



# National Highways Sector Schemes for Quality Management in Highway Works

12C

For mobile lane closure traffic management on  
motorways and other dual carriageways

**Published by the Sector Scheme Advisory Committee  
for Traffic Management (SSACTM)**

## Document Control

### Issue Statement

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Issue UKAS 4.0	Aug 2004	Issue UKAS 5.0	July 2005
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### Revisions

It is the committee's policy that the issue of any revision to this document shall be an issue of the full document rather than individual pages, the following data gives information where changes have been made to the previous document.

#### August 2004 revisions

General and Sections 1 to 3

Membership list updated, implementation information added, definitions for IPV and IPV driver added,

Sections 4 to 8

Introduction to Section 4 added.

Clause 6.2.2(i) revised to include IPV training and assessment

Clause 6.2.2(iii) Validity of IPV certificate and cards issued before 1/07/04 clarified

Appendices

Minor amendments to Appendix B

Appendix C revised and expanded to include for IPV test and assessment.

#### April 2005 revisions

General and Sections 1 to 3

Amendment or additions included for IPV definition

Sections 4 to 8

Clause 7.6 Note added in respect of measurement of light intensity

Appendices

Appendix F amended to include reference to UKAS web-site

Appendix J1 amended to included reference to Standards Improvement System

Appendix K added

2005 Revisions

Clause 6.2.2(i) New paragraph

Appendix G 5. Advice on CSCS Card provided

## Appendix F Complete Revision

Users of this document are advised to check with the Chairman of the sector scheme advisory committee for traffic management whether the document is still current.

### November 2006 Revisions

Committee composition updated

Introduction updated

TD 49 references replaced by Chapter 8 references

IPV and MLC Block vehicle update

Section 4 Introduction added

Clause 6.2.1 added

Clause 6.2.2 (iv) modified (penultimate paragraph)

Clause 7.5.1 (iv) modified

Appendix A Clause 1.7 modified

Appendix B – References to Design Manual for roads and Bridges deleted, Reference 4 updated

Appendix J1 updated

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## **COMPOSITION OF SECTOR SCHEME ADVISORY COMMITTEE**

APSE - Association of Public Service Excellence  
BM TRADA Ltd  
BSI  
Civil Engineering Contractors Association  
County Surveyors Society  
DBFO Cos  
Health and Safety Executive  
Highways and Construction Training Association  
Highways Agency  
Highways Term Maintenance Association  
Lantra Awards  
Lloyd's Register Quality Assurance Ltd  
Mobile Lane Closures Contractors Association  
National Quality Assurance Ltd  
QA International Certification Ltd  
Roads Service Northern Ireland  
Scottish Executive  
Society of Chief Officers of Transportation in Scotland (SCOTS)  
SGS Yarsley International Certification Services Ltd  
Traffic Management Contractors Association  
Welsh Assembly Government

## **EXCLUSION OF LIABILITY**

The SSACTM:

- 1 have and accept no liability whatsoever for any failure of any system assessed under the SSACTM document or for the quality, fitness for purpose, or safety of any product or service which is 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.

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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 a technical expert may be appointed/recommended by the Sector Scheme Advisory Committee to assist UKAS in the assessment of Certification Bodies 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. (See Appendix F.)

## **Implementation of issue UKAS 6**

This issue of the SSD is to be implemented immediately for assessments in accordance with BS EN ISO 9001:2000.

Assessments against Issue UKAS 5 will continue to be valid until the following assessment carried out by the accredited certification body.

## INTRODUCTION

In the late 1980s and early 1990's, concern was generated about the standards of workmanship related to the installation of temporary traffic management schemes. Part of the outcome of this is the production of this sector scheme document (SSD) for mobile lane closure traffic management for inclusion in the Appendix A of the Volume 1 of the Manual of Contract Documents for Highway Works - Specification of Highway Works. The document complements Chapter 8 of the Traffic Signs Manual.

It is acknowledged that a number of accredited certification bodies (CB) have obtained technical competence over the years to be able to provide quality assurance certification for this sector scheme. It is recognised that there is a necessity for these bodies to agree to the same interpretation of BS EN ISO 9001:2000 for this work. Under the Chairmanship of the Highways Agency, the Sector Scheme Advisory Committee for Traffic Management (SSACTM) was set up in June 1996 to establish UK sector schemes. These would be used by the United Kingdom Accreditation Service (UKAS) to assess the CBs and by CBs to assess traffic management contractors. It was accepted that this committee would act in an advisory capacity to UKAS on MLC traffic management issues.

This SSD is a live document with the committee meeting two/three times a year to develop it as appropriate. Those using this SSD should always ensure that they have the current version.

Any observations or complaints relating to this document should be handled in accordance with the procedures in Appendix J

This is one of a series of SSDs dealing with temporary traffic management. Schemes 12A and 12B deal with static temporary traffic management for works on high speed dual carriageways and motorways. A further scheme document (12D) has been developed for schemes incorporating temporary traffic management for works for road purposes carried out on rural and urban roads.

In using this Sector Scheme users shall use best practice of specifying any other relevant highway Sector Scheme as appropriate to the nature of the work being undertaken, e.g. those mentioned above. Furthermore where there is a Sector Scheme in place it must be used.

This revision to the SSD incorporates the revised requirements to BS EN ISO 9001:2000 that are deemed specific and relevant to the Mobile Lane Closure Traffic Management plus feedback from SSDs in use.

# INTERPRETATION OF ISO 9001:2000 REQUIREMENTS

## 1.0 SCOPE

This SSD describes the quality management system requirements to be established by the supplier of mobile lane closure (MLC) traffic management on motorways and other dual carriageways for the carrying out of continuous mobile operations for road related activities including those which involve repeated movement along the road and periodic stops. It interprets the requirements of British Standard BS EN ISO 9001:2000 for this type of activity. The SSD should be read in conjunction with that standard. The SSD is applicable to Organizations carrying out the installation, maintenance and removal of mobile lane closure traffic management measures.

The SSD shall be referenced in the Certificate of Registration.

## 2.0 NORMATIVE REFERENCE

The following normative documents contain provisions which constitute provisions of BS EN ISO 9001:2000:  
BS EN ISO 9000:2005 Quality Management Systems – Fundamentals and Vocabulary  
BS EN ISO 9004:2000 Quality Management Systems – Guidelines for Performance Improvements.  
Other normative documents are:  
Chapter 8 – Traffic Signs Manual

## 3.0 TERMS AND DEFINITIONS

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

**Client:** The body for which the work is being carried out e.g. Highway Authority.

**Certificate of Registration:** A certificate issued by an UKAS accredited Certification Body certifying that the holder operates a Quality Management System complying with BS EN ISO 9001:2000 and this SSD. The Certificate will state the category(ies) of work that the holder is competent to supply (see Appendix K)

- Dual carriageways without hard shoulders only.
- Motorways and/or dual carriageways with full width hard shoulders only.
- Dual carriageways with or without hard shoulders and motorways..

<b>Contract Specification:</b>	The technical requirements of the contract agreement. For example the following may apply: <ul style="list-style-type: none"> <li>i) Manual of Contract Documents for Highway Works :Volume 1 : The Specification for Highway Works or as specifically required in the contract documents.</li> <li>ii) Contract Specific Appendices</li> <li>iii) The Contract Drawings</li> </ul>
<b>Customer:</b>	The body engaging the Organization for the purpose of the work described in this SSD.
<b>Impact Protection Vehicle (IPV)</b>	A vehicle fitted with a crash cushion and a light arrow sign when used in live lanes in accordance with Chapter 8 (05.5.5.).
<b>IPV Driver</b>	An operative who has successfully undergone training and assessment and is additionally registered with Lantra Awards
<b>MLC</b>	Mobile Lane Closure
<b>MLC Block Vehicle</b>	A vehicle in accordance with the requirements of Chapter 8 (10.7.6) equipped with a lorry mounted crash cushion. (All seats must be fitted with head restraints and 3 point inertia reel belts)
<b>MLC Operative</b>	A person who works under the control of an MLC Supervisor and is directly involved with the installation, maintenance or removal of the MLC traffic management measures.
<b>MLC Planning Officer<sup>1</sup></b>	The person named in the Organization's Quality Plan as having the responsibility, approved training and experience for the planning of the establishment, modification and removal of MLC traffic management and implementation of the requirements of the Contract Specification.
<b>MLC Supervisor</b>	The person named in the Organization's Quality Plan as having the responsibility, training and experience to control MLC traffic management measures to meet the requirements of the Contract Specification. The MLC supervisor shall be suitably positioned in the MLC train.
<b>MLC Traffic Management</b>	The deployment of mobile traffic signs, static warning signs and lorry mounted crash cushion (LMCC).

<b>Organization</b>	The Organization responsible for the installation, maintenance and removal of MLC traffic management measures.
<b>Organization's Manager<sup>1</sup></b>	The person named in the Organization's Quality Plan as having managerial responsibility for MLC traffic management measures.
<b>Quality Plan</b>	The document setting out the specific quality practices, resources and sequence of activities relevant to the project (See Appendix A).
<b>Quality Management System</b>	The Organization's structure, responsibilities, procedures, processes and resources for implementing Quality Management.
<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 the terminology used in ISO 9001:2000 and ISO 9004:2000".)

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<sup>1</sup>Note      The roles of MLC Planning Officer and Organization's Manager may be combined on some contracts.

## **4 QUALITY MANAGEMENT SYSTEM REQUIREMENTS**

### **Introduction**

This document needs to be read in conjunction with the ISO 9001 : 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 Quality Management System**

#### **4.1 General Requirements**

No specific interpretation.

#### **4.2 Documentation Requirements**

##### **4.2.1 General**

The Organization shall submit a Quality Plan or alternative document as defined in the contract specification for acceptance or approval by the Client, as appropriate, prior to commencement of work.

##### **4.2.3 Control of Documents**

As part of the Organization's quality document control, the following contract specific documents are typically required to be controlled:

- 1) Correspondence
- 2) Delivery notes and certification where required
- 3) Training records/certificates
- 4) Contract Documentation and customer order
- 5) Instructions to Site Staff
- 6) Where appropriate, location and identification of overground services and structures and name, address, telephone numbers of persons responsible for them,
- 7) Methods to ensure the Organization obtains any amendments to the documents listed in Appendix B where appropriate to the scope of registration.

##### **4.2.4 Control of Records**

In addition to the Organization's own quality records, the following contract specific records shall typically be kept:

- 1) Contract Specification and any variations
- 2) Purchase orders
- 3) Instructions to site staff

- 4) Written complaints
- 5) Experience and training record of all personnel
- 6) MLC layout records and period in operation (separate report for each layout)
- 7) Traffic count details immediately prior to MLC traffic management implementation and at regular intervals during MLC operation (15 mins.).
- 8) Details of materials used - (e.g. equipment list)
- 9) Details of any accidents (known to the Organization) in or adjacent to the provision of the MLC traffic management measures.

Records should be kept for 6 years or longer if contractually required.

## **5 Management Responsibility**

### **5.1 Management Commitment**

No specific interpretation

### **5.2 Customer Focus**

The Organization shall 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

### **5.3 Quality Policy**

The company quality policy statement shall require a statement of commitment to this Sector Scheme.

### **5.4 Planning**

No specific interpretation.

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

No specific interpretation.

### **5.6 Management Review**

The Organization shall review the quality system at least once a year to ensure its continuing suitability and effectiveness to conform to this sector scheme.

## **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 traffic management. It is intended to provide awareness to carry out work in a safe manner however it remains the responsibility of the Organization to determine and implement safe systems of work.

### 6.2.2 Competence, Awareness and Training

#### (i) Registration Scheme

Details of training and assessment programmes for mobile lane closures approved by the SSACTM are listed in Appendix C of this SSD.

Details of training and assessment programmes for Impact Protection Vehicles approved by the 12A/12B and 12C advisory committees are listed in Appendix C of this SSD.

All MLC operatives and supervisors are required to be trained and assessed, they shall attend and pass the relevant training course and assessment criteria approved by the sector scheme committee and administered by Lantra Awards. The assessment criteria may in the future be complimented, but not superseded, by relevant NVQs in temporary traffic management

#### (ii) Registration Cards

MLC personnel shall hold an appropriate registration card

An MLC Traffic Management (TM) Registration Card is issued to MLC Operatives and MLC Supervisors who successfully complete an approved training and assessment programme. The TM Registration Card will define the type of traffic management the holder has been trained to undertake and the degree of responsibility that the holder can normally accept. It shall not be valid for any type of TM that is not defined. The card will be valid for a period of 5 years (inclusive of a 6 month renewal period).

Where assessment has been carried out on motorways only or on dual carriageways only the MLC Operative or Supervisor shall only be able to use the registration for the appropriate MLC TM. Information confirming which type(s) of carriageway the MLC Operative or Supervisor has been assessed for will be recorded on the reverse of the Registration Card. Thus the registration will apply as follows:

- Dual carriageways without hard shoulders only.
- Motorways and/or dual carriageways with full width hard shoulders only.
- Dual carriageways with or without hard shoulders and motorways.

MLC operatives who successfully complete the approved training and assessment programme shall carry their registration card as identification whenever they are working on MLC traffic management schemes. Where certificates are issued these are for continued professional development only and do not provide proof of competency. Certificates can not be accepted unless supported by a registration card with the exemption of IPV certificates issued prior to 1 July 2004. (See 6.2.2 (iii))

(iii) Renewal of Registration Cards

Holders of registration cards failing to re-qualify within the designated period will be required to attend and successfully complete the appropriate training and assessment programme before a new TM Registration Card is issued. Re-registration after 5 years shall be subject to reassessment of competence (this will include evidence that the holder has had at least 3 years recorded experience of working in the industry in the preceding 5 year period).

Certificates and cards for driving impact protection vehicles issued prior to the 1 July 2004 for the half-day training only course with no test paper or assessment will expire after 3 years. Holders will need to attend the revised training and assessment one-day course prior to the expiry of their card or certificate.

(iv) Record of Practical Experience

The Organization shall create and maintain a Record of Practical TM Experience for each MLC Operative and MLC Supervisor he employs. The record shall include details of the manner in which the individual has obtained practical experience. The Organization shall provide up to date copies of the Record of Practical TM Experience to each MLC operative and MLC Supervisor for their retention.

The issue of a new or renewed TM Registration Card, as the case may be, shall be recorded by the Organization. A sample register is given in Appendix D. This information should be retained with the Record of Practical TM Experience.

The MLC Planning Officer should have at least two year's recorded experience of the implementation of MLC traffic management. In addition the MLC Planning Officer shall also have successfully attended an MLC Supervisors training course. Alternatively he may hold an MLC supervisors registration card.

MLC supervisors will have been assessed on the appropriate operatives training and assessment programme before embarking on the Supervisors training and assessment programme.

The driver of an MLC Block Vehicle shall have successfully attended and passed an MLC Supervisors training course, and/or hold an MLC supervisors registration card.

MLC Operatives working on motorways and/or other dual carriageways shall have been successfully assessed on the appropriate training and assessment programme.

MLC Operatives under training/assessment who have attended the initial 2 day training and have been issued with a log book shall at all times be supervised by a competent qualified registered MLC Operative on a one to one ratio and shall be within sight and radio contact of the qualified person. This supervised experience should include practical experience of installing, maintaining and removing MLC schemes and shall be recorded as part of the training and assessment records of an unqualified MLC operative. MLC Operatives under training/assessment who have attended the initial 2 day training and have been issued with a log book will be expected to attain qualified status within 12 months from the date of completion of the 2-day training course.

The Organization shall ensure that all MLC Planning Officers and MLC Supervisors have a working knowledge of the relevant parts of the documents listed in Appendix B of this schedule.

The Organization shall ensure that any MLC personnel engaged from a labour only supply agency is appropriately qualified and card carrying for the work activities they are undertaking.

### **6.3 Infrastructure**

No specific interpretation.

### **6.4 Work Environment**

No specific interpretation.

## **7 Planning and Product Realization**

### **7.1 Planning of product realisation**

The Quality Plan may be a largely standard document as indicated in Appendix A of this schedule supplemented by contract specific information.

The Quality Plan shall, as a minimum, address the topics listed in Appendix A of this schedule.

### **7.2 Customer Related Processes**

#### **7.2.1 Determination of Requirements Related to the Product**

The Contract Specification shall not be changed without written approval from the Client.

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

- (i) The Organization shall carryout a review of the contract / order requirements and arrangements. The review procedure shall require the Organization to verify with the customer that the order placed meets the technical requirements included in the Client's Contract Specification. This extends to the hiring and purchase of vehicles and equipment.
- (ii) The MLC Planning Officer shall, prior to commencement of the MLC traffic management, check the practicality of the proposed measures. This shall include liaison with third parties, in particular the Highway Authority, the Client/Customer and the Police, as well as establishing suitable traffic density for putting on the measures. Where irregularities or inconsistencies with the specification or for reasons of health and safety or for other reasons are encountered these shall be brought to the attention of the Customer/Client for resolution.
- (iii) Matters of a significant nature that arise during the review shall be considered during the management review and incorporated as necessary into the quality management system.

#### **7.2.3 Customer communication**

The Organization shall have a process in place to notify Lantra Awards of its registration status in respect to this schedule, within 14 days of gaining registration to this scheme and thereafter annually.

### **7.3 Design and Development**

#### **7.3.1 Design and Development Planning**

Chapter 8 gives the principles for MLC traffic management and the organization is only expected to interpret these principles

### **7.4 Purchasing**

The Organization shall establish procedures to ensure that all resources conform to the Contract Specification. All copies of certification to verify this shall, on request, be passed to the Client.

Signs shall be obtained from a registered supplier conforming to the requirements of National Highway Sector Scheme 9A of Appendix A of the Specification for Highway Works for the Manufacture of Traffic Signs

### **7.5 Production and Service Provision**

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

(i) The Organization shall produce a method statement for the installation, operation and removal of MLC traffic management measures including confirmatory arrangements for checking traffic density prior to and during the operation of the measures. Where required, the method statement shall be submitted to the Customer for acceptance and to the Client's representative for acceptance or approval as appropriate.

(ii) The process of developing MLC Traffic Management requirements into method statements and risk assessments shall be undertaken and verified by persons of suitable training and experience. This shall normally be the MLC Planning Officer.

The personnel involved shall be identified in the Quality Plan along with their suitable training/experience/qualifications.

(iii) The Organization shall have access to and a working knowledge of the relevant documents listed in Appendix B of this schedule together with the Contract Specification.

(iv) The Organization shall have procedures in place to ensure that the advance signing vehicles and MLC block vehicles are of a conspicuous colour as described in Chapter 8 of the Traffic Signs Manual.

(v) The Organization shall maintain a record of practical experience for MLC operatives (see 6.2(iv) above).

(vi) An MLC Supervisor shall be in charge of the maintenance of the MLC traffic management measures.

(vii) General maintenance shall be carried out by all MLC operatives. All vehicles and equipment must be maintained in a clean and proper condition and any damaged vehicle or equipment must be repaired or replaced.

(viii) All MLC team personnel must be in contact with each other via a dedicated radio system. This must be supplemented by an external communication system for emergency situations.

- (ix) Certificates/reports, signed by the MLC Supervisor or MLC Planning Officer, shall be retained, and submitted to the Customer if required, for the Installation, Operation and Removal of the MLC traffic management measures.
- (x) The MLC Supervisor or MLC Planning Officer shall report to the Customer on any unacceptable high traffic flow, accidents or other incidents and any actions taken.
- (xi) Systems shall be in place to inspect and maintain all vehicles and equipment returned from site before their re-use.

#### 7.5.4 Customer Property

The Quality System shall include a procedure to be applied where material is supplied by the Customer or the Client if this is identified in the Contract Specification. For example, this may include the use of traffic signs for static warning of MLC traffic management.

### 7.6 Control of Monitoring and Measuring Devices

The Organization shall have processes in place to verify the correct operation of the lights, including alignment, rate of flashing, dimmer operation and visual light intensity\*. A record shall be kept of these checks, which shall be carried out prior to the start of each shift .

\*Note: The check for light intensity shall be by visual inspection

## 8 Measurement, Analysis and Improvement

### 8.1 General

No specific interpretation.

### 8.2 Monitoring and Measurement

#### 8.2.2 Internal Audit

Internal audits of the quality management system against this SSD shall include at least two site visits a year.

### 8.3 Control of Non-conforming Product

Non-conforming component parts (that is a sign, trailer or vehicle) shall not be accepted.

### 8.4 Analysis of Data

No specific interpretation.

### 8.5 Improvement

No specific interpretation.

## **APPENDIX A: MODEL REQUIREMENTS FOR QUALITY PLANS**

### **1 The Quality Plan shall include:**

- 1.1 Definition of the product to be provided.
- 1.2 The structure of the Organization, describing the line of command and stating the names of the Organization's Manager responsible for the contracted work, the MLC Planning Officer and MLC Supervisor.
- 1.3 Identification of the relevant parts of the Organizations quality manual relevant to the product or service being provided\*.
- 1.4 The control of personnel selection including special requirements for skilled personnel e.g. training of MLC operatives\*.
- 1.5 Programme for submission of method statements and for the installation, operation and removal of MLC traffic management measures.
- 1.6 The Customer's nominated Quality Manager, project manager and/or other representatives through whom communication is to be made throughout the contract.
- 1.7 A statement on how communications between all MLC units is to be achieved.

### **2 Contract specific procedures are required for the following:**

- 2.1 Liaison with the Client, Police and the Highway Authority.
- 2.2 Submission for examination by the Client's representative of certification body's certificates of registration for conformity against this scheme, the MLC operatives' and MLC supervisor's registration cards and training certificates and the register of training and registration of MLC operatives and MLC supervisors employed by the company.
- 2.3 Receipt and examination of certificates of registration and test results for materials used\*.
- 2.4 Storage, handling and erection on Site including maintenance and spares\*.
- 2.5 Details and control of Quality records\*.
- 2.6 Method statements for installation, maintenance and removal of MLC measures; detailed drawing(s) to be supplied if required in the Contract Specification.
- 2.7 Control of non-conforming product\*.
- 2.8 Inspection and maintenance of vehicles, trailers and equipment used for MLC traffic management measures\*.

\* Copies of the Organization's general procedures covering these items shall be made available for the examination by the Client's representative, and copies provided when requested.

Note: Reference should also be made to Sample Appendix 1/24 in the Notes for Guidance on the Specification for Highway Works where this is incorporated into the main Contract.

## APPENDIX B: REFERENCE DOCUMENTS

1. Manual of Contract Documents for Highway Works: Volume 1<sup>2</sup>  
Specification for Highway Works (SHW), and amendments

Series 000	Introduction
Series 100	Preliminaries
Series 1200	Traffic Signs
Series 1400	Electrical Work for Road Lighting and Traffic Signs
  
2. Manual of Contract Documents for Highway Works - Volume 2<sup>1</sup>  
Notes for Guidance on the Specification for Highway Works (NGSHW), and amendments

Series NG000	Introduction
Series NG100	Preliminaries
Series NG1200	Traffic Signs
Series NG1400	Electrical Work for Road Lighting and Traffic Signs
  
3. Traffic Signs Manual: Chapter 8: Traffic Safety Measures and Signs for Road Works and Temporary Situations (2006). (The Stationery Office)
  
4. Traffic Signs Regulations and General Directions, (The Stationery Office)

### Internet

5. Guidance for Safer Temporary Traffic Management - (HA, CSS and HSE) ([www.highways.gov.uk](http://www.highways.gov.uk)).
  
6. Temporary Traffic management on High Speed Roads – Good Working Practice – (HA, CSS, HSE, ACPO, QPA, NTMCFS, ACE, TMCA, Scottish Executive, Roads Service (NI), Welsh Assembly Government, TRL) ([www.highways.gov.uk](http://www.highways.gov.uk)).

### **British Standards**

BS 873	Road traffic signs and internally illuminated bollards
Part 1	Methods of Test
Part 2	Specification for Miscellaneous Signs
Part 4	Specification for Road Studs
Part 6	Specification for Retroreflective and Non-retroreflective Signs
Part 8	Specification for Traffic Cones and Cylinders
BS EN 471	Specification for High Visibility Reflective Clothing
BS EN ISO 9000: 2005	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 Improvements

(Note: The Organization shall use the current reference document and British Standards unless stated otherwise in the Contract Specification)

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<sup>2</sup>Amendments are made to these volumes normally on a quarterly basis. Organizations shall ensure that they have up to date copies of the latest amendments, such information is available from the Highways Agency's Information Line 08457 504030.

## **Appendix C: TRAINING AND ASSESSMENT FOR TRAFFIC MANAGEMENT MLC OPERATIVES, MLC SUPERVISORS AND MLC PLANNING OFFICERS**

MLC training for MLC operatives and MLC supervisors is a two part process consisting of basic training followed by an assessment of competency of the MLC operative/supervisor. The normal progression of training will be attendance at an MLC operatives training course followed by competency assessment after which the successful MLC operative will be issued with a registration card. Qualified registered MLC operatives will then be permitted to attend the MLC supervisors training course and subsequent assessment for registration as a MLC supervisor.

MLC training for MLC planning officers consists of attendance at both MLC operative and MLC supervisors course, plus 2 years relevant experience or attend a special planning officer's course plus 2 years relevant experience; alternatively qualified MLC supervisors may be appointed to the post of planning officer

### **1 Sector Scheme 12C – Mobile Lane Closures Training and Assessment**

#### **1.1 General**

Training courses are available as follows:

- 12C operative course
- 12C supervisors course
- 12C planning officer

Assessment leading to the issuing of a competency card is recorded using a log book.

Subject to suitable qualification, the following card categories are available for MLC operatives and MLC supervisors:

#### **Operatives**

- 12C Operative dual carriageways with or without hard shoulders and motorways
- 12C Operative dual carriageways with hard shoulders only
- 12C Operative motorways and/or dual carriageways with full width hard shoulders only

#### **Supervisors**

- 12C Supervisor dual carriageways with or without hard shoulders and motorways
- 12C Supervisor dual carriageways with hard shoulders only
- 12C Supervisor motorways and/or dual carriageways with full width hard shoulders only
- IPV Live Lanes
- IPV Non Live Lanes

Cards are not yet available for planning officers.

## 1.2 Training Courses and Assessment

**12C Operatives** training course is of 2 days duration and provides the operative with theoretical and practical instruction relating to the operation and maintenance of MLC sign-bearing warning vehicles.

Following training, the instructor will register the operative with Lantra Awards. A Lantra Awards certificate will be issued to show successful completion of the training course. Please note this is proof of attending the training course operatives are not qualified until they have successfully completed their observations and assessments.

Operatives must attend a two-day training course prior to commencement of their logbook. The logbook covers a number of activities, each of which is assessed on three separate occasions. When the logbook is successfully completed, the operative receives a skills identity card from Lantra Awards. The first two observations can be signed off "in house" by a competent, designated person who is at least a qualified 12C operative and has been issued with a letter of authority by Lantra Awards. This letter of authority must be photocopied and inserted in the front of each logbook as observations are carried out. An independent, qualified assessor registered with Lantra Awards must complete the final assessment. Final assessment to be completed within one year of the operative training course.

Following successful final assessment, the assessor will register the operative with Lantra Awards and issued with card to show they are qualified to operate as operatives under supervision on mobile lane closures.

**Supervisors** - must qualify as an operative prior to commencement of the supervisor training course.

The supervisors training course may only be attended by candidates who have gained MLC experience as assessed/registered operatives and consists of a further two day course to provide the candidate with theoretical and practical instruction relating to the operation and supervision of MLCs. In addition they must demonstrate a sound understanding of his company's quality assurance system to ensure continuous compliance with the requirements of this SSD 12C.

Following training, the instructor will register the supervisor with Lantra Awards. A Lantra Awards certificate will be issued to show successful completion of the training course. Please note this is proof of attending the training course supervisors are not qualified until they have successfully completed their observations and assessments.

For the observations and assessment process additional elements will be completed in their logbook in the same manner as described for operatives above. Final assessment to be completed within one year of the supervisor training course.

Following successful final assessment, the assessor will register the supervisor with Lantra Awards and issued with card to show they are qualified to supervise any MLC, drive any MLC vehicle and may undertake the role and responsibilities of the planning officer.

**Planning officers** – must at least attend the two operative and two day supervisors training course.

The post of the planning officer is a specific post required by this SSD12C to ensure that potentially dangerous work instructions which are given to MLC crews are given

by an authorised person who has a sound understanding of the risks and dangers that their instructions may invoke.

The new planning officer will typically be the existing person who authorises and instructs the workforce to carry out mobile lane closures on behalf of the company.

Previously there was no requirement for this person to be formally trained in MLC operations and it was possible for him to issue instructions to MLC crews, which were unsound in terms of safety.

SSD 12C now addresses this situation by the requirement that the post of planning officer is acknowledged in the company's quality manual, their responsibilities are clearly defined in the company's quality procedures and he has at least attended the operative and supervisor training courses.

There are currently two routes to achieve planning officer status:

- a) Any person who has at least two years recorded experience of the implementation of MLC traffic management prior to attending both the operatives and the supervisors training courses will achieve planning officer's status upon completion of these courses. Planning officers who qualify under this option **may never undertake the practical role of operative or supervisor during MLCs** since they will not have been assessed as competent for either role. Lantra Awards will issue a planning officer's certificate.
- b) Any person who has been successfully assessed as a supervisor and holds a current supervisor's registration card may undertake the responsibilities of a planning officer.

## 2. TRAINING AND COMPETENCY REQUIREMENTS FOR IMPACT PROTECTION VEHICLE (IPV) DRIVERS FOR SINGLE VEHICLE WORKS

The following clarifies training for impact protection vehicle (IPV) drivers for single vehicle works only:

Training Requirements		Competent to operate IPV	
IPV Training/Assessment Course	Additional Training/Assessment Requirements	IPV on Hard Shoulder only (Non Live Lanes)	12A/B IPV Driver only (Live Lanes)
<b>Current Revised IPV Training and Assessment Course from 1 July 2004 (one day duration)</b>	No other 12A, 12B & 12C training and assessment	Yes	No
	Successfully completed the 12A/B training and assessment	Yes	Yes
	Successfully qualified as a 12C Operative	Yes	No
	Successfully qualified as a 12A/12B & 12C Operative	Yes	Yes
	Successfully qualified as a 12C Supervisor	Yes	Yes
Successfully qualified as a 12C Supervisor**		Yes	Yes

Training Requirements		Competent to operate IPV	
IPV Training/Assessment Course	Additional Training/Assessment Requirements	IPV on Hard Shoulder only (Non Live Lanes)	12A/B IPV Driver only (Live Lanes)
<b>IPV Training Course Available Prior to 30 June 2004 (half day duration)</b>	No other 12A, 12B & 12C training and assessment	*No	No
	Successfully completed the 12A/B training and assessment	*No	Yes
	Successfully qualified as a 12C Operative	Yes	No
	Successfully qualified as a 12A/12B & 12C Operative	Yes	Yes
Successfully qualified as a 12C Supervisor**		Yes	Yes

### Notes

Where yes is stated on the above matrix suitably qualified operatives will receive a Lantra Awards skills registration card showing their qualification as appropriate to operate on:

- non live lanes only (hard shoulders) or
- live lanes only (driving IPV on 12A/B works) or
- non live and live lanes (hard shoulders and driving IPV on 12A/B works)

\*On completion of this course candidates are issued with a certificate with the following statement:

*“Please note this certificate is for attendance only and no recorded assessment of competence has been completed. Employers of IPV drivers must therefore satisfy themselves that operatives are capable of operating safely, and in accordance with the appropriate method statement compiled by the employer, before allowing them to operate such a vehicle.”*

\*\*12C Supervisors do not need to attend the IPV training course as the 12C Supervisors qualification means they can drive a IPV on hard shoulders and live lanes.

**NB** IPV training does not allow operatives to be part of a mobile lane closure team unless they are suitably qualified to 12C.

### 3. Health and Safety

Although the training courses includes an element of training for health and safety, organisations are reminded of their legal requirements to provide health and safety training for each MLC operatives and MLC supervisors 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 mobile temporary traffic management. 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.

#### **4. Lantra Awards/Construction Skills Certification Scheme (CSCS) Traffic Management Cards for 12C Mobile Lane Closures**

The Lantra Awards card is issued in accordance with this sector scheme document and the Lantra Awards centre specification.

A joint Lantra Awards/CSCS card for 12C Mobile Lane Closures will be available for companies who require a CSCS card to work on Major Contractor Group sites. This card is issued in addition to the Lantra Awards card and will only be issued to operatives who are qualified to sector schemes 12C or who are working to completion. In addition operatives will need to complete the Highways touch screen test before applying for the Lantra Awards/CSCS card.

If you are required to hold a CSCS card in addition to the Lantra Awards card please contact Lantra Awards for an application pack.

#### **5. Construction Skills Register (CSR) – Northern Ireland**

Please contact Lantra Awards for full details on how the CSR card applies in Northern Ireland.

#### **6. Contact Information**

For further details on the above training route and a full list of training and assessment centres please contact:

Lantra Awards, Lantra House, Stoneleigh Park, Coventry, Warwickshire, CV8 2LG  
Tel: 02476 419703 (Customer Service Option 1) Fax: 02476 411655

Email: [info@lantra-awards.co.uk](mailto:info@lantra-awards.co.uk)

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

## APPENDIX D: SAMPLE REGISTER OF DESIGNATED MLC OPERATIVES AND MLC SUPERVISORS

MLC OPERATIVE'S COMPANY:

Operative/Supervisor's Name

Certification Number:

NI Number

Training (Date passed or undertaken, as appropriate)			Competency Categories of Mobile TM Achieved (With dates achieved and card issued)			Training Provider/ Assessor
Company Induction  H&S Training	CITB Touch Screen Test	Refresher Training and Other	<b>Cat 1</b>  Dual C/W (without hard shoulders)	<b>Cat 2</b>  M/W and Dual C/W (with full width hard shoulders)	<b>Cat 3</b>  Full registration to Cat 1 and 2	

## **APPENDIX E: REQUIREMENTS FOR MONITORING AND MEASURING DEVICES**

**NOT USED**

## APPENDIX F: CERTIFICATION BODIES ACCREDITED FOR MOBILE LANE CLOSURES

Information on certification bodies accredited against this scheme can be found on the UKAS website [www.ukas.com](http://www.ukas.com). To identify the certification bodies on the website:

- place the cursor onto 'about accreditation' in top grey menu bar
- move down to 'accredited bodies'
- move across to 'certification body schedules' and left click on this to take you to the list of schedules
- move down past 'key abbreviations' to 'search within the schedules' - click on 'advanced search'
- type 'Highway Sector Scheme No 12C' in the box and tick the square by 'search UKAS documents'
- left click 'search'
- this then lists the certification bodies who are accredited and their details can be found by clicking on the appropriate links.

BMTRADA	<a href="http://www.bmtrada.com">www.bmtrada.com</a>
BSI	<a href="http://www.bsi-global.com">www.bsi-global.com</a>
Lloyd's Register Quality Assurance	<a href="http://www.lrqa.com">www.lrqa.com</a>
National Quality Assurance Ltd	<a href="http://www.nqa.com">www.nqa.com</a>
QA International Certification Ltd	<a href="http://www.qai.co.uk">www.qai.co.uk</a>
SGS UK Ltd	<a href="http://www.sgs.co.uk">www.sgs.co.uk</a>

Note: Advice on the accreditation status of certification bodies to assess MLC traffic management companies against this sector scheme should be sought from UKAS (Tel 0208 917 8400).

# APPENDIX G: THE ROLE OF THE CERTIFICATION BODY AND AUDITOR QUALIFICATIONS

## Scope

The Certification Body shall ensure that the field of expertise being assessed meets the requirements of BS EN ISO 9001 : 2000 and this Sector Scheme Document.

### **A Qualifications of Certification Body**

1 The Certification Body shall be accredited by the United Kingdom Accreditation Service (UKAS) for issuing certificates for quality systems in accordance with BS EN ISO 9001 : 2000 and this SSD

2 The Certification Body must be able to demonstrate that it possesses and can maintain the necessary experience and technical competence of MLC traffic management within its organisation. This shall include an annual update.

### **B Evaluation**

1 The Certification Body is responsible for ensuring that the evaluation team that carries out the audit for the Quality Management System Certificate, possess a demonstrable expertise in MLC traffic management. Minimum qualifications for this is that the evaluation team, which may consist of a single individual, should have the following:

- a) IRCA Registered Lead Auditor qualification
- b) knowledge in the control and implementation of mobile lane closure traffic management systems
- c) attended an approved MLC traffic management appreciation course
- d) some demonstrable highway/construction engineering background, capable of reading and understanding specifications and drawings

2 The Certification Body shall provide to Lantra Awards (see Appendix C for details) and to the Secretary to SSACTM

Details of registered companies deemed competent to supply, install, maintain and remove temporary MLC traffic management systems

Details of any newly registered companies within 14 calendar days of registration of such companies.

Additionally, Certification Bodies shall immediately notify Lantra Awards and the Secretary to SSACTM when companies are deregistered.

3 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 (and subtype if appropriate) of temporary MLC traffic management for which the registered company has been assessed.

- 4 The Certification Body shall present an annual report to the SSACTM which shall provide an evaluation of the scheme and include as a minimum the following:
  - observations on the effectiveness of the current SSD and its scope including any omissions
  - recommendations for improving/clarifying this SSD
  - feedback on deficiencies against contract documentation.
- 5 It is recommended that assessors should pass the CITB Health & Safety Touch Screen Test (Highways) to obtain a CSCS visitors card.

# APPENDIX H : ORGANIZATION ACCEPTANCE AND GUIDELINES FOR NEW ENTRANTS

## 1 ORGANIZATION ACCEPTANCE

- 1.1 The Highways Agency, The National Assembly for Wales, the Scottish Executive and the DRD (Northern Ireland), have stated that only those Organizations holding a valid Certificate of Registration within the scope of this Sector Scheme Document or equivalent attestation meet the requirements of Clause 104 and Appendix A of the Specification for Highways Works.
- 1.2 For work carried out on roads managed by other highway authorities acceptance of the Organization will depend on the requirements of the Contract.

## 2 GUIDELINES FOR NEW ENTRANTS

These guidelines have been drawn up to provide MLC traffic management companies with a method of entry into the scheme. The guidelines also provide rules by which certification bodies and clients are able to evaluate these companies for compliance and acceptability for carrying out temporary MLC traffic management measures.

- 2.1 Organizations must have the required number of appropriately experienced and qualified MLC operatives, MLC supervisors and staff who meet the requirements of this sector scheme. Organizations will need to demonstrate that the type of vehicles they use/hire meet the requirements of this document, Chap 8 of the Traffic Signs Manual.
- 2.2 Organizations must have applied for registration with a certification body that is accredited by UKAS to audit against the sector scheme. Organizations will have to demonstrate that they have been audited for "office based activities" against the scheme and have received a preliminary certificate from the certification body that they have been successfully assessed. The preliminary certificate will be time limited and valid for no longer than 12 months. Organizations having achieved this status must, at the earliest opportunity, arrange for the certification body to carry out a field assessment in order to complete the certification process.
- 2.3 In the event where delays prevent the certification body in providing the Organization with a certificate of registration, Organizations shall, on request, provide copies of the auditor's full report to the customer/client as evidence of his capability to safely carry out temporary MLC traffic management.

NOTE: "Office based activities" referred to in clause 2.2 above means

- a) having a quality management system in place which meets the requirements of this SSD (and ISO 9001:2000)
- b) having procedures which meet the requirements of this SSD
- c) having the capability to carry out mobile lane closure work
- d) having the required trained personnel\*

\* Where trained personnel are sub-contracted in they must be holders of the relevant registration card.

## APPENDIX J1: FEEDBACK

Any observations or complaints relating to this document or the process described herein may either be

- a) reported electronically through the Highways Agency's Standards Improvement System (SIS)
- or b) addressed to the Committee Secretary using the form below

### **a) Standards Improvement System (SIS)**

SIS is implemented through Highways Agency Standard HD34/03 - The Implementation and Use of Standards Improvement System (DMRB Volume 5 Section 3.1 (DMRB 5.3.1)). HD34 was published in November 2003 followed in December 2003 by the launch of SIS.

SIS is the successor to the Quality Control Reporting System (QCRS) - a paper based system, which relied on designers to complete reports and Highways Agency staff to enter them on an old mainframe computer. The difficulty in entering reports and the fact that QCRS was perceived as a means of only recording defects with an emphasis on redress meant that QCRS had fallen into disuse.

The revised system overcomes both of these shortfalls. SIS is simple to use being available to anyone with Internet Access and is aimed at improving standards rather than reporting defects. It also provides a feedback system to the original author to advise him of the actions being taken. (HD 34/03 can be accessed through the Highways Agency web-site ([http://www.highways.gov.uk/business/tech\\_info.htm](http://www.highways.gov.uk/business/tech_info.htm)) or directly via:

<http://www.official-documents.co.uk/document/deps/ha/dmr/vol5/section3/hd3403.pdf> )

NOTE: It will be necessary to be authorised to use the system, and in the first instance you are requested to contact the Standards and Policy Department via email [standards\\_enquiries@highways.gsi.gov.uk](mailto:standards_enquiries@highways.gsi.gov.uk).

b) **Feedback form**

Sector Scheme Advisory Committee for Traffic Management

c/o UKAS

21 – 43 High Street

Feltham

Middlesex

TW13 4UN

Tel: 0208 917 8400

Fax: 0208 917 8500

Problem Identified:

Suggested Action:

Name:

Organization:

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 Organization. In the event that the matter cannot be satisfactorily resolved written complaints should be made to the Organization's certification body, detailing the problem identified. Contact addresses may be obtained by following the procedure given in Appendix F.

Problem Identified:

Organization's Details:

Name:

Address:

Complaints

Name:

Organization:

Address:

Date:

Signed:

## APPENDIX K: THE INTERPRETATION OF CERTIFICATES ISSUED BY CERTIFICATION BODIES

The certification bodies issue a variety of styles of Certificates of Registration, which may or may not include the scope of the registration and the location of premises that are covered by the certificate of registration.

The full scope of registration may be included on the certificate or in an Appendix, it may be a text list or described as a schedule. Other Appendices or addendum may also be used to list the Organization's premises included in the certification.

In order for the registration to be valid with respect to this and other Sector Schemes the scope of registration must include specific reference to the Sector Scheme. A list of work activities appropriate to the Specification for Highway Works is not sufficient to indicate compliance. The words 'National Highway Sector Schemes' must be included along with the scheme number. Where possible the scheme title should also be included, e.g. '12C – Sector Scheme for mobile lane closure traffic management on motorways and other dual carriageways'.

*Many organizations operate from several locations eg regional offices, service depots etc. It is important that each and every location covered by the certificate of registration is identified by the certification body and included with the certificate as an essential part of the registration process. This may be achieved by the attachment of an addendum or appendix that is referred to on the certificate of registration. The Addendum or Appendix shall include sufficient information that will identify the scope of registration at each location and where applicable the relevant category of work that can be undertaken at that location.*

*The following are example models for the certification.*

*Figure 1 shows the scope of registration on the certificate and*

*Figure 2 shows an example of an Appendix for scope of registration. The italic text in square brackets indicates where specific text would need to be included. Where appropriate the information on location and their respective scopes may be included on the Appendix for scope of registration.*

*[Figures 3 and 4 show example model certificate and Appendix respectively for this particular scheme. Examples for scheme 12C are*

*Figure 3 shows the scope of a typical certificate of registration for mobile lane closure traffic management on motorways and other dual carriageways.*

*Figure 4 shows an Appendix to the certificate of registration for mobile lane closure traffic management on motorways and other dual carriageways]*

Figure 1 Example Model Certificate of Registration.

*[Certification Body Name / Logos]*

**C E R T I F I C A T E   O F   R E G I S T R A T I O N**

*[ORGANIZATION NAME]*  
*[Organization Address]*  
*[Town]*  
*[County]*  
*[Post Code]*

*[Certification Body Name]* issues this certificate to the above named company after assessing the company's quality management system and finding it in compliance with

**BS EN ISO 9001:2000 AND THE FOLLOWING NATIONAL HIGHWAY SECTOR SCHEMES**

For the following scope of registration  
*[List of appropriate highways related works].*  
National Highways Sector Schemes  
or Scheme number and Title  
or Scheme number and Title  
*[Sector Scheme number and Title]*

*[(Appendix ... details the full scope of registration and Appendix ... details the locations covered by this registration)]*

Certificate Number:                      *[Certificate Number]*  
Issue Date                                      *[date]*  
Renewal Date                                      *[date]*

Signature

*[Name & Title of Certification Body Official]*

*[Certification Body standard footer: Name / Logo / UKAS Logo/NHSS Logo etc.]*

Figure 2 Example Model Appendix

*[Certification Body Name / Logos]*

**APPENDIX**

To Certificate Number *[Certificate Number]* Appendix No.*[1]* Page 1 of *[1]*

This Appendix declares the scope of registration of the certificate granted to:

***[ORGANIZATION NAME]***

*[Organization Address]*  
*[Town]*  
*[County]*  
*[Post Code]*

**Scope of Registration**

*[List of appropriate highways related activities]*  
**National Highway Sector Schemes**  
*[Sector Scheme Number and Title]*  
*[Sector Scheme Number and Title]*  
*[Sector Scheme Number and Title]*

<b><i>Depot, Regional Office etc</i></b>	<b><i>Applicable Sector Scheme(s)</i></b>	<b><i>Scope of Registration</i></b>
<i>[Depot 1 New road, Newtown]</i>	<i>[Sector Scheme Number and title]</i>	<i>[Detailed scope]</i>
	<i>[Sector Scheme Number and title]</i>	<i>[Detailed scope]</i>
<i>[Depot 2 Old Road, Oldtown]</i>	<i>[Sector Scheme Number and title]</i>	<i>[Detailed scope]</i>

***[Certification Body standard footer: Name/ Logo/ UKAS Logo/NHSS Logo etc.]***

Figure 3 Example Model Certificate of Registration for mobile lane closure traffic management on motorways and other dual carriageways.

*[Certification Body Name / Logos]*

**C E R T I F I C A T E   O F   R E G I S T R A T I O N**

*[ORGANIZATION NAME]*  
*[Organization Address]*  
*[Town]*  
*[County]*  
*[Post Code]*

*[Certification Body Name]* issues this certificate to the above named company after assessing the company's quality management system and finding it in compliance with  
**BS EN ISO 9001:2000 AND NATIONAL HIGHWAY SECTOR SCHEME 12C**

For the following scope of registration  
Mobile lane closure traffic management on motorways and other dual carriageways:

a) *[With Hard Shoulders]*  
b) *Without Hard Shoulders]*

National Highways Sector Schemes

*12C- Sector Scheme for mobile lane closure traffic management on motorways and other dual carriageways*

Certificate Number:                    *[Certificate Number]*  
Issue Date                                *[date]*  
Renewal Date                              *[date]*

Signature

*[Name & Title of Certification Body Official]*

*[Certification Body standard footer: Name / Logo / UKAS Logo / NHSS Logo etc.]*

Figure 4 Example Model Appendix to Certificate of Registration for mobile lane closure traffic management on motorways and other dual carriageways

**[Certification Body Name / Logos]**

**APPENDIX\_01**

To Certificate Number      *[Certificate Number]*      Appendix No. *[1]* Page 1 of *[1]*

This Appendix declares the scope of registration of the certificate granted to:

**[ORGANIZATION NAME]**

*[Organization Address]*  
*[Town]*  
*[County]*  
*[Post Code]*

**Scope of Registration:**

The installation, maintenance and removal of mobile lane closure traffic management on motorways and other dual carriageways:

National Highway Sector Schemes

**12C– Sector Scheme for mobile lane closure traffic management on motorways and other dual carriageways**

<b>Depot, Regional Office etc</b>	<b>Applicable Sector Scheme(s)</b>	<b>Scope of Registration</b>
<i>[Depot 1 New road, Newtown]</i>	<i>Sector Scheme 12C for the Installation of TTM measures</i>	<i>Mobile lane closures on motorways and dual c/w with hard shoulders</i>
<i>[Depot 2 Old Road Oldtown]</i>	<i>Sector Scheme 12C for the Installation of TTM measures</i>	<i>Mobile lane closures on dual c/w without hard shoulders</i>

**[Certification Body standard footer: Name/ Logo/ UKAS Logo/NHSS Logo etc.]**