



**NATIONAL HIGHWAY SECTOR SCHEMES FOR  
QUALITY MANAGEMENT IN HIGHWAY WORKS**

**SCHEME 19A**

**Particular requirements for the application of ISO 9001:2015**

**FOR**

**CORROSION PROTECTION OF FERROUS MATERIALS BY  
INDUSTRIAL COATINGS**

Published by the Sector Scheme Advisory Committee for Corrosion Protection of  
Transportation Infrastructure Assets (SSACCP)

## **Publishing information**

This document is published by Lantra on behalf of the National Highway Sector Scheme Committee for Corrosion Protection of Transportation Infrastructure Assets (SSACCP).

This document supersedes NHSS 19A document Issue 5 [9001:2015] which is withdrawn.

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# DOCUMENT CONTROL

## Issue Statement

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Previous issues of this SSD are shown in Appendix Z.

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Issue 6 [9001:2015]	Document Control – Issue 6 [9001:2015] details added. Implementation of Issue 5 [9001:2015] amended for Issue 6 [9001:2015] Revised to accord with NHSS 0 Template Document Issue 1.1 dated 1 <sup>st</sup> April 2020 as follows: General revision to align with new publisher. Introduction – Paragraph 2 ‘within the United Kingdom’ deleted from end of paragraph.

# CONTENTS

	Page No
COVER SHEET	1
DOCUMENT CONTROL	3
CONTENTS	4
COMPOSITION OF SECTOR SCHEME ADVISORY COMMITTEE	6
EXCLUSION OF LIABILITY	6
COPYRIGHT	6
SELECTION OF CERTIFICATION BODY	6
IMPLEMENTATION	7
INTRODUCTION (including scheme contact details)	7
PARTICULAR REQUIREMENTS FOR THE APPLICATION OF ISO 9001:2015	10
1. SCOPE	10
2. NORMATIVE REFERENCE	10
3. TERMS, DEFINITIONS AND ABBREVIATIONS	11
4 - 10. QUALITY MANAGEMENT SYSTEM REQUIREMENTS	14
APPENDIX A:       REQUIREMENTS FOR QUALITY PLANS	27
APPENDIX B:       REFERENCE AND ASSOCIATED DOCUMENTS (BIBLIOGRAPHY)	29
APPENDIX C:       TRAINING AND ASSESSMENT OF COMPETENCE	30
APPENDIX C1:      THE TRAINING ADMINISTRATOR	34
APPENDIX D:       EXAMPLE REGISTER OF PERSONNEL ATTAINMENTS	37
APPENDIX E:       GUIDANCE FOR THE CONTROL OF MONITORING AND MEASURING EQUIPMENT	38
APPENDIX F:       CERTIFICATION BODIES ACCREDITED FOR THIS SECTOR SCHEME	39
APPENDIX G:       THE ROLE OF CERTIFICATION BODIES AND AUDITOR QUALIFICATIONS	40
APPENDIX G1       GUIDANCE TO CERTIFICATION BODY ASSESSORS AND OTHER AUDITORS	43

APPENDIX H:	ORGANIZATION ACCEPTANCE AND GUIDELINES FOR NEW ENTRANTS	50
APPENDIX J1:	FEEDBACK TO COMMITTEE CHAIRPERSON	51
APPENDIX J2:	FEEDBACK TO CERTIFICATION BODIES &/OR NOTIFIED BODIES	52
APPENDIX J3:	FEEDBACK TO CLIENT BODIES ON POLICING OF NATIONAL HIGHWAY SECTOR SCHEME REGISTRATION	53
APPENDIX K:	THE INTERPRETATION OF CERTIFICATES ISSUED BY CERTIFICATION BODIES	54
APPENDIX K1	EXAMPLE MODEL CERTIFICATE OF REGISTRATION	55
APPENDIX L:	GUIDANCE FOR CLIENTS	58
APPENDIX M:	NOT USED	60
APPENDIX N:	GUIDANCE ON THE RELATIONSHIP BETWEEN THIS NHSS AND OTHER NHSSs	61
APPENDIX O:	HOW TO REGISTER ON THE SCHEDULE OF SUPPLIERS	63
APPENDIX Z	DOCUMENT CONTROL (PREVIOUS ISSUES)	64

# COMPOSITION OF SECTOR SCHEME ADVISORY COMMITTEE

## MEMBER ORGANISATIONS

BCF – British Coatings Federation  
BCSA – British Constructional Steelwork Association  
Certification Bodies (SCCS Ltd (Lead Certification Body), LRQA)  
Civil Engineering Contractors (BAM Nuttall Ltd)  
Galvanizers Association  
Highway Electrical Association  
ICorr – The Institute of Corrosion  
Industrial Painting Contractors (Roy Hankinson Limited)  
National Highway Sector Schemes 6 & 8  
Overseeing Organisations (Highways England, Transport Scotland )

## CORRESPONDING MEMBER ORGANISATIONS

Overseeing Organisations (Welsh Government)

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## SELECTION OF CERTIFICATION BODY

It is important to note that due to the specific requirements for assessor competence required by this Sector Scheme a technical expert may be appointed by the NAB following advice from the SSACCP to assist the NAB in the assessment of Certification Bodies (CB) as described in Appendix G.

Prospective companies seeking registration under this scheme should ensure that they engage a Certification Body accredited by the NAB to assess against the requirements of this SSD.

Specifiers, consultants, engineers etc. that require confirmation of compliance with the Contract Specification in respect of a supplier's registration to this Sector Scheme should confirm the current

status of the quality management system certificate issuer and that specific reference is made to this Sector Scheme on the Certificate of Registration (See Appendix K).

## **IMPLEMENTATION**

### **ISSUE 6 [9001:2015]**

This issue of the SSD is to be implemented immediately from the date of publication on the Lantra website for assessments.

Existing assessments will continue to be valid until the following assessment carried out by the accredited Certification Body.

Following publication of the document the Organization shall implement the changes in time for their next assessment visit by the Certification Body.

The Certification Body shall assess the Organization against the latest edition of the scheme within 14 months of date of implementation.

The NHSS document is date specific; however the Organization shall have processes in place to ensure that the latest version is always available. Organizations should be aware that utilization of internet search engines may result in out of date references being identified/called up.

## **INTRODUCTION (including scheme contact details)**

1 This Sector Scheme Document (SSD) relates to the quality management system requirements for the corrosion protection of ferrous materials in transportation infrastructure assets using industrial coatings for new works and maintenance works. It sets out to identify particular specific requirements of ISO 9001:2015 for Organizations and certification bodies engaged in the sector, and the minimum qualifications that an assessor/auditor requires. The document shall be read in conjunction with ISO 9001:2015.

2 This Sector Scheme is one of the series of National Highway Sector Schemes (NHSSs), which have been developed as bespoke integrated management schemes within an ISO 9001 framework to provide particular requirements for ISO 9001:2015 as applicable to a particular infrastructure related activity/industry.

3 Separate Sector Scheme Advisory Committees (SSACs) for each activity within the sector provide advice to the NAB and expert representation is drawn from all sides of industry. Each SSAC determines the particular requirements for ISO 9001 in relation to the requirements of their particular activity and comes to a consensus on the minimum levels of workmanship, services, products, testing, and the training and competency of personnel, as appropriate, required to meet specification requirements as well as identified requirements in respect of environmental and health & safety and other aspects. The details are contained in the individual SSDs. Following the publication of a revised ISO 9001, the committees will review their documents to ensure alignment with the revised ISO 9001 to ensure that the SSD does not conflict with the national standard prior to withdrawal of the previous edition of the standard.

4 The individual NHSS SSACs are overseen by the National Highway Sector Scheme Liaison Committee (NHSSLC). This Committee provides a forum for discussion on the effectiveness of the Sector Schemes and co-ordinates developments so that they can be uniformly taken forward by each of the NHSS SSACs. It is also the forum where dialogue with the NAB and the certification bodies on the application of the Sector Schemes takes place.

5 NHSSs together with ISO 9001 are designed to:

- Provide an industry benchmark

- Identify risks and opportunities
- Ensure that all processes are planned
- Provide a basis for continuous improvement
- Focus on quality as an objective
- Reduce costs for Client and Organization
- Provide and maintain a properly trained and competent workforce
- Involve all sides of industry in scheme ownership within a partnership framework
- Provide the basis for the technical knowledge and experience that Certification Body auditors will use in the sector concerned
- Promote confidence in quality management systems through provision of a robust transparent system

6 The Sector Scheme shall apply only where specified by the Client in their Contract Documents for corrosion protection of ferrous materials in transportation infrastructure assets using industrial coatings for new works and maintenance works.

7 In using this Sector Scheme users shall use best practice such as specifying any other relevant NHSSs as appropriate to the nature of the work being undertaken e.g. NHSS 20 for the execution of steelwork.

8 Where traffic management is required companies should either employ a National Highway Sector Scheme approved company or, where applicable, have skilled registered traffic management operatives qualified to meet the requirements of NHSS12D, as agreed with the NHSS 12D Committee, relevant to contract requirements and risk assessments. For work carried out on high speed dual carriageways and motorways the organization installing temporary traffic management measures should always be registered to NHSS 12A/B and/or 12C.

9 The use of the Specification for Highway Works (SHW) as the basic document for procuring highway works by other highway authorities would normally automatically call up compliance with ISO 9001 and this SSD within SHW Appendix A. It should also be noted that NHSSs are mandatory for Highways England contracts, and suppliers within the supply chain are required to demonstrate compliance with the requirements of ISO 9001 and this SSD as part of their continual improvement within their ISO 9001 registration/approval. Other owners of infrastructure, for example Network Rail, may also require their suppliers to comply with this Sector Scheme, as may other authorities. Separately the document may be called up in specific contracts as necessary.

Note: The Sector Scheme was listed in Appendix A of the Specification for Highway Works (May 2006) and became a mandatory requirement for suppliers working to the unmodified listing of the Sector Scheme in Appendix A of the Specification for Highway Works after the publication of the first issue of this document by UKAS on 1st October 2006.

10 The SSD is a live document and date specific with the SSACCP reviewing it at least once a year. Those using the document are required to ensure that they have the current version of the document. The SSD may be obtained by visiting the Lantra website ([www.scheduleofsuppliers.co.uk](http://www.scheduleofsuppliers.co.uk)) from where the document can be freely downloaded. Organizations should be aware that utilisation of internet search engines may result in out of date references being identified/called up.

11 Lantra hosts the register of Organizations on their website ([www.scheduleofsuppliers.co.uk](http://www.scheduleofsuppliers.co.uk)). This is a self-registration list and it is a requirement of this scheme that Organizations register their details on this website and keep them up to date; Certification Bodies will check that the Organization is registered on the website together with all relevant information, including a pdf copy of the current certificate of registration/approval that the Certification Body issues and any other specific documentation to be uploaded specified by this SSD, prior to annual and surveillance visits.

## 12 Scheme Feedback

Any observations, concerns or feedback relating to the operation of this document and the scheme should be addressed using the procedures given in Appendices J1, J2 or J3 as appropriate. Appendix

J1 is to be used for observations and general queries concerning the document and general feedback. Appendix J2 relates to the assessment process carried out by Certification Bodies. Appendix J3 relates to policing of the scheme.

Completed J1 forms should be sent to the scheme contact (see below).

Completed J2 forms should be sent directly to the relevant Certification Body.

Completed J3 forms should be sent to the relevant Highway Authority, client or HSE as appropriate and indicated on the form.

### 13 Scheme Contact

The Secretary  
The Sector Scheme Advisory Committee for the Corrosion Protection of Transportation Infrastructure Assets  
Mr A Sharifi  
Highways England  
The Cube  
199 Wharfside Street  
Birmingham  
B1 1RN

Email: [ali.sharifi@highwaysengland.co.uk](mailto:ali.sharifi@highwaysengland.co.uk)  
Tel: +44 (0) 300 470 7102

# Particular Requirements for the Application of ISO 9001:2015

## 1. SCOPE

The Scope of this SSD together with ISO 9001:2015 (see ISO 9001:2015 clause 4.3) covers the quality management system requirements to be established by Organizations providing corrosion protection to ferrous materials in transportation infrastructure assets using industrial coatings.

The SSD does not apply to the application of powder organic coatings.

The SSD does not apply to providing corrosion protection to ferrous materials by hot dip galvanising or similar metal coatings (eg. electroplating and sheradizing) but does apply to the application of industrial coatings to such substrates.

The SSD is applicable to the provision of corrosion protection to new assets and to the maintenance of corrosion protection to existing assets. It is applicable to corrosion protection works undertaken in the workshop and on site. Works shall include all the associated processes required for corrosion protection including but not limited to planning the works, access for the works, protection of the works and environment, preparation of surfaces for receiving corrosion protection materials, the storage, mixing and application of corrosion protection materials, and inspection at all stages of the work.

This document provides particular requirements for the application of this scheme additional to the requirements of ISO 9001:2015 for this industry and shall be compliant with that standard. The SSD applies to the Organization or that part of the Organization complying with this SSD (see Appendix K).

Organizations may achieve registration/approval to this Sector Scheme for specific services that they are competent to supply (e.g. abrasive blast cleaning on site works) within the overall process of providing corrosion protection to ferrous materials in transportation infrastructure assets using industrial coatings. The Certificate of Registration shall record the full scope of registration. (See Appendix K)

This scheme is not intended to replace other management system requirements or other contractual requirements

Organizations registered to another NHSS undertaking works that includes works covered by the scope of this Sector Scheme should refer to Appendix N for guidance on compliance with this Sector Scheme.

## 2. NORMATIVE REFERENCE

2.1 The following normative documents contain provisions which constitute provisions of BS EN ISO 9001 Quality Management Systems – Requirements:

- BS EN ISO 9000:2015 Quality Management Systems – Fundamentals and vocabulary
- BS EN ISO 9001:2015 Quality Management Systems – Requirements
- BS EN ISO 9004:2018 Quality Management – Quality of an organization – Guidance to achieve sustained success.
- NHSS 0 – Governance of National Highway Sector Schemes

2.2 Other normative references:

- BS ISO 10005:2005 Quality Management Systems – Guidelines for quality plans.

- BS EN ISO/IEC 17024:2012 Conformity assessment – General requirements for bodies operating certification of persons.
- ICorr REQ DOC (NHSS 19A) – Requirements for the Training and Certification of Personnel Engaged in Industrial Coatings Application for National Highway Sector Scheme 19A (NHSS 19A – For corrosion protection of ferrous materials by industrial coatings)

### 3. TERMS, DEFINITIONS AND ABBREVIATIONS

3.1 For the purpose of this Sector Scheme Document the terms and definitions given in ISO 9000:2015 and NHSS 0 apply with additions and exceptions listed in the table below.

Certificate of Registration:	A certificate issued by a NAB accredited Certification Body certifying that the holder operates a Quality Management System complying with ISO 9001:2015 and this SSD. (See Appendix K)
Client:	The owner or manager of the transportation infrastructure asset to which corrosion protection is to be provided.
Contract Specification:	The specification for corrosion protection included in the contract.
Customer:	The body engaging the Organization for the purpose of the work described in this SSD.
Industrial Coating:	A single protective coat or a series of protective or aesthetic coats, which may include pre-treatments, thermally sprayed metal coats, paints and aesthetic finish coats, applied to provide corrosion protection to a substrate.
Inspector:*	The competent person identified and recorded by the Organization as being responsible for the inspection of corrosion protection works for compliance with the requirements of a Contract Specification. (See 7.2)
Manager:*	The competent person named in the Organization's Quality Plan for a contract as being responsible for the overall management of the implementation of the corrosion protection works for that contract.
Operative:*	A competent person who works under the control of a Supervisor and is directly involved with the implementation of corrosion protection works. This may include a person who is working towards becoming competent in the implementation of corrosion protection works. (See 7.2)
Organization:	The legal entity providing the corrosion protection work and any other related contractual obligations and who will be assessed against this SSD by the Certification Body. See also ISO 9001:2015
Registered training scheme	A training scheme that has been assessed and registered by the Training Administrator as meeting the bench mark training and assessment requirements identified for this

Sector Scheme. (See Appendix C and C1)

"shall":	Used in this document to indicate a requirement strictly to be followed in order to conform to the standard and from which no deviation is permitted. (See ISO/IEC Directives Part 3:1997, Annex E) (reference "guidance on terminology used in ISO 9001 and ISO 9004".)
Skills Card	A card issued by a registered training scheme provider, which demonstrates the level of competency achieved by the holder. In some instances it is also used as a registration card and as an identity card.
Sub-contractor:	An organization or individual providing a service(s) or material(s) to the Organization.
Substrate:	The ferrous base, the metal coating such as galvanising applied over a ferrous base or existing sound industrial coatings over a ferrous base, to which the industrial coating is to be applied to provide the corrosion protection.
Supervisor:*	The competent person identified and recorded by the Organization as being responsible for the supervision of the implementation of corrosion protection works. (See 7.2)
Technical Manager:*	The competent person named in the Organization's Quality Plan for a contract as being responsible for ensuring that the technical requirements of the Contract Specification for that contract are met. (See 7.2)
Training Administrator	The organization appointed by the SSACCP to undertake the assessment and registration of training schemes for this Sector Scheme. (See Appendix C1)
Transportation Infrastructure Assets:	As defined in the Contract Specification. May include but not limited to bridges, parapets, gantries, masts, columns, signal posts, electrification masts, station structures, level crossing equipment, buildings and toll booths.
* Note	The roles may be combined. The role of Inspector may not be undertaken by a person who is directly involved in supervising or applying the corrosion protection.

3.2 For the purpose of this Sector Scheme Document the abbreviations in the NHSS 0 Template shall apply with additions listed below:

NHSS	National Highways Sector Scheme
QMS	Quality Management System
SSAC	Sector Scheme Advisory Committee
SSACCP:	Sector Scheme Advisory Committee for Corrosion Protection of Transportation Infrastructure Assets
SSD	Sector Scheme Document

NAB (National Accreditation Body) UKAS - The United Kingdom Accreditation Body or any recognised European National Accreditation Body or any equivalent International Accreditation Forum (IAF) Multi-Lateral Agreement (MLA) signatory

## **4 to 10 QUALITY MANAGEMENT SYSTEM REQUIREMENTS**

### **Particular Requirements ISO 9001:2015**

This document shall be read and implemented in conjunction with the requirements of ISO 9001:2015.

Clause/Paragraph numbers in this section reference appropriate paragraphs of ISO 9001:2015. The requirements of ISO 9001:2015 are deemed to apply unless specific additions are required. Where 'no specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification.' is recorded under an ISO 9001:2015 clause heading this means that it is not considered necessary to provide a particular requirement for that clause.

The particular requirements given below are to assist in the clarification of the ISO 9001:2015 text for the relevant activity, no inference should be made that ISO 9001:2015 requirements are diluted or deleted because of this particular requirement.

#### **4 Context of the Organization**

##### **4.1 Understanding the Organization and its context**

No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification.

##### **4.2 Understanding the needs and expectations of interested parties**

Interested parties shall include the Customer, Client and other contractors, and those that interact with or use the Client's infrastructure e.g. the general public including travelling public, emergency services and other relevant organisations and stakeholders.

##### **4.3 Determining the scope of the quality management system**

- (i) The scope of the quality management system shall cover the range of specific services that the Organization is competent to supply and for which they are seeking registration/approval, within the overall process of providing corrosion protection to ferrous materials in transportation infrastructure assets using industrial coatings.
- (ii) Consideration shall be given to outsourced services and how those outsourced services are controlled. See also 8.4.1.

##### **4.4 Quality management system and its processes**

**4.4.1** The Organization shall operate a quality management system to ISO 9001:2015 and this SSD.

**4.4.2** (i) The Organization shall have a process in place to record and maintain their registration/approval to this sector scheme on the Schedule of Suppliers website [www.scheduleofsuppliers.co.uk](http://www.scheduleofsuppliers.co.uk) immediately following confirmation of their certification/re-certification to the sector scheme from the certification body and check its suitability annually. (See Appendix O for information)

(ii) The Organization shall notify LANTRA's NHSS Schedule of Suppliers if Certification is suspended or withdrawn. (Email – [sosadmin@lantra.co.uk](mailto:sosadmin@lantra.co.uk))

## **5 Leadership**

### **5.1 Leadership and commitment**

#### **5.1.1 General**

Top management shall demonstrate commitment to applicable NHSSs.

#### **5.1.2 Customer focus**

- (i) Processes for determining customer requirements shall consider the interaction with other works and interested parties. Interested parties shall include the Customer, Client and other contractors, and those that interact with or use the Client's infrastructure e.g. the general public including the travelling public, emergency services and other relevant organisations and stakeholders. This will include processes to minimise disruption and inconveniences.
- (ii) Safe working methods shall be documented and any deviation from these methods shall be notified to the Client/Customer/relevant interested parties as required.
- (iii) A copy of all relevant working method statements and risk assessments for undertaking the works shall be available at the work site.

### **5.2 Policy**

#### **5.2.1 Establishing the quality policy**

The Organization's quality policy statement shall include a statement of commitment to applicable National Highway Sector Schemes.

#### **5.2.2 Communicating the quality policy**

No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification.

### **5.3 Organization roles, responsibilities and authorities**

- (i) Where a quality plan is required by the contract, relevant organizational roles, responsibilities and authorities shall be included. (See 7.5.1 and Appendix A)
- (ii) The Organization shall define who is responsible for the roles defined by this SSD. (See Section 3)
- (iii) The Organization shall ensure that those personnel with contract specific responsibilities and authorities are identified and recorded. (See 7.1.2)

## **6 Planning**

### **6.1 Actions to address risks and opportunities**

**6.1.1** The Organisation shall take into account the risks and opportunities relating to this NHSS.

**6.1.2** No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification.

## **6.2 Quality objectives and planning to achieve them**

**6.2.1** The quality objectives shall include a commitment to meet Customer and Client requirements with respect to the activities within the scope of this SSD .

**6.2.2** No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification.

## **6.3 Planning of changes**

No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification.

# **7 Support**

## **7.1 Resources**

### **7.1.1 General**

The Organization shall be able to demonstrate that it has the necessary financial resources to meet its contractual commitments.

### **7.1.2 People**

- (i) The Organization shall provide a Manager, Technical Manager, and Inspector(s) for all contracts.
- (ii) Not more than 20% of an Organization's workforce of Operatives employed on corrosion protection works shall be unqualified or under training, subject to a practical minimum of 1 unqualified or trainee Operative within a small workforce of 5 Operatives or less.
- (iii) Unqualified Operatives shall enter relevant training within 3 months of starting works covered by this Sector Scheme and shall at all times be directly supervised by a designated qualified Operative on a one to one basis. This supervised experience shall include practical experience of the aspect of the work for which they are training or intend to train and shall be recorded as part of the training records of the Operative. The supervising qualified Operative shall be certificated for the type of work being undertaken and shall be responsible for the supervision of no more than one designated unqualified Operative at any one time.

### **7.1.3 Infrastructure**

- (i) The Organization's infrastructure in terms of facilities and process equipment shall be suitable for the scope of registration/approval being sought.
- (ii) The Organization shall determine, provide and maintain sufficient supporting services necessary to deliver the range of specific services within the scope of registration/approval being sought.

### **7.1.4 Environment for the operation of processes**

The Organization shall ensure that all necessary access, plant, services and equipment are available and maintained, and that the work environment is monitored to enable the corrosion protection works to be carried out effectively.

### **7.1.5 Monitoring and measuring resources**

#### **7.1.5.1 General**

The Organization shall establish and maintain a record of the monitoring and measuring devices used in corrosion protection works. (See Appendix E)

#### **7.1.5.2 Measurement traceability**

- (i) Manufacturer's guidance for the maintenance, servicing and calibration of equipment shall be taken into account within the quality management system. (See Appendix E)
- (ii) Where no standard exists, monitoring and measuring devices shall be calibrated in accordance with the manufacturer's instructions and as a minimum annually.

#### **7.1.6 Organizational knowledge**

See Appendix B.

### **7.2 Competence**

#### **General**

- (i) The training and assessment of competency of personnel required by this scheme is aimed primarily at technical competence for those personnel involved with the implementation of corrosion protection works and with the inspection of those works. It is intended to enable/assist and support employees to carry out work in a safe manner however it remains the responsibility of the Organization to determine and implement safe systems of work.
- (ii) The Organization shall implement and maintain processes for the training, development and use of competent personnel in accordance with this SSD.
- (iii) The Technical Manager, Supervisors and Inspectors shall have a working knowledge of the relevant parts of the Contract Specification that are applicable to the work being undertaken.

#### **Requirements**

- (i) Competence and Certification Records

##### **Supervisors and Operatives**

The required competency for Corrosion Protection Supervisors and Operatives is defined by successful completion of a registered training course as given in Appendix C.

The appropriate records to be maintained shall include a skills card issued to and carried by the individual successfully completing a registered training course together with an entry in a register held by the Organization.

The skills card defines the types of corrosion protection work that the holder has been trained and assessed to undertake and the degree of responsibility that the holder can normally accept. It shall not be valid for any type of corrosion protection works that is not defined. The issue of a new or renewed skills card, as the case may be, shall be recorded by the Organization. A sample register is given in Appendix D.

##### **Inspectors**

The required competency for Corrosion Protection Inspectors is defined by successful completion of a registered training course as given in Appendix C.

The appropriate records to be maintained shall include a 'Certificate of Completion' issued to the individual successfully completing a registered training course together with an entry in a register held by the Organization. A sample register is given in Appendix D.

The Certificate defines the levels of corrosion protection inspection that the holder has been trained and assessed to undertake.

#### Technical Managers

The required competency for Technical Managers is defined by successful completion of a registered training course as given in Appendix C.

The appropriate records to be maintained shall include a 'Certificate of Completion' issued to the individual successfully completing a registered training course together with an entry in a register held by the Organization. A sample register is given in Appendix D.

#### (ii) Experience Required

##### Manager

The Manager shall have sufficient initial and continuing professional development to show competence. This does not have a minimum time period, as it is an outcome that is measured. It would be unusual however for anyone with less than three years experience of involvement in managing the implementation of corrosion protection works using industrial coatings to have attained the breadth and depth of experience required.

##### Technical Manager

The Technical Manager shall have sufficient initial and continuing professional development to show competence. This does not have a minimum time period, as it is an outcome that is measured. It would be unusual however for anyone with less than five years experience of the technical implementation of corrosion protection works using industrial coatings to have attained the breadth and depth of experience required.

##### Supervisor

Corrosion Protection Supervisors shall have sufficient initial and continuing professional development to show competence. This does not have a minimum time period, as it is an outcome that is measured. It would be unusual however for anyone with less than two years experience of corrosion protection works using industrial coatings to have attained the breadth and depth of experience required. The maximum number of people that the Supervisor shall control at any one time shall be defined in the Quality Plan.

##### Inspectors

Corrosion Protection Inspectors shall have sufficient initial and continuing professional development to show competence. This does not have a minimum time period, as it is an outcome that is measured. It would be unusual however for anyone with less than three years experience of corrosion protection works using industrial coatings to have attained the breadth and depth of experience required.

- (iii) The Organization shall create and maintain a record of training, practical experience and assessment of competence for each Inspector, Supervisor and Operative. The record shall be updated at least twice a year and shall be issued to the employee.
- (iv) The Organization shall create and maintain a register of Technical Managers, Inspectors, Supervisors and Operatives. (See Appendix D)
- (v) Employees shall carry at all times whilst working, an identification/skills/registration card for this SSD. This card shall include an identification photograph of the holder and shall contain sufficient information to provide linkage to the holder's Certification and the name of the

Organization they represent.

### **7.3 Awareness**

With respect to special situations or requirements that occur on a specific contract, the Organization shall ensure that all affected personnel are made aware of the applicable implications by means of contract-specific briefings. Arrangements for briefings shall address the need for periodic updates as necessary.

### **7.4 Communication**

The relevant quality plan and standard operating documented information shall be communicated to all relevant employees.

### **7.5 Documented information**

#### **7.5.1 General**

- (i) A quality plan shall be prepared for all contracts. When specified in the contract documents or requested, the Organization shall submit a quality plan or alternative document as defined in the Contract Specification for acceptance or approval by the Client, as appropriate, prior to commencement of work. (See Section 8 and Appendix A)
- (ii) The Organization shall have in place auditable processes to identify publication of relevant new standards and documents, and implementation requirements (See Appendix B).

#### **7.5.2 Creating and updating**

No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification.

#### **7.5.3 Control of documented Information**

**7.5.3.1** No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification.

**7.5.3.2** (i) The Organization shall have processes in place to ensure that the latest versions of relevant standards and documents are available (See Appendix B).

(ii) Control of Documents

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

- a) Correspondence including concessions.
- b) Delivery notes and certification where required.
- c) Training certificates.
- d) Contract documentation and Client order.
- e) Instructions to Operatives, Supervisors and Inspectors.
- f) Relevant standards and specifications, including this document.
- g) Method statements and risk assessments for controlling the works to include relevant health and safety, and environmental requirements.
- h) Drawings.
- i) Design information.

(iii) Control of Records

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

- a) Contract Specification and any variations.
- b) Supply chain records.
- c) Instructions to Operatives, Supervisors and Inspectors.
- d) Concerns and feedback.
- e) Experience and training record of all personnel.
- f) 'As built' records identifying any agreed changes arising during implementation.
- g) Records of materials used.
- h) Details of any accidents or incidents (known to the Organization) in or adjacent to the corrosion protection works, including near misses.
- i) Maintenance and calibration records of the equipment used.
- j) Product data sheets and health and safety data sheets.
- k) Contract records e.g. temperature, relative humidity, wet and dry film thickness, sampling and testing.
- l) Records of monitoring and measurement devices.
- m) Records to enable Operative traceability, i.e. who did what.
- n) Design information.

(iv) Records shall be kept for a minimum of six years unless otherwise required to be retained for a longer period in the contract. Records shall be made available to the Customer and/or Client as requested.

## **8 Operation**

### **8.1 Operational planning and control**

- (i) The quality plan shall address the topics listed in Appendix A of this SSD and where applicable the requirements contained in associated contract documents.
- (ii) The quality plan may be a largely standard document as indicated in Appendix A of this SSD supplemented by contract specific information.
- (iii) The quality plan should not be considered in isolation. An integrated approach may be taken which links to other relevant plans (e.g. H&S plan).

Note 1: The quality plan describes the management strategy that sets clear and sustainable performance objectives, delegates responsibility and establishes lines of communication. The objective being to manage the various management schemes within an overall management scheme within an Organization.

Note 2: Client duties under CDM require the provision of known information and cooperation and coordination with the principal/main contractor.

- (iv) The Organization shall, in order to reduce the need for waste disposal, minimise the generation and environmental impacts of wastes arising during the contracted works and shall maximise opportunities for the re-use and recovery of wastes. The Organization shall document its arrangements for the identification, segregation, handling, storage and disposal of the different types of wastes arising from the contracted works to maximise opportunities for the re-use and recovery of wastes.

### **8.2 Requirements for products and services**

#### **8.2.1 Customer communication**

The quality plan shall identify what and when relevant information is passed on to the Customer and Client. (See Appendix A)

Note: The Customer and/or Client may require detailed information relating to corrosion protection works and/or materials for the purpose of:

- as built records for maintenance/health and safety requirements and asset management.
- their own monitoring of the effective performance of corrosion protection.

## **8.2.2 Determining the requirements for products and services**

- (i) This SSD should be taken into account when determining the requirements.
- (ii) Where required in the contract agreement the Organization shall undertake relevant risk assessments in accordance with the Client's standards and processes (for example Highways England's Standard GG 104 provides a method for undertaking risk assessment on their network). See also 5.1.2.

## **8.2.3 Review of the requirements for products and services**

**8.2.3.1** (i) The Organization shall review in a timely manner the order for the works to verify that product requirements are defined and that they are able to meet the technical requirements included in the Customer's specification including the relevant parts of the Client's contract specification. The review shall include a review of the availability of all the required resources including personnel.

(ii) Where omissions, irregularities or inconsistencies with the contract specification, health and safety requirements, environmental or other issues are encountered these shall be brought to the attention of the Customer and Client for resolution at the earliest opportunity.

(iii) Matters of a significant nature, which arise during the determination and review of requirements shall be referred to the Customer and Client for clarification.

**8.2.3.2** No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification.

## **8.2.4 Changes to requirements for products and services**

No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification.

## **8.3 Design and development of products and services**

### **8.3.1 General**

- (i) Design and development may address all associated processes required for the corrosion protection works including but not limited to access for the works and protection of the works and environment.
- (ii) Design and development of the industrial coating is excluded when there is a full industrial coating specification supplied by the Customer or Client.

### **8.3.2 Design and development planning**

No specific particular requirement; the requirements are as stated in ISO 9001:2015 without

further qualification.

### **8.3.3 Design and development Inputs**

No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification.

### **8.3.4 Design and development controls**

No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification.

### **8.3.5 Design and development outputs**

No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification.

### **8.3.6 Design and development changes**

No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification.

## **8.4 Control of externally provided processes, products and services**

### **8.4.1 General**

- (i) Delivery documentation shall be inspected by a competent person to verify that the delivery satisfies the purchase requirements.
- (ii) The Organization shall identify and plan the supply and installation processes. The control procedures shall verify that suppliers of incoming materials, equipment and services are capable of providing the required quality and adequate supplies in order to maintain the planned rate and quality of production of the corrosion protection works.
- (iii) Where the provision of ancillary activities such as temporary traffic management are procured only suppliers with Certification to the relevant NHSS shall be used.
- (iv) Materials, products and services shall be selected in accordance with the contract (specification) documents including compliance with other relevant NHSS.
- (v) Where services are outsourced and not controlled under the Organization's quality management system, the supplier of the services shall have relevant NHSS registration/approval. The Organization shall maintain a collated list of all outsourced services, which shall include details of how those outsourced services are controlled. See also 4.3.
- (vi) The Organization shall maintain records to demonstrate that all materials, suppliers and sub-contractors conform to the contract specification.

### **8.4.2 Type and extent of control**

The Organization shall implement and maintain processes to inform the Customer and/or Client of the proposed and actual source of supply of all corrosion protection materials.

### **8.4.3 Information for external providers**

The specification and tolerances for incoming materials, equipment and services

(including records and/or personnel training requirements for any services) to be procured shall be established and communicated to suppliers by appropriate traceable and confirmable means (e.g. emailed or written instructions, and recorded or transcribed telephone messages).

## **8.5 Production and service provision**

### **8.5.1 Control of production and service provision**

- (i) The Organization shall obtain and make available to those undertaking and inspecting the corrosion protection works the following:
  - a) Specification for the system to be applied;
  - b) Material product data sheets;
  - c) Material safety data sheets including COSHH assessments;
  - d) Material certificates of conformity.
- (ii) The Organization shall produce documented method statements and risk assessments for the corrosion protection works typically including the following:
  - a) access and egress to the site and access to the corrosion protection works;
  - b) temporary works and encapsulation;
  - c) surface preparation;
  - d) coating application including conditions for application;
  - e) curing including conditions for curing;
  - f) materials identification, delivery, storage and disposal;
  - g) repair of damaged coatings;
  - h) Identification of the requirements of third parties that effect or are affected by the corrosion protection works, e.g. utility companies, the public, the Environment Agency etc.

See also 5.1.2.

- (iii) The Organization shall make available for the corrosion protection works the plant and equipment identified in the method statements. All plant and equipment shall be properly maintained and maintenance records kept.
- (iv) The Organization shall implement and maintain processes for the inspection and monitoring of the corrosion protection works. The number of checks carried out shall be sufficient to demonstrate the works have been undertaken in accordance with the contract specification. Records of the inspection and monitoring shall be maintained.
- (v) The Organization shall undertake a review of the corrosion protection works and the application and inspection records to confirm compliance with the contract specification. Where works are carried out in the workshop this review shall be carried out prior to despatch, and for all works at completion. This review shall be undertaken by an Inspector.
- (vi) Validation may be undertaken by using trial panels or by witnessing similar corrosion protection works.
- (vii) The Organization shall implement and maintain a process for reporting to the Customer and Client any unexpected conditions or factors encountered that may affect the corrosion protection works, and work with the Customer and Client to mitigate such conditions or factors.

### **8.5.2 Identification and traceability**

- (i) The Organization shall implement and maintain documented processes to ensure that retained documents and records can be clearly identified and traced.
- (ii) The Organization shall implement and maintain documented processes to ensure the identification and traceability of corrosion protection personnel and materials respectively.

#### **8.5.3 Property belonging to customers or external providers**

No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification.

#### **8.5.4 Preservation**

- (i) The Organization shall implement and maintain documented processes for the appropriate handling, storage, packaging and disposal of corrosion protection materials.
- (ii) The Organization shall implement and maintain documented processes for the appropriate handling, storage and packaging of corrosion protected products, including transportation where applicable.

#### **8.5.5 Post-delivery activities**

No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification.

#### **8.5.6 Control of changes**

No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification.

### **8.6 Release of products and services**

- (i) The Organization shall implement and maintain documented monitoring and measurement processes that comply with the contract specification.
- (ii) The organization shall retain records to show that the person authorizing the release of products and services had the necessary authority and competence to do so.

### **8.7 Control of nonconforming outputs**

**8.7.1** The Organization shall implement and maintain documented processes such that any material or work not conforming to the contract specification shall be rejected and precluded from use, reworked to conform to the specification, or formally accepted under concession in writing from the Client.

**8.7.2** No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification.

## **9 Performance evaluation**

### **9.1 Monitoring, measurement, analysis and evaluation**

#### **9.1.1 General**

- (i) The impact of corrosion protection works on other works and the operation of the related

infrastructure shall be considered.

- (ii) The Organization shall identify and set targets for improvements in application of corrosion protection works.

#### **9.1.2 Customer satisfaction**

No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification.

#### **9.1.3 Analysis and evaluation**

No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification.

### **9.2 Internal audit**

**9.2.1** No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification.

**9.2.2** (i) Internal audits shall be carried out at sufficient frequency and by a suitable technically competent person/s to ensure a robust assessment of the compliance of the product.

(ii) Internal auditors shall have a working knowledge of corrosion protection works. Internal audits shall be carried out by the nominated quality manager or a designated competent person.

(iii) The quality plan shall state the frequency of internal audits. Internal audits of the quality management system against this SSD shall include the following:

- a) Six monthly office-based audits of the processes associated with corrosion protection works.
- b) In addition audits of corrosion protection works being carried out in the shop or on-site, at least twice a year; these are to include the following works where these are included in the scope of registration: surface preparation and application of corrosion protection.

Where the Organization does not have contracts which provide continuous working throughout a full year, visits shall be conducted on a pro-rata basis to ensure a consistent approach across site activities, but at least one visit per contract must be made.

### **9.3 Management review**

#### **9.3.1 General**

The Organization shall review the quality management system no less frequently than once every twelve months to ensure its continuing suitability and effectiveness to conform to this NHSS.

#### **9.3.2 Management review inputs**

No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification.

#### **9.3.3 Management review outputs**

The output and actions from the management review shall be considered by Top Management at regular intervals throughout the year.

## **10 Improvement**

### **10.1 General**

No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification.

### **10.2 Nonconformity and corrective action**

**10.2.1** The corrective actions and risk assessment processes shall include analysis of incidents including accident statistics.

**10.2.2** No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification.

### **10.3 Continual improvement**

Continual improvement processes shall include analysis of near miss reporting.

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

The quality plan shall include the following items as a minimum.

### **1. General requirements**

- 1.1. Definition of the product (or service) to be provided
- 1.2. The Organization's management strategy for undertaking corrosion protection works, including clear and sustainable performance objectives.
- 1.3. The structure of the Organization describing the line of command and stating the names of the Organization's Manager and Technical Manager responsible for the contracted work.
- 1.4. Identification of the relevant parts of the Organization's documented quality management system relevant to the product or service being provided.
- 1.5. Details and control of quality records, including receipt, examination and submission to Customer and Client of certificates of registration, test results, sample retention and origins of materials used.
- 1.6. The control of team selection including special requirements for skilled personnel.
- 1.7. The maximum number of people that a Supervisor shall control at any one time (see 7.2).
- 1.8. The control, maintenance and selection of equipment.
- 1.9. Frequency of internal audits (see 9.2)

### **2. Customer and Client information**

- 2.1. Name and contact details of Customer and/or Client contact(s).
- 2.2. The Customer's nominated quality manager, project manager and/or other representatives through whom communication is to be made throughout the contract.
- 2.3. Details of the communications required between the Organization's staff and the Customer and/or Client or any other party including liaison with the Police, the Highway Authority, the Rail Authority, adjoining landowners and other organizations or individuals as appropriate.
- 2.4. Names and contact details of the staff involved with the contract including as a minimum the Manager, Technical Manager and Inspector(s).

### **3. Contract specific information (as applicable)**

- 3.1. Location of site for the contract and means of access.
- 3.2. Specification and/or Contract Documents.
- 3.3. Extent of the works and the commencement and completion dates of the contract.
- 3.4. Details of the work (as appropriate).
- 3.5. Details of existing materials (as applicable).
- 3.6. Details of the contract specific equipment to be used and any certification requirements.

- 3.7. Details of the corrosion protection materials to be used.
- 3.8. Details of the information that is to be passed to the Customer and Client, and when it is to be passed to them (see 8.2.1).
- 3.9. Work programme and details of deliverables including risk assessments, COSHH assessments and method statements.
- 3.10. Storage, handling, application and disposal details for corrosion protection materials.
- 3.11. All relevant contract specific information in respect to safety requirements, environmental requirements, existing conditions and site conditions.
- 3.12. Any environmental conditions impacting upon the specified works.
- 3.13. Reference to method statements, risk assessments and other relevant contract specific documents relating to undertaking the corrosion protection works.
- 3.14. Inspection and testing regime to be adopted covering frequency, methods of test, responsibility for testing and acceptance criteria.
- 3.15. Details for the control of non-conforming product.
- 3.16. Details of any client-specified testing requirements and responsibility for testing including the supply of test equipment.

Notes:

- 1. Where certain aspects of this information cannot be obtained or, is not provided, this fact shall be noted in the quality plan against the appropriate section.
- 2. The Organization should also be aware that there may be further general requirements for quality plans within a contract, for instance Appendix 1/24 of the Manual of Contract Documents for Highway Works, which may also need to be addressed.
- 3. See ISO 10005 (Quality management systems – Guidelines for quality plans) for further information.

## **APPENDIX B: REFERENCE AND ASSOCIATED DOCUMENTS (BIBLIOGRAPHY)**

NOTE:-

1. The listing is not comprehensive; other documents may be required to fulfil the requirements of the contract. Organizations shall ensure that they have a working knowledge of and access to all the relevant documents including amendments required by the contract and specification
2. Organizations shall ensure they are working to current reference or associated documents appropriate to work in their sector.
3. The list of standards and documents below are date specific, however, the Organization shall have processes in place to ensure that the latest version is always available. Organizations should be aware that utilisation of internet search engines may result in out of date references being identified/called up.

### **REFERENCE DOCUMENTS**

Reference should be made to the Customer/Client's Contract Specification for specific reference documents.

See Section 2 for Normative References.

#### **General Reference Documents**

GG 102 – Quality Management Systems for Highway Works (Design Manual for Roads and Bridges – Volume 0, Section 2, Part 1 – <http://www.standardsforhighways.co.uk>)

GG 104 – Requirements for safety risk assessment (Design Manual for Roads and Bridges – Volume 0, Section 2, Part 3 – <http://www.standardsforhighways.co.uk>)

Note 1: This list of standards and documents include those that are date specific, however, the Organization shall have processes in place to ensure that the latest versions are always available (see 7.5.3.2).

Note 2: Every effort has been made to update web sites, but the committee cannot provide any guarantees that the sites will continue to exist or if they do that they will maintain access to the documents identified above.

## **APPENDIX C: TRAINING AND ASSESSMENT OF COMPETENCE**

### **A Training and Competency Assessment Requirements**

#### **General**

Reference should be made to Appendix N for guidance relating to Organizations registered to another NHSS undertaking work covered under the scope of this Sector Scheme.

The Organization shall ensure that their personnel have undergone suitable training and assessment that shall cover aspects of the work to be undertaken as described below.

The Industrial Coatings Applicator Training Scheme process developed by the Institute of Corrosion (ICorr) has been approved by the SSACCP as the benchmark level for the training and competency assessment of operatives, supervisors and technical managers, together with the ICorr Certification Scheme for Paint and Coating Inspectors as the bench mark level for inspectors. The bench mark training and competency assessment approved by the SSACCP for personnel undertaking corrosion protection works within the highway electrical industry covered by the scopes of Sector Scheme 6 (Minor Structures) and Sector Scheme 8 (The Overseeing and / or Installation and / or Maintenance of Highway Electrical equipment and supporting works) is described in Appendix N.

Training schemes shall have third party certification from an appropriately accredited Certification Body demonstrating compliance with ISO 9001. Training schemes shall also comply with BS EN ISO/IEC 17024 for the certification of persons against training scheme requirements. Compliance with this latter requirement will be mandatory from January 2020.

Third party accredited training offered by training scheme providers will be assessed by the Training Administrator for equivalence to the bench mark training and competency assessment requirements identified for this Sector Scheme. Where equivalence is demonstrated, the Training Administrator will register training as meeting the requirements of this Sector Scheme. (See Appendix C1).

Details of training offered by training scheme providers that has been registered as meeting the training and competency assessment requirements for this Sector Scheme can be found in Appendix C1.

#### **Apprentice**

Apprentice training is not yet mandated by this sector scheme, but organisations are encouraged to show a commitment to apprentices and developing future skills.

The required training for an apprentice is the Industrial Coatings Applicator (ICA) Trailblazer Apprenticeship which has been approved for delivery by the Institute for Apprenticeships and Technical Education.

The apprenticeship is typically 18 months but can vary depending on the experience of the individual.

Please see below a link to the apprenticeship standard and training providers:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/industrial-coatings-applicator/>

Successful completion of the apprenticeship will result in a level 2 Apprenticeship Certificate.

#### **Operative**

The required training for an Operative shall consist of the Applicator module, successful completion of which shall result in the issue of a skills card.

Training of a Specialist Operative with required specific skills shall consist of successful completion of

the Applicator module followed by the relevant specialist module (e.g. Paint Sprayer module), successful completion of which shall result in the issue of a revised skills card recording the additional skills gained.

### **Supervisor**

For the corrosion protection works they are supervising, a Supervisor shall hold certification as an Operative or shall be an Applicator trainer.

A Supervisor shall also have successfully completed the Supervisor module.

### **Inspector**

An Inspector shall hold a certificate qualifying them to a minimum of ICorr Level 1 Paint Inspector (or equivalent). ICorr Level 1 certificated personnel have demonstrated competence to set up specific equipment; carry out tests and perform inspections against written criteria; record and classify the results of tests and inspections against written criteria and report results. However note that Level 1 personnel have not demonstrated competence in selecting the extent of inspection or testing required, appropriate inspection or test methods to be used, nor for the interpretation of specific requirements. Holders of ICorr Paint Inspector certificates at higher levels (i.e. Levels 2 or 3) are also qualified to Level 1.

### **Technical Manager**

A Technical Manager shall have successfully completed the Supervisor module.

Technical Managers shall attend an Applicator Trainers day at least once every three years.

## **B Recognition of Specialist Operations Training Modules**

Upon request to the SSACCP, specialist operations training modules proposed by third parties for acceptance as a competence requirement for this Sector Scheme will be assessed for acceptability by the SSACCP. If accepted, the standard for the new specialist operations training will be proposed to ICorr for including in the Industrial Coatings Applicator Training Scheme requirements and be adopted as the bench mark standard for the training and competence assessment for that specialist operation.

## **C Implementation of Training**

Dates for the implementation of training by this Sector Scheme are given in the following table. Note that historical dates are included to provide a record of the implementation of all training.

**Implementation of Training**

<b>Industrial Coatings Applicator Training Scheme Module</b>	<b>Industrial Coatings Applicator Training Scheme Specialist Modules for Specialist Operations</b>	<b>Implementation Date</b> (For 100% of Operatives to be Certificated, excluding trainees. See 7.1.2)
<b>Applicator</b>		31 January 2008 <sup>1</sup>
	<b>Abrasive Blast Cleaning Operator</b>	31 December 2009 <sup>1</sup>
	<b>Paint Sprayer</b>	31 December 2009 <sup>1</sup>
	<b>Thermal Metal Sprayer</b>	31 December 2019
	<b>Water Jetting Operative</b>	31 December 2019
<b>Supervisor Module</b> – Implementation date for Supervisors and Technical Managers to be trained – 31 <sup>st</sup> December 2012 <sup>1</sup>		
<sup>1</sup> Historical dates are included to provide a record of the implementation of all training.		

In seeking registration to this Sector Scheme, Organizations shall ensure that all personnel are trained and certified in accordance with the requirements of the scheme. Where a specialist operation is undertaken and a relevant registered specialist operation training module exists, the specialist operation training module becomes a mandatory requirement.

## **D Skills Cards**

A skills card for trained Operatives and Supervisors will be issued by a registered training scheme provider. The card will record details of the registered training that the card holder has successfully completed, the type of corrosion protection work they can undertake and the degree of responsibility they can accept. (See 7.2)

All personnel attending corrosion protection works on a site shall hold a relevant CSCS card or a card recognised by CSCS under their Partner Card Schemes arrangement. The relevant Partner Card Schemes card for Operatives and Supervisors are the ICATS – Industrial Coating card and the SSPC Trainthepainter – Coating Applicator Training & Certification card.

## **E Health and Safety**

Organizations are reminded of the legal requirements to provide health and safety training for all personnel as appropriate in accordance with the Health and Safety at Work Act 1974.

The training and assessment of competency of personnel required by this scheme is aimed primarily at technical competence in their field of work. It is intended to provide awareness to carry out work in a safe manner; however, it remains the responsibility of the Organization to determine and implement safe systems of work.

It is a requirement that personnel attending construction sites pass the health, safety and environment test associated with their skills card. If they are working adjacent to live highways it is a requirement that personnel pass the specialist test questions for Highway Works included in the CSCS or the ECS Highway Electrical version Health & Safety touch screen test. It is a requirement that management staff pass the CITB Management Health and Safety test.

Railways – Organizations are reminded of the requirements for a safe system of work to be set up by persons with relevant track safety certification. Organizations' and sub-contractors' employees are required to have a current personnel track safety certification. Requirements are given in the relevant Railway Group Standards and company standards.

## **F Temporary traffic management**

Highways organizations are reminded of the requirements for temporary traffic management on all highways including high speed dual carriageways and motorways.

For work on high-speed dual carriageways and motorways, other than short duration works on hard shoulders or verges, such works shall be carried out by an organization registered to NHSS 12A/B as appropriate.

For works on mobile lane closures NHSS12C applies.

For works on other roads NHSS 12D applies and organizations need to ensure that they have appropriately skilled personnel to set out the necessary temporary traffic management measures. Guidance is given in Appendix M of NHSS 12D.

## **G Electrical Work**

### **a) Highway Equipment**

Electrical and associated highway equipment requires specialist skills and knowledge; Operatives will need to hold relevant qualifications, certification and be registered in accordance with the requirements of NHSS 8 for highway works as well as complying with the necessary legal requirements and obligations.

### **b) On-site Equipment**

Advice and guidance also needs to be provided for electrical and other work that may be needed in connection with the renovation of structural steelwork, e.g. lighting, heating and ventilating etc for which the Organization shall provide/ensure separate training and assessment.

c) Access

Advice and guidance on access to the structure shall be provided.

d) Railways

Organizations are reminded of the requirements for a safe system of work to be set up by persons with relevant electrification competence. Requirements are given in the relevant Railway Group Standards and company standards.

## **H National Vocational Qualifications**

The Industrial Coatings Applicator Training Scheme training and assessment was developed to provide a natural link from training through to competency assessments. The Industrial Coatings Applicator Training Scheme training exceeds the knowledge requirements required for the National Vocational Qualification (NVQ (Industrial Painter)), developed by CITB Construction Skills. Under certain circumstances it is possible for the required training assessment under the Industrial Coatings Applicator Training Scheme and the competence assessment under the NVQ to be combined and for both to be awarded simultaneously. Generally, however, persons trained and assessed under the Industrial Coatings Applicator Training Scheme will require additional assessment for competence under the NVQ before award of the NVQ (Industrial Painter) can be made.

It is important to note that the achievement of the NVQ (Industrial Painter) without Industrial Coatings Applicator Training Scheme training does not satisfy the training requirements of this Sector Scheme.

## **APPENDIX C1: THE TRAINING ADMINISTRATOR**

### **A Role of the Training Administrator**

The role of the Training Administrator is to assess training offered by training scheme providers for equivalence to the bench mark training and competency assessment requirements identified for this Sector Scheme (see Appendix C). Where equivalence of standard is established, the Training Administrator will register training as meeting the standards set by the SSACCP for the Sector Scheme.

### **B Training Administrator**

The Training Administrator for this Sector Scheme is The Institute of Corrosion who can be contacted at:

The Institute of Corrosion  
Barratt House  
Suite S3  
Kingsthorpe Road  
Northampton  
NN2 6EZ

tel: + 44 (0)1604 438222  
e-mail: [admin@icorr.org](mailto:admin@icorr.org)  
Website: [www.icorr.org](http://www.icorr.org)

### **C Assessment of Training**

Following a request from a training scheme provider to the Training Administrator, the Training Administrator will assess training for equivalence to the bench mark training and competency assessment requirements identified for this Sector Scheme as described in Appendix C.

The assessment of training for Operatives, Supervisors, Technical Managers and for those involved in corrosion protection works within the highway electrical industry will be to determine equivalence with the Industrial Coatings Applicator Training Scheme requirements that can be found in the ICorr document; Requirements for the Certification of Personnel Engaged in Industrial Coatings Application for National Highway Sector Scheme 19A (ICorr REQ DOC (NHSS 19A)). The document may be obtained by visiting the ICorr website ([www.icorr.org](http://www.icorr.org)) from where it can be freely downloaded.

The assessment of training for Inspectors will be to determine equivalence with the ICorr Certification Scheme for Paint and Coating Inspectors, details of which can be found on the ICorr website ([www.icorr.org](http://www.icorr.org)).

Where training is assessed as meeting the bench mark training and competence assessment requirements for this Sector Scheme, the Training Administrator will register the training as meeting scheme requirements. Details of the registered training will be added to Section D of this Appendix at the next revision of the SSD. The Training Administrator will maintain an up to date listing of registered training.

A training scheme provider wanting training to be assessed for equivalence to the bench mark requirements should contact the Training Administrator who will be able to advise on the process that will need to be followed and the associated fees for an assessment to be undertaken.

## D Registered Training

The Training Administrator has assessed and registered the following training as meeting the training and competence assessment requirements for this Sector Scheme. The list is up to date at the time of preparing this issue of the SSD. The Training Administrator should be contacted for the current listing of registered training.

### Operatives

#### Basic Module

Module: Applicator	Training Scheme Provider
Industrial Coatings Applicator	Correx Ltd (see <a href="http://www.icats-training.org">www.icats-training.org</a> )
Protective Coatings Application	Trainthepainter, MPI Group (see <a href="http://www.corrodere.com">www.corrodere.com</a> )

#### Specialist Modules

Module: Abrasive Blast Cleaning Operator	Training Scheme Provider
Abrasive Blast Cleaning Operator	Correx Ltd (see <a href="http://www.icats-training.org">www.icats-training.org</a> )
Abrasive Blast Cleaning	Trainthepainter, MPI Group (see <a href="http://www.corrodere.com">www.corrodere.com</a> )

Module: Paint Sprayer	Training Scheme Provider
Paint Sprayer	Correx Ltd (see <a href="http://www.icats-training.org">www.icats-training.org</a> )
Spray painting	Trainthepainter, MPI Group (see <a href="http://www.corrodere.com">www.corrodere.com</a> )

Module: Thermal Metal Sprayer	Training Scheme Provider
Thermal Metal Sprayer	Trainthepainter, MPI Group (see <a href="http://www.corrodere.com">www.corrodere.com</a> )

Module: Water Jetting Operative	Training Scheme Provider
Water Jetting Operative	Trainthepainter, MPI Group (see <a href="http://www.corrodere.com">www.corrodere.com</a> )

### Supervisors & Technical Managers

Module: Supervisor	Training Scheme Provider
Supervisors Module	Correx Ltd (see <a href="http://www.icats-training.org">www.icats-training.org</a> )
Coating Supervisors Course	Trainthepainter, MPI Group (see <a href="http://www.corrodere.com">www.corrodere.com</a> )

### Inspectors

Course	Training Scheme Provider
ICorr Certification Scheme for Painting and Coating Inspector (Painting Inspector)	Institution of Mechanical Engineers (see <a href="http://www.imeche.org">www.imeche.org</a> )
ICorr Certification Scheme for Painting and Coating Inspector (TrainthelInspector)	The MPI Group (see <a href="http://www.corrodere.com">www.corrodere.com</a> )

## Sector Schemes 6 & 8

Course	Training Scheme Provider
HEA series 602 training courses – <ul style="list-style-type: none"><li>• Fettle only</li><li>• Brush Painter (inc Fettle)</li><li>• Spray Painter (inc Fettle and Brush)</li></ul> Delivered as individual courses or combinations approved by NHSS19A Training Committee	Contact HEA Training  ( <a href="https://thehea.org.uk/hea-resources/hea-training/">https://thehea.org.uk/hea-resources/hea-training/</a> )

## E Concerns and Appeals

Any concern or appeal relating to the activities of the Training Administrator, including an Administrator's decision, should be referred to the Training Administrator for resolution. In the event that a concern or appeal cannot be satisfactorily resolved by the Training Administrator through their appeals process, the complainant or appellant may refer their case to the SSACCP, via the Committee Secretary, who will review the case, make recommendations and make a decision. The decision of the SSACCP is final.

The Scheme Contact:

The Secretary  
The Sector Scheme Advisory Committee for the Corrosion Protection of Transportation Infrastructure Assets  
Mr A Sharifi  
Highways England  
The Cube  
199 Wharfside Street  
Birmingham  
B1 1RN

Email: [ali.sharifi@highwaysengland.co.uk](mailto:ali.sharifi@highwaysengland.co.uk)  
Tel: +44 (0) 300 470 7102

## APPENDIX D: EXAMPLE REGISTER OF PERSONNEL ATTAINMENTS

NAME OF COMPANY: .....

Full Name of Certificated Person	Certification Renewal Date	Details of training courses successfully completed by Certificated Person	Certificate number	Issued by

## APPENDIX E: GUIDANCE FOR THE CONTROL OF MONITORING AND MEASURING EQUIPMENT

### Example Record of Monitoring and Measuring Devices

Equipment & Unique Reference Number	Equipment/ Test Specification	Calibration Control	Calibration Frequency	Date of Calibration	Date Next Calibration Due.	Calibration Certificate Ref.
Soluble Salts Digital Meter – Elcometer 130 (ref COA/037)	N/A	In-house, or, Traceable calibration.	Annually	dd/mm/yyyy	dd/mm/yyyy	Ref
Dew point meter (Dew point, temp, humidity etc) – Elcometer 319 (ref COA/060)	BS EN ISO 8502-4	Traceable calibration	Annually	dd/mm/yyyy	dd/mm/yyyy	Ref
Hydraulic Adhesion Tester – Elcometer 108 (ref COA/092)	ASTM D4541-09e1, BS EN ISO 16276-1	Traceable calibration	Annually	dd/mm/yyyy	dd/mm/yyyy	Ref
Dry Film Thickness Gauge – Elcometer 456 (ref COA/076) & Calibration shim set (ref COA/009)	BS EN ISO 2808, BS 3900 - C5 (with ref to ISO 19840)	Operator calibration before use & Annual traceable calibration	Calibrate before use and Annually	dd/mm/yyyy	dd/mm/yyyy	Ref
Spark Tester – Elcometer 266 (ref COA/003)	ASTM G62-14, BS EN ISO 29601	Traceable calibration	Annually	dd/mm/yyyy	dd/mm/yyyy	Ref
Surface Profile Gauge – Elcometer E124 (ref COA/201)	ASTM D4417-14, BS EN ISO 8503-5	Traceable calibration	Annually	dd/mm/yyyy	dd/mm/yyyy	Ref

#### Note

1. The table does not represent an exhaustive list of monitoring and measuring devices and therefore equipment not included but employed by the Organization should be calibrated to an acceptable standard and be documented.
2. 'In house' calibrations to be in accordance with procedure(s) described in the equipment's operating manual. Separate records are to be kept on method(s) used and results of calibration.
3. All Calibrations (other than 'in house') shall be certified by accredited/registered Inspection Bodies providing certification of calibration traceable to national standards wherever possible / practical.
4. Records of all equipment in use, their calibration status and calibration or verification checks undertaken shall be implemented and maintained.

## APPENDIX F: CERTIFICATION BODIES ACCREDITED FOR THIS SECTOR SCHEME

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

- From the UKAS home page
- Left click in the blue 'Search UKAS Accredited Organisations' box on the page; this will open the 'Search Accredited Organisations' page
- In the 'Search' box type in 'sector scheme No X', where "X" represents the scheme number. (See Note 1 below)
- Left click Search
- Under 'Organisation Type' select 'Certification Bodies'

This then lists the certification bodies that are accredited to NHSS X and their details can be found by clicking on the appropriate links.

Note 1: This process will not identify certification bodies that do not have "sector scheme No X" in their scope, but which may have other sector scheme descriptions such as "NHSS X" or "sector scheme X". To complete the full list of accredited CBs it will be necessary to repeat the process (at least twice) by typing in other sector scheme descriptions such as "nhss X" or "sector scheme X" as appropriate at bullet point 3. This should then list the certification bodies who are accredited to the scheme and their details can be found by clicking on the appropriate links.

Note 2: Advice on the current accreditation status of certification bodies to assess against this document should be sought from UKAS (Tel 01784 429000 or Email [info@ukas.com](mailto:info@ukas.com)).

Note 3: Certification Bodies interested in being accredited by UKAS for this Sector Scheme should contact UKAS (Tel 01784 429000 or Email [info@ukas.com](mailto:info@ukas.com)).

Note 4: Organizations currently registered to ISO 9001 with a NAB accredited certification body that does not hold registration to this NHSS may wish to consider the following option. Continuing to be registered with their existing Certification Body but having the interpretation of the NHSS carried out by and in conjunction with a NAB accredited certification body for this scheme

Note 5: The following Certification Bodies are accredited by UKAS to this Sector Scheme at the time of preparing this issue of the SSD. Advice on the current accreditation status of certification bodies to assess against this document should be sought from UKAS (Tel 01784 429000 or Email [info@ukas.com](mailto:info@ukas.com)).

Alcumus ISOQAR Ltd	<a href="http://www.isoqar.com">www.isoqar.com</a>
BSI Assurance UK Limited	<a href="http://www.bsigroup.com">www.bsigroup.com</a>
DNV GL Business Assurance UK Ltd	<a href="http://www.dnv.co.uk">www.dnv.co.uk</a>
Exova BM TRADA	<a href="http://www.bmtrada.com">www.bmtrada.com</a>
Lloyd's Register Quality Assurance Limited	<a href="http://www.lrqa.com">www.lrqa.com</a>
NQA Certification Ltd	<a href="http://www.nqa.com">www.nqa.com</a>
SGS United Kingdom Ltd	<a href="http://www.sgs.co.uk">www.sgs.co.uk</a>
Steel Construction Certification Scheme Limited (Lead Certification Body)	<a href="http://www.steelconstruction.org">www.steelconstruction.org</a>

## **APPENDIX G: THE ROLE OF CERTIFICATION BODIES AND AUDITOR QUALIFICATIONS**

### **1. Role of certification bodies**

- 1.1. The independent assessment of conformity of organizations to the requirements of ISO 9001:2015 and this SSD rely upon the assessment expertise, competence and capability of accredited certification bodies.
- 1.2. The certification body role is to ensure, through assessment, that organizations have management systems in place which address the enhanced ISO 9001:2015 requirements detailed in this SSD. The scope of the organization's management system should cover the evidence for the range of services that the organization is competent to supply and for which they are seeking registration/approval including consideration of outsourced services and how those outsourced services are controlled within the overall scope of the relevant NHSS(s). This may include some or all of the activities set out in the scope of this SSD.
- 1.3. Certification bodies shall ensure they are all represented by at least one nominated individual lead certification body (or deputy) who will represent all certification bodies at meetings of this Sector Scheme Advisory Committee. This does not preclude other certification bodies from attending, as appropriate.
- 1.4. Certification bodies shall be represented at the National Highway Sector Scheme Liaison Committee.

### **2. Certification body accreditation**

- 2.1. To ensure consistency and to demonstrate independent capability certification bodies are required to be accredited against the requirements of ISO 17021 by a NAB for assessment and registration of ISO 9001:2015 quality management systems in accordance with the particular requirements of this NHSS.

### **3. Assessor and assessment team competence.**

- 3.1 The certification body must be able to demonstrate to the NAB that it possesses and can maintain the necessary assessor experience and technical understanding of the industrial coating processes covered in the scope of this Sector Scheme. These assessment areas shall include, but not be limited to the following:
  - i) knowledge, understanding and application of this SSD (See Appendix G1).
  - ii) knowledge of the industrial coating industry, including the methods and techniques sufficient to understand the processes employed and the controls necessary to ensure delivery of corrosion protection to ferrous materials using industrial coatings. (Conveyance of this knowledge to auditing teams will be determined by the Certification Body and will be audited by the NAB).
  - iii) maintenance of demonstrable technical transportation engineering background, capable of reading and understanding specifications and drawings, including knowledge of relevant specifications (eg Specification for Highway Works) and standards relating to corrosion protection works and industrial coating materials.
  - iv) ability to demonstrate that they have ongoing suitable health and safety training which shall include appreciation of the risks involved in corrosion protection of ferrous materials by industrial coatings.

v) preferably have knowledge of industrial coating materials including their properties.

3.2. The certification body must also ensure that assessors have sufficient knowledge of health & safety requirements related to working on live highways and railways where appropriate, knowledge of temporary traffic management, working in confined spaces and working at height for assessment of guidance provided on this aspect.

3.3. Guidance to Certification Bodies on assessor competence related to this Sector Scheme is given in the certification body guidance document – NHSS 0 Governance of National Highway Sector Schemes - Part 4.

3.4 The certification body is responsible for ensuring that the assessment teams possess demonstrable expertise in the assessment areas detailed above as they relate to the scope of client activities under assessment.

3.5 Minimum assessor qualifications and competence for assessment of this NHSS, which may reside in a single individual, or in an assessment team are as follows:

- i) NAB accepted Lead Auditor qualification or certification body equivalent and demonstrable expertise in leading assessment teams.
- ii) ISO 9001:2015 assessment experience obtained from assessments of corrosion protection of ferrous material activities in two different organizations.
- iii) technical assessment competence in industrial coating and corrosion protection processes.
- iv) knowledge, understanding and application of this SSD
- v) knowledge of the industrial coating industry, including the methods and techniques sufficient to understand the processes employed and the controls necessary to ensure delivery of corrosion protection to ferrous materials using industrial coatings. (Conveyance of this knowledge to auditing teams will be determined by the Certification Body and will be audited by the NAB).
- vi) demonstrable technical transportation engineering background, capable of reading and understanding specifications and drawings, including knowledge of relevant specifications (e.g. Specification for Highway Works) and standards relating to corrosion protection works and industrial coating materials.
- vii) ability to demonstrate that they have ongoing suitable health and safety training which shall include appreciation of the risks involved in corrosion protection of ferrous materials by industrial coatings.
- viii) preferably have knowledge of industrial coating materials including their properties.

#### **4. Conduct of Assessments.**

4.1. Certification Bodies shall ensure that an adequate proportion of the initial and continuing assessment duration is devoted to assessing operational activities at sites and locations where corrosion protection works covered by the scope of this Sector Scheme are being undertaken from.

4.2. Certification Bodies shall make every endeavour to ensure that during a three year certification cycle there is evidence of assessment of all corrosion protection activities covered by the Organization's scope of registration. Certification Bodies shall undertake surveillance visits at

intervals of not greater than one year.

- 4.3. There may be occasions when a CB encounters an Organization that wishes to expand, and the scope is not included in the relevant NHSS. This may be due to the introduction of new technology or innovation. In such instances, the CB shall advise the SSAC of this and ask them to consider an extension of scope within the SSD. CB auditors should check a) that a person in the Organization has been identified in the Organization's procedures to be responsible for uploading the required information onto the Schedule of Suppliers, and b) that the password to edit/update the entry on Schedule of Suppliers is available and kept in a secure place.

## **5. Format and Content of Registration/Approval Certificates.**

- 5.1. Certificates of registration/approval issued by Certification Bodies, which include within the scope of registration/approval reference to compliance with this Sector Scheme, shall be in a format and contain the content detailed in Appendix K of this SSD.
- 5.2. The National Highway Sector Scheme Logo shall be included in any Certificate of Registration/approval which has this Sector Scheme detailed in the Scope of Registration. The logo shall only be used and applied in the manner detailed in any conditions of use which may be published in NHSS 0.

## **6. National Highway Sector Schemes Schedule of Suppliers.**

- 6.1. Certification Bodies shall monitor the National Highway Sector Schemes Schedule of Suppliers posted at [www.scheduleofsuppliers.co.uk](http://www.scheduleofsuppliers.co.uk) to ensure equivalence between their clients registered to this Sector Scheme and the listed organizations.
- 6.2. Certification Bodies shall provide to National Highway Sector Schemes Schedule of Suppliers administrator at Lantra details of registered organizations whose scope of registration/approval against this Sector Scheme has ceased to be applicable within 10 working days of that situation occurring.
- 6.3. Certification Bodies shall audit the organization to ensure that the organization has recorded their NHSS registration/approval on the Lantra Schedule of Suppliers web-based register (See 4.4). This check shall include verification of the certificate of registration/approval currency.

## **7. Reporting on Sector Scheme Performance.**

- 7.1. Each Lead certification body shall report to the Chairperson of the SSACCP including as appropriate:
  - a) observations and comments on the implementation and assessment findings related to the Sector Scheme including any omissions or deficiencies in its scope.
  - b) recommendations for improving/clarifying the SSD
  - c) feedback on deficiencies against contract documentation
  - d) the number of organizations whose scope of registration/approval includes this Sector Scheme for comparison against the Schedule of Suppliers

Note 1: This is to be issued to the Chairperson of this Sector Scheme Committee prior to each Advisory Committee meeting.

# APPENDIX G1: GUIDANCE TO ASSESSORS AND OTHER AUDITORS

## **Section 1 - General Information**

The information contained in this appendix has been collated by the NHSS committee to provide CB assessors with the background information that is considered appropriate for carrying out an assessment against ISO 9001:2015 and this NHSS document. During the development of the Appendices it was realised that this information would also provide useful guidance for first and second party auditors of the system.

## **Section 2 - Requirements**

This section of the guidance is divided in three parts namely 2A, 2B & 2C.

### **2A     General**

Assessors and auditors shall be familiar with the requirements of this NHSS and the contents of this SSD as well as any relevant documents referenced. For example, assessors and auditors should have knowledge of relevant international, European and British standards for the scope of work covered by this NHSS and any related client standards and specifications.

### **2B     Summary of where the scheme interprets sections 4 to 10 of ISO 9001:2015**

The summary provides a list of those clauses where particular requirements have been provided. These are indicated by “Y” in the table.

Additionally in the “comments/requirements” column information is provided for use by assessors when assessing an Organization. This information is guidance providing an indication of priority where particular requirements have been provided.

<b>Section/Clause</b>	<b>Particular requirement Yes/No</b>	<b>Comment/Requirement</b>
<b>4. Context of the organization</b>		
4.1 Understanding the organization and its context	N	
4.2 Understanding the needs and expectations of interested parties	Y	Check annually that the Organization has determined interested parties including those listed, their requirements and is monitoring and reviewing the information about them.
4.3 Determining the scope of the quality management system	Y	Check scope is valid. Check extent of outsourced services and how these are controlled. Check documented information.
4.4 Quality management system and its processes		
4.4.1	Y	Check annually by the CB Auditors and other Auditors.
4.4.2	Y	Check annually by the CB Auditors and other Auditors. Check Schedule of Suppliers website to ensure registration/approval is current and

Section/Clause	Particular requirement Yes/No	Comment/Requirement
		registration/approval details are correct and up to date. Check up-loaded information is current and valid. Confirm effectiveness of the process.
<b>5. Leadership</b>		
5.1 Leadership and commitment		
5.1.1	Y	Check policy documented information for Top Management commitment to the NHSS and leadership and commitment to the QMS. Ensure that policy is being correctly implemented, communicated and understood.
5.1.2	Y	Check that Organization is considering, meeting and maintaining focus on customer requirements and satisfaction. Check that the organization has determined all necessary applicable statutory and regulatory requirements for contract compliance. This may include supplementary services such as recycling, final disposal, equipment inspection etc. Check documentation for safe working methods and risk assessments in place, are available, and how deviations are agreed.
5.2 Policy		
5.2.1	Y	Ensure statement of commitment to NHSS is in policy documented information.
5.2.2	N	
5.3. Organization roles, responsibilities and authorities	Y	Ensure there is an Organization plan which covers responsibility/authority in accordance with the requirements of the SSD. Ensure that personnel with contract specific responsibilities and authorities have been identified and are recorded. Ensure that the Organization management have appointed personnel with the appropriate responsibilities and authorities.
<b>6 Planning</b>		
6.1 Actions to address risks and opportunities		
6.1.1	Y	Check that documented information is in place to address risk and opportunities and is operational.
6.1.2	N	
6.2 Quality objectives and planning to achieve them		
6.2.1	Y	Ensure objectives are established and documented. Check documented information is in place and meets requirements. Check that quality planning is in place and evaluated.
6.2.2	N	

Section/Clause	Particular requirement Yes/No	Comment/Requirement
6.3 Planning of changes	N	
<b>7. Support</b>		
7.1 Resources		
7.1.1	Y	Ensure contract/tender review is in place.
7.1.2	Y	Review provisions of resources including trainees, to confirm they are suitable and include providing the defined personnel for contracts See Appendices A, C and D
7.1.3	Y	Review facilities, process equipment and supporting services to confirm they are suitable for the scope of registration/approval.
7.1.4	Y	Checks to include environmental condition records, plant maintenance sheets, access equipment certification and induction records.
7.1.5		
7.1.5.1	Y	See Appendix E. Check records.
7.1.5.2	Y	See Appendix E. Check records.
7.1.6	N	
7.2 Competence	Y	Check processes in place and knowledge of identified personnel. See Appendices C and D Review copies of training certificates, qualifications and skills cards and forward looking training plans. Ensure that these are in accordance with the requirements of the sector scheme and that all documentation is in date. Check sample of skills cards for accuracy and authenticity. Training schemes other than those described in Appendix C1 should not be accepted as demonstrating competence unless equivalence has been confirmed by the Training Administrator. (Contact Training Administrator, see Appendix C1)
7.3 Awareness	Y	Check for contract specific briefings and arrangements for updates.
7.4 Communication	Y	Check internal and external communication processes have been established. Check access to QMS documentation and communication/awareness of processes.
7.5 Documented information		
7.5.1	Y	Check quality plans are in place. Check processes are in place to ensure that the Organization maintains up to date information on documented information. (See Appendix B for external documented information)
7.5.2	N	
7.5.3		
7.5.3.1	N	
7.5.3.2	Y	Ensure that all required standards and documents, including contract specific documents, are in place and current.

Section/Clause	Particular requirement Yes/No	Comment/Requirement
		Ensure that all required contract specific documents and records are in place and controlled. Check appropriate processes are in place for the retention and disposal of documented information.
<b>8 Operation</b>		
8.1 Operational planning and control	Y	Check quality plans are in place and comply with requirements of 8.1 and Appendix A. Check appropriate documented arrangements are in place for dealing with wastes.
8.2 Requirements for products and services		
8.2.1	Y	Check effectiveness of communication arrangements for relevant information.
8.2.2	Y	Check that the organization has determined all necessary applicable statutory and regulatory requirements for contract compliance. This may include supplementary services such as recycling, final disposal, equipment inspection etc. Check required risk assessments are undertaken.
8.2.3		
8.2.3.1	Y	Ensure contract/tender review is in place within an appropriate timescale including an assessment of availability of resources. Check appropriate matters are raised with Customer and/or Client.
8.2.3.2	N	
8.2.4	N	
8.3 Design and development of products and services		
8.3.1	Y	Ensure design and development responsibilities are identified and addressed.
8.3.2	N	
8.3.3	N	
8.3.4	N	
8.3.5	N	
8.3.6	N	
8.4 Control of externally provided processes, products and services		
8.4.1	Y	Check for inspection of delivery documentation by competent person. Check for control of suppliers to meet production needs. Check for use of NHSS registered suppliers where appropriate. Check that documented information is in place for externally provided product and services to meet specified requirements. Check records for outsourced services.
8.4.2	Y	Check that required processes are in place and are effective.

Section/Clause	Particular requirement Yes/No	Comment/Requirement
8.4.3	Y	Check that purchasing requests are adequate. Check communication to suppliers, including by traceable and confirmable means.
8.5 Production and service provision		
8.5.1	Y	Check all requirements as part of in process audit.
8.5.2	Y	Cover during process review and check that relevant documented information, personnel and materials are identifiable and traceable. Check effectiveness of processes.
8.5.3	N	
8.5.4	Y	Cover during process review. Check effectiveness of processes.
8.5.5	N	
8.5.6	N	
8.6 Release of products and services	Y	Check that monitoring and measuring process documentation has been implemented in line with the contract specification. Check records of persons authorizing the release of products and services.
8.7 Control of nonconforming outputs		
8.7.1	Y	Check processes are in place and have been implemented in line with contract specification. Check documented information. Check processes for dealing with nonconforming work.
8.7.2	N	
<b>9 Performance evaluation</b>		
9.1 Monitoring, measurement, analysis and evaluation		
9.1.1	Y	Check performance and effectiveness of quality management system is reviewed and that stated impacts are considered. Review copy of annual management review to confirm appropriate considerations. Ensure this contains targets for improvement.
9.1.2	N	
9.1.3	N	
9.2 Internal audit		
9.2.1	N	
9.2.2	Y	Check internal audits are being carried out at the required frequency and locations, and ensure corrective actions have been made.
9.3 Management review		
9.3.1	Y	Verify that reviews are undertaken at least every 12 months. Review outcome of annual management review.
9.3.2	N	
9.3.3	Y	Check that the output and actions are considered by

Section/Clause	Particular requirement Yes/No	Comment/Requirement
		Top Management at regular intervals.
<b>10. Improvement</b>		
10.1 General	N	
10.2 Nonconformity and corrective action		
10.2.1	Y	Check that corrective action and risk assessment processes include analysis of incidents and accident statistics.
10.2.2	N	
10.3 Continual improvement	Y	Check that continual improvement processes include analysis of near miss reporting.

## 2C – Overview of this NHSS in terms of industry requirements and working practices.

In addition to an assessor/auditor having a general appreciation of the requirements and processes required by ISO 9001:2015 (latest issue), a CB assessor or internal auditor should be aware of the following when completing an audit:-

- C1 - Safe Working Practices
- C2 - Training, qualifications and assessment of competency of personnel
- C3 - Maintenance of equipment
- C4 - Public protection
- C5 - Environment
- C6 - Testing/inspection/workmanship
- C7 - Health and Safety
- C8 - Equal Opportunities
- C9 - Other

### C1 – Safe Working Practices

- Correct Personal Protective Equipment Worn
- Equipment approved and suitable for use
- Personnel to be fully aware of their H&S obligations
- Must be able to read and understand their job sheet, risk assessment etc; understand English.
- Method Statements/work procedures.
- Risk Assessment.
- Skills card.
- Vehicles/loads are inspected and drivers are qualified
- Site visit including assessment of installation (if possible) and techniques verified.
- Awareness of relevant H&S requirements as applicable to corrosion protection works.
- Aware of current best practice including temporary traffic management measures (including site arrangements).

### C2 – Training, Qualifications and Assessment of Competence

- Have achieved appropriate training and appropriately certificated
- Have been assessed as competent within their scope of works (e.g. scheme specific assessment)

- Been inducted on specific equipment (by employer) or if appropriate (i.e. under training) is supervised by a qualified person.
- Aware of and understand the relevant requirements of this NHSS.
- Aware of and understand the provisions for implementation of training in this NHSS.
- Been inducted on site specific H&S issues.
- Hold the relevant skills card.

#### C3 – Maintain Equipment

- Relevant personnel are aware of LOLER and PUWER requirements
- Maintenance checklists are available and have been completed as required

#### C4 – Public Protection

- Personnel are aware of the need to protect public during installation operations
- Relevant personnel have been trained to carry out a visual site risk assessment to ensure that the public will not be put at risk during installation/maintenance operations
- Where appropriate relevant personnel are aware of the Traffic Officer role
- Personnel have identification
- The Organization(company) has a complaints process in place

(Note: Public in this instance includes personnel employed by the customer/client)

#### C5 – Environment

Auditors should be sufficiently competent to make general observations on the effectiveness of the Organization's provisions in respect of the environment and in particular management of waste and its reduction.

#### C6 – Inspection/ Testing/Workmanship

Auditors should be aware of the importance of inspection and testing of the product and have knowledge of the relevant tests and the information provided by the tests.

#### C7 – Health and Safety

Auditors should be aware of the Health and Safety at Work etc Act 1974 and associated Health and Safety Legislation, as it applies to this sector scheme.

#### C8 – Equal Opportunities

Assessors/auditors should be aware of and understand the need for effective diversity management, including the implementation of equal opportunities and avoidance of disability discrimination as it applies during the provision of services. Assessors/auditors should understand what is involved and how it can be encapsulated in company processes.

## **APPENDIX H: ORGANIZATION ACCEPTANCE AND GUIDELINES FOR NEW ENTRANTS**

### **1.0 Organization Acceptance**

- 1.1 For work carried out on roads managed by Highways England, the Welsh Government, Transport Scotland and DfI Northern Ireland, only those Organizations holding a valid Certificate of Registration/approval for work within the scope of this SSD will be accepted as complying with Clause 104 and Appendix A of the Specification for Highway Works.
- 1.2 For work carried out on transportation infrastructure managed by other clients, acceptance of the Organization will depend on the requirements of the contract.

### **2.0 Guidelines for New Entrants - Requirements**

- 2.1 Organizations must have the required experienced and qualified personnel and management who meet the requirements of this Sector Scheme. Organizations will need to demonstrate that their equipment and systems meet the requirements of this Sector Scheme.
- 2.2 Organizations must have applied for registration/approval with a certification body that is accredited by their NAB to audit against this Sector Scheme. Organizations will have to demonstrate that they have been audited for office, shop and site based activities as appropriate.
- 2.3 The Organization shall record their registration/approval to this sector scheme on the Schedule of Suppliers website [www.scheduleofsuppliers.co.uk](http://www.scheduleofsuppliers.co.uk) upon receipt of the certificate issued by their certification body to confirm their registration/approval and thereafter keep their Organization's information up to date.

### **3.0 Trade Associations**

3.1 Membership of a trade association is not a requirement of this Sector Scheme, however, the following associations support this Sector Scheme along with the training and competency routes discussed in Appendix C. Their details are included here for information.

British Coatings Federation  
British Constructional Steelwork Association

## APPENDIX J1: FEEDBACK TO COMMITTEE CHAIRPERSON

Any observations or feedback relating to the content of this document or the process described herein should be addressed (using the form below) to:

Committee Secretary  
The Sector Scheme Advisory Committee for the Corrosion Protection of Transportation Infrastructure Assets  
Mr A Sharifi  
Highways England  
The Cube  
199 Wharfside Street  
Birmingham  
B1 1RN

Email: [ali.sharifi@highwaysengland.co.uk](mailto:ali.sharifi@highwaysengland.co.uk)  
Tel: +44 (0) 300 470 7102

**(a) Issue Identified:**

**(b) Suggested Action:**

**(c) Organization raising feedback/issue:**

Name:  
Organization:  
Address:

Contact details (Address, email address, telephone etc):

Date:

Signed:

Note: In many instances, J1 forms can be responded to without the need for them to be considered by an NHSS committee, those requiring a more detailed response will be dealt with at the next meeting of the committee as part of the review of the document. If the J1 form contains information that is critical, then exceptionally action can be taken prior to the meeting by the secretary for instance by arranging an extraordinary meeting of the NHSS advisory committee. The secretary will normally advise the originator of receipt of the J1 document and when the next meeting is expected to be held. If J1 forms are sent to the NAB, they will be forward to the relevant scheme secretary for consideration.

## **APPENDIX J2: FEEDBACK TO CERTIFICATION BODIES &/OR NOTIFIED BODIES**

Feedback relating to certification matters including alleged deficiencies in the product provided under this scheme should in the first instance be taken up with the Organization. In the event that the matter cannot be satisfactory resolved written concerns should be made to the Organization's certification body and/or notified body as appropriate, detailing the problem identified.

### **(a) Issue Identified:**

### **(b) Organization's Details:**

Name:

Address:

Feedback

### **(c) Organization raising feedback/issue:**

Name:

Organization:

Address

Contact details (Address, email address, telephone etc)

Date:

Signed:

## **APPENDIX J3: FEEDBACK TO CLIENT BODIES ON POLICING OF NATIONAL HIGHWAY SECTOR SCHEME REGISTRATION**

Feedback relating to policing of National Highway Sector Schemes registration matters in respect of alleged contractual mismanagement/oversights or alleged omissions in contract requirements by client organisations, their management agents or principle contractors where contracts can be or may have been awarded to organisations not registered to this National Highway Sector Scheme, or where contracts are alleged to have omitted requirements for compliance with this National Highway Sector Scheme should be referred back to the client body through an independent third party e.g. a trade association. Details of the alleged mismanagement or omission should as a minimum include the following details

**(a) Contract identified**

**(b) Issue Identified**

- i) Details of omission in contract or
- ii) Organization Identified as being awarded the contract or
- iii) Both i) and ii) above

**(c) Organization raising feedback / issue**

Name:

Organization:

Address:

Contact details (Address, email address, telephone etc):

Date:

Signed:

### **Highways England Roads/Contracts – Route for Feedback**

Feedback should be sent by email to [Standards\\_Enquiries@highwaysengland.co.uk](mailto:Standards_Enquiries@highwaysengland.co.uk)

### **Other Highway Authorities and Clients**

Feedback should be sent back to the relevant project manager or head of division responsible for the contract works. Such information or relevant contact details may be available on that highway authority's or client's web-site.

### **Health and Safety Executive**

Advice about reporting a concerns about the application of the health and safety recommendations related to a specific incident is available at <http://www.hse.gov.uk/contact/concerns.htm>

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

Certification Bodies (CB) issue Certificates of Registration (CoR) in a variety of styles as suits their particular house style. They may consist of a single CoR containing all the requisite information or the CoR may be a standard certificate with appendices or addendum attached providing the full scope of certification (services) and the location(s) where these services are offered by an Organization. In the latter case, the CoR refers to the relevant appendices or addenda, which form an integral part of the certificate.

A valid NHSS CoR is only issued by a CB accredited by a NAB against the relevant NHSS (See Appendix F of this document).

As a minimum a valid CoR will contain the following information:

- The scope of certification including specific certification to ISO 9001:2015 and this Sector Scheme including the Sector Scheme title - National Highway Sector Scheme 19A for Corrosion Protection of Ferrous Materials by Industrial Coatings.
- The identification of each and every permanent location where NHSS19A activities are carried out at or from, and to which the CoR is applicable.
- The services offered by the Organization at each location identified on the CoR for NHSS 19A including applicable categories in accordance with Table K1.
- The name and address(es) of the Organization
- The NHSS mark must be used. Other marks may be used provided they are not misleading or ambiguous,
- The name, address and certification mark of the certification body and the signature of a relevant Certification Body official with their name and title.
- The validity of the certificate\* (generally 3 years for management system auditing), to include a certificate issue and expiry/renewal date.
- A unique identification number/code

\*Note where an Organization has an extension to scope to include for this NHSS, the expiry date of the BS EN ISO 9001 certificate remains as 3 years after their initial assessment/or triennial assessment and not 3 years after obtaining the extension to their certificate for this NHSS i.e. the validity of the BS EN ISO 9001 certificate will not be reset following their NHSS assessment. Where the extension of scope to include for this NHSS is undertaken by a different Certification Body to that for the BS EN ISO 9001 certification, then the expiry date for the NHSS certificate shall be the same as that for the BS EN ISO 9001 certification.

**Table K1: Scope of Certification**

Activity	Primary Category	Secondary Category
Corrosion Protection of Ferrous Materials by Industrial Coatings for:	Workshop <sup>(a)</sup>	Industrial coatings application
		Abrasive blast cleaning
		Paint spraying
		Thermal Metal Spraying
	Site Works <sup>(a)</sup>	Industrial coatings application
		Abrasive blast cleaning
		Paint spraying
		Water Jetting
<sup>(a)</sup> Each primary category may cover all locations or be location specific. Where a primary category covers all locations, all the locations where the identified secondary categories are carried out at or from shall be given on the CoR. Where a primary category is location specific, the secondary categories applicable to each specific location shall be given on the CoR.		

## APPENDIX K1: EXAMPLE MODEL CERTIFICATE OF REGISTRATION

The following is an example model for the Certificate of Registration.

Figure 1 shows an example of a specific NHSS 19A certificate including typical scope.

Figure 2 shows an example of a specific Appendix for scope of registration illustrating typical scope of registration and locations covered by the certificate. This information may be included on the Certificate of Registration

Note: *[The italic text in square brackets shown on the examples indicates where specific text would need to be included.]*

Note: These Example Model Certificates of Registration are for information only and show the information required to be included on any such certificates. They do not imply any specific layout or format, and they are not intended to inhibit the house style of the Certification Body.

**Figure 1:** Example Model Certificate of Registration

<p><i>[Certification Body Name / Logo]</i></p> <p><b>C E R T I F I C A T E   O F   R E G I S T R A T I O N</b></p> <p><b><i>[ORGANIZATION NAME]</i></b> <i>[Organization Address]</i> <i>[Town]</i> <i>[County]</i> <i>[Post Code]</i></p> <p><i>[Certification Body Name]</i> issues this certificate to the above named company after assessing the company's quality management system and finding it complies with</p> <p><b>BS EN ISO 9001:2015</b></p> <p><b>AND</b></p> <p><b>NATIONAL HIGHWAY SECTOR SCHEME 19A</b> For Corrosion Protection of Ferrous Materials by Industrial Coatings</p> <p>For the following scope of registration:</p> <p>1. <i>Workshop (delete if not applicable to scope of registration)</i> <i>[List applicable secondary categories from Table K1]</i></p> <p>2. <i>Site Works (delete if not applicable to scope of registration)</i> <i>[List applicable secondary categories from Table K1]</i></p> <p>Appendix 01 (comprising <i>[x]</i> pages) details the locations covered by this registration and the full scope of registration for each location (Delete if not required)</p> <p>Certificate Number: <i>[Certificate Number]</i> Issue Date: <i>[date]</i> Expiry Date: <i>[date]</i></p> <p>Signature:</p> <p><i>[Name &amp; Title of Certification Body's Official]</i></p> <p><b><i>[Certification Body standard footer: Name / Address / Logo / NHSS Logo etc.]</i></b></p>	
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**Figure 2:** Example Model Appendix to Certificate of Registration

<i>[Certification Body Name / Logo]</i>	
<b>APPENDIX 01</b>	
To Certificate Number: <i>[Certificate Number]</i>	Appendix Page 1 of <i>[1]</i>
Issue Date: <i>[Date]</i>	
Expiry Date: <i>[Date]</i>	
This Appendix declares the scope of registration of the certificate granted to:	
<b><i>[ORGANIZATION NAME]</i></b> <i>[Organization Address]</i> <i>[Town]</i> <i>[County]</i> <i>[Post Code]</i>	
Scope of Registration	
<b>National Highways Sector Scheme 19A</b>	
for Corrosion Protection of Ferrous Materials by Industrial Coatings for:	
1. <i>[Workshop (delete if not applicable to scope of registration)]</i> i) <i>Industrial Coatings Application</i> ii) <i>Abrasive Blast Cleaning</i> iii) <i>Paint Spraying</i> iv) <i>Thermal Metal Spraying]</i>	
2. <i>[Site Works (delete if not applicable to scope of registration)]</i> i) <i>Industrial Coatings Application</i> ii) <i>Abrasive Blast Cleaning</i> iii) <i>Paint Spraying</i> iv) <i>Water Jetting]</i>	
<b><i>Location</i></b>	<b><i>Scope of Registration</i></b>
<i>Work Shop1 Address</i>	<i>Workshop i), ii), iii)</i>
<i>Work Shop2 Address</i>	<i>Workshop ii), iv)</i>
<i>Depot for Site Works Address</i>	<i>Site i), ii), iii), iv)</i>
<i>Site Works Rail Bridge 1- Site Address</i>	<i>Site i), ii), iii),</i>
<b><i>[Certification Body standard footer: Name/ Address/ Logo/ NHSS Logo etc.]</i></b>	

# APPENDIX L: GUIDANCE FOR CLIENTS

## 1 General

It is recommended that Clients acknowledge the requirements of this sector scheme as a contract requirement.

This guidance is primarily of relevance to Clients and their supervisory staff.

## 2. Specific Guidance

2.1. Reference should be made to Appendix N before deciding whether to specify that Organizations should be registered to NHSS 19A, as registration/approval to other NHSSs may include relevant requirements for corrosion protection of ferrous materials by industrial coatings.

2.2. The NHSS for Corrosion Protection of Ferrous Materials by Industrial Coatings was originally conceived as a document for use by Clients to specify the minimum standards for quality, training and competence of Organizations used by them to carry out corrosion protection of ferrous materials by industrial coatings.

2.3. The implementation of the NHSS and development of training and competency requirements is intended to provide:

- a) A competent workforce.
- b) Requirements to evaluate risks and develop processes associated with the application of coatings and the production of an associated comprehensive quality plan for each contract.
- c) An obligation on the registered Organization to review the work instructions issued by the Client and verify that they meet the technical requirements included in the Client's specification and that the Client's objectives for the works will be met.

2.4. It is necessary for the Client to ensure that all those involved in carrying out corrosion protection of ferrous materials by industrial coatings are appropriately trained, skilled and competent, whether or not they are directly employed. The training and assessment of competency schemes described in this SSD are designed to cater for the range of skills within the overall process of the corrosion protection of ferrous materials by industrial coatings.

2.5. In using this Sector Scheme users are required to use best practice such as specifying any other relevant NHSSs as appropriate to the nature of the work being undertaken. Where traffic management is required companies should either employ a relevant National Highway Sector Scheme registered company or, where applicable, have skilled registered traffic management personnel qualified to meet the requirements of NHSS 12D, as agreed with the NHSS 12D Committee, relevant to contract requirements and risk assessments. For work carried out on high speed dual carriageways and motorways the organization installing temporary traffic management measures should always be registered to NHSS 12A/B and/or 12C.

2.6. Clients and Customers that require confirmation of compliance with the Contract Specification in respect of the supply of services, products or materials should confirm that the quality management system certificate issuer is accredited by a NAB and that specific reference is made to relevant NHSS on certificates. (See Appendices F and K respectively)

2.7. For the NHSS to achieve its objectives it is essential that Clients, either directly or via the agents and individuals they employ, ensure that the requirements of this document are complied with. This includes ensuring that sub-contractors employed directly or indirectly, are registered to the NHSS. Supervisory staff must be instructed to carry out spot checks of skills cards. On being presented with a suspect skills card, the issuing body should be contacted to confirm authenticity, and appropriate action taken.

2.8. The Schedule of Suppliers Management Team have established and manage a schedule of registered companies that have been registered to National Highway Sector Schemes. Free access to the schedule is obtained by logging on to the Lantra website [www.scheduleofsuppliers.co.uk](http://www.scheduleofsuppliers.co.uk). However, it should be noted that only those companies that register on the schedule are listed. Clients should contact Lantra by email at [sosadmin@lantra.co.uk](mailto:sosadmin@lantra.co.uk) to ascertain/check the status of company if it is not listed on the schedule.

2.9. Client check list to be used to assess the validity of contracting organisations claims for compliance with this SSD.

- 1 Is the organization listed on the Lantra schedule of registered companies for NHSS 19A?
- 2 Is there an ISO 9001 certificate present that has been extended to cover NHSS 19A?
- 3 Is the Certification Body that issued the certificate accredited by a NAB for assessments to ISO 9001 and NHSS 19A? (See Appendix F)
- 4 Does the certificate have a identification number and signature of a Certification Body official, with their name and title?
- 5 Does the scope of registration/approval given on the certificate cover the full scope of services required and the locations at which those services are to be provided?
- 6 Is the certificate in date and does it cover the period required for the provision of the services?

If the answer to any of the above questions is 'No' further clarification should be sought from the Organization or their Certification Body.

## **APPENDIX M: GUIDANCE FOR ORGANIZATIONS**

Not Used

## APPENDIX N: GUIDANCE ON THE RELATIONSHIP BETWEEN THIS NHSS AND OTHER NHSSs

### General Guidance

1. This guidance is primarily of relevance to other NHSS Committees and those Organizations registered to these Sector Schemes. The guidance is designed to enable them to decide how works covered under the scope of this Sector Scheme, which they might be undertaking, should be dealt with. This Appendix should be read in conjunction with Appendix L “GUIDANCE TO CLIENTS”.
2. National Highway Sector Schemes likely to be directly affected by this document are:

Scheme 2A	The Design and/or Supply, Installation and Repair of Fences for Infrastructure Works
Scheme 2B	The Supply, Installation, Maintenance and Repair of Vehicle Restraint Systems
Scheme 2B and 5B	Vehicle Restraint Systems
Scheme 2C	The Design, Supply, Installation and Repair of Environmental Barriers (Structural) for Infrastructure Works
Scheme 5A	The Manufacture of Parapets for Road Restraint Systems
Scheme 5B	The Installation of Parapets for Road Restraint Systems
Scheme 6	Minor Structures
Scheme 8	The Overseeing and/or Installation and/or Maintenance of Highway Electrical Equipment and Supporting Works
Scheme 9A	The Design, Assembly and/or Provision of Permanent and Temporary Road Traffic Signs
Scheme 10B	Permanent Vehicle Restraint Systems Incorporating NHSS2B & NHSS5B
Scheme 20	The Execution of Steelwork in Transportation Infrastructure Assets

Note: the above is not an exhaustive list

3. A NHSS Committee may liaise with a relevant, recognized training and competency assessment body to develop bespoke training and competency assessment relevant to their sector and specific corrosion protection activities. The training and competency assessment requirements shall be described in the appropriate SSD and supporting documents.
4. Details of the training and competency assessment shall be submitted to the SSACCP for acceptance as being appropriate and relevant for the intended purpose but not necessarily equivalent to that provided under NHSS 19A.
5. Where the arrangements described above are in place within a NHSS, it is not intended that Organizations registered under the NHSS and undertaking works covered by it, which includes works covered by the scope of NHSS 19A, should also be registered to NHSS 19A.
6. Relevant NHSS Committees should consider the available options and provide appropriate advice to Organizations on what they need to do to meet their individual specific requirements and work commitments in respect of corrosion protection of ferrous materials by industrial coatings for their field of operations.

## National Highway Sector Scheme Arrangements

The following table describes the current arrangements within other NHSSs for works covered under the scope of this Sector Scheme.

Scheme 2A	NHSS 19A applies
Scheme 2B	NHSS 19A applies
Scheme 2B and 5B	NHSS 19A applies
Scheme 2C	NHSS 19A applies
Scheme 5A	NHSS 19A applies
Scheme 5B	NHSS 19A applies
Scheme 6	Bespoke arrangements described within the SSD.
Scheme 8	Bespoke arrangements described within the SSD.
Scheme 9A	NHSS 19A applies
Scheme 10B	NHSS 19A applies
Scheme 20	NHSS 19A applies

## National Highway Sector Scheme Specific Arrangements

**NHSS 6** - Minor Structures; **NHSS 8** - The Overseeing and/or Installation and/or Maintenance of Highway Electrical Equipment and Supporting Works

- 1 Bespoke training and competency assessment for corrosion protection works within the Highway Electrical Industry is available through the Highway Electrical Sector Academy. This training and competency assessment in corrosion protection for the Highway Electrical industry is known as the HEA Applicator module.
- 2 Employees trained and registered under the HEA Applicator module will not entitle them to be registered as an Applicator for NHSS 19A.
- 3 For the Highway Electrical industry whether NHSS 6 or NHSS 8 apply, where the scope of the corrosion protection works being undertaken by the Organization extends beyond that covered by the specific training under the HEA Applicator module, full accreditation to NHSS 19A competence requirements, following successful training under a registered training scheme, must be gained. Employees who have already been successfully trained under the HEA Applicator module will be able to take additional training to gain certification as an Applicator under a registered training scheme.
- 4 A register of employees who have undertaken the HEA Applicator module will be held by the registered training scheme providers for this Sector Scheme to enable verification of the training records.
- 5 Further details of HEA Applicator module may be obtained from the Highway Electrical Sector Academy.

Contact: The Principal  
Highway Electrical Sector Academy  
Highway Electrical Association  
Highdown House  
Littlehampton Road  
Ferring  
W. Sussex  
BN12 6PG  
Tel: 01903 705140, Fax: 01903 705149, Email: [principal@highwayelectrical.org.uk](mailto:principal@highwayelectrical.org.uk)

## APPENDIX O: HOW TO REGISTER ON THE SCHEDULE OF SUPPLIERS

The process for registering on the Schedule of Suppliers is as follows:

1. Go to the Lantra Schedule of Suppliers website: [www.scheduleofsuppliers.co.uk](http://www.scheduleofsuppliers.co.uk)
2. Select 'Register as a Supplier' or 'Supplier login' and 'Create new account'
3. Enter the details required and select 'Create New Account'.

Lantra will check that the relevant document(s) have been uploaded (see note 1) and that the registration details (see note 2) have been filled in. Once complete the information will be published and appear on the Schedule of Suppliers website and will be searchable.

**Note 1** It is the responsibility of companies registering on the site to enter their own details and data which would then be checked by certification bodies during any subsequent company audit. Lantra do not check the content of the records going onto the site and accept no liability for the information being entered. However, Lantra will continue to check that your company ISO certificate (also HERS certificate if registering for NHSS 8) has been uploaded before approving the registration.

**Note 2** Your certification body Assessor should check your entry prior to each surveillance or assessment visit to you to ensure that you have recorded your registration and the details are correct.

**Note 3** You should review/update your registration (It is recommended that this done annually)

**Note 4** Where work is contracted to a public body (e.g. a local highway authority acting for example as a "Contracting Authority"), or where there is a business restriction in place limiting the extent where a local highway authority operates, the NHSS registered Organization (highway authority) when completing their registration should under the section "Business Summary" state that "Works carried out are only within the area of the [highway] Authority for in-house requirements only" or as a "Service provider to .....", and under the section for "Business Description" provide the statement "Local Government trading account" or similar text. In this instance it would not be appropriate for the NHSS registered Organization to complete the section "What areas do you cover?"

**Note 5** Any queries should be sent to the 'schedule of suppliers' team at [sosadmin@lantra.co.uk](mailto:sosadmin@lantra.co.uk)

## APPENDIX Z: DOCUMENT CONTROL (Previous Issues)

### Issue history for the SSD for versions of ISO 9001 prior to ISO 9001: 2015.

UKAS Issue 1	1 <sup>st</sup> October 2006
UKAS Issue 2	December 2007
UKAS Issue 3	July 2009
UKAS Issue 4	February 2011
UKAS Issue 5	November 2011
UKAS Issue 6	January 2013
UKAS Issue 7	November 2013
UKAS Issue 8	October 2014
Issue 9 [9001:2008]	31 <sup>st</sup> May 2016
Issue 10 [9001:2008]	31 <sup>st</sup> October 2016
Issue 11 [9001:2008]	30 <sup>th</sup> June 2017 – Withdrawn September 2018

### Issue history for the ISO 9001:2015 versions of the SSD prior to this issue.

Issue	Amendments
Issue 1 [9001:2015]	<p>First Issue</p> <p>This Sector Scheme is one of the series of NHSSs, which are bespoke integrated management schemes within an ISO 9001:2015 framework that have been developed to define particular requirements within ISO 9001:2015 as it applies to a particular activity/industry within the United Kingdom.</p> <p>Note: This document was produced to supersede the Issue 9 [9001:2008] version (which relates to ISO 9001:2008), however the Issue 9 [9001:2008] version (or a later updated version) will continue to have validity until September 2018 when the 2008 version of ISO 9001 will become obsolete.</p>
Issue 2 [9001:2015]	<p>Document Control – Issue 2 [9001:2015] details added.</p> <p>Implementation of Issue 1 [9001:2015] – Changed to Issue 2 [9001:2015] and implementation details updated.</p> <p>Appendix C1, Section D updated to include Trainthepainter registered training for basic and specialist modules (Applicator, Abrasive Blast Cleaning Operator and Paint Sprayer).</p> <p>Appendix K – 3<sup>rd</sup> Paragraph b) – a comma added after ‘from’.</p>
Issue 3 [9001:2015]	<p>Document Control – Issue 3 [9001:2015] details added.</p> <p>Implementation of Issue 2 [9001:2015] – Changed to Issue 3 [9001:2015] and implementation details updated.</p> <p>Appendix C1, Section D updated to include ICATS Supervisors Module</p> <p>Appendix N – In ‘National Highway Sector Scheme Specific Arrangements’ Paragraph 1, reference to the Institute of Corrosion deleted.</p>
Issue 4 [9001:2015]	<p>Document Control – Issue 4 [9001:2015] details added.</p> <p>Implementation of Issue 3 [9001:2015] – Changed to Issue 4 [9001:2015] and implementation details updated.</p> <p>Scheme Secretary details updated throughout the document.</p> <p>Reference to Lantra Schedule of Suppliers web address and contact Email changed throughout the document (<a href="http://www.scheduleofsuppliers.co.uk">www.scheduleofsuppliers.co.uk</a>, <a href="mailto:sosadmin@lantra.co.uk">sosadmin@lantra.co.uk</a>).</p> <p>2. Normative References – Reference to BS EN ISO 9004 updated</p> <p>2. Normative References – Updated to include reference to the ICorr REQ DOC (NHSS 19A).</p> <p>Clause 7.2, Requirements (i), Supervisors and Operatives, 3<sup>rd</sup> Paragraph – ‘Card’ changed to ‘skills card’ for clarity.</p> <p>Appendix C, Section A – reference to implementation date for ISO 9001 and/or BS EN ISO/IEC 17024 requirement removed as it has now passed.</p> <p>Appendix C, Section A – Requirement relating to compliance to BS EN ISO/IEC 17024 with implementation date updated following decision at NHSS 19A Committee meeting</p>

	<p>held on 16<sup>th</sup> May 2018.</p> <p>Appendix C, Section C – Implementation of Training Table. Clause reference to implementation date corrected to 7.2.1.</p> <p>Appendix C, Section C – Implementation of Training Table updated to include specialist modules for Thermal Metal Sprayer and Water Jetting Operative, with implementation dates of 31 December 2019.</p> <p>Appendix C, Section C – Implementation of Training Table, Note 1 added to Table explaining the relevance of historical dates in the table</p> <p>Appendix C, Section D, Paragraph 2 updated in respect of relevant skills cards, recognising that CRO cards have been withdrawn by CSCS and replaced where relevant by Partner Card Schemes cards.</p> <p>Appendix C, Section E, Paragraph 3 – Health, Safety and Environment test requirements updated.</p> <p>Appendix C1, Section B – The Training Administrator’s contact details updated.</p> <p>Appendix F – Process for identifying certification bodies on the UKAS website updated.</p> <p>Appendix G1 – removed reference to ‘identity card’ and ‘induction card’ and replace by ‘skills card’.</p> <p>Appendix J3 – Highways England Standards feedback email address corrected.</p> <p>Appendix K, Table K1 – Thermal Metal Spraying and Water Jetting added to Table K1.</p> <p>Appendix O – The process for registering on the Schedule of Suppliers updated.</p>
Issue 5 [9001:2015]	<p>Document Control – Issue 5 [9001:2015] details added.</p> <p>Implementation of Issue 4 [9001:2015] – Changed to Issue 5 [9001:2015] and implementation details updated.</p> <p>General update to accord with NHSS 0 Template Document Issue 1.0 dated 17<sup>th</sup> December 2018. These include additional requirements in sections 7.1.5.2, 7.1.6, 8.4.1, 8.4.3, 8.5.1, 8.6, 10.2, 10.3</p> <p>Introduction item 12 – replaced ‘complaints’ with ‘concerns’.</p> <p>Clause 7.5.3.2 (iii) – replaced ‘complaints’ with ‘concerns’.</p> <p>Appendix B – GD 04 has been replaced with GG 104.</p> <p>Appendix B – GG 102 is added.</p> <p>Appendix C – section for ‘Apprentice’ is added before section for ‘Operative’.</p> <p>Appendix C1 – D Registered Training – Specialist modules for ‘thermal metal spraying’ and ‘water jetting operative’ have been added with their training provider’s names. Sector Schemes 6 &amp; 8 – Table for HEA training has been revised.</p> <p>Appendix C1 – E Complaints and Appeals – ‘complaint(s)’ has been replaced with ‘concern(s)’.</p> <p>Appendix J2 – ‘complaints’ has been replaced with ‘concerns’.</p> <p>Appendix J3 – ‘complaint’ has been replaced with ‘concern’.</p> <p>Appendix J3 – last line – replaced ‘workplacecomplaint.htm’ with ‘concerns.htm’.</p> <p>Appendix K1 – New Appendix with Example Model Certificate of Registration.</p> <p>Appendix Z – New Appendix for Document Control (previous Issues)</p>