

National Highways Sector Schemes for Quality Management in Highway Works 8
**The Overseeing and / or Installation and / or Maintenance of Highway Electrical equipment
and Supporting Works**

Update Sheet – 5th April 2011

Due to the current non-availability of the “on-line” application system for the new all sector combined matrix (Appendix 2 of the HERS Handbook), the following has been implemented:

- An updated issue of the HERS Handbook containing changes to the all sector combined matrix to aid its use, notably:
 - Changes to the 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 under Installation Operative
 - changes and additions to site assessment forms to reflect the all sector Combined Matrix
- In addition an interim application system has been introduced to allow organisations to use the all sector combined matrix with immediate effect. This will operate as follows:
 - 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

Further information can be obtained at www.highwayelectrical.org.uk/hers