

New Standards Governance Process

Training for TSC consultees

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Objectives for today

- Present the changes to governance of technical documents to accommodate major revisions and incremental changes (i.e. categories of change A/B/C/D)
- Present the new deliverables replacing those in the QMR system
- Present the new approach to consultation replacing the TPB, called Technical Standard Committee (TSC) and key responsibilities of the consultees
- Present what we are trying to achieve with the MCHW updates so that you will be able to understand why such changes have been made

Outcomes from today

- Understand the objectives of the new governance process and how major revisions and incremental changes will be managed in the new governance process
- Understand scope and content of the new governance deliverables and how you can review and comment on them
- Understand how the TSCs function and your consultee role
- Understand why and how the MCHW is evolving so that you can make relevant comments
- Be ready to support the implementation of the new standards governance process for the DMRB and MCHW updates as consultees

Agenda

Introduction

- 1: Overview of the new Standards Governance Process
- 2: Categories of change A/B/C/D and relevant governance steps
- 3: Enhanced deliverables replacing QMR system
- 4: New consultation process replacing the TPB
- 5: Accessing CARS to review documents and make comments
- 6: Understanding what we are trying to achieve with the MCHW updates
- 7: Key responsibilities

Conclusions



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Stress awareness: **30 day challenge**

Safety moment



Why we are doing this: imperative

- After the successful delivery of the Future DMRB in RIS 1, now in RIS 2 Highways England has an obligation to keep the DMRB up to date (this is a **RIS 2 License requirement**).
 - A new streamlined governance process is essential to complete the evolution of the DMRB efficiently and effectively.
 - It will also be relevant to update the MCHW in parallel and subsequently keep the MCHW up to date after its overall refresh.

Why we are doing this: highly desirable

- Governance of document development is considered a cumbersome and unduly bureaucratic process:
 - The process can be disproportionate to the type of changes being made to technical documents.
 - Many stakeholders involved and sometimes unclear expectations on their contribution.
 - QMR governance deliverables to be produced at set milestones with some duplication of effort and content.

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Role of governance for Technical Standards

Technical standards need to:

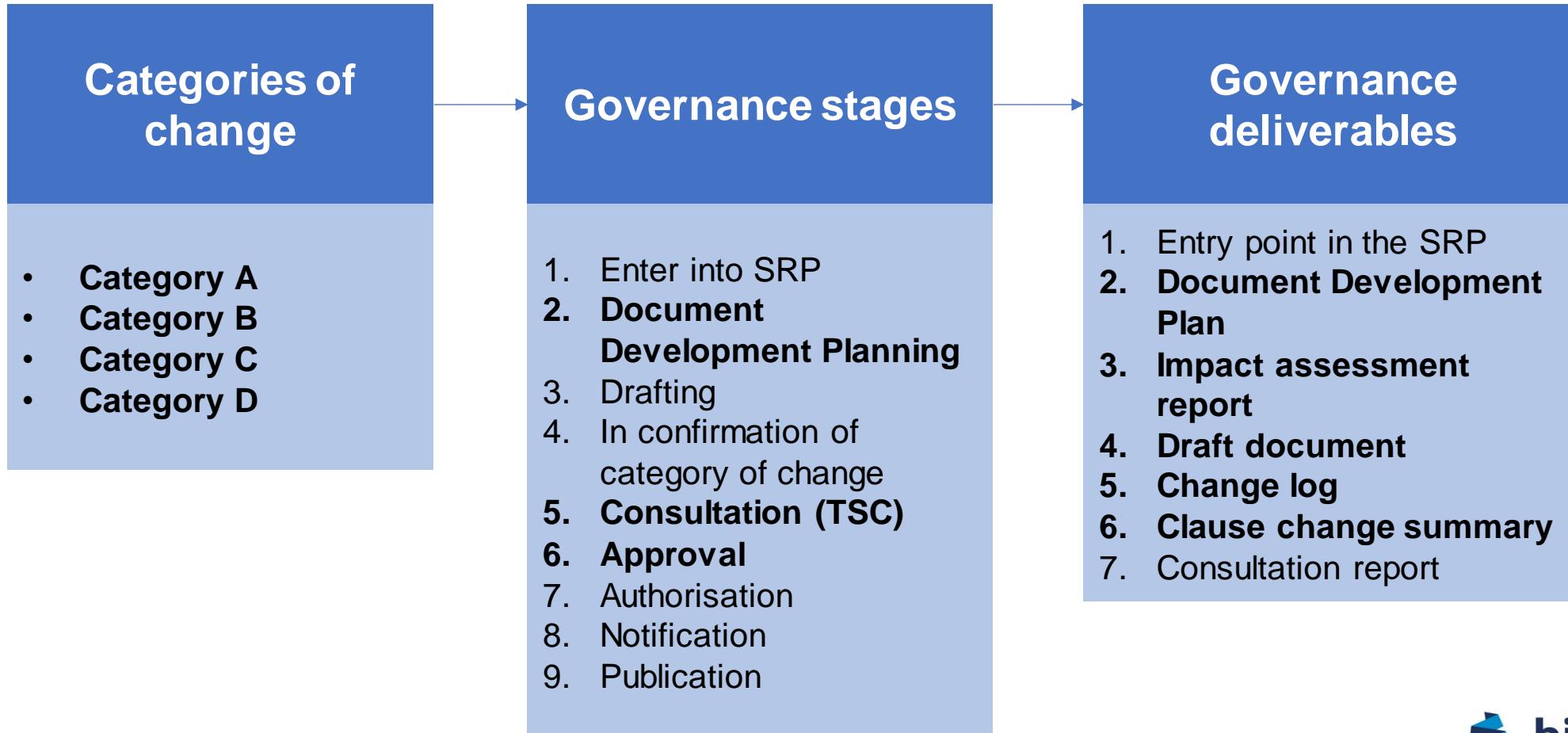
- be technically correct and compatible with other standards
- be compatible with the policies and objectives of the entire business (and the Devolved Administrations)
- have evidence that due diligence has been applied to the technical decision making and a rationale for why requirements and advice has been introduced

Principles for the new governance process

The new governance process will:

1. help the Overseeing Organisations to **fulfil their obligations and manage their risks**;
2. support technical standards **remaining up to date**, not provide a blocker;
3. be **proportionate to the changes** being introduced whilst being more robust;
4. have **deliverables produced at the right time** in the process with any duplication of information avoided;
5. have **consultation** for any technical change prior to approval to publish;
6. capture the **rationale and justification** for any changes with a record of who was involved in decision making.

Overview of key changes and what will be covered today



Terminology

Term in the old governance process	Corresponding term in the new governance process
Technical Project Board (TPB)	Technical Standards Committee (TSC)
Technical Project Board (TPB) chair	Technical Standards Committee (TSC) chair
Technical Project Board (TPB) secretary	Technical Standards Committee (TSC) secretary
Document owner	Technical author
Standards Forward Programme (SFP) <i>current workflow</i>	Standards Review Programme (SRP)

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Technical Standards Enterprise System (TSES) – focus for today is on:

- CARS (collaborative authoring review system)
- Jira (to manage the Standards Review Programme)

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Categories of change (1/2)

Category	Major revision	Incremental change		
	<ul style="list-style-type: none">• New technical policy• Rewrite of the document• Development of new document	Requirements (shall)	Advice (should, may)	Notes and spelling mistakes (changes that do not affect requirements or advice content)
	A. Policy Change / Rewrite / New document development	B. Change to requirement	C. Change to advice	D. Change to notes and spelling corrections

Categories of change (2/2)

- The technical author proposes the category of change at the start of the process; the TSC chair assigns the category of changes in Jira based on the proposal made.
- The category will be confirmed at a specific stage of the governance process ('confirmation of category of change', see next slides).
- When there are multiple changes to be made, the category chosen shall be the most onerous.
- **The choice of the category of change affects:**
 - the governance steps that will be followed and
 - the version numbering of the published document(see next few slides)



Objectives of the enhanced governance steps

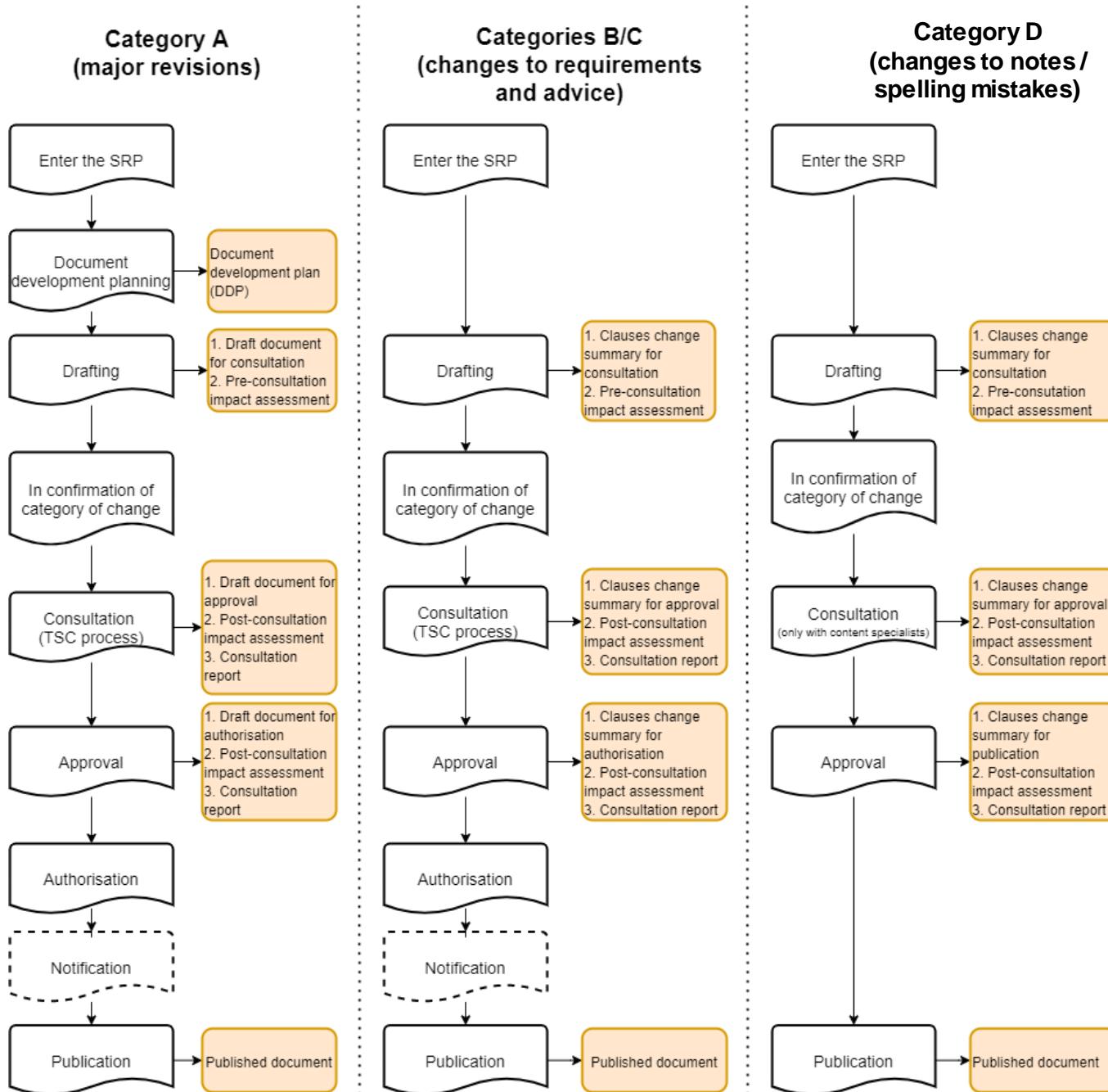


Apply a proportionate approach to the level of governance required



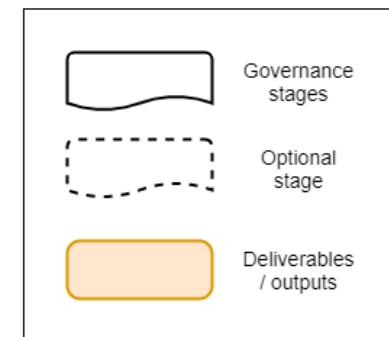
Avoid unnecessary / wasteful processes

Decreasing level of effort required

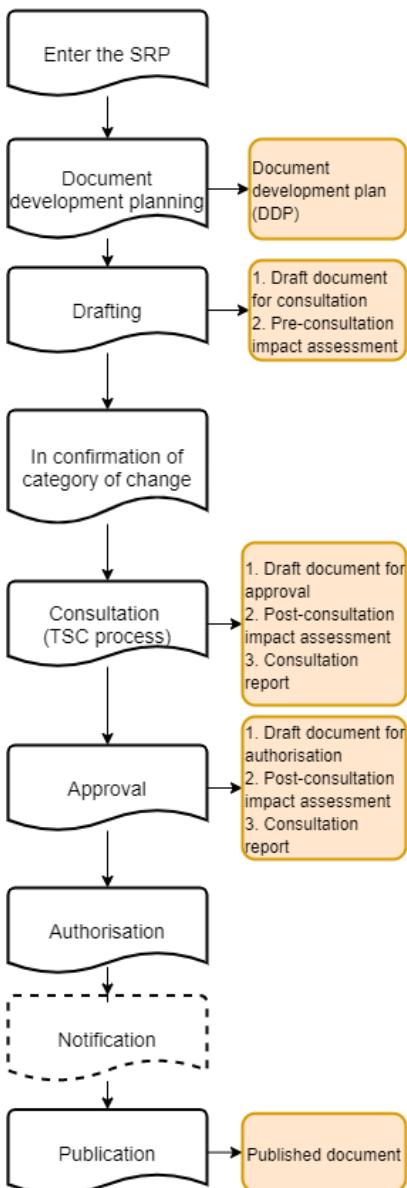


Stages relevant to consultees:

- Document development planning
- Consultation (replacing TPB)
- Approval

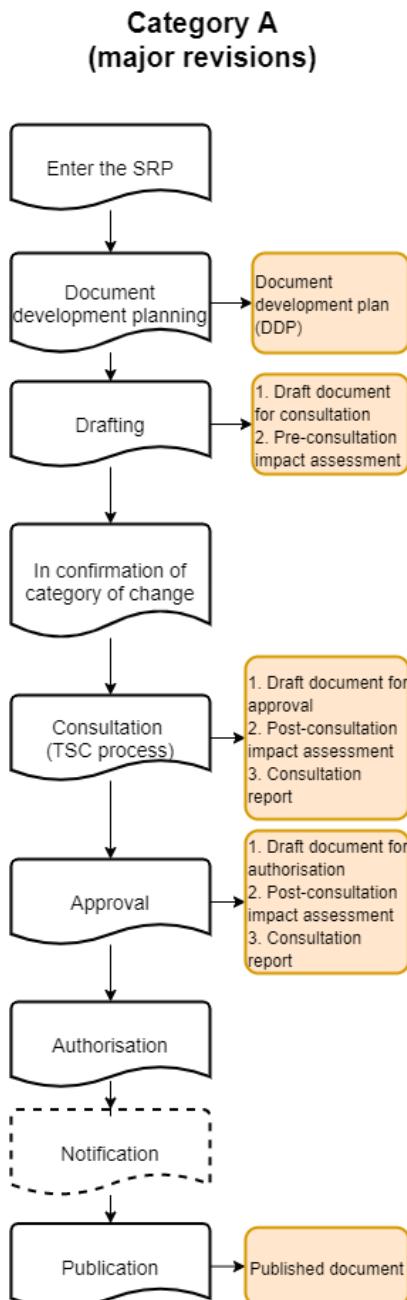


**Category A
(major revisions)**



- **Technical author** develops the Document Development Plan (DDP) and share it on Jira.
- **TSC chair** reviews the DDP and confirms it is ready to be shared with TSC consultees.
- **Document Development Plan** notified to all TSC consultees.

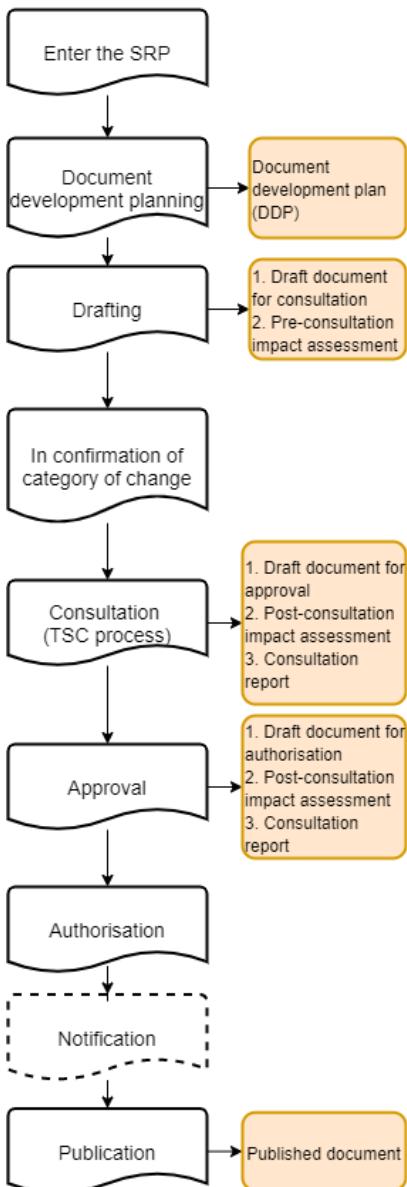
RELEVANT TO CATEGORY A ONLY



- **TSC chair** leads the consultation
- Before starting, TSC secretariat will share the following document with **TSC consultees**:
 - draft document
 - pre-consultation impact assessment report
 - clause change summary (*containing background information*)
 - change log against old clauses (*for the future MCHW programme only*).
- **TSC consultees** review the documents and provide relevant comments within the set timescale
- At the end of the consultation, **technical author** reviews comments received and updates the documents accordingly
- The **technical author** prepares the documents for approval.

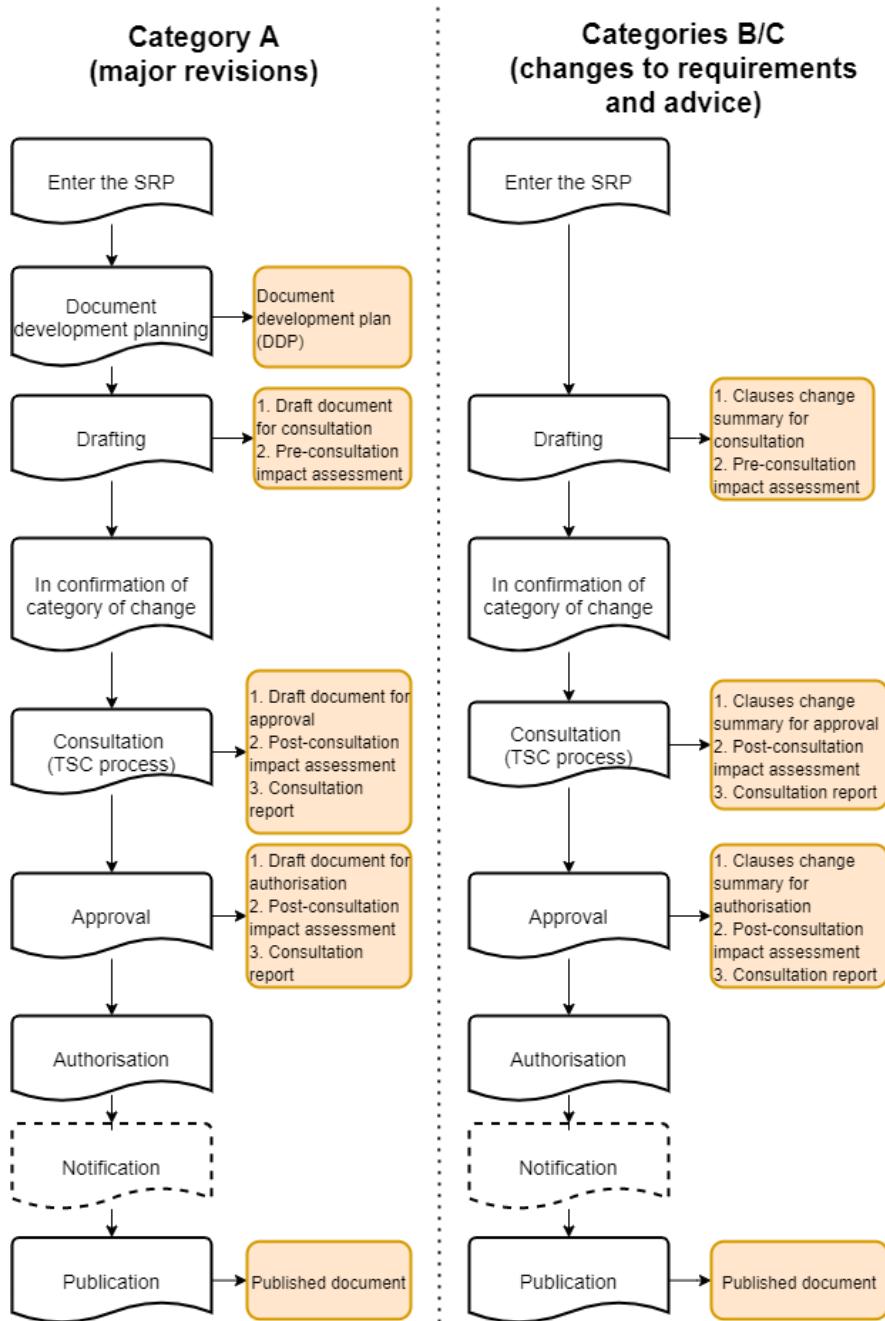


Category A
(major revisions)



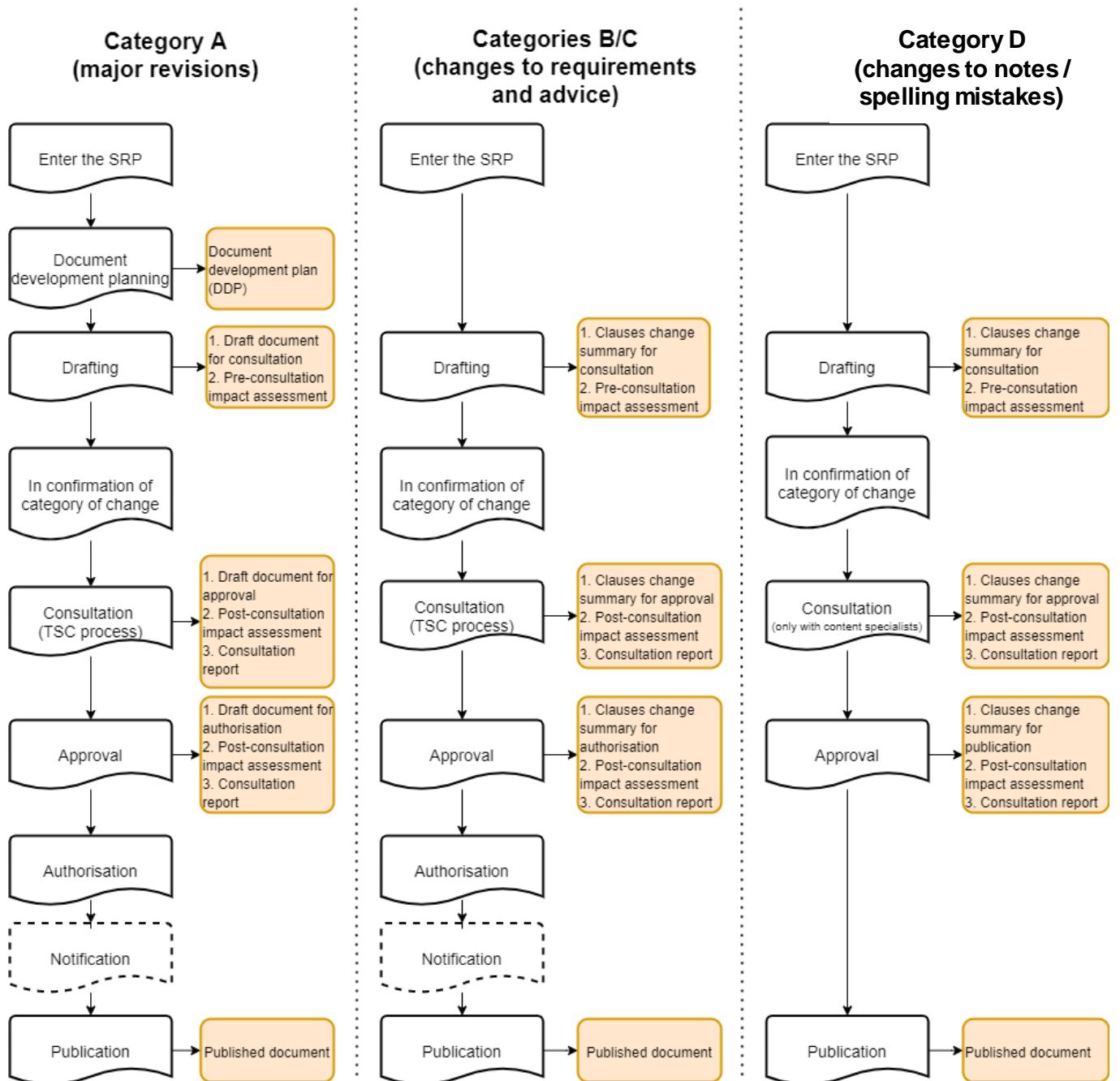
- **TSC chair** reviews:
 - draft document
 - impact assessment report
 - consultation report
 - clause change summary
 - change log
- If satisfied, approves it
- **Content specialist** reviews the draft document for MDD compliance and the impact assessment and consultation reports for completeness
- **Divisional Director** reviews documentation and, if satisfied, approves it (*cat. A only*)
- **Heads of Standards** of the Overseeing Organisations review the documentation and, if satisfied, approve it





Key differences with cat. A

- No DDP
- Drafting at clause level, not document level
- No Divisional Director approval



Key differences with cat. A

- No DDP
- Drafting at clause level, not document level
- No Divisional Director approval
- Consultation with content specialists only
- No authorisation
- No notification

New document version numbering

Governance Level	A. Policy Change / Rewrite/ Development new document	B. Change to requirement	C. Change to advice	D. Change to notes and spelling mistakes
Document version number	1.0.0	0.1.0	0.0.1	0.0.1

Example:

CS 455 2.0.0

CS 455 1.1.0

CS 455 1.0.1

CS 455 1.0.0

- 3-digit number following the document code and number
- Version number linked to the type of change
- Child-parent relationship for version number; re-baseline when the number goes up



Key takeaways for consultees

1. Clear distinction between major revisions (category A) and incremental changes (categories B/C/D)
2. The governance steps have been enhanced and streamlined depending on the category of change
3. Consultees will be involved to review the document development plan (for cat. A only) and during the consultation process (for cat. A/B/C)
4. A new document version numbering will be associated with the category of change

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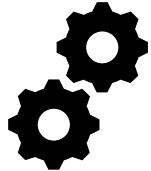
Conclusions



Current deliverables in the QMR system

- QMR1
- DDP (optional)
- QMR2
- GG 104 risk assessment
- Equality impact assessment
- Sustainable development and good design assessment
- Customer service assessment
- Draft document
- Change log
- Background commentary

Objectives of the enhanced deliverables



Eliminate duplication of information or content provided at the wrong stage in the process



Apply a proportionate approach to the level of documentation required

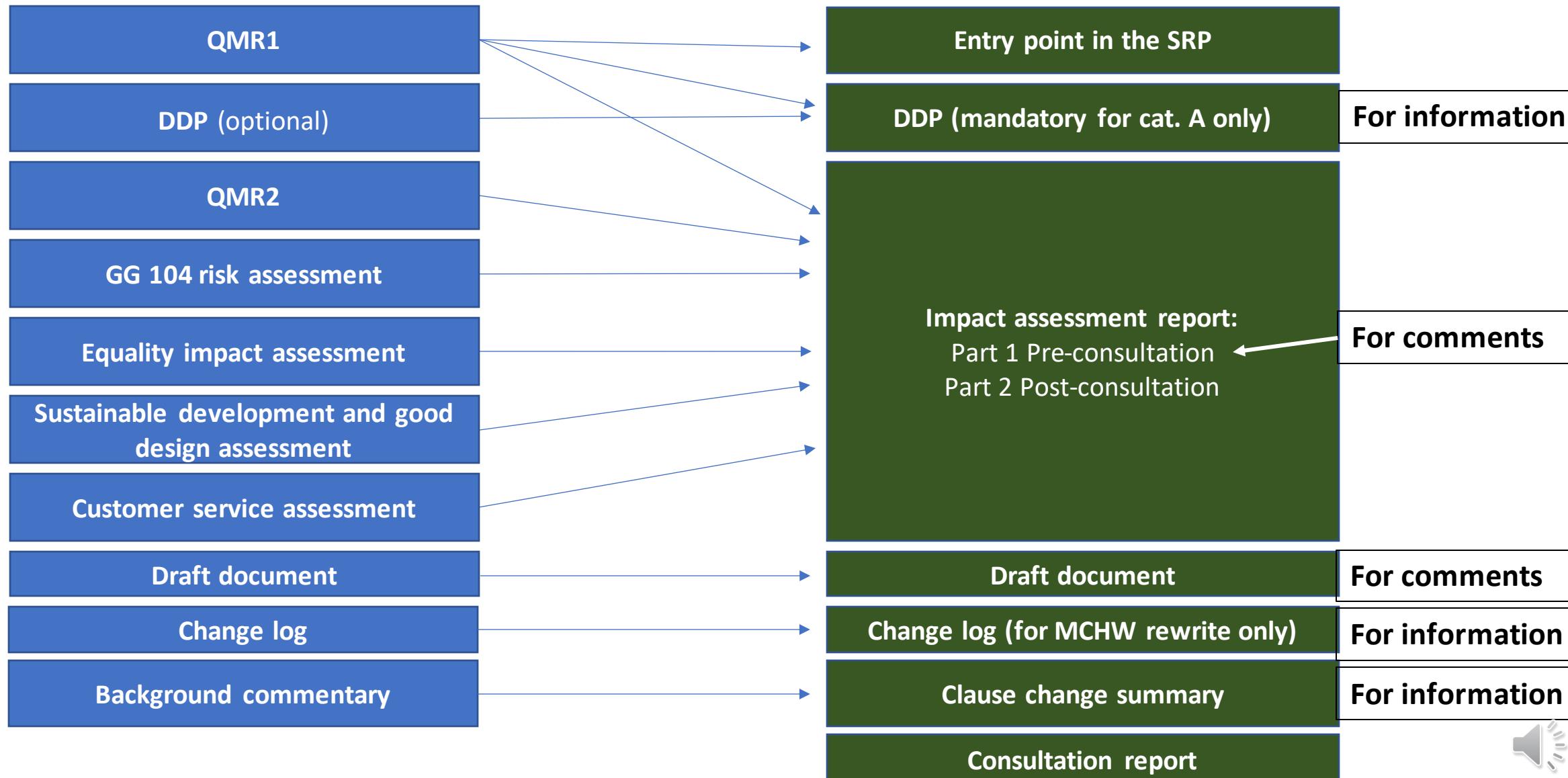


Improve commenting process and keep a complete audit trail of comments, decisions and changes made as a result of consultation



Automate production of information through the TSES where appropriate

Rationalised deliverables replacing QMR system



Document Development Plan (DDP) Cat. A only

For information



DOCUMENT DEVELOPMENT PLAN

1. BASIC INFORMATION

DOCUMENT(S) TO BE DEVELOPED (new documents)	
DOCUMENT(S) TO BE UPDATED (existing documents)	
CARS LINK TO PUBLISHED DOCUMENT	
KEY MILESTONE DATES	
Initial consultation and development strategy meeting: Start drafting: Start TSC consultation: End TSC consultation: QMR final submission:	
INTERMEDIATE MILESTONE DATES (RECOMMENDED)	x% sections agreed with the Content Specialist: The % depends on the size of the document
DOCUMENT DEVELOPMENT PLAN VERSION AND DATE	

2. PRODUCTION TEAM

HIGHWAYS ENGLAND	Technical Author: Contact details:
	Project Sponsor:
	Content Specialist:
	Subject matter expert:
DEVOLVED ADMINISTRATION'S REPRESENTATIVE	Transport Scotland
	Welsh Government
	Department of Infrastructure Northern Ireland
EXTERNAL SUPPLIER	Authoring team:
	Project Manager:
	Reviewers:
	Subject matter experts:



DOCUMENT DEVELOPMENT PLAN

3. DELIVERABLES

For DMRB documents:

- Draft updated XXXX to replace XXXX / Draft new RAD XXXX
- Draft National Application Annex, if needed
- Background document to accompany draft
- Change log for XXXX (existing documents only)
- QMR consultation report and impact assessment report
- Other deliverables as required from the work package

For Manual for Contract Documents for Highways Works (MCHW) documents:

- SHW document XXXX (replacing XXXX) and associated Instructions for Specifiers, works specific inputs template, drafts of associated changes to Volume 3 drawings, and all other amendments required to implement the specification amendments
- Draft Nationally Determined Requirements or Sections, if needed
- Draft new DMRB document(s) or new / updated clauses for existing DMRB documents to provide design information currently within the Notes for Guidance, if needed
- Background document to accompany drafts
- Change log for XXXX (existing documents only)
- Validation of contractor requirements - a link shall be established between contractor requirements and related verification and documentation requirements for validation purposes. An online tool in CARS will be made available to link related requirements and facilitate validation.
- QMR consultation report and impact assessment report
- Other deliverables as required from the work package



4. SUMMARY OF DRAFTING NEEDS AND APPROACH

Initial consultation and development strategy meeting

- Stakeholders involved
- Outcome

Drafting needs

Provide an outline of drafting needs including as relevant the following:

- Needs of the document: <***>
- Compliance with the MDD.
- Draft in a style that will reduce the need for departures from requirements.
- Redraft in a style that will reduce contractual ambiguity.
- Editorial updates: <***> details provided in section 6
- Technical updates: <***> details provided in section 6

Departures analysis (for existing documents)

Relevant aspects to cover:

- No. of departures received
- Classification of departures, e.g. for innovation, aspects not covered, etc.
- Plan to reduce unnecessary departures and support innovation
- Any other relevant information

If you are a user of DAS, details of departures can be downloaded from the system in an excel format. We suggest filtering your search by discipline to streamline your results. A video tutorial is available via the DAS help pages and at this link:
https://www.youtube.com/watch?v=X4TpifySNQk&list=PL0Z2ueJ-KDyrP9RK1FH7jN1aCjl0DF_r&index=5

Should you need any further assistance, please contact departures@highwaysengland.co.uk

Recommendations for future work to be done

- XXXX

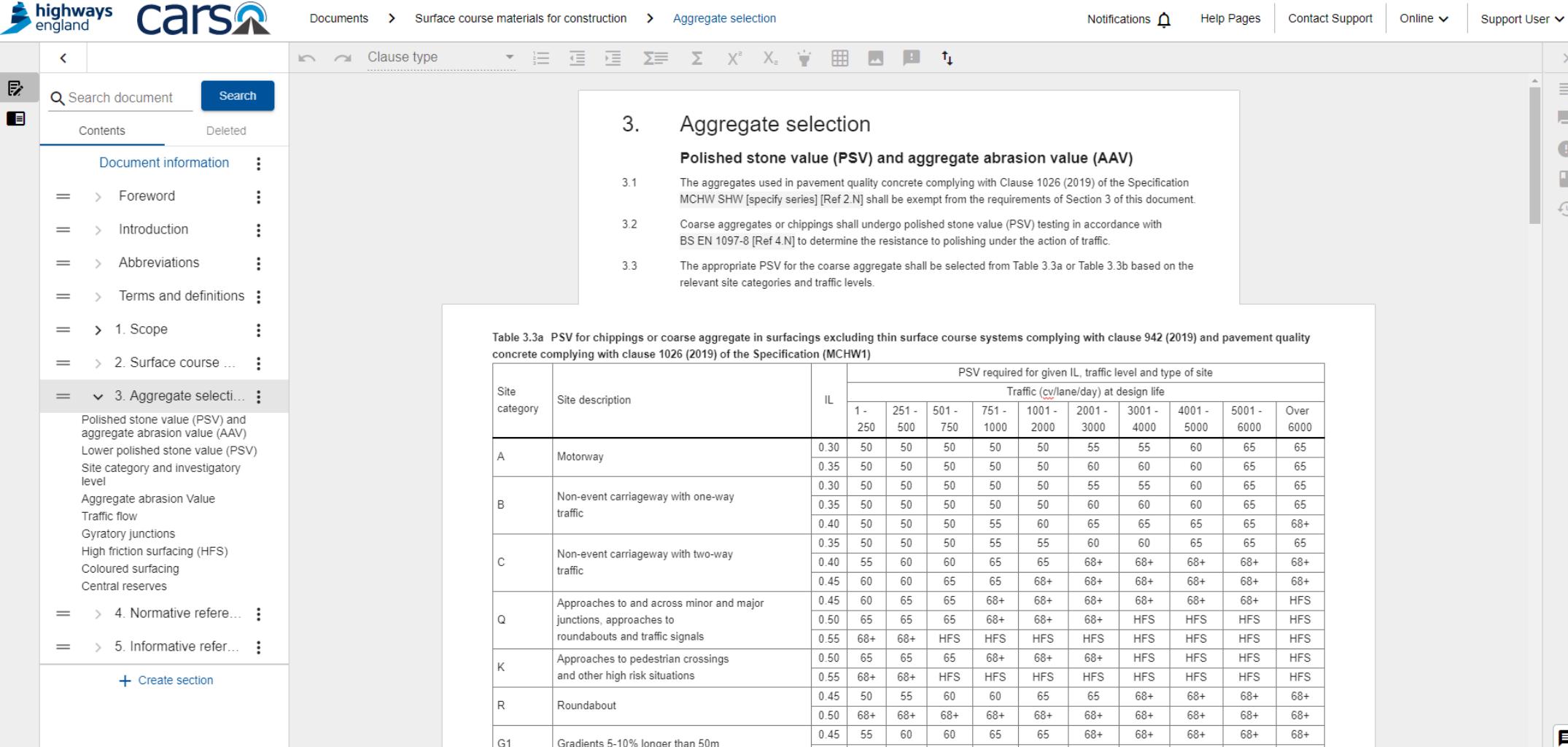
Drafting approach

- XXXX



Draft document (all categories)

For comments



The screenshot shows the Highways England CARS (Construction and Roads Sector) software interface. The top navigation bar includes the Highways England logo, the CARS logo, and links for 'Documents', 'Surface course materials for construction', 'Aggregate selection', 'Notifications', 'Help Pages', 'Contact Support', 'Online', and 'Support User'. The left sidebar features a search bar, a 'Contents' section with a tree view of document sections, and a 'Deleted' section. A 'Create section' button is also present. The main content area displays a section titled '3. Aggregate selection' with a sub-section 'Polished stone value (PSV) and aggregate abrasion value (AAV)'. It includes three numbered points: 3.1 (aggregates used in pavement quality concrete), 3.2 (coarse aggregates or chippings for PSV testing), and 3.3 (appropriate PSV selection based on site categories and traffic levels). Below this is a table titled 'Table 3.3a PSV for chippings or coarse aggregate in surfacings excluding thin surface course systems complying with clause 942 (2019) and pavement quality concrete complying with clause 1026 (2019) of the Specification (MCHW1)'. The table has columns for Site category, Site description, IL (Ingress Limit), and PSV required for given IL, traffic level, and type of site. The table rows represent different site categories (A, B, C, Q, K, R, G1) and their descriptions, with data points for various traffic levels (1-250, 251-500, 501-750, 751-1000, 1001-2000, 2001-3000, 3001-4000, 4001-5000, 5001-6000, Over 6000).

3. Aggregate selection

Polished stone value (PSV) and aggregate abrasion value (AAV)

3.1 The aggregates used in pavement quality concrete complying with Clause 1026 (2019) of the Specification MCHW SHW [specify series] [Ref 2.N] shall be exempt from the requirements of Section 3 of this document.

3.2 Coarse aggregates or chippings shall undergo polished stone value (PSV) testing in accordance with BS EN 1097-8 [Ref 4.N] to determine the resistance to polishing under the action of traffic.

3.3 The appropriate PSV for the coarse aggregate shall be selected from Table 3.3a or Table 3.3b based on the relevant site categories and traffic levels.

Table 3.3a PSV for chippings or coarse aggregate in surfacings excluding thin surface course systems complying with clause 942 (2019) and pavement quality concrete complying with clause 1026 (2019) of the Specification (MCHW1)

Site category	Site description	IL	PSV required for given IL, traffic level and type of site								
			Traffic (cv/lane/day) at design life								
1 - 250	251 - 500	501 - 750	751 - 1000	1001 - 2000	2001 - 3000	3001 - 4000	4001 - 5000	5001 - 6000	Over 6000		
A	Motorway	0.30	50	50	50	50	55	55	60	65	
		0.35	50	50	50	50	60	60	60	65	
B	Non-event carriageway with one-way traffic	0.30	50	50	50	50	55	55	60	65	
		0.35	50	50	50	50	60	60	60	65	
C	Non-event carriageway with two-way traffic	0.40	50	50	50	55	60	65	65	68+	
		0.45	55	60	60	65	65	68+	68+	68+	
Q	Approaches to and across minor and major junctions, approaches to roundabouts and traffic signals	0.40	60	65	65	68+	68+	68+	68+	HFS	
		0.50	65	65	65	68+	68+	HFS	HFS	HFS	
K	Approaches to pedestrian crossings and other high risk situations	0.55	68+	68+	HFS	HFS	HFS	HFS	HFS	HFS	
		0.55	68+	68+	HFS	HFS	HFS	HFS	HFS	HFS	
R	Roundabout	0.45	50	55	60	60	65	68+	68+	68+	
		0.50	68+	68+	68+	68+	68+	68+	68+	68+	
G1	Gradients 5-10% longer than 50m	0.45	55	60	60	65	65	68+	68+	68+	
		0.50	60	68+	68+	HFS	HFS	HFS	HFS	HFS	

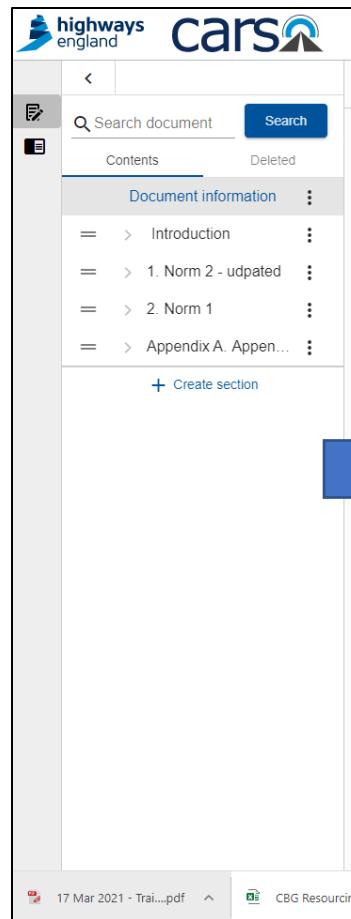
Change log (for MCHW review programme only – RIS 2 commitment)

For information

The screenshot shows the CARS (Contractor Access to Reference Standards) software interface. The top navigation bar includes the highways england logo, the CARS logo, and various menu items like 'Document', 'Published document: BD 36/92 - Evaluation...', 'Foreword', 'Change log', 'Notifications', 'Help Pages', 'Contact Support', 'Online', and 'Support User'. The main content area displays the '1. INTRODUCTION' section of the document. A modal window is open, showing a table of changes made to the 'Foreword' section. The table has columns for 'Outcome Document/Section', 'Excerpt', and 'Change'. One row shows a change to the 'Foreword' section where users are reminded to apply all appropriate documents. The 'Change Type' is listed as 'Editorial' and the 'Comment' is 'Test'. The background shows the rest of the document structure, including '2. SIMPLE DISTRIBUTION ME...', '3. ASSESSMENT OF MASONR...', '4. ALTERNATIVE METHODS T...', '5. SPANDREL WALLS AND DRY-ST...', '6. SUB-STRUCTURES, FOUNDATIO...', '7. JACK ARCH BRIDGES', '8. METAL BRIDGES', '9. TROUGH DECK BRIDGES', '10. REFERENCES', 'ANNEX A', 'ANNEX B', 'ANNEX C', 'ANNEX D', 'ANNEX E', 'ANNEX F', 'ANNEX G', and 'ANNEX H'.

5. Clause change summary

For information



highways england cars

Search document Search

Contents Deleted

Document information

Introduction

1. Norm 2 - updated

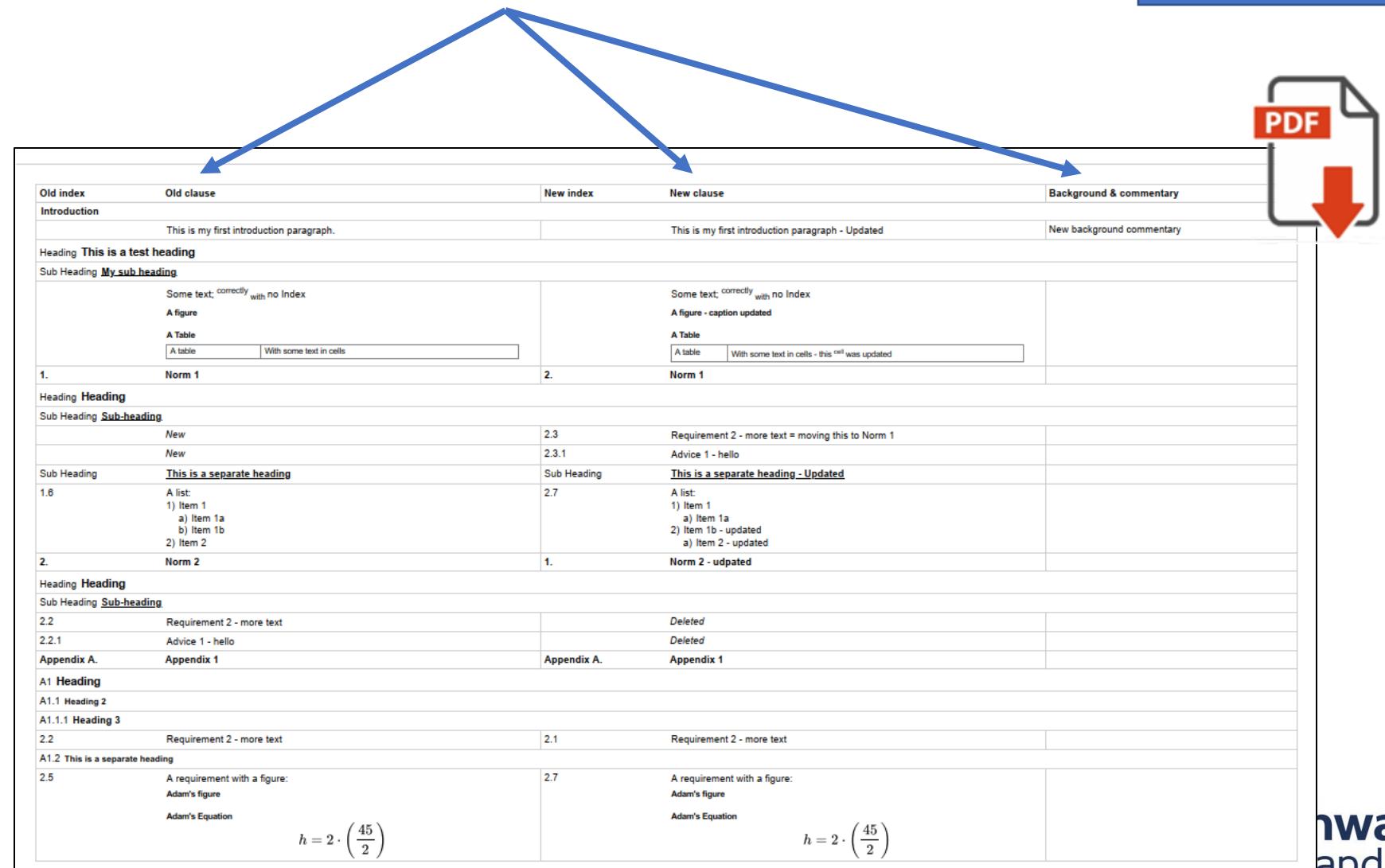
2. Norm 1

Appendix A. Appen...

+ Create section

17 Mar 2021 - Trai....pdf

CBG Resource



Old index	Old clause	New index	New clause	Background & commentary
Introduction	This is my first introduction paragraph.		This is my first introduction paragraph - Updated	New background commentary
Heading This is a test heading				
Sub Heading My sub heading	Some text; correctly with no Index A figure A Table A table With some text in cells		Some text; correctly with no Index A figure - caption updated A Table A table With some text in cells - this cell was updated	
1.	Norm 1	2.	Norm 1	
Heading Heading				
Sub Heading Sub-heading	New New	2.3 2.3.1	Requirement 2 - more text = moving this to Norm 1 Advice 1 - hello	
Sub Heading This is a separate heading		Sub Heading	This is a separate heading - Updated	
1.6	A list: 1) Item 1 a) Item 1a b) Item 1b 2) Item 2	2.7	A list: 1) Item 1 a) Item 1a 2) Item 1b - updated a) Item 2 - updated	
2.	Norm 2	1.	Norm 2 - updated	
Heading Heading				
Sub Heading Sub-heading	Requirement 2 - more text		Deleted	
2.2	Requirement 2 - more text		Deleted	
2.2.1	Advice 1 - hello			
Appendix A.	Appendix 1	Appendix A.	Appendix 1	
A1 Heading				
A1.1 Heading 2				
A1.1.1 Heading 3				
2.2	Requirement 2 - more text	2.1	Requirement 2 - more text	
A1.2 This is a separate heading				
2.5	A requirement with a figure: Adam's figure Adam's Equation	2.7	A requirement with a figure: Adam's figure Adam's Equation	
	$h = 2 \cdot \left(\frac{45}{2} \right)$		$h = 2 \cdot \left(\frac{45}{2} \right)$	



6. Impact assessment

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Basic Information

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- 1.2 Equality, diversity and inclusion impact
- 1.3 Impact on carbon management, sustainable development and good design
- 1.4 Impact on customer satisfaction
- 1.5 Commercial impact
- 1.6 Other impacts
- 1.7 Innovation

2. Post-consultation impact assessment

- 2.1 Health, safety and wellbeing impact
- 2.2 Equality, diversity and inclusion impact
- 2.3 Impact on carbon management, sustainable development and good design
- 2.4 Impact on customer satisfaction
- 2.5 Commercial impact
- 2.6 Other impacts
- 2.7 Innovation

3. Implementation plan

- 3.1 Dissemination plan
- 3.2 Implementation requirements



IMPACT ASSESSMENT REPORT

2. Post-consultation impact assessment

2.1 Health, safety and wellbeing impact

Please state the status of the H&S impact assessment:

Choose an item.

If the H&S impact has been updated, please illustrate reasons for the change.

[Click or tap here to enter text.](#)

Any other comments on H&S impact?

[Click or tap here to enter text.](#)

2.2 Equality, diversity and inclusion impact

Please state the status of the equality, diversity and inclusion impact assessment:

Choose an item.

If the equality, diversity and inclusion impact has been updated, please illustrate reasons for the change.

[Click or tap here to enter text.](#)

Any other comments on equality, diversity and inclusion impact?

[Click or tap here to enter text.](#)

2.3 Impact on carbon management, sustainable development and good design

Please state the status of the carbon management, sustainable development and good design impact assessment:

Choose an item.

If the carbon management, sustainable development and good design impact has been updated, please illustrate reasons for the change.

[Click or tap here to enter text.](#)

Any other comments on carbon management, sustainable development and good design impact?

[Click or tap here to enter text.](#)



IMPACT ASSESSMENT REPORT

2.4 Impact on customer satisfaction

Please state the status of the customer service impact assessment:

Choose an item.

If the customer service impact has been updated, please illustrate reasons for the change.

[Click or tap here to enter text.](#)

Any other comments on customer service impact?

[Click or tap here to enter text.](#)

2.5 Commercial impact

Please state the status of the commercial impact assessment:

Choose an item.

If the commercial impact has been updated, please illustrate reasons for the change.

[Click or tap here to enter text.](#)

Any other comments on commercial impact?

[Click or tap here to enter text.](#)

2.6 Other impacts

Please state the status of other impacts:

Choose an item.

If other impacts have been updated, please outline reasons for the change.

[Click or tap here to enter text.](#)

Any other comments on other impacts?

[Click or tap here to enter text.](#)



6. Impact assessment report All categories

Item	
2. Please categorise the activity in Type A, B, C using GG 104, Table 2.6.	<p>H&S activity type</p> <p>Choose an item. ▾</p>
3. Does the Divisional Director agree with the categorisation? If so, please document it.	<p>Choose an item.</p> <p>Click or tap here to enter text.</p>
4. Please clarify which road populations will or may be affected by the activity and how.	<p>Choose an item.</p> <p>Click or tap here to enter text.</p>
5. Please identify the scope of the risk assessment.	<p>Click or tap here to enter text.</p>
6. When dealing with editorial changes only:	
6a Please establish the current baseline for safety, in either qualitative or quantitative values, for each of the populations affected.	<p>Click or tap here to enter text.</p>
6b Please indicate any known issues identified in the application of the existing RAD that may or will have an impact on <u>safety</u> , and provide an explanation as to whether these are being dealt with by this revision or will be dealt with at a later planned time.	<p>Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p>
6c Please identify / record a time for completing this review.	<p>Click or tap here to enter text.</p>

Drop down list

Free text field



5. Impact assessment report All categories

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ENHANCED TEMPLATES
H&S
Equality diversity and inclusion
Other impacts

Health safety and wellbeing

GG 104 risk assessment

IMPACT ASSESSMENT REPORT																															
1.1 Impact on health, safety and wellbeing																															
The following GG 104 health and safety risk assessment is applicable to:																															
<ul style="list-style-type: none">“editorial change and changes to notes”, when updating the RAD to the correct layout and style, addressing typos and changing content in notes;“requirement and advice update”, when changing requirement(s) and advice of the RAD;“new requirement”, when introducing new requirement(s) in the RAD;“new RAD”, when developing a new RAD.																															
Please comment on the effects of the RAD on health and safety (including the CDM Regulations) and other needs of all road users, including pedestrians, protected groups and highway workers.																															
1.1.1 Safety risk assessment planning process																															
																															
<table border="1"><thead><tr><th>Item</th><th>Response</th></tr></thead><tbody><tr><td>1. Type of change:</td><td></td></tr><tr><td>1a When dealing with change to existing RAD, please describe what the changes to the RAD, their extent and the reasons prompted their introduction.</td><td>Click or tap here to enter text.</td></tr><tr><td>1b When dealing with a new RAD, please describe the content of the new RAD and the reasons prompted its introduction.</td><td>Click or tap here to enter text.</td></tr></tbody></table>		Item	Response	1. Type of change:		1a When dealing with change to existing RAD, please describe what the changes to the RAD, their extent and the reasons prompted their introduction.	Click or tap here to enter text.	1b When dealing with a new RAD, please describe the content of the new RAD and the reasons prompted its introduction.	Click or tap here to enter text.																						
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IMPACT ASSESSMENT REPORT																															
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5																															

Equality, diversity and inclusion



IMPACT ASSESSMENT REPORT

1.2 Equality, diversity and inclusion impact

All technical authors shall complete the equality impact assessment (EgIA) screening in Part 1.

Where the screening indicate that an equality impact assessment is needed, relevant sections of Part 2 shall be completed.

Part 1: Screening

For some documents the questions below will be straightforward to answer, while in other cases there may be significant uncertainty. If in doubt, enter "uncertain" – this is relevant in 1.2.2 when explaining the judgement on the need to gather further evidence to reach an informed decision via EgIA.

A1: Outline the aims, purpose and expected outcomes of the practice/policy.

Click or tap here to enter text.

A2: Identify the customers, staff or stakeholders involved or affected.

Click or tap here to enter text.



IMPACT ASSESSMENT REPORT

Part 2: Full Equality Impact Assessment

To complete if needed, based on the decision made in the screening part.

D1: The level of impact on protected characteristics gauged from available information, research, consultation

Equality Group (Protected Characteristics)	Impact	Summary of reasons and evidence sources (data research and consultation) supporting this analysis
Sex	Choose an item.	
Religion or Belief	Choose an item.	
Age	Choose an item.	
Disability	Choose an item.	
Race	Choose an item.	
Sexual Orientation	Choose an item.	
Gender Reassignment (Incl. Transsexual and Transgender)	Choose an item.	
Pregnancy & Maternity	Choose an item.	
Marriage & Civil Partnership	Choose an item.	

D2: Any potential risks to equality identified - Including insufficient information to make robust decisions?

Choose an item.

Identified risks:

-
-
-
-
-

E: Choose appropriate option

Choose an item.

Notes:

Options 1 to 3: There are no unjustified negative impacts and the policy/practice is compliant in terms of the equality duty.

Option 4: Opportunities were identified to advance equality, foster good relations and prevent discrimination. Ensure further evidence is gathered to ensure any barriers are removed and referenced in Sections F and G.

Other impacts

 IMPACT ASSESSMENT REPORT

1.6 Other impacts

Please complete the table below as relevant.

Implications	Clarify if it is relevant or not	Detailed response if relevant
Policy implications	Choose an item.	Click or tap here to enter text.
Legal implications	Choose an item.	Click or tap here to enter text.
Implications for existing contracts and schemes, including DBFO	Choose an item.	Click or tap here to enter text.
Implications for construction	Choose an item.	Click or tap here to enter text.
Maintenance implications	Choose an item.	Click or tap here to enter text.
Implications for lifespan of assets	Choose an item.	Click or tap here to enter text.
Implications for quality systems	Choose an item.	Click or tap here to enter text.
Other implications	Choose an item.	Click or tap here to enter text.

5. Impact assessment report All categories

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NEW TEMPLATES
Carbon assessment
Customer satisfaction
Innovation

Carbon, sustainable development and good design

Licence requirement



Department
for Transport

Highways England: Licence

*Secretary of State for Transport statutory directions
and guidance to the strategic highways company*

April 2015

Carbon assessment

Carbon management hierarchy
There may be wider sustainability and good design benefits from applying this hierarchy

highways england IMPACT ASSESSMENT REPORT

1.3 Impact on carbon management, sustainable development and good design

All technical authors shall complete the screening in Part 1a and 1b.

Where the screening indicate that a carbon or sustainable development / good design assessment is needed, relevant sections of Part 2 shall be completed.

CARBON MANAGEMENT

Part 1a: Screening

GG 103 requires the minimisation of greenhouse gas emissions associated with the whole life of a project. This means that all projects consider greenhouse gases across all elements of design, construction, operation and use, and decommissioning. Part 1a of this assessment considers the type of document and whether further assessment is appropriate.

Does the document specify design elements? If yes proceed to Part 2a. Review industry best practice and apply the carbon management hierarchy.

Does the document specify a material or product? If yes, is lifecycle carbon data available, for example in an Environmental Product Declaration available or is data in the ICE database? If not, can product supplier provide a narrative on carbon performance of product throughout lifecycle? If yes proceed to Part 2a. If no, proceed with document but consider R&D opportunities to develop future alternatives and document in "outcome of screening"

Does the document set out a process for assessment or review? Is there an opportunity to consider carbon performance as part of assessment / review process? If yes, proceed to Part 2a. If no, proceed with document but consider other opportunities to consider carbon through assessment / review.

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highways england IMPACT ASSESSMENT REPORT

Select the appropriate outcome of the Carbon Assessment Screening:
Choose an item.

Part 2a: Full assessment

The carbon management hierarchy:

- a) Build nothing: Is the asset / design element really needed? Could the same outcome be achieved safely and cost effectively without the asset / design element or via an alternative approach?
- b) Build Less: consider the potential for re-using assets / design elements or refurbishing / reducing the amount of materials used by the asset / design element.
- c) Build clever: Can low carbon solutions / technologies / materials be integrated into design to reduce carbon in construction, operation or use?
- d) Build efficiently: Can construction or maintenance practice be changed to reduce energy or materials consumption?

1. Is the RAD the appropriate place to address issues or is there a related RAD which will address this? Select relevant response.	Choose an item.
2. If the answer to 1. is that there is a more appropriate RAD to address some of the issues, state document number and title.	Document number: Click or tap here to enter text. Document title: Click or tap here to enter text.
3. What elements of the standard are considered in this further assessment? You do not need to do a line by line assessment, rather focus on the core themes of the RAD or the categories of materials specified	Click or tap here to enter text.
4. Were there elements of the standards that are not considered further? Can you summarise why they are not considered further? For example, there may be elements that have no carbon impact.	Click or tap here to enter text.
5. What are the opportunities to include requirements for designing or specifying assets / elements as high up the carbon management hierarchy as possible? For materials and products (for example in MCHW specifications) consider	Click or tap here to enter text.

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Sustainable development and good design

 IMPACT ASSESSMENT REPORT

SUSTAINABLE DEVELOPMENT AND GOOD DESIGN

Part 1b: Screening

The table below provides questions to establish the potential relevance of sustainable development (SD) and good design to the RAD. Please note both potential positive and negative aspects should be included. Where examples are given, this should not be taken as an exhaustive list of the potential relevance of the RAD to the SD goal or design principle.

The screening checklist makes use of simple yes / no / uncertain questions. For some documents these questions will be straightforward to answer, while in other cases there may be significant uncertainty. If in doubt, enter "uncertain" and describe the uncertainty in 1.3.2.

Further information on the topics covered is available via the following links:
Environment: <http://share/Share/lisapi.dll?func=ll&objId=52018695&objAction=browse>
Sustainable Development and Design:
<http://share/sharedav/nodes/35750210/Tier%20Zero%20Second%20click.docx>

Would the subject of the RAD be of significant relevance to / make a significant difference to the following sustainable development goals?	Response
SD Goal 1: Improve the health, safety and wellbeing of those affected by road infrastructure	Choose an item.
For example, relevance could be affected by significant increases or decreases in noise generated by vehicles or through impacts on the potential for the network or adjacent communities to be flooded.	
SD Goal 2: Improve land, water and air quality	Choose an item.
For example, a document may change the likelihood of soil contamination, or cause changes to surface water drainage resulting in potential pollution. Significant changes in emissions from customer vehicles might also affect the achievement of this goal.	
SD Goal 3: Support a sustainable economy	Choose an item.
For example, this goal could be positively impacted through facilitating opportunities for more sustainable development or through providing for the movement of people to places of work. Or it might be negatively affected by increasing the likelihood of severance between communities.	
SD Goal 4: Represent good 'whole life' value across the design life of road infrastructure	Choose an item.
For example, a document might affect the ability to deliver good value for money through easy to maintain and long-life road infrastructure.	
SD Goal 5: Embrace innovation	Choose an item.

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 IMPACT ASSESSMENT REPORT

Part 2b: Full assessment

To complete if needed, based on the decision made in the screening.

8. Which goal(s)/principle(s) in 1.3.1 are screened in? Select all relevant.

SD Goal 1
 SD Goal 2
 SD Goal 3
 SD Goal 4
 SD Goal 5
 SD Goal 6
 SD Goal 7
 SD Goal 8
 SD Goal 9
 SD Goal 10
 SD Goal 11
 SD Goal 12
 makes roads safe and useful
 is inclusive
 makes roads understandable
 fits in context
 is restrained
 is environmentally sustainable
 is thorough
 is innovative
 is collaborative
 is long-lasting

9. Is the RAD the appropriate place to address issues or is there a related RAD which will address this? Select relevant response.

Choose an item.

10. If the answer to 2. is that there is a more appropriate RAD to address some of the issues, state document number and title.

Document number: Click or tap here to enter text.
Document title: Click or tap here to enter text.

11. Was further reading or research needed to understand the potential significant issues or uncertainties?

Choose an item.

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5. Impact assessment report All categories

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NEW TEMPLATES
Carbon assessment
Customer satisfaction
Innovation

New customer satisfaction template

1.4 Impact on customer satisfaction

Requirements within the RADs shall enable the development of solutions to improve customer satisfaction.

The impact on customer satisfaction includes all stages from design through to construction, maintenance and decommissioning.

1.4.1 Impact assessment on customer satisfaction

Please identify and record in the table below how the implementation of new RADs / changes made to existing RADs impact on customer satisfaction of road users, road workers and others affected by the Overseeing Organisation's motorway and all-purpose trunk roads.

The table below is set around the Highways England's Customer Service Strategy.

Questions	Response	Provide evidence /examples to validate the response
<p>1. Does the implementation of the RAD / updated clauses assist in empowering the users of the standard to deliver great experiences to our customers?</p> <p>The RAD / updated clauses should support everyone in the Overseeing Organisations and supply chain to understand how they can improve customer experience and empower them to make better decisions for our customers.</p>	Choose an item.	Click or tap here to enter text.
<p>2. Does the implementation of the RAD / updated clauses result in a better relationship with our customers, communities and stakeholders?</p> <p><i>[This question is most relevant to customer service standards and operational documents]</i></p> <p>The RAD / updated clauses should enable relationships to be built with our customers, communities and stakeholders to provide a better understanding of who we are, what we do, and demonstrates that we listen to them to understand what they want and need.</p>		
<p>3. Does the implementation of the RAD / updated clauses provide a well maintained and safer network for our customers?</p> <p>The RAD / updated clauses should consider how our network and assets are designed, built, maintained, operated and decommissioned to reduce disruption and help our customers feel safe.</p>		
<p>4. Does the implementation of the RAD / updated clauses provide a better information provision for our customer?</p> <p>The RAD / updated clauses should facilitate improved information to customers, so customers will be better informed and have trust in the information they access, ensuring that they feel safe and in control of their journeys</p>		
<p>5. Does the implementation of the RAD / updated clauses provide a better end to end experience for our customer?</p> <p>The RAD / updated clauses should ensure our customers will trust that we care about their journeys, as they travel seamlessly across our network, using varying modes of transport and linking to local roads.</p>		
<p>6. Does the implementation of the RAD / updated clauses improve journey times for the customer?</p> <p>The RAD / updated clauses should contribute to making journeys take the time that customers expect them to, as we manage road works, incidents and delays to enable safe and stress-free journeys.</p>		



Innovation



Challenge standards

— to enable innovation and drive efficiencies.

The Challenge

The safety of the transport users and those who work on the infrastructure is paramount and standards help us achieve this. Standards provide a framework and the ability to manage safety and technical risks in the design, construction and operation of transport infrastructure. Standards prevent short-term imperatives from resulting in longer-term operational cost or unacceptable asset performance.

1.7 Innovation

Please complete the table below as relevant.

Please state any opportunities of innovation that can be realised implementing this RAD / new or updated clauses.

Click or tap here to enter text.

Factors affecting innovation through standards development

Factors affecting innovation through standards development include:

- Setting clear outcomes and balancing effectively method-based and performance-based requirements
- Keeping standards up to date and codifying existing technology to create 'demand pull' for new practices and technology
- Imposing requirements that force the industry to develop new solutions to comply with them (consider trends in the construction industry)

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ENHANCED TEMPLATES

H&S

Equality diversity and inclusion

Other impacts

NEW TEMPLATES

Carbon management

Customer satisfaction

Innovation

WILL BE ENHANCED

Commercial impact

How to comment on the impact assessment report

AutoSave                                                                                  

Consultation Impact Assessment Feedback

TSC member name:

TSC membership category :

Organisation:

Type of HE concurrence consultee (if relevant):

Document code:

Document title:

Impact Assessment Section
(Please select the section you are providing feedback on)

Comment from consultee
(Please provide your feedback below. For multiple comments on the same section, please use multiple rows)

1

2

3

4

5

6

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6. Impact assessment report All categories

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2. Post-consultation impact assessment

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- 2.7 Innovation

3. Implementation plan

- 3.1 Dissemination plan
- 3.2 Implementation requirements



IMPACT ASSESSMENT REPORT

2. Post-consultation impact assessment

2.1 Health, safety and wellbeing impact

Please state the status of the H&S impact assessment:
Choose an item.

If the H&S impact has been updated, please illustrate reasons for the change.
[Click or tap here to enter text.](#)

Any other comments on H&S impact?
[Click or tap here to enter text.](#)

2.2 Equality, diversity and inclusion impact

Please state the status of the equality, diversity and inclusion impact assessment:
Choose an item.

If the equality, diversity and inclusion impact has been updated, please illustrate reasons for the change.
[Click or tap here to enter text.](#)

Any other comments on equality, diversity and inclusion impact?
[Click or tap here to enter text.](#)

2.3 Impact on carbon management, sustainable development and good design

Please state the status of the carbon management, sustainable development and good design impact assessment:
Choose an item.

If the carbon management, sustainable development and good design impact has been updated, please illustrate reasons for the change.
[Click or tap here to enter text.](#)

Any other comments on carbon management, sustainable development and good design impact?
[Click or tap here to enter text.](#)



IMPACT ASSESSMENT REPORT

2.4 Impact on customer satisfaction

Please state the status of the customer service impact assessment:
Choose an item.

If the customer service impact has been updated, please illustrate reasons for the change.
[Click or tap here to enter text.](#)

Any other comments on customer service impact?
[Click or tap here to enter text.](#)

2.5 Commercial impact

Please state the status of the commercial impact assessment:
Choose an item.

If the commercial impact has been updated, please illustrate reasons for the change.
[Click or tap here to enter text.](#)

Any other comments on commercial impact?
[Click or tap here to enter text.](#)

2.6 Other impacts

Please state the status of other impacts:
Choose an item.

If other impacts have been updated, please outline reasons for the change.
[Click or tap here to enter text.](#)

Any other comments on other impacts?
[Click or tap here to enter text.](#)

6. Consultation report All categories



CONSULTATION REPORT

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1. Basic Information

Document name	Click or tap here to enter text.
Discipline	Choose an item.
Life-cycle stage	Choose an item.
Number	Click or tap here to enter text.
CARS link to "draft in consultation"	Click or tap here to enter text.
CARS link to "draft in approval"	Click or tap here to enter text.
Category of change	Choose an item.
New or updated document	Choose an item.
Technical author:	Click or tap here to enter text.
Email address:	Click or tap here to enter text.
TSC chair:	Click or tap here to enter text.
Email address:	Click or tap here to enter text.

2. List of invited members

Name of invited consultees	Category	Organisation	Relevant Highways England's stakeholders (for concurrence consultees)	Participated?
Click or tap here to enter text.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Click or tap here to enter text.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Click or tap here to enter text.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Click or tap here to enter text.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Click or tap here to enter text.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Click or tap here to enter text.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Click or tap here to enter text.	Choose an item.	Choose an item.	Choose an item.	Choose an item.

3. Consultation process

How many consultations have been run? If more than one, why multiple consultations were needed?	Choose an item. Click or tap here to enter text.
--	---

4. Summary of the consultation

For detailed information on comments made, see Annex A 'Export from CARS of consultation comments'.

Consultee	Have proposed changes been reviewed?	Are there any items raised by the consultees that have been agreed to be done in future work (e.g. R&D)?	Please provide details of such items for future work OR refer to other discipline-specific processes already in place to provide the same information
TAGG content specialist	Choose an item.	Choose an item.	Click or tap here to enter text.
Technical consultees	Choose an item.	Choose an item.	Click or tap here to enter text.
Commercial	Choose an item.	Choose an item.	Click or tap here to enter text.
Major Projects	Choose an item.	Choose an item.	Click or tap here to enter text.
Operations	Choose an item.	Choose an item.	Click or tap here to enter text.
Procurement	Choose an item.	Choose an item.	Click or tap here to enter text.
Customer Service	Choose an item.	Choose an item.	Click or tap here to enter text.
H&S	Choose an item.	Choose an item.	Click or tap here to enter text.
Equality, diversion and inclusion	Choose an item.	Choose an item.	Click or tap here to enter text.
Carbon management, sustainable development and good design	Choose an item.	Choose an item.	Click or tap here to enter text.
ITS	Choose an item.	Choose an item.	Click or tap here to enter text.
Others as relevant			

5. Key comments from informed parties

- Please provide key comments in a bullet list



Enhanced deliverables replacing QMR system

	Relevant to consultees?	How to access it	Category A	Categories B,C,D
1. Entry point in the SRP	No	-	X	X
2. DDP	Yes – for information	Will be provided as a pdf	X	-
3. Draft document	Yes – for comments	Through CARS	X	X
4. Change log	Yes – for information	Through CARS	MCHW review programme only	-
4. Clause change summary	Yes – for information	Through Pdf	X	X
5. Impact assessment report	Yes – for comments	Will be provided as a pdf, you'll comment on a separate template (excel sheet)	X	X
6. Consultation report	No	-	X	X



Key takeaways for consultees

1. QMR deliverables have been rationalised and replaced by enhanced governance deliverables.
2. Deliverables relevant to consultees are:
 - Document development plan DDP [for information]
 - Draft document [for comments]
 - Change log [for information]
 - Clause change summary [for information]
 - Impact assessment report [pre-consultation section for comments]
3. Commenting process has been improved to keep a complete audit trail of comments, decisions and changes made as a result of consultation

Agenda

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- 7: Key responsibilities

Conclusions



Objectives of the new consultation process



Maximise the value of the time given by those engaging with document development, incentivise attendance



Ensure that input from stakeholders is timely



Ensure that content is reviewed for technical correctness and acceptability and avoid documents that are not aligned strategically

Technical Standards Committee (TSC)

- Technical Project Boards (TPB) renamed to “Technical Standards Committee” (TSC).
- One TSC established for each discipline.

TSC disciplines

1. Asset information
2. Control and communication technology
3. Customer experience
4. Drainage
5. Geotechnics
6. Governance
7. Health, safety and wellbeing
8. Operations and road works
9. Pavements
10. Road layout
11. Road lighting
12. Smart roads
13. Structures
14. Sustainability and environment

Consultees

- Clarification of TSC membership with distinction made between:
 - Editorial consultees
 - Technical consultees
 - Concurrence consultees (essential and additional)
- The TSC consultee represents the whole division/directorate and should not just give their own personal opinion.
 - Preferable to have one consultee per area than multiple representatives.

Stakeholder	Who	A. Policy Change / Rewrite / New document development	B. Change to requirement	C. Change to advice	D. Changes to notes and spelling mistakes
Technical Author	Technical specialist within an Overseeing Organisation	Responsible	Responsible	Responsible	Responsible
TSC chair	Leads the TSC	Accountable	Accountable	Accountable	Accountable
Editorial consultees	TAGG Content Specialist	Consulted	Consulted	Consulted	Consulted
Technical consultees	Technical specialists within SES and wider stakeholders for the subject area and interfacing aspects, including Devolved administrations' technical leads	Consulted	Consulted	Consulted	Informed
Concurrence consultees (essential)	<ul style="list-style-type: none">• TAGG• Major Projects• Operations• Commercial and Procurement• Health and safety• Equality, diversity and inclusion• Sustainable development and good design• Customer experience	Consulted	Consulted	Consulted	Informed
Concurrence consultees (additional)	<ul style="list-style-type: none">• Members from other SES Directorate.• Highways England Legal• Highways England IT• Highways England Asset management• Other Specialists (e.g. risk, BEIS, Financial Services, Asset Advisors Group)	Consulted	Consulted	Consulted	Informed
Additional informed parties	<ul style="list-style-type: none">• DfT, DfT Legal, H&S Executive and other governmental and quasi-governmental bodies• National Police Chiefs Council (NPCC)• Local government associations• Outside bodies (trade bodies, industry associations, professional institutions, etc.)• Expert (individual) independent advisors	Informed	Informed	Informed	Informed



Consultees and informed parties

- Consultees review the change and provide feedback. They represent the interests of the Overseeing Organisations.
- Informed parties instead review the change, but no response is expected.

Stakeholder	Who	A. Policy Change / Rewrite / New document development	B. Change to requirement	C. Change to advice	D. Changes to notes and spelling mistakes
Technical Author	Technical specialist within an Overseeing Organisation	Responsible	Responsible	Responsible	Responsible
TSC chair	Leads the TSC	Accountable	Accountable	Accountable	Accountable
Editorial consultees	TAGG Content Specialist	Consulted	Consulted	Consulted	Consulted
Technical consultees	Technical specialists within SES and wider stakeholders for the subject area and interfacing aspects, including Devolved administrations' technical leads	Consulted	Consulted	Consulted	Informed
Concurrence consultees (essential)	<ul style="list-style-type: none">• TAGG• Major Projects• Operations• Commercial and Procurement• Health and safety• Equality, diversity and inclusion• Sustainable development and good design• Customer experience	Consulted	Consulted	Consulted	Informed
Concurrence consultees (additional)	<ul style="list-style-type: none">• Members from other SES Directorate.• Highways England Legal• Highways England IT• Highways England Asset management• Other Specialists (e.g. risk, BEIS, Financial Services, Asset Advisors Group)	Consulted	Consulted	Consulted	Informed
Additional informed parties	<ul style="list-style-type: none">• DfT, DfT Legal, H&S Executive and other governmental and quasi-governmental bodies• National Police Chiefs Council (NPCC)• Local government associations• Outside bodies (trade bodies, industry associations, professional institutions, etc.)• Expert (individual) independent advisors	Informed	Informed	Informed	Informed



Consultation period (1/2)

- The consultation period is the period where a document is made available to the TSC for commenting, not the entire review process.
 - It excludes peer review, post-consultation review of comments, potential future consultations

Major revision		Incremental change		
	A. Policy Change / Rewrite / New document development	B. Change to requirement	C. Change to advice	D. Changes to notes and spelling mistakes
Recommended consultation periods	On a case by cases basis Indicative time is 6 weeks	4 weeks	4 weeks	2 weeks

- TSC chair to agree and record the deadline at the start of the process. Extensions can be granted as agreed with the TSC chair.

Consultation period (2/2)

- TSC chair to send advance notice of the consultation to all TSC members.
- All consultees expected to communicate leave / absences / other commitments to the TSC Chair in a timely manner.
- TSC chair to monitor potential delays using preferred approach.
- Consultation periods will be monitored to identify any blockers.
- There may be multiple consultations. However the aim is to minimise their number as far as possible by developing documents/clauses of the right quality, completeness etc.

Early industry discussions outside of TSC process

- These include:
 - meetings before DDP, for example inception / development strategy meeting to gather preliminary views;
 - early discussions with *peer reviewers* during the drafting stage (at least one peer review needs to be undertaken before consultation).

Approvers and authorisers

- Approval by TSC chair, Heads of Standards and Divisional Directors (cat. A only)
- Authorisation by Chief Highways / Roads Engineers (or delegated staff)

Stakeholder	Who	Major revision	Incremental change		
		A. Policy Change / Rewrite / New document development	B. Change to requirement	C. Change to advice	D. Changes to notes and spelling mistakes
Approvers	TSC chair	Approve	Approve	Approve	Approve
	Devolved administrations' representatives (Heads of Standards)	Approve	Approve	Approve	Approve
	TAGG Group Manager	Approve	Approve	Approve	Approve
	Divisional Directors	Approve	-	-	-
Authorisers	Chief Highways / Roads Engineers (option to delegate to internal staff)	Authorise	Authorise	Authorise	-

Key takeaways for consultees

- Technical Standards Committees replace the TPBs. One TSC established for each discipline.
- Distinction made between Editorial, Technical and Concurrence consultees.
- Distinction made between consultees and informed parties.
- Peer reviewers are involved during drafting / before consultation (they are not consultees).
- The duration of the consultation process depends on the category of change and is agreed and communicated at the start of the process.
- Consultees will communicate leave / absences / other commitments to the TSC Chair / secretary in a timely manner.

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Conclusions



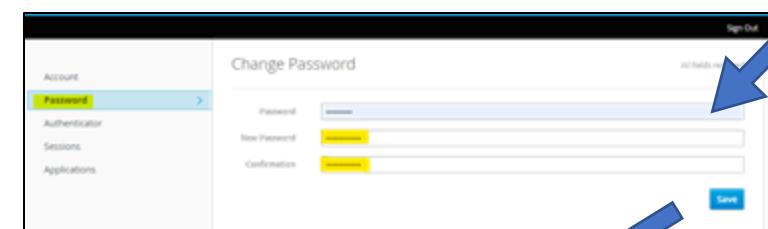
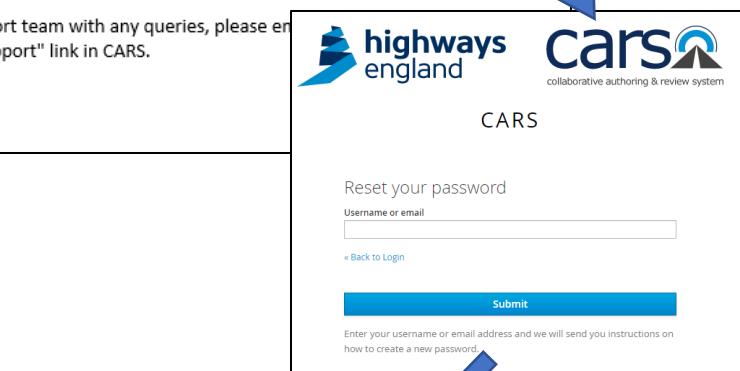
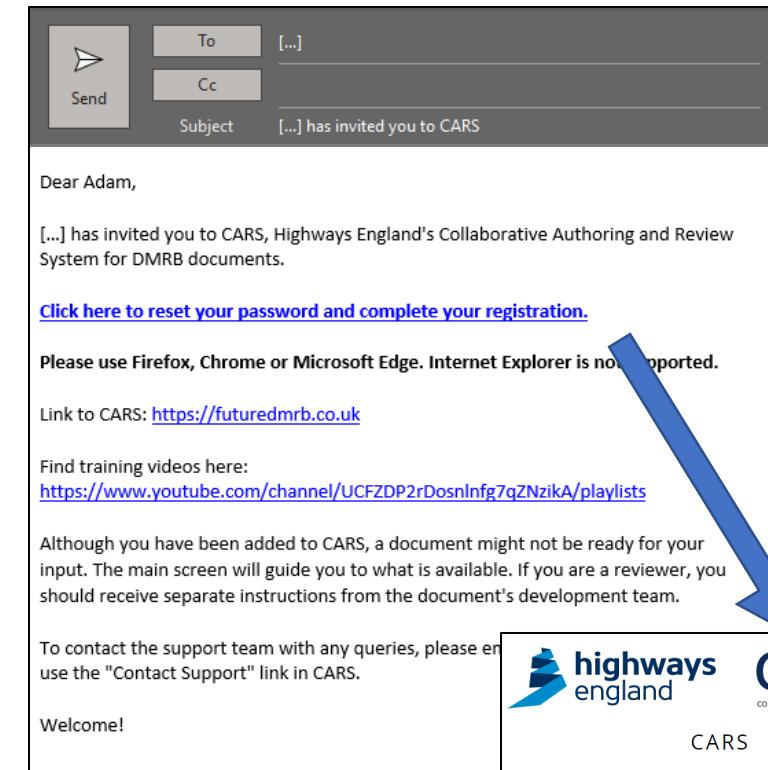
Items to be covered

CARS

- Accessing CARS
- Document versions
- Navigating the document
- Background commentary
- Discussions
- Reviewing discussions
- Help and guidance

Accessing CARS (1 of 2)

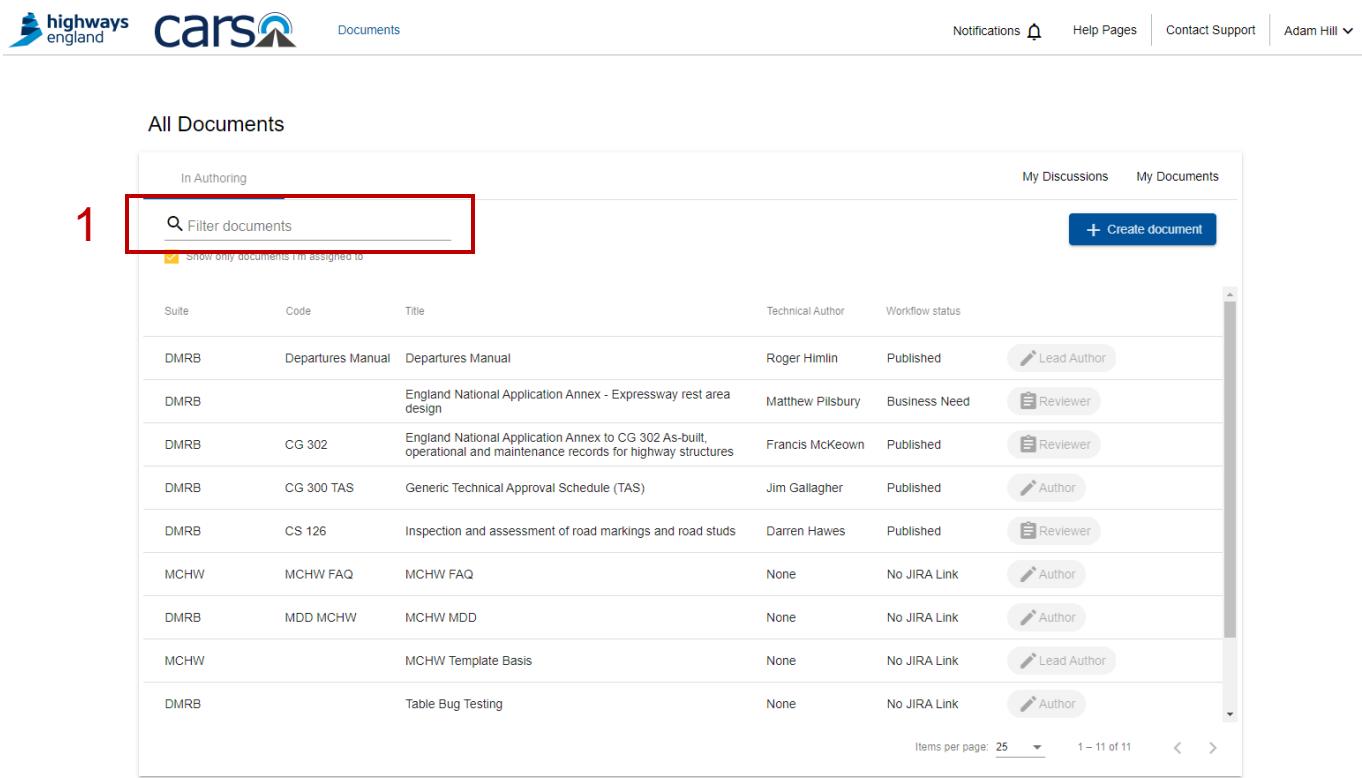
- REMINDER: All document feedback is to be entered in CARS
- Anyone who is a consultee can be given access to CARS via the 'Reviewer' role
- Users in the 'Lead author' and 'Author' roles for the document within CARS can manage 'Reviewers', and if necessary create new users within the system.
- If you have not used the system before you will be invited to CARS by an email similar to that alongside:
 - Click on the link provided "[...]" to reset your password and complete your registration
 - Enter your email address when prompted
 - Check that your name is correct on the 'Account' tab
 - Click on the 'Password' tab and provide, then confirm a new password.
 - You will receive an on-screen confirmation when your password has been updated.
- CARS can be accessed at: <https://futuredmrb.co.uk>



Your password has been updated.



Accessing CARS (2 of 2)



The screenshot shows the 'All Documents' view in the CARS system. At the top, there are navigation links for 'Notifications', 'Help Pages', 'Contact Support', and a user account for 'Adam Hill'. Below this is a search bar with the placeholder 'Filter documents' and a red box highlighting it, with the number '1' in red to its left. The main area displays a table of documents with columns for 'Suite', 'Code', 'Title', 'Technical Author', and 'Workflow status'. The table contains 11 rows of data. At the bottom of the table, there are pagination controls for 'Items per page: 25' and '1 – 11 of 11'.

Suite	Code	Title	Technical Author	Workflow status
DMRB	Departures Manual	Departures Manual	Roger Himlin	Published
DMRB		England National Application Annex - Expressway rest area design	Matthew Pilsbury	Business Need
DMRB	CG 302	England National Application Annex to CG 302 As-built, operational and maintenance records for highway structures	Francis McKeown	Published
DMRB	CG 300 TAS	Generic Technical Approval Schedule (TAS)	Jim Gallagher	Published
DMRB	CS 126	Inspection and assessment of road markings and road studs	Darren Hawes	Published
MCHW	MCHW FAQ	MCHW FAQ	None	No JIRA Link
DMRB	MDD MCHW	MCHW MDD	None	No JIRA Link
MCHW		MCHW Template Basis	None	No JIRA Link
DMRB		Table Bug Testing	None	No JIRA Link

- If not using a direct document link, once you have accessed CARS you will be presented with the 'All Documents' view
 - Click on the CARS logo to return to this view at any time
- If you have lots of documents; type the document code into the 'Filter documents' search box (1) to quickly find what you are after
- Click on the relevant document row to open the document



If the document is not listed in the 'All documents' view, please contact the documents Lead Author to be given access

Document versions

Application of whole-life costs for design and maintenance of highway structures - Versions

Version name	Version type	Version number	Versioned by	Versioned at	Available to reviewers	Allow discussions and comments	Forbid reviewers from seeing and commenting on others' discussions
For consultation	Draft for consultation	0.0.0.4	Support User	Jun 02 2021 10:13	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- As 'Reviewers' within CARS, consultees can only view versions of documents – snapshots of the document at a point in time
- Upon accessing a document you will be prompted to select the version you wish to review
- Multiple versions may exist for the same document; ensure you review the correct version as instructed
- Click on the version row to open the version

Navigating the document

- Once you have accessed the document, use the navigation pane provided on the left hand side of the screen to access the sections available
- Clicking on a section title within the navigation will load the section – this may take a few seconds for larger sections
- The section within the navigation pane will be expanded to show headings within the section; these can be clicked on to quickly jump to specific content



Do... > Application of whole-life costs ... > Ve... > Fo...

[Back to document versions](#)

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 - Aspects covered
 - Implementation
 - Use of GG 101
- › [2. Evaluation procedure](#) ::
- › [3. Traffic delay costs](#) ::
- › [4. Normative references](#) ::
- › [5. Informative references](#) ::
- › [Appendix A. Guidance on traffic dela...](#) ::
- › [Appendix B. Example of lifecycle app...](#) ::

1. Scope

Aspects covered

This document shall be used in the options appraisal of maintenance.

1.1.1 This document should be used at management.

Implementation

This document shall be implemented in the design development stage of new Overseering Organisation's motor requirements of GG 101 [Ref 1.N].

1.2 The lowest whole life cost option where other factors override that.

NOTE

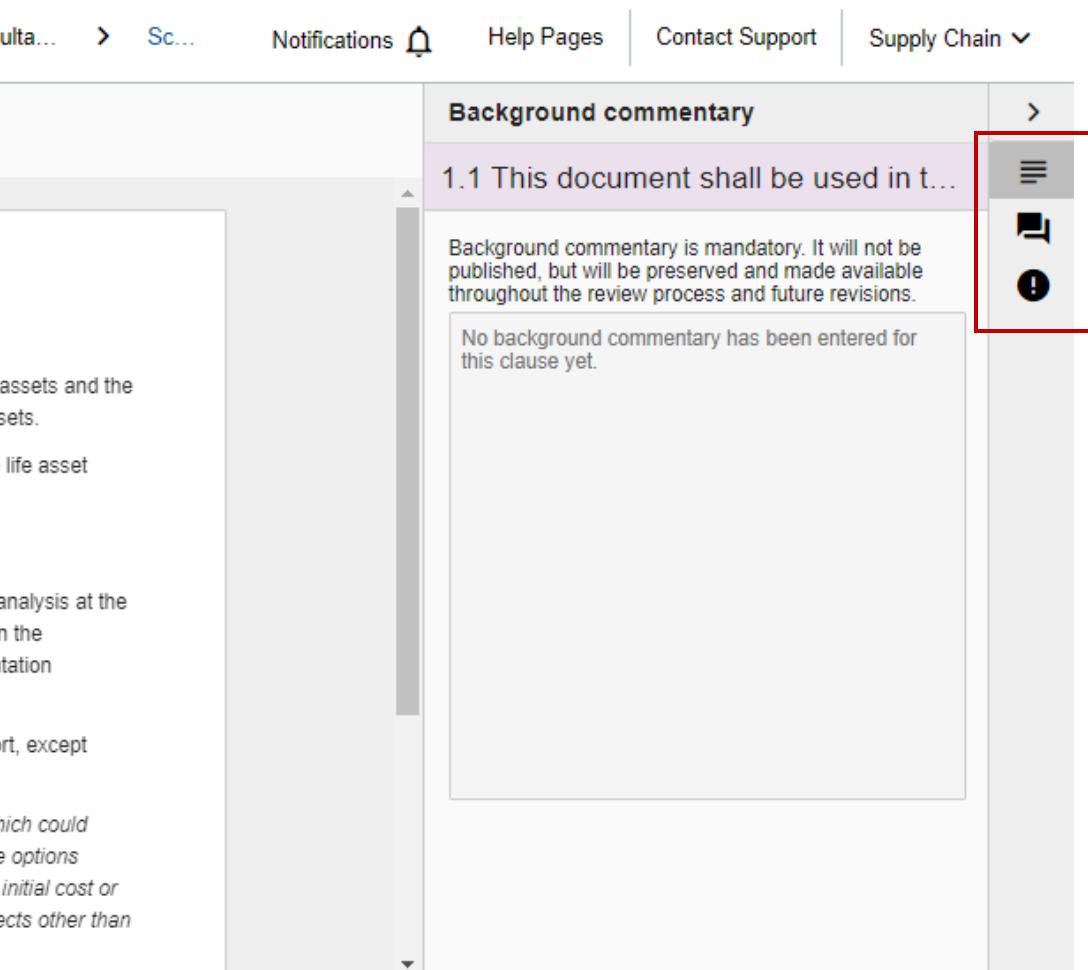
Whole life costs are just one indicator that encompasses technical, environmental and economic factors appraised according to this standard. The cost of maintaining assets over their whole life cost. Whilst the lower whole life costs can be a significant factor in the appraisal, other factors such as safety, reliability, environmental impact and social costs can also be significant factors in the appraisal.

1.3 In those cases where an alternative appraisal method is used, the results summarising the implications of each alternative shall be provided to the Overseering Organisation.

1.4.1 An options report should include the proposed recommendation.

Use of GG 101

Background commentary



Background commentary

1.1 This document shall be used in t...

Background commentary is mandatory. It will not be published, but will be preserved and made available throughout the review process and future revisions.

No background commentary has been entered for this clause yet.

- Icons are provided on the right-hand side to open side panels for additional information and functionality
- The top icon  opens the 'Background commentary' pane; this can be used to review any comments the author has provided against the selected clause
 - NB clauses are selected by clicking on them; the current selected clause is indicated by an adjacent blue bar, as below:

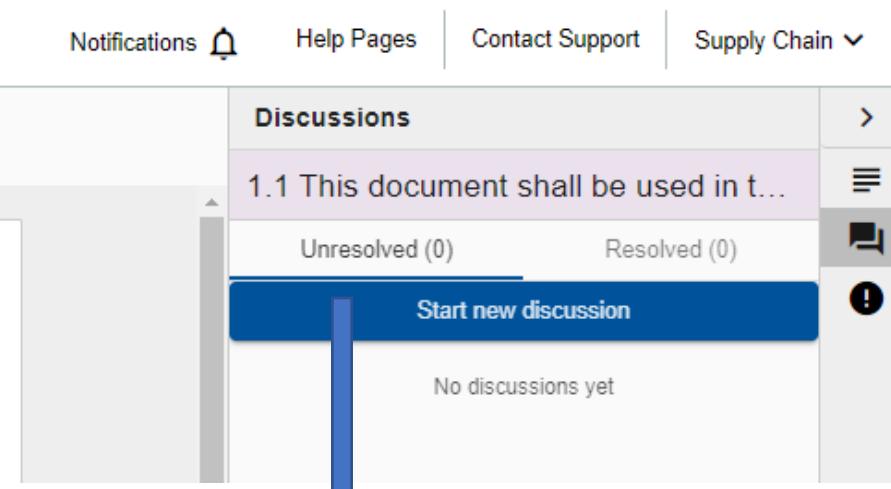
1. Scope

Aspects covered

1.1 This document shall be used in the design development stage for new permanent structural assets and the options appraisal of maintenance schemes or alterations to existing permanent structural assets.

1.1.1 This document should be used at other times during a structure's life-cycle to assist in whole life asset management.

Discussions



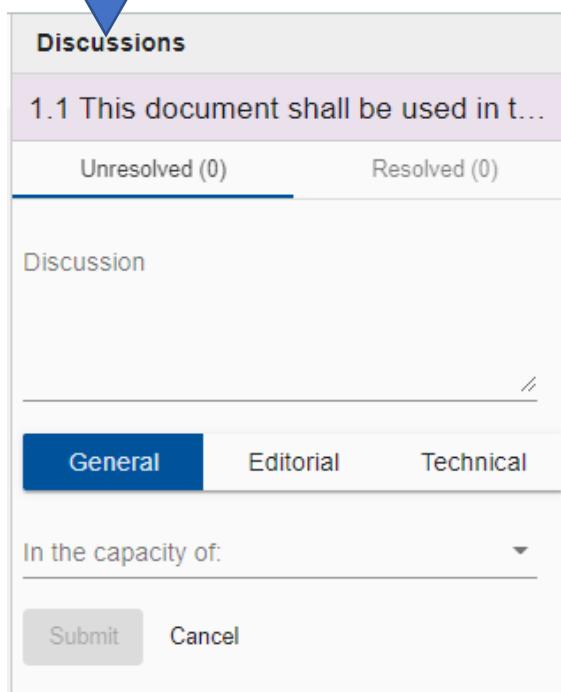
Discussions

1.1 This document shall be used in t...

Unresolved (0) Resolved (0)

Start new discussion

No discussions yet



Discussions

1.1 This document shall be used in t...

Unresolved (0) Resolved (0)

Discussion

General Editorial Technical

In the capacity of:

Submit Cancel

- The next icon  opens the 'Discussions' pane
- This is where you can review existing feedback on each clause, both 'Unresolved' and 'Resolved', or you can provide new feedback
- Clicking 'Start new discussion'
 - Enter the text of your feedback where the 'Discussion' placeholder is
 - Confirm whether your feedback is 'General', 'Editorial' or 'Technical' in nature
 - Confirm in what capacity you are providing feedback; i.e. Technical Consultee; Commercial; Operations...
 - Click 'Submit' to save your feedback, or 'Cancel' at any time

Reviewing discussions

- A simple view is provided to see the status of all your feedback items in CARS
- Access the 'All Documents' list by clicking on the CARS logo; and then click 'My Discussions' towards the top right of the list; or use this url:
<https://futuredmrb.co.uk/mydiscussions>
- All documents against which you have raised discussions are listed
- Click on the document name and select a version; a summary of discussion counts by section is shown
- Clicking on a section will show your discussions and their status.

highways cars My Discussions Notifications Help Pages Contact Support Supply Chain

My Discussions

This dashboard provides an overview of the discussions and comments that you have raised. It includes if the item has been resolved, what the latest comment was, and the count of all comments. It can be used to help answer questions like "Have all my discussions and comments been resolved?" and "What were the discussions I raised on the previous version?". To learn more about this dashboard, please watch the YouTube tutorial accessed via the FAQ page on the Help Pages.

Application of whole-life costs for design and maintenance of highway structures

Review status: In Progress (02/06/2021) FINISH REVIEW

Section	Number of Discussions	All Resolved?
Foreword	0	
Introduction	0	
Abbreviations	0	
Terms and definitions	0	
1. Scope	1	

Clause	Discussion Text	Raised by	Comments	Latest Comment
1.1	My example feedback...	Supply Chain (9 minutes ago)	0	Go to section

Application of whole-life costs for design and maintenance of highway structures

Reviewer

CD 355

For consultation

Review status: In Progress

Discussions raised: 0/1 resolved

Comments raised: No comments

Content Specialist Review 12/09/18

Review status: Not Started

Discussions raised: No discussions

Comments raised: No comments

Documentation and verification link...

Author

MOCKUP

Help and guidance

- CARS help and guidance can be accessed from within the application or by using the url below:
<https://help.futuredmrb.co.uk/>
- The help pages include FAQs and links to videos providing clear guidance on how to use many of the features in CARS

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Vision

The future MCHW will provide clear and unambiguous requirements and instructions, compatible with modern contract forms and future construction practices

Practical implications

1. MCHW developed and hosted digitally enabling machine readability
2. New MCHW volume structure
3. Volumes 1 and 2 fully updated and with a new look
4. Volume 3 removed, with drawings fully updated and moved to relevant DMRB and SHW documents – archived versions of old drawings will be made available
5. Volume 4 fully updated by HE Commercial team
6. Volume 5 removed, relevant content moved to Volumes 1, 2, 4
7. Volume 6 removed, relevant content moved to DMRB and H&S docs
8. Contract neutral clauses
9. Introduction of nationally determined requirements / sections
10. Moving towards full compatibility between MCHW and DMRB

New MCHW volume structure

New matrix of technical requirements

		Part (discipline)							
		G	L	C (Civil Engineering)				T (Technology)	
		General Principles & Scheme Governance	Sustainability & Environment	Road Layout	Pavement	Highway Structures & Bridges	Drainage	Geotechnics	Control & Communications Technology
Volume (life-cycle stage)		100 - 999	100 - 999	100 - 199	200 - 299	300 - 499	500 - 599	600 - 699	100 - 499
General Information	G	DMRB review programme – RIS 1							
Appraisal	A	Instruction for specifiers documents – RIS 2							
Design	D	Specification for Highways Works documents – RIS 2							
Contract preparation	P								
<u>Construction</u> ⁽¹⁾	C								
Maintenance & Operation ⁽²⁾	M	DMRB review programme – RIS 1							
Inspection & Assessment	S								
Disposal	Z								



Current MCHW

Volume 0

Manual
Contract
Document for
Major Works
and
Implementation
Requirements

Volume 1

Specification for
Highways Works

Volume 2

Notes for
guidance

Volume 3

Highway
Construction
Details

Volume 4

Bill of
quantities

Volume 5

Contract
Documents for
Specialist
Activities

Volume 6

Requirements
and advice
relating to H&S
legislation

Current MCHW

Volume 0
Manual
Contract
Document for
Major Works
and
Implementation
Requirements

Volume 1
Specification for
Highways Works

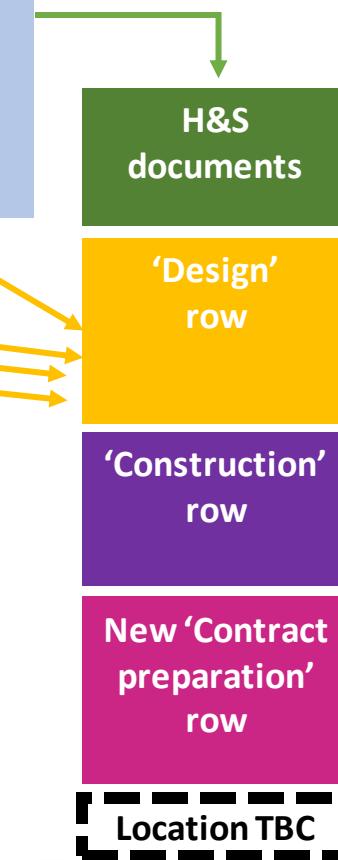
Volume 2
Notes for
guidance

Volume 3
Highway
Construction
Details

Volume 4
Bill of
quantities

Volume 5
Contract
Documents for
Specialist
Activities

Volume 6
Requirements
and advice
relating to H&S
legislation



Future MCHW

**Specification for
Highways Works (SHW)
documents**

**Instructions for Specifier
(IfS) documents**

Bill of quantities

New style of Volumes 1 and 2

Old content and presentation of SHW and NfG (1/3)

MANUAL OF CONTRACT DOCUMENTS VOLUME 1 SPECIFICATIONS

SERIES 900 ROAD PAVEMENTS – BITUMINOUS BOUND MATERIALS

Contents

Clause	Title	Page
900	(05/18) General	3
901	(05/18) Bituminous Mixtures	3
902	(05/18) Reclaimed Asphalt	5
903	(05/18) Placing and Compaction of Bituminous Mixtures	6
904	(05/18) Hot Rolled Asphalt Base	9
905	(05/18) Hot Rolled Asphalt Binder Course (Recipe Mixtures)	9
906	(05/18) Dense Base and Binder Course Asphalt Concrete with Paving Grade Bitumen (Recipe Mixtures)	9
907	(05/18) Regulating Course	10
908	(05/18) Not Used	10

MANUAL OF CONTRACT DOCUMENTS VOLUME 2 NOTES FOR GUIDANCE ON THE

SERIES NG 900 ROAD PAVEMENTS – BITUMINOUS BOUND MATERIALS

Contents

Clause	Title	Page
NG 900	(05/18) General	2
NG 901	(05/18) Bituminous Pavement Mixtures	2
NG 902	(05/18) Reclaimed Asphalt	3
NG 903	(05/18) Placing and Compaction of Bituminous Mixtures	3
NG 904	(05/18) Hot Rolled Asphalt Base	5
NG 905	(05/18) Hot Rolled Asphalt Binder Course (Recipe Mixtures)	6
NG 906	(05/18) Dense Base and Binder Course Asphalt Concrete (Recipe mixtures)	6
NG 909	(05/18) 6mm Dense Asphalt Concrete Surface Course	6

Old content and presentation of SHW and NfG (2/3)

900 (05/18) General

1 (05/18) This Series is part of the Specification for Highway Works. Whilst this Series is particularly relevant to the subject matter in its title it must be read in conjunction with the general requirements in Series 000 and 100 and with all other Series relevant to the specification for the particular works to be undertaken.

901 (05/18) Bituminous Pavement Mixtures

(05/18) General

1 (05/18) This Clause gives general requirements for the properties of the aggregates and bitumen used in plant-produced bituminous mixtures. These requirements apply to all plant produced bituminous mixtures unless otherwise specified in contract specific Appendix 7/1 or where other requirements are given in specific Clauses in this Series.

2 (05/18) Bituminous mixtures shall be laid by organisations registered to and operating in compliance with the 'Sector Scheme 16 for the Laying of Asphalt Mixes' listed in Appendix A. All mixtures supplied in accordance with BS EN 13108 shall be CE marked and the Contractor shall submit the declaration of performance which shall demonstrate that the mixture provides the performance required by the specification.

(05/18) Aggregates for Bituminous Mixtures

3 (05/18) Natural, recycled unbound and manufactured (artificial) aggregates shall be clean, hard and durable and shall comply with BS EN 13043:2002 and be CE marked and have a declared performance which demonstrates that the aggregate meets the requirements of the specification. Where recycled coarse aggregate or recycled concrete aggregate is used in bituminous mixtures, it shall have been tested in accordance with Clause 710 and the content of other materials (Class X) including wood, plastic and metal shall not exceed 1% by mass. Reclaimed asphalt shall comply with Clause 902.

4 (05/18) The use of aggregate derived as a by-product during the extraction of china clay is permitted. It shall comply with the requirements of this Clause, BS EN 13043:2002 and the examples of the relevant annex of BSI PD 6691.

5 (05/18) The use of crushed slate aggregate is permitted in base and binder course layers. It shall comply with the requirements of this Clause, BS EN 13043:2002 and the examples of the relevant annex of BSI PD 6691, except for the flakiness category, which shall be subject to prior approval by the Overseeing Organisation. Mixtures of crushed slate aggregate with coarse aggregate of a different geological type shall not be permitted.

(05/18) Resistance to Fragmentation (Hardness)

NG 900 (05/18) General

1 (05/18) Advice on the design, construction and maintenance of bituminous roads is given in the Design Manual for Roads and Bridges (DMRB), Volume 7.

NG 901 (05/18) Bituminous Pavement Mixtures

(05/18) General

1 (05/18) Current pavement design methods may give the Contractor a choice of construction materials. The extent of this choice should be stated in contract specific Appendix 7/1 and the alternative materials identified by reference to the Specification Clause numbers. Bituminous mixture specifications are given in the relevant parts of BS EN 13108 with guidance on the requirements to be selected in the UK in BSI PD6691.

2 (05/18) Requirements included in contract specific Appendix 7/1 may include penetration reference of binder and aggregate properties such as polished stone value, aggregate abrasion value, resistance to fragmentation, resistance to freezing and thawing, and water absorption as specified in BS EN 13043.

3 (05/18) Sub-Clause 2 details the Sector Scheme which is mandatory for laying of bituminous mixtures. The requirements for bituminous mixtures to be in accordance with standards harmonised under the Construction Products Regulation and be CE marked means that the manufacturers are obliged to make a declaration of performance for each mixture. The declaration of performance should contain the performance information to confirm that the mixture meets the requirements stated in the specification including those contained in the contract specific Appendices. The Series 900 Clauses and Clause 104 require the declarations to be submitted in order to demonstrate the performance characteristics of the mixtures. The mixture components, bitumen and aggregate, are also required to be CE marked under the regulation and so in some instances the Contractor is also obliged to submit the declarations of performance for components.

(05/18) Aggregates for Bituminous Mixtures

4 (05/18) The use of natural, recovered unbound and artificial aggregates is permitted. In this context, recovered unbound aggregates are natural aggregates recovered from a previous use in an unbound form which satisfy the requirements of Clause 901.

5 (05/18) Guidance on the use of BS EN 13043 can be found in PD 6682-2.

(05/18) Resistance to Fragmentation (Hardness)

6 *Rating* Positional bracketed numbers indicate that particular aggregates with higher levels of PFT are Approved



Old content and presentation of contract specific appendices

Volume 2 Notes for Guidance on the Specification for Highway Works	Series NG 100 Preliminaries
(05/14) NG SAMPLE CONTRACT SPECIFIC APPENDIX 1/13: PROGRAMME OF WORKS	
1 (05/14) The Contractor shall provide the programme in the following form to comply with the constraints below: <i>[insert details of programme requirements including, for example, critical path analysis, network diagram bar chart, earliest and latest event dates.]</i>	
2 (05/14) Requirements for mass-hall diagram/earthworks details <i>[delete if not appropriate for the works.]</i>	
3 (05/14) Schedule of Constraints <i>[The constraints known at tender stage should be inserted here. Some typical constraints, including those that could have been commitments by the employer, are as follows, this list should be edited and/or added to as required by the contract.]</i>	
The following is a list of applicable programming constraints, it is not exhaustive and all work elements should be considered for their programming requirements and constraints.	
(i) Work to privately and publicly owned services and supplies. <i>[cross-reference should be made to contract specific Appendix 1/16]</i>	
(ii) Possession (rail, property, etc).	
(iii) Traffic safety and management including notice requirements. <i>[cross-reference should be made to contract specific Appendix 1/17]</i>	
(iv) Restrictions arising from particular health and safety requirements. <i>[cross-reference should be made to contract specific Appendix 1/23]</i>	
(v) Environmental constraints including seasonal restrictions and provision of environmental protection prior to the main construction operations (environmental barriers, etc).	
(vi) Trials and demonstrations in advance of main construction.	
(vii) Completion of the communications installation 8 weeks before the date for completion of the works.	
(viii) Compliance with technical approval procedures in relation to structures designed by the Contractor, including awaiting approvals, resubmissions and modifications.	
(ix) Timeframes for acceptance, approval or authorisation requirements including authorisation of non-prescribed signs.	
(x) Restrictions with respect to avoidance of pollution due to noise and vibration. <i>[cross-reference should be made to contract specific Appendix 1/9 where appropriate.]</i>	
4 (05/14) The level of detail should be not less than the following: <i>[Compiler to insert level of detail requirements]</i>	

Volume 2 Notes for Guidance on the Specifications for Highway Works	Series NG 500 Drainage and Service Ducts
(02/20) NG SAMPLE CONTRACT SPECIFIC APPENDIX 5/3: SURFACE WATER CHANNELS AND DRAINAGE CHANNEL BLOCKS	
<i>[Note to compiler: State here specific requirements cross-referring to the appropriate drawing numbers, including HCD Series B and F drawings as listed in Appendix 0/4 of the Contract document] [510.1]</i>	
1 (02/20) Requirements for the cross sectional and longitudinal profile of grassed surface water channels.	
2 (02/20) The duration of protection required from a biodegradable geosynthetic reinforcement used in conjunction with the grassed surface water channel.	
3 (02/20) Requirements for location, profile and gradient drawings of grassed surface water channels.	
4 (02/20) Requirements for drawings locations, reinforcing mesh (BS4483), concrete designation, minimum cover requirements, profile, and hydraulic capacity to be included for combined surface water channel and pipe.	
5 (02/20) Requirements for grass mix [NG 523.7].	
(02/20) NG SAMPLE CONTRACT SPECIFIC APPENDIX 5/4: FIN DRAINS AND NARROW FILTER DRAINS	
<i>[Note to compiler: This should include:]</i>	
1 (02/20) Permitted alternative types of fin drain and narrow filter drain. <i>[Normally the choice of type of fin or narrow filter drain should be left to the Contractor.]</i>	
2 (02/20) Drawing references showing locations.	
3 (02/20) The maximum permissible O_{50} determined from the pore size distribution curve of the geotextile [514.4 (v) and 515.3].	
4 (02/20) The permeability of the geotextile [514.4 (vi) and 515.3].	
5 (02/20) The long term in-plane flow for fin drains [514.6].	
6 (02/20) Pipe diameters [514.11 and 515.6].	
7 (02/20) Trench backfill material for fin drain if not as-dug material [514.10].	
8 (02/20) Category for tolerances at mid-size sieves in Type 8 and Type 9 filter material [515.5].	
9 (02/20) Permeability of granular material in narrow filter drain where required [515.5].	
10 (02/20) Maximum drain slope angle if different from 15% [514.11 and 515.6].	
11 (02/20) Dimensions of fin drains and narrow filter drains if different from the requirements of sub-Clauses 514.11 and 515.6.	
12 (02/20) References to drawings and/or schedules which show required levels [514.12 and 515.7].	

New content and presentation of SHW

4 Element

- 4.1 Elements shall be compliant with BS 2210.
- 4.2 The class shall be as stated in the works specific inputs.
- 4.3 The height of the element shall be a minimum of 500mm.

- SHW requirements will be split out.
- SHW requirements will only cover:
 1. products;
 2. materials;
 3. activities related to products and materials

New content and presentation of NfG (now IfS)

1 Element

1.1 Elements shall be compliant with BS 2210.

Constructor requirements

1.2 The class shall be as stated in the works specific inputs.

SI 1.2 Insert **X**, **Y** or **Z** to represent the class

Specifier instruction

1.3 The height of the element shall be a minimum of 500mm.

New content and presentation of contract specific appendices (now works specific inputs WSI)

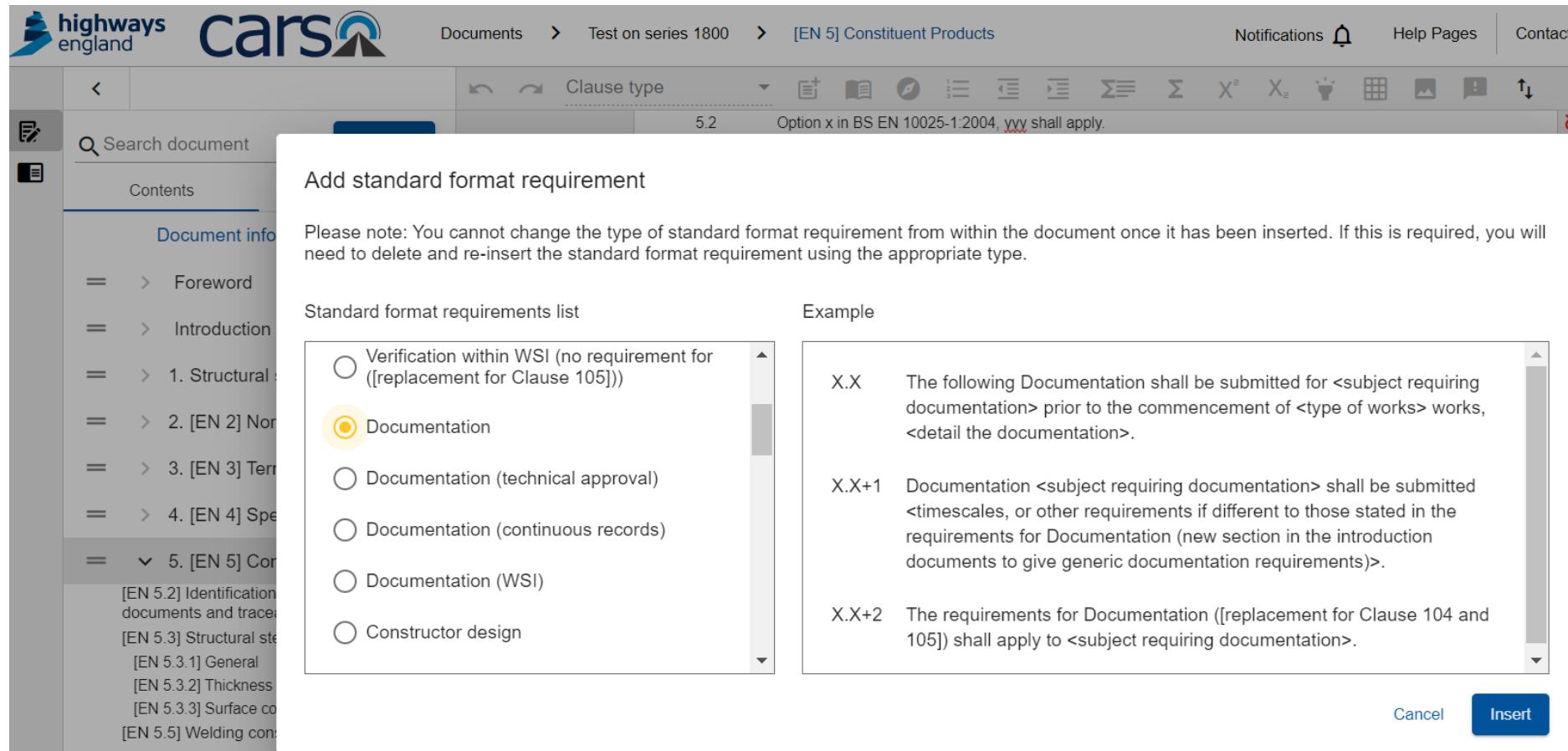
- The works specific inputs (WSI) will replace the contract-specific appendices and will be aligned with the Specifier Instructions.

New terminology

Current MCHW	Future MCHW
‘Specification for Highways Works’ (SHW) series	‘Specification for Highways Works’ (SHW) documents
Requirements for constructors (in SHW)	Constructor requirements (in SHW)
‘Notes for Guidance’ (NfG) documents	‘Instructions for Specifier’ (IfS) documents
Guidance for contract compiler (in NfG)	As relevant: Design requirements / advice (in DMRB) Specifier instructions (in IfS) Constructor requirements (in SHW)
Contract specific appendixes (in NfG)	Works specific inputs (WSI)

SHW standard format requirements

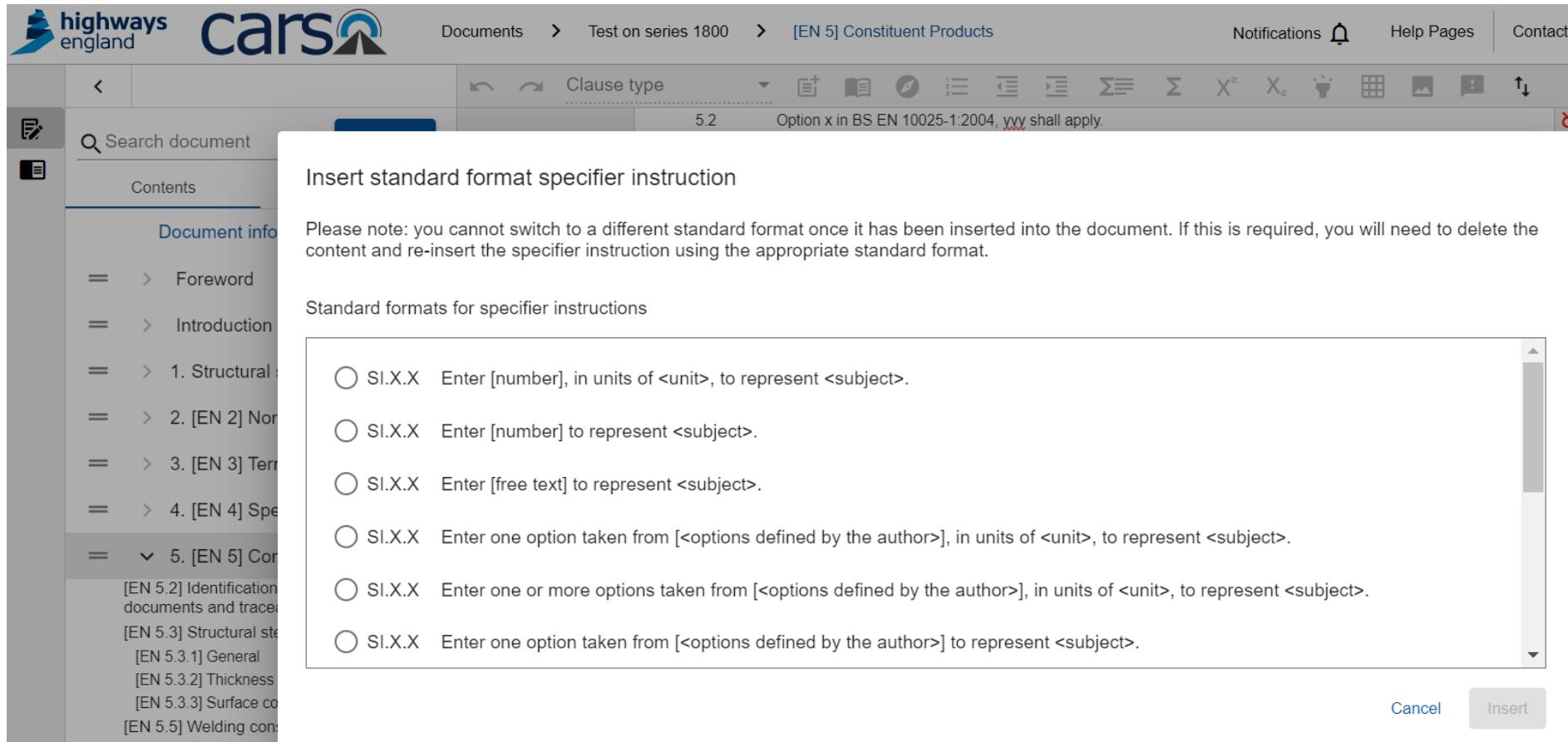
- They provide a consistent structure to refer to similar requirements



The screenshot shows the CARS (Contract Administration Reference System) software interface. The top navigation bar includes the highways england logo, the CARS logo, and links for 'Documents', 'Test on series 1800', '[EN 5] Constituent Products', 'Notifications', 'Help Pages', and 'Contact'. The main content area has a toolbar with various icons. A search bar and a 'Contents' sidebar are on the left. The central area displays a 'Clause type' dropdown set to '5.2' with the text 'Option x in BS EN 10025-1:2004, ~~xxx~~ shall apply.' Below this is a 'Search document' field and a 'Document info' section with a list of clauses. A modal dialog box is open, titled 'Add standard format requirement'. It contains a note: 'Please note: You cannot change the type of standard format requirement from within the document once it has been inserted. If this is required, you will need to delete and re-insert the standard format requirement using the appropriate type.' It shows a 'Standard format requirements list' on the left with options like 'Verification within WSI (no requirement for ([replacement for Clause 105]))', 'Documentation' (which is selected and highlighted in yellow), 'Documentation (technical approval)', 'Documentation (continuous records)', 'Documentation (WSI)', and 'Constructor design'. On the right, there is an 'Example' section with three entries: 'X.X' (The following Documentation shall be submitted for <subject requiring documentation> prior to the commencement of <type of works> works, <detail the documentation>.), 'X.X+1' (Documentation <subject requiring documentation> shall be submitted <timescales, or other requirements if different to those stated in the requirements for Documentation (new section in the introduction documents to give generic documentation requirements)>.), and 'X.X+2' (The requirements for Documentation ([replacement for Clause 104 and 105]) shall apply to <subject requiring documentation>.). At the bottom of the dialog are 'Cancel' and 'Insert' buttons.

Standard format for Specifier Instructions

- They provide a consistent structure to present instructions for the specifier



The screenshot shows the CARS software interface with the following details:

- Header:** highways england, cars, Documents > Test on series 1800 > [EN 5] Constituent Products, Notifications, Help Pages, Contact.
- Toolbar:** Clause type dropdown set to 5.2, followed by various document management icons.
- Text:** 5.2 Option x in BS EN 10025-1:2004, ~~yyy~~ shall apply.
- Dialog Box:** "Insert standard format specifier instruction" with the following content:
 - Note:** Please note: you cannot switch to a different standard format once it has been inserted into the document. If this is required, you will need to delete the content and re-insert the specifier instruction using the appropriate standard format.
 - Section:** Standard formats for specifier instructions
 - List:**
 - SI.X.X Enter [number], in units of <unit>, to represent <subject>.
 - SI.X.X Enter [number] to represent <subject>.
 - SI.X.X Enter [free text] to represent <subject>.
 - SI.X.X Enter one option taken from [<options defined by the author>], in units of <unit>, to represent <subject>.
 - SI.X.X Enter one or more options taken from [<options defined by the author>], in units of <unit>, to represent <subject>.
 - SI.X.X Enter one option taken from [<options defined by the author>] to represent <subject>.
- Buttons:** Cancel, Insert.

National variations

Nationally Determined Requirements and Sections

- In the future MCHW, national variations will be called “Nationally Determined Requirements” (NDR) or “Nationally Determined Sections” (NDS).

- **NDR**

5.12	REQUIREMENT
#5.13 Nationally Determined Requirement
E/5.13	This requirement shall be followed.
NI/5.13	No nationally determined requirement is provided.
S/5.13	This requirement shall be followed.
W/5.13	No nationally determined requirement is provided.

- **NDS**

#8. Nationally determined section
> E/8. <Subject>
▼ NI/8. <Subject>
> S/8. <Subject>
> W/8. <Subject>

Key takeaways for consultees

- The MCHW will have a completely different structure and content.
- SHW constructor requirements will be rationalised to cover products, materials and activities related to products and materials (e.g. installation, verification and documentation requirements).
- SHW constructor requirements will be presented using standard format requirements where available on CARS.
- The Notes for Guidance will change significantly in terms of scope and structure. Some content will go to the DMRB when covering design information, other content will be rephrased as Specifier Instructions.
- Specifier Instructions will be aligned with the SHW requirements and only included where SHW requirements refer to Works Specific Inputs.
- Specifier Instructions will be presented using a standard format.
- National variations will be called “Nationally Determined Requirements” (NDR) or “Nationally Determined Sections” (NDS).

Agenda

Introduction

- 1: Overview of the new Standards Governance Process
- 2: Categories of change A/B/C/D and relevant governance steps
- 3: Enhanced deliverables replacing QMR system
- 4: New consultation process replacing the TPB
- 5: Accessing CARS to review documents and make comments
- 6: Understanding what we are trying to achieve with the MCHW updates
- 7: Key responsibilities

Conclusions



New MDD Part 1 v6.0

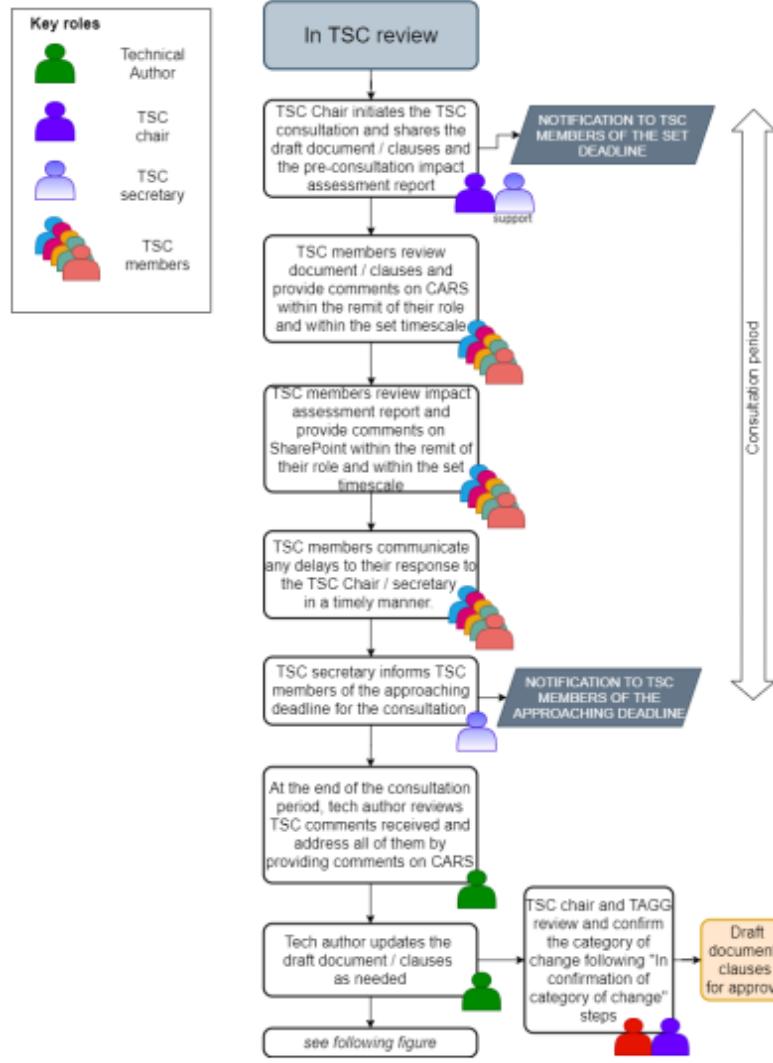


Figure 11. Steps for TSC consultation (continued)

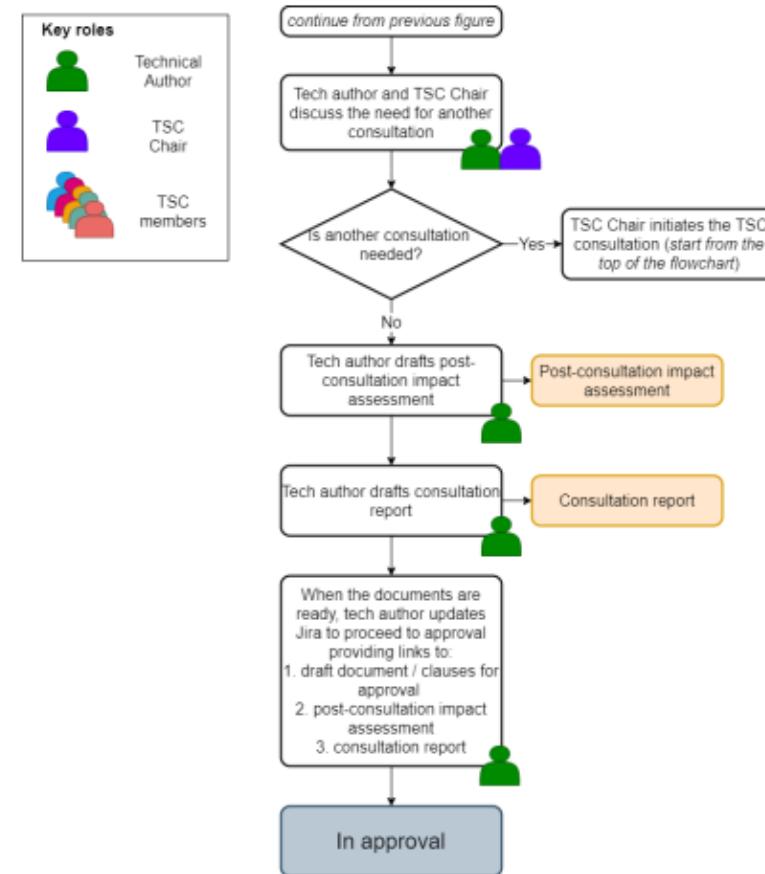


Figure 12. Steps for TSC consultation

Key responsibilities of the TSC as a whole (MDD Part 1)

Aims of TSC

13.7 A Technical Standard Committee (TSC) shall:

- a) confirm that the RAD under consideration is compatible with the published aims of Highways England and the other Overseeing Organisations and that **meets their policies and objectives** in terms of commercial and operational routines, affordability (in short, medium and long term) and legislative obligations.
- b) confirm that the RAD under consideration is technically correct, current and consistent, **reflects good practice within the industry and supports innovation** where appropriate.
- c) confirm that the RAD under consideration is compatible with other **relevant standards and appropriate EU, UK and national legislation**.
- d) apply **due diligence** to the technical decision making and evidence of the rationale for why requirements and advice have been introduced.
- e) assess and **comment on the impacts** and likely effects of the implementation of RAD under consideration on:
 - health and safety (including the *CDM Regulations*) and other needs of all road users, including pedestrians, protected groups and highway workers;
 - issues of equality, diversity and inclusion;
 - environment and the issues of carbon management and sustainability;
 - customer satisfaction;
 - costs, benefits, affordability and risks;
 - innovation.
- f) advise the United Kingdom Chief Engineers Committee (UKCEC) where **financial and operational risks** associated with the RAD are considered unacceptable or can become unacceptable.
- g) report issues where additional direction is required from the UKCEC.
- h) complete **RAD reviews within the timescales** necessary to meet Highways England and other Overseeing Organisation's business needs.
- i) **reflect the needs of other infrastructure operator stakeholders** that can make use of the RAD under consideration but only in so far as it is practicable to do so, given the requirements of point a) above.
- j) ensure that the documents produced (in case of the DMRB, these include related NAAs as needed) inform the supply chain of the requirements of Highways England and the other Overseeing Organisation's for the design and specification of their highway works.
- k) take account of and maintain **contact with research and construction organisations within the EU and worldwide**.

Key responsibilities of consultees (MDD part 1)

Consultees in general

13.56 In the process of setting up a TSC, all consultees shall provide contact details to TAGG, including an email address to receive CARS notifications.

13.57 Before the start of the consultation, all consultees shall confirm their attendance to the TSC chair and secretary.

13.57.1 Members may, with the TSC Chair's prior approval, arrange for substitutes from within their organisations to attend meetings where they are unable to do so.

13.58 During the consultation, all consultees shall:

- communicate leave / absences / other commitments to the TSC chair and secretary in a timely manner;
- participate fully and in a timely manner in all work;
- clearly and effectively represent the views of their stakeholder organisation and its members;
- consult with their stakeholder organisation and the range of interested parties directly represented;
- review the document, make comments and suggest appropriate amendments, based on the member's knowledge and experience of the subject (technical, operational, commercial or otherwise);
- obtain information from overseas experience through appropriate contacts where necessary.

Editorial consultees

13.59 In addition to the requirements for consultees in general, the editorial consultees (i.e. TAGG content specialists) shall comment on aspects related to compliance with the MDD rules.

Technical consultees

13.60 In addition to the requirements for consultees in general, the technical consultees shall comment on the technical accuracy and acceptability (incl. compliance) of the draft document / clauses.

13.60.1 The technical consultees may comment on the pre-consultation impact assessment report.

13.61 Technical consultees from other Overseeing Organisations shall:

- be responsible for all matters concerning their own organisation;
- ensure that the document is relevant to their specific circumstances, consulting as necessary, commenting on drafts, keeping their respective Heads of Standards and Chief Highway Engineers informed and obtaining approvals from their organisation;
- own any alternative wording or clauses specific to their Overseeing Organisation (i.e. National Application Annexes' content and Nationally Determined Requirements / Sections for DMRB and MCHW respectively), and any accompanying obligations regarding currency and relevance

Concurrence consultees

13.62 In addition to the requirements for consultees in general, all concurrence consultees shall comment on acceptability and affordability of the draft document / clauses for strategic alignment with other business needs.

13.63 All concurrence consultees in Highways England shall:

- provide the viewpoint specific to their business area;
- provide input on existing practices and proposed changes to ensure that the document reflects the current requirements and responsibilities of their Directorates;
- feedback TSC activities and document development work to colleagues and consult as needed within their own Directorates as necessary.

Active and timely participation

Communication of other commitments

Internal consultation with relevant groups

Review and comment on governance deliverables

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Conclusions



Outcomes from today

- Understand the objectives of the new governance process and how major revisions and incremental changes will be managed in the new governance process
- Understand scope and content of the new governance deliverables and how you can review and comment on them
- Understand how the TSCs function and your role as consultees
- Understand why and how the MCHW is evolving so that you can make relevant comments
- Be ready to support the implementation of the new standards governance process for the DMRB and MCHW updates as consultees

Roll out of the new process

- New standards governance process (including TSC) went **live 22nd March**
- All epics in TPB review onwards continue in Standards Forward Programme (current workflow) until publication
- All epics prior to TPB review will be moved to new Standards Review Programme (SRP), (unless otherwise agreed with TAGG) and subject to new standards governance process (Categories of change A for major revision/policy, B for requirements, C for advice, and D for notes/spelling mistakes).

Support that will be provided for implementation

- Key components of the TSES (JIRA, CARS, Index Manager and website) updated to accommodate the proposed mandatory stages in the governance process for different types of authoring activities
- New templates developed for governance deliverables
- Training slides
- TAGG staff available to answer any queries
- MDD updated

What you need to do now

1. Familiarise with the new standards governance process and deliverables by reviewing previous slides and the new MDD content v6.0.
2. Provide any feedback to your relevant TSC chair and/or TAGG including your experience and suggestions for improvement (see next slide on key TAGG contacts).

Key contacts

For any queries or feedback, please contact TAGG:

Kirti Surti Kirti.Surti@highwaysengland.co.uk

Becky Axtell Rebecca.Axtell@highwaysengland.co.uk

Please provide your feedback on this training session emailing:

Mariapia.Angelino@wsp.com

Thank you for your attention and support