



National Highway Sector Scheme for Quality Management in Highway Works

Scheme 0

Guide to the identification, development, management
and certification of national highway sector schemes
(NHSS)

Part 2.4 NHSS – Guidance on registration to the Schedule of Suppliers

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DOCUMENT CONTROL

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0 INTRODUCTION

0.1 NHSS 0- Part 2.4 – NHSS Schedule of Suppliers

This section provides the necessary information for an organisation that has been registered to a Highway Sector Scheme by an UKAS approved accredited Certification Body on how to use the Schedule of Suppliers web-site to register achievement as a qualified competent organisation that can deliver their product (service) to clients on time and to specification.

Registration on the Schedule of Suppliers is a mandatory requirement of all NHSS, and an item which Certification Body auditors are required to check at each surveillance and assessment visit they make to a NHSS registered organisation. Failure to have registered on the Schedule of Suppliers is likely to result in a non-conformity, which can be escalated at a second visit should registration not have been made.

The Schedule of Suppliers web-site (www.lantra-awards.co.uk) is hosted by Lantra on behalf of the NHSS Liaison Group (NHSSLG).

0.2 Historical Information

The NHSSLG is the successor to the County Surveyors Society (CSS) sub-committee for Quality and Certification. The need for an over-arching committee was realised once the number of schemes had reached a critical number, when it was concluded that a forum was desirable so that issues and interests of a common nature could be discussed, resolved and as necessary, generally implemented across all the schemes. Consequently, the Chairperson of the Liaison Group is generally a representative of ADEPT.

The NHSSLG also provides a forum for consideration of issues that may have an impact on the schemes, this could include proposed changes to legislation, such as H&S issues, product conformity requirements, such as the Construction Products Regulations, and changes or proposals for new Standards for management systems.

0.3 Acknowledgement

Permission from the Lantra to use material contained in their Schedule of Supplier Used Guide is gratefully acknowledged by the NHSS Liaison Group (NHSSLG).

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0.5 Exclusion of Liability

The National Highway Sector Scheme Liaison Committee

1 have and accept no liability whatsoever for any failure of any system or systems assessed under this Sector Scheme Document or for the quality, fitness for purpose, or safety of any product or service which is the subject of such assessment,

2 do not provide any representation or warranty as to any aspect of any such system, product or service, and

3 hereby expressly exclude all and any liability or responsibility (however alleged to arise) for or in connection with the provision of any service or product or any use of any product, all and any such liability or responsibility attaching exclusively to the producer (or user as the case may be) thereof.

4 have and accept no responsibility for the information contained in the Schedule of Suppliers.

NOTES

a) Contractors who are registered to National Highway Sector Schemes are required to maintain their data.

b) Registered Companies and relevant UKAS accredited Certification Bodies are required to check the information for accuracy.

c) Confirmation of Certificates of Registration can be obtained from the relevant Certification Body.

d) Errors with entries on the website should be reported to the relevant Certification Body.

e) To ensure that you are working to the current Sector Scheme document, please refer to the UKAS website: www.UKAS.com

f) Information contained in this document was understood to be correct at the time of publication.

1.0 National Highway Sector Schemes

The intention of NHSS 0 is to define the processes for the development and management of NHSS and associated documents.

Part 1 provides organisational structure and mechanisms for the preparation of interpretive documents which are necessary to meet the requirements of the ISO9001 in the relevant industry.

Part 2.1 defines the frame work for the establishment of scheme committees and the development, preparation and maintenance of interpretive documents associated with UK infrastructure.

Part 2.2 specifies the role of the NHSS Liaison Group and the associated NHSS Committees, as the interpretation bodies of national management standards for their sector.

It also specifies the roles and duties of the Chairperson, secretariat and representatives. Where appropriate it provides guidance to NHSS committees on the requirements, roles and duties of an Administrator appointed to establish, operate and maintain a qualifications structure including registrations if appropriate.

Part 2.3 provides guidance on the training and competency qualifications contained in the NHSS documents.

Part 2.4 (this part) provides guidance on, and application of the Schedule of Suppliers

Part 3 provides a model document which can be used to develop a new scheme and ongoing maintenance of the scheme.

Part 4 provides guidance to Certification Bodies.

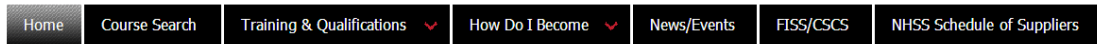
Part 5 glossary

2.0 Abbreviations, Terms and Definitions

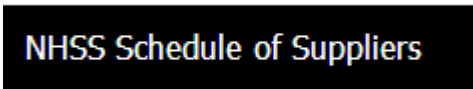
Abbreviation	Definition
ADEPT	The Association of Directors of Environment, Economy, Planning and Transport (formerly CSS)
CB	Certification Body
CSCS	Construction Skills Certification Scheme
CSS	County Surveyors Society
H&S	Health and Safety
NHSSAC	National Highway Sector Scheme Advisory Committee
NHSSLG	National Highway Sector Scheme Liaison Group
NOS	National Occupational Standard
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.

3.0 Schedule of Suppliers User Manual

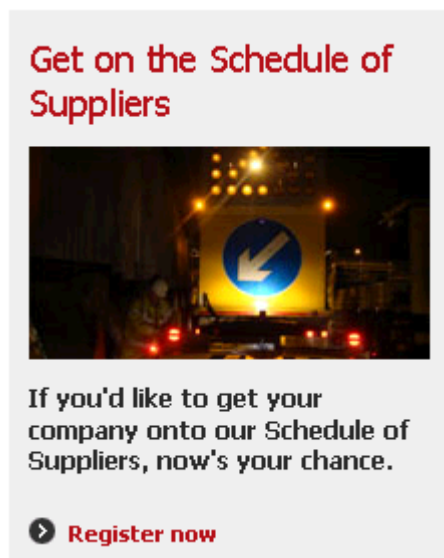
3.1 On visiting www.lantra-awards.co.uk to register you will notice the menu bar:



3.2 Click on



3.3 This will take you through to a list of sector schemes and registered suppliers, with the option to add yourself as a supplier by clicking on either 'register' or 'register now' on the left hand side of the web page:



3.4 This will take you to the “Register with us” page below:

Register with us

Please enter your details below and click the Register button.

Name and Email

First name *

Last name *

Email Address * * (See Clause 3.5)

Password * (See Clause 3.5)
Confirm Password * *

What would you like to do on Lantra-awards.co.uk? ?

Choose from the following options (tick all that apply):

- Add your business to the Schedule of Suppliers
- Post events to our calendar
- Submit your News articles

Address

Address Line 1
Address Line 2
Address Line 3
Town
County
Region
Postcode

Captcha
Enter security code:

3.5 Complete the registration details.

Your email address must be your company's generic username, which is accessible by all relevant registration users for future logging in.

The password should be securely recorded but remain accessible to all relevant registration users.

Your company should have a process in place whereby this information is securely stored.

Once all details are completed, hit:

Register

- 3.6 This will now direct you to your profile area. You will notice on the left hand side 'schedule of suppliers':

You are here: [My Profile](#) >> General

In this Section

- General
- Schedule of Suppliers
- Change Password

My Profile

Welcome to My Profile. This area of the website lets you manage your profile, subscriptions and contributions. If your company is approved for one or more National Highway Sector Schemes, you can register your company on the Schedule of Suppliers. Make sure the tick box is selected below and click on the left-hand menu 'Schedule of Suppliers' to register.

- 3.7 Click on 'schedule of suppliers' and you will be redirected to the "Schedule of Suppliers Register":

(Note You apparently have a choice to click on "schedule of suppliers" or on the "Submit" button at the bottom of the page. If you click the "Submit" button, the view will not change and you will still need to click on "schedule of suppliers" to continue with the registration process.)

Schedule of Suppliers Register

If your company is approved for one or more National Highway Sector Schemes, you can register your company here to add it on the [Schedule of Suppliers](#).

Add New Supplier

You have **0 Documents** available in Lantra's database.

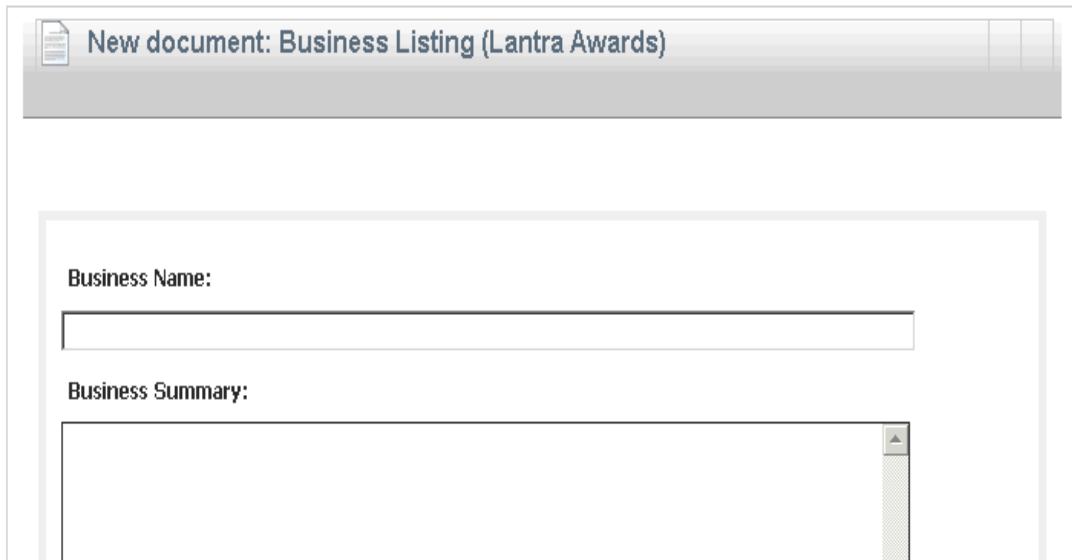
- 3.8 Click on "[Add new supplier](#)". This will direct you to "Add/Edit Supplier" form:

Add/Edit Supplier

Please complete the form below. Once you have entered all the required information you can either:

- Save as Draft: click this option if you want to save your changes in draft mode and continue to work on the listing at a later time.
- Save and Submit to Approval: click this option once your listing is ready to be published. A member of the Lantra team will review your listing and publish this to the Lantra Award website.

Back To Suppliers

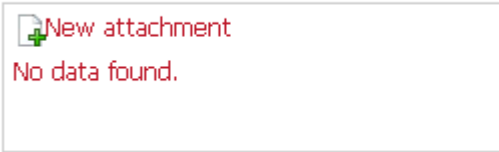


The screenshot shows a web browser window with a title bar that reads "New document: Business Listing (Lantra Awards)". The main content area contains a form with two sections. The first section is labeled "Business Name:" and has a single-line text input field. The second section is labeled "Business Summary:" and has a multi-line text input field with a vertical scrollbar on the right side.

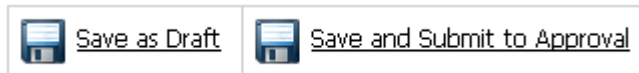
Important Notes

1. Although this page provides you with two choices, it is recommended that **YOU DO NOT SAVE** your changes/details in draft mode, as the system apparently loses your data. The detail will have been sent to the Lantra Awards administrator and the listing will only re-appear once it has been released by the Lantra Awards administrator.
 2. Before completing the form ensure that you have all your business details to hand, this will include the schemes that your organisation is registered to (including relevant sub-categories), your Certification Body, the Highway Agency areas that you are able to work in, contact details (you will need to consider carefully who/what they should be, if it is "who" the job role they perform and what may happen if they change their role or leave your organisation), your organisation logo(s) and your organisation's registration certificates (see 3.9 and 3.10 below)
- 3.9** Enter all your business details (including uploading your logo (in jpeg format)), what schemes you offer, which certification bodies you are registered with and which areas your business operates in.
- 3.10** At the bottom of the page, you will need to upload a copy of your certificates (in pdf format). If you are registered to NHSS 8, you will also need to upload your HERS certificate (in pdf format).

Business Documents:



- 3.11 When you have finished, then “Save and Submit to Approval”; **DO NOT USE** the “Save as Draft” button



- 3.12 Your application will now be processed by Lantra Awards, and providing the correct certificates have been uploaded, Lantra Awards will approve your application and your company details will appear on the website. This is normally reviewed on a fortnightly basis. NOTE if an application is rejected, the application will not be posted on the Schedule of Suppliers Register. Your application will be returned together with the reason(s) why the application has been rejected.
- 3.13 It is recommended that you check your entry on an annual basis to ensure that all the information is correct and up to date and as necessary add additional information.
- Note your registration certificate will only be valid for 3 years from date of issue.
- 3.14 Under the rules of the sector schemes, your Certification Body is obligated to advise the web-site administrators if they have cause to withdraw your certificate or if your organisation ceases to trade or decides that their annual registration should not be renewed.
- 3.15 Different arrangements apply when a company is put into administration. In this case, the Administrator must notify Lantra Awards that the company has entered administration and has ceased trading; notification must be in writing either in the form of a letter or by e-mail.

4.0 Frequently asked questions

4.1 What information do I need to fill in?

You will need to provide the following information to register:

- Your name and a contact email address
- Company Address
- You will also need to tick the box to add your business to the schedule of suppliers.
- Click Registered.

Once you have clicked register you will be taken to a page called 'My Profile'

- Select Schedule of Suppliers from the list on the Left hand side of the page**

You can then insert the following information:

- Business Name, Summary and Description (See note 2 below).
- How many employees you have
- Your business contact details and a contact name within your organisation
- You will need to tick the NHSS Sector Schemes that your organisation is registered to and which certification body registers you
- You can also tick which areas in the country you cover (there is a map to help you)
- The final thing that you need to do is to upload a PDF copy of your current ISO 9000/NHSS certificates for the Sector Schemes you are registered for.
- Your logo (See note 1 below)

Now select Save and submit for approval.

This will then be sent to Lantra and, as long as you have filled in your company details and provided the ISO/NHSS certificates, Lantra will publish your company's details on the schedule of suppliers. (See clause 3.12)

Note 1: If you wish to provide your company logo then this needs to be in jpeg format.

Note 2: Where work is contracted to a public body (e.g. a local highway authority acting for example as a "Contracting Authority"), or where there is a business restriction in place limiting the extent where a local highway authority operates, the NHSS registered organization (highway authority) when completing their registration should under the section "Business Summary" state that "Works carried out are only within the area of the [highway] Authority for in-house requirements only" or as a "Service provider to", and under the section for "Business Description" provide the statement "Local Government trading account" or similar text. In this instance it would not be appropriate for the NHSS registered organization to complete the section "What areas do you cover?"

4.2 How do I change my company information?

You need to login using your user name and password. You would have been sent this when you first registered. If you can't remember it email Lantra at online@lantra.co.uk or call on 0845 707 8007.

4.3 How much will it cost me to register on the Schedule of Suppliers?

Nothing – registering your company on the website is free of charge.

4.4 How do I search for a company?

Do you know the company name?

Yes

- insert the company name in the top left hand box and click search.
- This will provide you with a list of all the companies with that name that have registered.

No

- Do you know the scheme that the company is registered to?
- Select the scheme from the list
- Click on search
- This will provide you with a list of all companies registered to that specific scheme.

4.5 How do I find a list of companies for a specific sector scheme

Select the tick boxes next to the relevant sector schemes on the first page of the schedule of suppliers website and click on the box marked Search. This will then provide you with a list of companies that are registered for that scheme. You can also search on multiple schemes if you need a company that covers more than 1 area.

4.6 How do I find all the companies registered to a certification body?

Select “More options” at the bottom of the grey box on the schedule of suppliers website page. Select the tick box by the certification body that you require and click search. This will provide a list of all the companies accredited by a specific Certification body. You can refine your search by selecting the sector scheme that you require and/or areas within the country that you require.

4.7 Why are companies not listed alphabetically?

To ensure that each company has an equal chance of their details being viewed the search has been made random. This means that page one will not always be the same companies whose names start with A as it was felt that this would give them an unfair advantage.

4.8 Where can I find out more information on what the sector schemes are?

The Highways Agency website provides information on the sector schemes.
www.highways.gov.uk/business/10385.aspx

Each sector scheme publishes a document. The latest versions of these documents can be found on the UKAS website www.ukas.com. To find the documents:

- Go to the UKAS website www.ukas.com
- Under 'Technical Information' place cursor on 'Publications & Technical Articles' and click
- Move slider halfway down page to box 'Publication Area'
- Select 4th item in box 'Publications Relating to Certification Body Accreditation (Includes National Highways Sector Schemes Publications)
- Move slider halfway down page to box 'Sector Schemes for Quality Management in Highway Works'
- Select the Sector scheme you require.

4.9 How does my company get registered to a sector scheme?

Your company should engage a certification body that is accredited to assess against the requirements of a specific sector scheme document.

4.10 How do I find a certification body?

Information on Certification Bodies accredited against sector scheme can be found on the UKAS website www.ukas.com To identify the certification bodies on the website:

- From the UKAS home page
- place the cursor onto 'the search facility in top right hand corner of the page
- Type in "sector scheme No X" (including the inverted commas) (see note 1 below)
- Select certification bodies button (located immediately below the search facility)
- Left click Search
- This should then lists the certification bodies that are accredited to the required scheme (NHSS X) and their details can be found by clicking on the appropriate links.

Note 1 "X" represents the scheme number

Note 2. This process will not identify Certification Bodies that do not have "sector scheme No X" in their scope, but which may have only "NHSS X" or "sector scheme X". To complete the full list of accredited CBs it will be necessary to repeat the process (at least twice) by typing in "nhss X" or "sector scheme X" as appropriate at bullet point 3.

4.11 What are Sector Schemes?

National Highway Sector Schemes are bespoke integrated management schemes within an ISO 9001 framework (currently 2008 version). They have been developed in partnership with all sides of the highways industry to interpret the international quality management standard as it applies to a particular activity or industry within the United Kingdom.

Each Sector scheme is managed by a technical advisory committee. The committees interpret the BS EN ISO 9001 in relation to the requirements of their particular activity

and reach a consensus on the minimum levels of workmanship, services, products, testing and the training and competency of operatives needed to meet specification requirements. The details are contained in the individual sector scheme documents. The schemes are reviewed when ISO 9000 is reviewed and published as a revised document, it is believed that the next revision will be available in 2015.

4.12 Where can I find the sector scheme documents

The latest versions of these documents can be found on the UKAS website www.ukas.com. To find the documents:

- Go to the UKAS website www.ukas.com
- Under 'Technical Information' place cursor on 'Publications & Technical Articles' and click
- Move slider halfway down page to box 'Publication Area'
- Select 4th item in box 'Publications Relating to Certification Body Accreditation (Includes National Highways Sector Schemes Publications)
- Move slider halfway down page to box 'Sector Schemes for Quality Management in Highway Works'
- Select the Sector scheme you require.

4.13 Where can I get training linked to sector schemes

Each Sector Scheme document provides information on the training and competency qualifications that are available and the levels that personnel are expected to attain.

A compendium of available training and competency qualifications requirements for each scheme is proposed for inclusion in NHSS 0 part 2.3, until this is available it remains necessary to refer to the individual sector scheme for information. In general competency qualifications requirements are based on National Occupation Standards (NOS), and the schemes identify the relevant qualification levels considered as best practice by industry. In addition training and regular refresher training updates are also considered to be necessary and appropriate, in order to re-validate skills identity cards such as CSCS.

4.14 Can I advertise on this website?

Yes you can. To find out how, contact Lantra's online team at online@lantra.co.uk or call 0845 707 8007.

5.0 FEEDBACK

Any comments or feedback relating to the registration process or the entries included on the register, for example an invalid certificate has been posted on the register or the information provided by an Organization is believed to be incorrect, should be referred back to the relevant NHSS committee chairperson(s) for action (via UKAS) using the attached form. The Chairperson(s) will then take the necessary action to investigate the query and respond to the originator of the feedback.

Form J1A: FEEDBACK ON SCHEDULE OF SUPPLIERS

Use of Form

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

Committee Chairman
Sector Scheme Advisory Committee for *[insert scheme activity or NHSS]*
c/o UKAS
21 – 43 High Street
Feltham
Middlesex
TW13 4UN

By letter, fax: 0208 917 8500 or e-mail info@ukas.com

Issue Identified:

Suggested Action:

Name:
Organization:
Address:

Contact details:

Date:

Signed

ANNEX A

Bibliography

1. Schedule of Suppliers – User Manual – Lantra Awards
(<http://www.lantra-awards.co.uk/Downloads/Schedule-of-Suppliers-User-Manual-V2.aspx>)
2. National Highway Sector Schemes
(<http://www.ukas.com/Technical-Information/Publications-and-Tech-Articles/Publications/PubsForCBAccred.asp>)
3. BS EN ISO 9001 (latest issue) - Quality Management System – Requirements