scope are eligible to offer accredited NHSS scheme registration.

4.1.2 Only CB's having the relevant scheme listed on their UKAS accreditation schedule shall be authorised to issue UKAS accredited certificates for NHSS's. (See UKAS website www.ukas.com)

4.1.3 As part of being an accredited CB for NHSS's the following is expected in terms of engagement and involvement with the respective schemes:

4.1.3.1 CBs need to demonstrate their participation in relevant NHSSs.

4.1.3.2 The CB will provide a representative to attend the NHSS Liaison Committee (which meets twice annually) at least once annually, except in the case where the number of certificates issued is less than 10.

4.1.4 Via the auspices of the CB Group, respective CB's will ensure that a CB representative is provided to attend at all Sector Scheme Advisory Committee (SSAC's) meetings and where appropriate Training Sub-Committee meetings. This is normally achieved through the listing of lead and deputy CB's contained in Appendix 4A, and it is these CB's who jointly are expected to provide suitable resource(s).

4.1.5 A new CB accreditation for NHSS or extension to existing accreditation process is achieved through UKAS via one or more of a desktop review, office audits and field audits dependent on the nature of the scheme, current accreditation status and CB expertise. Extension to accreditation to include a new NHSS is made to UKAS or equivalent using the prescribed proforma and methodology as set out on the UKAS website.

Note: It has been agreed within the NHSS Liaison Committee that CB accreditations will be configured by the family groupings shown in Appendix 4A and reflected in the respective accreditation schedule for each CB. So, for example, a CB achieving or having accreditation for NHSS12AB could deliver accredited assessments and certification for NHSS 12D without the need to go through further UKAS assessments for extensions to scope, always provided that the CB assessors utilised possess the required Appendix G/G1 competencies.

4.1.6 A NHSS CB Group meeting is convened biannually and is hosted/chaired on a rotating basis by the main CB's. Attendance at these meetings is expected at least once every

twelve months for all CB's with more than 10 NHSS approvals as per the LANTRA Schedule of Suppliers website.

4.2 New Schemes

When a new scheme is being developed, the CB Group is advised via the NHSSLC and through this route NHSS accredited CB's are informed of the development. In addition CB's that have UKAS accreditation for construction (EA28) or other codes as appropriate may be identified from the UKAS published list of CB's scopes and may be requested (by the scheme secretary) to express their interest in extending their scope of accreditation to embrace the scheme. Following the publication of the scheme, CB's may apply to UKAS for an extension of scope to include accreditation for the new NHSS.

CB's seeking Accreditation by UKAS (or equivalent) against the new NHSS will need to demonstrate suitable assessor competence (see clause 4.1.5 Note and SSD Appendices G & G1).

4.3 Registration

4.3.1 All CB's must ensure that the organization's QMS is capable of meeting the requisite NHSS requirements and in particular compliance with Appendix C requirements.

4.3.2 All certificates generated must comply with the requirements of ISO 17021 to ensure clarity and no possibility for misjudgement on behalf of client organizations as to which activities the organization has been approved for based on the wording in the NHSS 0 SSD Suite of Scopes. In addition the prescribed NHSS logo must be included on all certificates.

4.3.3 With particular reference to NHSS 8, there is a requirement for the organization to register and comply with the "Highway Electrical Registration Scheme" (HERS) administered by the Highway Electrical Association.

4.3.4 With particular reference to NHSS 19A, there is a requirement for the organization to register and comply with the Scheme for the Registration of Authorised Persons" administered by the Institute of Corrosion Protection.

4.3.5 With particular reference to NHSS 20, there is a requirement for the organization to have their Bolting Inspector/Practitioner internal training schemes registered and approved with the BCSA.

4.4 Role of LANTRA

4.4.1. LANTRA acts as the administrator for the training and competency elements and issues competency Registration Cards for Fencing and Temporary Traffic Management NHSS's, and similarly approves associated Trainers and Training Centres.

4.4.2 LANTRA also maintains the Schedule of Suppliers for the NHSS. It is the responsibility of the certificated/registered organization to register on the LANTRA website and for the CB to check the validity of such entries prior to conducting every surveillance or recertification assessment visit.

4.4.3 There is a requirement for CB's to notify LANTRA within 10 days where client scopes have been suspended for any reason, as per NHSS 0 2.

4.5 Contractual / Assessment Aspects

- 4.5.1 The organization must be certificated/registered against the requirements of ISO 9001 by an IAF accredited CB. This could be with the same accredited CB undertaking the NHSS assessment or with another similarly accredited CB. In the latter case, the CB undertaking the NHSS assessment must verify the applicability, currency and validity of the other CB's ISO9001 certificate.
- 4.5.2 In terms of assessment duration, the MD5 IAF guidelines for ISO9001 (current edition) are a starting point for determining the correct duration for NHSS assessments and it would be unlikely if the assessment or surveillance durations were less than MD5 minimum requirements unless there was strong justification for this. In addition sufficient time must be factored in for site visits and travel if applicable to the work site.
- 4.5.3 Each quotation for assessment will be prepared on an individual basis and will be based on sufficient person days taking into account the organization's size, complexity, locations and sites operated.
- 4.5.4 All assessments are required to be one day minimum – irrespective of the type of visit.
- 4.5.5 Where the assessment body carries out surveillance at 6 monthly intervals and where NHSS approval is covered annually, but is not coincident with the 3 year re-certification cycle, the NHSS approval at the 2.5 year point shall be deemed acceptable for compliance with the 3 year re-certification cycle.
- 4.5.6 The organization, in conjunction with the certification body, must agree the scope to be assessed and in particular any sub-scope and sub-sub-scopes, such that the resulting Certificate of Registration is not misleading or in any way misrepresents the organization. (See NHSS 0 Suite of Scopes for an indication of the extent of sub-scoping – e.g. NHSS 7 “The Application of Road Marking Materials and Road Studs to Road Surfaces” with Sub-scopes of: Thermoplastic Systems, Paint Systems, Tape Systems, and Road Studs, each of which is further sub-divided).
- 4.5.7 Assessment of the implementation of revisions to Sector Scheme Documents is required as SSD's are live documents and seek to capture appropriate best practice on an ongoing basis. Accordingly, the Sector Scheme Advisory Committee may from time to time update the SSD and offer it up to UKAS for posting on the UKAS website. This SSD then becomes the Audit Criteria for subsequent Assessments, Recertification and Surveillance Visits by certification bodies. It may be difficult for an organization to immediately respond to the changes, and hence a demonstrable change management process needs to be effected in order that compliance can be achieved at the earliest reasonably practicable date as set out in the relevant NHSS SSD.
- 4.5.8 CB's are required to verify that operatives and others required by the relevant NHSS carry the correct Skills Card (e.g. CSCS, ECS) with them at all times whilst at work at each assessment involving a site visit.
- 4.5.9. The CB shall ensure that management/supervisors possess the correct level of competence qualification(s) as per scheme requirements.

4.6 Scheme specifics

- 4.6.1 The products supplied under some NHSS schemes (e.g. road sign manufacture) require product conformity assessment to be undertaken by a Notified Body (NoBo). This could be the same CB that undertakes the management system assessment, or a different organization.

- 4.6.2 For NHSS2A, over the 3 year certification cycle each family of products (a) to (f) as applicable for NHSS2A will need to be assessed such that at recertification a full recommendation can be made based on assessment history over the preceding cycle.
- 4.6.3 For NHSS18, over the 3 year certification cycle primary categories as applicable for NHSS18 will need to be assessed such that at recertification a full recommendation can be made based on assessment history over the previous 3 year cycle.
- 4.6.4 For NHSS18, each subset will need to be covered at least once over the 3 year certification cycle such that at recertification a full recommendation can be made based on assessment history over this cycle.
- 4.6.5 For schemes that reference NHSS12D for Traffic Management aspects it is required that the auditor gives special consideration to the qualification of the TM workforce, as stipulated in the relevant NHSS and procedures of the organization.

4.7 Supply Chain Activity

- 4.7.1 Tier 1 / Main Contractors who are awarded highway contracts may carry out part of the elements of the contract themselves and subcontract out certain other elements to specialists.
- 4.7.2 Such subcontractors will need to hold the relevant NHSS registration in their own right.
- 4.7.3 Accordingly the management of sub-contractors delivering these elements needs to be assessed in accordance with the relevant NHSS scheme document. In this case the required scope of ISO 9001 certification would need to include the wording “the management of supply chain activities for xxx...e.g. TM schemes”
- 4.7.4 CB assessors should check that a Tier 1 / Main contractor has all the relevant evidence, including certificates, to show that any relevant activities carried out by them directly are NHSS certified; and that all relevant sub-contractors are registered to the relevant NHSS.

NHSS 0 Part 5 – NHSS Schedule of Suppliers

This section provides the necessary information for an organization that has been registered to a Highway Sector Scheme by a UKAS approved accredited certification body, on how to use the Schedule of Suppliers web-site to register achievement as a qualified competent organization that can deliver their product (service) to clients on time and to specification.

Registration on the Schedule of Suppliers is a mandatory requirement of all NHSS, and an item which certification body auditors are required to check at each surveillance and assessment visit they make to a NHSS registered organization. Failure to have registered on the Schedule of Suppliers is likely to result in a non-conformity, which can be escalated at a second visit should registration not have been made.

The Schedule of Suppliers web-site (www.scheduleofsuppliers.co.uk/) is hosted by Lantra on behalf of the NHSS Liaison Committee (NHSSLC).

5.1 Historical Information

The NHSSLC is the successor to the County Surveyors Society (CSS) sub-committee for Quality and Certification. The need for an over-arching committee was realised once the number of schemes had reached a critical number, when it was concluded that a forum was desirable so that issues and interests of a common nature could be discussed, resolved and as necessary, generally implemented across all the schemes. Consequently, the Chairperson of the Liaison Committee has generally been a representative of ADEPT.

The NHSSLC also provides a forum for consideration of issues that may have an impact on the schemes, this could include proposed changes to legislation, such as H&S issues, product conformity requirements, such as the Construction Products Regulations, and changes or proposals for new Standards for management systems.

5.2 Acknowledgement

Permission from Lantra to use material contained in their Schedule of Supplier User Guide is gratefully acknowledged by the NHSS Liaison Committee (NHSSLC).

5.3 Schedule of Suppliers User Manual

5.3.1 On visiting www.scheduleofsuppliers.co.uk/ to register you will find the “Register as a Supplier” box towards the top right hand side:

5.3.2 Either log in (if you have registered before) or complete the “Create new account” form

5.3.3 The “**Register with us**” page is as below:

Register with us

Please enter your details below and click the Register button.

Name and Email

First name *

Last name *

Email Address * * (See Clause 3.5)

Password * (See Clause 3.5)
Confirm Password **

Choose from the following options (tick all that apply):

- Add your business to the Schedule of Suppliers
- Post events to our calendar
- Submit your News articles

Address

Address Line 1
Address Line 2
Address Line 3
Town
County
Region
Postcode

5.3.4 Complete the registration details.

Your email address must be your company's generic username, which is accessible by all relevant registration users for future logging in.

The password should be securely recorded but remain accessible to all relevant registration users.

Your company should have a process in place whereby this information is securely stored.

Once all details are completed, hit:



5.3.5 This will now direct you to your profile area. You will notice on the left hand side 'schedule of suppliers':

You are here: [My Profile](#) >> General

In this Section

- General
- Schedule of Suppliers
- Change Password

My Profile

Welcome to My Profile. This area of the website lets you manage your profile, subscriptions and contributions. If your company is approved for one or more National Highway Sector Schemes, you can register your company on the Schedule of Suppliers. Make sure the tick box is selected below and click on the left-hand menu 'Schedule of Suppliers' to register.

- 5.3.6 Click on 'schedule of suppliers' and you will be redirected to the "Schedule of Suppliers Register":

(Note You apparently have a choice to click on "schedule of suppliers" or on the "Submit" button at the bottom of the page. If you click the "Submit" button, the view will not change and you will still need to click on "schedule of suppliers" to continue with the registration process.)

Schedule of Suppliers Register

If your company is approved for one or more National Highway Sector Schemes, you can register your company here to add it on the [Schedule of Suppliers](#).

Add New Supplier

You have **0 Documents** available in Lantra's database.

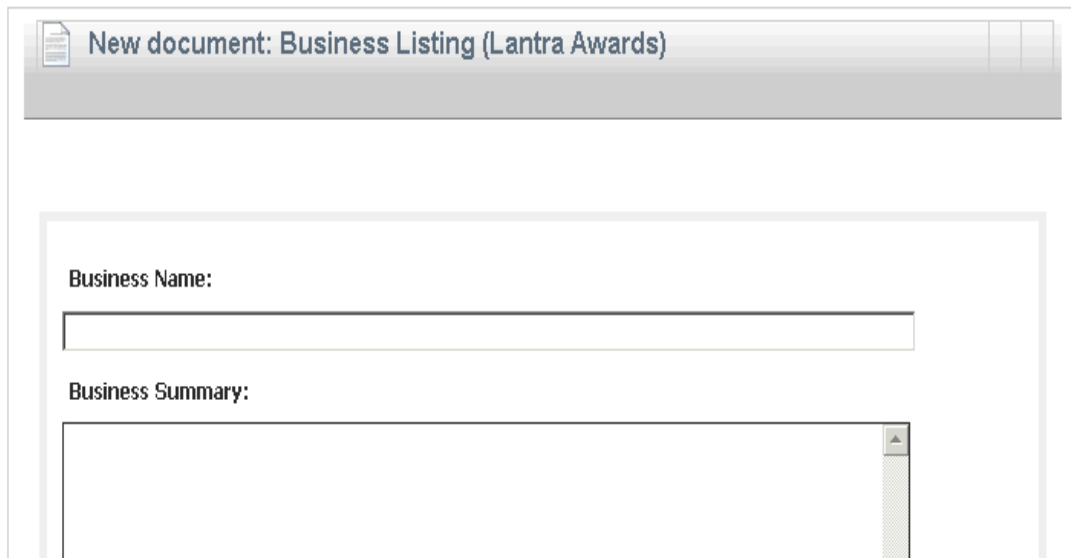
- 5.3.7 Click on "Add new supplier". This will direct you to "Add/Edit Supplier" form:

Add/Edit Supplier

Please complete the form below. Once you have entered all the required information you can either:

- Save as Draft: click this option if you want to save your changes in draft mode and continue to work on the listing at a later time.
- Save and Submit to Approval: click this option once your listing is ready to be published. A member of the Lantra team will review your listing and publish this to the Lantra Award website.

Back To Suppliers

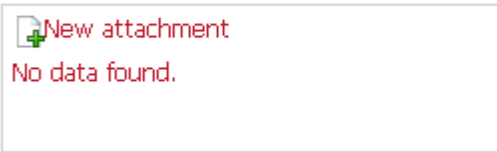


The screenshot shows a web browser window with a title bar that reads "New document: Business Listing (Lantra Awards)". The main content area contains a form with two sections. The first section is labeled "Business Name:" and has a single-line text input field. The second section is labeled "Business Summary:" and has a multi-line text input field with a vertical scrollbar on the right side.

Important Notes

1. Although this page provides you with two choices, it is recommended that **YOU DO NOT SAVE** your changes/details in draft mode, as the system apparently loses your data. The detail will have been sent to the Lantra Awards administrator and the listing will only re-appear once it has been released by the Lantra Awards administrator.
 2. Before completing the form ensure that you have all your business details to hand, this will include the schemes that your organization is registered to (including relevant sub-categories), your certification body, the Highways England areas that you are able to work in, contact details (you will need to consider carefully who/what they should be, if it is "who" the job role they perform and what may happen if they change their role or leave your organization), your organization logo(s) and your organization's registration certificates (see 3.9 and 3.10 below)
- 5.3.8 Enter all your business details (including uploading your logo (in jpeg format)), what schemes you offer, which certification bodies you are registered with and which areas your business operates in.
- 5.3.9 At the bottom of the page, you will need to upload a copy of your certificates (in pdf format). If you are registered to NHSS 8, you will also need to upload your HERS certificate (in pdf format).

Business Documents:



5.3.10 When you have finished, then “Save and Submit to Approval”; **DO NOT USE** the “Save as Draft” button



5.3.11 Your application will now be processed by Lantra Awards, and providing the correct certificates have been uploaded, Lantra Awards will approve your application and your company details will appear on the website. This is normally reviewed on a fortnightly basis. NOTE if an application is rejected, the application will not be posted on the Schedule of Suppliers Register. Your application will be returned together with the reason(s) why the application has been rejected.

5.3.12 It is recommended that you check your entry on an annual basis to ensure that all the information is correct and up to date and as necessary add additional information.

Note your registration certificate will only be valid for 3 years from date of issue.

5.3.13 Under the rules of the sector schemes, your certification body is obligated to advise the web-site administrators if they have cause to withdraw your certificate or if your organization ceases to trade or decides that their annual registration should not be renewed.

5.3.14 Different arrangements apply when a company is put into administration. In this case, the Administrator must notify Lantra Awards that the company has entered administration and has ceased trading; notification must be in writing either in the form of a letter or by e-mail.

5.4 Frequently asked questions

5.4.1 What information do I need to fill in?

You will need to provide the following information to register:

- Your name and a contact email address
- Company Address
- You will also need to tick the box to add your business to the schedule of suppliers.
- Click Registered.

Once you have clicked register you will be taken to a page called 'My Profile'

- Select Schedule of Suppliers from the list on the Left hand side of the page**

You can then insert the following information:

- Business Name, Summary and Description (See note 2 below).
- How many employees you have
- Your business contact details and a contact name within your organization
- You will need to tick the NHSS Sector Schemes that your organization is registered to and which certification body registers you
- You can also tick which areas in the country you cover (there is a map to help you)
- The final thing that you need to do is to upload a PDF copy of your current ISO 9000/NHSS certificates for the Sector Schemes you are registered for.
- Your logo (See note 1 below)

Now select Save and submit for approval.

This will then be sent to Lantra and, as long as you have filled in your company details and provided the ISO/NHSS certificates, Lantra will publish your company's details on the schedule of suppliers. (See clause 3.12)

Note 1: If you wish to provide your company logo then this needs to be in jpeg format.

Note 2: Where work is contracted to a public body (e.g. a local highway authority acting for example as a "Contracting Authority"), or where there is a business restriction in place limiting the extent where a local highway authority operates, the NHSS registered organization (highway authority) when completing their registration should under the section "Business Summary" state that "Works carried out are only within the area of the [highway] Authority for in-house requirements only" or as a "Service provider to", and under the section for "Business Description" provide the statement "Local Government trading account" or similar text. In this instance it would not be appropriate for the NHSS registered organization to complete the section "What areas do you cover?"

5.4.2 How do I change my company information?

You need to login using your user name and password. You would have been sent this when you first registered. If you can't remember it email Lantra at online@lantra.co.uk or call on 0845 707 8007.

5.4.3 How much will it cost me to register on the Schedule of Suppliers?

You can currently choose a standard entry which is free of charge. This will list your company name, website address and the NHSS you have been approved for. By clicking on the red NHSS number a copy of the appropriate certificate will be displayed. The standard entry records are displayed in black on the search results.

Alternatively you can opt for a Premium Listing displayed in green on the search results. This listing offers an enhanced entry as potential clients can view your supplier's detailed company profile, your logo, all certificates, contact details, website etc. through the view page function. This information can also be accessed when your location pin on the map of suppliers is selected. To choose this option please click on the payment tab of your account when you are logged in. There is a nominal charge due annually. You will be sent reminder when your account is due for renewal.

5.4.4 How do I search for a company?

Do you know the company name?

Yes

- insert the company name in the top left hand box and click search.
- This will provide you with a list of all the companies with that name that have registered.

No

- Do you know the scheme that the company is registered to?
- Select the scheme from the list
- Click on search
- This will provide you with a list of all companies registered to that specific scheme.

5.4.5 How do I find a list of companies for a specific sector scheme

Select the tick boxes next to the relevant sector schemes on the first page of the schedule of suppliers website and click on the box marked Search. This will then provide you with a list of companies that are registered for that scheme. You can also search on multiple schemes if you need a company that covers more than 1 area.

5.4.6 How do I find all the companies registered to a certification body?

Select "More options" at the bottom of the grey box on the schedule of suppliers website page. Select the tick box by the certification body that you require and click search. This will provide a list of all the companies accredited by a specific certification body. You can refine your search by selecting the sector scheme that you require and/or areas within the country that you require.

5.4.7 Why are companies not listed alphabetically?

To ensure that each company has an equal chance of their details being viewed the search has been made random. This means that page one will not always be the same companies whose names start with A as it was felt that this would give them an unfair advantage.

5.4.8 Where can I find out more information on what the sector schemes are?

The Highways England website provides information on the sector schemes.
www.Highway.gov.uk/business/10385.aspx

Each sector scheme publishes a document. The latest versions of these documents can be found on the UKAS website www.ukas.com. To find the documents:

- Go to the UKAS website www.ukas.com
- Under 'Technical Information' place cursor on 'Publications & Technical Articles' and click
- Move slider halfway down page to box 'Publication Area'
- Select 4th item in box 'Publications Relating to Certification Body Accreditation (Includes National Highway Sector Schemes Publications)'
- Move slider halfway down page to box 'Sector Schemes for Quality Management in Highway Works'
- Select the Sector scheme you require.

5.4.9 How does my company get registered to a sector scheme?

Your company should engage a certification body that is accredited to assess against the requirements of a specific sector scheme document.

5.4.10 How do I find a certification body?

Information on certification bodies accredited against sector scheme can be found on the UKAS website www.ukas.com To identify the certification bodies on the website:

- From the UKAS home page
- place the cursor onto 'the search facility in top right hand corner of the page
- Type in "sector scheme No X" (including the inverted commas) (see note 1 below)
- Select certification bodies button (located immediately below the search facility)
- Left click Search
- This should then lists the certification bodies that are accredited to the required scheme (NHSS X) and their details can be found by clicking on the appropriate links.

Note 1 "X" represents the scheme number

Note 2. This process will not identify certification bodies that do not have "sector scheme No X" in their scope, but which may have only "NHSS X" or "sector scheme X". To complete the full list of accredited CBs it will be necessary to repeat the process (at least twice) by typing in "nhss X" or "sector scheme X" as appropriate at bullet point 3.

5.4.11 What are Sector Schemes?

National Highway Sector Schemes are bespoke integrated management schemes within an ISO 9001 framework (currently 2008 version). They have been developed in partnership with all sides of the Highway industry to interpret the international quality management standard as it applies to a particular activity or industry within the United Kingdom.

Each Sector scheme is managed by a technical advisory committee. The committees interpret the BS EN ISO 9001 in relation to the requirements of their particular activity and reach a consensus on the minimum levels of workmanship, services, products, testing and the training and competency of operatives needed to meet specification requirements. The details are contained in the individual sector scheme documents. The schemes are reviewed when ISO 9000 is reviewed and published as a revised document, it is believed that the next revision will be available in 2015.

5.4.12 Where can I find the sector scheme documents

The latest versions of these documents can be found on the UKAS website www.ukas.com. To find the documents:

- Go to the UKAS website www.ukas.com
- Under 'Technical Information' place cursor on 'Publications & Technical Articles' and click

- Move slider halfway down page to box 'Publication Area'
- Select 4th item in box 'Publications Relating to certification body Accreditation (Includes National Highway Sector Schemes Publications)
- Move slider halfway down page to box 'Sector Schemes for Quality Management in Highway Works'
- Select the Sector scheme you require.

5.4.13 Where can I get training linked to sector schemes

Each Sector Scheme document provides information on the training and competency qualifications that are available and the levels that personnel are expected to attain.

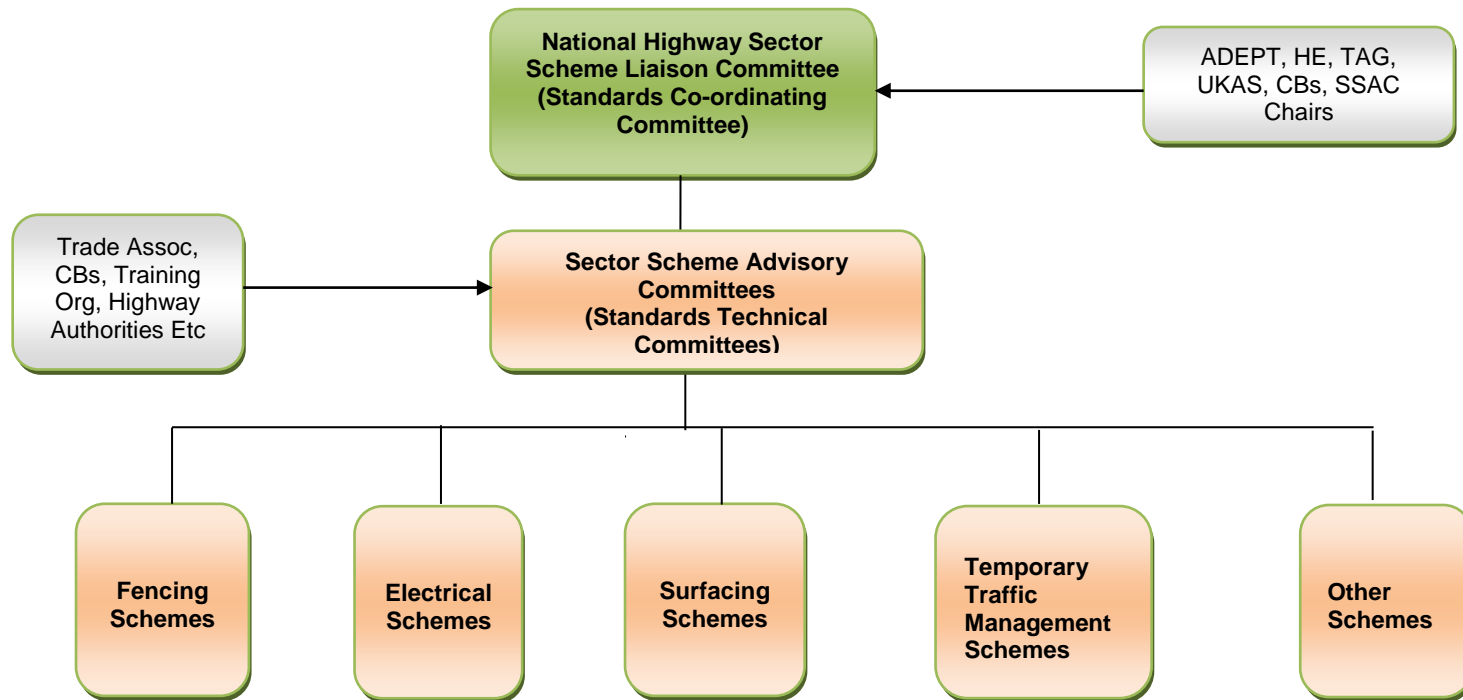
In general competency qualifications requirements are based on National Occupation Standards (NOS), and the schemes identify the relevant qualification levels considered as best practice by industry. In addition training and regular refresher training updates are also considered to be necessary and appropriate, in order to re-validate skills identity cards such as CSCS.

5.4.14 Can I advertise on this website?

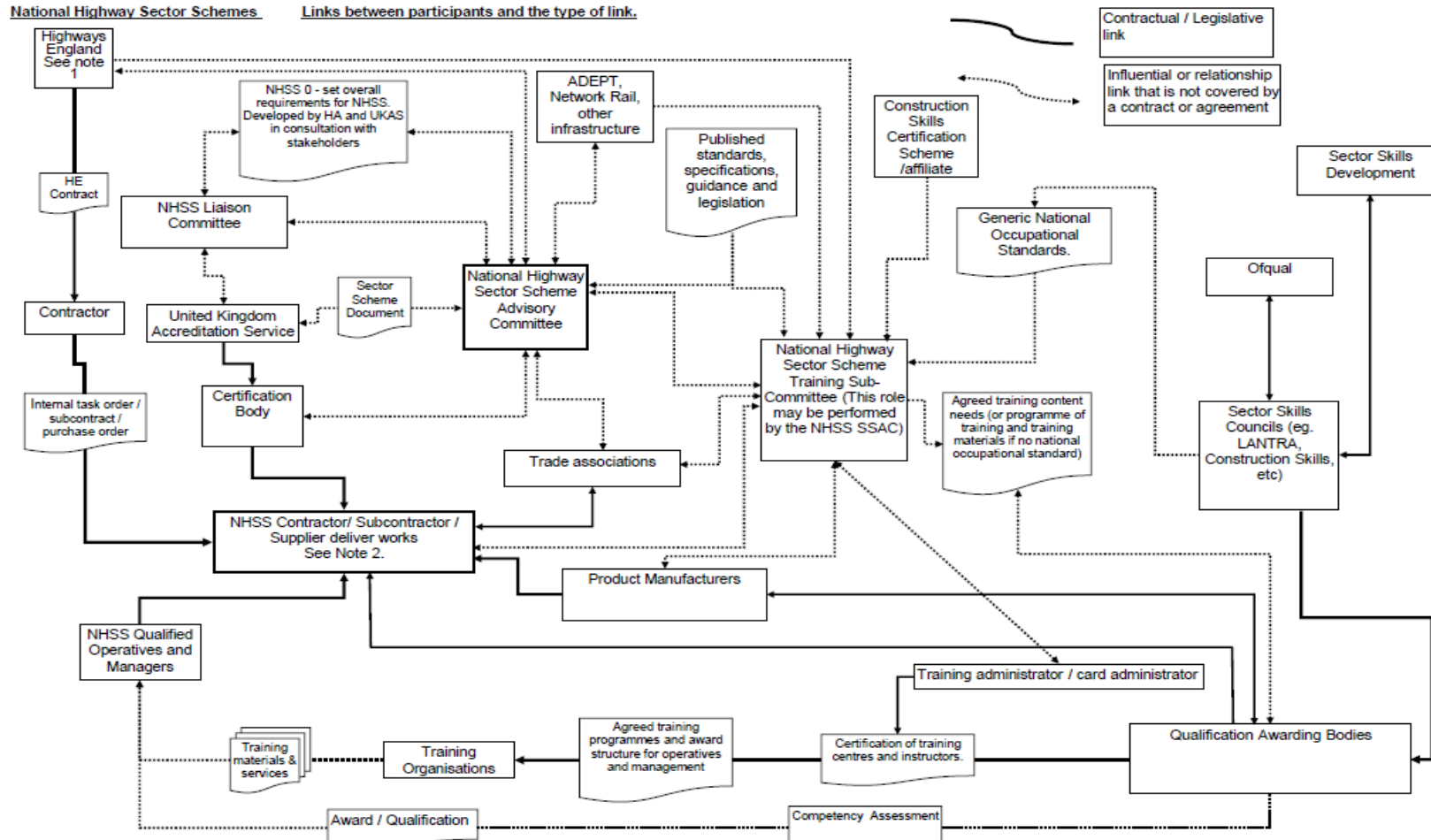
Yes you can. To find out how, contact Lantra's online team at online@lantra.co.uk or call 0845 707 8007.

Appendix 1A Organizational Structure

Highway Sector Scheme Committee Structure



Appendix 1B Stakeholder relationships



- Notes
1. An example of a client body.
 2. The Contractor and NHSS Contractor may be the same entity
 3. This is the structure of a typical NHSS - individual schemes may vary in detail.

Appendix 2A Specimen Specification for the Requirements, Roles And Duties of an NHSS Administrator

(Note: This specification is provided as a guide only to the development of the final agreed specification for Administrators and should not be included in any NHSS SSD.)

NATIONAL HIGHWAY SECTOR SCHEME XX (for)

ADMINISTRATOR REQUIREMENTS, ROLES AND DUTIES.

Proposed by
The National Highway Sector Scheme Committee for

Background

The National Highway Sector Scheme (NHSS XX (*insert scheme number*)) Advisory Committee for (*insert scheme name*) (SSAC....) is responsible for the development and implementation of a bespoke third party accreditation management scheme for (*insert scheme activity*) initially for Strategic Road Network and subsequently applicable to the estates of other related infrastructure systems, *commercial, public amenities and other properties*. (The committee, which was initiated by (*state the initiator*) to benchmark the services provided by (*state industry stakeholders*), consists of representation from Highway Authorities, Public Authorities, Trade Associations, certification bodies, and awarding and training organizations).

Subject to written acceptances from (*state organization/s*) of the conditions and requirements contained in this document, it has been agreed at SSD XX (*state scheme number*) main committee level that (*state organization/s*) should be appointed to the Administrators role in order to allow the scheme to develop further. From this Role and Duties document (*state organization/s*) will need to develop robust accreditation criteria, where necessary develop the training syllabuses in association with the SSAC and manage the scheme (including as appropriate the administration and issue of Skills Cards.)

The aims

The aim of the NWP and Administrator is to advise the SSAC... on all matters relating to training and competence assessment for National Highway Sector Scheme (*state scheme number*) (NHSS XX) and specifically:

- Recognised evidence of training and competence assessment to the required national occupational standard (NOS)
- Evaluation of new training and/or assessment not previously recognised by the SSACxx.
- Regular updates on the acceptable evidence of training and competence assessment, e.g. cards accepted by NHSS XX (*state organization/s*).
- Identification of omissions or updating required within available training and competencies qualifications,
- Recommend to the SSACxx when and where new training courses need to be developed/initiated/updated, including any relevant course of action for such development e.g. refresher training, awareness training for auditors.

- Development, as applicable, of a relevant Training and Assessment Scheme for personnel, based on the requirements contained in National Vocational Qualification Standards developed by the relevant Sector Skills Council(s)
- Maintenance of statistics and continued monitoring of training, qualifications, etc.
- Continue to monitor Continuing Professional Development (CPD) and acceptable “refresher training”
- Communication of SSACxx’s decisions following recommendations by this sub-committee, via web-site, update newsletter or other suitable means of communication.

Roles and Duties in respect of qualifications

This document provides the details of the main requirements expected of the Administrator. The document has been prepared as the basis for the anticipated work involved with the delivery of training and assessment of competency. It will require the Administrator to continually improve and develop the scheme, systems and standards to meet the requirements of the industry and the NHSS committee and to comply with current best practice in an evolving situation.

As Administrator of the qualifications for personnel (*state organization/s*) need to develop robust systems to manage the scheme. (Exceptionally where legislation has appointed a specific Administrator for training and competency assessment in specific fields of application [e.g. pesticide control] such administration remains outside the remit of the scheme.) The scheme is outlined in National Highway Sector Scheme XX (*state scheme number*) Appendix C published on the UKAS web site www.ukas.com

As part of this role, and in conjunction with the NWP the following may be required:

- a) the development of the requirements for assessment/approval of trainers/instructors, assessors and internal and external verifiers/External Moderators;
- b) development of specification for the minimum requirements for delivery of training to candidates and their subsequent assessment of competency, including details of teaching aids and the trainer/trainee ratios;
- c) development of procedures for assessing equivalence of instructional techniques and assessment of current trainers/instructors/assessors;
- d) development of procedures to assess existing training regimes against the developed national syllabuses including identification of omissions in that training as appropriate for each training module;
- e) development of training manuals and courses to bridge any omissions identified;
- f) development of training manuals for the national modules;
- g) maintaining the training manuals in line with best practice guidance;
- h) development of training manuals for update/refresher training;
- i) development of systems procedures and standards for monitoring training and/or assessment to ensure the delivery of training and assessment is completely satisfactory;
- j) developing a procedure to ensure that personnel attend updating/refresher courses at least every 5 years to maintain their skills and place on the national register;
- k) developing and facilitating appreciation courses for certification body assessors, contractors and other interested parties;
- l) develop, arrange, facilitate/implement, administer and monitor pilot training courses of the training prior to national launch to ensure that it is functional and deliverable, including modification to training manuals to reflect feedback from such pilot training;
- m) develop, arrange, facilitate/implement, administer and monitor training for instructors/assessors;
- n) development of a policy on equal opportunities including diversity;
- o) development of procedures for handling complaints, appeals and malpractice;
- p) development of procedures in the appointment of training centres including validity of the appointment and reappointment;

- q) development of procedures for replacement cards and certificates;
- r) development of appropriate security systems to ensure that fraudulent copying of skills/registration cards is minimised;
- s) provide recommendations to the main committee on administrative procedures for the scheme;
- t) provide recommendations to the main committee on the recognition of other skill/registration cards and appropriate requirements for operatives to up-grade to the requirements of this scheme as necessary;
- u) development of a national register for the recording of operatives' skills;
- v) provide information to the road authorities and other organizations as necessary in respect of validity and recognition of registration cards;
- w) Development of register/process for recording of accidents as applicable;
- x) Be aware of health and safety issues and implement training and competence assessment of personnel in compliance with recognised best practice.

The Administrator will arrange for the issue of training certificates and/or registration cards confirming that an individual has successfully attended and passed a particular training module.

The Administrator shall investigate the viability of carrying out assessment of personnel and determine the requirements for assessing against the relevant qualification(s) and prepare a report to NHSS XX (*state scheme number*). This will include proposals on how this could be administered and the time scales in which it could be delivered.

The Administrator shall establish a quality management system and be registered by a third party assessment body accredited by UKAS (or equivalent – e.g. Ofqual). In addition, the Administrator, as the body awarding the certificates, shall investigate the viability and possibility of alignment with an awarding body to deliver awards, including customised qualifications. (See also section 7; Auditing - Administrator)

The Administrator will be required to attend the NHSS XX (*state scheme number*) committee and sub-committee meetings. As part of this attendance they shall prepare a report for the NHSS committee on the scheme's progress which shall as a minimum include provision of information on numbers of personnel trained, in training and being assessed, appointment of trainers and training centres, assessors and external verifiers, progress on development of manuals, results of pilot training and assessments, future developments in the development of a skilled workforce and the take up of the scheme by sector and by region.

MAIN REQUIREMENTS

1. Administrator Requirements.
2. Database for (*state scheme*) Qualifications
3. Issue Certificates
4. Issue Registration Cards
5. Instructor Standards
6. Complaints and Appeals
7. Temporary Traffic Management
8. Auditing
9. Verification of Training
10. Auditors/Verifiers
11. Training Standards
12. Liaison with other Authorities
13. Provision of a Transitional scheme
14. Glossary of Terms

1 Administrator requirements

The (*state organization or joint venture*) is a legal entity and will ensure it has robust policies & procedures in place to deal with all reasonably foreseeable issues arising from managing the training scheme including:

1. Database
 - i. Gathering and collating information
 - ii. Recording of information.
 - iii. Storing of information.
 - iv. Security of information.
 - v. Distribution of information.
 - vi. Compliance with Data Protection legislation.
2. Modular Training Certificate
 - i. When certificates will be issued
 - ii. How to issue certificates
 - iii. Persons within the organization authorised to issue certificates
 - iv. To whom certificates may be issued.
 - v. The content and design of the certificate.
 - vi. The administration and cost of producing Certificates.
3. Modular Training Identity/Skills Cards
 - i. When Identity/skills cards will be issued
 - ii. How to issue identity/skills cards
 - iii. Persons within the organization authorised to issue identity/skills cards.
 - iv. To whom identity/skills cards may be issued.
 - v. The design and content of identity/skills cards.
 - vi. The administration and cost of identity/skills cards.
 - vii. The verification of learner's identity prior to issuing an identity/skills card.
4. Instructors' Standards.
 - i. Hold a database of registered trainers/instructors' qualifications and achievements
 - ii. Access to and security of instructor standards
 - iii. External Assessment of instructors to verify instructor standards
 - iv. Means, logistics and cost of assessing instructors
 - v. Reviewing Standards
 - vi. Establishment of instructors' standards
 - vii. Appointment of instructors
5. Auditing Instructors
 - i. Ensure consistency with records
 - ii. Ensure consistency with training/assessment module delivery
 - iii. Ensure consistency with examinations
 - iv. Ensure consistency with skills testing.
 - v. Ensure absolute adherence to the training standards
6. Auditing of Training Providers
 - i. Externally verify that training providers meet the scheme's approval requirements.
 - ii. Externally verify correct record keeping by training providers.
 - iii. Verification of correct insurance.

7. External Quality Assurance

- i. The Administrator will establish robust systems to ensure that internal and external verification is carried out on all training in accordance with best practice.
- ii. The Administrator will appoint an external verifier of administration duties.

8. Liaising with Other Authorities.

The Administrator shall liaise as necessary and appropriate with relevant recognised bodies appointed through legislation to provide training and certification within specific areas of responsibility such as pesticide application and control.

9. Implementing the Transition Scheme.

As necessary and appropriate the Administrator shall put in place transitional arrangements to ensure that a smooth transition is effected between the recognition of existing qualifications and the training and assessment of competence of personnel (See section 13)

10. Review of Available Training and Competency Requirements

The Administrator shall review training and competency requirements available to the industry and identify where any omissions exist or where up-dating is required. Such reviews shall be carried out at least annually. Requirements may for example relate to the need for identifying appropriate refresher training, training required due to the implementation of legislation, training for assessors etc. The Administrator shall report on its findings to the SSACxx.

11. Training Specifications

The Administrator shall establish procedures, measures and methods to develop and maintain specifications and training manuals (including course materials) for identified omissions in the training. The Administrator shall develop and maintain the specifications; pilot and implement the omitted training in a timely fashion to meet the identified needs. (See also Roles and Duties)

2 Database (*state activity*) Qualifications

The Administrator will maintain a secure data base of (*state activity*) qualifications in accordance with the relevant data protection legislation. The database will typically contain the following information:

1. PERSONNEL

- Name
- Address
- Telephone number(s) (Optional)
- E-mail Address (optional)
- Date of birth.
- Registration number (PIN) (Computer generated)
- Modules achieved, (equipment trained on should also be referred to)
- Expiry date of each module.
- Assessments completed and date of award

Expiry date of award if applicable
Training provider(s) name(s)
Instructors' and assessors' names
Instructors' and assessors' registration numbers
Photograph (Passport style)
Employer's Name & Address
Employer's contact details

2. TRAINING PROVIDER

Name.
Address.
Telephone Number(s)
E-mail Address
Registration number.
Information Commissioners Office Registration Number
Insurance Details
List of Registered Instructors

3. INSTRUCTOR(S)

Name.
Address.
Telephone number(s)
E-mail Address
Date of birth.
Accreditation/qualification (achieved)
Accreditation/qualification (issuing organization)
Registration number.
Expiry date/s.
Module delivery
Expiry date of module delivery
Photograph (Passport style)
Assessment results.

4. ASSESSOR(S)

Name.
Address.
Telephone number(s)
E-mail Address
Date of birth.
Accreditation/qualification (achieved)
Accreditation/qualification (issuing organization)
Registration number.
Expiry date/s.
Photograph (Passport style)
Assessment results.

Part/s of this information will be made available to other relevant authorities, perhaps via internet access, through a secure password system upon request and on receipt of authorisation from the person and their employer as appropriate. This will allow verification of all training carried out under the scheme thus removing reliance only on the production of a certificate and/or an identity card. Web links between relevant bodies and the official database websites should be in place.

NOTE: Some of these requirements may be made redundant by use of Unique Learner Numbers (ULN's)

3 Issue certificates.

Each certificate will clearly show the following information;

- Learner's name.
- Learner's Registration number (PIN)
- Course date(s).
- Module title.
- Module number.
- Expiry date.
- Where applicable fixed equipment trained on (manufacturer.)
- Training provider.
- Training provider's registration number.
- Scheme Administrator's logo.
- Employers Company Name (if required.)
- Instructor Name and Registration Number.

NOTE: The certificate will be issued via the Training provider to the purchaser of the Training (e.g. the learner's employer) in order for them to identify further specific/familiarisation training needed, unless purchased by an individual. (Individuals may purchase a copy of the original certificate)

Certificates will only be issued upon the learner achieving minimum assessment standards, upon receipt of completed course attendance forms and the relevant payment.

There will be a charge for administration and certificates issued under the scheme. This charge will also apply to copy certificates issued.

4 Issue Registration cards.

It may be the responsibility of the scheme Administrator to issue registered personnel a registration card containing the following information:

- Persons Name.
- PIN Number
- Photograph.
- Trade, Occupation or Status (e.g. Trainee)
- Company name / Employer (as appropriate).
- Issue Card Number
- Expiry Date
- Each module/qualification achieved may be listed on the reverse side of the card with its expiry date.
- The card shall display the scheme Administrators' logo and the National Industry Training Logo.
- Where appropriate learners must produce their registration card on attending a course.

It is envisaged that new employees will be registered by their employer during their induction into a company. In this instance a digital photograph must be supplied to the Administrator at registration.

If an external trainer is used to gain induction/basic training modules, then a digital format photograph should be taken by the instructor on the first module course.

Registration cards may be updated and re-issued after successful completion of a module/qualification and receipt of any previously issued cards by the Administrator.

Registration cards will only be issued upon receipt of verification of training and achievement of required standards.

Initial registration/SMART cards will be included in the registration fee. Updated, amended or replacement cards will be chargeable.

NOTE: SMART cards may be issued which can be updated electronically.

5 Instructor standards

Instructors wishing to participate on the Training Scheme will have to meet a set of required standards in order to be registered with the Administrator as an authorised Instructor. Instructors will be audited against the training standards outlined later in this document or separate documentation issued by the Administrator. It is a requirement of the scheme that training providers and instructors will be registered with the Administrator and will require auditing.

Any instructor wishing to be accepted on to the scheme must meet all criteria of the following minimum standards.

- i. All instructors **must** have the appropriate documented relevant experience in the Industry in order to be accepted as a scheme instructor.
- ii. All instructors must be trained and qualified to deliver further / adult education. They may be required to pass the instructor level in every module they wish to train. The initial trainer qualification would be gained using 1 module, approval to train in further modules will be granted by The Administrator following an audit of Instructors lesson plans, observation of delivery and successful completion of the module theory test paper, provided that the required standard is reached. The Administrator must formulate a policy and set procedures for the development of Instructors.
- iii. All instructors must pass an Instructor specific question paper to back up experience.
- iv. All instructors must produce and maintain a CV to the Administrator.
- v. All instructors must attend and pass refresher training (as appropriate) at the appropriate frequency.
- vi. Instructors shall attend regular instructors meetings (as specified) organised by the Administrator. Failure to attend meetings may result in suspension or withdrawal of the instructor's licence.

6 Complaints and Appeals

The Administrator will appoint a minimum of 3 (Three) independent persons to review any complaint or appeal about an Administrator's decision to make recommendations.

Complaints

Where an organization or an individual has a grievance or complaint relating to the Training Scheme the Administrator must supply documentation to the complainant to enable them to make a formal complaint.

The Administrator must have in place a system to investigate and resolve complaints, record the details of all formal complaints and make recommendations to the Working Group or NHSS XX (*state scheme number*) committee where changes to the system are required. The complaints system must form part of the Administrator's Quality Management System.

Appeals

The Administrator must put in place a means of appeal about any decision made by the Administrator following a complaint, or about any training or assessment decision.

Where the Administrator cannot resolve a complaint or an appeal against a resolution to a complaint the Administrator must appoint an independent adjudicator to review the case and make recommendations.

7 Temporary Traffic Management (as appropriate)

Instructors delivering temporary traffic management training and assessment shall comply with the requirements of National Highway Sector Schemes 12A to 12D as appropriate.

The Administrator will investigate the best way in which operators can understand the importance of and the implications of Temporary Traffic Management.

8 Auditing.

INSTRUCTORS

Instructors delivering module courses, shall be audited by the Administrator at least once every three years, and/or attend a refresher course.

TRAINING PROVIDERS/SUPPLIERS

Organizations offering external training shall be audited by the Administrator. Ongoing auditing by the Administrator shall be in place by means of sampling exam papers and skills test papers.

ADMINISTRATOR

The Administrator shall be audited annually by a certification body accredited by UKAS (or equivalent e.g. Ofqual).

9 Verification of Training

Only documentation and forms supplied by the Administrator are acceptable for the Training Scheme. Forms and documents supplied must not be altered or changed in any way. The Administrator will return any altered or defaced documentation to the Training Provider/Instructor.

Training providers (who may be companies or independent instructors) will supply to the Administrator:

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UKAS, 2 Pine Trees, Chertsey Lane, Staines upon Thames, Middlesex, TW18 3HR
Tel: 01784 429000 Email info@ukas.com Website www.ukas.com

1. Copies of their Current
 - i. Detailed training plans for relevant training/assessment modules
 - ii. Detailed syllabi for relevant training/assessment modules;
 - iii. Workbooks and handouts;

where they differ from the requirements and material provided by the Administrator.

2. Course attendance record sheets for each learner, to include:
 - i. Course start & end date
 - ii. Course number issued by the Administrator
 - iii. Course location.
 - iv. Learner's name.
 - v. Telephone number (optional)
 - vi. E-mail Address (optional)
 - vii. Date of birth.
 - viii. Registration number.(PIN)
 - ix. Module attending
 - x. Training provider.
 - xi. Instructor name.
 - xii. Instructor's registration number and expiry date.
 - xiii. Course number
 - xiv. Learner's signature
 - xv. Instructor's signature

3. Completed examination paper, to include:

- i. Date
- ii. Paper set number
- iii. Learner's name and signature
- iv. Registration number (PIN)
- v. Module number and title
- vi. Instructor's name and signature
- vii. Instructors registration number
- viii. Passed or Referred (in accordance with the Administrator's rules)

NOTE: Some of these requirements may be made redundant by use of Unique Learner Numbers (ULN's)

4. Completed skills test marking sheet, to include:

- i. Date
- ii. Learner's name (& signature if appropriate)
- iii. Learner registration number (PIN)
- iv. Module number and title
- v. Course number issued by the Administrator
- vi. Equipment details
- vii. Instructor's name and signature
- viii. Instructor's registration number.
- ix. Passed or referred (in accordance with the Administrator's rules)

5. Learner's photograph in digital format (passport style)

10 Auditor/Verifier

Internal Instructor

After the initial assessments, instructors may be re-assessed at least once every three years against the core modules. Procedures for this process will be implemented by the Administrator and audited against the quality management system (QMS).

External Instructor

After the initial assessments for each module, instructors may be re-assessed at least once every five years against the relevant modules. Procedures for this process will be implemented by the Administrator and audited against the QMS

Auditable systems and processes required to be carried out by the Administrator or an approved external auditor

- Internal Instructors
- External Instructors
- Training Providers
- Training Centres
- Assessor/Verifiers

11 Training standards.

Approved standard training material must be used by training providers with no alterations or omissions save additions. This section will cover a number of areas within the scheme and it will be a requirement of the Administrator to ensure that these standards are upheld. These areas are:

Guiding principles

Reviewing the aims and objectives of each module

Developing the content of training modules as required based on current best practice

Setting minimum assessment standards

Production of question banks

Questioning requirements

Review the Aims and Objectives of the Scheme

1. Guiding principles.

The Administrator should ensure that all Instructors, training providers and The Administrator follow seven main guiding principles;

- Consistency - within all training and assessment
- Integrity - uncompromising adherence to the scheme
- Safety - awareness and practicality
- Exemplar – championing professional learning and continuous personal development
- Sustainability – working responsibly
- Excellence - in management practice and innovation
- Transparency – acting ethically and with integrity

2. Reviewing the aims and objectives of each module.

The SSD XX(*insert scheme number*) SSAC shall agree the current aims and objectives set out for and in any training modules developed for this scheme.

The SSDXX (*insert scheme number*) SSAC will remain as the correct body to review the aims and objectives in the future.

The review will take place not less than biennially.

3. Setting minimum assessment standards.

The Administrator will uphold the minimum assessment standards set from time to time by the working party (training sub-committee). An example of a standard is set out below.

Module(s) (to be determined)	Skills Test Penalty Points Marking system	Question Paper Open Book Multiple Choice System to be used	Percentage Pass Required
Any	Yes	Yes	75%

4. Production of question banks.

Any currently used question banks will be collated by the Administrator and used during the transitional period, after which training providers or instructors can submit questions to the Administrator for inclusion on the scheme. Where there are insufficient questions or a bank does not exist, the Administrator shall establish a suitable bank of questions, such questions shall be clear, unambiguous and subject to review by suitably qualified person(s) experienced in setting and reviewing questions. Question papers should be reviewed by the Administrator as part of an ongoing process of quality assurance

5. Questioning requirements.

There will be a number of question papers for each module, each set will be marked against each module (i.e. module 5 set a). Question sets will be controlled by the Administrator, but held by the training providers.

For any given Module training programme the Administrator will inform the training provider which question set to use.

For any given Module training programme the Administrator will inform the training provider which question set or sets to use (e.g. different questions paper may be allocated to different learners at the same training course).

Answer papers will be marked by the trainer / training provider prior to submission to the Administrator.

Answer papers will be sampled by the Administrator to ensure, consistency, integrity and reliability.

Answer papers should include in addition to the candidates name, and PIN the instructor's name, training provider and course number.

All answer and question papers (if separate) must be returned to the training provider by the learner on completion of the paper.

6. Assessment only qualifications

At the start of the scheme the NHSS XX (*insert scheme number*) Committee may allow applicants to go through an assessment only process where their previous experience and knowledge is taken into account. (Grandfather Rights / Industry Accreditation). It is usual for such an arrangement to be time bound. As the scheme matures, assessment only qualifications for the 'Core Modules' can only be accepted where evidence of prior learning in the same or equivalent subject is provided to the Administrator. The Administrator shall provide recommendations to the NHSS Committee whether Grandfather rights are to be accepted and if so recommend target dates when this will no longer be accepted.

7. Electronic testing of knowledge.

The Administrator shall investigate the viability and practicality of a secure electronic knowledge testing system either through the Administrators own systems or through an awarding Body.

12 Liaison with other authorities.

During the course of their administration it is envisaged that the Administrator may need to liaise with the following organizations in order to ensure the schemes integrity, and that the scheme consistently remains relevant and compliant with current legislation and codes of practice.

- Highways England
- NHSS XX (*insert scheme number*) committee
- The Health and Safety Executive
- NHSS SSACs and their training sub-committee
- Road Workers Safety Forum (RoWSaF)
- Traffic Officers
- Relevant Trade Bodies
- Relevant Awarding Bodies
- Relevant Sector Skills Council/s

This list is not exhaustive and liaison with other authorities or bodies may be deemed necessary to improve or enhance the Industry training scheme.

13 The Provision of a transitional scheme.

The Administrator will investigate whether a transitional scheme will be required to be put in place that will incorporate timescales to allow a fully functional training scheme to be in place by (*insert date*). The Administrator shall provide recommendations and details of the transitional arrangements to the NHSS Committee including target dates for implementation of training requirements within each identified sector of the scheme for approval or otherwise.

Appendix 2B – Privacy Notice NHSS Committee and Working Group Members

Introduction

This Privacy Notice is intended to set out SSAC member's rights and answer any queries a member may have about their personal data. If a member needs more information, they should contact: the NHSS secretary at(email address).

Where a person is a NHSS Committee or NHSS working group member, the controller of their data will be the NHSS secretary.

The personal information handling policy and procedures have been developed in line with the requirements of the 1995 European Union Data Protection Directive (Directive 95/46/EC) and the General Data Protection Regulation (in force from 25 May 2018) and applicable national law.

1. What information is collected?

Personal data about a member is collected and processed when (a) the member and/or the member's nominating organisation contacts the relevant NHSS secretary to add that person as a member of a Committee; and (b) the person attends Committee meetings.

The processed personal data includes:

- the member's name;
- the member's home or work address, email address and/or phone number; and
- the member's nominating organisation

2. How is this information used and what is the legal basis for this use?

The personal data listed in paragraph 1 above is processed for the following purposes:

- to enable the NHSS committee to develop, maintain and administer the NHSS SSD, validate a member's involvement in the Committee or working group and enable a committee member to liaise with other committee members;
- to administer the NHSS document process, including running committees and maintenance and monitoring of committee membership in order to ensure compliance with NHSS 0;
- in connection with legal claims, compliance, regulatory and investigative purposes;
- to invite a committee or working group member to take part in market research and/or be sent relevant information or NHSS document updates;
- to respond to a member's comments or complaints, including investigation of any complaints received from a committee or working group member or from others;
- to generate statistics (which will not identify a committee or working group member) regarding the composition of committees and working groups and their sector diversity as part of the secretary's role;
- to monitor use of relevant NHSS and associated websites and online services and use member's information to help the NHSS committee(s) and working groups and other relevant organisations check, improve and protect their products, content, services and websites, both online and offline;
- to comply with the reasonable requests of enforcing authorities in any investigation

3. With whom will personal data be shared?

Your personal data may be shared with other NHSS committees and working groups for the purposes of inter-NHSS administration and to deliver products or services where elements of these are provided by other NHSS committees or working groups other than those with which a member has direct involvement.

Personal data may also be shared with third parties as indicated below:

- a member's employer or nominating organisation to validate the member's involvement in Committees and/or
- other providers of services to this NHSS committee or working group, including website hosting, maintenance and identity checking services.

Personal data may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if needed for the legal protection of the scheme's legitimate interests in compliance with applicable laws. Personal data may also be shared with third party service providers who will process it on behalf of this NHSS for the purposes above. Such third parties include, but are not limited to, providers of website hosting, maintenance and identity checking.

In the event that an NHSS committee is dissolved or integrated with another NHSS or Scheme member's details will be disclosed to those of any prospective scheme administrator and will be passed to the new committee of the NHSS.

4. How long will personal data be kept?

Personal information will not be kept for any purpose for longer than is necessary and only the personal information that is necessary in relation to the purpose will be retained. Certain information is required by law to be retained or if it is reasonably necessary to meet regulatory requirements, resolve disputes, prevent fraud and abuse, or enforce the scheme's terms and conditions.

A member's personal data will be kept for the lifecycle of the Committee or working group. Beyond that a member's name will be retained indefinitely for the purpose of evidencing the constitution of the Committee and the transparency of the NHSS development process. Personal data will be retained for a short time beyond the specified retention period, to allow for information to be reviewed and any deletion to take place.

5. Where is the data stored?

Data will be stored on the NHSS Committee secretary's and members' computer systems and may also be stored on other relevant NHSS Committee secretary's and members' computer systems.

6. What are member's rights in relation to their personal data?

A member has the right to ask that their personal data is not processed for marketing purposes.

Where a member has consented to the use of their personal data, consent can be withdrawn at any time (although this will mean that the member may not be able to participate in any future activities of the NHSS SSAC).

If the information that is held by the NHSS committee or working group is inaccurate or incomplete, the member can notify the NHSS secretary and ask for it to be corrected or supplemented.

A member has the right to ask the NHSS secretary to provide a copy of that member's personal data held by the NHSS secretary.

If a member has a complaint about the handling of their personal data, the member may be able to ask the NHSS secretary to restrict how their personal data is used while their complaint is resolved. In some circumstances a member can ask the NHSS secretary to erase their personal data (a) by withdrawing consent to use it; (b) if it is no longer necessary to use their personal data; (c) if the member objects to the use of their personal data and the NHSS secretary does not have a good reason to continue to use it; or (d) if the NHSS secretary has not handled their personal data in accordance with NHSS SSAC obligations.

7. Where can more information about the handling of data be found?

Should a member have any queries regarding this Privacy Notice, about the processing of their personal data or wish to exercise their rights, the member can contact the NHSS secretary. If the member is not happy with the response, the member can contact the Information Commissioner's Office: <https://ico.org.uk/>

Appendix 3A – Constitution of National Highway Sector Scheme Advisory Committee

1. Name of Committee

- 1.1 The name of the Committee shall be the “Sector Scheme Advisory Committee for the Quality Management of the *[Insert scheme title]*”

2 Committee Membership

- 2.1 Membership of the Committee will comprise:

- up to "x" representatives from Central/Local Government Highway client bodies;
- up to "y" representatives from the (as specified) industry;
- one representative from UKAS; and
- a minimum of one lead representative of the NHSS Certification Bodies Group with a maximum of "z"

- 2.2 Membership of the committee is voluntary and members will attend on that basis.

- 2.3 No more than “w” representatives from any one organization/group can be appointed to the committee.

- Every certification body accredited by UKAS for these sector schemes may claim one seat on the Committee subject to a maximum of “v” places. Where more than “v” bodies wish to make representation then representation of the certification bodies will be determined by the Certification Body Group* established under the auspices of the National Highway Sector Scheme Liaison Committee.

*Where appropriate, certification bodies shall decide who will be represented and nominate a lead certification body.

- 2.4 The committee may co-opt specialists as considered necessary.

3. Management of Meetings

- 3.1 Chairmanship shall be vested, after the inaugural meeting, in a committee approved individual or organization. Chairmanship can be reviewed at any meeting and changed by committee approval.

- 3.2 A deputy chairman may be appointed at the discretion of the committee.

- 3.3 The chairman's term of office shall be limited to “a” terms of “b” years, which may be extended by resolution and approval of the committee.

- 3.4 Secretarial duties shall be vested, after the inaugural meeting, in a committee approved individual or organization. Secretarial appointments can be reviewed at any meeting and changed by committee approval.

- 3.5 The Secretary shall take minutes of the meeting and distribute them to members prior to the next meeting in accordance with NHSS 0

- 3.6 At any meeting, in the absence of Chairman or Secretary, a temporary substitute will be appointed from the Committee for that particular meeting.

- 3.7 A quorum consists of “c” persons (recommend 5), minimum requirement is the Scheme Chairman and at least one person from a UKAS Accredited certification body, one from

a client body and one from an industry body e.g. Trade Association plus "A N Other". In the event that the chairman is not available they shall nominate a chairman from the attendees

- 3.8 Meetings will be called by the Committee Chairman or Secretary or other members in special circumstances; subject to the minimum attendance being the quorum.
- 3.9 Meetings to review the development of a new Sector Scheme will be held at not less than 6 monthly intervals.
- 3.10 Thereafter meetings to review the implementation and operation will be held at intervals not exceeding 13 months.
- 3.11 Any resolution of the committee shall be reached by consensus.
- 3.12 The committee may appoint a working party or sub-committee as necessary to further the work of the committee.

4. Funding

- 4.1 All members of the Committee will attend on a voluntary basis and the Committee will not hold any funds or be responsible for any expenditure.

5. Ownership

- 5.1 The Schemes are owned by the relevant Sector Scheme technical advisory committee.

6. Committee membership

- 6.1 Committee members shall not state or promote their personal views as being those of the SSAC. Failure to adhere to this principle may result in the committee member being asked to resign.
- 6.2 The membership of a committee is public information, but the individuals may request that their named involvement be suppressed.

7. Committee proceedings

- 7.1 With the exception of drafts for comment, documents circulated by the SSAC committee shall be for private SSAC circulation to avoid confusion of other parties outside the SSAC remit.
- 7.2 Committee members shall respect the general confidentiality of committee proceedings/documents other than to provide them to their nominating organization who should reciprocate that general confidentiality
- 7.3 With a Chairman's written agreement, documents may be circulated to individuals who are not committee members at the request of interested organizations;
- 7.4.1 SSAC's shall control access to the minutes of its committee proceedings to the extent necessary to safeguard confidentiality.

Note: It is good practice to attach the list of representative organizations forming the committee to the constitution.

Appendix 3B NHSS SSAC Terms of reference template

The [insert title of scheme] National Highway Sector Scheme Advisory Committee

[Insert short title for scheme e.g. Landscaping]

Quality Assessment Scheme

Terms of Reference (ToR0 (*Applicable Date*0

- 1 The purposes of the Committee are to:
 - 1.1 to provide and establish bespoke quality management systems for industry and provide when appropriate or requested “industry experts” (advisors) to UKAS;
 - 1.2 *[develop, seek acceptance of and initiate the Sector Scheme in the United Kingdom for [insert relevant activity e.g. Highway design, stockist, construction or other industry sector] in accordance with the requirements of the overseeing organizations; (this applies to a new scheme only)]*
 - 1.3 maintain and improve the National Highway Sector Scheme for the *[Insert title of scheme]*, in line with current best practice.
 - 1.4 liaise with relevant National Highway Sector Scheme Advisory Committees *[Insert relevant NHSS committees e.g. General Fencing (Sector Scheme 2A) and Environmental Barriers (Sector Scheme 2C)]*
 - 1.5 undertake regular reviews at intervals not exceeding 13 months of the effectiveness and continuing relevance of the Sector Scheme and publish revised sector scheme documents as necessary.
 - 1.6 ensure training and competency routes are developed for all relevant personnel in the *[Insert name of industry]* industry in line with best practice, and to set and bench mark standards.
 - 1.7 provide regular updates to the National Highway Sector Scheme Liaison Committee on the status of the Sector Scheme.
 - 1.8 liaise as necessary with relevant stakeholders such as Client Bodies, Awarding Bodies, UKAS, Certification/Inspection Body Associations, Emergency Services, Trade Associations, HSE, other National Highway Sector Scheme Advisory Committees and other interested bodies, organizations and stakeholders.
 - 1.9 ensure that copies of the Sector Scheme document are available to all relevant persons.

Note: There may be other scheme specific ToRs dependent on the industry sector covered)

Appendix 3C NHSS SSAC Sample Meeting Agenda

AGENDA – Inaugural Meeting

1. Welcome and introductions
2. Introduction to National Highway Sector Schemes
3. Introduction to Sector Scheme "x"
4. Election of Chairperson and Secretary
5. Terms of Reference (based on the Sector Scheme 0 model)
6. Constitution (based on the Sector Scheme 0 model)
7. Sector Scheme Document (based on the Sector Scheme 0 model)
8. Training – review of available training and competency assessment schemes/qualifications
9. The way forward
10. Any other business
11. Date of next meeting

AGENDA – Subsequent Meeting

1. Welcome and introductions
2. Apologies for Absence
3. Approval of Minutes of last meeting and Matters Arising
4. Report from certification body
5. Report/ Actions from NHSS Liaison Committee / NHSS 0 Updates
6. Report from Training Sub-committee (if applicable)
7. Report from Administrator (if applicable)
8. Sector Scheme Document
9. Associated Documents (if any –e.g. Training Specification)
10. Update on any associated NHSS SSDs
11. Any other business
12. Date of next meeting

Appendix 3D Example Form for Consultation Feedback

DATE:		AUTHOR:		ORGANIZATION	
Draft Document Reference:					
Section / Appendix	Clause No./ Subclause No./ Appendix (e.g. 3.1)	Paragraph/ Figure/Table/ Note	Comment (and reason for change)	Proposed change	Committee decision

Appendix 3E NHSS Logo – Conditions of Use

Conditions for Use of the National Highway Sector Scheme Logo and Symbols by NHSS and UKAS Accredited organizations and NHSS Associated organizations

1 Definitions

National Highway Sector Scheme Accreditation Logo– means the Logo used by NHSS (the (UK) National Highway Sector Scheme body) to identify itself.

National Highway Sector Scheme Accreditation Symbols – means the symbol(s) issued by NHSS for use by a UKAS accredited organization to indicate its accredited status.

UKAS Accredited organization – means a body accredited by UKAS as a certification body, laboratory, inspection body, proficiency testing provider, attestation body or reference material producer providing assessment against National Highway Sector Schemes.

NHSS Associated organizations – means a body specifically granted permission by the NHSS liaison committee to use the National Highway Sector Scheme symbol in relation to the services that the organization is delivering.

Note: 'Mark' is to be reserved to indicate direct conformity of an entity against a set of requirements.

2 Introduction

2.1 UKAS is the UK national accreditation body responsible for assessing and accrediting the competence of organizations in the fields of calibration, testing, inspection and certification of systems, products and personnel. It operates under a Memorandum of Understanding with the Secretary of State for Business, Energy and Industrial Strategy (BEIS).

2.2 UKAS accredits bodies to assess to ISO 9001 and the NHSS interpretation of ISO 9001 for a relevant highway related activity. The NHSS documents are published on the UKAS web-site on behalf of the NHSS Liaison Committee.

2.3 This publication sets out the conditions for the use of:

(a) the National Highway Sector Scheme symbol by UKAS accredited bodies

(b) the National Highway Sector Scheme accreditation symbols by NHSS and UKAS accredited organizations as meeting the requirements of the appropriate international standards, and the successors to these standards as detailed in Appendix 1 of the Secretary of State / UKAS Memorandum of Understanding. (<http://www.dius.gov.uk/~media/publications/M/memoukas9-0209>)

2.4 (a) Where applicable, these conditions shall be met by all UKAS accredited organizations, including those outside the United Kingdom.

(b) Use of the NHSS National Highway Sector Scheme accreditation logo and symbol are confined to NHSS.

(c) A UKAS accredited certification body may authorise their certified customers to use the relevant National Highway Sector Scheme accreditation symbol but only in accordance with the requirements in Appendix 3A (see below).

(d) UKAS accredited certification bodies shall take all reasonable steps to ensure that their certified customers comply with these conditions on the use of National Highway Sector Scheme accreditation symbols.

2.4 The NHSS Liaison Committee reserves the right to vary the conditions set out in this publication without prior notice.

3 Form and display of the National Highway Sector Scheme accreditation logo and symbol

3.1 The National Highway Sector Scheme accreditation logo and symbol shall be displayed only in the appropriate form, size and colour detailed in this publication.

3.2 Accredited organizations shall base all reproductions of the National Highway Sector Scheme accreditation symbols on the master versions as shown at the end of this publication which are available as electronic files from the NHSS liaison committee. The images included at the end of this publication are for illustration only. Redrawn approximations shall not be used.

3.3 Accredited organizations shall only use a National Highway Sector Scheme accreditation symbol in conjunction with their relevant scheme number(s). The organization's accreditation number(s) shall be printed centrally under the National Highway Sector Scheme accreditation symbol. As indicated in the Figure 1. The accreditation number(s) are single or double digit numbers which may also include letters where relevant; the numbers relate to the scheme numbers.

3.4 The National Highway Sector Scheme accreditation logo may be displayed on stationery:

- (a) only if the title or logo of the accredited organization is also shown;
- (b) with no more prominence than the title or logo of the accredited organization;
- (c) and not more than once for each relevant NHSS accreditation.

3.5 The National Highway Sector Scheme accreditation logo and National Highway Sector Scheme accreditation symbols are to be reproduced in black and white as detailed in Appendix 3C. Alternatively, with the prior written consent of NHSS, the National Highway Sector Scheme accreditation symbol may be printed or displayed in a single colour, which is the predominant ink colour of the document, or, in the case of a pre-printed letterhead, the predominant ink colour of the letterhead.

3.6 Where the National Highway Sector Scheme accreditation logo and National Highway Sector Scheme accreditation symbols are reproduced electronically the following applies:

(a) the National Highway Sector Scheme accreditation logo or National Highway Sector Scheme accreditation symbols are to be reproduced so that infilling does not occur.

(b) degradation and/or distortion of the National Highway Sector Scheme accreditation logo or National Highway Sector Scheme accreditation symbol graphic is avoided.

(c) electronic versions of the National Highway Sector Scheme accreditation symbols shall be obtained from NHSS.

- 3.7 (a) Embossed, relief, or die-stamped versions may be used.
- (b) The National Highway Sector Scheme accreditation logo and National Highway Sector Scheme accreditation symbols may be reproduced as watermarks.
- 3.8 (a) The National Highway Sector Scheme accreditation symbols shall normally have a minimum height (excluding the accreditation number) of 20 mm. Any enlargement or reduction shall retain the same proportions as those of the masters reproduced in this publication. The National Highway Sector Scheme accreditation symbol and the accreditation number shall be considered as a single entity for purposes of enlargement or reduction.
- (b) In exceptional circumstances, which are usually dictated by reason of space limitation or cost, the National Highway Sector Scheme accreditation symbols may be reproduced at a reduced height, but paragraph 3.8(c) must be satisfied.
- (c) Irrespective of the height of reproduction, the National Highway Sector Scheme accreditation symbols must, in the opinion of NHSS, be legible, with no infilling.
- 3.9 When the National Highway Sector Scheme accreditation logo or National Highway Sector Scheme accreditation symbol is printed on an unfolded portion of stationery sized no greater than A4, it shall be displayed in a size no larger than 30 mm high. On larger portions of unfolded stationery the size may be proportionately increased.
- 3.10 Appendix 3B shows how accredited organizations with more than one accreditation of the same type may use the National Highway Sector Scheme accreditation symbol.

4 Use of the National Highway Sector Scheme accreditation logo

4.1 General

- 4.1.1 (a) Only NHSS organizations may use the relevant National Highway Sector Scheme accreditation logo on stationery, quotations for work, reports and certificates, websites and brochures, and other items relevant to NHSS' activities, subject to the conditions set out in this publication.
- (b) Only NHSS organizations accredited by UKAS and organizations specifically granted permission by the NHSS may use the relevant National Highway Sector Scheme accreditation symbols on stationery, quotations for work, reports and certificates, websites and brochures, and other items relevant to the accredited organization's accredited activity or the agreed activities of those granted specific permission, subject to the conditions set out in this publication.
- 4.1.2 The National Highway Sector Scheme accreditation logo and National Highway Sector Scheme accreditation symbols shall not be used in such a way as to suggest that the NHSS or UKAS has certified, or approved, any product or any service supplied by a licensee of a symbol, or in any other misleading manner.
- 4.1.3 The National Highway Sector Scheme accreditation symbols shall not be used in any way that might mislead the reader about the status of an accredited organization.
- 4.1.4 Any use of the National Highway Sector Scheme accreditation logo or symbols that might contravene the conditions laid down in this publication shall be referred to NHSS.

- 4.1.5 The National Highway Sector Scheme accreditation symbols shall not be used in such a way as to imply that NHSS accepts responsibility for activities carried out under the scope of accreditation and/or certification and/or the scopes of those organizations specifically granted use of the National Highway Sector Scheme symbol.
- 4.1.6 It is the responsibility of every UKAS accredited organization to minimise the risk of a client/reader being misled as to the extent and limitations of its UKAS accreditation, whether it be in relation to quotations for work, work being undertaken, results being reported, the use of sub-contractors or in any publicity material used for advertising activities or services.
- 4.1.7 Reports and certificates issued by accredited organizations that contain results and outcomes from accredited activities and non-accredited and/or subcontracted activities shall readily distinguish the activities that are covered by the organization's accreditation and those that are not.
- 4.1.8 All quotations for work that contain a National Highway Sector Scheme accreditation symbol shall clearly indicate those activities that are not NHSS or UKAS accredited.
- 4.1.9 National Highway Sector Scheme accreditation symbols for certification activities shall not be used on reports and certificates issued by Laboratories, Inspection Bodies, Proficiency Testing Providers and Reference Material Producers.
- 4.2 Publicity Materials
- 4.2.1 UKAS accredited organizations are entitled to incorporate the appropriate National Highway Sector Scheme accreditation symbol(s) in publicity material that refers to accredited services, provided that the conditions relating to their reproduction contained in this publication are met.
- 4.2.2 For the purposes of these conditions the term 'publicity material' shall not include notices, labels, documents or written announcements affixed to or otherwise appearing on goods or products unless the goods or products have been manufactured under an accredited product conformity scheme. This restriction shall also apply to primary packaging and promotional products.
- 4.2.3 For the purposes of these conditions the terms 'publicity material' and 'advertisements' shall not include notices, labels, documents or written announcements affixed to or otherwise appearing on the vehicles or flags of the UKAS accredited organization. . These restrictions may be extended to other items, goods or products as the NHSS may determine from time to time.
- 4.2.4 (a) The National Highway Sector Scheme accreditation logo and the National Highway Sector Scheme accreditation symbols shall not be displayed by UKAS, and National Highway Sector Scheme accreditation symbols shall not be displayed by UKAS accredited organizations, on any vehicle, except in publicity material as part of a larger advertisement (see 4.2.3), and provided that the National Highway Sector Scheme accreditation logo or the National Highway Sector Scheme accreditation symbol is used in the publicity material in accordance with the conditions set out in this publication.
- (b) The National Highway Sector Scheme accreditation logo and National Highway Sector Scheme accreditation symbols shall not be displayed on buildings and flags.

(c) UKAS may display National Highway Sector Scheme accreditation logo and National Highway Sector Scheme accreditation symbols on internal walls and doors, and on exhibition stands.

(d) UKAS accredited organizations may display their National Highway Sector Scheme accreditation symbols on internal walls and doors, and on exhibition stands.

(e) Associated organizations granted specific permission to use the National Highway Sector Scheme symbol may display their National Highway Sector Scheme accreditation symbols on internal walls and doors, and on exhibition stands.

4.3 Suspension and Termination of CB Certification

4.3.1 Upon suspension of relevant CB Certification, accredited organizations shall immediately cease to issue certificates, reports and quotations for work displaying a National Highway Sector Scheme accreditation symbol and this shall include the removal of National Highway Sector Scheme accreditation symbols displayed on websites.

4.3.2 Upon termination of CB Certification, the organizations shall immediately cease distribution of all items on which a National Highway Sector Scheme accreditation symbol is displayed and this shall include the removal of National Highway Sector Scheme accreditation symbols displayed on websites.

4.3.3 In the event that the Certificate is withdrawn by a CB, the organization in respect of a scheme whereby the organization owns and licenses its own mark/logo, the organization shall take all reasonable steps to ensure that its licensees immediately cease use of stationery, literature, advertisements (including web pages), goods, labelling and packaging bearing the National Highway Sector Scheme accreditation symbol(s).

5 Reference to accreditation

5.1 Where an accredited organization wishes to make reference to its NHSS accreditation instead of using the National Highway Sector Scheme accreditation symbol, it shall without variation use the phrase 'NHSS XX organization certified by [certification body] [inspection body] UKAS or equivalent accreditation no. YYYY'. The accredited organization shall take all reasonable steps to ensure that this wording is used by any customer when referring to the use of a National Highway Sector Scheme accredited organization.

Appendix 3C-A

Requirements and National Highway Sector Scheme Accreditation Symbols for certification bodies and their certified Clients

A1. Management Certification

- A1.1 The appropriate National Highway Sector Scheme accreditation symbol may only be used by the customer of a certification body in connection with the certification body's award of UKAS accredited certification. The National Highway Sector Scheme accreditation symbol must be relevant to the certificate.
- A1.2 Holders of certificates issued by UKAS highway sector scheme accredited certification bodies may use the appropriate National Highway Sector Scheme accreditation symbol in accordance with the requirements of this publication on stationery and publicity material or other items relevant to their certificate. The National Highway Sector Scheme accreditation symbol(s) shall always be used in conjunction with the logo/mark of the certification body or certification scheme (see Figure 1 below) and UKAS symbol. Holders of highway sector scheme accredited certificates may use the logo/mark of the certification body or certification scheme without the accreditation symbol.
- A1.3 Certification bodies shall ensure that they audit the use of National Highway Sector Scheme accreditation symbols by their certificate holders.

A2. Product Certification

Before the following can be applied the committee and/or organization will need to discuss and determine its suitability and relevance. N.B. It is important that the committee and/or organization understand the complexity of its application in respect of its use with CE marking.

- A2.1 The Product Certification National Highway Sector Scheme accreditation symbol may only be used in connection with a product or service certified under an accredited product certification scheme.
- A2.2 If, in the specific case of a product certified under an accredited product conformity scheme, physical constraints prevent reproduction of the product certification National Highway Sector Scheme accreditation symbol to the limits specified in this Appendix, a label based on the product certification example in Figure 1 may be attached to the product. If that is impracticable, the label may be affixed to the primary packaging but not to the secondary packaging (e.g. outer, transit pack).



Figure 1 Use of NHSS symbols by holders of accredited certificates. The NHSS symbol used must be relevant to the certificate.

Appendix 3C-B

Use of the Symbols for Multiple Accreditations

B1.1 Accredited organizations of the same type with multiple highway sector scheme accreditations may use the national accreditation symbols in the following way:



or



or



Indication of multiple registrations for registered organizations

Appendix 4A Accreditation Groups, Scheme Families & Certification Body Group

1. Accreditation Groups and Families

Family Group	Schemes included within Family Group
1. Highway Asset Design	GD02 (to be replaced by GG102)
2. Fencing	2A, 2B/5B, 2C, 4, 5A, 10B, 10C
3. Electrical & Land Drilling	6, 8, 9A, 29A
4. Surfacing & SSR	7, 13, 16, 23, 30
5. Fasteners & Structural steel and coatings	3, 3B, 19A, 20
6. Temporary Traffic Management	12A/B, 12C, 12D.
7. Landscaping and Natural Environment (including Ecology)	18
8. Vehicle Recovery	17/17B
9. Tunnel Management & Incident Management	22, 32

Certification Bodies are accredited for the Family Group in which individual NHSS's for which they have demonstrated competence, exist. This means that a CB may be listed on the UKAS website schedule for, say, one or two specific NHSS's – but are able to add any other NHSS's within the family(ies) relatively quickly, providing they have or can acquire the specific NHSS competence to do so. CBs can issue certificates for any NHSS within their group after a UKAS desktop review and before it is added to their UKAS schedule at their own risk.

2. Certification Body Group

In order to optimise the effectiveness of certification body (CB) presence at Sector Scheme Advisory Committee (SSAC) meetings, a Certification Body Group has been established whereby communications to and from the CBs and SSACs is channelled through a Lead certification body with a deputy CB. Currently, these are set up as follows:

Scheme	Lead CB	Deputy CB
2A/C	BSI	SGS
2B / 10	Exova	BSI
3	SCCS	LRQA
4	Exova	SGS
5A/B / 10	BSI	SGS
6	NQA	LRQA
7	SGS	LRQA
8	NQA	BSI
9A	NQA	BSI
12A/B & C	BSI	QAIC
12D	QAIC	DNV GL
13	SGS	Exova
16	Alcumus ISOQAR	PTS
17	NQA	CARS QA
18	SGS	Exova
19A	SCCS	LRQA
20	SCCS	LRQA
22	NQA	DNV GL
23	BBA	-
29A	NQA	-
30	LRQA	QSRMC
GD02 (to be replaced by GG102)	LRQA	DNV GL

Each of the Sector Scheme Advisory Committees, the Lead certification bodies, UKAS and Client organizations attend a biannual meeting of the Liaison Committee (NHSSLC), which comprises representatives of all the interested parties.

Appendix 4B - Types of Schemes

The NHSS's can generally be categorised into three discrete groups, namely:

A. Those applicable to office activities only:

- Highway Design (GD02 – to be replaced by GG102)

B. Those applicable to activities carried out off-highway:

- Industrial Fasteners (NHSS 3)
- Steel Stockists (NHSS 3B)
- Timber preservation works (NHSS 4)
- Bridge parapets manufacture (NHSS 5A)
- Minor Structures (NHSS 6)
- Sign assembly (NHSS 9A)
- Corrosion protection (NHSS 19A)
- Structural Steel Works (NHSS20)

C. Those that are applicable to activities carried out on-highway

- Fencing / Parapet installation (NHSS 2A/B/C) (NHSS 5B) (10 B / 10C)
- Road markings (NHSS 7)
- Electrical/electronic works (NHSS 8)
- Temporary traffic management NHSS 12A/B, 12C, 12D)
- Surface treatments to road surfaces (NHSS 13)
- Asphaltting (NHSS 16)
- Vehicle recovery (NHSS 17 & 17B)
- Landscaping (NHSS 18)
- Corrosion protection (NHSS 19A)
- Structural Steel Works (NHSS 20)
- Road Tunnel Operations (NHSS 22)
- Small Pavement Repairs (NHSS 23)
- Land Drilling (NHSS 29A)
- Block pavers (NHSS30)
- Incident Management (NHSS 32) – under development

It should be noted that there may be special cases and reference should be made to the relevant NHSS SSD Appendix N.