Highway Electrical Registration Scheme (HERS) Handbook

Document Control

Issue Statement

Issue Number	Date
Issue 9 Jan 2007	• Document Control added • Contents page moved to follow Document Control • 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 • Definitions – Qualified Supervisor definition – "direct" deleted to permit peripatetic working arrangements • Clause 6.5 – Authorising Officer and Qualified Supervisor Cards added • Clause 8.1 – deletion of the exemption of the CITB H&S test plus separate highway electrical test • 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 • Appendix 1 – text replaced to align with NHSS 8, 9B and 10 document Issue 6 • Appendices 5-10 – amendments to matrices • Appendix 13 – Amendments to fees
Issue 10 July 2007	• Clause 5 – last sentence added for clarity • Clause 7 – re-worded to include Interim Cards • 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 • Clause 10 re-worded to include Interim Cards. • Clause 13 – amended to include Interim cards • 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 • 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 • Appendix 1 - 7.5.1 (iii) amended to align with NHSS 8 9B and 10 - additional clause covering equipment on parapets • 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. • Appendix 5, 10 – 4A – mandatory item for Routine Maintenance occupational title deleted • Appendix 6,10 – COM02 – mandatory items deleted to align with specific HA contract
Issue 11 Dec 2007	• Table 1 – deletion of scopes dealing with tunnels - now under NHSS 22; addition of 30/9/08 Industry Accreditation date for Northern Ireland • 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. • Appendix 1 - Clause 7.2.2 – new sub-clauses (i) and (vi); existing sub-clauses re-numbered • Appendix 1 - Clause 7.4. (iii) 1 – "the subcontractor is under the management control of the Organization and" deleted • Appendix 1 - Clause 8.2.2 - sub-clause 2 re-worded to permit audits at one contracting office location only under defined circumstances • Appendix 2 – Inst06 mandatory item for Electrician occupational title deleted • Appendix 12 – updating of forms and notes • Re-structuring of fees for smaller organisations
Issue 12 Jun 2008	• Title page altered to reflect scheme title • Table 1 scope - bus shelters and advertising equipment added • Definitions-Authorised Person - "Training Specification" replaced with "Highway Electrical Registration Scheme Handbook" • 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 • Clause 6 – added to show the overall process flowcharts • Clause 7 – new sub-clause 7.3 added defining format of organisational registration certificate • 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 be covered in the other routes • Clause 9.3 – note added regarding Interim Cards • Clause 13 – sub-clauses added regarding audit action plan default escalation process • Clause 15 – Use of HERS logo added • Clause 16 – Data Protection clause added, referencing Appendix 15 • Clause 17 – City and Guilds deleted • Appendix 1 - Clause 6.2.2(i) last paragraph re-worded for clarity • Appendix 1 - Clause 6.2.2 (ii) 3a - "Training Specification" replaced with "Highway Electrical Registration Scheme Handbook" • Appendix 1 - Clause 6.2.2 (iv) – re-worded for clarity • Appendix 1 - Clause 7.1 – "for delivery" added in third paragraph for clarity • Appendix 1 - Clause 7.2.2 (i) - Reference made to the organization's Highway Electrical Registration Scheme registration certificate showing the scope of registration. • Appendix 1 - Clause 7.6 (i) – reference to specific test equipment deleted • Appendix 1 - Clause 8.2.2 re-formatted for clarity; reference to "Compliance Manager" replaced with "nominated individual...."; new clause (ii) 3 added • Appendix 1 - Appendix C – reference to 30 September 2008 and 1 October 2008 changed to 30 September 2009 and 1 October 2009 respectively • Appendix 6, 10 – alterations to Mandatory items for Found07 • Appendices 4-10 – amendment to title of Found01/Mods 1,2 to read Found01 only • 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 • 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
Issue 13 25 Nov 2008	• "ISO 9001:2000" replaced with "ISO 9001:2008" throughout; clause titles changed to suit • "NHSS 8 9B and 10" replaced with "NHSS 8" throughout • "Highway Electrical and / or Associated Highway Works and /or Highway Electronic Works" replaced with "Highway Electrical Works" throughout • "Registration Board" replaced with "NHSS 8 Committee" throughout as these are now combined • "Training Group" replaced with "Standards and Training Group" throughout • "Training Specification" replaced with "Highway Electrical Training Specification" throughout • Clause 10 amended to show an expiry of five years for Authorising Officer and Qualified Supervisor cards issued from 2009 • Clause 11 amended to clarify number of pieces of evidence required • Clause 13 amended to reference the audit sharepoint system now in use • 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) • Appendix 3(non-illuminated traffic signs) deleted • Appendix 4 re-numbered as Appendix 3 • Appendices 5-9 deleted; Appendices 10-15 re-numbered as 4-9 • New Appendix 7.5 – Forename and surname order changed to logical order • Appendix 16 deleted and all references to fees now refer to the HEA web-site
Issue 14 23 July 2009	• Change throughout the document to include overseeing in the scope, and changes to Appendix 1 as per the Sector Scheme 8 document • Change throughout the document to re-accommodate traffic signs • Clause 5.3 – last sentence added for clarification • Clause 6 – Overall process – wording amended for clarity in last box in flow chart for Route 1 -organisations accredited to ISO9001 • 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 • 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. • Clause 12.1 – clarification on acceptability of photographs (passport sized and meeting passport rules) • Appendix 1 - Clause 6.2.3 (ii) 3 b – wording amended to clarify the registration of employees

	• 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 • Appendix 1 - Clause 7.4 (ii) – addition of "services" • Appendix 1 - Appendix C – changes to wording in Clause 2 in respect of Industry Accreditation for clarity • 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. • Appendix 1 - Appendix M – re-wording of clause on NHSS 9B for clarification • CAM03 removed as mandatory for Service Operatives to allow those carrying out more restricted works • Appendix 3 – Traffic Signs – re-inserted into Handbook; old appendices 3 onwards re-numbered as 4 onwards • Appendix 6 and 7 modified to bring up to date • Appendix 8.5 – minor changes to form to meet the requirements of JIB and for clarity
Issue 15 14 Apr 2010	• Amendments to Appendix 1 to align with NHSS 8 Issue 12 • Definitions amended to include Highway Electrical equipment and supporting works; and overseeing. Abbreviations added • Clause 9.4 re-worded for clarity • Clause 13.3 re-worded to simplify the process for clarity • 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 • Amendment to clause 17 on N/SVQ's. • Appendix 6 – amendment to form to include overseeing • Appendix 7 – clarification on requirements for photographs • Appendix 9 – amended to require copy of HERS certificate, and last audit sheet showing actions to date to be attached to the application form
Issue 16 18 Feb 2011	• Clause 2 - Table 1 amended to align with NHSS 8 Appendix K issue 13 • 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 • Definitions - Highway Electrical equipment and supporting works – cable works deleted; Stakeholders – ILE changed to ILP • Clause 5.1 - amended to include new combined matrix • Clause 5.2 – added to provide clarity on the role of Night Time Monitor. Previous clauses 5.2 and 5.3 re-numbered. • 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 • 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) • 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." • 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 • Clause 13.7 "cable pulling" deleted to align with NHSS 8 • 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 • Change to Appendix 1 to align with NHSS8 Issue 13 including: o Composition - Change from ILE to ILP o 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 o "and/ or the laying or pulling through of cables " deleted throughout to bring such operations into scope o 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 o Clause 6.2.2 (vi) 1.3 – "covering those areas which would have been included within the third party biennial audit" added for clarity o Clause 7.4 (ii) Re--worded to reference the scope o Appendix B – items 38a, 38b internet addresses changed o 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 o 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 o 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 • Appendix 2 – All Sectors Combined Matrix added. All subsequent appendices re-numbered • Appendix 9.5 – Revised ECS HE version H&S test Invigilation Statement included for illustration purposes
Issue 17 31 Mar 2011	• 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
Issue 18 30 Jun 2011	• Clause 7.2.3 - addition of "employment agency" after consultants to allow such organisations to include HERS requirements • Clause 8.2.1 deleted, as requirements no longer apply, and the maximum five year refresher requirements apply. Subsequent clauses re-numbered accordingly • Clause 8.5 amended to include AO-QS refresher training – and requiring evidence of same • Clause 10 – deleted as AO / QS cards no longer required. Subsequent clauses re-numbered.
Issue 19 26 Jun 2012	• ASLEC changed to HEA throughout; Highway Electrical Academy(HEA) and associated abbreviations only changed to Highway Electrical Sector Academy (HESA) and associated abbreviations only throughout; ECS card changed to ECS HERS card or HERS Card as appropriate throughout • Terms and Definitions - Approved Person / Approved Person Manager added; addition of note to Overseeing to confirm that the definition used in NHSS8 is different to that used by the Secretary of State for Transport • Clause 9.4 amended to reflect online card application and renewal system • Clause 11.4 amended, 11.5 deleted to reflect actual practice • Clause 12.3 amended to include increased frequency of audits at the unplanned audit rate where actions remain outstanding for more than six months • Clause 13 amended to reflect actual practice • Clause 14 amended to include the gold HERS logo • Change to Appendix 1 to align with NHSS8 including: o Clause 6.2.2 (v) 2 b 1. - Period for applying for an Interim Card changed from one month to three months o Appendix C, Clause 1, final paragraph – deletion of "Approved Persons Cabinet Access and Approved Persons Equipment Access" as these occupational titles no longer exist; inclusion of Approved Person Manager o Appendix C Clause 2 – addition of two year time frame to gain CBQ-NVQ and amendment to following text by moving clause b to clause c and adding new clause b to clarify the current position in respect of previously registered persons through the Experienced Persons route and clause d for trainees • Appendix 2 – Mandatory requirement for maintenance of underground cables and Communications control fundamental principles deleted for Highway Electrician under Cameras and Communications to reflect contract practice; mandatory requirement to meet Main04/1 for Service Operative removed due to contract practice. • Appendix 3, 4, 5, 6 deleted; appendix 7, 8, 9, 10 re-numbered as 3, 4, 5, 6, 7

	• Appendix 4 amended to reflect current forms and process • Appendix 6 amended to include changes to HERS logos
Issue 20 5th August 2013	• Definitions – "shall" and "should" added. Instances of "should" changed to "shall" throughout the document where appropriate • Clause 8 re-worded for clarity to align with NHSS8 • Clause 9.3 reworded for clarity and amended to require AO to document competency areas and rationale and evidence for declaring the employee competent for Interim Cards • Appendix 1 – Changes to align with changes in NHSS 8 including: o National Highways Sector Scheme changed to National Highway Sector Scheme throughout. Standards and Training Group replaced by Standards and Training Committee throughout o Terms, Definitions and Abbreviations: title changed to align with NHSS0; "should" added; CBQ-NVQ added to abbreviations o Changes to align with NHSS0 – in particular to: Clauses 4, 4.1, 4.2.1, 6.3, 7.1, 7.2, 7.2.3 o Clause 6..2.2 (v) 2a and Appendix L Checklist item16 amended to require a written statement from the AO regarding the assessment of competence for Interim Cards • Appendix C clause 3 re-formatted and amended to aid clarity; Appendix G1 updated against 6.2.2 • Appendix 2 –6A marked as mandatory for Routine Mtce Operatives for public ltg and traffic signals (may be mandatory for other areas) and notes updated at foot of page 1; COM04 removed as a mandatory item for Service Operatives to align with certain contract requirements
Issue 21 31st Jan 2014	• Appendix 1 modified to align with changes in NHSS8 Issue 18 Appendix C amended for clarity and to modify requirements for all personnel registered through the Experienced Persons route to gain the relevant CBQ-NVQ by 1st Oct 2014
Issue 22 10th Oct 2014	• Definitions: "supply" added to align with changes in NHSS8 • Clause 8, 8.2.1, 8.2.3 amended to align with changes in NHSS8 • Appendix 1 – Changes to align with changes in NHSS 8 including: o Clause 7.3.1 – amended to make specific reference to GD02/08 o Clause 7.4.3 – amended to include reference to NHSS 3 o Appendix C Clauses 1.0, 2.0, 3.6 amended for clarity and to set out revised timetables for registration to and gaining the relevant NVQ o Appendix G1 Clause 2b amended to reference registration to NVQs o Appendix H Clause 2.3 amended to reflect changes in Appendix C o Appendix N Clause 4 amended to reflect that ICATS produced training for NHSS8 is now availabl
Issue 23 27th Nov 2015	• New Clause 5.4 to clarify the use of occupational title "Tunnel Operative" and previous clause 5.4 now clause 5.5 • Clause 8.1 – amended to include Trailblazer Apprenticeships • Table 1 – updated to align with changes in NHSS8 and include Bus Shelters, Electric Vehicle Charging and other on street Highway Electrical equipment and Road Tunnels • Appendix 1 – Changes to align with changes in NHSS8 • Appendix 2 - Found05/1 changed to note 3 for Mtce and Installation Operative to suit particular contract requirements; 4A removed as mandatory for Supervisor to suit particular contract requirements; Bus Shelters section added; Electric Vehicle Charging and other on street Highway Electrical equipment Section added; Road Tunnels section added. • Appendix 3 Form changed to reflect additional scopes • Appendix 4 –detailed card ordering procedure deleted and replaced with reference to the up to date instructions on the HERS website
Issue 24 1st March 2016	• Appendix 5 modified to reflect the ECS HE version H&S test and Test Process applicable from 1st March 2016
New Issue Issue 1 [9001:2015] 3 Jan 2017	• Scope – references the ISO9001:2015 version of NHSS8 • Extracts from NHSS 8 taken from the ISO 9001:2015 version
Issue 2 [9001:2015] 3 Jan 2017	• Clause 9.3 amended to clarify that Interim Cards will be issued once evidence of the ECS Highway Electrical version H&S test has been passed, together with the Authorising officer's statement that the employee is competent with their rationale and an Action Plan to cover any training required under Found01 where there is no valid certificate at the time of application and the completion of Found01 itself; • Clause 11.4 amended to reflect the changes in Clause 9.3 • Clause 12.3 amended to reflect the HERS Organisation list website "traffic lights system" • Appendix 2 amended to change 5/1 for Mtce Op Fault Repair to a "Note 3"
Issue 3 [9001:2015] Nov 2018	• Clause 7.1 amended to clarify Authorising Officers employment status within the HERS Organisation • Clause 8.5 amended to include Authorising Officer and Qualified Supervisor training requirements • Clause 9.4 emboldened in places to emphasise Card Renewal timings • Clause 10.1 amended to remove Health and Safety Test exceptions
Issue 4 [9001:2015] Feb 2020	• Terminology ECS HERS Cards revised throughout the document to read HERS Card • Section 15 – Data Protection and Appendix 7 – Sample Form removed. See HEA Privacy Notice at https://thehea.org.uk/privacy-policy/ • Section 3 – Terms, Definitions and Abbreviations; Authorising Officer and Qualified Supervisor SHALL be registered in their own right • Section 3 – Terms, Definitions and Abbreviations; Responsible Manager SHALL have managerial responsibility for the relevant in scope activities • Section 5.5 emboldened to further emphasise the over-riding principle of the Competency Matrices • Section 6 new process map • All links to HEA website refreshed to reflect current HEA Website • Clause 7.2.2 and throughout the document - Organisations employing fewer than 3 employees changed to 5 to be consistent with HSE • All references to past CBQ-NVQ deadline dates removed throughout the document • Clause 8 amended – ALL registerable employees (100%) shall hold valid HERS cards • Clause 8.2.2 amended – Shall hold a CBQ-NVQ achieved by 1st October 2019 • Clause 8.2.3 amended - All such employees shall hold the relevant NVQ within two years of commencement • Clause 8.5 amended – to reflect AO's & QS's SHALL hold a current HERS Card • Clause 10.2 amended – to reflect the requirement that the ECS HE version H&S test to be valid at all times during the life of each card • Clause 10.4 amended – to reflect the requirement for task specific oral questioning

	• Clause 10.4 last paragraph DELETED - If an employee is registered on a CBQ-NVQ 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 • Clause 11.1 Amended to reflect new on-line HERS card system • Clause 11.4 deleted • Clause 12.2 reference to "sharepoint" amended to electronic • Clause 14.2 1st bullet point amended to read - The organisation shall be a HERS registered organisation having been audited by the administrator and have zero NCR's • Clause 14.3 amended to read at least 90% • Appendix 1 Clause 7.1.2.5 to reflect AO's & QS's SHALL hold a current HERS Card • Appendix C Clause 1 penultimate paragraph - This MUST be carried out by an occupationally competent Qualified Supervisor and authorised by a competent Authorising Officer ADDED • Appendix C Clause 3 The Management of Health & Safety at Work Regulations 1999 and all equivalent legislation within Northern Ireland ADDED • Appendix 2 Deleted – see Appendix 4 • Appendix 3 Registration of an Organisation form updated • Appendix 4 Sample Application amended new combined HERS Application Authorisation and Matrix inserted. Removal of 10% audit checks, as all applications to be reviewed by administrators as outlined in cause 11.1 Updated details for Authorising Officer login • Appendix 5 Updated to reflect the latest links from JIB and the updated JIB system for invigilating tests • Appendix 5.4 Amended checklist Points 1,2,3 & 5 and removal of point 4
Issue 5 [9001:2015] July 2020	• Appendix 1 Amended to reflect website location for NHSS published documents • Appendix 3 Amended to remove spelling error • Appendix 5, 5.2, 5.4 & 5.5 Amended to remove any reference to an Invigilation Statement
Issue 6 [9001:2015] Aug 2020	• Clause 10.2 amended – to align the ECS HE version H&S test with the HERS Card and therefore valid for three years
Issue 7 [9001:2015] Dec 2020	• Clause 9.3, page 13 – b amended to clarify interim statement requirements • Clause 9.3, page 13 – c removed as no longer applicable • Clause 9.3, page 13 – d & e amended to clarify MINIMUM training and qualification requirements
Issue 8 Nov 2021	• Cover page changed • Document Control – past issues (pre ISO 9001:2015) reinstated to show the document history • Editorial changes: gender specific pronouns replaced with their / they throughout; Highways England replaced with National Highways throughout; ECS HE version H&S test changed to ECS highway electrical version H&S assessment throughout; CBQ-NVQ changed to NVQ throughout; On-Line replaced with on line throughout; operative changed to employee throughout; "and/ or the HERS Handbook" added after NHSS 8 where relevant; Registration Board replaced with NHSS8 / HERS Committee throughout; Scheme Administrator replaced with HERS administrator throughout; Contents page re-formatted to reflect contents with Appendices renumbered as Appendix 2 was not present in previous issue • Introduction and Background – statement added to confirm that the NHSS 8 document takes precedence over the HERS Handbook in the event of any conflict • Table 1 Industry Accreditation Cut off Date and Status columns removed as date referred to (2005, 2008 and eighteen months after the publication of Issue 20) have all passed and all areas implemented • Definitions – Competent Person – "clause 1 Scope of the NHSS8 document" replaced with "NHSS 8 and HERS Handbook documents" • Clause 7.1 first bullet point – Amended to reflect certificate validity of 5 years • Clauses 7.2.1, 7.2.2 - reworded to permit smaller organisations to also use an occupationally competent and qualified highway electrical NVQ assessor to carry out assessments subject to a full review by the QS • Clause 8 reworded to clarify that Highways Electricians or Service Operatives shall obtain the Level 3 NVQ qualification in Servicing or Servicing and Commissioning Highway Electrical Systems • Clauses 8.2.1 and 8.2.3 reworded to reflect that the AO mut declare that that the employee has achieved or is registered to the relevant HE NVQ or is being processed by an HE NVQ Centre (or will be so processed within the life of the card for trainees) and upload the NVQ certification or include the NVQ registration number where these exist

	• Clause 8.2.2 – Text deleted as no longer available • Clause 8.5 – amended to reflect 5 year certificate validity • Clause 9.3 – last paragraph deleted as Industry Accreditation Route no longer available • Clause 10.1 – minor text amendment to first sentence for clarity • Clause 10.2 – reworded to reflect that ECS highway electrical H&S assessment is valid for 2 years and is allowed to lapse during the life of the card, but then must be successfully retaken before another new card is applied for. The time limit of 1 month to apply for the card after taking the test is deleted • Clause 10.3 amended to enable Authorised Invigilator courses to be delivered separately • Clause 10.4 reworded to remove the need to repeat site assessments and record oral questioning where the timing of this falls within the period the employee is actively gathering evidence for the NVQ; or where the NVQ has been successfully completed for a period of 5 years from the certification date. Also to permit the use of digitally recorded oral questions and for those employees who have the appropriate and correct level of highway electrical NVQ certification, covering all the competency elements claimed, then repeat site assessments and recorded questioning, once they are due, may be carried out through the use of video evidence, providing the video evidence follows that gathered and acceptable for the highway electrical NVQ • Clause 11 - minor text changes and reworded for accuracy in respect of fees • Clause 12.2 reworded for clarity • Clause 12.3 reworded to reflect that 6 months may be too short to complete an audit action where it relates to the gaining of an NVQ or units hereof • Clause 13 - minor text amendments • Clause 14.2 “have zero NCRs” deleted from requirement to use standard HERS logo • Clauses 14.3 and 15 minor text rewording for clarity • Appendix 2 “assessment” changed to “audit” for accuracy • Appendix 3 – new column “Competency Element included in NVQ Certification (Y / N)” added and text changes made to reduce workload in mapping NVQ; employee declaration added; AO Declaration modified to reflect terms used throughout the document and new clause added to cover NVQs
Issue 9 Jan 2022	• Existing clause 7.3 re-numbered as clause 7.4. New clause 7.3 inserted to permit Authorising Officers and Qualified Supervisors to use an Authorising Officer and / or Qualified Supervisor for their own personal HERS portfolios • Appendix 3 – Competency element 4A removed as a mandatory requirement for Highways Electrician / Service Operative as this duplicates the requirements of Test01 and Test02; Test01 and Test02 re-titled for clarity; “+ M.T.” added to competence elements where training is mandated under HERS and explanatory note at the end of the Occupations and Competency Matrix expanded for clarity
Issue 10 Oct 2022	• Terms, Definitions & Abbreviations - Approved Person / Approved Person Manager definition changed • Appendix 1 – amended to align with NHSS 8 • Appendix 3 – Competency and Occupations Matrix – Amended to align with NHSS 8 Appendix C. Mandatory requirement to undertake Traffic & Pedestrian Control Principles and Traffic Controller Fundamental Principles for Approved Persons in the Traffic Signal specialist sector deleted. Found 07 added to Approved Persons under revised Note 6; Note 7 now not used. Deletion of mandatory elements Inst03, Rep02, COM05, VMS03, ME04, ME05, CAM03, CAM06 for Highways Electrician / Service Operative
Issue 11 Sept 2023	• Clause 9.3 Interim Card - amended to replace the requirement for courses 101-106 and 201 with 104 only
Issue 12 March 2026	• Appendix 2: Registration of an Organisation Form has been updated to the latest version to provide additional clarity that the Responsible Manager or Authorising Officer must be a direct PAYE employee of the organisation.
Issue 13 August 2026	• Appendix 2: Registration of an Organisation Form updated with check box fields • Overall Process - ISO9001 flow diagram updated. • 12.8 Condense wording of HERS fees found on website • Page breaks added to sections for and contents page number updated.

Contents

	Document Control	**2**
	Contents	**7**
1	Introduction and Background	**8**
2	Table 1 NHSS 8 / HERS Scope	**9**
3	Terms, Definitions and Abbreviations	**10**
4	Scope	**12**
5	Areas of Competency	**13**
6	Overall Process	**14**
7	Application for the Registration of an Organisation	**13**
8	Registration of Employees	**16**
9	HERS (Highway Electrical Registration Scheme) Cards	**18**
10	Health & Safety Assessment and Site Assessments	**19**
11	Application for the Registration of an Authorised Person	**20**
12	Technical Audit and Escalation Procedure	**21**
13	Ownership of Cards and Portfolios	**22**
14	Use of the HERS logos	**23**
15	Application for NVQ	**24**
Appendix 1 - Registration Requirements for Organisations not accredited to Sector Scheme 8 incl. NHSS8 Appendices C, L and N		**25**
Appendix 2 - Registration of an Organisation form		**53**
Appendix 3 - Registration of an Authorised Person - Sample “on-line” form and Notes for the Submission of On-Line registrations		**54**
Appendix 4 - Procedure for booking an ECS highway electrical H&S assessment and Authorised Invigilators		**62**
Appendix 5 - Application Form for the use of HERS logos		**69**

Highway Electrical Registration Scheme (HERS)

1. Introduction and Background

NHSS 8 (The National Highway 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 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, Sector Scheme 8 requires that each Authorised Person shall be placed on a Register by their employer under this Scheme and a registration card issued. The 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 certificates.

This is an employer's scheme and is owned by Stakeholders from within the highway electrical industry and is managed by the NHSS8 Committee. The Scheme is administered by an Administrator. In the event of any conflict between the NHSS 8 document and the HERS Handbook, the NHSS 8 document shall take precedence.

The scope of work is detailed in Table 1 below.

2. Table 1: NHSS 8 / HERS Scope

Scope	
The overseeing and / or installation and / or maintenance of	Traffic Control equipment and associated apparatus
	Variable Message signs and associated apparatus
	Communications equipment and associated apparatus on motorways and other highways
	Environmental and Monitoring equipment and associated apparatus
	Cameras and associated apparatus
	Ramp metering equipment and associated apparatus
	Non illuminated traffic signs and associated apparatus
	Highway lighting columns and posts and other street furniture
	Cables in trenches and ducts, and the excavation of the trenches / laying of ducts where required
	Inductive loop or power cable slots and the laying of Inductive loop and other cables for traffic signal and other highway electrical equipment
	Highway lighting and illuminated traffic signs
	Bus shelters and/or advertising structures connected to a source of electrical energy and associated apparatus
	Electrical and other named equipment (see HERS Handbook) in or associated with tunnel bores and associated access roads
	Electric vehicle charging points and other on-street highway electrical equipment, terminals and supporting works

3. Terms, Definitions and Abbreviations

Administrator	The person/organisation appointed by the NHSS 8 Committee to administer this scheme. Currently this is the HEA
Approved Person / Approved Person Manager	A Competent Person authorised by the Organization not to carry out practical works other than accessing enclosures such as lighting columns, feeder pillars, controllers and other cabinets to view the interior or to access the data port where this exists to plug in a laptop or handheld device for the purposes of design, assessment or validation. The occupational title of Approved Person / Approved Person Manager is intended to be used by those in a client, overseeing or managerial capacity, or for assessment or validation (e.g. SCOOT validation, MOVA assessment or validation) or commissioning where the latter is undertaken only in the presence of the appropriately competent employees of the installing organization and shall not be used for operatives
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 their level of competency as defined in the Highway Electrical Registration Scheme Handbook.
Authorising Officer	A person appointed by the Organisation to review and recommend authorisation of the competency of individuals nominated for appointment as Competent Persons therefore recommending them for authorisation by the Responsible Manager. Shall be HERS Registered in their own right.
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 the NHSS 8 and HERS Handbook documents.
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
NVQ	Level 2 NVQ (formerly N/SVQ and QCF) "Highway Electrical Systems" and/or Level 3 NVQ (formerly N/SVQ and QCF) "Servicing Highway Electrical Systems" or "Commissioning and Servicing Highway Electrical Systems"
Occupation	The job roles carried out by a competent person as described in Appendix 3
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. (It should be noted that the definition of overseeing in this document is different to that used by the Secretary of State for Transport)
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/or 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. As such they are responsible for gathering suitable competency evidence and submitting same to Authorising Officer within the HERS Competency Portfolio of Evidence. Shall be HERS Registered in their own right.
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	A 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 the relevant in scope activities. The Responsible Manager shall 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
“shall”	The term “shall” is used in this document to indicate a requirement strictly to be followed in order to conform to the standard and from which no deviation is permitted. (See ISO Directives Part 3:1997, Annex E)” (reference “guidance on terminology used in ISO 9001 and ISO 9004”.)
“should”	The term “should” is used in this document to indicate recognised means of meeting the requirements of the standard (ISO 9001). An Organization can meet these in an equivalent way provided this can be demonstrated to a Conformity Assessment Body (CAB) (Certification).
Stakeholders	The Association of Road Traffic Safety and Management (ARTSM) The Highway Electrical Association (HEA) National Highways (formerly Highways England) The Institution of Lighting Professionals (ILP) The Department for Transport Local Authority Sign Manufacturers Association (LASMA) Traffic Control Users Group
“supply”	Make available parts or services in accordance with the requirements of the contract
Technical Audit	An audit carried out by a person deemed competent to do so and appointed by the HEA as Administrator of the Scheme
Standards and Training Group	A subgroup 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 Association
HERS	Highway Electrical Registration Scheme
HESA	Highway Electrical Skills Academy
JIB	Joint Industry Board for the Electrical Contracting Industry
NHSS	National Highway Sector Scheme
NVQ	National Vocational Qualification (Competence Based Qualification)
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 a HERS Card. This scheme specifically meets the requirements of the ISO 9001:2015 version of National Highway 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 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 a 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 Appendix 3.

Where competency areas are repeated in the 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 Highway Electrical Training Specification prepared by the NHSS8 Standards and Training Committee.

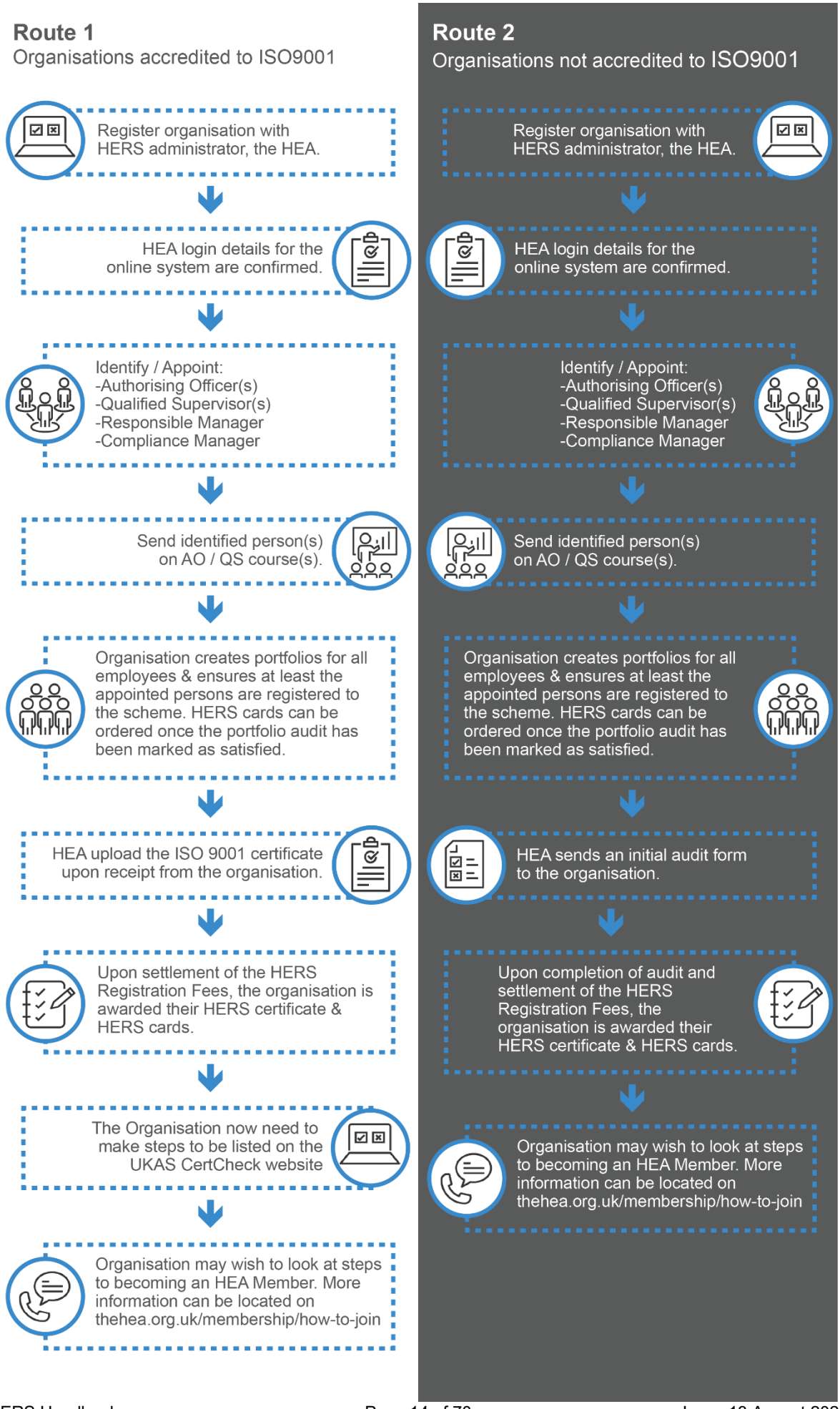
5.2 The occupational title Night Time Monitoring (Appendix 3) is intended to cover those employees who are or may be carrying out work on site (e.g. replacing doors; making safe) and is not intended to cover those employees who solely carry out the identification and recording of faulty units with no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

5.3 Ramp metering, which covers a number of the areas of competency, shall be dealt with by using Appendix 3.

5.4 The occupational title of Tunnel Operative is intended to be for the use of personnel carrying out the activities set out in the relevant section(s) of Appendix 3 only within road tunnel bores and associated access areas. This occupational title should not be used if the person concerned is also carrying out works under the scope of NHSS8 on other roads / highways. This is to avoid confusion over occupational titles and scopes of competence.

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

6. Overall Process



7. Application for the Registration of an Organisation

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

- Be accredited to ISO 9001:2015, 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 shall:

- Send its appointed Authorising Officer(s) and Qualified Supervisor(s) on the appropriate training course as detailed within https://thehea.org.uk/hers-hesa/ao-qs-training/ . The AO and QS cards / course certificates are valid for 5 years. The Authorising Officer should be a direct employee of the Organisation and shall be if the organisation has five or more registerable employees
- Complete the form shown in Appendix 2 – Registration of an Organisation form and send this to the HEA, the administrator of the HERS Scheme
- Pay the appropriate annual registration fee applicable at the time as shown on the HERS web-site https://thehea.org.uk/hea-resource/schedule-of-fees/

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 an Authorising Officer. They will still need to have a Qualified Supervisor, which they can obtain from another Organisation such as their main client. Organisations may use an occupationally competent and qualified highway electrical NVQ assessor to carry out the site assessments, but such assessments must be reviewed by the Qualified Supervisor
- 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 shall 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 website https://thehea.org.uk/hea-resource/schedule-of-fees/

7.2.2 Organisations employing fewer than 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. Organisations may use an occupationally competent and qualified highway electrical NVQ assessor to carry out the site assessments, but such assessments must be reviewed by the Qualified Supervisor
- 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 website (www.thehea.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 fewer than 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 fewer than 5 employees as above irrespective of the number of employees.

7.3 Authorising Officers and Qualified Supervisors may use an Authorising Officer and / or Qualified Supervisor from other Organisations to carry out the respective roles for their own personal HERS portfolios, irrespective of the size of the organisation, to more easily enable the Authorising Officer and Qualified Supervisor to be registered to HERS in their own right.

7.4 Organisation’s HERS Registration Certificate –this is issued each year 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 registerable employees shall hold valid HERS cards as set out in this Handbook and Appendix 1 (clause 6.2.2 of the NHSS 8 document). All employees shall 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 relevant NVQ qualification in Highway Electrical Systems (or relevant units where the scope of work does not permit this), at the appropriate level commensurate with their designated occupation. Highways Electricians or Service Operatives shall obtain the Level 3 NVQ qualification in Servicing Highway Electrical Systems or the Level 3 NVQ qualification in Servicing and Commissioning Highway Electrical Systems. The NVQ qualification shall be gained within two years of commencing employment with the organization, other than for apprentices or trainees (see below). Exceptions to this requirement are set out below.

The routes for registration are as follows:

8.1 Trainee / Apprentice Route

This route is available for employees who have not yet been designated as an Authorised Person by their employer and who are undergoing an apprenticeship under the industry standards or undergoing full training in line with the Training Specification for the expected role, leading to an assessment for the NVQ. 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 10 and have evidence to cover competency area Found01.
A HERS trainee card is valid for three years and cannot be renewed. The holder will be required to upgrade to one of the occupations covered by the skilled persons route as and when appropriate qualification has been obtained. It would be expected that a trainee would have completed the NVQ at Level 2 or 3, or appropriate units if the full level cannot be obtained within this three-year period. The organisation shall have in place a clear Trainee development plan, that incorporates the key milestones for registrations and training

8.2 Skilled Persons Route

This route has three sub routes as follows:

8.2.1 The HERS Training Specification Route

This route is available for employees where they have been trained to the Training Specification and have been assessed as competent through the achievement of an NVQ unit at level 2 or 3 together with relevant additional site observations, recorded questioning and supplementary evidence, and through HERS site observations, recorded questioning and supplementary evidence. The health and safety test described in section 10 is required. The NVQ portfolio as appropriate can be reviewed for detailed scope and mapped against HERS. Site assessments are also required for those tasks not covered by the NVQ and / or where the competencies are considered no longer current.

Employers through their Authorising Officer shall sign a declaration for each employee they wish to register that the employee has achieved or is registered to the relevant NVQ or is being processed by an NVQ Centre (or will be so processed within the life of the card for trainees) and upload the NVQ certification or include the NVQ registration number where these exist.

8.2.2 The Industry Accreditation Route

- This route is no longer available

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 shall meet the following:

- pass a health and safety test and satisfactorily complete the site assessments as described in section 10

- 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 shall 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.
- All such employees shall hold the relevant NVQ within two years of commencement.

Employers through their Authorising Officer shall sign a declaration for each employee they wish to register that the employee has achieved or is registered to the relevant NVQ or is being processed by an NVQ Centre (or will be so processed within the life of the card for trainees) and upload the NVQ certification or include the NVQ registration number where these exist.

8.3 Supervisors Route

The supervisor's route is available for persons who carry out a supervisory role. For supervisors who carry out the defined function of a Qualified Supervisor, they shall attend a Qualified Supervisors course as defined in the Highway Electrical Training Specification.
The health and safety test and the appropriate site assessments described in section 10 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 10 is required together with the appropriate site assessments.

8.5 Authorising Officers / Qualified Supervisors

Authorising Officers (AO) and Qualified Supervisors (QS) shall be registered as Authorised Persons in their own right therefore holding a current HERS Card as Authorised Persons before acting as an Authorising Officer or Qualified Supervisor for other employees. There shall 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, and this must be certificated at least every five years to remain current. As NHSS8 / HERS develops and new documents are issued, the refresher training course for AOs and QSs will be updated.

9. 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 a HERS 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 Competency Matrix as shown in Appendix 3
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

9.3 Interim Card – valid for one year and not renewable

Interim cards are issued to relevant employees upon request of the Authorising Officer, providing the employee has:

a. A valid ECS highway electrical H&S assessment
b. A statement from the Authorising Officer confirming what tasks or role the Registered Authorised Person is competent to carry out and the rationale for this (see 1 below)
c. Evidence of in date HESA Training Certificates or accepted alternative for 104
d. An Action Plan covering registration onto relevant Level 2 or 3 NVQ Certificate or Diploma appropriate to the occupational activities carried out by that employee during the life of this card

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. The AO shall satisfy themselves that the employee is competent to carry out the tasks required and shall document the competency areas and the rationale and evidence used to enable them to conclude that they are competent.
2. The Qualified Supervisor(s) commencing the evidence gathering process for the completion of the employee's competency portfolio within one month of commencement of employment. Prior to the expiry of the HERS interim card, the portfolio shall be completed and submitted to the Authorising Officer(s).
3. An application being submitted, prior to the expiry of the HERS Interim card, for the employee to be registered as a Registered Authorised Person and be issued with a HERS standard card valid for 3 years.

9.4 Card Renewal

Cards are renewed using the on-line system. **Cards shall be renewed not more than three months and not less than one month before their expiry.** Prior to renewing the card, the Authorising Officer shall be satisfied that the range of competencies and the evidence to support these are appropriate for the card applied for. In particular the ECS highway electrical H&S assessment shall be re-taken before renewal (if it has expired in the meantime).

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 Assessment and Site Assessments

10.1 All applicants shall pass a health and safety assessment as part of the evidence collated before applying for registration. The prescribed health and safety assessment is the ECS highway electrical H&S assessment. This is available from the HERS Administrator (the HEA) (see Appendix 4) and a schedule of fees is on the HERS website at https://thehea.org.uk/hea-resource/schedule-of-fees/

10.2 The ECS highway electrical H&S assessment MUST be used to support the application for or renewal of a HERS card. The ECS highway electrical H&S assessment is valid for two years and must be valid at the time of applying for a new or replacement HERS card. The ECS highway electrical H&S assessment is permitted to expire during the life of the card, but then must be successfully retaken before another new card is applied for.

10.3 The ECS highway electrical H&S assessment requires proper invigilation, which is by ECS Authorised Invigilators. Tuition to invigilators will be given on the Authorising Officers courses and may also be offered as standalone courses. (see Appendix 4 for more details)

10.4 Site assessments are also required and shall comprise of a number of practical site-based observations together with recorded oral questioning. The oral questions posed shall directly reflect the tasks observed during the assessment and must not be predefined. A minimum of 3 recorded oral questions shall be recorded for each site assessment. The site assessment will be appropriate to the skill level and scope of the employee. Pro-forma forms are available from the HERS website.

Site assessments shall be repeated, together with recorded oral questions and any other additional evidence deemed appropriate by the employer, at intervals not exceeding every five years (thereby aligning with mandated refresher training which shall also be repeated at intervals not exceeding every five years); except where an employee is registered on the highway electrical NVQ 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 NVQ; and except for where the appropriate and correct level of NVQ certification has been gained, covering all the competency elements claimed. In this latter case, no site assessments or other supporting competency evidence, other than training and the ECS highway electrical H&S assessment need be in place for a period of five years from the date of certification.

Not less than four pieces of evidence (two of which shall be the site observation sheet and the recorded oral questions) shall be in place for each area of competency claimed. A piece of evidence, other than the site observation and recorded oral questions, may be used for more than one competency element where appropriate. For ongoing repeat 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. Whilst there is a proforma sheet for recorded oral questions, questions and answers may also be digitally recorded and saved on an electronic file providing said recording is introduced with date, time, location, name of the person asking the questions and the name of the employee.

Where an employee has the appropriate and correct level of NVQ certification, covering all the competency elements claimed, then repeat site assessments and recorded questioning, once they are due, may be carried out through the use of video evidence, providing the video evidence follows that gathered and acceptable for the NVQ – for example videos introduced with date, time, location, name of the person taking the video and the employee proving their identity through the HERS card on video; and the videos being unedited and of a reasonable length to verify the employee is carrying out the relevant tasks. Video evidence, if used, shall reflect compliance with the employer's risk assessment and method statements

11. Application for the Registration of an Authorised Person

11.1 Applications to register employees shall be made on line via the HERS website https://thehea.org.uk/hers-hesa/hers-card/. The on-line application form (a sample application form is shown in Appendix 3), shall be completed and electronically signed then uploaded to the portfolio of the employee,

- the completed application can now be electronically signed by the Authorising Officer and the Responsible Manager,
- one colour photograph meeting passport rules (e.g. full face and shoulders, no hat) of the employee shall be uploaded to the HERS system

Applications shall be sampled by the Administrator to ensure they comply with the requirements of the scheme. 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.

11.2 Fees for registration, other than those for the ECS highway electrical H&S assessment and the HERS card itself – which are set by the JIB/ ECS - are agreed by the committee and published by the Administrator. Current fees are shown on the HERS website https://thehea.org.uk/hea-resource/schedule-of-fees/

11.3 Once the employee has been registered, a request is made by the Administrator on behalf of the Organisation employing the Registered Authorised Person for a HERS Registration Card to be issued by the JIB / SJIB. Issue of the HERS Registration Card or registration of the Authorised Person by the Administrator in no way indicates, implicitly or explicitly, that the JIB, SJIB, ECS, HERS Administrator or the NHSS8 / HERS Committee is responsible for the assessment of competence of the person in whose name the Card is being issued or that the JIB, SJIB, ECS, HERS Administrator or the NHSS8 / HERS committee believes that the person is competent to carry out the work assessed by the Organisation employing the Registered Authorised Person.

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 / or the HERS Handbook 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 NHSS8 / HERS committee may at its discretion and subject to reasonable notice, vary the interval between Technical Audits. Results of these audits shall be recorded and any non conformances, observations or comments on good practice reported to the Registered Organisation for appropriate action. Normally the action dates would be agreed with the Authorising Officer at the time of the audit.

12.3 Responsible Managers and Authorising Officers shall 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, except where the action relates to the gaining of the relevant NVQ or units thereof in which case the period may be longer, from the date of audit. The audit system allows relevant persons to view, review and update audit action plans. Where actions have not been completed within the maximum prescribed timescale, then audits may be carried out at more frequent intervals, chargeable at the rate set out under Technical Audits – e.o. planned audits where actions o/s beyond 6 months - in order to ensure timely completion. Typically, this would be at six- or twelve-month intervals.

Audit actions which are not completed and/or not updated on the system as being completed within the required maximum six-month timescale, except where the action relates to the gaining of the relevant NVQ or units thereof in which case the period may be longer, may result in the Organisation automatically being shown as non-compliant on the HERS website.

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 / or the HERS Handbook 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 HERS 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 and / or the HERS Handbook, 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 HERS 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 HERS 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 on the HERS website https://thehea.org.uk/hea-resource/schedule-of-fees/.

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 shall be retained by the Organisation as evidence of the assessment of competence. Note: Under the NVQ qualification the employee would have a different portfolio of evidence supporting this qualification. This is the property of the employee.

When the employee leaves the employment of the Organisation, the employee shall retain the original or a copy of their Training Records / Certificates and a copy of their HERS Registration Card to show any potential new employer. Any new employer shall however prepare a new portfolio showing their own assessment of competence.

A copy of the portfolio shall 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 shall be returned and destroyed by the Registered Organisation. A copy of the card shall 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 ECS Highway Electrical Health and Safety assessment 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 HERS logos

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 standard organisational HERS logo (red HERS lettering on white background), and are encouraged to do so, providing the following conditions are met:

- The organisation shall be a HERS registered organisation having been audited by the administrator
- The registered organisation shall have a HERS certificate showing its scope and expiry date of the HERS organisational certificate
- The registered organisation shall apply to the HEA to use the logo, which will be s
- The logo will be used unaltered except in respect of size and may be used on letter headings, publicity material, websites 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

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

- The organisation shall be a HERS registered organisation
- The registered organisation shall have a HERS certificate showing its scope and expiry date of the HERS organisational certificate
- The registered organisation shall have at least 80% of its registrable employees registered to the HERS at any one time and in possession of HERS cards
- The registered organisation shall 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 shall apply to the HEA 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, websites 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

14.4 Any organisation using the HERS logo which has not formally requested the HEA for permission to do so, or where they do not meet the above requirements, will be reported to the NHSS8 / HERS Committee, and may be removed as a HERS registered organisation without advance notification.

14.5 An application form for use of the organisational HERS logos is shown in Appendix 5

15. Application for Highway Electrical NVQs

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 the suite of highway electrical NVQ's. Details may be obtained from:

Lantra Awards - Lantra House, Stoneleigh Park, Warwickshire CV8 2LG Tel: 024 7669 6996

Information is also available on the HERS website under Document Resources or from the HEA – Highdown House, Littlehampton Road, Ferring, West Sussex BN12 6PG Tel: 01903 705140; email: contact@thehea.org.uk

Appendix 1 Registration Requirements for Organisations which are not Accredited to National Highway 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 shall meet the standards required by the Sector Scheme in respect of training, the assessment of competence and those other areas stipulated below. Organisations shall 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 - 10 and Appendix C, 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 NHSS Schedule of Suppliers website: https://www.lantra.co.uk/schedule-suppliers

2. The extracts from NHSS 8 are reproduced here unaltered, except for Clause 8.1 – Operational Planning and Control which shall 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 Planning

6.1 Actions to address risks and opportunities

6.1.1 The Organization shall take into account the risks and opportunities relating to this NHSS

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

6.2 Quality objectives and planning to achieve them

6.2.1

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

6.2.2

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

6.3 Planning of changes

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

7 Support

7.1 Resources

7.1.1 General

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

7.1.2 People

(i) Management Resources, Responsibilities and Qualifications

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

1. Responsible Manager(s)
2. Compliance Manager(s)
3. Authorising Officer(s)
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 holding a current HERS Card.
6. A Responsible Manager shall 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 shall 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 Responsible Manager with recommendations provided by the Authorising Officer(s) in accordance with the requirements contained in the HERS Handbook to ensure that they are competent to carry out the work they are required to perform to the appropriate competencies for the roles identified in Appendix C and at the level required by the relevant NVQ (in addition to all other training requirements).
    b. Once the Authorising Officer/Responsible Manager(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 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 (HERS). An 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 (CSR in Northern Ireland) or another card registration scheme recognised by this scheme. It should be noted that the HERS Registration card provides automatic affiliation to the CSCS.

Further information on the registration process may be found at https://thehea.org.uk/hershesa/hers-card/

Information on National Highways's Workforce Registration/Skill Card requirements for suppliers may be found at www.gov.uk/the-highways-agency-skills-card-and-registration-requirements-forsuppliers

(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 Appendix C and the appropriate training courses contained in the Highway Electrical Training Specification at the level required by the relevant NVQ and include the relevant NVQ Certification once gained

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 HERS 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 HERS card
(which is valid for three years) only if:-
   a. The Authorising Officer(s) shall satisfy themselves that the new employee is competent to carry out any work assigned to them, shall document the employee's competency areas and the rationale and evidence used to meet these requirements, and shall issue them with written authority to carry out work in the areas required.
   b. An application is made either:
      1. within three months of the date of employment, for the new employee to be registered as a Registered Authorised Person and issued with an Interim HERS card. (Which is valid for one year only and is not renewable)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 HERS 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 HERS Interim card, the portfolio must be completed and submitted to the Authorising Officer(s).
   d. An application is submitted, in sufficient time prior to the expiry of any HERS Interim card, for the employee to be registered as a Registered Authorised Person and be issued with a standard HERS 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 shall be directly supervised by a Registered Authorised Person(s)

1. As part of the process for ensuring that competence, training and awareness is appropriate and
(vi) relevant, the organization shall include the process for the technical audit either as part of the documented Internal Audit process (see clause 9.2), or as part of the process for monitoring and reviewing competence, training and awareness. If it is included within 7.1.2, 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 7.1.2. 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 shall 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 HERS Administrator, the HEA.

7.1.3 Infrastructure

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

7.1.4 Environment for the operation of processes

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

7.1.5 Monitoring and measuring resources

7.1.5.1 General

No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification (See Appendix E)

7.1.5.2 Measurement traceability

Manufacturer's guidance for the maintenance, servicing and calibration of equipment shall be taken into account within the quality management system. (See Appendix E)

7.1.6 Organizational knowledge

No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification (see Appendix B)

7.2 Competence

The training and assessment of competency of personnel required by this scheme is aimed primarily at technical competence for this scheme's personnel. It is intended to enable/assist and support employees to carry out work in a safe manner however it remains the responsibility of the organization to determine and implement safe systems of work.

Requirements

(i & ii) Training and assessment of competence shall be carried out in accordance with Appendix C

(iii) The organization shall create and maintain a record of training and practical experience and assessment of competence for each relevant employee and worker.

(iv) Employees shall carry at all times whilst working an identification/skills/registration card for this SSD. This card will include an identification photograph and where appropriate the name of the organization.

7.3 Awareness

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

7.4 Communication

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

7.5 Documented information

7.5.1 General

(i) When specified in the contract documents or requested, the organization shall prepare a quality plan or alternative document as defined in the Contract Specification and if required submit this for acceptance or approval by the Client, as appropriate, prior to commencement of work (See section 8 and Appendix A).
(ii) The organization shall have in place auditable processes to identify publication of relevant new documents/standards and implementation requirements (See Appendix B, note 2)

7.5.2 Creating and updating

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

7.5.3 Control of documented information

7.5.3.1

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

7.5.3.2 Control of Documented Information

The organization shall have in place processes to ensure that the latest versions of relevant Standards and Documents are available (See Appendix B)

ISO 9001:2015 requirements include the following documented information to be controlled and retained:

Contract specific documents e.g. drawings, schedules, as listed in the quality plan for a particular scheme, including

a. Correspondence
b. Enquiry/Tender and Quotation
c. Contract documentation and Client Order
d. Pre-Construction Information - Client drawings, service drawings, risk assessment records.
e. Quality Plan (including H&S and risk assessment by organization). Method statement for controlling the works to include health and safety, and environmental requirements. f. Instructions to relevant site staff
g. Calibration and maintenance records of plant and equipment (including testing equipment).
h. Completion Report
i. Relevant plant and equipment list
j. Operatives training records
k. Plant and Equipment maintenance service records
l. Purchase records
m. Sales Invoices

8 Operation

8.1 Operational planning and control

(i) The quality plan shall address the topics listed in Appendix A of this schedule and where applicable the requirements contained in the Specification for Highway Works (SHW) and associated contract documents.

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

(iii) The quality plan should not be considered in isolation. An integrated approach may be taken which links to other relevant plans (e.g. H&S plan).

Note 1:- The Quality Plan describes the management strategy that sets clear and sustainable performance objectives, delegates' responsibility and establishes lines of communication. The objective being to manage the various management schemes within an overall management scheme within an organization. Note 2: Client duties under CDM require the provision of known information and cooperation and coordination with the principal/main contractor.

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

8.2 Requirements for products and services

8.2.1 Customer communication

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

Note: Where required by the contract/ legislation the Customer and Client needs to be informed about the products, i.e., they require detailed information as appropriate regarding materials, components, manufacturing details etc. for the purposes of:

(a) as-built records for maintenance/health and safety requirements and asset management.

(b) their own monitoring of the effectiveness/performance of the product.

8.2.2 Determining the requirements for products and services

Requirements of ISO9001:2015 shall be supplemented by the scope of this SSD.

8.2.3 Review of the requirements for products and services

8.2.3.1

(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 shall be made to the organization's Highway Electrical Registration Scheme registration certificate showing the scope of registration.

(ii) 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 shall make reference to the Authorisation Certificate (see clause 7.2.1)

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

8.2.4 Changes to requirement for products and services

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

8.3 Design and development of products and services

8.3.1 General

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. Reference shall be made to the requirements of GD02/08 in determining the appropriateness of qualifications and experience

8.3.2 Design and development planning

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

8.3.3 Design and development Inputs

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

8.3.4 Design and development controls

No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification processes shall include information to demonstrate compliance with the contract specification irrespective of whether the customer expressly requests it or not.

8.3.5 Design and development outputs

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

8.3.6 Design and development changes

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

8.4 Control of externally provided processes, products and services

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

8.4.1 General

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 subcontractors. 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.

3. 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.

Delivery documentation shall be inspected by a competent person to verify that the delivery

satisfies the purchase requirements.

The organization shall identify and plan the supply and installation processes. The control procedures shall verify that suppliers of incoming materials, equipment and services are capable of providing the required quality and adequate supplies in order to maintain the planned rate and quality of production of the installation (e.g. pavement repair).

(i) For highway use, appropriate products shall be conformity assessed complying with the relevant designated Standard.

(ii) Where the provision of ancillary activities such as road marking or temporary traffic management are procured only suppliers with Certification to the relevant NHSS shall be used.

Materials, products and services shall be selected in accordance with the contract (specification) documents including compliance with other relevant NHSS. (See appendix A of the SHW).

8.4.2 Type and extent of control

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

8.4.3 Information for external providers

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

8.5 Production and service provision

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

8.5.1 Control of production and service provision

Monitoring of quality of the installed works shall be carried out. The number of checks carried out shall be sufficient to demonstrate the works have been constructed in accordance with the contract.

a) An agreed procedure for carrying out emergency repairs including health and safety requirements.

b) when the organization is the main contractor, location and identification of underground and over ground services and structures including installed systems together with the names, addresses and telephone numbers of persons responsible for them.

c) 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

Works orders, risk assessments and quality plans shall be approved by the relevant designated personnel and retained in accordance with legal and contractual requirements. They will also be submitted to the Client if requested.

8.5.2 Identification and traceability

No specific particular requirement; the requirements are as stated in ISO 9001:2015 without further qualification (See also Appendix E)

8.5.3 Property belonging to customers or external providers

The quality management system shall include a procedure where materials are supplied by the Customer, an identified agent or the Client (if required in the contract specification), to ensure that the property or material is safeguarded from damage, deterioration or misuse. This is particularly important where those products are not installed by the organization itself e.g. third-party subcontract organisations such as ground workers, drainage contractors

8.5.4 Preservation

Systems shall be in place to inspect and maintain all goods returned from site before their subsequent use.

8.5.5 Post-delivery activities

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

8.5.6 Control of changes

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

8.6 Release of products and service

The organization shall retain records to show that the person authorizing the release of products and services had the necessary authority and competence to do so

8.7 Control of nonconforming outputs

8.7.1 Non-conforming components shall not be used unless written approval has been received from the Client.

Any material and /or work not conforming to the specification shall either be reworked to conform to the specification or must formally be accepted in writing by the customer. The materials and/or work shall otherwise be considered as rejected and precluded from use as originally intended.
The quality management system documentation shall identify the control procedures to be taken when non-conformity in materials, preparation or undertaking of works.

Note: Some inconsistencies and/or irregularities may not initially be reasonably evident e.g. as a result in delays in receipt of test results on a component or within the control of the organization .
The organization may seek concessions from the customer with regard to acceptance or repair as a result of such factors.

8.7.2 The organization shall implement and retain documented information such that any work not conforming to the contract specification shall be rejected and precluded from use, reworked to conform to the specification, or formally accepted under concession in writing from the Client.

9 Performance evaluation

9.1 Monitoring, measurement, analysis and evaluation

9.1.1 General

This includes the ongoing impact on other works including congestion and traffic flows

9.1.2 Customer satisfaction

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

9.1.3 Analysis and evaluation

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

9.2 Internal audit

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

9.2.2 The quality plan shall state the frequency of internal audits. Internal audits of the quality management system shall include the scope of this SSD and include site activities at least every twelve months.

Note: Where the organization does not have contracts which provide continuous working throughout a full year, visits shall be conducted on a pro-rata basis to ensure a consistent approach across site activities.

9.3 Management review

9.3.1 General

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

9.3.2 Management review inputs

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

9.3.3 Management review outputs

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

10 Improvement

10.1 General

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

10.2 Nonconformity and corrective action

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

(i) Complaints received via the HEA, 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 HEA Technical Audits shall be completed as soon as practicable and no later than six months from the date of the audit

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

10.3 Continual improvement

Continual improvement processes shall include analysis of near miss reporting

Appendix C: Training and Assessment of Competence

1. Training and competency qualifications

Training and competency requirements set out in this Appendix include agreed equivalences.

The organization shall ensure that their employees shall have undergone suitable training and competency assessment that will cover aspects of the work to be undertaken as follows and as set out in the HERS Handbook, Highway Electrical Training Specification and relevant Site Assessment Forms and training and competence assessment set out therein.

1.1. Areas of Competency

1.1.1 Areas of Competence are defined in the Competency & Occupations Matrices below

Where competency areas are repeated in the 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 Highway Electrical Training Specification prepared by the NHSS8 Standards and Training Committee.

1.1.2 The occupational title Night Time Monitoring (Appendix C) 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.

1.1.3 Ramp metering, which covers a number of the areas of competency, shall be dealt with by using Appendix C.

1.1.4 The occupational title of Tunnel Operative is intended to be for the use of personnel carrying out the activities set out in the relevant section(s) of Appendix C only within road tunnel bores and associated access areas. This occupational title should not be used if the person concerned is also carrying out works under the scope of NHSS8 on other roads / highways. This is to avoid confusion over occupational titles and scopes of competence.

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

NHSS8/HERS Competency & Occupations Matrix – All Sectors – Combined Part One – Common Areas																	
Competency Element Number	Competency Element Description	Competency Element included in NVQ Certification (Y / N)	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	Tunnel Operative	Supervisor	Approved Person	Approved Person – Manager
Found01	Basic Health & Safety (incl. ECS HE H&S assessment) + M.T.		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
Found 01/1	Work in Confined Spaces + M.T.		X														
Found02	Lorry mounted crane – Slinger / Signaller + M.T.		X														
Found03	Lorry mounted crane – Operator + M.T.		X		M												
Found04	Power Tools including hand tools + M.T. (PowerTools)		X	M	M	M	2	M	M	M			M				
Found05/1	Mobile Elevating Work Platform + M.T.		X					3	3	M							
Found05/2	Use of steps and ladders + M.T.		X														
Found05/3	Erection of Scaffold Towers + M.T.		X														
Found05/4	Accessing fixed structures at height (other than MEWPS, steps, ladders and scaffold towers) + M.T.		X														
Found06	Temporary Traffic Management + M.T.		X		1		1	1	1	1		1	1		1		
Found07	Working in the vicinity of DNO/IDNO Equipment + M.T.		X		M			M	M	M			M		3	6	6
Inst01	Excavate, backfill & reinstate + M.T.		X		M				1								
Inst05	Install underground cables		X														
Inst06	Terminate and joint cables		X							X	X	X				X	
Inst07	Avoiding danger from underground services + M.T.		X		M	M			1	X	X						
Main04/1	Emergency Inspection Procedures		X														
Main07	Underground Cable test and repair		X							X	X	X					
4A	Electrical safety in Non-energised testing		X							X	X	X					
6A	Maintenance of Poles, Lanterns & Brackets (Equipment spec)		X				[10]										
6E	Maintenance of supply tails & earthing		X														
Test01 (4C)	Initial Electrical Inspection and Testing – initial + M.T.		X	X	X	X	X	X	X	X	X	X	M	X		X	
Test02 (6I)	Periodic Electrical Inspection and Testing + M.T.		X	X	X	X	X	X	X	X	X	X	M	X		X	
Test07	Inspection and Testing for the Addition or Alteration to an Installation + M.T.		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 + M.T.		X														M

NHSS8/HERS Competency & Occupations Matrix – All Sectors – Combined Part Two – Specialist Areas																	
Competency Element Number	Competency Element Description	Competency Element included in NVQ Certification (Y / N)	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	Tunnel Operative	Supervisor	Approved Person	Approved Person – Manager
Public Lighting – Specialist Areas			**Scope Selected:**														
Inst02	Erect, remove and realign columns and other street furniture		X		M				M								
Inst03	Install electrical equipment and wiring only		X														
Inst04	Install high mast lighting		X														
Main01	Painting of structures + M.T.		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				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 / unlit signs – Specialist Areas			**Scope Selected:**														
Inst02	Erect, remove and realign columns and other street furniture		X	9		M			M								
Main01	Painting of structures + M.T.		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	9		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			**Scope Selected:**														
SC01	Cut slot to specification		X	4		M				X	X	X					
SC02	Lay Cable & seal		X	5		M				X	X	X					
SC03	Repair Faulty Cable		X							X	X	X					
SC04	Access to cabinet through ducts etc.		X							X	X	X					

NHSS8/HERS Competency & Occupations Matrix – All Sectors – Combined Part Two – Specialist Areas																	
Competency Element Number	Competency Element Description	Competency Element included in NVQ Certification (Y / N)	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	Tunnel Operative	Supervisor	Approved Person	Approved Person – Manager
Traffic Signals – Specialist Areas			**Scope Selected:**														
3A	Traffic & Pedestrian Control Principles		X				M			X	X	X	M		M		
5A	Installation Techniques		X	8						X	X	X					
5B	Access to cabinet through ducts etc.		X							X	X	X					
6B	Traffic Controller Fundamental Principles		X							X	X	X	M				
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			**Scope Selected:**														
COM01 (6B)	Communications. Control Fundamental Principles		X				M			X	X	X	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	9						X	X	X					
COM04	Mtce of Underground cables for Comms		X							X	X	X					
COM05	Maintenance of specialist Comms equipment (equipment specific)		X							X	X	X					
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					
Electric Vehicle Charging Points			**Scope Selected:**														
EV1	Install EV Charging Point		X							X	X	X					
EV2	Connect and/or Commission EV Charging Point		X							X	X	X					
EV3	Maintain EV Charging Point		X							X	X	X					
Other on street Highway Electrical Equipment/Terminals (not covered by other sections)			**Scope Selected:**														
HET1	Install Other Highway Electrical Terminal (define)		X							X	X	X					
HET2	Connect and/or Commission Other Highway Electrical Terminal (define)		X							X	X	X					
HET3	Maintain Other Highway Electrical Terminal (define)		X							X	X	X					

NHSS8/HERS Competency & Occupations Matrix – All Sectors – Combined Part Two – Specialist Areas																	
Competency Element Number	Competency Element Description	Competency Element included in NVQ Certification (Y / N)	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	Tunnel Operative	Supervisor	Approved Person	Approved Person - Manager
VMS incl. Information Signs – Specialist Areas			**Scope Selected:**														
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	9						X	X	X					
VMS03	Mtce of specialist VMS equipment (equipment specific)		X							X	X	X					
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			**Scope Selected:**														
ME01 (6B)	Monitoring Equipment Fundamental Principles		X				M			X	X	X	M				
ME02	Env. & Monitoring Equip't Installation Technique - Infrastructure		X							X	X	X					
ME03	Env. & Monitoring Equip't Installation Technique – non-Infrastructure		X	9						X	X	X					
ME04	Mtce of underground cables for Env. & Monitoring equip't		X							X	X	X					
ME05	Mtce of specialist Env. & Monitoring Equipment (equipment specific)		X							X	X	X					
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			**Scope Selected:**														
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	9						X	X	X					
CAM04 (6A-M601a)	Routine Optical Mtce of cameras		X				M			X	X	X					
CAM05 (6A)	Maintenance of cameras		X							X	X	X					
CAM06	Maintenance of underground cables (incl. data cables) for Cameras		X							X	X	X					
CAM07 (6J)	Detector Maintenance		X							X	X	X					
CAM08 (7A)	Commissioning Procedures – Inspection, Setup & 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					

Competency Element Number	Competency Element Description	Competency Element included in NVQ Certification (Y / N)	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	Tunnel Operative	Supervisor	Approved Person	Approved Person - Manager
	Road Tunnels (tunnel bore infrastructure &/or immediate surrounds as a result of the tunnel) – Specialist Areas – Note: 1. For Tunnel lighting, Electrical / Emergency Distribution Points (EDP) - use Public Lighting section 2. For Tunnel traffic signs, VMS, SOS, Wayfinder signs – use Public Lighting / Traffic Sign / VMS sections as appropriate 3. For Tunnel road loops – use Slot Cutting section 4. For Tunnel traffic control signals – use Traffic Signal section 5. For Emergency Roadside Telephones (ERT) – use Communications section 6. For CCTV, Vehicle Accident Incident Detection (VAID), Radar – use Cameras and / or Comms sections as appropriate 7. For Environmental controls (e.g. visibility, pollutants) – use Environmental & Monitoring section																
Record for each tunnel	Tunnel Specific Induction		X							X	X	X		M			
T1	Cathodic Protection (active) - Installation Techniques		X							X	X	X					
T2	Cathodic Protection (active) - Commissioning Procedures		X							X	X	X					
T3	Cathodic Protection (active) - Maintenance		X							X	X	X					
T4	Cross Passage Doors (non-manual) - Installation Techniques		X							X	X	X					
T5	Cross Passage Doors (non-manual) - Commissioning Procedures		X							X	X	X					
T6	Cross Passage Doors (non-manual) - Maintenance		X							X	X	X					
T7	Jet Fan Control Panels - Installation Techniques		X							X	X	X					
T8	Jet Fan Control Panels - Commissioning Procedures		X							X	X	X					
T9	Jet Fan Control Panels - Maintenance		X							X	X	X					
T10	Photometer - Installation Techniques		X							X	X	X					
T11	Photometer - Commissioning Procedures		X							X	X	X					
T12	Photometer - Maintenance		X							X	X	X					
T13	Public Address System - Installation Techniques		X							X	X	X					
T14	Public Address System - Commissioning Procedures		X							X	X	X					
T15	Public Address System - Maintenance		X							X	X	X					
T16	Pumps (in bore infrastructure) - Installation Techniques		X							X	X	X					
T17	Pumps (in bore infrastructure) - Commissioning Procedures		X							X	X	X					
T18	Pumps (in bore infrastructure) - Maintenance (excluding major overhauls)		X							X	X	X					
T19	Radio Interrupt - Installation Techniques		X							X	X	X					
T20	Radio Interrupt - Commissioning Procedures		X							X	X	X					
T21	Radio Interrupt - Maintenance		X							X	X	X					
T22	Smoke Control panel - Installation Techniques		X							X	X	X					
T23	Smoke Control panel - Commissioning Procedures		X							X	X	X					
T24	Smoke Control panel - Maintenance		X							X	X	X					
T25	Ventilation - Installation Techniques		X							X	X	X					
T26	Ventilation - Commissioning Procedures		X							X	X	X					
T27	Ventilation - Maintenance		X							X	X	X					
Bus Shelters – Specialist Areas			**Scope Selected:**														
BS1	Install Bus Shelter		X							X	X	X					
BS2	Connect and/ or Commission Bus Shelter		X							X	X	X					
BS3	Maintain Bus Shelter		X							X	X	X					

M = Mandatory; X = Not available as an option. All blanks are available as additions. "+ M.T." = plus mandated training. Note that where training is not mandated under HERS, this does not mean that no training is required; it is the employer's responsibility to determine what training is required for each of their employees for each competence element. Refer to the heading and the last page of the relevant site assessment form for the course reference and to the Highway Electrical Training Specification for details of the courses and accepted alternatives.

*****The over-riding principle of these Competency Matrices is that if a given employee carries out work which falls under any Competency Element, then the 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 HERS cards.*****

Key to cells containing numbers (this applies to all pages of the "Appendix C" combined matrix):
1. Mandatory for Public Lighting, Traffic Signals, except where work under Found06 is entirely subcontracted to contractors registered to NHSS 12AB, C or D as appropriate
2. Mandatory for Traffic Signals, Communications, VMS incl. Information Signs, Env. & Monitoring Equip't unless installing underground cable only
3. Mandatory for Public Lighting
4. Mandatory for Slot Cutting operatives carrying out slot cutting
5. Mandatory for Slot Cutting operatives carrying out backfilling
6. Mandatory for Approved Persons accessing the interior of feeder pillars, lighting columns or cabinets
7. Not used
8. Mandatory for Traffic Signal operatives carrying out pole, cabinet or signal head installations
9. Mandatory unless installing underground cable only
10. Mandatory for Public Lighting and Traffic Signals
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).

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 as required under the Highway Electrical Training Specification and the Approved Training Organization / Approved Trainer process. Up-dating or refresher training may also 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 https://thehea.org.uk/hers_resources_categories/hers-handbookand-training-specification/ developed by the Standards and Training Committee which reports to the NHSS8 Committee. The various occupational titles and associated areas of competency are defined in the HERS Handbook https://thehea.org.uk/hers_resources_categories/hers-handbook-and-training-specification/

Competence of Trainers: The Standards and Training Committee is concerned that not only shall 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 Skills Academy, originally in partnership with Lantra Awards, has set up a system for the assessment of trainers, through the Approved Training Organization and Approved Trainer scheme https://thehea.org.uk/hers-hesa/approved-trainers/. Approved Training Organizations are issued with HESA certificates, Approved Trainers are issued with HESA registration cards. Approval for Approved Training Organizations and Approved Trainers automatically lapses after 31st March of each year, unless a reapplication 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 HESA Approved Trainers and appropriately certificated (by Lantra Awards in partnership with the HESA or by the Highway Electrical Skills Academy alone) or not specifically identified within the Highway Electrical Training Specification as agreed alternative training provision 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, after the assessment of competency in accordance with HERS, the NVQ (formerly N/SVQ) Highway Electrical qualification, currently either at Level 2 or Level 3 shall be achieved.

The relevant NVQ qualifications currently are:

- Level 2 NVQ Certificate in Highway Electrical Systems – Qualification No. 603/1948/3
- Level 2 NVQ Diploma in Highway Electrical Systems – Qualification No. 603/1949/5
- Level 3 NVQ Diploma in Servicing Highway Electrical Systems – Qualification No. 603/1866/1
- Level 3 NVQ Diploma in Servicing and Commissioning Highway Electrical Systems – Qualification No. 603/1822/3

(Previously the relevant NVQ / SVQs were Installing Highway Electrical Systems Level 2 and Electrotechnical Services (Installing highway electrical systems) Level 3)

The NVQs are designed to apply to a wide range of work across all the highway electrical sub-sectors. However, where the scope of works is such that it is not possible to achieve the NVQ qualifications above, then the relevant units applicable to the works shall be achieved (typically this would be the mandatory units)

In any event, the scope of the NVQ assessment shall be mapped against the requirements of the Highway Electrical Registration Scheme to ensure the scope of the competency is maintained, and any areas of competence not covered by the NVQ assessments augmented by assessments carried out by the Qualified Supervisor(s). This shall be carried out by an occupationally competent Qualified Supervisor and authorised by a competent Authorising Officer.

Exceptions from the requirement to gain NVQs: The requirements to gain a Level 2 or 3 NVQ in Electrotechnical Services (Highway Electrical Systems) do not apply to Approved Persons or Approved Person Managers. If the Standards and Training Committee determines that the NVQ is not appropriate for other specific occupations or a particular scope of work, additional guidance and information will be made available.

NHSS 8 Training and Competence Assessment 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 relevant NVQ qualification in Highway Electrical Systems (see Appendix C clause 1), at the appropriate unit and level commensurate with their designated occupation. The NVQ qualification shall be gained within two years of commencing employment with the organization. Exceptions to this requirement are as follows:

a. Trainees – who have three years to gain the NVQ, therefore allowing additional time for training.

b. Apprentices on a government funded apprenticeship or government funded Trailblazer Apprenticeship – who have the period stipulated within the standards to achieve the apprenticeship (typically up to four years)

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 NVQ 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 NVQ qualification in Highway Electrical Systems, for the appropriate units and at the level commensurate with their designated occupation. The NVQ qualification shall be gained within two years of commencing employment with the organization. Exceptions to this requirement are as follows:

a) Trainees – who have three years to gain the NVQ, therefore allowing additional time for training

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 NVQ qualifications which are deemed appropriate.

Note 2: The core units in the NVQ 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, NVQ Level 2 or equivalent in Highway Electrical Systems plus successful completion of the HERS Administrator's (HEA) Qualified Supervisor's course and required updates. NVQ/SVQ Level 2 or 3, NVQ Level 2 or equivalent in Highway Electrical Systems plus successful completion of the HERS Administrator's (HEA) Qualified Supervisor's course and required updates.	Route 1	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)
	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 (HEA) 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 NVQ Level 2/3 or equivalent but able to provide evidence of attending recognised courses appropriate to the work undertaken.

Authorising Officer

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

MINIMUM TECHNICAL QUALIFICATIONS	Authorising Officer
	Experience Levels
NVQ Level 3 or 2 or equivalent in Highway Electrical Systems plus successful completion of the HE Registration Scheme Administrator's (HEA) 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 (HEA) 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)

2. Health and Safety

Organizations are reminded of the legal requirements to provide Health and Safety training for all personnel as appropriate in accordance with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all equivalent legislation within Northern Ireland.

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

If they are working adjacent to live highways it is a requirement that personnel pass the specialist test questions for Highway Works included in the CSCS or the ECS Highway Electrical version Health & Safety touch screen test.

3. Temporary traffic management

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

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

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

For NHSS 8 personnel, the following requirements for the Training and Assessment of Competence of Highway Electrical Registered Authorised Persons carrying out Temporary Traffic Management apply:

1 This section is intended to clarify temporary traffic management requirements carried out in association with the installation and maintenance of Highway electrical equipment and associated activities in line with the guidance in Appendix N. Specifically the training and assessment requirements set out in 6.3 below are intended to be used where the temporary traffic management is an incidental part of the works carried out under the scope of NHSS8

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

3 For temporary traffic management on rural and urban roads, where the Organization has a dedicated in-house temporary traffic management division, they must be registered to NHSS12D.

4 Where the Organization does not have a dedicated in-house temporary traffic management division registered to the appropriate NHSS 12 scheme, the Organization needs to assess and identify its requirements for trained and competent temporary traffic management operatives within its workforce. The Organization's management shall review the contract requirements in order to ascertain the requisite levels of resource needed and as part of the review shall record that such resources will be available throughout the contract period.

5 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.

6 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:

6.1 All 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. This requirement applies irrespective of whether the employee is assessed to the NRSWA Unit 2 and / or Unit 10. (Note this does not mean that every Registered 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.)

6.2 Trainers carrying out this training must be HESA Approved Trainers for the module(s) which includes satisfying the additional requirements of for Trainers for 302.1 / 302.2.

6.3 The implementation of temporary traffic management by suitably trained and assessed employees using training courses 302.1 / 302.2 and the subsequent site assessments shall be limited to those aspects covered by the training course(s) and site assessments undertaken together with any further limits set by the organization itself. Any temporary traffic management beyond that specified in the foregoing shall be carried out by a registered NHSS12D organization.

6.4 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

Further information

NHSS 8 personnel carrying out surface coatings of ferrous materials shall comply with the training requirements of NHSS19A as particularised for NHSS 8.

4. Fraudulent certificates/cards

Action in the Case of Suspect Certificates / Cards – the following advice is given:

Suggested Action by the Organization

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

- Take possession of certificate/card.
- Call a member of the body that issued the certificate/card - in this case the HEA office – as HERS Administrator - on behalf of the Highway Electrical Skills Academy. A member of the team will help you confirm your suspicions or otherwise. If the certificate/card appears to be fraudulent:
- Retain the certificate/card if possible
- Make photocopies of front and back
- Record certificate/cardholder's name and address
- Ask certificate/cardholder where the certificate/card was obtained from
- Call the local police and report the matter
- Refuse access to site (subject to company rules).
- Forward copies of all evidence to the body who issued the certificate/card marked "SUSPECTED FRAUDULENT CERTIFICATE/CARD" with any crime number given by local police.

Note: The body should in the majority of cases fully support any prosecution with technical and factual evidence. This should help to maintain the integrity of the Highway Sector Schemes.

Enquiries

For further information and details please contact the Principal of the Highway Electrical Skills Academy:
Highway Electrical Association
Highdown House
Littlehampton Road
Ferring, W. Sussex
BN12 6PG
Tel: 01903 705140 ; Email: contact@thehea.org.uk

Appendix C1: Sample Skills Card

This appendix is intended to provide the reader and assessors with information on the style and layout of current competency/identity/registration (NHSS) cards recognised by the SSAC as deeming to satisfy the requirements of this scheme.

1. HERS Registration Certificate

HERS
Highway Electrical Registration Scheme
<<Company>>
Has been accepted as a Registered Organisation covering the following scope(s) of work:
<<ScopesOfWork>>
Registration Number: <<RegistrationNumber>>
Issued by the HEA (Highway Electrical Association) in its capacity as the Highway Electrical Registration Scheme (HERS) Administrator
Chief Executive
This Certificate expires on <<ExpiryDate>>

1.1. The HERS Registration Certificate is issued annually by the HEA as the administrator of HERS, to each registered organization.

1.2. HERS Certificates are required to show initial and ongoing compliance with this SSD.

1.3. The sample certificate shown would have:

1.3.1. the organization name where it states “An Organization”;

1.3.2. the scopes of work where it states “{Scopes inserted here from the detail in Appendix K}”;

1.3.3. a unique HERS organization registration number (“SSRnnn” where “nnn” are numerals);

1.3.4. the signature of the HEA Chief Executive where it states “Signature inserted here”;

1.3.5. the date of issue (where it says “Date dd mm yyyy”)

1.3.6. the date of expiry – approximately twelve months after the date of issue

1.4. The HEA maintains a database of registered organizations showing the date of issue of the certificate

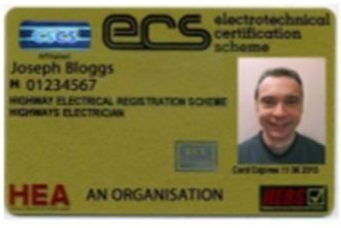
2. HERS Registration Cards

2.1. 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 https://thehea.org.uk/hers_resources_categories/hers-handbook-and-training-specification/

2.2. HERS Cards are issued by the JIB under the Electrotechnical Certification Scheme

The following cards are available under this NHSS:

ecs electrotechnical certification scheme
Joseph Bloggs
H 01234567
HIGHWAY ELECTRICAL REGISTRATION SCHEME
APPROVED PERSON
HEA AN ORGANISATION


ecs electrotechnical certification scheme
Joseph Bloggs
H 01234567
HIGHWAY ELECTRICAL REGISTRATION SCHEME
HIGHWAYS ELECTRICIAN
HEA AN ORGANISATION

Where applicants hold other cards or qualification (e.g. from a state other than England, Scotland, Wales and N. Ireland), it will be necessary to establish the competency equivalence of such qualifications and advice should be sought from the appropriate Sector Skills Council or issuing/awarding body of recognised qualifications or the administrator of the embedded skills scheme as to the equivalence of the qualification to meet the described competency and knowledge described in the sector scheme document.

Appendix L: Guidance for Clients

1 General

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

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

2. Specific Guidance

2.1. Reference should be made to Appendix M before deciding whether to specify that organizations should be registered to this NHSS, as registration to other NHSSs may include relevant requirements for the scope of works in whole or in part covered by this NHSS.

2.2. This NHSS 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 for the scope of works covered by this NHSS

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

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

During the introductory period for this NHSS Clients may take into consideration, in the quality assessment of an organization's tender, their commitment to compliance with this NHSS. This may be demonstrated through the extent to which the organization has introduced a qualified and demonstrably skilled workforce for undertaking works within the scope of this SSD.

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

2.5 In using this Sector Scheme users are required to use best practice such as specifying any other relevant NHSSs as appropriate to the nature of the work being undertaken. Where traffic management is required companies should either employ a relevant National Highway Sector Scheme registered company or, where applicable, have skilled registered traffic management personnel qualified to meet the requirements of NHSS12D, as agreed with the NHSS 12D Committee, relevant to contract requirements and risk assessments. For work carried out on high speed dual carriageways and motorways the organization installing temporary traffic management measures should always be registered to NHSS 12A/B and/or 12C

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

2.7. For the NHSS to achieve its objectives it is essential that Clients, either directly or via the agents and individuals they employ, ensure that the requirements of this document are complied with. This includes ensuring that sub-contractors employed directly or indirectly, are registered to the NHSS. Supervisory staff must be instructed to carry out spot checks of identification/skills cards.

2.9 Client check list

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

No	Item	Yes / No
1	Is the organization listed on the UKAS CertCheck website	
2	Is the organization listed on the HEA web-site (https://thehea.org.uk/hers-hesa/hersregistered-organisations/) for the scope of work required and marked as Green or Amber?	
3	Is there an ISO 9001 certificate present?	
4	Has the ISO 9001 certificate been extended to cover this NHSS?	
5	Is the Certification Body that issued the certificate accredited by a NAB for ISO9001?	
6	Is the Certification Body that issued the certificate accredited to a NAB for assessments to this NHSS?	
7	If the answer to 4 or 5 is No – is the accrediting body equivalent to a NAB and accepted as such by a NAB?	
8	Does the scope of works of the ISO 9001 certificate, covered by the extension for this NHSS cover the actual works intended to be covered by the contract?	
9	Is there an in date, valid certificate i.e. HERS (Highway Electrical Registration Scheme) certificate?	
10	Does the scope of works on the certificate cover the intended works and does it align with the ISO9001 certificate (where issued)?	
11	Is there an audit or surveillance visit report from the Certification Body?	
12	If the answer to 11 is No – when is it due?	
13	If the answer to 11 is Yes – are there any action points outstanding which should have been completed within six months?	
14	Is there a biennial technical audit report from the HEA?	
15	If the answer to 14 is No – when is it due?	
16	If the answer to 14 is Yes – are there any action points outstanding which should have been completed within six months?	
17	Do the named employees to be used on the works have portfolios of evidence with information in the competence portfolio (including AO's documented rationale and evidence used for declaration of competence for interim Cards where relevant) and signed Authorisation Certificates as set out in Appendix C?	
18	Do the named employees to be used on the works have valid in date HERS Cards?	
19	Is the scope of the works within the competency scope of the employees?	
20	Is the organization intending to sub-contract any of the works within the scope of this NHSS or necessary for the works covered by this NHSS?	
If the answer to 20 is Yes – repeat Q1-19 for that organization as relevant and if necessary, replacing this NHSS number with the relevant NHSS (e.g. for temporary traffic management, etc.)		

3 Road Death Investigation

Attention is drawn to the Police 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.

4 Corporate Manslaughter and Corporate Homicide Act 2007

Advice from HSE regarding corporate manslaughter and corporate homicide is available on the HSE web-site, the following extract has been copied from the HSE web-site.

"The Corporate Manslaughter and Corporate Homicide Act 2007 is a landmark in law. For the first time, companies and organisations can be found guilty of corporate manslaughter as a result of serious management failures resulting in a gross breach of a duty of care.

The Act, which came into force on 6 April 2008, clarifies the criminal liabilities of companies including large organisations where serious failures in the management of health and safety result in a fatality.

- The Ministry of Justice leads on the Act and more information is available on its Corporate Manslaughter and Corporate Homicide Act 2007 webpage.

HSE welcomes and supports the Act. Although the new offence is not part of health and safety law, it will introduce an important new element in the corporate management of health and safety.

Prosecutions will be of the corporate body and not individuals, but the liability of directors, board members or other individuals under health and safety law or general criminal law, will be unaffected and the corporate body itself and individuals can still be prosecuted for separate health and safety offences.

The Act also largely removes the Crown immunity that applied to the previous common law corporate manslaughter offence. This is welcome, and consistent with Government and HSE policy to secure the eventual removal of Crown immunity for health and safety offences. The Act provides a number of specific exemptions that cover public policy decisions and the exercise of core public functions.

Companies and organisations should keep their health and safety management systems under review, in particular, the way in which their activities are managed and organised by senior management. The Institute of Directors and HSE have published guidance for directors on their responsibilities for health and safety. 'Leading health and safety at work: leadership actions for directors and board members' (INDG417)

For specific questions about the act and guidance:

- Ministry of Justice

For health and safety information and answers to specific health and safety questions contact HSE Infoline:

- HSE Infoline"

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

NHSS 9 (Part B) – Installation of permanent road traffic signs (excluding electrical elements) Those organizations registered to NHSS 8 will not need to register to NHSS 9 (Part B).

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

Where traffic management is required companies should either employ a National Highway Sector Scheme approved company or where applicable have skilled registered traffic management operatives qualified to meet the competency requirements of NHSS 12D relevant to contract requirements and risk assessments – noting that there may be particular specific arrangements for organizations registered to another NHSS. For work carried out on high speed dual carriageways and motorways the organization installing Temporary Traffic Management measures should always be registered to NHSS 12A/B and/or 12C.

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 NHSS8 together with the appropriate parts of the HERS Handbook and the Highway Electrical Training Specification.

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.

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.

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

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 has now been agreed, subject to any final amendments and is available for implementation

NHSS 22 – Management, Operation and Maintenance of Road Tunnels

It is intended that NHSS 22 will acknowledge other relevant NHSS's including NHSS 8. Relevant equipment within tunnel bores and in associated access areas are included within NHSS8 and HERS

Appendix 2 - Registration of an Organisation

Name of Organisation:				
Head Office Address: **Postcode:**			**Telephone No:** **Website Address:**	
Type of Organisation: *(please tick accordingly)*	Contracting Organisation / LA DSO / Consultant with more than Approved Persons ☐	Highway / Local Authority Client with Approved persons only ☐	Consultant / Overseeing Org. with Approved persons only ☐	Labour only sub-contractor ☐
Name of Applicant: *(Responsible Manager or Authorising Officer. Must be a direct PAYE employee within the organisation - Once approved, an external Authorising Officer (AO) may be appointed for organisations with fewer than five registrable employees using the consent form.)*				
Position in Organisation:			**Email Address:**	

NHSS8 - HERS scope that you wish to register for: *(please tick accordingly)*	Overseeing ☐	Installation/Mtce of Traffic Control Equip't ☐	Installation/Mtce of VMS ☐	Installation/Mtce of Comms. ☐	Installtion/Mtce of Env. & Monit'g Equip't ☐	Installation/ Mtce of Cameras ☐	Lighting col., post inst'n ☐
	Cable/trench inst'n ☐	Installation/Mtce of Unlit T/signs ☐	Slot cutting & cable laying ☐	Installation/Mtce of Lighting & Lit signs ☐	EV Charging Point / Other HE on street terminals ☐	Bus Shelters/Adv Equip't ☐	Road Tunnels ☐

Organisation registered to ISO 9001?		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 and Telephone Number of Each Contracting Office:	**Total No. of Registrable Employee working at this location:**
Email of Manager at this location:	
Address and Telephone Number of Each Contracting Office:	**Total No. of Registrable Employee working at this location:**
Email of Manager at this location:	
Address and Telephone Number of Each Contracing Office:	**Total No. of Registrable Employee working at this location:**
Email of Manager at this location:	

Appendix 3 - Notes for the Submission of an On-Line Application for the Registration of an Authorised Person

General

- Applications for registration of an authorised person shall be made online
- If support is required, please contact the HEA on 01903 705140.
- The person initiating and completing the application shall 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 HEA. Issue of the Card by the HEA or registration of the Authorised Person by the Administrator in no way indicates, implicitly or explicitly, that either the HERS Administrator or the NHSS8 /HERS committee is responsible for the assessment of competence of the person in whose name the Registration Card is being issued or that the HERS Administrator or NHSS8 / HERS Committee believes that the person is competent to carry out the work assessed by the Organisation employing the Authorised person. The Registration Card is owned by the Organisation. If the employee leaves their employment, the card shall be retained by the Organisation and the Organisation shall notify the HEA 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 HERS 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.thehea.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, the Authorising Officer will be notified by e-mail that access has been granted to the locations requested. They will be asked to sign in with their credentials that they created on signing into the system.
- A how to guide to assist with registration of operatives can be found on the following link https://thehea.org.uk/hers_resources_categories/hers-registration-system/ How to Order a Card

HERS Application Authorisation

Occupation:			Apprentice:	
Name of Authorised Person:	First Name:		Last Name:	
Date of Birth:				
ECS highway electrical H&S Assessment:	Assessment No.:		Expiry Date:	
Organisation:				
Contracting Office:				
Name of Authorising Officer:				
Name of Responsible Manager:				
NVQ Achieved Title:			Date Achieved:	
NVQ Unit Numbers:				

NHSS8/HERS Competency & Occupations Matrix – All Sectors – Combined Part One – Common Areas

Competency Element Number	Competency Element Description	Competency Element included in NVQ Certification (Y / N)	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	Tunnel Operative	Supervisor	Approved Person	Approved Person - Manager
Found01	Basic Health & Safety (incl. ECS HE H&S assessment) + M.T.		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
Found 01/1	Work in Confined Spaces + M.T.		X														
Found02	Lorry mounted crane – Slinger / Signaller + M.T.		X														
Found03	Lorry mounted crane – Operator + M.T.		X		M												
Found04	Power Tools including hand tools + M.T.(Power Tools)		X	M	M	M	2	M	M	M			M				
Found05/1	Mobile Elevating Work Platform + M.T.		X					3	3	M							
Found05/2	Use of steps and ladders + M.T.		X														
Found05/3	Erection of Scaffold Towers + M.T.		X														
Found05/4	Accessing fixed structures at height (other than MEWPS, steps, ladders and scaffold towers) + M.T.		X														
Found06	Temporary Traffic Management + M.T.		X		1		1	1	1	1		1	1		1		
Found07	Working in the vicinity of DNO/IDNO Equipment + M.T.		X		M			M	M	M			M		3	6	6
Inst01	Excavate, backfill & reinstate + M.T.		X		M				1								
Inst05	Install underground cables		X														
Inst06	Terminate and joint cables		X							X	X	X				X	
Inst07	Avoiding danger from underground services + M.T.		X		M	M			1	X	X						
Main04/1	Emergency Inspection Procedures		X														
Main07	Underground Cable test and repair		X							X	X	X					
4A	Electrical safety in Non-energised testing		X							X	X	X					
6A	Maintenance of Poles, Lanterns & Brackets (Equipment spec)		X				10										
6E	Maintenance of supply tails & earthing		X														
Test01 (4C)	Initial Electrical Inspection and Testing + M.T.		X	X	X	X	X	X	X	X	X	X	M	X		X	
Test02 (6I)	Periodic Electrical Inspection and Testing + M.T.		X	X	X	X	X	X	X	X	X	X	M	X		X	
Test07	Inspection and Testing for the Addition or Alteration to an Installation + M.T.		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 + M.T.		X														M

Competency Element Number	Competency Element Description	Competency Element included in NVQ Certification (Y / N)	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	Tunnel Operative	Supervisor	Approved Person	Approved Person - Manager
Public Lighting – Specialist Areas			**Scope Selected:**														
Inst02	Erect, remove and realign columns and other street furniture		X		M				M								
Inst03	Install electrical equipment and wiring only		X														
Inst04	Install high mast lighting		X														
Main01	Painting of structures + M.T.		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				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 / unlit signs – Specialist Areas			**Scope Selected:**														
Inst02	Erect, remove and realign columns and other street furniture		X	9		M			M								
Main01	Painting of structures + M.T.		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	9		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			**Scope Selected:**														
SC01	Cut slot to specification		X	4		M				X	X	X					
SC02	Lay Cable & seal		X	5		M				X	X	X					
SC03	Repair Faulty Cable		X							X	X	X					
SC04	Access to cabinet through ducts etc.		X							X	X	X					

NHSS8/HERS Competency & Occupations Matrix – All Sectors – Combined Part Two – Specialist Areas

Competency Element Number	Competency Element Description	Competency Element included in NVQ Certification (Y / N)	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	Tunnel Operative	Supervisor	Approved Person	Approved Person - Manager
Traffic Signals – Specialist Areas			**Scope Selected:**														
3A	Traffic & Pedestrian Control Principles		X				M			X	X	X	M		M		
5A	Installation Techniques		X	8						X	X	X					
5B	Access to cabinet through ducts etc.		X							X	X	X					
6B	Traffic Controller Fundamental Principles		X							X	X	X	M				
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			**Scope Selected:**														
COM01 (6B)	Communications. Control Fundamental Principles		X				M			X	X	X	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	9						X	X	X					
COM04	Mtce of Underground cables for Comms		X							X	X	X					
COM05	Maintenance of specialist Comms equipment (equipment specific)		X							X	X	X					
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					
Electric Vehicle Charging Points			**Scope Selected:**														
EV1	Install EV Charging Point		X							X	X	X					
EV2	Connect and/or Commission EV Charging Point		X							X	X	X					
EV3	Maintain EV Charging Point		X							X	X	X					
Other on street Highway Electrical Equipment/Terminals (not covered by other sections)			**Scope Selected:**														
HET1	Install Other Highway Electrical Terminal (define)		X							X	X	X					
HET2	Connect and/or Commission Other Highway Electrical Terminal (define)		X							X	X	X					
HET3	Maintain Other Highway Electrical Terminal (define)		X							X	X	X					

NHSS8/HERS Competency & Occupations Matrix – All Sectors – Combined Part Two – Specialist Areas																	
Competency Element Number	Competency Element Description	Competency Element included in NVQ Certification (Y / N)	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	Tunnel Operative	Supervisor	Approved Person	Approved Person - Manager
VMS incl. Information Signs – Specialist Areas			**Scope Selected:**														
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	9						X	X	X					
VMS03	Mtce of specialist VMS equipment (equipment specific)		X							X	X	X					
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			**Scope Selected:**														
ME01 (6B)	Monitoring Equipment Fundamental Principles		X				M			X	X	X	M				
ME02	Env. & Monitoring Equip't Installation Technique - Infrastructure		X							X	X	X					
ME03	Env. & Monitoring Equip't Installation Technique – non-Infrastructure		X	9						X	X	X					
ME04	Mtce of underground cables for Env. & Monitoring equip't		X							X	X	X					
ME05	Mtce of specialist Env. & Monitoring Equipment (equipment specific)		X							X	X	X					
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			**Scope Selected:**														
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	9						X	X	X					
CAM04 (6A-M601a)	Routine Optical Mtce of cameras		X				M			X	X	X					
CAM05 (6A)	Maintenance of cameras		X							X	X	X					
CAM06	Maintenance of underground cables (incl. data cables) for Cameras		X							X	X	X					
CAM07 (6J)	Detector Maintenance		X							X	X	X					
CAM08 (7A)	Commissioning Procedures – Inspection, Setup & 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					

Competency Element Number	Competency Element Description	Competency Element included in NVQ Certification (Y / N)	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	Tunnel Operative	Supervisor	Approved Person	Approved Person - Manager
Road Tunnels (tunnel bore infrastructure &/or immediate surrounds as a result of the tunnel) – Specialist Areas – Note: 8. For Tunnel lighting, Electrical / Emergency Distribution Points (EDP) - use Public Lighting section 9. For Tunnel traffic signs, VMS, SOS, Wayfinder signs – use Public Lighting / Traffic Sign / VMS sections as appropriate 10. For Tunnel road loops – use Slot Cutting section 11. For Tunnel traffic control signals – use Traffic Signal section 12. For Emergency Roadside Telephones (ERT) – use Communications section 13. For CCTV, Vehicle Accident Incident Detection (VAID), Radar – use Cameras and / or Comms sections as appropriate 14. For Environmental controls (e.g. visibility, pollutants) – use Environmental & Monitoring section																	
Record for each tunnel	Tunnel Specific Induction		X							X	X	X		M			
T1	Cathodic Protection (active) - Installation Techniques		X							X	X	X					
T2	Cathodic Protection (active) - Commissioning Procedures		X							X	X	X					
T3	Cathodic Protection (active) - Maintenance		X							X	X	X					
T4	Cross Passage Doors (non-manual) - Installation Techniques		X							X	X	X					
T5	Cross Passage Doors (non-manual) - Commissioning Procedures		X							X	X	X					
T6	Cross Passage Doors (non-manual) - Maintenance		X							X	X	X					
T7	Jet Fan Control Panels - Installation Techniques		X							X	X	X					
T8	Jet Fan Control Panels - Commissioning Procedures		X							X	X	X					
T9	Jet Fan Control Panels - Maintenance		X							X	X	X					
T10	Photometer - Installation Techniques		X							X	X	X					
T11	Photometer - Commissioning Procedures		X							X	X	X					
T12	Photometer - Maintenance		X							X	X	X					
T13	Public Address System - Installation Techniques		X							X	X	X					
T14	Public Address System - Commissioning Procedures		X							X	X	X					
T15	Public Address System - Maintenance		X							X	X	X					
T16	Pumps (in bore infrastructure) - Installation Techniques		X							X	X	X					
T17	Pumps (in bore infrastructure) - Commissioning Procedures		X							X	X	X					
T18	Pumps (in bore infrastructure) - Maintenance (excluding major overhauls)		X							X	X	X					
T19	Radio Interrupt - Installation Techniques		X							X	X	X					
T20	Radio Interrupt - Commissioning Procedures		X							X	X	X					
T21	Radio Interrupt - Maintenance		X							X	X	X					
T22	Smoke Control panel - Installation Techniques		X							X	X	X					
T23	Smoke Control panel - Commissioning Procedures		X							X	X	X					
T24	Smoke Control panel - Maintenance		X							X	X	X					
T25	Ventilation - Installation Techniques		X							X	X	X					
T26	Ventilation - Commissioning Procedures		X							X	X	X					
T27	Ventilation - Maintenance		X							X	X	X					
Bus Shelters – Specialist Areas			**Scope Selected:**														
BS1	Install Bus Shelter		X							X	X	X					
BS2	Connect and/ or Commission Bus Shelter		X							X	X	X					
BS3	Maintain Bus Shelter		X							X	X	X					

M = Mandatory; X = Not available as an option. All blanks are available as additions. "+ M.T." = plus mandated training. Note that where training is not mandated under HERS, this does not mean that no training is required; it is the employer's responsibility to determine what training is required for each of their employees for each such competence element. Refer to the heading and the last page of the relevant site assessment form for the course reference and to the Highway Electrical Training Specification for details of the courses and accepted alternatives.

*****The over-riding principle of these Competency Matrices is that if a given employee carries out work which falls under any Competency Element, then the 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 HERS cards.*****

Key to cells containing numbers (this applies to all pages of the "Appendix 3" combined matrix):
11. Mandatory for Public Lighting, Traffic Signals, except where work under Found06 is entirely subcontracted to contractors registered to NHSS 12AB, C or D as appropriate
12. Mandatory for Traffic Signals, Communications, VMS incl. Information Signs, Env. & Monitoring Equip't unless installing underground cable only
13. Mandatory for Public Lighting
14. Mandatory for Slot Cutting operatives carrying out slot cutting
15. Mandatory for Slot Cutting operatives carrying out backfilling
16. Mandatory for Approved Persons accessing the interior of feeder pillars, lighting columns or cabinets
17. Not used
18. Mandatory for Traffic Signal operatives carrying out pole, cabinet or signal head installations
19. Mandatory unless installing underground cable only
20. Mandatory for Public Lighting and Traffic Signals
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).

Declaration by employee

As the named operative above, I confirm that the assessments undertaken to demonstrate my sector specific occupational competence have been conducted during my normal onsite works.

Learner Name:		Learner Occupation:	
Signature*:*		Date of Signing*:	

* The date of signing this document shall be on or after the last site assessment completed within the portfolio of evidence.

Declaration by Authorising Officer

I hereby declare that:

1. I accept the conditions as detailed in the HERS Handbook Guidance Notes for on-line applications and confirm that all the necessary evidence is in place
2. I have assessed the competence of the employee in the relevant common and specialist areas and against applicable competency elements in accordance with the NHSS8/HERS requirements, having added in all additional competence areas beyond the standard mandatory elements and I believe he/she is competent to carry out work in those elements marked “M” or “Y” above
3. The applicant has the relevant site assessment forms appropriate to the competency levels indicated in the standard competency criteria and sufficient onsite experience after initial training either in the highway electrical sector or an associated sector
4. The relevant competency elements have been mapped across to the NVQ gained by the employee (where so gained) with any elements not covered by the NVQ having site assessment forms and associated evidence in place including that all Highways Electrician or Service Operatives have gained or will gain an NVQ Level 3 to enable them to carry out electrical inspection and testing. Where the NVQ certification is more than five years old, additional evidence must be provided to ensure the competency elements claimed are still current.
5. The details on this form are correct to the best of my knowledge and the photograph is a true likeness of the employee
6. I accept that if I have made any false statements in this application that this may render me liable to prosecution for fraud

Signature of Authorising Officer (for initial application for this organisation and for hard copy in portfolio):	
Dated:	

Signature of Responsible Manager (for initial application for this employee for this organisation and for hard copy in portfolio)	
Dated:	

Authorising Officer Details	AO Registration Number:	
Organisation (if different to Authorised Person organisation name:		
Usual work address (to which the cards will be sent):		

Appendix 4 - Procedure for Booking an ECS highway electrical H&S Assessment - Internet based

The ECS highway electrical H&S assessment has been created by the merger of the JIB/SJIB test with the HEA Highway Electrical Test. The ECS highway electrical H&S assessment is the prescribed H&S assessment for registration with the Highway Electrical Registration Scheme.

The procedure for the test is as follows:

1. Download the order form from the HERS web-site at https://thehea.org.uk/hers_resources_categories/ecs-h-e-version-test-forms/
2. Complete the order form (one test is ordered for each person) electronically and email to the HEA on JIBtest@thehea.org.uk. **Ensure the Purchase Order Number is completed. Note: the candidate name entered on the Order Form and confirmed by email to the named Authorised Invigilator shall be used for the allocated test and certification**
3. The Invigilator ID and the Exam Code will then be emailed to the named ECS Authorised Invigilator
4. An invoice will be sent for each test charged at the rates shown in the Highway Electrical Registration Scheme Handbook
5. The question bank is available from the HERS website at https://thehea.org.uk/hers_resources_categories/ecs-h-e-version-test-forms/. Information for candidates regarding the test is shown in Appendix 4.2.

The test shall be supervised by an ECS Authorised Invigilator. The test may be taken by logging on to www.ecstest.org (it is recommended that this web-site address is saved in your Favourites).

6. The requirements for becoming an invigilator are as follows:
    a. The person nominated by their 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 shall attend an Authorised Invigilator workshop run by the HEA 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 shall register with the JIB via the HEA using the application form shown in Appendix 4.3 attached (or if their existing card is due to expire, re-register using the form shown in Appendix 4.5). This shall be sent to the HEA, following which an ECS Authorised Invigilator's card will be sent

7. On completion of the test the pass slip/certificate is e-mailed directly to the invigilator and this is to be uploaded to the HERS system as evidence within the on-line portfolio for each candidate.

Appendix 4.1 - Electrotechnical Certification Scheme (ECS) highway electrical 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 4.2), to be handed to each candidate upon arrival. Candidates shall then be reminded of these instructions prior to the start of the assessment.

2. Candidates shall 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 shall 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 shall be admitted to the examination after it has started.

8. Bags, belongings and outer coats shall be left in the area denoted by the Chief Invigilator.

9. Mobile phones, pagers and other communication devices shall be switched off during the assessment.

10. Candidates who leave the room during the assessment shall 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 shall be disqualified and asked to leave the assessment room.
13. During the assessment, no communication shall be permitted between candidates under any circumstances. Communication by any means with persons outside the assessment room is also forbidden. Essential communication shall 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 shall be generally suitable for the purpose.

2. There shall be sufficient chairs and desks for each candidate, and sufficient space between candidates (approx. 1m is recommended).

3. Through traffic in the assessment room shall be avoided during testing.

4. As far as possible, the room shall be quiet and clean and tidy.

5. External distractions shall be kept to a minimum.

6. There shall 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 shall 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) shall be removed

10. Toilet facilities shall be nearby.

11. Emergency exits and procedures shall be clearly displayed

Appendix 4.2 - Electrotechnical Certification Scheme (ECS) highway electrical Health & Safety Assessment <u>Information for Candidates</u>

- 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, they 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.
- 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 4.3 - Electrotechnical Certification Scheme

ECS highway electrical Health and Safety Assessment

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: The HEA, Highdown House, Littlehampton Road, Ferring, West Sussex, BN12 6PG

Email: jibtest@thehea.org.uk

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

Appendix 4.4 - ECS Highway Electrical H&S Assessment

Checklist for ECS highway electrical Authorised Invigilators – IMPORTANT Points:

Checklist		
1.	If the test question bank is NOT used for the named person on the file, please ensure that the HEA is advised of. Candidate name and test number, together with the new candidate's name date of birth and national insurance number, the test can then be re-allocated.	
2.	Ensure that the candidate Surname and Forename used on the ECS highway electrical H&S assessment Order Form and on-line system exactly matches.	
3.	Ensure that the candidate name and exam code that is entered is the same as on the ECS highway electrical H&S assessment confirmation e-mail.	
4.	When received by e-mail ensure the ECS Pass slip is uploaded to the HERS Card Registration System.	

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 4.5 - Electrotechnical Certification Scheme highway electrical Health and Safety Assessment

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:	
Postcode:	
Please sign below to confirm: 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 highway electrical H&S assessment 3. you have taken note of the revisions to the ECS highway electrical H&S assessment Guidance, and in particular note that the candidate name used shall exactly match that on the order form 4. you accept that no ECS highway electrical H&S assessments shall be invigilated whilst you are not in possession of a valid ECS Authorised Invigilator Card. 5. you accept that if a test is not completed fully in accordance with the requirements that this may result in the processing and issue of any certificates being delayed 6. you accept that repeated incorrect completion of the test may result in your Authorised Invigilator status being revoked; which will be reinstated only after a certificated retraining session carried out by the HEA, the costs of which will be charged to your organisation.	
Signature:	
Date:	

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

Email: jibtest@thehea.org.uk

Appendix 5 – Application for the use of the organisational HERS logos

Logo being applied for: *(tick accordingly)*	Standard HERS logo	Gold HERS logo
Name of Organisation:		
Head Office Address:		
Name of Person making this application:		
Position in Organisation		
Email Address:		
Telephone No.:		

I, the undersigned, confirm that I have the authority from my organisation to apply for the use of the relevant HERS logo, as indicated above, within the rules set out in this handbook, namely:

- 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 accept that we shall apply to the HEA 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, websites 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

In addition, for a request to use the gold HERS logo, I confirm that:

- We have at least 80% 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)**

I understand and accept that if we use a HERS logo without formally requesting the HEA for permission to do so, or where we do not meet the above requirements, we will be reported to the NHSS 8 / HERS Committee, and may be removed as a HERS registered organisation without advance notification.

Through this application, I am giving the HEA, 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.

No. of registrable employees: *(i.e. No. of employees who should be registered)*	
No. of employees actually registered to HERS as of this date:	
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:	

The HEA

HERS Administrator

Highdown House

Littlehampton Road

Ferring

West Sussex

BN12 6PG

Tel: 01903 705140

www.thehea.org.uk/hers