



Published by the United Kingdom Accreditation Service on behalf of the Sector Scheme Advisory Committee for the Design and/or Supply, Installation and Repair of Fences

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## National Highways Sector Schemes for Quality Management in Highway Works

# Sector Scheme 2A The Design and/or Supply, Installation and Repair of Fences

# Sector Schemes for Quality Management for Highways and other Infrastructure Works

## Scheme No. 2A

### The Design and/or Supply, Installation and Repair of Fences April 2004

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## **DOCUMENT CONTROL**

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This Sector Scheme Document (SSD) was subject to a thorough review following the publication of BS EN ISO 9001 : 2000 and issued as UKAS 6.

The changes between 5 and 6 have not been documented.

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## **COMPOSITION OF THE SECTOR SCHEME ADVISORY COMMITTEE, EXCLUSION OF LIABILITY AND SELECTION OF CERTIFICATION BODY**

### **Composition of Sector Scheme Advisory Committee**

BM Trada Certification Limited

BSI

CSS (formerly known as County Surveyors Society)

European Fencing Industry Association

Fencing Contractors Association also representing the Federation of Scottish Fencing Contractors

Highways Agency

Lantra Awards

Lloyds Register Quality Assurance Limited

National Quality Assurance Limited

Network Rail

SGS UK Ltd

Society of Chief Officers of Transportation in Scotland

### **Exclusion of liability**

The Advisory Committee:

Have and accept no liability whatsoever for any failure of any system or systems assessed under this SSD or for the quality, fitness for purpose, or safety of any product or service which is the subject of assessment;  
Do not provide any representation as to any aspect of any such system, product or service, and,

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.

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## **Selection of Certification Body**

It is important to note that due to the specific requirements for assessor competence required by this Sector Scheme only certification bodies accredited by UKAS under the guidance of the Technical Expert appointed by the Sector Schemes Technical Committee are permitted to certificate companies to this scheme, as described in Appendix G.

Prospective companies seeking registration under this scheme should ensure that they engage a certification body specifically accredited to assess against the requirements of this SSD. Specifiers, consultants, engineers etc. that require confirmation of compliance with the contract specification in respect of the supply of products/materials should confirm the current status of the quality assurance certificate issuer and that specific reference is made to this Sector Scheme.

## **Implementation of Issue 6**

Now runs as BS EN ISO 9001:2000 only.

All references to Environmental Barriers (Structural) has been removed from this document and incorporated into Sector Scheme Document 2C Issue UKAS 1 dated April 2004. SSD 2C is now a standalone document covering specifics to Environmental Barriers (Structural) only.

This document is issued at the same time as SSD 2C Issue UKAS 1.

SSD 2A issue UKAS 6 and SSD 2C Issue UKAS 1 will run concurrently with SSD 2A Issue UKAS 5 for a period of 12 months from 1 May 2004. After 30 April 2005, SSD 2A Issue UKAS 5 will be withdrawn. This allows both the certification bodies and registered companies to amend company procedures, separate the scoping and for certificates to be re-issued to the new requirements in accordance with QA procedures.

This document together with 2C supersedes SSD2A issue 5 as from the 1 May 2005.

## INTRODUCTION

This Sector Scheme Document describes the quality management system requirements to be established and maintained by the Organisations of products for projects requested by infrastructure providers. It should be read in conjunction with relevant International, European and British Standards, other legislative requirements and reference material applicable to fencing, excluding Vehicle Restraint Systems and Environmental Barriers (Structural).

It is important that Main Contractors and Clients, when assessing tenders for the supply and installation of fencing ensure that tenders meet the SSD requirements and are registered to this sector scheme by a Certificate Body accredited by UKAS or equivalent.

The SSD encompasses the following:

- Scope, definitions, certification of registration and quality system requirements for companies working in their chosen sector.
- Model requirements for Quality Plans and details of reference material applicable to each sector.
- Competence requirements for fence installers.
- An example of in-house register, which must be maintained by companies to show their designated installers including appointed lead fence installers.
- Details the role of Certification Bodies and Auditor qualifications.
- Guidelines and requirements for new entrants wishing to work in the sector.

Users of this Sector Scheme shall specify other relevant highway Sector Schemes as appropriate to the nature of work being undertaken, e.g. Scheme No.4 Preservative Treatment of Timber.

This SSD is a live document maintained and updated by the SSACF which intends to meet two or three times a year to develop it appropriately. The scope of training and competency for fencing installers is determined through the Fencing Industry Group of Lantra SSC which has responsibility for the development of the fencing industry.

A liaison committee oversees all the SSD committees to ensure they operate to a common format.

Any observations or complaints relating to the SSD or the process described herein should be made by completing the feedback forms, see Appendix J.

# INTERPRETATION OF BS EN ISO 9001 : 2000

## 1.0 SCOPE

This SSD describes the management system requirements to be established by Organisations providing design, supply, installation and repair of Fencing excluding Vehicle Restraint Systems and Environmental Barriers (Structural). The document interprets the requirements of British Standard BE EN ISO 9001 : 2000 and should be read in conjunction with that standard. The SSD is applicable to Organisations carrying out the design and/or supply installation and repair of:

- (a) BS 1722 Fences
- (b) Pedestrian Guard Rail
- (c) Concrete post and panel
- (d) Electric Security Fencing

The SSD shall be referenced in the Certificate of Registration, which include the type, subtype and element of fencing as appropriate.

Where applicable organisations are also required to be registered to the SSD2B to work on VRS/Fencing combined systems.

## 2.0 NORMATIVE REFERENCE

The following normative documents contain provisions which constitute provisions of BS EN ISO 9001 : 2000:

BS EN ISO 9000 : 2000 Quality Management Systems – Fundamentals and Vocabulary

BS EN ISO 9004 : 2000 Quality Management Systems – Guidelines for Performance Improvements

## 3.0 TERMS AND DEFINITIONS

For the purpose of this Sector Scheme Document the following definitions shall apply:

**Certificate of Registration** A Certificate issued by a UKAS or equivalent accredited Certification Body certifying that the holder operates a Quality Management System complying with BS EN ISO 9001 : 2000 and with the SSD.

To be valid the Certificate shall include the scope of approval to 2A Fences and define the types of fence to which the certificate applies.

**Client** The body for which work is being carried out.

**Components** All necessary elements, including fastenings, which separately and together are necessary to create a Fence as required.

<b>Contract</b>	The agreement between the Organisation and the Customer governing the provision of the Works to which this SSD relates.
<b>Contract Supervisor</b>	The person responsible for the supervision of the fence installation. The Contract Supervisor could be responsible for a number of contracts and is not always necessarily on site.
<b>Customer</b>	The body engaging the Organisation for the purpose of work described in this SSD. This may be the main contractor where the Organisation is a sub-contractor.
<b>Designer</b>	The company/person/authority responsible for converting requirements into design output in the form of drawings, calculations, specifications, plans, instructions etc.
<b>Design Development</b>	Set of processes that transform requirements into specified characteristics or into the specification of a product, process or system. (Ref. ISO 9000 : 2000 3.4.4).
<b>Environmental Barriers (Structural)</b>	Formally known as Environmental Noise Barriers (Structural) and covers all types of constructed environment barriers excluding earth barriers.
<b>FISS/CSCS</b>	Fencing Industry Skills Scheme/Construction Skills Certification Scheme. Joint national skills card registration scheme
<b>Fence</b>	Fence covers all types of fencing excluding Vehicle Restraint Systems and Environmental Barriers (Structural)
<b>Fence Installer</b>	A person who works under the control of a Lead Fence Installer and is a skilled fence installer.
<b>Fence Operative</b>	A person who works under the control of a Lead Fence Installer and is a competent (not skilled) Fence Operative.
<b>Infrastructure Provider</b>	Client Organisation – see Client.
<b>LA</b>	Lantra Awards.
<b>Lead Fence Installer</b>	Responsible for the correct supervision of key elements on the fence installation in accordance with given instructions, is a skilled fence installer (see Appendix C) and appointed by the company as a designated Lead Fence Installer (see Appendix D). The Lead Fence Installer is in charge of the gang, reports to the Contracts Supervisor and will always be on the site during the installation process.
<b>NVQ</b>	National Vocational Qualification – a vocational qualification approved by the Qualification Curriculum Authority.

<b>Organisation</b>	The organisation undertaking design and/or supply, installation and repair of fences.
<b>Quality Plan</b>	The document setting out the specific quality practices, resources and sequence of activities defined in the Contract. (See appendix A).
<b>Scheme</b>	The systematic arrangement for incorporating Quality Management into the work described in the contract.
<b>SHW</b>	The Highways Agency's Manual of Contract Documents for Highway Works Volume 1: The Specification for Highway Works (and any subsequent amendments) published by The Stationery Office (formerly Her Majesty's Stationery Office).
<b>SSD</b>	Sector scheme document which details requirements specific to the fencing sector over and above QA procedures.
<b>'shall'</b>	Used to indicate a requirement strictly to be followed in order to conform to the standard and from which no deviation is permitted. (See ISO Directives Part 3 : 1997, Annex E; reference 'Guidance on terminology used in ISO 9001 : 2000 and ISO 9004 : 2000'.)
<b>SSAC</b>	Sector Scheme Advisory Committee.
<b>Supply</b> (including from an external registered source)	To provide (fencing) in accordance to British Standards, specifications, drawings and other Sector Schemes referred to in the contract.
<b>SVQ</b>	Scottish Vocational Qualification - a vocational qualification approved by the Scottish Qualification Authority.
<b>UKAS</b>	United Kingdom Accreditation Service

## **QUALITY MANAGEMENT SYSTEM REQUIREMENTS**

### **Introduction**

This document needs to be read in conjunction with the ISO9001 : 2000 requirements augmented by the following supplementary requirements. Paragraph numbers in this section reference appropriate paragraphs of:

BS EN ISO 9001 : 2000. Where 'no specific interpretation' is recorded under a heading this means that it is not considered necessary to provide an interpretation for that clause.

### **4.0 QUALITY MANAGEMENT SYSTEM**

#### **4.1 General Requirements**

No specific interpretation.

#### **4.2 Documentation Requirements**

##### *4.2.1 General*

Quality Plans are required for all jobs. When requested, the Organisation shall submit a Quality Plan for approval by the Customer prior to the commencement of work.

##### *4.2.2 Quality Manual*

No specific interpretation.

##### *4.2.3 Control of Documents*

No specific interpretation.

##### *4.2.4 Control of Records*

See final paragraph of point 5 in Appendix A.

## **5 MANAGEMENT RESPONSIBILITY**

### **5.1 Management Commitment**

No specific interpretation.

### **5.2 Customer Focus**

The Organisation's should consider the interests of the Client and the product end users, for example, the general public/travelling public; and shall be mindful of the Client's interaction with the end users.

The organisation's quality policy statement shall include a statement of commitment to this Sector Scheme.

### **5.3 Quality Policy**

No specific interpretation.

### **5.4 Planning**

No specific interpretation.

## **5.5 Responsibility, Authority and Communication**

Management and communication systems shall be maintained to ensure customer requirements are adequately and accurately communicated to staff carrying out the work.

The Contract Supervisor is responsible for the contract.

The Organisation shall notify Lantra Awards in writing within 14 days of receipt of its confirmation of registration to the scheme by an accredited UKAS (or equivalent) Certification Body specifically accredited against this scheme.

### *5.5.1 Responsibility and Authority*

No specific interpretation.

### *5.5.2 Management Representative*

No specific interpretation.

### *5.5.3 Internal Communication*

No specific interpretation.

## **5.6 Management Review**

### *5.6.1 General*

For the purposes of this Scheme, this shall be at intervals not exceeding six months.

### *5.6.2 Review Input*

No specific interpretation.

### *5.6.3 Review Output*

No specific interpretation.

## **6 RESOURCE MANAGEMENT**

### **6.1 Provision of Resources**

No specific interpretation.

### **6.2 Human Resources**

#### *6.2.1 General*

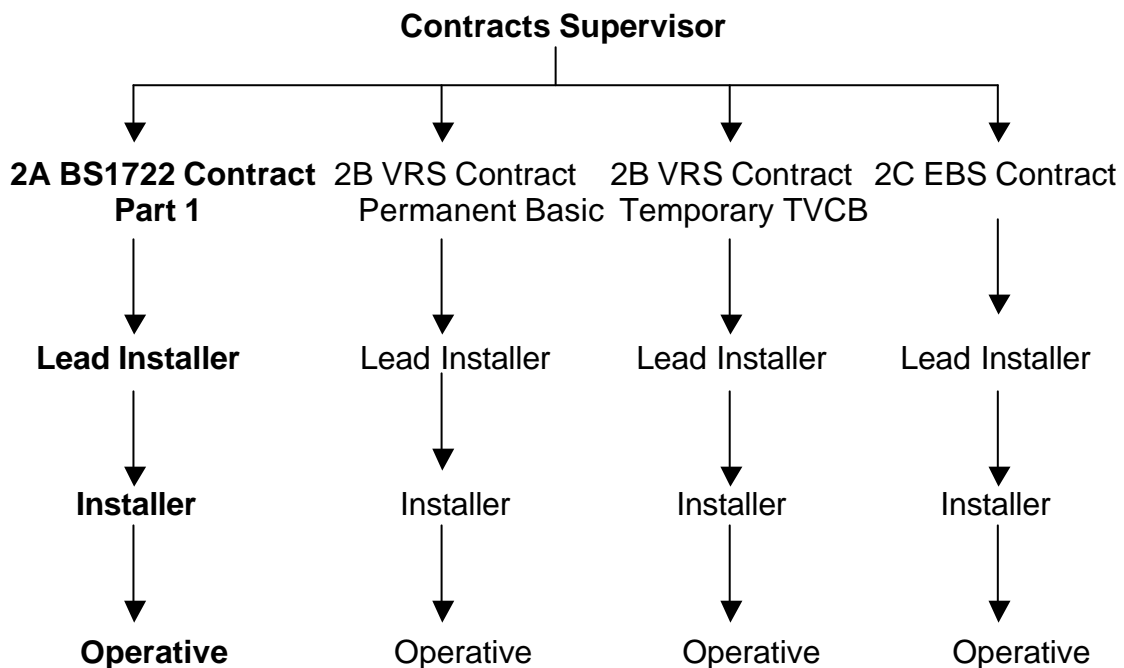
The training and assessment of operatives required by this scheme is aimed primarily at technical competence for the installation of fencing. It is intended to provide awareness to carry out work in a safe manner however it remains the responsibility of the organisation to determine and implement safe systems of work.

### 6.2.2 Competence Awareness and Training

Organisations must meet the scheme requirements and ensure all their installers and team members are registered and working towards relevant qualifications mentioned in the FISS/CSCS registration scheme. A copy of the FISS/CSCS leaflet, which details all the requirements, is available from Lantra Awards. A brief outline of these categories and contact address is detailed in Appendix C.

### Structure of the Installation Team for Fence Installation

Organisation flowchart showing an example of a fencing installation team:



### 6.3 Infrastructure

No specific interpretation.

### 6.4 Work Environment

No specific interpretation.

## 7 PRODUCT REALIZATION

### 7.1 Planning of Product Realization

The Planning of product realization shall be recorded in a Quality Plan. The Quality Plan may be a largely standard document as indicated in Appendix A in conjunction with “contract specific” information.

### 7.2 Customer Related Processes

#### 7.2.1 Determination of Requirements related to the Product

No specific interpretation.

## 7.2.2 *Review of Requirements related to the Product*

No specific interpretation

## 7.2.3 *Customer Communication*

- (i) The Customer needs to be informed about the products, that is, they require detailed information as appropriate regarding materials, components, manufacturing details etc. for the purposes of:
  - (a) as-built records for maintenance/health and safety requirements.
  - (b) For their own monitoring of the effectiveness/performance of the product.

The Quality Plan shall identify what and when relevant information is passed on to the customer or their agent.

- (ii) The Organisation shall determine and implement arrangements to demonstrate that timber comes from sustainable sources. This shall include provision of third party certification to the Client.

## 7.3 **Design & Development**

The records of the verification and validation processes shall include information to demonstrate compliance with the specification irrespective of whether the customer expressly requests it or not. The other clauses within this heading require no specific interpretation.

## 7.4 **Purchasing**

### 7.4.1 *Purchasing Process*

- (i) Where supply of materials/products is required the materials/products shall be selected in accordance with the contract (specification) documents including compliance with other relevant Sector Schemes (Appendices A and B of the Specification for Highway Works).
- (ii) Where timber is used the purchasing process shall include systems to establish timber sources (that they be procured from legal and managed sustainable sources), species and preservative treatment (that Sector Scheme 4: Natural and Conferred Durability of Timber be used). This shall apply to supplier selection, evaluation and re-evaluation processes.

### 7.4.2 *Purchasing Information*

No specific interpretation.

### 7.4.3 *Verification of Purchase Product*

No specific interpretation.

## 7.5 **Production and Service Provision**

### 7.5.1 *Control of Production and Service Provision*

The Organisation shall identify and plan the supply and installation processes. Examples of conditions, which shall be controlled, include:

- (a) an agreed procedure for carrying out emergency repairs including health and safety requirements.
- (b) **either**

when the Organisation is the main contractor, location and identification of underground and over ground services and structures including vehicle restraint systems together with the names, addresses and telephone numbers of persons responsible for them,

**or**

when the Organisation is a sub-contractor, the taking of all reasonable steps to ensure this information is available from the main contractor and is suitable to the extent that the Organisation is satisfied it is safe to carry out the sub-contract works.

The Organisation's management shall have a working knowledge of the documents listed in Appendix B that are relevant to the work described in the Contract. Also see Appendix B for client contract specification.

A Lead Fence Installer shall control no more than four Fence Installers/Operatives at any one time and shall be present on site at all times although not necessarily when foundations are being excavated.

#### *7.5.2 Validation of Processes for Production and Service Provision*

No specific interpretation.

#### *7.5.3 Identification and Traceability*

Where timber is used it shall be controlled and records made to allow for the timber source to be identified. This shall be used to demonstrate that sustainable sources have been used.

#### *7.5.4 Customer Property*

Customer supplied product may include the re-use of undamaged components from existing fences.

### **7.6 Control of Inspection, Measuring and Test Equipment**

The Organisation's system shall include documented procedures to demonstrate the manner and frequency of the calibration of the measuring and test equipment. See Appendix E for guidance.

## **8 MEASUREMENT, ANALYSIS AND IMPROVEMENT**

### **8.1 General**

No specific interpretation.

### **8.2 Monitoring and Measurement**

No specific interpretation to these sub clauses.

### **8.3 Control of Non Conforming Products**

Any material and /or work not conforming to the specification shall either be reworked to conform to the specification or must formally be accepted in writing by the customer. The materials and/or work shall otherwise be considered as rejected.

### **8.4 Analysis of Data**

No specific interpretation.

### **8.5 Improvement**

No specific interpretation.

## APPENDIX A MODEL REQUIREMENTS FOR QUALITY PLANS

Where appropriate the Quality Plan shall include:

1. Definition of the product/service to be provided.
2. The structure of the Organisation describing the chain of command and stating the name(s) of:
  - 2.1 the senior manager responsible for the contracted work;
  - 2.2 the Organisation's on-site management representative;
  - 2.3 the Lead Fence Installer(s)
  - 2.4 the Designer, where appropriate
3. Identification of the procedural content of the Organisation's Quality Manual relative to the product or service being provided. A copy of this shall be made available to the Customer on request. Special attention shall be given to the inspection and test plan.
4. Control of personnel selection including special requirements for skilled personnel.
5. Contract Specific procedures are required for the following:
  - 5.1 In respect of each installation the following information where appropriate shall be obtained by the Organisation:
    - a) Name and address of Client;
    - b) Address of Site;
    - c) Means of Access;
    - d) Contract Documents;
    - e) Length and location of fence and position of gates;
    - f) Details of fencing to be used, including materials and timber source information.
    - g) Information to be supplied to the Customer/Client including any third party certification.
    - h) Site terrain, subsoil, underground obstructions and voids;
    - i) Location and identification of underground and overground services and structures including vehicle restraint systems;
    - j) Delivery Programme and storage areas for materials;
    - k) Agreed areas of cutting and filling;
    - l) Location of buildings, trees, roads, railways, tramways, vehicle restraint systems and other factors likely to affect fence installation;
    - m) other relevant information e.g., foundation design, environmental aspects, other relevant sector scheme compliance, materials/products supplier details.
  - 5.2 Where certain aspects of the information described in Clause 5.1 cannot be obtained or is not provided, the fact shall be recorded in writing and a copy given to the Customer.

- 5.3 The record retention, storage and distribution will be agreed with the customer and documented in the Quality Plan.
- 5.4 Where required in the contract fencing components shall be in accordance with Series 300 and 400 of the Specification for Highway Works and the drawings.
- 5.5 Where required in the contract pedestrian guardrails shall be in accordance with Series 400 and the drawings referred to in the Contract.

## APPENDIX B REFERENCE DOCUMENTS

### The Organisation shall use the Reference Documents and British Standards relevant to the Contract or as otherwise stated

- 1a Standards
  - 1a.1 BS 1722 Parts 1-16 Fences
  - 1a.2 BS EN 12839 Precast Concrete Products – Elements for Fencing
  - 1a.3 BS 7818 Specification for Pedestrian Restraint Systems in Metal
  - 1a.4 PAS47 Electric Security Fences – design, installation and maintenance - specification
- 1b Scheme No 1: Manufacture of Fencing Components
- 1c Scheme No 3: Manufacture of Industrial Fasteners and Associated Items
- 1d Scheme No 4: Preservative Treatment for Timber issued by UKAS.
- 1e Scheme No 12: Temporary Traffic Management
- 1f Design Manual for Roads and Bridges published by the Stationery Office.
  
- 2a The Manual of Contract Documents for Highway Works:
  - 2a.1 Volume 1: Specification for Highway Works:
    - Series 000 Introduction
    - Series 100 Preliminaries
    - Series 300 Fencing
    - Series 400\* Safety Fences, Safety Barriers and Pedestrian Guardrails
    - Series 1800 Structural Steelwork
  - \* See IAN 44.
  - 2a.2 Volume 2: Notes for Guidance on the Specification for Highway Works:
    - Series NG300 Fencing
  - 2a.3 Volume 3: Highway Construction Details (Fences, Stiles & Gates)
  
- 3. Railway Infrastructure Specific Documents
  - 3a Railtrack Company Standards
    - 3a.1 RT/CE/C/008 Model Clauses for Specifying Civil Engineering Works (section 240 – Fencing and Gates)
    - 3a.2 RT/CE/C/030 Lineside Security
  
- 4. Contract Specific Documents.

5. BS EN ISO 9000 : 2000 Quality Management Systems – Fundamentals and Vocabulary  
BS EN ISO 9001 : 2000 Quality Management Systems – Requirements  
BS EN ISO 9004 : 2000 Quality Management Systems – Guidelines for Performance Improvement.
6. National Building Specification Fencing Section Q40
7. Current version of any other documentation requested by the contractor.
8. BWPDA Guidance Note on the handling of treated wood waste.

## **APPENDIX C**

### **TRAINING AND HEALTH AND SAFETY**

#### **Training for the installation of Fencing**

The approved qualifications are the NVQ/SVQs in Fencing (general) at Level 2 and Fencing level 3.

These qualifications are linked to the joint Fencing Industry Skills Scheme (FISS) and Construction Skills Certification Scheme (CSCS) which is a national register for fence installers. It provides a framework for skill development combined with Health and Safety training. This gives clients assurance that installers have achieved or are working towards a qualification or they have completed the appropriate training. The FISS/CSCS scheme is split into the following categories.

**Green card** - This card is for a Fencing Operative who works under the supervision of a Lead Fence Installer. The Fencing Operative will be supervised at all times.

**Red card** – This card is for a trainee Fence Installer who has registered for and is working towards the NVQ/SVQ in Fencing at level 2 or 3. Red cards expire 3 years from date of issue. Trainee Fence Installers will be supervised by a blue cardholder at all times.

**Blue card** – This card is for Fence Installers who work under a Lead Fence Installer and who have achieved the NVQ/SVQ in Fencing at level 2. The card is also for Lead Installers who are appointed by their organisation and who supervise Fence Installers and Fencing Operatives. Until May 2005, an industry accreditation route is available for experienced Fence Installers/Lead Fence Installers upon completion of an employer's declaration.

**Gold card** – This card is for Lead Fence Installers or Fencing Supervisors who have achieved the NVQ/SVQ in Fencing at level 3. Until May 2005, an industry accreditation route is available for experienced Lead Fence Installers or Fencing Supervisor/Managers upon completion of an employer's declaration.

All cardholders must complete the Lantra Awards health, safety and environmental awareness course (CLSA34X) or equivalent as authorised by the FISS committee and pass the CITB health and safety test and then repeat them every five years in order to maintain their card.

All installers and operatives must hold a FISS/CSCS card stating their registered category.

#### **For more information please contact:**

Lantra Awards, Lantra House, NAC, Kenilworth, CV8 2LG

Tel: 024 7641 9703 Fax: 024 7641 1655 Email: [awards@lantra.co.uk](mailto:awards@lantra.co.uk)

## 2 Health and Safety

Organisations are reminded of the legal requirement to provide health and safety training for each Operative, Installer and Lead Installer in accordance with the Health and Safety at Work etc Act 1974.

The training and assessment of operatives required by this scheme is aimed primarily at technical competence for the installation of fencing. It is intended to provide awareness to carry out work in a safe manner however it remains the responsibility of the organisation to determine and implement safe systems of work.

There is a requirement for all site personnel to carry a CSCS/FISS card as detailed in Table 1.

**Table 1**

		FISS/CSCS Job Title				
		Fence Operative	Fence Trainee	Fence Installer	Lead Fence Installer	Fence Supervisor
CITB H&S Test		#	#	#	#	#
H&S Course CLSA34X		#	#	#	#	#
Card Category	Green (no N/SVQ required)	#				
	Red (registered for N/SVQ)		#			
	Blue (N/SVQ Level 2 or industry accreditation)			#	#	
	Gold (N/SVQ Level 3 or industry accreditation)				#	#

**Notes:**

1. Attend and successfully complete a FISS/CSCS approved training course.
2. Successfully complete CITB Health and Safety test.
3. From May 2005 Contract Supervisors who are not existing FISS/CSCS card holders will be required to achieve the NVQ/SVQ in fencing level 3.
4. From May 2005 all fence installers who are not existing FISS/CSCS card holders will be required to achieve the NVQ/SVQ in fencing level 2.
5. Application details for CSCS/FISS cards can be obtained from Lantra Awards.

### **3 Reference Documents**

NVQ/SVQ in Fencing (General) –Level 2 and level 3 specifications.  
All the above reference documents are available from the Lantra Awards.

## APPENDIX D

### REGISTER OF DESIGNATED LEAD INSTALLERS

<b>Name of Organisation:</b>	
<b>QA Certification Body:</b>	<b>QA Registration Number:</b>

Full name of lead installer	Blue N/SVQ level 2 or industry accreditation (4)	Gold N/SVQ level 3 or industry accreditation (4)	Date of designated by company	Name and signature of authorised manager
				Name <span style="float: right;">Signature</span>
				Name <span style="float: right;">Signature</span>

## APPENDIX E

### GUIDANCE FOR THE CONTROL OF MONITORING AND MEASURING DEVICES: BS EN ISO 9001:2000 PARAGRAPH 7.6

<b>Equipment Title</b>	<b>Purchase Specification</b>	<b>Calibration Control</b>	<b>Calibration Frequency</b>
Steel Tape	EC Class II	Issue control and function check by user	In Use Check †
Fibre Tape	EC Class III	Issue control and function check by user	In Use Check †
Spirit Level			In Use Check ‡
Cable avoidance tools		Service in accordance with manufacturers instructions	In Use Check

† check to confirm legibility/readability for required dimension.

‡ confirm level reading by reversing the spirit level (daily pre-use check)

## APPENDIX F

### LIST OF CERTIFICATION BODIES

#### **BM TRADA Certification Ltd**

Stocking Lane  
Hughenden Valley  
High Wycombe  
HPI 4NR  
Tel: (01494) 565484      Fax: (01494) 565487

#### **BSI**

389 Chiswick High Road  
London, W4 4AL  
Tel: (020) 8996 6431      Fax: (020) 8996 7400

#### **EQA**

Navigation House  
48 Millgate  
Newark  
NG24 4TY  
Tel: (01636) 611226      Fax: (01636) 611704

#### **Lloyds Register Quality Assurance Limited**

Hiramford, Middlemarch Office Village  
Siskin Drive, Coventry  
CV3 4FJ  
Tel: (02476) 882222      Fax: (02476) 305533

#### **National Quality Assurance Limited**

Gainsborough House  
Houghton Hall Park  
Houghton Regis, Dunstable  
LU3 5ZX  
Tel: (01582) 866766      Fax: (01582) 866700

#### **SGS (UK) Ltd**

217/221 London Road  
Camberley, Surrey  
GU15 3EY  
Tel: (01276) 691133      Fax: (01276) 691155  
Copies of this SSD can be obtained from [UKAS](http://UKAS).

## APPENDIX G

### THE ROLE AND RESPONSIBILITIES OF THE CERTIFICATION BODY AND AUDITOR QUALIFICATIONS

#### Scope

This appendix provides specific requirements relating to the necessary expertise and experience that certification bodies and their evaluation teams shall have in order to operate and administer the scheme in addition to the normal requirements of United Kingdom Accreditation Service (UKAS) for accreditation.

#### A Qualifications and responsibilities of Certification Body

1. The Certification Body shall be accredited by UKAS to issue certificates for quality systems in accordance with BS EN ISO 9001 : 2000 and this SSD.
2. The Certification Body must be able to demonstrate to UKAS that it possesses and can maintain the necessary in-house expertise and experience within its organisation for the assessment of technical competence of design and/or supply, installation and repair of fences.
3. The Certification Body will further ensure that only qualified assessors will approve to this scheme.

#### B Evaluation

The Certification Body is responsible for ensuring that the evaluation team, which carries out the audit for the Quality System Certificate, possesses a demonstrable expertise in design and/or supply, installation and repair of fences. Minimum qualifications for this is that the evaluation team, which may consist of a single individual, shall have the following qualifications:

- IRCA Registered Lead Auditor of quality management systems or equivalent. This card will be shown on arrival and a audit visit report submitted.
  - knowledge of the design and/or supply, installation and repair of fences. Or have been on at least three fencing assessments as assistant/trainee assessor/auditor.
  - have a minimum of 2 years construction or similar experience.
  - knowledge and understanding of appendix b and documents therein.
1. The Certification Body shall provide to Lantra Awards, details of newly registered companies deemed competent to design and/or supply, install and repair fences within 14 days of registration of such companies. Additionally, certification bodies shall immediately notify Lantra Awards when companies have been de-registered.
  2. The quality system certificate, which shall include reference to this SSD, will be issued to a model, which conforms to the requirements of UKAS and indicates competence under this SSD. The certificate shall include the type, subtype of Fencing as applicable and the logo for the sector schemes

3. The Certification Body shall present an annual report to the SSACF, which shall provide an evaluation of the system and include as a minimum the following:
  - observations on the effectiveness of the current SSD and its scope including any omissions.
  - recommendations for improving and providing clarification of this SSD.
  - feedback on deficiencies of contract documentation in respect of fencing that may cause problems to the certification body or their client.

## **APPENDIX H**

### **ORGANISATION ACCEPTANCE AND GUIDELINES FOR NEW ENTRANTS**

#### **1) ORGANISATION ACCEPTANCE**

- 1.1 For work carried out on roads managed by the Highways Agency, the National Assembly for Wales, the Scottish Executive Development Department and DRD (Northern Ireland) or their agents, only those Organisations holding a valid Certificate of Registration for work within the scope of this SSD will be accepted as complying with Clause 104 and Appendix A of the Specification for Highway Works.
- 1.2 For work managed by other highway authorities, infrastructure providers or other authorities acceptance of the Organisation will depend on the requirements of the Contract.

#### **2) GUIDELINES FOR NEW ENTRANTS**

- 2.1 In October 1999, the Advisory Committee considered whether there was any need for guidelines for entry to this scheme. The committee unanimously agreed that it was unnecessary to provide advice other than applying to any relevant UKAS accredited certification bodies who had been accredited to undertake assessments against this Sector Scheme Document.

## APPENDIX J1:

### FEEDBACK

Any observations or complaints relating to this document or the process described herein should be addressed to the Committee Secretary

2A General Fencing Committee  
Lantra Awards  
Lantra House  
Stoneleigh Park  
Coventry  
Warwickshire  
CV8 2LG

Tel: 024 76 419 703

Fax: 024 76 411 655

E-mail [www.lantra-awards.co.uk](http://www.lantra-awards.co.uk)

Problem Identified:

Suggested Action:

Name:

Organisation:

Address:

Contact details:

Date:

## APPENDIX J2:

### COMPLAINTS TO CERTIFICATION BODIES

Complaints relating to certification matters in respect of alleged deficiencies in the product provided under this scheme should in the first instance be taken up with the Organisation. In the event that the matter cannot be satisfactorily resolved written complaints should be made to the Organisation's certification body, detailing the problem identified. Contact addresses are given in Appendix F.

Problem Identified:

Organisation's Details:

Name:

Address:

Complaints

Name:

Organisation:

Address:

Date:

Signed: