



Highway Electrical Registration Scheme (HERS)

Handbook

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Document Control

Issue Statement

Issue Number	Date
Issue 9 Jan 2007	<p>Document Control added</p> <p>Contents page moved to follow Document Control</p> <p>Table 1 - "Motorway communications and associated apparatus" changed to "Communications equipment and associated apparatus on motorways and other highways"; The installation and maintenance of ramp metering equipment and associated apparatus added for clarity</p> <p>Definitions – Qualified Supervisor definition – "direct" deleted to permit peripatetic working arrangements</p> <p>Clause 6.5 – Authorising Officer and Qualified Supervisor Cards added</p> <p>Clause 8.1 – deletion of the exemption of the CITB H&S test plus separate highway electrical test</p> <p>Clause 8.2 text added to confirm the requirements for repeated on-site assessments together with supporting evidence and refresher training at intervals not greater than every five years</p> <p>Appendix 1 – text replaced to align with NHSS 8, 9B and 10 document Issue 6</p> <p>Appendices 5-10 – amendments to matrices</p> <p>Appendix 13 – Amendments to fees</p>
Issue 10 July 2007	<p>Clause 5 – last sentence added for clarity</p> <p>Clause 7 – re-worded to include Interim Cards</p> <p>Clause 8 – previous Clause 6.5 re-numbered as Clause 8 for clarity; previous clauses 8-13 re-numbered as 9-14 and references to these clauses elsewhere in the text amended accordingly</p> <p>Clause 10 re-worded to include Interim Cards.</p> <p>Clause 13 – amended to include Interim cards</p> <p>Appendix 1 – Clause 6.2.2(v) – second paragraph replaced to cover the twelve month period by which new employees who have evidence of competency need to be registered, and to include the requirement for interim cards in this period</p> <p>Appendix 1 - 7.4(iii) amended to align with NHSS 8 9B and 10– the exemption for specialist sub contractors carrying out excavation and reinstatement works to be accredited to this Sector Scheme or registered to the Highway Electrical Industry Scheme for the Registration of Authorised Persons extended to include the installation of ducts</p> <p>Appendix 1 - 7.5.1 (iii) amended to align with NHSS 8 9B and 10 - additional clause covering equipment on parapets</p> <p>Appendix 1 - Appendix C amended to align with NHSS 8 9B and 10– headings added to the Introduction for clarification; specific exemptions from the requirement to carry out training in accordance with the Training Specification by HEA Approved Trainers and appropriately certificated (through Lantra Awards) moved to the Training Specification and referenced accordingly; new paragraph added at the end of the Introduction covering Approved Persons exemption to gain a Level 2 or 3 N/SVQ in Electrotechnical Services (Highway Electrical Systems); reference to HEA courses changed to HE Registration Scheme Administrator (ASLEC); "required updates" added to Authorising Officer's and Qualified Supervisor's requirements.</p> <p>Appendix 5, 10 – 4A – mandatory item for Routine Maintenance occupational title deleted</p> <p>Appendix 6,10 – COM02 – mandatory items deleted to align with specific HA contract</p>
Issue 11 Dec 2007	<p>Table 1 – deletion of scopes dealing with tunnels - now under NHSS 22; addition of 30/9/08 Industry Accreditation date for Northern Ireland</p> <p>Clauses 6.1, 6.2.3, 6.2.4 amended to modify the period in which the N/SVQ must be gained, due to the review of the N/SVQ which is intended to be completed in 2008.</p> <p>Appendix 1 - Clause 7.2.2 – new sub-clauses (i) and (vi); existing sub-clauses re-numbered</p> <p>Appendix 1 - Clause 7.4. (iii) 1 – "the subcontractor is under the management control of the Organization and" deleted</p> <p>Appendix 1 - Clause 8.2.2 - sub-clause 2 re-worded to permit audits at one contracting office location only under defined circumstances</p> <p>Appendix 2 – Inst06 mandatory item for Electrician occupational title deleted</p> <p>Appendix 12 – updating of forms and notes</p> <p>Re-structuring of fees for smaller organisations</p>
Issue 12 Jun 2008	<p>Title page altered to reflect scheme title</p> <p>Table 1 scope - bus shelters and advertising equipment added</p> <p>Definitions-Authorised Person - "Training Specification" replaced with "Highway Electrical Registration Scheme Handbook"</p> <p>Throughout - "permanent" deleted before "traffic control equipment"; Highway Electrical Industry Scheme for the Registration of Authorised Persons renamed to Highway Electrical Registration Scheme (HERS); re-formatting of clauses for clarity</p> <p>Clause 6 – added to show the overall process flowcharts</p> <p>Clause 7 – new sub-clause 7.3 added defining format of organisational registration certificate</p> <p>Clause 8.2 – N/SVQ route removed, as the requirement for registration is likely to occur before the gaining of the N/SVQ, and can</p>

	<p>be covered in the other routes</p> <p>Clause 9.3 – note added regarding Interim Cards</p> <p>Clause 13 – sub-clauses added regarding audit action plan default escalation process</p> <p>Clause 15 – Use of HERS logo added</p> <p>Clause 16 – Data Protection clause added, referencing Appendix 15</p> <p>Clause 17 – City and Guilds deleted</p> <p>Appendix 1 - Clause 6.2.2(i) last paragraph re-worded for clarity</p> <p>Appendix 1 - Clause 6.2.2 (ii) 3a - "Training Specification" replaced with "Highway Electrical Registration Scheme Handbook"</p> <p>Appendix 1 - Clause 6.2.2 (iv) – re-worded for clarity</p> <p>Appendix 1 - Clause 7.1 – "for delivery" added in third paragraph for clarity</p> <p>Appendix 1 - Clause 7.2.2 (i) - Reference made to the organization's Highway Electrical Registration Scheme registration certificate showing the scope of registration.</p> <p>Appendix 1 - Clause 7.6 (i) – reference to specific test equipment deleted</p> <p>Appendix 1 - Clause 8.2.2 re-formatted for clarity; reference to "Compliance Manager" replaced with "nominated individual..."; new clause (ii) 3 added</p> <p>Appendix 1 - Appendix C – reference to 30 September 2008 and 1 October 2008 changed to 30 September 2009 and 1 October 2009 respectively</p> <p>Appendix 6, 10 – alterations to Mandatory items for Found07</p> <p>Appendices 4-10 – amendment to title of Found01/Mods 1,2 to read Found01 only</p> <p>Appendices 5- - amendment to 4C and 6I mandatory and forbidden items to align with the rest of the Electrotechnical sector; addition of explanatory note allowing organisations until 31 December 2009 to make the required adjustments. Amendments to 6A, 6B and 6C mandatory items for Highways Electricians to ease occupational title changes where such areas are not carried out by the employee</p> <p>Appendix 13 – ECS HE version H&S test and Authorised Invigilators – added; Appendix 14 – Application for use of HERS logo added; Appendix 15 – Example form of consent to personal information disclosure added; previous Appendix 13 now re-numbered as 16</p>
<p>Issue 13 25 Nov 2008</p>	<p>"ISO 9001:2000" replaced with "ISO 9001:2008" throughout; clause titles changed to suit</p> <p>"NHSS 8 9B and 10" replaced with "NHSS 8" throughout</p> <p>"Highway Electrical and / or Associated Highway Works and /or Highway Electronic Works" replaced with "Highway Electrical Works" throughout</p> <p>"Registration Board" replaced with "NHSS 8 Committee" throughout as these are now combined</p> <p>"Training Group" replaced with "Standards and Training Group" throughout</p> <p>"Training Specification" replaced with "Highway Electrical Training Specification" throughout</p> <p>Clause 10 amended to show an expiry of five years for Authorising Officer and Qualified Supervisor cards issued from 2009</p> <p>Clause 11 amended to clarify number of pieces of evidence required</p> <p>Clause 13 amended to reference the audit sharepoint system now in use</p> <p>Appendix 2, new Appendix 3, new Appendix 4 – reference to Authorising Officer and Qualified Supervisor competency elements deleted - since these are positions; Found 06/3C, Found07, 3A, 5A, Inst01 marked as available as additions for those organisations carrying out limited works on site (e.g. where cable pullers elect to be registered)</p> <p>Appendix 3(non-illuminated traffic signs) deleted</p> <p>Appendix 4 re-numbered as Appendix 3</p> <p>Appendices 5-9 deleted; Appendices 10-15 re-numbered as 4-9</p> <p>New Appendix 7.5 – Forename and surname order changed to logical order</p> <p>Appendix 16 deleted and all references to fees now refer to the HEA web-site</p>
<p>Issue 14 23 July 2009</p>	<p>Change throughout the document to include overseeing in the scope, and changes to Appendix 1 as per the Sector Scheme 8 document</p> <p>Change throughout the document to re-accommodate traffic signs</p> <p>Clause 5.3 – last sentence added for clarification</p> <p>Clause 6 – Overall process – wording amended for clarity in last box in flow chart for Route 1 -organisations accredited to ISO9001</p> <p>Clause 9.3 – additional text to clarify that the employee must have a valid certificate confirming the successful completion of the ECS HE version H&S test</p> <p>Clause 9.4 – text added to identify when the administrator should receive renewals; new paragraph added to clarify expiry dates on replacement or new cards.</p> <p>Clause 12.1 – clarification on acceptability of photographs (passport sized and meeting passport rules)</p> <p>Appendix 1 - Clause 6.2.3 (ii) 3 b – wording amended to clarify the registration of employees</p> <p>Appendix 1 - Clause 6.2.2 (iii) – reference to ASLEC registration card deleted; "whilst at work" added to the requirement to carry the Registration Card at all times</p> <p>Appendix 1 - Clause 7.4 (ii) – addition of "services"</p>

	<p>Appendix 1 - Appendix C – changes to wording in Clause 2 in respect of Industry Accreditation for clarity</p> <p>Appendix 1 - Appendix L - new opening statement about the change in numbering from NHSS 8 9B and 10 to NHSS 8; additional last paragraph to clause 1 to reference the Institute of Highway Incorporated Engineers and the Institution of Lighting Engineers and their requirements; change to wording regarding use of competent person other than QS to remove restriction on organisation size; addition to clause 3 to clarify that the Responsible Manager must be at least equal in status to the Authorising Officer within the organisation.</p> <p>Appendix 1 - Appendix M – re-wording of clause on NHSS 9B for clarification</p> <p>CAM03 removed as mandatory for Service Operatives to allow those carrying out more restricted works</p> <p>Appendix 3 – Traffic Signs – re-inserted into Handbook; old appendices 3 onwards re-numbered as 4 onwards</p> <p>Appendix 6 and 7 modified to bring up to date</p> <p>Appendix 8.5 – minor changes to form to meet the requirements of JIB and for clarity</p>
<p>Issue 15 14 Apr 2010</p>	<p>Amendments to Appendix 1 to align with NHSS 8 Issue 12</p> <p>Definitions amended to include Highway Electrical equipment and supporting works; and overseeing. Abbreviations added</p> <p>Clause 9.4 re-worded for clarity</p> <p>Clause 13.3 re-worded to simplify the process for clarity</p> <p>Clause 14 re-worded for clarity and to introduce new requirement for a copy of the portfolio to be given to each employee transferring under the TUPE Regulations</p> <p>Amendment to clause 17 on N/SVQ's.</p> <p>Appendix 6 – amendment to form to include overseeing</p> <p>Appendix 7 – clarification on requirements for photographs</p> <p>Appendix 9 – amended to require copy of HERS certificate, and last audit sheet showing actions to date to be attached to the application form</p>
<p>Issue 16 18 Feb 2011</p>	<p>Clause 2 - Table 1 amended to align with NHSS 8 Appendix K issue 13</p> <p>Change to ASLEC and Highway Electrical Academy address and contact numbers throughout; replace www.highwayelectrical.org.uk/hea with www.highwayelectrical.org.uk/hers throughout; change from N/SVQ to CBQ / NVQ (formerly N/SVQ) throughout</p> <p>Definitions - Highway Electrical equipment and supporting works – cable works deleted; Stakeholders – ILE changed to ILP</p> <p>Clause 5.1 - amended to include new combined matrix</p> <p>Clause 5.2 – added to provide clarity on the role of Night Time Monitor. Previous clauses 5.2 and 5.3 re-numbered.</p> <p>Clause 9.4 – amended to require a valid ECS HE version H&S test to be taken prior to renewal, if it has expired during the life of the ECS HERS card</p> <p>Clause 11 – new sub clause 11.2 added (and previous clauses 11.2-11.3 re-numbered) to confirm that the validity of the ECS HE version H&S test is 2 years and that it must be valid at the point of registration or re-registration (i.e. it is now allowed to expire within the life of the ECS HERS card)</p> <p>Clause 11.4 (formerly 11.3) – Statement added to clarify the position in respect of repeat site assessments and the gaining of CBQ / NVQ qualifications to avoid duplication - “If an employee is registered on a CBQ / NVQ (formerly N/SVQ) and is actively gathering evidence for the qualification, before a five yearly repeating of the site assessments – then this will be deemed to meet the requirements of the repeating of site assessments and recorded oral questions.”</p> <p>Clause 13.5 amended to align with NHSS 8 requiring internal audits to cover those areas which would have been included within the third party biennial audit</p> <p>Clause 13.7 “cable pulling” deleted to align with NHSS 8</p> <p>Clause 15 amended to differentiate between the HERS scheme logo (dark blue background) which may only be used by the scheme administrator or with their explicit permission in each and every case, and the organisational HERS logo (white background) which is available for use by registered organisations upon request</p> <p>Change to Appendix 1 to align with NHSS8 Issue 13 including:</p> <p style="padding-left: 40px;">Composition - Change from ILE to ILP</p> <p style="padding-left: 40px;">Change to ASLEC and Highway Electrical Academy address and contact numbers throughout; replace www.highwayelectrical.org.uk/hea with www.highwayelectrical.org.uk/hers throughout; change from N/SVQ to CBQ / NVQ (formerly N/SVQ) throughout</p>

	<p>“and/ or the laying or pulling through of cables “ deleted throughout to bring such operations into scope</p> <p>Clause 1 Scope amended to include the relevant wording previously in clause 7.4.1 (ii) amended in the first paragraph to delete “and/ or the laying or pulling through of cables “to bring such operations into scope together with re-wording for clarity; second paragraph amended to align</p> <p>Clause 6.2.2 (vi) 1.3 – “covering those areas which would have been included within the third party biennial audit” added for clarity</p> <p>Clause 7.4 (ii) Re--worded to reference the scope</p> <p>Appendix B – items 38a, 38b internet addresses changed</p> <p>Appendix C – Clause 3 – new subclause 3.4 added to clarify that training, assessment and the issuing of cards under NHSS 12D may also be used to satisfy the requirements</p> <p>Appendix G1 – Clause 4.1 – requirement to notify ASLEC as HERS administrator added to align with text; Clause 6.2.2 – additional direction for alignment with NHSS 12D where relevant; Clause 7.4.1 “checked” replaced with “validated”; clauses C1, C3, C6 – deletions to align with 7.4 (ii) 1</p> <p>Appendix K – first clause re-worded to remove categories no longer used; table re-formatted to align with proposed wording on CB certificates and sample certificates re-worded to align</p> <p>Appendix 2 – All Sectors Combined Matrix added. All subsequent appendices re-numbered</p> <p>Appendix 9.5 – Revised ECS HE version H&S test Investigation Statement included for illustration purposes</p>
<p>Issue 17 31 Mar 2011</p>	<p>Appendix 2 – Changes to matrix to move Inst05 /CAM02 – Install underground cables - to common areas from public lighting; CAM02A re-titled as CAM02; removal of mandatory requirement for Found06 Public Lighting; changes to other mandatory elements (see note 10 on Appendix 2) to accommodate personnel carrying out cable installation only</p>
<p>Issue 18 30 Jun 2011</p>	<p>Clause 7.2.3 - addition of “employment agency” after consultants to allow such organisations to include HERS requirements</p> <p>Clause 8.2.1 deleted, as requirements no longer apply, and the maximum five year refresher requirements apply. Subsequent clauses re-numbered accordingly</p> <p>Clause 8.5 amended to include AO-QS refresher training – and requiring evidence of same</p> <p>Clause 10 – deleted as AO / QS cards no longer required. Subsequent clauses re-numbered.</p>

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Highway Electrical Registration Scheme (HERS)

1. Introduction and Background

NHSS 8 (The Sector Scheme for the Overseeing and / or Installation and / or Maintenance of Highway Electrical equipment and Supporting works) requires that employees working in the highway electrical industry shall be assessed as being competent by the Organisation that employs them and be issued by their Organisation with an Authorisation to Work certificate that identifies the employee as an Authorised Person allowed to carry out work appropriate to the level of competence against which they have been assessed. All evidence supporting the assessment of competence carried out by the Organisation shall be contained in a portfolio and retained by the Organisation.

In order to ensure rigour in this process, the Sector Scheme requires that each Authorised Person shall be placed on a Register by their employer under this Scheme and a registration card issued. The ECS HERS card is issued by the JIB / SJIB under their Electrotechnical Certification Scheme (ECS) which also provides affiliation to the Construction Skills Certification Scheme (CSCS).

As part of the process, the Scheme requires that a Technical Audit is carried out at intervals no greater than every two years to ensure the validity and consistency of the assessment process carried out by Registered Organisations in the issuing of their Authorisation to Work certificates

This is an employers scheme and is owned by Stakeholders from within the highway electrical industry and is managed by the NHSS 8 Committee. The Scheme is administered by an Administrator.

The scope of work is detailed in Table 1 below.

2. Table 1: National Highways Sector Scheme 8 / HERS

Scope		Industry Accreditation cut-off Date	Current Status
The overseeing and / or installation and / or maintenance of	Traffic Control equipment and associated apparatus	30/09/05* (gathering of evidence date 31/01/06)	Implemented
The overseeing and / or installation and / or maintenance of	Variable Message signs and associated apparatus	31/3/08*	Implemented
The overseeing and / or installation and / or maintenance of	Communications equipment and associated apparatus on motorways and other highways	31/3/08*	Implemented
The overseeing and / or installation and / or maintenance of	Environmental and Monitoring equipment and associated apparatus	31/3/08*	Implemented
The overseeing and / or installation and / or maintenance of	Cameras and associated apparatus	31/3/08*	Implemented
The overseeing and / or installation and / or maintenance of	Ramp metering equipment and associated apparatus	31/3/08*	Implemented
The overseeing and / or installation and / or maintenance of	Non illuminated traffic signs and associated apparatus	30/09/05* (gathering of evidence date 31/01/06)	Implemented
The overseeing and / or installation and / or maintenance of	Highway lighting columns and posts and other street furniture	30/09/05* (gathering of evidence date 31/01/06)	Implemented
The overseeing and / or installation and / or maintenance of	Cables in trenches and ducts, and the excavation of the trenches / laying of ducts where required	30/09/05* (gathering of evidence date 31/01/06)	Implemented
The overseeing and / or installation and / or maintenance of	Inductive loop or power cable slots and the laying of Inductive loop and other cables for traffic signal and other highway electrical equipment	31/3/08*	Implemented
The overseeing and / or installation and / or maintenance of	Highway lighting and illuminated traffic signs	30/09/05* (gathering of evidence date 31/01/06)	Implemented
The overseeing and / or installation and / or maintenance of	Bus shelters and/or advertising structures and/or terminals and associated apparatus connected to a source of electrical energy	t.b.a.	

*30/9/08 for Northern Ireland

3. Definitions

Administrator	The person/organisation appointed by the NHSS 8 Committee to administer this scheme. Currently this is ASLEC
Associated Sector	A sector of the construction industry where technical knowledge and skills of employees are similar to the Highway Electrical sector.
Authorised Person	A Competent Person authorised by an Organisation's Authorisation Officer to carry out specific elements of work appropriate to his/her level of competency as defined in the Highway Electrical Registration Scheme Handbook.
Authorising Officer	A person appointed by the Organisation to assess the competency of individuals nominated for appointment as Authorised Competent Persons and recommending them for authorisation by the Responsible Manager. The designated level for assessment shall be appropriate to the experience, knowledge and training of the assessor.
Competent Person	A person assessed as having the necessary technical knowledge, skill and experience to undertake work and avoid danger within the scope of work defined in clause 1 Scope of the NHSS 8 document.
Highway Electrical equipment and supporting works	This includes any or all of the equipment associated with the scope of this document and as set out in Table 1, including non-electrical items such as posts and columns but excluding only excavation and/ or reinstatement. It specifically includes any works which require entry into an item of highway electrical street furniture
CBQ / NVQ (formerly N/SVQ)	Level 2 CBQ / NVQ (formerly N/SVQ) "Highway Electrical Systems" and/or Level CBQ / NVQ (formerly N/SVQ) "Servicing Highway Electrical Systems" or "Commissioning and Servicing Highway Electrical Systems"
Occupation	The job roles carried out by a competent person as described in the relevant Appendices
Organisation	The body employing Authorised Persons.
Overseeing	In this document, the term overseeing is intended to cover those organizations and persons carrying out investigative work or the direction or checking of work as or on behalf of the client. It is not intended to cover the normal contractor / sub-contractor relationship.
Portfolio of Evidence	A file prepared by the Organisation containing evidence which supports the competence of an Authorised Person.
Qualified Supervisor	A person(s) having responsibility, training and experience to supervise electrical and non electrical operations and who shall have responsibility, on a day to day basis, for the safety, quality and technical standard of work carried out by all Authorised Persons under his supervision
Register	The Register of Authorised Persons working in the Highway Electrical Industry.
Registered Authorised Person	An Authorised Person whose name has been entered on to the Register with the Highway Electrical Registration Scheme following an

	application by a Registered Organisation
Registered Organisation	An Organisation registered with the Highway Electrical Registration Scheme
Registration Card	An EC HERS card issued under the Electrotechnical Certification Scheme by the JIB following registration by the Administrator that the holder of the card has been assessed as Competent by his employing Organisation to carry out work at the appropriate competency level as defined in the Training Specification
Responsible Manager	The person employed by the Organisation having managerial responsibility for installation and/or maintenance activities. The Responsible Manager must be an employee of the Organisation.
Scheme	The Highway Electrical Registration Scheme
Sector Scheme	Sector scheme document 8 for the Overseeing and / or Installation and / or Maintenance of Highway Electrical equipment and supporting works
Stakeholders	The Association of Road Traffic Safety and Management (ARTSM) The Association of Signals, Lighting and other highway Electrical Contractors (ASLEC) The Highways Agency The Institution of Lighting Professionals (ILP) The Department for Transport Local Authority Sign Manufacturers Association (LASMA) Traffic Control Users Group
Technical Audit	An audit carried out by a person deemed competent to do so and appointed by ASLEC as Administrator of the Scheme
Standards and Training Group	A sub group of the Sector Scheme advisory committee responsible for formulating proposals to the committee on training and competence
Highway Electrical Training Specification	A specification, developed by the Standards and Training Group which specifies the training requirements of employees carrying out work defined in clause 4 Scope.

The following abbreviations are used in the HERS Handbook or NHSS 8 document:

CB	Certification Body
ECS	Electrotechnical Certification Scheme
HEA	Highway Electrical Academy
HERS	Highway Electrical Registration Scheme
JIB	Joint Industry Board for the Electrical Contracting Industry
NHSS	National Highways Sector Scheme
QMS	Quality Management System
SJIB	Scottish Joint Industry Board for the Electrical Contracting Industry
SSAC	Sector Scheme Advisory Committee
SSD	Sector Scheme Document
UKAS	United Kingdom Accreditation Service or any equivalent International Accreditation Forum (IAF) Multi-Lateral Agreement (MLA) signatory with a scope which includes this sector scheme

4. Scope

This document details the requirements for the registration of organisations and the registration of employees who have been assessed by their employing Organisation as Authorised Persons and the consequential issue, following registration of the employee, with an ECS HERS Card. This scheme specifically meets the requirements of National Highways Sector Scheme 8 (NHSS 8) and is for organisations who wish their employees to be registered for the range of occupations relating to NHSS 8.

The prime objectives of HERS (the Highway Electrical Registration Scheme) are:

- To register Organisations, following an initial assessment, in order to ensure they meet the necessary requirements for the assessment of competence of their employees.
- To register each employee following assessment by their employer.
- To issue an ECS HERS Card following registration.
- To use the register as the basis for carrying out a Technical Audit to validate the competency assessed by the employer's Authorising Officer.

5. Areas of Competency

5.1 Areas of Competence are defined in the Competency & Occupations Matrices in Appendices 2-6. Appendix 2 is the combined matrix for the sector, amalgamating all of the previous matrices into one. Appendices 3-6 will continue alongside this matrix for a period whilst employees are re-registered as their registrations fall due.

It is intended that only Appendix 2 will be used in the future so all new registrations and all re-registrations should be against Appendix 2 as soon as the on-line system for this becomes available.

Appendix 6 is a three page appendix amalgamating all of the previous Highway Electronic matrices into one, consisting of common areas, followed by discrete specialist areas under each of the appropriate headings.

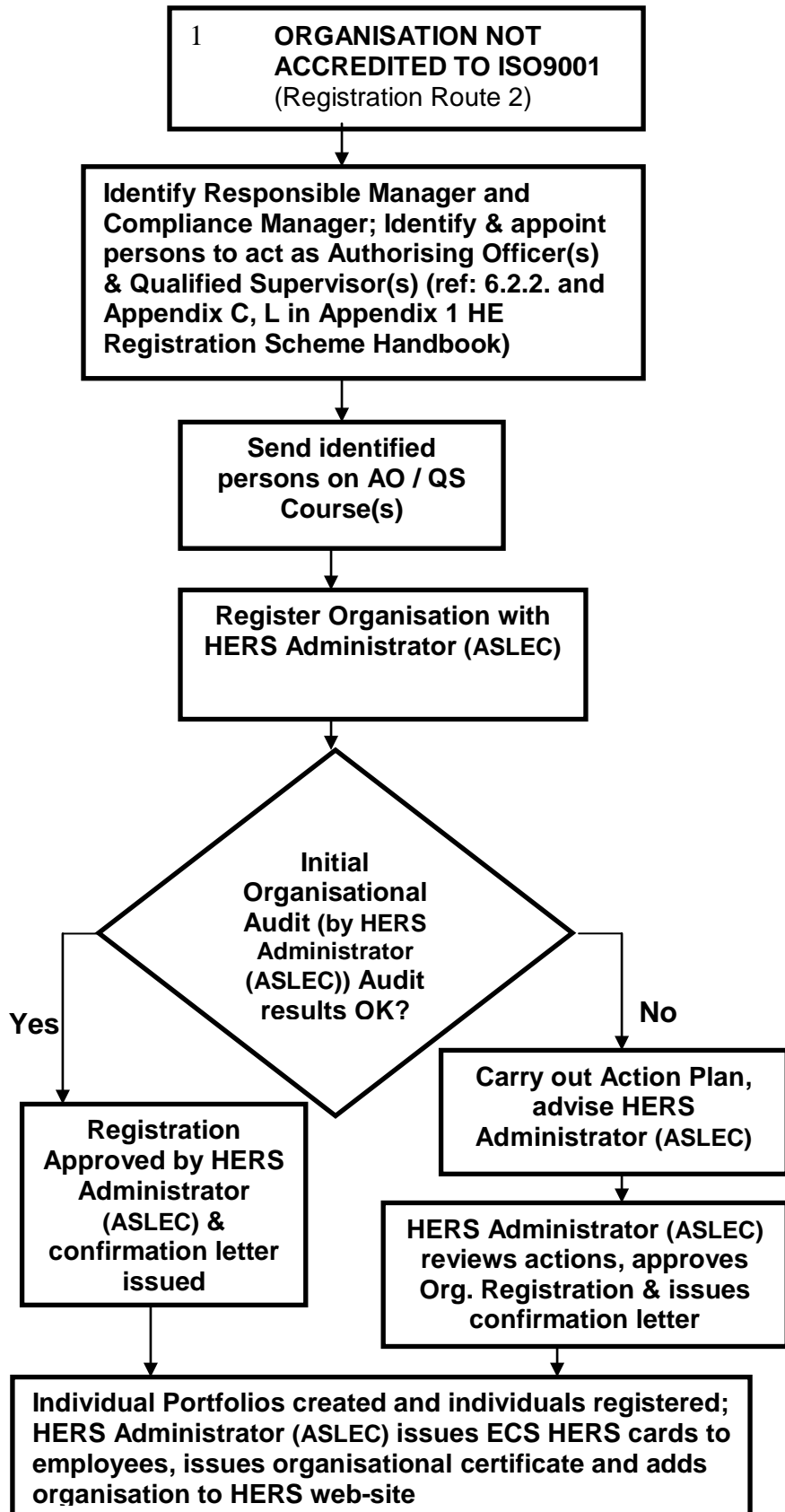
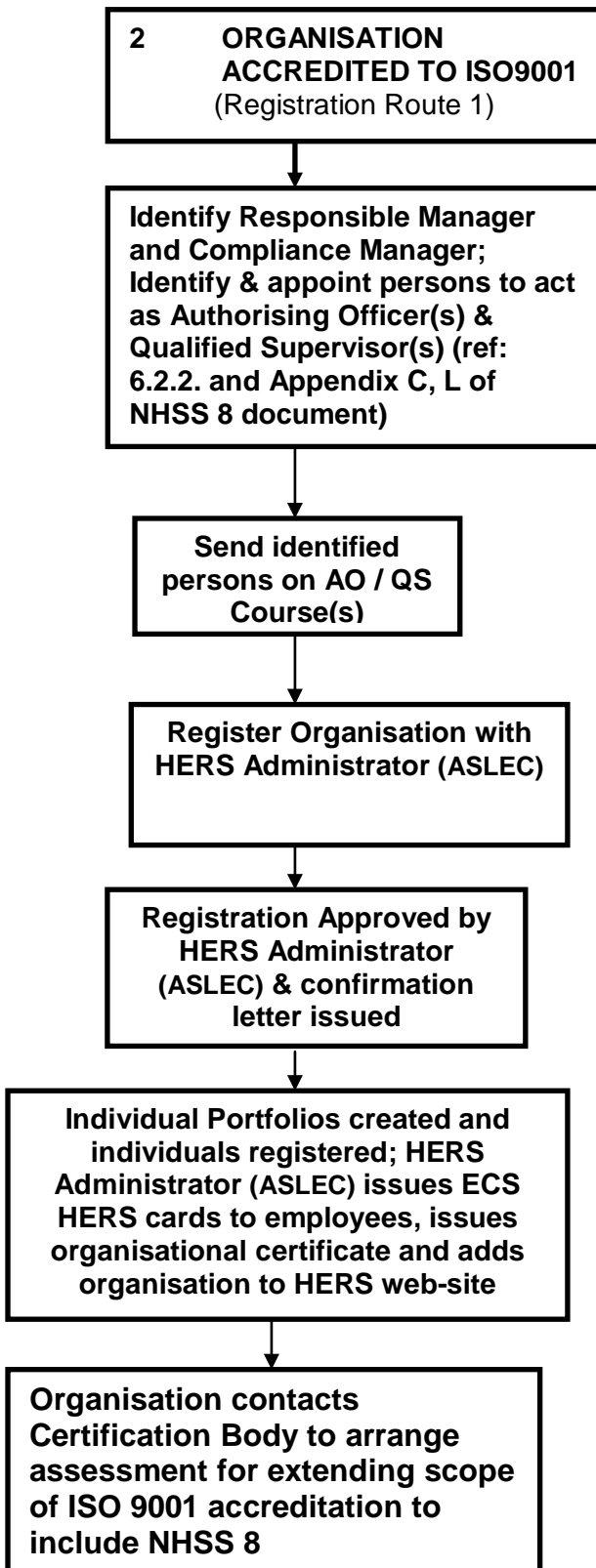
Where competency areas are repeated in these specialist areas (e.g. 7B is repeated in Traffic Signals, Motorway etc. Communications, VMS incl. Information Signs and Environmental & Monitoring Equipment), and the scope of the employee's work covers more than one of these areas, it is not intended that the competency area should be repeated, providing the scope of the competency assessment is sufficient to cover the required areas of work. Underpinning knowledge provided by training is as defined in the Training Specification prepared by the NHSS 8 Standards and Training Group.

5.2 The occupational title Night Time Monitoring (Appendix 2 and 3) is intended to cover those employees who are or may be carrying out work on site (e.g. replacing doors; making safe) and is not intended to cover those employees who solely carry out the identification and recording of faulty units with no other work carried out.

5.3 Ramp metering, which covers a number of the areas of competency, should be dealt with by using Appendix 6.

5.4 The over-riding principle of the Competency Matrices, is that if a given employee carries out work which falls under any Competency Element, then that element becomes "mandatory" for them, and there must be evidence to support the claim of competency in that area. Employees must at all times at work have valid ECS HERS cards.

6. Overall Process



7. Application for the Registration of an Organisation

7.1 Organisations must be registered first before they can register their employees. In order to become registered, Organisations must:

- Be accredited to ISO 9001:2008, or
- Undergo an initial assessment carried out by a Technical Auditor to ensure they have met the necessary standards as detailed in Appendix 1

In addition, all organisations must:

- Send its Authorising Officer(s) and Qualified Supervisor(s) on a familiarisation course as detailed in the Highway Electrical Training Specification (NB The Authorising Officer need not be a direct employee of the Organisation) and
- Complete the form shown in Appendix 7 and send this to ASLEC
- Pay the appropriate annual registration fee applicable at the time as shown on the HERS web-site (www.highwayelectrical.org.uk/hers)

7.2 There are a number of exemptions to the above as follows:

7.2.1 Organisations employing one or two employees. Such Organisations:

- Need not have a Qualified Supervisor. They will still need to have an Authorising Officer, which they can obtain from another Organisation such as their main client.
- Need not be ISO 9001 registered but they will need to become a Registered Organisation with this Scheme. In such circumstances no initial inspection will be required but the portfolio of evidence must be submitted with the application. Based on the results of a desk top assessment of the portfolio, an audit may be required before registration.
- Shall pay the appropriate fees shown on the HERS web-site (www.highwayelectrical.org.uk/hers).

7.2.2 Organisations employing 3 to 5 employees. Such Organisations:

- Can “buy in” the services of a Qualified Supervisor and an Authorising Officer from another Organisation such as their main client. They need not be ISO 9001 registered but they will need to become a Registered Organisation with this Scheme. An initial inspection will be required.
- Shall pay the appropriate fees shown on the HERS web-site (www.highwayelectrical.org.uk/hers).

7.2.3 Local Authority Clients, Consultants and Employment Agencies having one or two employees will be treated as Organisations having one or two employees as above. Local Authority Clients, Consultants and Employment Agencies having more than two employees will be treated as Organisations having 3 to 5 employees as above irrespective of the number of employees.

7.2.4 Manufacturers and Product Suppliers having one or two employees falling within the categories of Approved Persons will be treated as Organisations having one or two employees as above. Manufacturers and Product Suppliers having more than two employees falling within the categories of Approved Persons will be treated as Organisations having 3 to 5 employees as above irrespective of the number of employees.

- 7.3 Organisation's HERS Registration Certificate –this is issued each year (from 2008) showing the scope of registration of the organisation and the expiry date of the certificate. The organisation's HERS Registration certificate will be re-issued after receipt of payment of the registration fee.

8. Registration of Employees

All employees should hold valid ECS HERS cards as set out in this handbook and Appendix 1 (clause 6.2.2 of the NHSS 8 document).

The routes for registration are as follows:

8.1 Trainee Route

This route is available for employees who have not yet been designated as an Authorised Person by their employer and who are undergoing training in line with the Training Specification leading to an assessment for the CBQ / NVQ (formerly N/SVQ). Where applicable they shall be registered with an CBQ / NVQ (formerly N/SVQ) assessment centre. They shall have attended a health and safety induction course as a minimum standard, shall have passed the health and safety test described in section 11 and have evidence to cover competency area Found01/Module1,2.

An ECS trainee card will be issued which will be valid initially for 3 years. The holder will be expected to upgrade to one of the occupations covered by the skilled persons route as and when appropriate qualifications are obtained. It would be expected that a trainee would have completed the CBQ / NVQ (formerly N/SVQ) at Level 2 or 3, or appropriate units if the full level cannot be obtained within this three year period, except where they have been registered on or before 30 September 2009, in which case the three year period commences from 1 October 2009.

8.2 Skilled Persons Route

This route has three sub routes as follows:

8.2.1 The Training Specification Route

Where the employee has been trained to the Training Specification and has been assessed as competent either through the achievement of an CBQ / NVQ (formerly N/SVQ) unit at level 2 or 3 together with relevant additional site observations, recorded questioning and supplementary evidence, or solely through site observations, recorded questioning and supplementary evidence where an appropriate CBQ / NVQ (formerly N/SVQ) unit does not exist for the task. The health and safety test described in section 11 is required. The CBQ / NVQ (formerly N/SVQ) portfolio must be reviewed for detailed scope and must be mapped against the Highway Electrical Registration Scheme matrices. Site assessments are required for those tasks not covered by the CBQ / NVQ (formerly N/SVQ) and / or where the competencies are considered no longer current.

8.2.2 The Industry Accreditation Route

Entry via this route is permitted within the dates specified in Table 1 and is for employees who meet the following:

- Must be currently working in the highway electrical industry with evidence of relevant continuous working over the immediate past 3 years leading up to and including the Industry Accreditation cut-off Date detailed in Table 1.
- Must have evidence of recognised training and experience assessed by the Organisation's Authorising Officer(s) to the appropriate level defined in the HERS Handbook and associated documentation.
- Must have passed the health and safety test and have satisfactorily completed the site assessments described in section 11.
- Must ask their employer to fill in and sign the declaration on the application form, to confirm that they have worked in the occupation continuously for at least three years.
- Must be registered to the Highway Electrical Registration Scheme by the Industry Accreditation date stated in Table 1
- Must achieve an CBQ / NVQ (formerly N/SVQ) within 10 years, (e.g. by October 2019 if registered in October 2009), except where the person has been registered on or before the 30 September 2009, in which case the ten year period commences from 1 October 2009.

8.2.3 Experienced Worker Route.

This route is for experienced workers who:

- Have missed the chance to join by industry accreditation and who can show that they have worked continuously after initial training in the industry for a period deemed suitable by the organisation, or
- Are new entrants to the Highway Electrical sector but who have worked in an associated sector and have qualifications and skills which are similar to those used in the Highway Electrical sector.

To become registered under this route, employees must meet the following,;

- pass a health and safety test and satisfactorily complete the site assessments as described in section 11
- ask their employer to complete and sign the declaration on the application form, to confirm that they have worked in the occupation or in an associated sector continuously for a period deemed acceptable by the organisation. For new entrants who have worked in an associated sector no minimum period is required but they must be assessed as competent by the Authorising Officer to carry out the work they have been assigned.
- have evidence of recognised training and experience assessed by the Organisation's Authorising Officer(s) to the appropriate level defined in the HERS Handbook and associated documentation.
- Obtain the CBQ / NVQ (formerly N/SVQ) within 5 years of the date of registration (e.g. by October 2014 if registered in October 2009) except where the person has been registered on or before the 30 September 2009, in which case the five year period commences from 1 October 2009.

8.3 Supervisors Route

The supervisors route is available for persons who carry out a supervisory role. For supervisors who carry out the defined function of a Qualified Supervisor, they must attend a Qualified Supervisors course as defined in the Training Specification.

The health and safety test and the appropriate site assessments described in section 9 are required.

8.4 Approved Persons Route

The Approved Persons route is available for persons whose employer is a Registered Organisation and/or has a requirement to attend site in a capacity, such as a client, consultant, manufacturer or main contractor, unless accompanied by a Registered Authorised Person. The health and safety test described in section 11 is required together with the appropriate site assessments.

8.5 Authorising Officers / Qualified Supervisors

Authorising Officers (AO) and Qualified Supervisors (QS) must be registered as Authorised Persons in their own right. It is preferable that they should be registered as Authorised Persons before acting as an Authorising Officer or Qualified Supervisor for other employees. As NHSS8 / HERS develops and new documents are issued, the e-learning package for AOs and Qs will be updated. There should be evidence held within the AO's and QS's individual portfolio of refresher updating as the NHSS8 document and / or HERS Handbooks are updated.

9. ECS Highway Electrical Registration Scheme Cards

9.1 Once an Authorised Person has been registered, the JIB / SJIB will be notified by the Administrator of the relevant information for an ECS Highway Electrical Registration Scheme card to be produced for that person. The card will be sent to the Authorising Officer by the Administrator.

9.2 Standard Card – valid for three years

Standard cards are issued to Registered Authorised Persons subject to:

1. The employee having satisfied the requirements of the appropriate entry route specified in section 8.
2. The employee having a portfolio produced by the Organisation containing appropriate evidence of competence for each of the elements of competence that are being claimed in the appropriate Competency Matrix as shown in Appendices 2-6
3. The Organisation's Authorising Officer(s) having carried out an assessment of competence and being satisfied that the employee is competent to carry out any work assigned to them.
4. The employee being registered through the online system (or manually where the on-line system is unavailable for the particular sector)

9.3 Interim Card – valid for one year and not renewable.

Interim cards are issued to Registered Authorised Persons upon request, providing:

- a. They have evidence that they were Registered Authorised Persons with a previous employer or
- b. They have evidence of transferable competence from a previous employer (e.g. are new entrants to the Highway Electrical sector but who have worked in an associated sector and have competences which are similar to those used in the Highway Electrical sector) and have a valid certificate confirming that they have successfully taken the ECS Highway Electrical version H&S test and have completed Found 01 in their portfolios

Interim cards are issued subject to:

1. The Organisation's Authorising Officer(s) being satisfied that the employee is competent to carry out any work assigned to them.
2. The Qualified Supervisor(s) commencing the evidence gathering process for the completion of the employee's competency portfolio within two weeks of application for the interim card. Prior to the expiry of the ECS interim card, the portfolio must be completed and submitted to the Authorising Officer(s).
3. An application being submitted, prior to the expiry of the ECS Interim card, for the employee to be registered as a Registered Authorised Person and be issued with an ECS HERS standard card valid for 3 years.

Interim Cards may not be used for employees who are being registered for the first time under the Industry Accreditation route and as a rule should not be used for employees being registered in respect of the industry accreditation date – i.e. should not be used to gain additional time over the agreed industry accreditation date.

9.4 Card Renewal

Cards are renewed using the on-line system. Cards should be renewed not more than three months before their expiry. Prior to renewing the card the Authorising Officer must be satisfied that the range of competencies and the evidence to support these are appropriate for the card applied for. In particular the ECS HE version H&S test must be re-taken before renewal (if it has expired in the meantime). Ideally applications should be received in the ASLEC office not less than one month before expiry to allow for processing.

If cards are renewed earlier than the period specified above, or a new card is applied for (e.g. for change of occupation, new employer) earlier than the period specified above, then the replacement or new card issued will have the same expiry date as the original card.

10. Health and Safety Test and Site Assessments

- 10.1 All applicants must pass a health and safety test before applying for registration. The prescribed health and safety test is the ECS Highway Electrical version H&S test. This is available from the HERS Administrator (ASLEC) (see Appendix 9) and a schedule of fees is on the HERS web-site (www.highwayelectrical.org.uk/hers). Exemptions to this are:
- National Examination Board of Occupational Safety and Health (NEBOSH) Diploma or Certificate completed within five years of the date of application
 - Any other qualification approved by the NHSS8 Committee with the JIB.
- 10.2 The ECS HE version H&S test is valid for two years and can be used to support the application for or renewal of an ECS HERS card up until this date. If the card is not applied for or renewed before the two year expiry, another ECS HE version H&S test will need to be passed. As the ECS HERS card lasts for three years, each registered person will need to pass an ECS HE version H&S test every time the card is renewed (as the test will have expired in the meantime). There is now no requirement for the ECS HE version H&S test to be valid at all times during the life of each card – it is sufficient that it is valid at the point of renewal.

- 10.3 The ECS Highway Electrical version H&S test requires proper invigilation, which is by ECS Authorised Invigilators. Tuition to invigilators will be given on the Authorising Officers courses. For those who have already attended these courses separate arrangements will need to be made to attend an invigilators' instruction session. (see Appendix 9 for more details)
- 10.4 Site assessments are also required and comprise a number of practical site based observations together with recorded oral questioning. The site assessment will be appropriate to the skill level and scope of the candidate. Pro-forma checklists from which the site assessments can be carried out are available from the HERS web-site or ASLEC.

Site assessments should be repeated, together with recorded oral questions and appropriate additional evidence, at intervals not exceeding every five years (thereby aligning with refresher training which should also be repeated at intervals not exceeding every five years).

It is expected that not less than four pieces of evidence (two of which must be the site observation sheet and the recorded oral questions) are in place for each area of competency claimed. For ongoing "refresher" assessments at five yearly intervals, the four pieces are deemed to be satisfied with a current site observation sheet and recorded oral questions together with other evidence which may be historical.

If an employee is registered on a CBQ / NVQ (formerly N/SVQ) and is actively gathering evidence for the qualification, before a five yearly repeating of the site assessments – then this will be deemed to meet the requirements of the repeating of site assessments and recorded oral questions except for those areas identified as outside the scope of the CBQ/NVQ.

11. Application for the Registration of an Authorised Person

- 11.1 Applications to register employees shall be made **On-Line** via the Highway Electrical Academy website www.highwayelectrical.org.uk/hers and clicking on "Registration Service". The on-line application form (A sample application form produced by the **On-Line** system is shown in Appendix 8) must be printed off, sent to the Administrator and shall include:
- the completed application form duly signed in the appropriate places by the Authorising Officer and the Responsible Manager, and
 - one passport sized and meeting passport rules (e.g. full face and shoulders, no hat) colour photograph of the employee

Registration will only proceed on receipt by the HERS Administrator (ASLEC) office of this information.

Instructions on the use of the **On-Line** system are shown in Appendix 8.

Applications will be scrutinised by the Administrator. Where site visits are required, the Administrator may require a Technical Auditor to attend, in which case a charge will be made for the visit.

The Register is based on a Microsoft SQL data base. Details of individuals will not be published although information relating to the competence of a Registered Authorised Person will be provided where an enquiry is made by a relevant person.

- 11.2 Fees for registration are agreed by the Board and published by the Administrator. Current fees are shown on the HERS web-site (www.highwayelectrical.org.uk/hers)

- 11.3 Once the employee has been registered by the Registration Body, a request is made by the Administrator on behalf of the Organisation employing the Registered Authorised Person for an ECS HERS Registration Card to be issued by the JIB / SJIB. Issue of the ECS HERS Registration Card or registration of the Authorised Person by the Administrator in no way indicates, implicitly or explicitly, that either the JIB / SJIB / ECS or the Administrator or the Registration Body is responsible for the assessment of competence of the person in whose name the Card is being issued or that the JIB / SJIB / ECS or the Administrator or Registration Body believes that the person is competent to carry out the work assessed by the Organisation employing the Registered Authorised Person.
- 11.4 Where the application for registration is for a Standard three year ECS HERS card, a minimum 10% check on portfolios will be carried out of all applications submitted by an Organisation (other than Organisations employing 5 persons or less, when at least one portfolio will be checked) by the Administrator to validate the application and ensure that the correct procedures have been followed.
- 11.5 Where the application for registration is for an Interim one year ECS HERS card, there is no requirement to submit any portfolios for checking with the application. However, the Organisation's Authorising Officer(s) must be satisfied that the new employee is competent to carry out any work assigned to them and must meet the requirements of clause 9.3.

12. Technical Audit and Escalation Procedure

- 12.1 In order to give assurance that the assessment of Authorised Persons carried out by employers' Authorising Officers is rigorous and that the employer is continuing to comply with the appropriate technical requirements of Sector Scheme 8 and associated documents, the Registered Organisation shall be subject to a Technical Audit. The period between audits shall be based upon the Registered Organisations previous experience in the Highway Electrical Industry, assessed performance, complaints and the results of internal and external audits and shall be no less than once every two years. A Technical Auditor nominated by the HERS Administrator will carry out the Technical Audit for a particular Registered Organisation.
- 12.2 The Registration Body may at its discretion and subject to reasonable notice, vary the interval between Technical Audits. Results of these audits shall be recorded on a sharepoint system and any deficiencies highlighted to the Registered Organisation for appropriate remedial action in an Audit Action Plan. Normally the dates within the Audit Action Plan would be agreed with the Authorising Officer at the time of the audit.
- 12.3 Responsible Managers and Authorising Officers should take responsibility within their organisations for ensuring that actions arising from an audit are dealt with on a timely basis and completed in not more than six months from the date of audit. The audit spreadsheet system allows relevant persons to view, review and update audit action plans.

From time to time, ASLEC as administrator may interrogate the system and should audit Action Plans be in default then the agreed escalation process may be invoked as follows:

- Stage 1 – Where audit action plans have dates missing, or items not closed off, a follow up communication (email where possible) may be sent to the Authorising Officer. Failure to respond to this may escalate this straight to the Responsible Manager / Chief Executive of the organisation

- Stage 2 – Where Stage 1 is defaulted (either no response or a default on a revised action date). A follow up communication (email where possible) may be sent to the Authorising Officer and the Responsible Manager
- Stage 3 – Where Stage 2 is defaulted (either no response or a default on a revised action date). A follow up communication (email where possible) may be sent to the Authorising Officer, Responsible Manager and the Chief Executive of the organisation
- Stage 4 – Where Stage 3 is defaulted (either no response or a default on a revised action date). A follow up communication will be sent to the Chief Executive of the organisation advising them of the default and the organisation will be reported to the NHSS 8 Committee for further action (such further action could include the removal of the organisation from the Highway Electrical Registration Scheme, and advising clients and other registered organisations of the action taken).

- 12.4 Where the organization is under a single Quality Management system, with access to that system from all Contracting Offices, with a nominated individual responsible for ensuring and monitoring compliance with NHSS 8 and having all its registrable employees registered only under an Approved Person category, then the third party technical audit may take place at the main Contracting Office only as nominated by the organization and agreed by the Scheme Administrator.
- 12.5 Where the organization is under a single Quality Management system with access to that system from all Contracting Offices, with a nominated individual responsible for ensuring and monitoring compliance with NHSS 8, including carrying out internal technical audits covering those areas which would have been included within the third party biennial audit, then the third party technical audit may take place at the main Contracting Office and such other Contracting Offices as are included within the organization's registration fee as nominated by the Scheme Administrator. In this instance such third party technical audits will include audits of the organization's internal technical audits.
- 12.6 The organization shall carry out internal technical audits of its own staff on site to ensure compliance with the Highway Electrical Registration Scheme. All staff shall be audited on site over a period of 24 months. The results of these audits shall be made available to the third party technical auditor.
- 12.7 For labour only sub-contractors employing up to five registrable employees, organisations wholly within the traffic signs - non-electrical area (this would include departments of Direct Service Organisations), or organisations carrying out only excavation, reinstatement, the initial and on-going technical audits will usually be carried out as a desk-top exercise – reviewing organisational documentation and individual portfolios. However this may be altered by the Scheme Administrator if such audits are not satisfactory or if other information is provided (e.g. a complaint) which might require more in-depth auditing. This is in order to ensure that the requirements are proportionate for such organisations.
- 12.8 Fees relating to the Technical Audit are available on the HERS web-site at www.highwayelectrical.org.uk/hers.

13. Ownership of Cards and Portfolios

The Scheme is an employers' scheme and consequently the Registration Card and the Portfolio are owned by the Organisation. The Portfolio must be kept by the Organisation as evidence of the assessment of competence. Note: Under the CBQ / NVQ (formerly N/SVQ) qualification the

employee would have a different portfolio of evidence supporting his qualification. This is the property of the employee.

When the employee leaves the employment of the Organisation, it would not be unreasonable for the employee to retain a copy of their Training Records / Certificates and Registration Card to show any potential new employer. Any new employer must however prepare a new Portfolio showing his own assessment of competence.

A copy of the portfolio should be made available to employees transferring under the TUPE Regulations, although it should be remembered that the receiving organisation must still carry out its own site assessments and supporting evidence.

There are a number of circumstances where a Registration Card will no longer be required by the Registered Authorised Person. These are:

- The cardholder is no longer employed by the Registered Organisation. In these circumstances the card should be returned and destroyed by the Registered Organisation. A copy of the card should be given to the person indicating his level of competence for presentation to a future employer.
- The card expires. In these circumstances, an application for a new card will be necessary which will include the Health and Safety test and appropriate site assessments specified in section 8 being taken.
- The card requires updating for any reason or is lost. An application form will be required to be submitted.
- An Interim Card is close to expiry and requires replacing with a Standard Card

14. Use of the HERS logo –



14.1 The organisational HERS logo (on dark blue background) is to be used only by the Scheme Administrator (or, for example, used for publicising the HERS scheme with the explicit approval in writing of the HERS Administrator in each and every case) and not by any registered organisation

14.2 Organisations may use the organisational HERS logo (on white background), and are encouraged to do so, providing the following conditions are met:

- The organisation must be a HERS registered organisation
- The registered organisation must have a HERS certificate showing its scope and expiry date of the HERS organisational certificate
- The registered organisation must have at least 75% of its registrable employees registered to the HERS and in possession of standard HERS cards
- The registered organisation must not be in default (e.g. the actions have been completed within the agreed timescales, the escalation process has not been invoked) of any outstanding technical audit action plans
- The registered organisation must apply to ASLEC to use the logo, which will be supplied as a jpeg file
- The logo will be used unaltered except in respect of size and may be used on letter headings, publicity material, web-sites and on vehicles
- The registered organisation will use the logo only in respect of itself and will not make any claims or statements in respect of HERS which could be construed as misleading

- The registered organisation will cease using the logo and remove any material which uses the logo from the public domain or used internally if there are any breaches of the foregoing
- 14.2 Any organisation using the HERS logo which has not formally requested ASLEC for permission to do so, or where they do not meet the above requirements, will be reported to the NHSS 8 Committee, and may be removed as a HERS registered organisation without advance notification.
- 14.3 An application form for use of the organisational HERS logo is shown in Appendix 10

15. Data Protection - Consent for the disclosure of personal information

In order to comply with both the spirit and actuality of the Data Protection Act, registered organisations are required to ensure that they obtain consent from their registered employees to supply information to the HERS Administrator (ASLEC) and for the Administrator to use that information in accordance with the requirements of the Highway Electrical Registration Scheme. ASLEC is registered as a Data Controller under the Data Protection Act and would normally use information supplied as follows:

- The Data
Data to be disclosed will be any and all of the information held within the Highway Electrical Registration Scheme, on file or on databases, including e-portfolios.
- Those requesting the Data
Data to be disclosed under this consent form will be limited to the following:
 - The data subject's employer (the registered organisation)
 - ASLEC or HEA (Highway Electrical Academy) staff engaged in the management, administration or auditing of the Highway Electrical Registration Scheme
 - A client or client's agent having received permission from the registered organisation
 - An CBQ / NVQ (formerly N/SVQ) Centre and their staff (including the awarding body (Lantra Awards) staff responsible for my (the data subject's) assessment, internal verification or external verification to a relevant CBQ / NVQ (formerly N/SVQ)
- Sharing of the Data
The data shared under this consent form will be limited to what is required for the purpose of establishing the registered employee's Registration status, including date of registration, route to registration and specific competency areas and evidence supporting these included in the Highway Electrical Registration Scheme and the CBQ / NVQ (formerly N/SVQ) portfolio.

An example form of consent is shown as Appendix 11, and this may be used where the registered organisation does not already have a form of consent. Alternatively, the principles in this example form may be incorporated within a registered organisation's existing process for gaining consent to the disclosure of personal information.

16. Application for CBQ / NVQ (formerly N/SVQ)'s

The preferred awarding body for the highway electrical industry is Lantra Awards. Together with the industry they have developed assessor guidance to ensure a consistent approach in the delivery of CBQ / NVQ (formerly N/SVQ)'s. Details may be obtained from:

Lantra Awards - Lantra House, Stoneleigh Park, Warwickshire CV8 2LG
Tel: 024 7669 6996; Fax: 024 7669 6732; E-mail: connect@lantra.co.uk

Or ASLEC – Highdown House, Littlehampton Road, Ferring, West Sussex BN12 6PG
Tel: 01903 705140; Fax: 01903 705149; email: info@highwayelectrical.org.uk

Appendix 1 Registration Requirements for Organisations which are not Accredited to National Highways Sector Scheme 8

Organisations wishing to register their employees to HERS need not be accredited to the Sector Scheme, unless this is a contractual requirement, but must meet the standards required by the Sector Scheme in respect of training, the assessment of competence and those other areas stipulated below. Organisations must also undergo an initial audit carried out by a Technical Auditor before they can be registered to ensure they have met the necessary standards.

Using the Sector Scheme numbering system, the specific requirements are as follows:

Note:

1. References are made to Appendices in the following text from the Sector Scheme. Clauses 6, 7 and 8 and Appendix C, K1, L and N are reproduced. The other Appendices and a list of definitions may be obtained from the NHSS 8 document which is available on the UKAS website: <http://www.ukas.com/Technical-Information/Publications-and-Tech-Articles/Publications/PubsForCBAccred.asp>
2. The extracts from NHSS 8 are reproduced here unaltered, except for Clause 7.1 – Planning of Product Realisation which should be read in conjunction with the following text which amends that clause accordingly: **For smaller organisations (up to 5 employees) where they are not the main or sole contractor, the organisation may work within the employing organisation's Quality Plan.**

6 Resource management

6.1 Provision of resources – No specific interpretation

6.2 Human resources

6.2.1 General - No specific interpretation

6.2.2 Competence, training and awareness

(i) Management Resources, Responsibilities and Qualifications

The Organization shall appoint the following personnel. Guidance on their roles and responsibilities are detailed in Appendix L.

1. Responsible Manager(s)
2. Compliance Manager(s)
3. Authorising Officer(s), who may not be directly employed.
4. Qualified Supervisor(s). The number of Qualified Supervisors shall be appropriate to the range, scale and geographical spread of the work undertaken from each Contracting Office.
5. A person nominated as Authorising Officer or Qualified Supervisor shall also be a Registered Authorised Person
6. A Responsible Manager may not act as an Authorising Officer for a given employee except where the Responsible Manager is the Managing Director or Chief Executive of the organisation – in such a case the Responsible Manager may elect to also act as either an Authorising Officer or a Qualified Supervisor (but not both). An Authorising Officer may not act as a Qualified Supervisor for a given employee. All other combinations are permitted.

(ii) Qualifications, Training Requirements and Assessment of Competence

The Organization shall meet the following requirements at each Contracting Office.

1. Quality System Familiarisation shall include
 - a. Induction Training
 - b. Organization's operating procedures and safe systems of work
2. Qualifications and Training shall be in accordance with Appendix C
3. Assessment of competence for Authorised Persons by the Organization's Authorising Officer(s)
 - a. Each employee shall be assessed by the Organization's Authorising Officer(s) to ensure that they are competent to carry out the work they are required to perform to the appropriate level of competency as defined in the Highway Electrical Registration Scheme Handbook
 - b. Once the Authorising Officer(s) is satisfied that the employee is a Competent Person he shall issue a certificate of authorisation to carry out work which shall be signed by the Responsible Manager, register them with the Highway Electrical Registration Scheme (HERS), and issue them with their ECS HERS card. The appropriate level of authorisation shall be shown on the certificate.
 - c. The Organization shall have procedures, which specify how the Authorising Officer(s) shall ensure the continuing competence of employees. As a minimum the following employee competence reviews shall take place:
 - i. A desk top review every year, which will take into account the results of the biennial third party audit, when appropriate.

The requirements for qualifications and experience for Competent Persons, Qualified Supervisors and Authorising Officers are given in Appendix C.

(iii) Employee Register

The Organization shall register their Authorised Persons with the Highway Electrical Registration Scheme. An ECS HERS registration card, which shall be carried at all times whilst at work, shall be issued under this scheme to each Authorised Person.

The Organization may also be required by some of its Customers to register their employees in accordance with the CSCS - Construction Skills Certification Scheme (CRS in Northern Ireland) or another card registration scheme recognised by this scheme. It should be noted that the ECS Registration card provides automatic affiliation to the CSCS.

Further information on the registration process may be found at www.highwayelectrical.org.uk/hers.

Information on the Highways Agency's Workforce Registration/Skill Card requirements for suppliers may be found at www.highways.gov.uk/business/13630.aspx.

(iv) Record of Practical Experience and Continuous Professional Development

The Organization shall maintain a portfolio of the practical experience gained by its employees. This portfolio shall contain evidence of relevant experience with reference to the competency

areas in the Highway Electrical Registration Scheme Handbook and the appropriate training courses contained in the Highway Electrical Training Specification.

The Organization shall have a planned programme for the continuing professional development of its employees, which shall include refresher training at intervals of not greater than five years.

(v) Operational Requirements

1. Employees who are undergoing training can carry out work for which they have not been authorised as competent only under the direct supervision of a Registered Authorised Person who has been authorised at the appropriate level of competence as defined in the Highway Electrical Registration Scheme Handbook.
2. New employees who have evidence that they are Registered Authorised Persons from a previous employer or who have evidence of transferable competence from a previous employer (e.g. from an associated industry) may carry out work immediately prior to registration as a Registered Authorised Person leading to the issue of a full ECS Highway Electrical Industry Registration card (which is valid for three years) only if:-
 - a. The Authorising Officer(s) is satisfied that the new employee is competent to carry out any work assigned to them and has issued them with written authority to do so.
 - b. An application is made either:
 1. within one month of the date of employment, for the new employee to be registered as a Registered Authorised Person and issued with an Interim ECS Highway Electrical Industry Registration card. (Which is valid for one year only and is not renewable). Interim Cards may not be used for employees who are being registered for the first time under the Industry Accreditation route, or
 2. within three months of the date of employment, for the new employee to be registered as a Registered Authorised Person and issued with a Standard ECS Highway Electrical Industry Registration card
 - c. Within one month of employment the Qualified Supervisor(s) shall commence the evidence gathering process for the completion of the employee's competency portfolio. Prior to the expiry of any ECS Interim card, the portfolio must be completed and submitted to the Authorising Officer(s). (Note: this paragraph is an extract from the Highway Electrical Registration Scheme Handbook)
 - d. An application is submitted, in sufficient time prior to the expiry of any ECS interim card, for the employee to be registered as a Registered Authorised Person and be issued with a standard ECS Highway Electrical Industry Registration card which is valid for 3 years.
3. Agency workers who are not registered may work only under the direct supervision of a Registered Authorised Person competent in that work
4. Employees who do not have the required evidence of competence should be directly supervised by a Registered Authorised Person(s)

- (vi)
1. As part of the process for ensuring Competence, training and awareness is appropriate and relevant, the organization should include the process for the technical audit either as part of the documented Internal Audit process(see clause 8.2.2), or as part of the process for monitoring and reviewing Competence, training and awareness. If it is included within 6.2, then the following clauses apply:

1.1 In accordance with the Highway Electrical Registration Scheme, a third party technical audit shall be carried out to validate the assessment of Authorised Persons carried out by the Organizations Authorising Officer(s). The period between audits shall be no greater

than every two years per Contracting Office.

1.2 Where the organization is under a single Quality Management system, with access to that system from all Contracting Offices, with a nominated individual responsible for ensuring and monitoring compliance with NHSS 8 and having all its registrable employees registered only under an Approved Person category, then the third party technical audit may take place at the main Contracting Office only as nominated by the organization and agreed by the Scheme Administrator.

1.3 Where the organization is under a single Quality Management system with access to that system from all Contracting Offices, with a nominated individual responsible for ensuring and monitoring compliance with NHSS 8, including carrying out internal technical audits covering those areas which would have been included within the third party biennial audit, then the third party technical audit may take place at the main Contracting Office and such other Contracting Offices as are included within the organization's registration fee as nominated by the Scheme Administrator. In this instance such third party technical audits will include audits of the organization's internal technical audits.

1.4 The organization shall carry out internal technical audits of its own staff on site to ensure compliance with clause 6.2.2. All staff shall be audited on site over a period of 24 months. The results of these audits shall be made available to the third party technical auditor.

Note: There is no requirement to have undergone the Technical Audit prior to initial third party certification by the Organization's Certification Body . However in order to achieve third party certification by the Organization's Certification Body, the organization shall be registered to the Highway Electrical Registration Scheme and the organization shall have registered its employees to the Highway Electrical Registration Scheme which will have included an assessment of employees' portfolios by the Organization's Authorising Officer(s) and an audit of at least 10% of the portfolios by the Highway Electrical Registration Scheme Administrator, ASLEC.

6.3 Infrastructure - No specific interpretation

6.4 Work environment – No specific interpretation

7 Product realization

7.1 Planning of product realization

- (i) The Organization shall produce a Quality Plan and where requested, submit for approval by the Customer and / or Client prior to commencement of work.
- (ii) The Quality Plan may be a largely standard document but must deal with contract specific issues. It shall as a minimum address the topics given in Appendix A
- (iii) The Quality Plan shall not be considered in isolation. An integrated approach shall be taken which links the Quality Plan, Environmental Plan, Sustainability Plan and the Health and Safety Plan (including risk and hazard assessments) together. Management of the service as a whole is reliant on quality and hence the contract and the quality elements cannot be separated as they cannot function efficiently without the other. The Quality plan shall describe the management strategy that sets clear and sustainable performance objectives, delegates responsibility for delivery and establishes lines of communication
- (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.

7.2 Customer-related processes

7.2.1 Determination of requirements related to the product – No specific interpretation

7.2.2 Review of requirements related to the product

- (i) The organization shall have a recorded process in place to carry out reviews of expressions of interest, pre-qualifications and tender submissions with a view to ensuring that the Certificated Scope or intended Certificated Scope of the organization is not being misrepresented or could be misleading. Clients shall be made aware of any activities requested that are not covered by the Certificated Scope or intended Certificated Scope. Reference should be made to the organization's Highway Electrical Registration Scheme registration certificate showing the scope of registration.
- (ii) The review processes shall require the Organization to verify with the Customer and / or Client that the order placed meets the technical requirements included in the Customer and / or Client's Contract Specification.
- (iii) The Contract Specification shall not be changed without prior approval from the Customer and / or Client.
- (iv) The Organization shall, prior to commencement, check the practicality of the proposed work. This may include liaison with third parties, e.g. the Highway Authority, the Customer and / or Client. Where irregularities or inconsistencies with the specification or health and safety requirements are encountered these shall be brought to the attention of the Customer and / or Client for resolution .
- (v) The review method shall include processes to establish Customer and / or Client testing and inspection requirements.
- (vi) The organization shall have a recorded process in place to ensure, so far as is reasonably practicable, that work activities are assigned only to those that are competent in that activity. The process should make reference to the Authorisation Certificate (see clause 6.2.2(ii))
- (vii) Matters of a significant nature, which arise during these review processes, shall be considered at management reviews and incorporated as necessary into the quality management system.

7.2.3 Customer Communication

- (i) The Organization shall have a process in place to notify Lantra Awards of its registration status in respect of this NHSS and HERS, within 14 days of gaining registration to this scheme and thereafter annually in April.
- (ii) The Customer needs to be informed about the products, that is, they require detailed information as appropriate regarding items such as materials, components, manufacturing details, maintenance requirements for the purposes of:
 - (a) as-built records for maintenance/health and safety requirements.
 - (b) For their own monitoring of the effectiveness/performance of the product.The Quality Plan shall identify what and when relevant information is passed on to the customer or their agent in accordance with the CDM Regulations and any contractual requirements

7.3 Design and development

7.3.1 Design and development planning

- (i) Where highway electrical design or development is undertaken the Quality Plan shall identify the competent personnel involved with their qualifications/experience appropriate for design. This shall include those involved with design verification and approval

7.3.2 Design and development inputs – No specific interpretation

7.3.3 Design and development outputs – No specific interpretation

7.3.4 Design and development review – No specific interpretation

7.3.5 Design and development verification

- (i) The Quality Plan shall identify the person and process to be used for design verification.

7.3.6 Design and development validation – No specific interpretation

7.3.7 Control of design and development changes – No specific interpretation

NOTE: The Organization's attention is drawn to the requirements contained in GD02 (formerly HD46/05) - Quality Management Systems for Highway Design (see Appendix B)

7.4 Purchasing

7.4.1 Purchasing process

- (i) The Organization shall establish procedures to ensure that all services and materials conform to the Contract Specification. In the absence of a Contract Specification, European Community Directives and Standards may apply. All copies of certification which verify product conformity of materials shall, on request, be passed to the Customer and / or Client.

- (ii) The Organization shall establish vetting procedures based on the following guidance for the employment of sub contractors:

Sub contractors shall be accredited to this Sector Scheme and / or shall register their employees to the Highway Electrical Registration Scheme with the exception of the following:

1. The Organization shall establish vetting procedures for the employment of sub contractors. Sub contractors carrying out works included within the scope of this document (See Clause 1 - Scope) shall be certified to this Sector Scheme and / or shall register their employees to the Highway Electrical Registration Scheme
2. Labour only sub contractors need not be registered to this Sector Scheme but their employees shall register to the Highway Electrical Registration Scheme either directly or as if they were a direct employee of the Organization.

- (iii) Non-compliant or non-registered sub-contractors and their employees must be directly supervised on site by Registered Authorised Persons on a continuous and one to one basis until such time as they meet the requirements in full.

7.4.2 Purchasing information – No specific interpretation

7.4.3 Verification of purchased product – No specific interpretation

7.5 Production and service provision

7.5.1 Control of production and service provision

- (i) The Organization shall produce method statements for the overseeing and / or installation and / or maintenance of highway electrical equipment and associated structural supports
- (ii) Before site work commences, the Organization shall ensure that the following is documented and issued to all relevant personnel. A copy shall be retained for record purposes.
 - 1. Any special instructions relating to the programme of work.
 - 2. The equipment required for the work and the method of installation / removal of materials to meet the requirements of the Contract
- (iii) Processes to be controlled shall include:
 - 1. Ensuring that all materials used are as specified or approved by the Customer.
 - 2. Ensuring that the materials are clearly identifiable.
 - 3. The presence of Registered Authorised Persons and/or Authorised Persons during works being carried out as defined in Clause 1 Scope.
 - 4. A system for dealing with variation orders issued by the Customer and / or Client.
 - 5. Requirements of Chapter 8 and Traffic Signs Manual where the road is open to public use but excluding works covered under Sector Schemes 12a, 12b and 12c.
 - 6. Contract maintenance or defects period activities.
 - 7. Timely notification to the customer of any problems, which may affect the planned programme of work within one working day.
 - 8. An agreed procedure for carrying out emergency works.
 - 9. The control of sub contractors.
 - 10. Statutory undertakers and utility company's plant details and services.
 - 11. When the Organization is the main contractor, location and identification of underground and over-ground services and structures together with the names addresses and telephone numbers of persons responsible for them.
 - 12. When the Organization is a sub-contractor, the taking of all reasonable steps to ensure this information is available from the main contractor and is suitable to the extent that the Organization is satisfied it is safe to carry out the sub-contract works.
 - 13. A system to ensure the Organization contacts the client/owner of the parapet whenever equipment is to be fixed to a parapet to determine firstly whether the parapet is pre or post BS EN 1317; secondly where equipment (e.g. camera, sign) is to be installed on parapets conforming to BS EN 1317 that liaison takes place with both the owner and designer / manufacturer of the parapet to ensure the proposed work does not compromise the integrity of the parapet.
- (iv) The Organization's management shall have access to and a working knowledge of relevant documents listed in Appendix B as appropriate.

7.5.2 Validation of processes for production and service provision – No specific interpretation

7.5.3 Identification and traceability

- (i) There must be an auditable process of document retention which can be clearly identified and traced.

- (ii) The Organization shall establish and maintain documented procedures to ensure that the origin of materials meets the Contract Specification requirements.

7.5.4 Customer property

- (i) The quality management system shall include a procedure where material is supplied by the Customer and / or Client.

7.5.5 Preservation of product

- (i) When appropriate to the contract, storage arrangements and delivery programme for all materials shall be stated in the Quality Plan.
- (ii) Systems shall be in place to inspect and maintain all goods returned from site before their subsequent use
- (iii) Systems shall be in place to ensure stock materials are protected and preserved from deterioration or damage which adversely affects their performance or life.

7.6 Control of monitoring and measuring equipment

- (i) The Organization shall have an adequate number of calibrated test instruments and test leads appropriate to the range and scale of work being carried out at each Contracting Office, and shall have documented processes to demonstrate the manner and frequency of the calibration. The frequency of calibration shall be either in accordance with the equipment manufacturer's recommendations or at intervals, not exceeding twelve months, whichever is the lesser period. See Appendix E

Limits of calibration tolerances shall be in accordance with the manufacturer's specification

- (ii) In house equipment used for calibration checks shall not be used for any other purpose and shall be re-calibrated traceable to National Standards at appropriate intervals.

8 Measurement, analysis and improvement

8.1 General

Inspection and appropriate testing shall be undertaken to demonstrate adherence to the Contract Specification.

8.2 Monitoring and Measurement

8.2.1 Customer satisfaction – No specific interpretation

8.2.2 Internal audit

- (i) A programme shall be initiated to ensure internal audits are undertaken which cover within each twenty four month period all aspects of the quality management system as applied at both site and contracting office operations.
- (ii) Provision for the third party technical audit required under clause 6.2.2 may be incorporated within the internal audit process

8.2.3 Monitoring and measurement of processes – No specific interpretation

8.2.4 Monitoring and measurement of product – No specific interpretation

8.3 Control of nonconforming product

- (i) Any materials not conforming to the Specification shall be discarded, reworked to conform to the Specification or be formally accepted in writing by the Customer and / or Client.

8.4 Analysis of data – No specific interpretation

8.5 Improvement

8.5.1 Continual improvement – No specific interpretation

8.5.2 Corrective action

- (i) Complaints received via ASLEC, as administrator of HERS, or via the SSAC shall be investigated and corrective action completed as soon as practicable and no later than six months from the date of being advised of the complaint
- (ii) Corrective action following ASLEC Technical Audits shall be completed as soon as practicable and no later than six months from the date of the audit

8.5.3 Preventive action – No specific interpretation

Appendix C: Training, Assessment of Competence and Health and Safety for Highway Electrical and supporting Works employees

1 Introduction

This appendix is concerned with training to provide under-pinning knowledge, together with the assessment of competence, which is, amongst other things, the application of that knowledge.

Training for Authorised Persons: For Authorised Persons (i.e. Competent Persons authorised by the Organization to carry out specific elements of work appropriate to their level of competency), a degree of training will be required, unless this has already been carried out prior to registration under this scheme to a level equivalent to that required under the Highway Electrical Training Specification and the Approved Training Organization / Approved Trainer process. In any event, up-dating or refresher training may be required. Such training shall follow nationally agreed guidelines, and all training shall at least be in accordance with the requirements of the Highway Electrical Training Specification (www.highwayelectrical.org.uk/hers) developed by the Standards and Training Group which reports to the Sector Scheme 8 Committee. The various occupational titles and associated areas of competency are defined in the Handbook for the Highway Electrical Registration Scheme appendices covering the Competency and Occupation Matrices (www.highwayelectrical.org.uk/hers).

Competence of Trainers: The Standards and Training Group is concerned that not only should employees be assessed as competent to the level required by the Organization and subject to third party audit, but also trainers shall be assessed as competent and subject to third party audit. To this end, the Highway Electrical Academy, in partnership with Lantra Awards, has set up a system for the assessment of trainers, through the Approved Training Organization and Approved Trainer scheme (www.highwayelectrical.org.uk/hers). Approved Training Organizations are issued with HEA certificates, Approved Trainers are issued with HEA registration cards. Approval for Approved Training Organizations and Approved Trainers automatically lapses after 31st March of each year, unless a re-application is received. This goes some way to ensuring that the under-pinning knowledge of Approved Trainers is kept up to date.

It should be noted that any training not carried out in accordance with the Highway Electrical Training Specification by HEA Approved Trainers and appropriately certificated (through Lantra Awards) or not specifically exempted within the Highway Electrical Training Specification will be deemed as not meeting the knowledge requirements of this Sector Scheme and the associated Highway Electrical Registration Scheme.

Competence of Authorised Persons: For the assessment of competence, the preferred route is the CBQ / NVQ (formerly N/SVQ) system, currently either at Level 2 or Level 3. Where it is not possible to achieve a Level 2 or 3 CBQ / NVQ (formerly N/SVQ) in Electrotechnical Services (Highway Electrical Systems) either because the CBQ / NVQ (formerly N/SVQ) does not cover a particular occupational task, or because it is not possible to gain evidence from site to cover all the requirements of the CBQ / NVQ (formerly N/SVQ), then the Organization shall assess whether part of the CBQ / NVQ (formerly N/SVQ) should be gained to cover the functions carried out (this is the preferred route) or whether assessments shall be made on site in accordance with the requirements of the Highway Electrical Registration Scheme. In any event, the scope of the CBQ / NVQ (formerly N/SVQ) assessment (if any) shall be mapped against the requirements of the Highway Electrical Registration Scheme to ensure the scope of the competency is maintained, and any CBQ / NVQ (formerly N/SVQ) assessments augmented by assessments carried out by the Qualified Supervisor(s).

For operatives, Qualified Supervisors and Authorising Officers who have no electrical content within their work, it would be expected that they would either gain appropriate units of the CBQ / NVQ (formerly N/SVQ) in Electrotechnical Services (Highway Electrical Systems) – e.g. the Level 2 core units dealing with health and safety - or be assessed as competent by an appropriate person (e.g. Authorising Officer assessing a Qualified Supervisor as competent) based on objective evidence, or gain equivalent competence qualifications (e.g. another CBQ / NVQ (formerly N/SVQ)), supplemented as required by assessments carried out by the Qualified Supervisor(s).

Exceptions from the requirement to gain CBQ / NVQ (formerly N/SVQ)'s: The requirements to gain a Level 2 or 3 CBQ / NVQ (formerly N/SVQ) in Electrotechnical Services (Highway Electrical Systems) do not apply to Approved Persons, Approved Persons Cabinet Access or Approved Persons Equipment Access. If the Standards and Training Group determines that the CBQ / NVQ (formerly N/SVQ) is not appropriate for other specific occupations or a particular scope of work, additional guidance and information will be made available.

2 NHSS 8 Training Requirements

Authorised Person

In order to attain Authorised Person status for electrical work, persons shall be required to be trained in accordance with the Highway Electrical Training Specification covering all appropriate modules relevant to the occupation of the Authorised Person and obtain the CBQ / NVQ (formerly N/SVQ) qualification in Highway Electrical Equipment, at the appropriate unit and level commensurate with their designated occupation. Exceptions to this requirement are as follows:

- a. Persons who have been continuously employed for at least three years up to and including the Industry Accreditation cut-off date specified in Appendix K on works specified in Clause 1 Scope and who are registered to the Highway Electrical Registration Scheme via the Industry Accreditation entry route. If the employee leaves the highway electrical industry and returns after a period greater than one year, then this exception shall not apply. This exception shall be reviewed regularly by the Sector Scheme advisory committee. At present the committee feels that a period for Industry Accreditation shall apply and that these rights shall generally not extend beyond a period of 10 years from the Industry Accreditation cut-off date (see Appendix K) except where persons have been registered under the Industry Accreditation route on or before the 30 September 2009, in which case the 10 year period commences from 1 October 2009.
- b. Persons who undertake work for which no CBQ / NVQ (formerly N/SVQ) qualification in Highway Electrical Equipment at level 2 or 3 currently exists. It should be noted that after the five yearly review of the current CBQ / NVQ (formerly N/SVQ), this exception may no longer apply.

Note 1: As additional occupational areas progress towards the implementation phase, industry accreditation routes and dates shall be determined accordingly. This would also apply to any new CBQ / NVQ (formerly N/SVQ) qualifications which are deemed appropriate.

In order to attain Authorised Person status for work having no electrical content, persons shall be required to be trained in accordance with the Training Specification covering all appropriate modules relevant to the occupation of the Authorised Person and obtain the CBQ / NVQ (formerly N/SVQ) qualification in Highway Electrical Equipment, for the appropriate units and at the level commensurate with their designated occupation. Exceptions to this requirement are as follows:

- a) Persons who have been continuously employed for at least three years up to and including the Industry Accreditation cut-off date specified in Appendix K on works specified in Clause 1 Scope and who are registered to the Highway Electrical Registration Scheme via the Industry Accreditation entry route. If the employee leaves the highway electrical industry and returns after a period greater than one year, then this exception shall not apply .

This exception shall be reviewed regularly by the Sector Scheme advisory committee. At present the committee feels that a period for Industry Accreditation shall apply and that these rights shall generally not extend beyond a period of 10 years from the Industry Accreditation cut-off date (see Appendix K) except where persons have been registered under the Industry Accreditation route on or before the 30 September 2009, in which case the 10 year period commences from 1 October 2009.

- b) Persons who undertake work for which no CBQ / NVQ (formerly N/SVQ) qualification in Highway Electrical Equipment at level 2 currently exists. It should be noted that after the five yearly review of the current CBQ / NVQ (formerly N/SVQ), this exception may no longer apply.

Note 1: As additional occupational areas progress towards the implementation phase, industry accreditation routes and dates shall be determined accordingly. This would also apply to any new CBQ / NVQ (formerly N/SVQ) qualifications which are deemed appropriate.

Note 2: The core units in the CBQ / NVQ (formerly N/SVQ) Level 2 in Highway Electrical Equipment together with relevant Assessor Guidance should permit persons to gain these units providing they successfully demonstrate the knowledge and performance objectives required for their tasks. This would include limited electrical works (e.g. excavating in the highway).

Note 3: Equivalent relevant qualifications shall also be deemed acceptable (Currently no list of equivalent qualifications exists. Therefore equivalence shall be considered upon application).

Qualified Supervisor

A Qualified Supervisor can supervise work within the scope of their own knowledge and competence.

MINIMUM TECHNICAL QUALIFICATIONS	Qualified Supervisor Experience Levels	
	NVQ/SVQ Level 2 or 3 or equivalent in CBQ / NVQ (formerly N/SVQ) Level 2, relevant units of CBQ / NVQ (formerly N/SVQ) Level 2 or equivalent in Electrotechnical Services (Installing Highway Electrical Equipment) plus successful completion of the HERS Administrator's (ASLEC) Qualified Supervisor's	Route 1

course and required updates.	Route 2	Sufficient Initial and Continuing Professional development to show competence (This does not have a minimum time period, as it is the outcome which is measured. It would be unusual however for anyone with less than two years post qualification experience to have attained the breadth and depth of competence required) and holding a qualification at a higher level than the required entry level.
Appropriate qualifications received from current or previous employer leading to assessment of competence by the Authorising Officer plus successful completion of the HERS Administrator's (ASLEC) Qualified Supervisor's course and required updates	Route 3	Sufficient Initial and Continuing Professional development to show competence (This does not have a minimum time period, as it is the outcome which is measured. It would be unusual however for anyone with less than three years experience to have attained the breadth and depth of competence required) but having no evidence of formal training to the underpinning knowledge requirements of CBQ / NVQ (formerly N/SVQ) Level 2/3 or equivalent but able to provide evidence of attending recognised courses appropriate to the work undertaken.

Authorising Officer

Authorising Officers should act within the scope of their own competency, including reliance on specialist advice from Qualified Supervisors

MINIMUM TECHNICAL QUALIFICATIONS	Authorising Officer
	Experience Levels
CBQ / NVQ (formerly N/SVQ) Level 3 or 2, relevant units of CBQ / NVQ (formerly N/SVQ) Level 2 or equivalent in Electrotechnical Services (Installing Highway Electrical Equipment) plus successful completion of the HE Registration Scheme Administrator's (ASLEC) Authorising Officers Course and required updates, instead of or as well as the Qualified Supervisor's Course.	Sufficient Initial and Continuing Professional development to show competence (This does not have a minimum time period, as it is the outcome which is measured. It would be unusual however for anyone with less than three years experience to have attained the breadth and depth of competence required)
	Sufficient Initial and Continuing Professional development to show competence (This does not have a minimum time period, as it is the outcome which is measured. It would be unusual however for anyone with less than two years post qualification experience to have attained the breadth and depth of competence required) and holding a qualification at a higher level than the required entry level.
Appropriate qualifications received from current or previous employer leading to assessment of competence by the Responsible Manager plus successful completion of the HE Registration Scheme Administrator's (ASLEC) Authorising Officers Course and required updates, instead of or as well as the Qualified Supervisor's Course.	Sufficient Initial and Continuing Professional development to show competence (This does not have a minimum time period, as it is the outcome which is measured. It would be unusual however for anyone with less than two years experience to have attained the breadth and depth of competence required)

3 NHSS 8 Requirements for the Training and Assessment of Competence of Highway Electrical Registered Authorised Persons carrying out Temporary Traffic Management (to meet the training requirements of NHSS12D)

This section is intended to bring the management of traffic in association with the installation and maintenance of Highway electrical equipment and road traffic signs activities carried out in accordance with the provisions of this Sector Scheme in line with the guidance in Appendix N of NHSS 8 and NHSS 12D.

All temporary traffic management (TTM) schemes shall be designed on the basis of a site-specific risk assessment except where the repetitive nature of the work justifies the use of a generic risk assessment.

The provisions for temporary traffic management shall be fully documented and form part of the method statement to be supplied in accordance with Appendix A - 2.3. of NHSS 12D

Temporary traffic management on motorways and dual carriageways carrying unrestricted traffic shall be designed and installed by a TTM contractor registered to sector schemes 12A and / or 12B and / or 12C as appropriate.

The requirements for the training and assessment of competence in respect of temporary traffic management carried out by Highway Electrical Authorised Persons are as follows:

- 3.1 Registered Authorised Persons having already been assessed to the NRSWA Unit 2 and / or Unit 10 must undergo training to the course 302.1 (and 302.2 where required) together with the relevant training assessments and competency assessments by 1st October 2010.
- 3.2 All other Registered Authorised Persons requiring to undertake traffic management, must undergo training to the 302.1 (and 302.2 where required) course together with the relevant training assessments and competency assessments prior to being permitted to carry out temporary traffic management. (Note this does not mean that every Authorised Person must undergo such training and assessment providing that, for one person working, that person shall be so trained and assessed; for a team of two- three on site there is not more than one un-trained person; and for a team of four-six on site there are not more than two un-trained persons.)
- 3.3 Trainers carrying out this training must be HEA Approved Trainers for this module which includes satisfying the additional requirements of Lantra Awards for Trainers to NHSS 12D / 302.1-2.
- 3.4 It should be noted that where employees have, as an alternative to 302.1 or 302.1 and 302.2, relevant NHSS 12D training, assessment and NHSS 12D cards – these will be deemed to satisfy the requirements of NHSS8 for the particular areas of temporary traffic management covered

4 Health and Safety

Organizations are reminded of the legal requirements to provide health and safety training for each employee in accordance with the Health and Safety at Work etc Act 1974.

The training and assessment of employees required by this Scheme is aimed primarily at technical competence for the overseeing and / or installation and / or maintenance of highway electrical and electronic equipment and associated highway activities. 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.

Enquiries

For further information and details please contact the Principal of the Highway Electrical Academy:

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Highway Electrical Academy
Highdown House
Littlehampton Road
Ferring
W. Sussex

BN12 6PG

Tel: 01903 705140

Fax: 01903 705149

Email principal@highwayelectrical.org.uk

Appendix K1: Sample HERS Registration Certificate and HERS Registration Card

1. This appendix is intended to provide the reader and assessors with information on the style and layout of current HERS Organizational Registration Certificates and HERS Competency Registration cards recognised by the SSAC.

2. HERS Registration Certificate

2.1 The HERS Registration Certificate is issued annually by ASLEC as the administrator of HERS, to each registered organisation.

2.2 HERS Certificates are required to show initial and ongoing compliance with this SSD, and should also be notified to the Schedule of Suppliers through Lantra Awards annually.

2.3 The sample certificate shown would have:

2.3.1 the organization name where it states "An Organization";

2.3.2 the scopes of work where it states "{Scopes inserted here from the detail in Appendix K}";

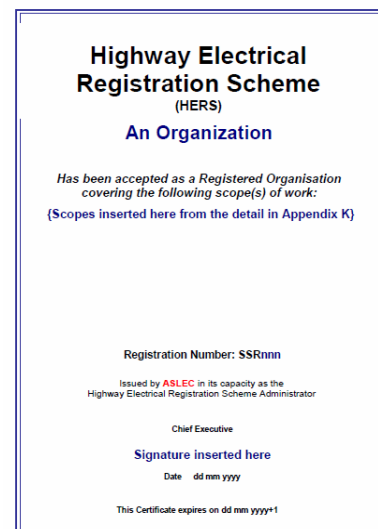
2.3.3 a unique HERS organisation registration number ("SSRnnn" where "nnn" are numerals);

2.3.4 the signature of the ASLEC Chief Executive where it states "Signature inserted here";

2.3.5 the date of issue (where it says "Date dd mm yyyy")

2.3.6 the date of expiry – approximately twelve months after the date of issue

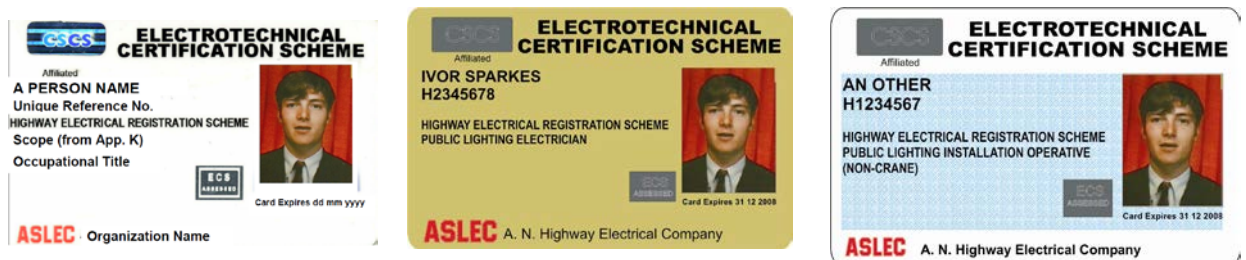
2.4 ASLEC maintains a database of registered organizations showing the date of issue of the certificate



3. HERS Registration Cards

3.1 Cards may be Interim Cards (valid for one year only) or Standard Cards (valid for three years) – further details can be found in the HERS Handbook, available for download from <http://www.highwayelectrical.org.uk/hers/downloads.htm>

3.2 HERS Cards are issued by the JIB under the Electrotechnical Certification Scheme



3.3 Fraudulent Cards

Where cards (or certificates) are suspect, the following action should be taken by the organization:

On being presented with a suspect card (check logo, print quality, colour, layout, spelling, likeness of photograph):

3.3.1. Take possession of card or certificate.

3.3.2. Call the ASLEC office (or for certificates the issuer of the certificate). A member of the team will help you confirm your suspicions or otherwise.

3.3.3. If the card or certificate appears to be fraudulent:

- Retain the card if possible
- Make photocopies of front and back
- Record cardholder's or certificate holder's name and address
- Ask cardholder or certificate holder where the card or certificate was obtained from
- Call the local police and report the matter
- Refuse access to site (subject to organization rules).

3.3.4. Forward copies of all evidence to the body who issued the card or certificate marked "Suspected Fraudulent Card" or "Suspected Fraudulent Certificate" with any crime number given by local police.

This should help to maintain the integrity of the Highway Sector Schemes.

Appendix L: Guidance

(This appendix should be read in conjunction specifically with Appendix N)

NHSS 8 was formerly NHSS 8 9B and 10. Whilst the individual numbers had a significance in the early part of the development of this document, the introduction of the detailed scope in Appendix K rendered this redundant. NHSS 8 therefore covers all the scope previously covered by NHSS 8 9B and 10.

Organisations carrying out non-electrical works on traffic signs as part of their wider scope covered by NHSS 8 are deemed to be covered for these activities by NHSS 8.

Organisations who were registered to NHSS 8 9B and 10 carrying out only non-electrical installation and / or maintenance work on traffic signs may maintain their registration under NHSS 8.

1. Guidance for Clients

1.1 General

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

1.2. Specific Guidance

1.2.1. The NHSS for the overseeing and / or installation and / or maintenance of Highway Electrical equipment and supporting works 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 such works

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

- a) A competent workforce able to carry out the overseeing and / or installation and / or maintenance of Highway Electrical equipment and supporting works
- b) Requirements to evaluate risks and develop processes associated with the overseeing and / or installation and / or maintenance of Highway Electrical equipment and supporting works and the production of an associated comprehensive quality plan for each contract.

1.2.3 It is necessary for the Client to ensure that all those involved in carrying out the overseeing and / or installation and / or maintenance of Highway Electrical equipment and supporting works are competent and appropriately trained and skilled, whether or not they are directly employed.

1.2.4 Clients and Customers that require confirmation of compliance with the Contract Specification in respect of the overseeing and / or installation and / or maintenance of Highway Electrical equipment and supporting works should confirm that the quality management system certificate issuer is accredited by UKAS or equivalent and that specific reference is made to relevant Sector Schemes on certificates. Where the Client is not requiring ISO9001 accreditation, then any organizations employing persons to carry out works on site should be registered together with the individuals concerned to the Highway Electrical Registration Scheme.

1.2.5 For the Sector Scheme 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 Sector

Scheme and / or the Highway Electrical Registration Scheme. Supervisory staff must be instructed to carry out spot checks of registration cards.

- 1.2.6 Clients are encouraged to check that potential bidders for a contract meet the requirements of the scheme by establishing the existence of organisational certificates, individual HERS portfolios and third party audit records. This will also help the smooth transition from one contractor to another in respect of the TUPE Regulations. Reference should be made to Appendix G1 Clause C – Key Points to Good Practice
- 1.2.7 For information, compliance with the Highway Electrical Registration Scheme called up by this Sector Scheme should meet most of the organisational and individual core competence criteria as set out in the Approved Code of Practice to the CDM Regulations 2007, and enable clients and other duty holders to discharge their responsibilities in this respect. The Highway Electrical Registration Scheme called up by this Sector Scheme will also assist organisations in the event of any action taken under the Corporate Manslaughter and Corporate Homicide Act 2007, particularly in respect to section 8 – factors for jury – which states that any jury may consider the extent to which the evidence shows that there were attitudes, policies, systems or accepted practices within the organisation that were likely to have encouraged any such failure of a relevant duty of care or to have produced tolerance of it.
- 1.2.8 The Institute of Highway Engineers (IHE) recognises the importance of NHSS 8 and the associated Highway Electrical Registration Scheme by including this within the evidence which can be used to satisfy the relevant parts of their Traffic Signal Control Certificate. The Institution of Lighting Professionals (ILP) recognises the importance of NHSS 8 and the associated Highway Electrical Registration Scheme by including this as a requirement within their Lighting Design Staff Competency Matrix – to meet the requirements of GD02.
- 1.2.9 ASLEC, as administrator of the Highway Electrical Registration Scheme, maintains a list of registered organisations on the Highway Electrical Academy website at <http://www.highwayelectrical.org.uk/hers/RegisteredOrgs.htm>. However anyone considering using these organisations should first establish the current validity of their scope and registration by reviewing:
- (1) their BS EN ISO 9001 certificate, extended to cover NHSS8 (where BS EN ISO 9001 is required) for the scope of works required, from a Certification Body accredited by UKAS to issue such certificates;
 - (2) the valid and dated HERS Certificate (and HERS logo where this exists);
 - (3) the existence of valid employee ECS cards;
 - (4) the existence of employee portfolios;
 - (5) their internal audits and site audits and actions arising;
 - (6) HERS Third party audits carried out by ASLEC and actions arising; and
 - (7) Audit Action Plans
- 1.2.10 The Schedule of Suppliers Management Team have established and manage a schedule of registered companies that have been registered to National Highways Sector Schemes; free access to the schedule is obtained by logging on to the Lantra Awards website www.scheduleofsuppliers.com. However, it should be noted that only those companies that confirm entry onto the schedule to Lantra Awards are listed. The list of all registered suppliers is held by Lantra Awards (if notified); Clients should contact Lantra Awards by email at scheduleofsuppliers@lantra-awards.com to ascertain/check the status of company if it is not listed on the schedule.

1.2.11 Client Checklist

The following can be used to assess the validity of contracting organisation claims for compliance with this SSD:

1	Is the organisation listed on the HEA web-site (http://www.highwayelectrical.org.uk/hers/RegisteredOrgs.htm) for the scope of work required?	
2	Is there an ISO 9001 certificate present?	
3	Has the ISO 9001 certificate been extended to cover NHSS 8?	
4	Is the Certification Body that issued the certificate accredited to UKAS for ISO9001?	
5	Is the Certification Body that issued the certificate accredited to UKAS for assessments to NHSS 8?	
6	If the answer to 4 or 5 is No – is the accrediting body equivalent to UKAS and accepted as such by UKAS?	
7	Does the scope of works of the ISO 9001 certificate, covered by the NHSS 8 extension cover the actual works intended to be covered by the contract?	
8	Is there a valid (in date) organizational HERS (Highway Electrical Registration Scheme) Certificate?	
9	Does the scope of works on the HERS certificate cover the intended works, and does it align with the ISO9001 certificate (where issued)?	
10	Is there an audit or surveillance visit report from the Certification Body?	
11	If the answer to 10 is No – when is it due?	
12	If the answer to 10 is Yes – are there any action points outstanding which should have been completed within six months?	
13	Is there a biennial technical audit report from ASLEC?	
14	If the answer to 13 is No – when is it due?	
15	If the answer to 13 is Yes – are there any action points outstanding which should have been completed within six months?	
16	Do the named employees to be used on the works have portfolios of evidence with information in the competence portfolio and signed Authorisation Certificates?	
17	Do the named employees to be used on the works have valid in date ECS-ASLEC Registration Cards?	
18	Is the scope of the works within the competency scope of the employees?	
19	Is the organisation intending to sub-contract any of the works – other than excavation, reinstatement?	
<p>If the answer to 19 is Yes – repeat q 1-18 for that organisation, if necessary replacing NHSS 8 by relevant NHSS (i.e. including NHSS 8 and also other NHSS's e.g. for other services such as white lining, temporary traffic management)</p>		

2. NHSS 8 Applicability to Clients

The Sector Scheme was originally conceived as a document for use by Customers and / or Clients to specify the minimum standards for quality, training and competence of Organizations used by them to carry out works. The Sector Scheme Advisory Committee has completed the work to consider how best the principles of operator competency contained in the Sector Scheme can be adapted for people employed by the Customer and / or Client for the Public Lighting, Traffic Signs and Traffic Signals sectors. The same principles apply to the other sectors listed in Appendix K. The key principle is that if someone is accessing highway electrical equipment to carry out work on it, then they and their organisation should meet the requirements of NHSS 8 and / or the Highway Electrical Registration Scheme.

3. Sections of Organizations carrying out non-electrical works

Some Organizations, including local authority direct services organizations, that carry out works included in the scope of this sector scheme, may use other sections of their Organization to undertake some of the works. Such sections of Organizations may have followed a CSCS route to show competency. Clause 7.4.(iii).1 of this document provides exemptions for such cases where organizations are carrying out excavation and reinstatement works (including the installation of ducts) only.

4. Role of Responsible Manager, Authorising Officer, Qualified Supervisor

The Sector Scheme and the Highway Electrical Registration Scheme have no defined role for the Qualified Supervisor, although their role and responsibilities are defined within the delivery of the Qualified Supervisor Courses. These guidelines provide information on the role of the Qualified Supervisor and the work required of them in the Competency Assessment process. They also provide guidance on the role of the Responsible Manager, Authorising Officer and Compliance Manager.

The competency requirements of the Sector Scheme are based on the principle that an Organization must ensure that its employees are competent to carry out the work that is issued to them. This is a fundamental requirement of Health and Safety legislation and the Sector Scheme reflects this in requiring an Organization to use one of its own employees to act as the Qualified Supervisor and take on the responsibility for gathering and presenting evidence to indicate the scope of competence of the employees to whom work is issued.

The Authorising Officer need not be an employee of the Organization because their role is one of validating the evidence presented to them. The Responsible Manager must be an employee of the Organization and takes overall responsibility for the competency assessment process; therefore the Responsible Manager must be at least equal in status to the Authorising officer within the organisation. The Compliance Manager is defined in the Sector Scheme as having responsibility for the development, review and continuous improvement of policies and procedures. As a defined role the Compliance Manager has no direct involvement in the assessment of competence but the Sector Scheme allows this role to be carried out by the Responsible Manager, Authorising Officer or Qualified Supervisor.

Specific guidelines for the role of the Qualified Supervisor are as follows:

- a. The Qualified Supervisor is the person in the Organization who should know the ability and competence of each employee under their supervision. They shall oversee the gathering of evidence, the preparation of portfolios and the submission of the portfolios to the Authorising Officer for the desk-top and/or on site assessment of competence.
- b. The Qualified Supervisor must attend an HEA Qualified Supervisors Course.

- c. For Organizations with one or two employees, they need not have a Qualified Supervisor. They will still need to have an Authorising Officer, which they can obtain from another Organization such as their main client
- d. For Organizations employing 3 to 5 people they need not directly employ a Qualified Supervisor but can use the services of a Qualified Supervisor employed by another Organization.
- e. Organisations do not have to use their Qualified Supervisor to directly build portfolios and gather evidence but the Qualified Supervisor must oversee this process and sign off each piece of evidence and take ownership for it for those employees that are under their supervision. It is the responsibility of the Qualified Supervisor to ensure that the person(s) used to gather the evidence is / are competent to carry out this function. The Organization must have suitable internal procedures detailing this process and it is expected that the Organization would retain on file the details (e.g. CV etc.) of the person(s) used to gather the evidence. In particular there shall be an internal verification system where the Qualified Supervisor sample-audits the on site evidence gathering process. The suggested sample is 10%.
- f. For Organizations who employ more than 5 people they:
 - i. Must use an employee of the Organization to carry out the role of the Qualified Supervisor.
 - ii. Cannot use a Qualified Supervisor from another Organization to carry out the role of the Qualified Supervisor.

Local Authority Clients and Consultants having one or two employees shall be treated as Organizations having one or two employees as above. Local Authority Clients and Consultants having more than two employees shall be treated as Organizations having 3 to 5 employees as above irrespective of the number of employees

Manufacturers and Product Suppliers having one or two employees falling within the categories of Approved Persons shall be treated as Organizations having one or two employees as above. Manufacturers and Product Suppliers having more than two employees falling within the categories of Approved Persons shall be treated as Organizations having 3 to 5 employees as above irrespective of the number of employees

Organizations can submit applications for the registration of Authorised Persons without a Qualified Supervisor having attended the Qualified Supervisor course subject to:

- a. A Qualified Supervisor being nominated by the Organization and
- b. The Qualified Supervisor being registered on a Qualified Supervisor course.

Applications received in this way shall be subject to the nominated Qualified Supervisor successfully completing the Qualified Supervisor course.

Another Qualified Supervisor or an Authorising Officer can validate the evidence of a Qualified Supervisor for registration purposes.

The Authorising Officer(s) and the Qualified Supervisor(s) must be Registered Authorised Persons in accordance with the Highway Electrical Registration Scheme.

5. Registration of employees transferred under the Transfer of Undertakings (Protection of Employment) Regulations or recruited from another Organization

Employees registered under the TUPE Regulations or recruited from another Organization are to be considered as new employees in respect of re-assessment and re-registration as specified in clause 6.2.2(v) of this SSD. The original route to registration of the employee may be maintained (e.g. if registered originally under Industry Accreditation, this route may be kept after the employee has transferred, providing the original timescale of 10 years from the first date of registration to gaining the CBQ / NVQ (formerly N/SVQ) has not been exceeded). This timescale would remain as at the first date of registration and would not "start again" on re-registration of the transferred employee

6. Registration Cards

For details on the types of Registration Cards, reference should be made to Appendix K1 and the Highway Electrical Registration Scheme Handbook. In particular it should be noted that interim ECS Registration Cards are available for appropriate employees, which are then replaced with standard ECS Registration Cards.

7. Road Death Investigations

Attention is drawn to the ACPO Road Death Investigation Manual, which indicates that in the advent of a collision or other road incident particularly one where there has been a fatality, the police may ask the relevant highway authority to provide information on the state of the road.

In respect of this National Highway Sector Scheme information that is likely to be sought includes the following:

- a) High level general policy statements
- b) Specific local maintenance policies and standards
- c) Authority procedures
- d) Works records including the results of any test carried out
- e) The quality of systems for traffic management
- f) Skidding resistance testing

An Authority may be required to present data to the Police at short notice in case of a fatality on the network. It should ensure that it has, or can obtain, the relevant information from the Contractor.

Appendix N: Guidance on the Relationship between NHSS 8 and other NHSS's

This guidance is primarily of relevance to National Highway Sector Scheme Committees and those Organizations registered to these schemes. This Appendix should be read in conjunction with Appendix L "Guidance".

1.0 NHSS 7 - The Application of Road Marking Materials and Road Studs to Road Surfaces

- 1.1 NHSS 7 Appendix C Clause C1b requires employees to be trained and assessed to NHSS 12d. Employees trained under the standard NHSS 12D training and assessed as competent with NHSS 12D cards are deemed to meet the training and initial assessment requirements of NHSS 8 for temporary traffic management on rural and urban roads as specified within the scope of NHSS 12D

2.0 NHSS 12D - Installing, maintaining and removing temporary traffic management on rural and urban roads

- 2.1 Registration to NHSS 8 means that registration to NHSS 12D is not required. Appendix L of NHSS 12D states that "Specific attention is drawn to Appendix M which states that it is not intended that Organizations registered under another NHSS should also be registered to SS 12D". Appendix M of NHSS 12D states that "It is not intended that Organizations registered under another NHSS should also be registered to SS 12D, but rather that the NHSS Committee considers the available options and provides appropriate advice to Organizations on what they need to do to meet their individual specific requirements and work commitments in respect of temporary traffic management for their field of operations". The NHSS 8 Committee has considered the requirements of NHSS 12D as it affects the Highway Electrical sector, and the agreed method of dealing with this is detailed in Appendix C – Clause 3 of this document together with the appropriate parts of the Highway Electrical Training Specification.
- 2.2 Where portable temporary traffic control equipment which is self contained (e.g. is supplied from a generator) is used, there is no requirement for organizations registered to NHSS 12 to also be registered to NHSS 8.
- 2.3 Where portable temporary traffic control equipment requires to be connected into an item of highway electrical equipment, or the use of the portable temporary traffic control equipment requires personnel to gain access to an item of highway electrical equipment for some other reason (e.g. to switch off permanent traffic control equipment), then the organization carrying out the work shall be either registered to NHSS 8 and / or the Highway Electrical Registration Scheme or, if they are already registered to the appropriate part(s) of NHSS 12 they must meet the competency assessment and training requirements of NHSS 8 and be issued with a Highway Electrical Registration Scheme card.
- 2.4 Employees trained under the standard NHSS 12D training and assessed as competent with NHSS 12D cards are deemed to meet the training and initial assessment requirements of NHSS 8 for temporary traffic management on rural and urban roads as specified within the scope of NHSS 12D

3.0 NHSS 16 - Laying of asphalt mixes

This sector scheme relates to the laying of asphalt mixes. Although not defined, the scope of this NHSS was never intended to include small patching areas normally encountered within the Scope of Works covered within NHSS 8. The training and competency requirements for such work is included in NHSS 8. Discussions will be held with the Advisory Committee for NHSS 16 so that appropriate amendments are made to the Scope of their document.

4.0 NHSS 19A - For corrosion protection of ferrous materials by industrial coatings

Registration to NHSS 8 means that registration to NHSS 19A is not required. However the training requirements of NHSS 19A, as particularised by the NHSS 8 Committee, will be required. This is currently under discussion, and further information will be provided once this is finalised

5.0 NHSS 22 – Management, Operation and Maintenance of Road Tunnels

It is intended that NHSS 22 will acknowledge other relevant NHSS's including NHSS 8

6.0 NHSS 9B – Non-electrical installation and maintenance of traffic signs (in development)

It is intended that those organizations registered to NHSS 8 will not need to register to NHSS 9B. Organisations carrying out non-electrical works on traffic signs as part of their wider scope covered by NHSS 8 are deemed to be covered for these activities by NHSS 8. Organisations who were registered to NHSS 8 9B and 10 carrying out only non-electrical installation and / or maintenance work on traffic signs may maintain their registration under NHSS 8 whilst NHSS 9B is being developed.

Appendix 2 – NHSS8 /HERS Competency & Occupations Matrix – All Sectors - Combined Part One – Common Areas
P 1 of 4 (See Notes at bottom of Appendix 2 P 1 of 4 - Page 47)

Name		Occupation															
Competency Element Number	Competency Element Description	If covered by CBQ / NVQ unit - insert no.	Trainee	Installation operative	Installation Operative (crane)	Lead Inst. Operative	Routine mtce Operative	Mtce Op – Fault Repair	Mtce & Inst. Operative	Painting operative	Night time monitor	Structural tester	Highways Electrician	Service Operative	Supervisor	Approved Person	Approved Person - Manager
			Found01	Basic Health & Safety (incl. ECS HE version H&S test)		M	M	M	M	M	M	M	M	M	M	M	M
Found01/1	Work in Confined Spaces		x														
Found02	Lorry mounted crane – Banksman		x														
Found03	Lorry mounted crane – Operator		x		M												
Found04	Power Tools including hand tools		x	M	M	M	3	M	M	M			M	M			
Found05/1	Mobile Elevating Work Platform		x					M	M	M							
Found05/2	Use of steps and ladders		x														
Found05/3	Erection of Scaffold Towers		x														
Found05/4	Accessing fixed structures at height (other than MEWPS, steps, ladders and scaffold towers)		x														
Found06	Temporary Traffic Management		x		2		2	2	2	2		2	2	2	2		
Found07	Working in the vicinity of DNO/IDNO Equipment		x		M			M	M	M			M		4		
Inst01	Excavate, backfill & reinstate		x		M				M								
Inst05	Install underground cables		x														
Inst06	Terminate and joint cables		x							X	X	X				x	
Inst07	Avoiding danger from underground services		X		M	M			M	X	x						
Main04/1	Emergency Inspection Procedures		x											M			
Main07	Underground Cable test and repair		x							x	x	X					
4A	Electrical safety in Non-energised testing		x							x	x	X	3	M	3		
6A	Maintenance of Poles, Lanterns & Brackets (Equipment spec)		x				M										
6E	Maintenance of supply tails and earthing		x														
Test01 (4C)	Inspection & Energised testing - Initial		x	1	X	X	1	x	X	x	x	X	M	3		x	
Test02 (6I)	Periodic Inspection and Testing		x	x	X	x	x	x	x	X	x	x	M			x	
Test06	Electrical inspection & testing Data Collection		x														
Sup01	Supervise teams on site		x							X	X	X			M		
Sup02	Set teams to work & supervise Quality, Safety & Productivity		x							X	X	X					
8 / Sup05	CDM Awareness		x														M

M = Mandatory; x = Not available as an option

All blanks are available as additions

The over-riding principle of these Competency Matrices is that if a given employee carries out work which falls under any Competency Element, then that element becomes “mandatory” for them, and there must be evidence to support the claim of competency in that area. Employees must at all times at work have valid ECS HERS cards.

Key to cells containing numbers (this applies to all pages of the “Appendix 2” combined matrix:

- In order to align with the rest of the Electrotechnical sector and to align with 6I (as both these functions are at N/SVQ Level 3) 4C will not be permitted for Occupational Titles Installation Operative and Routine Maintenance Operative with effect from 1 January 2010. (6A, 6B and 6C mandatory items have been removed (& 6I will be) in some areas to allow organisations flexibility. However where Highways Electricians, Service Operatives or Supervisors are carrying out periodic inspection and testing, then this item becomes mandatory for them in accordance with the over-riding principle set out above)
- Mandatory for Public Lighting, Traffic Signals, except where work under 3C/Found06 is entirely subcontracted to contractors registered to NHSS 12A, B, C or D as appropriate
- Mandatory for Traffic Signals, Motorway etc. Communications, VMS incl. Information Signs, Env. & Monitoring Equip't unless installing underground cable only
- Mandatory for Public Lighting
- Mandatory for Slot Cutting operatives carrying out slot cutting
- Mandatory for Slot Cutting operatives carrying out backfilling
- Mandatory for Approved Persons accessing cabinets or equipment
- Mandatory for Approved Persons accessing equipment
- Mandatory for Traffic Signal operatives carrying out pole, cabinet or signal head installations
- Mandatory unless installing underground cable only

Appendix 2 – NHSS8 /HERS Competency & Occupations Matrix – All Sectors - Combined Part Two – Specialist Areas
P 2 of 4 (See Notes at bottom of Appendix 2 P 1 of 4 - Page 47)

Competency Element Number	Competency Element Description	If covered by CBQ / NVQ unit - insert no.	Trainee	Installation operative	Installation Operative (Crane)	Lead Inst. Operative	Routine Mtce Operative	Mtce Op - Fault Repair	Mtce & Inst. Operative	Painting operative	Night time monitor	Structural tester	Highways Electrician	Service Operative	Supervisor	Approved Person	Approved Person - Manager
Public Lighting – Specialist Areas (Delete this section if not applicable)																	
Inst02	Erect, remove and realign columns and other street furniture		X		M				M								
Inst03	Install electrical equipment and wiring only		X										M				
Inst04	Install high mast lighting		X														
Main01	Painting of structures		X							M							
Main02	Routine General Maintenance		X				M	M	M								
Main03	Remove and replace components		X					M	M								
Main04/2	Emergency Work		X														
Main05	Operate raising and lowering columns		X														
Main06	Maintaining high mast lighting		X														
Rep01	Identify and replace faulty components		X					M	M								
Rep02	Diagnose fault on equipment and replace faulty component		X	X			X	X	X	X	X	X	M			X	X
Rep03	Locate faults on underground cables		X	X			X	X	X	X	X	X					
Insp01	Visual Inspection Optical Structural & Electrical		X					M	M				M				
Insp02	Night time monitoring		X								M						
Test03	Periodic structural testing		X									M					
Test04	Photometric performance testing		X														
Traffic Sign non-electrical works / unilluminated signs – Specialist Areas (Delete this section if not applicable)																	
Inst02	Erect, remove and realign columns and other street furniture		x	10		M			M								
Main01	Painting of structures		X														
Main02	Routine General Maintenance		X						M								
Main04/2	Emergency Work		X														
S203	Appreciation of Traffic Sign Products & associated legislation and guidance		X			M				x	x	x			M		M
S301.7	Excavate & install in Embankments		X							x	x	x					
S501	Erect Columns and Brackets (Posts) over 140mm dia. In multi-post foundations / Erect passively safe columns and posts		X							x	x	x					
S501.1	Installation of passively safe structures and equipment		X							x	x	x					
S512.1	Install sign assembly up to 3 sq. m - sign plate and sign lighting unit only (excluding connection)		X	10		M			M	x	x	x					
S512.2	Install sign assembly 3-15 sq. m - sign plate and sign lighting unit only (excluding connection)		X							x	x	x					
S512.3	Install sign assembly over 15 sq. m - sign plate and sign lighting unit only (excluding connection)		X							x	x	x					
S513	Install sign assembly on gantries & overhead structures		X							x	x	x					
S707	Traffic Sign performance inspection and testing		x							x	x	x					
Slot Cutting – Specialist Areas (Delete this section if not applicable)																	
SC01	Cut slot to specification		X	5		M				X	X	X					
SC02	Lay Cable & seal		X	6		M				X	X	X					
SC03	Repair Faulty Cable		X							X	X	X					
SC04	Access to cabinet through ducts etc.		X							X	X	X					
<p>The over-riding principle of these Competency Matrices is that if a given employee carries out work which falls under any Competency Element, then that element becomes “mandatory” for them, and there must be evidence to support the claim of competency in that area. Employees must at all times at work have valid ECS HERS cards.</p>																	

Appendix 2 – NHSS8 /HERS Competency & Occupations Matrix – All Sectors - Combined Part Two – Specialist Areas
P 3 of 4 (See Notes at bottom of Appendix 2 P 1 of 4 - Page 47)

Competency Element Number	Competency Element Description	If covered by CBQ / NVQ unit - insert no.	Trainee	Installation operative	Installation operative (Crane)	Lead Inst. Operative	Routine maintenance operative	Mtce Op - Fault Repair	Mtce & Inst. Operative	Painting operative	Night time monitor	Structural tester	Highways Electrician	Service Operative	Supervisor	Approved Person	Approved Person - Manager
Traffic Signals – Specialist Areas (Delete this section if not applicable)																	
3A	Traffic & Pedestrian Control Principles		x					M		X	X	X	M	M	M	7	
5A	Installation Techniques		x	9						X	X	X					
5B	Access to cabinet through ducts etc.		x							X	X	X					
6B	Traffic Controller Fundamental Principles		x							X	X	X		M		8	
6C	Detector Fundamental Principles (Standard)		x							X	X	X		M			
6F	Urban Traffic Fundamental Principles		x							X	X	X					
6G	Monitoring & Control Fundamental Principles		x							X	X	X					
6H	Traffic Controller Maintenance		x							X	X	X					
6J	Detector Maintenance		x							X	X	X					
7A	Commissioning Procedures		x							X	X	X					
7B	Transmission System & Techniques Fundamentals		x							X	X	X					
7C	Signal Configuration		x							X	X	X					
7D	Advanced Traffic Principles		x							X	X	X					
7E	Advanced Detector Techniques		x							X	X	X					
7F	Ancillary Control & Monitoring Equipment Units		x							X	X	X					
7G	Monitoring Equipment Skills		x							X	X	X					
7H	Microprocessor Optimised Vehicle Actuated Mtce		x							X	X	X					
7I	Road Transport Passenger Information Systems		x							x	x	x					
Communications – Specialist Areas (Delete this section if not applicable)																	
COM01 (6B)	Communications. Control Fundamental Principles		x					M		X	X	X	M	M			
COM02 (6C)	Comms. Detector Fundamental Principles		x							X	X	X					
COM03A	Comms. Installation Technique - Infrastructure		x							X	X	X					
COM03B	Comms. Installation Technique – non-Infrastructure		x	10						X	X	X					
COM04	Mtce of Underground cables for Comms		x							x	x	x	M	M			
COM05	Maintenance of specialist Comms equipment (equipment specific)		x							X	X	X		M			
COM06	Commissioning Procedures - Comms		x	X			x			X	X	X					
7B	Transmission System & Techniques Fundamentals		x							X	X	X					
7G	Monitoring Equipment Skills (equipment specific)		x							X	X	X					
<p>The over-riding principle of these Competency Matrices is that if a given employee carries out work which falls under any Competency Element, then that element becomes “mandatory” for them, and there must be evidence to support the claim of competency in that area. Employees must at all times at work have valid ECS HERS cards.</p>																	

Appendix 2 – NHSS8/HERS Competency & Occupations Matrix – All Sectors - Combined Part Two – Specialist Areas
P 4 of 4 (See Notes at bottom of Appendix 2 P 1 of 4 - Page 47)

Competency Element Number	Competency Element Description	If covered by CBQ / NVQ unit - insert no.	Trainee	Installation operative	Installation Operative (cable)	Lead Inst. Operative	Routine maintenance operative	Mtce Op - Fault Repair	Mtce & Inst. Operative	Painting operative	Night time monitor	Structural tester	Highways Electrician	Service Operative	Supervisor	Approved Person	Approved Person - Manager
VMS incl. Information Signs – Specialist Areas (Delete this section if not applicable)																	
6C	Detector Fundamental Principles (Standard)		x							x	x	x					
6G	Monitoring & Control Fundamental Principles		x							x	x	x					
6J	Detector Maintenance		x							x	x	x					
VMS01	Installation Techniques – VMS / Info signs – Infrastructure		X							x	x	x					
VMS02	Installation Techniques – VMS / Info signs – non- Infrastructure		X	10						x	x	x					
VMS03	Mtce of specialist VMS equipment (equipment specific)		x							x	x	x		M			
VMS04	Commissioning Procedures (VMS) (equipment specific)		x	x			x			x	x	x					
7B	Transmission System & Techniques Fundamentals		x							x	x	x					
7E	Advanced Detector Techniques		x							x	x	x					
7F	Ancillary Control & Monitoring Equipment Units		x							x	x	x					
7G	Monitoring Equipment Skills (equipment specific)		x							x	x	x					
7I	Road Transport Passenger Information Systems		x							x	x	x					
Environmental & Monitoring Equipment – Specialist Areas (Delete this section if not applicable)																	
ME01 (6B)	Monitoring Equipment Fundamental Principles		x				M			x	x	x	M	M			
ME02	Env. & Monitoring Equip't Installation Technique - Infrastructure		x							x	x	x					
ME03	Env. & Monitoring Equip't Installation Technique – non-Infrastructure		x	10						x	x	x					
ME04	Mtce of underground cables for Env. & Monitoring equip't		x							x	x	x	M	M			
ME05	Mtce of specialist Env. & Monitoring Equipment (equipment specific)		x							x	x	x		M			
ME06	Commissioning Procedures - Environmental & Monitoring Equipment		x	x			x			x	x	x					
7B	Transmission System & Techniques Fundamentals		x							x	x	x					
7G	Monitoring Equipment Skills (equipment specific)		x							x	x	x					
Cameras – Specialist Areas (Delete this section if not applicable)																	
Main05	Operate raising and lowering columns		x							x	x	x					
CAM01	Installation Techniques – Infrastructure		x							x	x	x					
CAM02	Installation Techniques – Terminate & Joint Cables		x							x	x	x					
CAM03	Installation Techniques – Non-Infrastructure-Camera Equipment		x	10						x	x	x		M			
CAM04 (6A-M601a)	Routine Optical Mtce of cameras		x				M			x	x	x					
CAM05 (6A)	Maintenance of cameras		x							x	x	x		M			
CAM06	Maintenance of underground cables (incl. data cables) for Cameras		x							x	x	x	M				
CAM07(6J)	Detector Maintenance		x							x	x	x					
CAM08 (7A)	Commissioning Procedures – Inspection, Set-up & functional testing		x							x	x	x					
CAM09 (7B)	Transmission System & Techniques Fundamentals		x							x	x	x					
CAM10 (7F)	Ancillary Control & Monitoring Equipment Units		x							x	x	x					
<p>The over-riding principle of these Competency Matrices is that if a given employee carries out work which falls under any Competency Element, then that element becomes “mandatory” for them, and there must be evidence to support the claim of competency in that area. Employees must at all times at work have valid ECS HERS cards.</p>																	

Appendix 3 Competency & Occupations Matrix –Public Lighting

Name:		Occupation													
Element Number	Competency Element Description	If covered by CBQ / NVQ unit - insert no.	Trainee	Installation operative (non - crane)	Routine maintenance operative	Maintenance operative - fault repair	Installation operative - crane	Main & Inst operative	Electrician	Painting operative	Night time monitor	Structural tester	Supervisor	Approved Person	Approved Person - Manager
Found01	Basic Health & Safety (ECS Highway Electrical Test)		M	M	M	M	M	M	M	M	M	M	M	M	M
Found02	Lorry mounted crane – Banksman		x												
Found03	Lorry mounted crane – Operator		x	x			M								
Found04	Power Tools including hand tools		x	M		M	M	M	M	M					
Found05/1	Mobile Elevating Work Platform		x			M		M		M					
Found05/2	Use of steps and ladders		x												
Found05/3	Erection of Scaffold Towers		x												
Found06	Temporary Traffic Management		x			M	M	M	M	M		M	M		
Found07	Work in the vicinity of DNO/IDNO equipment		x			M	M	M	M	M		M	M		
Found08	Avoiding danger from underground services		x	M			M	M							
Inst01	Excavate, backfill and reinstate		x				M	M							
Inst02	Erect, remove and realign columns and other street furniture		x				M	M							
Inst03	Install electrical equipment and wiring only		x						M						
Inst04	Install high mast lighting		x												
Inst05	Install underground cables		x												
Inst06	Terminate and joint cables		x												
Main01	Painting of structures		x							M					
Main02	Routine General Maintenance		x		M	M		M							
Main03	Remove and replace components		x			M		M							
Main04/1	Emergency attendance		x									x			
Main04/2	Emergency Work		x		x					x	x	x			
Main05	Operate raising and lowering columns		x												
Main06	Maintaining high mast lighting		x												
Rep01	Identify and replace faulty components		x			M		M							
Rep02	Diagnose fault on equipment and replace faulty component		x	x	x	x	x	x	M	x	x	x		x	x
Rep03	Locate faults on underground cables		x	x	x	x	x	x		x	x	x			
Insp01	Visual Inspection Optical Structural & Electrical		x			M		M	M						
Insp02	Night time monitoring		x								M				
Test01	Test and inspect new installations, issue certificate and initial insertion of cut-out fuse		x	x	x	x	x	x	M	x	x	x		x	x
Test02	Periodic testing and inspection of electrical installations & issue Certificate		x	x	x	x	x	x	M	x	x	x			
Test03	Periodic structural testing		x									M			
Test04	Photometric performance testing		x												
Test05	Awareness of Inspection & Testing for witnessing		x												
Test06	Electrical inspection & testing Data Collection		x												
Sup01	Supervise teams on site		x								x	x	M		
Sup02	Set teams to work & supervise Quality, Safety & Productivity		x								x	x			
Sup05	CDM Awareness														M

M = Mandatory X = Not available as an addition All blanks are available as additions

The over-riding principle of these Competency Matrices is that if a given employee carries out work which falls under any Competency Element, then that element becomes “mandatory” for them, and there must be evidence to support the claim of competency in that area. Employees must at all times at work have valid ECS HERS cards.

Appendix 4 Competency & Occupations Matrix –Traffic Sign Non-electrical works / Non-illuminated Traffic Signs

Name :		Occupation								
Element Number	Competency Element Description	If covered by CBQ / NVQ unit - insert no.	Trainee	Installation operative	Lead Installation operative	Maintenance & Inst. operative	Lead Mtce & Inst. operative	Supervisor	Approved Person	Approved Person - Manager
Found01	Basic Health & Safety (ECS Highway Electrical Test)		M	M	M	M	M	M	M	M
Found02	Lorry mounted crane – Banksman		x		M					
Found03	Lorry mounted crane – Operator		x							
Found04	Power Tools including hand tools		x	M	M	M	M			
Found05/1	Mobile Elevating Work Platform		x		M		M			
Found05/2	Use of steps and ladders		x	M	M	M	M			
Found05/3	Erection of Scaffold Towers		x							
Found06	Temporary Traffic Management		x	M	M	M	M	M		
Found07	Work in the vicinity of DNO/IDNO equipment		x							
Found08	Avoiding danger from underground services		x	M	M	M	M			
Inst01	Excavate, backfill and reinstate		x	M	M	M	M			
Inst02	Erect, remove and realign columns and other street furniture		x	M	M	M	M	M		
Main01	Painting of structures		x							
Main02	Routine General Maintenance		x			M	M			
Main04/1	Emergency attendance		x							
S203	Appreciation of Traffic Sign Products & associated legislation and guidance		x		M		M	M		M
S301.7	Excavate & install in Embankments		x							
S501	Erect Columns and Brackets (Posts) over 140mm dia. In multi-post foundations / Erect passively safe columns and posts		x							
S501.1	Installation of passively safe structures and equipment		x							
S512.1	Install sign assembly up to 3 sq. m - sign plate and sign lighting unit only (excluding connection)		x	M	M	M	M			
S512.2	Install sign assembly 3-15 sq. m - sign plate and sign lighting unit only (excluding connection)		x							
S512.3	Install sign assembly over 15 sq. m - sign plate and sign lighting unit only (excluding connection)		x							
S513	Install sign assembly on gantries & overhead structures		x							
S707	Traffic Sign performance inspection and testing		x							
Sup01	Supervise teams on site		x							
Sup02	Set teams to work & supervise Quality, Safety & Productivity		x							
Sup05	CDM Awareness		x							M
M = Mandatory		X = Not available as an addition		All blanks are available as additions						
The over-riding principle of these Competency Matrices is that if a given employee carries out work which falls under any Competency Element, then that element becomes “mandatory” for them, and there must be evidence to support the claim of competency in that area. Employees must at all times at work have valid ECS HERS cards.										

Appendix 5 Competency & Occupations Matrix –Slot Cutting

Name:		Occupation:						
Element Number	Competency Element Description	If covered by CBQ / NVQ unit - insert no.	Trainee	Installation operative - Slot Cutter	Installation operative - Backfiller	Installation Operative – Connect & Test	Lead Inst. operative	Approved Person
Found01	Basic Health & Safety (incl. ECS Highway Electrical Test)		M	M	M	M	M	M
Found02	Lorry mounted crane – Banksman		x					
Found03	Lorry mounted crane – Operator		x					
Found04	Power Tools including hand tools & power saws		x	M	M	M	M	
Found06	Temporary Traffic Management		x					
Found07	Work in the vicinity of DNO/IDNO equipment		x					
Found08	Avoiding danger from underground services		x	M	M		M	
Inst01	Excavate, backfill & reinstate		x					
SC01	Cut slot to specification		x	M			M	
SC02	Lay Cable & seal		x		M		M	
SC03	Repair Faulty Cable		x					
SC04	Access to cabinet through ducts etc.		X					
Test06	Inspection & Testing Data Collection		x					
Sup01	Supervise teams on site		x					
Sup02	Set teams to work & supervise Quality, Safety & Productivity		x					
Sup05	CDM Awareness		x		x			
M = Mandatory		X = Not available as an addition		All blanks are available as additions				

The over-riding principle of these Competency Matrices is that if a given employee carries out work which falls under any Competency Element, then that element becomes “mandatory” for them, and there must be evidence to support the claim of competency in that area. Employees must at all times at work have valid ECS HERS cards.

Note:

1. The scope of works covered by this matrix is as defined above. For additional competencies, reference should be made to the Highway Electronic – Traffic Signals matrix.
2. SC01 – Cut slot to specification would include, for example, Induction, Weight in Motion, Piezo and also includes the cutting of slots for Extra Low Voltage supplies to illuminated street furniture on the highway (e.g. centre islands).
3. Approved Person is forbidden to carry out works in area 6I (see Traffic Signals Comp. & Occupations Matrix). For other categories of Approved Person see Traffic Signals Comp. & Occupations Matrix.

Appendix 6 - NHSS 8 Comp. and Occupations Matrix – Combined Part One – Common Areas - T/Signals; Communications; VMS incl. Information Signs; Env. & Monitoring Equip't; Cameras – P 1 of 3

Name:		Occupation									
Element Number	Competency Element Description	If covered by CBQ / NVQ unit - insert no.	Trainee	Installation operative	Routine maintenance Operative	Highways Electrician	Service Operative	Supervisor	Approved Person	Approved Person – Cabinet Access	Approved Person – Equipment Access
Found01	Basic Health & Safety		M	M	M	M	M	M	M	M	M
Found02	Lorry mounted crane – Banksman		x								
Found03	Lorry mounted crane – Operator		x								
Found04	Power Tools including hand tools		x	M	M	M	M				
Found05/1	Mobile Elevating Work Platform		x								
Found05/2	Use of steps and ladders		x								
Found05/3	Erection of Scaffold Towers		x								
3B / Main04/1	Part B – Emergency Inspection Procedures		x				M				
Found06	Temporary Traffic Management		x		2	2	2	2			
4A	Electrical Theory & Practice		x			M	M	3			
Found07	Working in the vicinity of DNO/IDNO Equipment		x			2	2	2			
4C	Part C – Inspection & Energised testing		x	1	1	M	3				
Test05	Awareness of Inspection & Testing for Witnessing purposes		x								
Test06	Electrical inspection & testing Data Collection		x								
6A	Part A – Maintenance of Poles, Lanterns & Brackets (Equipment spec)		x		M						
6E	Part E – Maintenance of supply tails and earthing		x								
6I	Part I– Periodic Inspection Procedures		x	x	x	1	1		x	x	x
Inst06	Terminate and joint cables		x		x				x	x	
Sup01	Supervise teams on site		x					M			
Sup02	Set teams to work & supervise Quality, Safety & Productivity		x								
8 / Sup05	CDM Awareness		x								
M = Mandatory			X = Not available as an addition				All blanks are available as additions				
<p>The over-riding principle of these Competency Matrices is that if a given employee carries out work which falls under any Competency Element, then that element becomes “mandatory” for them, and there must be evidence to support the claim of competency in that area. Employees must at all times at work have valid ECS HERS cards.</p>											

Key to cells containing numbers:

- In order to align with the rest of the Electrotechnical sector and to align with 6I (as both these functions are at CBQ / NVQ (formerly N/SVQ) Level 3) 4C will not be permitted for Occupational Titles Installation Operative and Routine Maintenance Operative with effect from 1 January 2010. (6A, 6B and 6C mandatory items have been removed (& 6I will be) in some areas to allow organisations flexibility. However where Highways Electricians, Service Operatives or Supervisors are carrying out periodic inspection and testing, then this item becomes mandatory for them in accordance with the over-riding principle set out in clause 5.4 of this handbook)
- Mandatory for Traffic Signals (Note except for 3C / Found06 where such work is entirely subcontracted to contractors registered to NHSS 12A, B, C or D as appropriate)
- Mandatory for Traffic Signals, Motorway etc. Communications, VMS incl. Information Signs, Env. & Monitoring Equip't

Note 1: In order to align with the rest of the Electrotechnical sector and to align with 6I (as both these functions are at CBQ / NVQ (formerly N/SVQ) Level 3) 4C will not be permitted for Occupational Titles Installation Operative and Routine Maintenance Operative with effect from 1 January 2010. (6A, 6B and 6C mandatory items have been removed (& 6I will be) in some areas to allow organisations flexibility. However where Highways Electricians, Service Operatives or Supervisors are carrying out periodic inspection and testing, then this item becomes mandatory for them in accordance with the over-riding principle set out in clause 5.3 of this handbook)

Appendix 6 - NHSS 8Comp. & Occupations Matrix – Combined Part Two – Specialist Areas - T/Signals; Motorway etc. Communications; VMS incl. Information Signs; Env. & Monitoring Equip't; Cameras - P 2 of 3

Name:		Occupation									
Element Number	Competency Element Description	If covered by CBQ / NVQ unit - insert no.	Trainee	Installation operative	Routine maintenance operative	Highways Electrician	Service Operative	Supervisor	Approved Person - Cabinet Access	Approved Person - Equipment Access	
Traffic Signals – Specialist Areas (Delete this section if not applicable)											
3A	Part A – Traffic & Pedestrian Control Principles		x		M	M	M	M		M	M
5A	Installation Techniques		x								
5B	Access to cabinet through ducts etc.		x								
6B	Part B– Traffic Controller Fundamental Principles		x				M				M
6C	Part C– Detector Fundamental Principles (Standard)		x				M				
6D	Part D– Maintenance of underground cable		x								
6F	Part F– Urban Traffic Fundamental Principles		x								
6G	Part G– Monitoring & Control Fundamental Principles		x								
6H	Part H– Traffic Controller Maintenance		x								
6J	Part J – Detector Maintenance		x								
7A	Part A – Commissioning Procedures		x								
7B	Part B – Transmission System & Techniques Fundamentals		x								
7C	Part C – Signal Configuration		x								
7D	Part D – Advanced Traffic Principles		x								
7E	Part E – Advanced Detector Techniques		x								
7F	Part F – Ancillary Control & Monitoring Equipment Units		x								
7G	Part G – Monitoring Equipment Skills		x								
7H	Part H – Microprocessor Optimised Vehicle Actuated Mtce		x								
7I	Part I – Road Transport Passenger Information Systems		x								
Communications Equipment – Specialist Areas (Delete this section if not applicable)											
COM01 (6B)	Communications Fundamental Principles		x		M	M	M				M
COM02 (6C)	Comms. Detector Fundamental Principles		x								
COM03A	Comms. Installation Technique - Infrastructure		x								
COM03B	Comms. Installation Technique – non-Infrastructure		x	M							
COM04	Mtce of underground cables for comms.		x			M	M				
COM05	Maintenance of specialist Comms equipment (equipment specific)		x				M				
COM06	Commissioning Procedures - Comms		x	x	x						
7B	Transmission System & Techniques Fundamentals		x								
7G	Part G – Monitoring Equipment Skills (equipment specific)		x								
M = Mandatory			X = Not available as an addition			All blanks are available as additions					

Appendix 6 - NHSS 8 Comp. & Occupations Matrix – Combined Part Two – Specialist Areas - T/Signals; Motorway etc. Communications; VMS incl. Information Signs; Env. & Monitoring Equip't; Cameras - P 3 of 3

Name:		Occupation									
Element Number	Competency Element Description		Trainee	Installation operative	Routine maintenance operative	Highways Electrician	Service Operative	Supervisor	Approved Person	Approved Person – Cabinet Access	Approved Person – Equipment Access
		VMS incl. Information Signs – Specialist Areas (Delete this section if not applicable)									
6C	Part C– Detector Fundamental Principles (Standard)		x								
6D	Part D– Maintenance of underground cable		x								
6G	Part G– Monitoring & Control Fundamental Principles		x								
6J	Part J – Detector Maintenance		x								
VMS01	Installation Techniques – VMS / Info signs – Infrastructure		X								
VMS02	Installation Techniques – VMS / Info signs – non- Infrastructure		X	M							
VMS03	Mtce of specialist VMS equipment (equipment specific)		x				M				
VMS04	Commissioning Procedures (VMS) (equipment specific)		x	x	x						
7B	Part B – Transmission System & Techniques Fundamentals		x								
7E	Part E – Advanced Detector Techniques		x								
7F	Part F – Ancillary Control & Monitoring Equipment Units		x								
7G	Part G – Monitoring Equipment Skills (equipment specific)		x								
7I	Part I – Road Transport Passenger Information Systems		x								
Environmental & Monitoring Equipment – Specialist Areas (Delete this section if not applicable)											
ME01 (6B)	Monitoring Equipment Fundamental Principles		x		M	M	M				M
ME02	Env. & Monitoring Equip't Installation Technique - Infrastructure		x								
ME03	Env. & Monitoring Equip't Installation Technique – non-Infrastructure		x	M							
ME04	Mtce of underground cables for Environmental & Monitoring Equipment		x			M	M				
ME05	Mtce of specialist Env. & Monitoring Equipment (equipment specific)		x				M				
ME06	Commissioning Procedures - Environmental & Monitoring Equipment		x	x	x						
7B	Transmission System & Techniques Fundamentals		x								
7G	Part G – Monitoring Equipment Skills (equipment specific)		x								
Cameras – Specialist Areas (Delete this section if not applicable)											
Main05	Operate raising and lowering columns		x								
CAM01	Installation Techniques – Infrastructure		x								
CAM02	Installation Techniques – Non-Infrastructure-Data / Comms cable		x								
CAM02A	Installation Techniques – Terminate & Joint Cables		x								
CAM03	Installation Techniques – Non-Infrastructure-Camera Equipment		x	M							
CAM04 (6A-M601a)	Routine Optical Mtce of cameras		x		M						
CAM05 (6A)	Maintenance of cameras		x				M				
CAM06(6D)	Maintenance of underground cables (incl. data cables) for Cameras		x			M					
CAM07(6J)	Detector Maintenance		x								
CAM08 (7A)	Commissioning Procedures – Inspection, Set-up & functional testing		x								
CAM09 (7B)	Transmission System & Techniques Fundamentals		x								
CAM10 (7F)	Ancillary Control & Monitoring Equipment Units		x								
M = Mandatory			X = Not available as an addition			All blanks are available as additions					

Appendix 7 Registration of An Organisation

Name of Organisation						
Head Office Address:					Telephone No:	
Postcode:					Website Address	
Type of Organisation (please tick accordingly)	Contracting Organisation / LA DSO / Consultant with more than Approved Persons <input type="checkbox"/>	Highway / Local Authority Client with Approved persons only <input type="checkbox"/>	Consultant / Overseeing Org. with Approved persons only <input type="checkbox"/>	Labour only sub-contractor <input type="checkbox"/>		
Name of Applicant (Responsible Manager or Authorising Officer)						
Position in Organisation						
E-Mail Address						
NHSS 8 - HERS scope that you wish to register for (please tick)	Overseeing	Traffic Control Equip't	VMS	Comms.	Env. & Monit'g Equip't	Cameras
	Lighting col., post inst'n	Cable / trench inst'n	Unlit T/signs	Slot cutting & cable laying	Lighting & Lit signs	Bus Shelters/Adv. Equip't/Terminals
Organisation registered to ISO 9001: 2008					Yes / No	
If NO a pre registration assessment is required. Please state Yes to indicate acceptance.						
Turnover of the Organisation for assessment of Registration Fees						
Signature of Authorised Person					Date	
Contracting Offices from which Highway Electrical Work will be carried out						
Address & Telephone Number of Each Contracting Office					Total number of Registrable Employees working at this location	
E-mail of Manager at this location						
Address & Telephone Number of Each Contracting Office					Total number of Registrable Employees working at this location	
E-mail of Manager at this location						
Address & Telephone Number of Each Contracting Office (Continue on separate sheet if required for further depots)					Total number of Registrable Employees working at this location	
E-mail of Manager at this location						

Appendix 8 – Sample Application



Application for Registration of Authorised Person

Tick one box: First Application Re-submission Card Renewal

1: The applicant

Application Date:	22/10/2007 14:13
Sector:	Highway Electrical - Public Lighting
Registered Organisation:	ASLEC
Gender:	M
Title:	Mr
First Name:	John
Last Name:	Doe
Applicants Usual Work Address:	A House, A Road, Anytown, A County
Postcode:	AB1 2CD
Email:	John@anywhere.co.uk
Phone:	01234 567890
Date of Birth:	29/12/1963
National Insurance Number:	AB123456C

2: General information

A2: Occupation:	Maintenance and Installation operative
A3: Route to registration:	Experienced Person (Card type= Skilled Person)

Declaration

B1: ECS Passed:	Yes
B1/1: ECS Equivalent:	
B1A: ASL Test Number	ASL999999900
B1AB: Test Expiry Date	29/02/2012
B1/2: Supplementary Test:	N/A
B2: Industry Accreditation:	
B3: Site assessment forms & on-site experience	Yes
B4: Confirmed:	Yes
B5/1: Assessor Name:	Ann Assessor
B5/2: Company Name:	ASLEC
B5/3 Work Address:	A House, A Rd, Anytown, A County AB1 2CD
B6A: ASLEC Officer ECS Card Expiry Date	02/02/2012
B6/2: ASLEC Officer Registration Number:	CA00001

Standard or Interim Card:	S
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I hereby declare that I have assessed the competence of the applicant in the categories shown in the Standard Competency Criteria and that I believe he/she is competent to carry out work in those categories. I accept the Conditions detailed in the Notes for Completion of the Application Form

Signature of Authorising Officer

Dated

Signature of Responsible Manager

Dated



Authorisation Certificate Highway Electrical - Public Lighting

Authorised Person: **John Doe**
 Organisation: **ASLEC**
 Occupation: **Maintenance and Installation operative**
 Authorising Officer: **A N AO**

Competency Element Description <i>(Part shown only)</i>	Authorised Competency
FOUND01: Basic Health & Safety Training (ECS + Emergency Aid)	M
FOUND02: Lorry mounted crane – Banksman	
FOUND03: Lorry mounted crane – Operator	
FOUND04: Power Tools including hand tools	M
FOUND051: Mobile Elevating Work Platform	M
FOUND052: Use of steps and ladders	Y
FOUND053: Erection of Scaffold Towers	
FOUND06: Signing, lighting and guarding	M
FOUND07: Work in the vicinity of REC equipment	M
FOUND08: Avoiding Danger from Underground Services	M
INST01: Excavate, backfill and reinstate	M
INST02: Erect, remove and realign columns and other street furniture	M
INST03: Install electrical equipment and wiring only	Y
INST04: Install high mast lighting	
INST05: Install underground cables	
INST06: Terminate and joint cables	
MAIN01: Painting of structures	
MAIN02: Routine General Maintenance	M
MAIN03: Remove and replace components	M
MAIN041: Emergency attendance	
MAIN042: Emergency Work	
MAIN05: Operate raising and lowering columns	Y
MAIN06: Maintaining high mast lighting	
REP01: Identify and replace faulty components	M

I hereby declare that I have assessed John Doe and confirm that he/she is competent in the elements marked "M" or "Y" above	Signature of Authorisation Officer dated 22/10/2007
	Signature of Responsible Manager dated 22/10/2007

Appendix 8 - Notes for the Submission of an On Line Application for the Registration of an Authorised Person

General

- Applications for registration of an authorised person must be made on line – except where Interim Arrangements are in force for the All Sector Combined matrix. In this latter case only:
 - Download the Word Application Form / Authorisation Certificate (Note these documents have been specially created using drop down menus to ensure the information in the all sector Combined Matrix is reflected properly) for the relevant Occupational Title from the HERS web-site. These forms, together with revised site assessment forms are in the zipped folder called AllSectorCombMatrixDocs-Mar2011 within the NHSS8-HERS Portfolio Building Category (you may find it quickest to right click the download and click on “Save Target as.....” And save to your local drive temporarily)
 - Complete the Application Form / Authorisation Certificate
 - Print the Application Form / Authorisation Certificate
 - Sign and date the Application Form / Authorisation Certificate
 - Take a copy of the Application Form / Authorisation Certificate and put this in the relevant portfolio
 - Send the original Application Form / Authorisation Certificate, together with a passport type photo of the employee (named on the back), and a copy of the ECS HE version H&S test certificate (or in the absence of this, the Invigilation Statement) to ASLEC, Highdown House, Littlehampton Road, Ferring, West Sussex BN12 6PG or scan them in and send them by email to applications@highwayelectrical.org.uk
- If support is required please contact ASLEC on 01903 705140.
- The person initiating and completing the application must be an Authorising Officer or a nominated administrator .
- Registration Cards will be sent to the Organisation and not to the employee.
- Once the Registration Body has registered the employee, a request is made by the Administrator on behalf of the Organisation employing the Registered Authorised Person for a Registration Card to be issued by the ECS. Issue of the Card by the ECS or registration of the Authorised Person by the Administrator in no way indicates, implicitly or explicitly, that either ECS or the Administrator or the Registration Body is responsible for the assessment of competence of the person in whose name the Registration Card is being issued or that the ECS or the Administrator or Registration Body believes that the person is competent to carry out the work assessed by the Organisation employing the Authorised person. A minimum 10% check will however be carried out of all initial applications submitted by an Organisation, by the Administrator to validate the application and ensure that the correct procedures have been followed. Detailed evidence of the competency assessment by the Organisation’s Authorising Officer may therefore be required. The Registration Card is owned by the Organisation. If the employee leaves their employment, the card should be retained by the Organisation and the Organisation should notify ASLEC accordingly.
- Confidentiality – Personal information, other than the status of registration, relating to Registered Authorised Persons will be not divulged to any unauthorised person.
- The National Insurance number will not be printed on the ECS card and will only be used for administrative identity purposes.

Initial Login Process for Authorising Officer

The first part of the On Line application process is to establish the login criteria for the Authorising Officer. This is done as follows.

- Go to <http://www.highwayelectrical.org.uk/hers> and click on Registration Service.
- Complete the form shown in order to obtain access to the system ensuring that all information is provided.
- Once the form is submitted, an email will be sent to the Authorising Officer providing a unique link to access the on line system together with a user name and password.
- Clicking on this link from the email will take you to the login page where the user name and password can be entered.
- By following the menu various options are available which will allow you to submit a new application for a standard or interim card, edit an existing one, order replacement cards or amend the Authorising Officer’s profile.
- The system will automatically log out after 45 minutes.
- **If you wish to review entries you have made DO NOT go back by pressing the Service Providers back arrow but only the “Back” icon at the foot of each page. This is important because if you use the SP back arrow, any amendments you make will not be recognised.**

STEP 1 Applicant’s Personal Details

Section A1- Employee’s Details

- Ensure that you select the appropriate Card Type e.g. Standard or Interim

- Select the appropriate sector e.g. Public Lighting, Traffic Signs, Slot Cutting, Highway Electronic Combined
- Enter details as requested on the application form e.g. Contact details, National Insurance number, D.O.B. The national insurance number is essential for unique identification purposes. It will not be shown on the Registration Card. **Note: First Name and Last Name must be precisely those used on official documentation (eg. driving licence, passport, wage slips) and must match exactly those used on the ECS HE version H&S test order form and all other dealings with HERS, otherwise forms may be rejected and certificates delayed**

Section A2 – Occupation

- From the drop down menu enter the occupation of the Registered Authorised Person.

STEP 2 Training, qualifications and declaration by Authorising Officer

Section A3 – Route to Registration

- From the drop down menu select the appropriate route to registration. Details are contained in Section 8 of this Handbook.

Section B – Declaration

- **This section should be completed by the Authorising Officer, and in particular, complete the declaration that the proposed registered person is competent to carry out the work.**

STEP 3 Selecting the Competency Elements

- **Section C – Standard Competency Criteria, achieved by employee**
Complete this section to select the competency elements that the employee has been assessed against as competent.
 - For each chosen occupation, competency elements can be chosen as follows: -
 - Where the space has an M, this is mandatory for the selected occupation. Do not delete because although it will disappear on the screen the system will still recognise this mandatory element.
 - Where the space is blank any of these elements are additions. Additions should be included to cover the scope and nature of the work being carried out by entering a Y
 - Where there is a cross, this element is not available for this occupation.
 - Where a number exists – this relates to particular requirements for a particular sector. This should be changed to a Y if applicable or deleted if not applicable
 - Reference should be made to the Competency and Occupation Matrices within this Handbook

STEP 4 Finalise the Application

- Ensure you are satisfied that your application is correct. You are encouraged to review and check all is OK. **To review entries you have made DO NOT go back by pressing the Service Providers back arrow but only the “Back” icon at the foot of each page. This is important because if you use the SP back arrow, any amendments you make will not be recognised.**
- Once you have reviewed and checked submit the application. Note: the application should be submitted only where a new or replacement ECS Registration card is required; for other changes it should be saved for later
- You will then be asked to print your application which will be in the form of a paper application (Appendix 7) showing the information submitted on line. You are required to tick the appropriate box at the top of the printed form, obtain appropriate signatures and send a copy of the application together with a colour passport type photograph to the ASLEC office (If you prefer, you can submit the photograph electronically – but these should be cropped to match passport photograph requirements and then compressed electronically)- see http://www.direct.gov.uk/prod_consum_dg/groups/dg_digitalassets/@dg/@en/@travel/documents/digitalasset/dg_174925.pdf for details of acceptable photographs.
- You should also give a copy of the application form to the employee – as their Authorisation Certificate. The original form should be filed in section 4 of the employee’s portfolio.
- Once the application has been received you will be asked to submit a copy of your portfolios. The number requested will be approximately 10% of the submitted applications, except for small organisations where it will be 100%.

Appendix 9 - Procedure for Booking an ECS H.E. version H&S Test - Internet based

The ECS Highway Electrical version H&S test has been created by the merger of the JIB/SJIB test with the ASLEC Highway Electrical Test. The ECS HE version H&S test is the prescribed H&S test for registration with the Highway Electrical Industry Scheme for the Registration of Authorised Persons.

The procedure for the test is as follows:

1. Download the order form from the HERS web-site at <http://www.highwayelectrical.org.uk/HERS/downloads.htm>. The order form is as shown in Appendix 8.1
2. Complete the order form (one test is ordered for each person) electronically and email to ASLEC on JIBtest@highwayelectrical.org.uk. **Ensure the Purchase Order Number is completed and that a formal Purchase Order is posted to ASLEC. Note: the candidate name entered on the Order Form and confirmed by email to the named Authorised Invigilator) must be used on the Invigilation Statement** (see Appendix 8.5)
3. The candidate's name (first or given name and surname) together with their user name and password will then be emailed to the named ECS Authorised Invigilator (the user name is also the test question bank number)
4. An invoice will be sent for each test charged at the rates shown in the Highway Electrical Industry Registration Scheme Handbook.
 - a. The question bank is available from the HERS website at <http://www.highwayelectrical.org.uk/HERS/downloads.htm>
5. Information for candidates regarding the test is shown in Appendix 8.3.
6. The test must be supervised by an ECS Authorised Invigilator. The test may be taken by logging on to <http://www.ecs-assess.org.uk/aslec> (it is recommended that this web-site address is saved in your Favourites). A practice test is available at <http://www.ecs-assess.org.uk/preview>.
7. The requirements for becoming an invigilator are as follows:
 - a. The person nominated by his organisation to become an invigilator must be an Authorising Officer or a Qualified Supervisor. Consideration will also be given to other appropriate persons such as Training Managers, Health & Safety Managers and Quality Managers. The person must be familiar with PC's.
 - b. They must attend an Authorised Invigilator workshop run by ASLEC as administrator of the scheme. These workshops are run as part of the Authorising Officers course or can be organised as a special session.
 - c. There is no charge for the Authorised Invigilator workshop when it forms part of the Authorising Officer. However if special arrangements are made, then a charge will be made to cover the venue and other incidental costs.
 - d. Before tests can be ordered, the Invigilator must register with JIB using the application form shown in Appendix 8.4 attached (or if their existing card is due to expire, re-register using the form shown in Appendix 8.7) . This must be sent to ASLEC, following which an ECS Authorised Invigilator's card will be sent.
8. Once the test has been taken:
 - a. For each candidate complete the Invigilation Statement shown in Appendix 8.5 attached.
 - b. E mail or post the Invigilation Statement to ASLEC on JIBtest@highwayelectrical.org.uk. This will then be processed and a certificate will be issued for successful completion of the ECS HE version H&S assessment.

Appendix 9.1 : ECS Highway Electrical version H&S Assessment Order Form (Page ___ of ___)

Employing Organisation Name				
Address				
Postcode				
Name of Person completing form				
Tel. No.				Date:
Auth. Inv. Name:				
Auth. Inv. No:	ASL	Expiry Date of Auth. Inv. Card:		
Auth. Inv. Organisation Name:	Auth. Inv. Email ¹ :			
		ASLEC Office use Only		
	Candidate's First (Given) Name²	Candidate's Surname ²	Candidate's User Name /Test Q. Bank no.	Candidate's Password
1			ASL	
2			ASL	
3			ASL	
4			ASL	
5			ASL	
6			ASL	
7			ASL	
8			ASL	
9			ASL	
10			ASL	
Total No of Candidates		Cost per Test £20.00	TOTAL Order + VAT	£
Authorised By: (Sign)			P.O. No:	
Print Name:				

¹This is where the candidate's username and passwords will be sent to.

²The candidate's name on this order form must be used exactly as above on the Invigilation Statement, otherwise the Invigilation Statement may be rejected and the certificate delayed. It is the named Invigilators responsibility to ensure this happens.

Continue on additional sheets if necessary. This form complete with user names and passwords will be emailed to the Authorised Invigilator named at the top of the form. **Please email to ASLEC on : JIBtest@highwayelectrical.org.uk or fax on 01903 705149**

**Appendix 9.2 - Electrotechnical Certification Scheme
(ECS) HE version Health & Safety Assessment
Notes for Authorised Invigilators**

Briefing Notes for Invigilators

1. Consideration should be given to producing laminated copies of the sheet entitled 'Information for Candidates' (see Appendix 8.3), to be handed to each candidate upon arrival. Candidates should then be reminded of these instructions prior to the start of the assessment.
2. Candidates should be informed of the location of toilets and emergency procedures.
3. Please ensure that accurate start and end times are given using the Chief Invigilator's watch (although the test itself contains a clock in the lower left hand corner). In all cases, consider writing the start and end times in a place that is visible to all candidates.
4. Avoid commencing the assessment until all candidates are seated, have had a briefing, including a practice session, and are ready to begin.
5. Remind candidates of the time remaining to them five minutes before the end of the assessment.
6. The assessment should start promptly at the scheduled time and it will end forty minutes later. Please allow plenty of time for candidates to be seated prior to the start of the examination.
7. No candidate should be admitted to the examination after it has started.
8. Bags, belongings and outer coats should be left in the area denoted by the Chief Invigilator.
9. Mobile phones, pagers and other communication devices should be switched off during the assessment.
10. Candidates who leave the room during the assessment must not be permitted to re-enter it. For that reason, please ensure that everyone is aware of this rule and has had an opportunity to visit the toilet, if required.
11. Only writing materials and papers supplied by the test centre will be used during the assessment, if required. Please ensure sufficient supplies are available.
12. Any candidate, who, in the opinion of the Chief Invigilator, acts in a manner likely to disrupt the assessment should be disqualified and asked to leave the assessment room.
13. During the assessment, no communication must be permitted between candidates under any circumstances. Communication by any means with persons outside the assessment room is also forbidden. Essential communication should be conducted via the invigilator rather than directly between candidates.
14. In the event of any incident leading to evacuation of the assessment room, the Chief Invigilator will decide whether the assessment is void. For instance, if all candidates have completed their assessments, the decision may be to let the assessment stand.
15. In the event that more than one invigilator is present, the Chief Invigilator will identify themselves prior to the start of the assessment. If only one invigilator is present, they

will assume the responsibilities of the Chief Invigilator. In matters pertaining to the proper conduct of the examination, the Chief Invigilator's decision is final.

Assessment Venue Specification

1. The room should be generally suitable for the purpose.
2. There should be sufficient chairs and desks for each candidate, and sufficient space between candidates (approx. 1m is recommended).
3. Through traffic in the assessment room should be avoided during testing.
4. As far as possible, the room should be quiet and clean and tidy.
5. External distractions should be kept to a minimum.
6. There should be an area large enough for the storage of candidate's belongings.
7. Notices should be posted on the door and in the vicinity bearing the words 'Quiet Please, Assessment in Progress', or similar.
8. There should be no obstructions in the room that interfere with the proper supervision of candidates i.e. room dividers, notice boards.
9. Learning aids (e.g. posters) should be removed
10. Toilet facilities should be nearby.
11. Emergency exits and procedures should be clearly displayed.

**Appendix 9.3 - Electrotechnical Certification Scheme (ECS)
HE version Health & Safety Assessment
Information for Candidates**

- The assessment will start promptly at the scheduled time and end forty minutes later. Please allow plenty of time to be seated prior to the start of the assessment.
- You will not be admitted to the health and safety assessment after it has started.
- You must switch off all communication devices such as mobile phones and pagers entering the assessment room.
- If you leave the room during the health and safety assessment, you will not be allowed to re-enter.
- If the Invigilator feels you are under the influence of alcohol, drugs (other than over-the-counter or prescription drugs taken in accordance with the manufacturer's or doctor's recommendations) or other substances, he will not allow you to enter the assessment room.
- If, in the opinion of the Invigilator, you act in a manner likely to disrupt the health and safety assessment, you will be disqualified and asked to leave the assessment room.
- During the health and safety assessment, you will not be permitted to communicate with other candidates under any circumstances. Communication by any means with persons outside the assessment room is also forbidden.
- If you finish the assessment before others, please remain quiet until all candidates have completed the assessment.
- In the event of an incident leading to evacuation of the assessment room, or in the case of a failure in internet connection, the Invigilator will decide whether the assessment is void.
- You will be required to show some form of photographic identification prior to the start of the assessment. This could be a passport, driving license or a current or expired Highway Electrical Industry Registration Card.
- You will also be required to complete the first part of the Invigilation Statement before starting the assessment.
- If you have learning difficulties, or are unfamiliar or uncomfortable dealing with computers, please bring this to the Invigilator's attention who will make alternative arrangements in a sympathetic and confidential manner.

Appendix 9.4 - Electrotechnical Certification Scheme

ECS Health and Safety Assessment - Highway Electrical Version

Application for Registration as an ECS Authorised Invigilator

Details of the person seeking registration as an ECS Authorised Invigilator	
Surname	
Forename(s)	
N.I. Number	
Date of Birth	
Name of Employing Organisation	
Address of Employing Organisation	
Postcode	
Please sign below to confirm you have received the necessary training to become an ECS Authorised Invigilator and that you are fully aware of the responsibilities this entails. You will also need to attach a passport photograph with your name on the reverse to enable production of your Identification Card.	
Signature	

Please return to: ASLEC, Highdown House, Littlehampton Road, Ferring, West Sussex BN12 6PG

Email: jibtest@highwayelectrical.org.uk

Please do not forget the photograph (with your name on the reverse)

**Appendix 9.5: Electrotechnical Certification Scheme (ECS) – HE version H&S
Assessment Invigilation Statement**

**Electrotechnical Certification Scheme
Health and Safety Assessment
Invigilation Statement**

The candidate should complete the following details before starting the assessment to ensure any documentation (e.g. certificate) that may be produced is accurate and sent to the correct address. Please write in **CAPITAL LETTERS AND BLACK INK** to ensure accuracy and avoid any charges for a replacement certificate.

Title (please cross) Mr Mrs Miss Ms Other

Name

N.I. Number Date of Birth / /

House No Address

Post Code

Email address:

The JIB is committed to equal opportunities and monitors applications for ECS Cards. The information provided below is held internally by the JIB for monitoring purposes only. It is held separately from your application and is not passed to employers or any third party.

Your ethnic origins

<input type="checkbox"/> 1. White	<input type="checkbox"/> 6. Asian - Pakistani	<input type="checkbox"/> 11. Mixed - White & Black African
<input type="checkbox"/> 2. Black Caribbean	<input type="checkbox"/> 7. Asian - Bangladeshi	<input type="checkbox"/> 12. Mixed - White & Asian
<input type="checkbox"/> 3. Black African	<input type="checkbox"/> 8. Chinese	<input type="checkbox"/> 13. Other mixed background
<input type="checkbox"/> 4. African Caribbean	<input type="checkbox"/> 9. Other Asian background	<input type="checkbox"/> 14. Other ethnic background
<input type="checkbox"/> 5. Asian - Indian	<input type="checkbox"/> 10. Mixed - White & Black Caribbean	<input type="checkbox"/> 15. Prefer not to say

Nationality

Data Protection Act 1998: I understand processing of my personal information will take place in accordance with the Data Protection Act and that this is required to process my assessment result and for statistical and research purposes.

Please Tick one of the following:

I confirm that I have been made aware of the ECS Assessment Questions Database and have received the minimum revision time (10 days is the minimum suggested)

I confirm that I am willing to sit the assessment without the suggested minimum revision time.

Signature Date / /

The information in this box should be completed by the Invigilator before returning the statement to the JIB. Assessments will not be verified or certification issued until a corresponding Invigilation Statement is received.

Invigilator Name

Invigilator No. / Assessment Date / / Score

Name of TVI file (Workstation version only)

Type of ID Seen Driving Licence Passport ECS Card Other Assessment No.

Please specify other ID type Assessment Type Electrical Visitor

Invigilator Signature

The following boxes are for use by JIB staff

Processed by (initials) Date

This form is for information only. Only print from the pdf form held at www.highwayelectrical.org.uk/hers. Do NOT photocopy

Please return this completed statement to: ECS Assessment Processing, Camden House, Dudley Court, Dudley Road, Yarn Road Ind. Estate, Darlington, Co. Durham, DL1 4GG



ECS026 November 2010

The Invigilation Statement must be returned by post or email only (Do Not Fax):

- secure post to: ASLEC, Highdown House, Littlehampton Road, Ferring, West Sussex BN12 6PG;
- or email (scanning of the Invigilation Statement must be done at 300dpi or better) to: jibtest@highwayelectrical.org.uk

Checklist for ECS HE version Authorised Invigilators – IMPORTANT Points

1. If the test question bank is NOT used for the named person on the file, please ensure that ASLEC is advised of both the original and revised name, together with the original user name so that it can be re-assigned.
2. Ensure Part A of the invigilation Statement is completed before the candidate takes the ECS HE version H&S test. **You must also ensure that the Surname and Forename used on the Invigilation Statement *exactly* matches that on the ECS HE version H&S test Order Form, otherwise the Invigilation Statement may be returned.**
3. Ensure the correct user name and password has been given to the named individual and the user name entered on the Invigilation Statement
4. Ensure the Invigilation Statement has been properly and fully completed, including the candidate's name, address and NI number; file number of the test question bank, and the results of the test. Note: the candidate name on the Invigilation Statement must exactly match that on the test.
5. Ensure the Invigilation Statements are sent to ASLEC, after ensuring copies have been taken.

Failure to follow these simple rules, together with the rest of the instructions as communicated at the ECS Authorised Invigilator workshop and in the written instructions provided may result in the test results being returned for amendment and / or the process being further delayed.

Persistent failure to follow these simple rules, together with the rest of the instructions as communicated at the ECS Authorised Invigilator workshop and in the written instructions provided, will be noted by the JIB and the ECS Authorised Invigilator status will be revoked, pending successful re-training and re-assessment at the Invigilator's cost.

Appendix 9.7 - Electrotechnical Certification Scheme
Health and Safety Assessment - Highway Electrical Version

Application for Re-Registration as an ECS Authorised Invigilator

Details of the person seeking re-registration as an ECS Authorised Invigilator	
Surname	
Forename(s)	
N.I. Number	
Existing Invigilator No.	
Expiry Date	
Date of Birth	
Name of Employing Organisation	
Address of Employing Organisation	
Postcode	
<p>Please sign below to confirm:</p> <ol style="list-style-type: none"> 1. you have received the necessary training to become an ECS Authorised Invigilator and that you are fully aware of the responsibilities this entails. 2. you have received the necessary information and/or training to enable you to invigilate the internet based ECS HE version H&S test 3. you have taken note of the revisions to the Invigilation Statement in Issue 5 of the ECS HE version H&S test procedures, and in particular note that the candidate name used on the Invigilation Statement must exactly match that on the order form 4. you accept that no ECS HE version H&S tests must be invigilated whilst you are not in possession of a valid ECS Authorised Invigilator Card. 5. you accept that if Invigilation Statements are not completed fully and in accordance with the requirements, that this may result in the Invigilation Statement being returned for correction and re-submission, and the processing and issue of any certificates being delayed 6. you accept that repeated incorrect completion of the Invigilation Statement may result in your Authorised Invigilator status being revoked; which will be reinstated only after a certificated re-training session carried out by the HEA, the costs of which will be charged to your organisation. 	
Signature	
Date:	

Please return to: ASLEC, Highdown House, Littlehampton Road, Ferring, West Sussex BN12 6PG Email: jibtest@highwayelectrical.org.uk

Appendix 10 – Application for the use of the organisational HERS logo

Name of Organisation:	
Head Office Address:	
Name of Person making this Application:	
Position in Organisation:	
Email Address:	
Telephone No.:	
<p>I, the undersigned, confirm that I have the authority from my organisation to apply for the use of the HERS logo within the rules set out in this handbook, namely:</p> <ul style="list-style-type: none"> • We are a HERS registered organisation • We have a HERS certificate showing our scope and expiry date of the HERS organisational certificate (attach a copy of the certificate) • We have at least 75% of our registrable employees registered to the HERS and in possession of valid in-date HERS cards • We are not in default (e.g. the actions have been completed within the agreed timescales, the escalation process has not been invoked) of any outstanding technical audit action plans (attach a copy of the last audit showing actions to date) • We accept that we must apply to ASLEC to use the logo, which will be supplied as a jpeg file • We accept that the logo will be used unaltered except in respect of size and may be used on letter headings, publicity material, web-sites and on vehicles • We will use the logo only in respect of ourselves and will not make any claims or statements in respect of HERS which could be construed as misleading • We will cease using the logo and remove any material which uses the logo from the public domain or used internally if there are any breaches of the foregoing <p>I understand and accept that if we use the HERS logo without formally requesting ASLEC for permission to do so, or where we do not meet the above requirements, we will be reported to the NHSS 8 Committee, and may be removed as a HERS registered organisation without advance notification.</p> <p>Through this application, I am giving ASLEC, as Administrator of the HERS, permission to confirm the fact that we are eligible and entitled to use the HERS logo to any organisation requesting such confirmation.</p>	
No. of <i>registrable</i> employees:	
No. of employees actually registered to HERS as of this date	
<hr/>	
Signature of Authorised Person for and on behalf of the Organisation making this application	
Name of Authorised Person (if different to the name of the person making this application)	
Date:	

Appendix 11 – Example consent form for disclosure of personal information

NHSS 8 / Highway Electrical Registration Scheme

Individual consent to personal information disclosure in accordance with the Data Protection Act

I
(Name of Authorised Person)

authorise my
employer:.....
(Name of employer)

in conjunction with ASLEC, as Administrator of the Highway Electrical Registration Scheme, to share personal data relating to myself as specified herein:

- The Data
Data to be disclosed will be any and all of the information held within the Highway Electrical Registration Scheme, on file or on databases, including e-portfolios.
- Those requesting the Data
Data to be disclosed under this consent form will be limited to the following:
 - My (The data subject's) employer
 - ASLEC or HEA (Highway Electrical Academy) staff engaged in the management, administration or auditing of the Highway Electrical Registration Scheme
 - A client or client's agent having received permission from my employer
 - An CBQ / NVQ (formerly N/SVQ) Centre and their staff (including the awarding body (Lantra Awards) staff responsible for my (the data subject's) assessment, internal verification or external verification to a relevant N CBQ / NVQ (formerly N/SVQ)
- Sharing of the Data
The data shared under this consent form will be limited to what is required for the purpose of establishing my Registration status, including date of registration, route to registration and specific competency areas and evidence supporting these included in the Highway Electrical Registration Scheme and the CBQ / NVQ (formerly N/SVQ) portfolio.

I understand the personal data provided will not be used for any other purpose or further disclosed beyond that specified above without my further consent, except as permitted under the Data Protection Act (see accompanying notes). Any personal data requiring to be disposed of will be destroyed in a confidential way.

Signed Authorised Person Date

Signed Employer Date

Original of the completed form to be retained by the employer.

One copy of the form to be retained for inspection by ASLEC.

Notes for Individual consent to personal information disclosure in accordance with the Data Protection Act

1 Introduction

ASLEC, as Administrator of the Highway Electrical Registration Scheme has an obligation to registered persons not to disclose their personal data to third parties. As a general principle, except as outlined below, disclosures should only be made with the consent of the data subject. The following is intended to provide guidance regarding the types of disclosures that may and may not be made.

2 Disclosures to ASLEC/HEA staff

ASLEC is registered with the Information Commissioner as a Data Controller. Personal data may be disclosed to other staff, provided that the information is required for the performance of their organisational duties.

3 Disclosures to CBQ / NVQ (formerly N/SVQ) Centre staff and Awarding Body staff

Disclosures to CBQ / NVQ (formerly N/SVQ) Centre staff and Awarding Body staff are included in the consent to processing

4 Disclosures to parents, relatives and guardians

Personal data may not be disclosed to parents, relatives and guardians without the data subject's consent.

5 Disclosures to embassies or high commissions

Personal data may not be disclosed to these bodies without the data subject's consent.

5 Disclosures to employers

Disclosures to employers are included in the consent to processing.

6 Disclosures to clients of employers

Disclosures to clients of employers or their agents are included in the consent to processing where the client has requested this from the employer.

7 Disclosures to the police

There is no general legal requirement to disclose information to the police. Disclosures can be made to the police without obtaining the consent of the data subject, provided this is for the prevention and detection of crime, or for the apprehension or prosecution of offenders. However, disclosure is only permitted to the extent that failure to disclose would prejudice these purposes.

8 Disclosures required by legislation

Consent is not necessary for disclosures required by legislation eg employers are required to disclose information to the Inland Revenue.

9 Disclosures of sensitive personal data

Where the data to be disclosed constitute sensitive personal information (information about ethnic or racial origin, physical or mental health, sex life, religious beliefs, political beliefs, trade union membership or any offences or alleged offences committed by the data subject) explicit written consent should usually be sought from the data subject.

ASLEC
HERS Administrator
Highdown House
Littlehampton Road
Ferring, West Sussex
BN12 6PG

Tel: 01903 705140

E: www.highwayelectrical.org.uk/hers