

SCHEDULE 4: O&M WORKS REQUIREMENTS

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SCHEDULE 4 : O&M WORKS REQUIREMENTS**PART 6 : CERTIFICATION**

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1 Certification Procedure

1.1 Where the Company shall execute a Design that is within the scope of the Certification Procedure the Company shall provide to the Scottish Ministers certification to cover such Design or Design Element notwithstanding that such subsequent Operations shall be executed by the Company.

Compliance with the procedures shall not relieve the Company of its responsibilities under the terms of this Agreement.

1.2 The scope of application of the Certification Procedure shall be:

1.2.1 Design:

- (i) Designs relating to a Scottish Ministers Change, unless the Scottish Ministers shall decide otherwise in a specific case;
- (ii) Designs for O&M Works that shall exceed an estimated value of:
 - (a) £250,000 for any single Structure; and
 - (b) £500,000 per kilometre length of carriageway for pavement surfacing renewal works.

1.2.2 All Departures.

1.2.3 Road Safety Audits and Trunk Road Cycle Audits in connection with Designs required under paragraph 1.2.1 (i) where the Scottish Ministers have not decided to remove the requirement for compliance with the Certification Procedure.

1.2.4 Temporary Traffic Management Schemes: Such schemes as shall fall within the scope of:

- (i) paragraph 1.2.1 (i); or
- (ii) paragraph 1.2.1 (ii) (b)

1.2.5 Consultation for:

- (i) Design:
 - (a) Liaison Requirements for all Designs;
 - (b) such schemes as fall within the scope of paragraphs 1.2.1; and
- (ii) all other O&M Works Requirements for:
 - (a) The initial O&M Manual submitted in accordance with paragraph 3.11 of Part 1 to these O&M Works Requirements or in relation to changes to the O&M Manual for which there is a requirement to carry out consultation or liaison ; and
 - (b) other consultation requirements not related to Design.

1.3 The Certification Procedures described in this Part 6 of these O&M Works Requirements cover those parts of the O&M Works that constitute Design together with any activity that relates to specifying Operations and the manner in which they shall be executed.

Subject to the other provisions of this Agreement, Design shall cover inter alia the following:

1.3.1 preparation of drawings;

1.3.2 engineering calculations;

1.3.3 reasons for choice of materials (including replacing with the same or similar

materials);

- 1.3.4 reasons for choice of equipment;
 - 1.3.5 reasons for specifying particular standards;
 - 1.3.6 reasons for extent, scope, methodology, procedure or timing of the O&M Works.
- 1.4 The Certification Procedures described in this Part 6 also covers Operations that shall be incorporated in the O&M Manual in accordance with these O&M Works Requirements.
 - 1.5 The technical approval of road Structures shall be in accordance with Part 1 to BD2 of the DMRB and Part 1 to BA32 of the DMRB together with any relevant Scottish Addenda. Before proceeding with a Design for new Structures (including temporary Structures) or the strengthening structural repair or partial renewal of existing Structures, a Design proposal shall be submitted to the Technical Approval Authority (TAA) at the preliminary Design.
 - 1.6 Models of certificates are given in Appendix 1. If a specific certificate relevant to a certification requirement has not been specified in these O&M Works Requirements or such specified certificate is not appropriate to a specific certification requirement the Company shall seek the Scottish Ministers consent to either select an appropriate certificate from Appendix I or produce an appropriate similar style certificate.

The Scottish Ministers shall not accept modifications or qualifications to these certificates other than those agreed in writing by the Scottish Ministers.
 - 1.7 The Certification Procedure associated with a part of a Design or Design Element shall be deemed to cover all aspects of the part of the Design or Design Element.
 - 1.8 The Company shall maintain and provide to the Scottish Ministers a register recording names and original signatures of individuals authorised to carry out the various functions of the Designer(s) and Design Checker(s) set out below.

The only person authorised to delegate the various functions of the respective Designer(s) and Design Checker(s) shall be a Director of the respective organisation.

The Company shall maintain and provide to the Scottish Ministers a register recording name(s) and original signature(s) of the individuals authorised to sign certificates in accordance with this Certification Procedure on behalf of the O&M Works Contractor.
 - 1.9 The Company shall ensure that the Company's Representative:
 - 1.9.1 at all relevant times shall be appointed to carry out the procedures referred to in the Certification Procedure; and
 - 1.9.2 shall at all times comply with the Certification Procedure.
 - 1.10 The Company shall ensure that the checking procedures referred to in the Certification Procedure are complied with by the Company's Representative.
 - 1.11 The Company shall maintain and provide to the Scottish Ministers a register recording the current status of all certificates set out below.
 - 1.12 Subject to requirements of this Certification Procedure, construction of any part of the O&M Works or carrying out any other Operation requiring certification shall not commence until the relevant certification required by the Certification Procedure shall have been completed and shall have been acknowledged by the Scottish Ministers.
 - 1.13 Design Data, which is the subject of any part of this Certification Procedure, shall not be amended until the relevant certification in respect of such amendment shall have been submitted to the Scottish Ministers in accordance with the Certification

Procedure.

- 1.14 Notwithstanding the other provisions of this Agreement, where the value of the O&M Works shall be less than £50,000 the Company shall be entitled to use the Combined Design and Design Check Certificate contained in Appendix 1 in lieu of the other certificates.
- 1.15 This Certification Procedure shall be deemed to cover all aspects of the Traffic Scotland equipment.

2 Design Certificates and Design Check Certificates

- 2.1 Separate Design Certificates and Design Check Certificates shall be required where applicable for parts of the Design or Design Elements including but not limited to:
- 2.1.1 fencing and environmental barriers;
 - 2.1.2 road restraint systems;
 - 2.1.3 drainage;
 - 2.1.4 earthworks;
 - (i) earthworks (site clearance);
 - (ii) earthworks (bulk);
 - (iii) grouting;
 - (iv) piling;
 - 2.1.5 road pavements;
 - 2.1.6 road layout;
 - 2.1.7 kerb, footways and paved areas;
 - 2.1.8 signs and road markings;
 - 2.1.9 lighting;
 - 2.1.10 electrical installations;
 - 2.1.11 Structures;
 - 2.1.12 environment and landscaping;
 - 2.1.13 Undertakers and owners of other Apparatus;
 - 2.1.14 Accommodation works; and
 - 2.1.15 Traffic Scotland equipment, including hard landscaping for Traffic Scotland.
- Separate Design Certificates and Design Check Certificates shall be required for each Structure Design.
- 2.2 Notwithstanding any other provisions of this Agreement, the Design check for each part of the Design or Design Elements shall be executed by a Design Checker who shall be independent of:
- 2.2.1 the Designer;
 - 2.2.2 the O&M Works Contractor; and
 - 2.2.3 their associated companies.
- 2.3 The Company shall submit two copies of the details of the proposed Design Checker for approval by the Scottish Ministers.

The Scottish Ministers shall consider the proposed Design Checker and shall issue written approval of or comment on such to the Company.

- 2.4 Notwithstanding the category of check for a Structure described elsewhere in these O&M Works Requirements, Structures designed by more than one Designer shall require a Category III check as described in BD2 of the DMRB.
- 2.5 The requirements for earthworks certification detailed herein shall supersede those of the DMRB.

A geotechnical interpretative report compiled in accordance with HA34 of the DMRB shall be prepared by the Designer(s) for all earthworks.

The Design check of the earthworks Design including the check of the interpretive report shall be carried out by a Design Checker(s) who shall be independent of:

- 2.5.1 the Designer(s);
- 2.5.2 the O&M Works Contractor(s); and
- 2.5.3 their Associated Companies.
- 2.6 Each Design Certificate submitted by the Company shall be signed by:
- 2.6.1 the Designer;
- 2.6.2 the O&M Works Contractor; and
- 2.6.3 the Company.
- 2.7 Each Design Check Certificate submitted by the Company shall be signed by:
- 2.7.1 the Design Checker;
- 2.7.2 the O&M Works Contractor; and
- 2.7.3 the Company.
- 2.8 The Company shall submit to the Scottish Ministers two copies of each signed certificate, with original signatures, along with four copies of all relevant drawings, schedules, appendices and otherwise requiring to accompany each certificate.
- One copy of each certificate shall be returned to the Company within 7 days of receipt, signed in acknowledgement by the Scottish Ministers.
- 2.9 A system whereby faxed copies of signed certificates, followed up by originals, may be adopted subject to the prior written approval of the Scottish Ministers.
- 2.10 The Company shall provide with each Design Certificate and Design Check Certificate the relevant drawings, schedules and appendices as detailed in paragraph 3.2.6.

3 Final Construction Certificates

3.1 A Final Construction Certificate signed by:

- 3.1.1 the Designer;
- 3.1.2 the O&M Works Contractor; and
- 3.1.3 the Company

shall be provided by the Company on completion of the construction of each certified part of the Design or Design Element as identified in paragraph 2.1.

3.2 Upon Substantial Completion of the O&M Works the Company shall supply a Final Construction Certificate in respect of the whole of the O&M Works in addition to an Interim Construction Certificate in respect of the final month of construction.

3.3 The Company shall submit to the Scottish Ministers two copies of each certificate with original signatures.

One copy of each certificate shall be returned to the Company within 28 days of receipt signed in acknowledgement by the Scottish Ministers.

4 Consultation Certificates

4.1 Where within these O&M Works Requirements, in respect of Design, there shall be a requirement to consult and/or comply with a third party's requirements, the Company shall provide a completed Consultation Certificate to the Scottish Ministers.

Subject to the other provisions of this Agreement, the Company shall comply with the special requirements relating to third parties which are listed in Part 8 of these O&M Works Requirements.

Following consultation, the Company shall provide Consultation Certificates signed by:

- 4.1.1 the Designer;
- 4.1.2 the O&M Works Contractor;
- 4.1.3 the Company; and
- 4.1.4 the relevant third parties.

4.2 Where within these O&M Works Requirements, in respect of matters other than Design, there is a requirement to consult, including seeking agreement through liaison described in paragraph 2.1.1 of Part 9, the Company shall provide a completed O&M Manual Consultation Certificate to the Scottish Ministers.

4.3 Following consultation or agreement from liaison, for the purpose of producing or reviewing the O&M Manual, the Company shall provide an O&M Manual Consultation Certificate signed by:

- 4.3.1 The Asset Manager
- 4.3.2 the Liaison Officer,
- 4.3.3 the O&M Works Contractor,
- 4.3.4 the Company, and
- 4.3.5 each relevant Third Party, when appropriate.

4.4 The Company shall submit to the Scottish Ministers two copies of each certificate, with original signatures together with four copies of all relevant documentation including drawings, other information and associated correspondence between the Company and the relevant third party.

- One copy of each certificate shall be returned to the Company within 7 days of receipt, signed in acknowledgement by the Scottish Ministers.
- 4.5 The Company shall not commence any O&M Works which affect the interests of any relevant third party until this procedure shall have been completed.
- 4.6 If following such consultation, a relevant third party refuses or unreasonably delays in signing the Consultation Certificate the Company may provide to the Scottish Ministers:
- 4.6.1 full details of the consultation undertaken with such third party;
 - 4.6.2 full details of the best endeavours the Company has made to obtain the signed Construction Certificate;
 - 4.6.3 details of the Company's reasons and justification for allowing the Company to commence the O&M Works in question without such Consultation Certificate;
- and the Scottish Ministers, having considered such information, may at his discretion dispense with the requirement to provide the signed Consultation Certificate in question.
- 4.7 Notwithstanding the other provisions of this Agreement, where there is a requirement to consult there shall be an equivalent requirement to provide a certificate of such consultation to the Scottish Ministers in accordance with this Section 4.
- 4.8 Notwithstanding the requirement to consult and comply within these O&M Works Requirements, where, as a result of such consultation, a Departure or a Company Change shall be identified, the Company shall make application for such.
- 4.9 For the avoidance of doubt, these O&M Works Requirements shall take precedence over any changes that shall arise following consultation unless agreed in writing by the Scottish Ministers in accordance with this Certification Procedure.

5 Road Safety Audit Certificates

5.1 Safety Audit Team

- 5.1.1 The Company shall submit two copies of the names and curricula vitae of the proposed Safety Audit Team members for approval by the Scottish Ministers.
- The Safety Audit Team shall be independent of:
- (i) the Company;
 - (ii) the O&M Works Contractor;
 - (iii) the Designer(s);
 - (iv) the Design Checker(s); and
 - (v) any of their associated companies.
- 5.1.2 The Scottish Ministers shall consider the proposed Safety Audit Team and shall issue written approval of or comment on such to the Company.
- 5.1.3 The Scottish Ministers may object to such proposal only for the reason that:
- (i) the proposed Safety Audit Team is not independent of:
 - (a) the Company;
 - (b) the O&M Works Contractor;
 - (c) the Designer(s);
 - (d) the Design Checker(s); and

- (e) any of their associated companies; or
 - (ii) the proposed Safety Audit Team does not have, in the opinion of the Scottish Ministers, sufficient training or experience of road safety and accident investigation and prevention appropriate to the Road Safety Audit to be undertaken.
- 5.2 Road Safety Audits shall be carried out in accordance with the requirements of Part 1 of these O&M Works Requirements.
- 5.3 The Company shall submit to the Scottish Ministers, two copies of the relevant Road Safety Audit Certificates for each stage of the Road Safety Audit procedure with original signatures together with four copies of all relevant documentation including drawings, other information and associated correspondence.
- 5.4 One copy of each certificate shall be returned to the Company within 7 days of receipt signed in acknowledgement of receipt by the Scottish Ministers.
- 5.5 The Road Safety Audit Certificates shall be issued on completion of one of the following procedures:
 - 5.5.1 The Designer(s) and Design Checker(s) accepts the Safety Audit Team recommendations; or
 - 5.5.2 The Designer(s) submits alternative solutions/proposals to the Safety Audit Team and these are accepted by the Safety Audit Team; or
 - 5.5.3 The Designer(s) submits alternative solutions/proposals to the Safety Audit Team and because these are not accepted by the Safety Audit Team, submits an Exception Report to the Director for arbitration (as defined in DMRB). In this case the decision of the Director shall be binding on the Company.
- 5.6 Road Safety Audits for Temporary Traffic Management Schemes
 - 5.6.1 The Company shall submit to the Scottish Ministers, two copies of a Stage 2 Road Safety Audit Certificate for each audited Temporary Traffic Management Scheme with original signatures together with four copies of all relevant documentation including drawings, other information and associated correspondence not less than ten days before implementation of such Temporary Traffic Management Scheme.

One copy of each certificate shall be returned to the Company within 7 days of receipt signed in acknowledgement of receipt by the Scottish Ministers.
 - 5.6.2 The Company shall submit to the Scottish Ministers two copies of a Stage 3 Road Safety Audit Certificate for each audited temporary traffic management scheme with original signatures together with four copies of all relevant documentation including drawings, other information and associated correspondence not less than one day after implementation of such temporary traffic management scheme.

One copy of each certificate shall be returned to the Company within 7 days of receipt signed in acknowledgement of receipt by the Scottish Ministers.

6 Trunk Road Cycle Audit Certificates

- 6.1 Trunk Road Cycle Audits shall be carried out in accordance with the requirements of Part 1 of these O&M Works Requirements.
- 6.2 The Company shall submit to the Scottish Ministers, two copies of the Stage 2 Trunk Road Cycle Audit Certificates with original signatures together with four copies of all relevant documentation including drawings, other information and associated

correspondence.

One copy of each certificate shall be returned to the Company within 7 days of receipt signed in acknowledgement of receipt by the Scottish Ministers.

6.3 The Trunk Road Cycle Audit Certificates shall be issued on completion of one of the following procedures:

6.3.1 The Designer(s) and Design Checker(s) accepts the Cycle Audit Team recommendations; or

6.3.2 The Designer(s) submits alternative solutions/proposals to the Cycle Audit Team and these are accepted by the Cycle Audit Team.

7 Departures

7.1 The Company shall submit to the Scottish Ministers five copies of each Application for Departure From Standards Proforma, with original signatures together with five copies of all relevant documentation including drawings, other information and associated correspondence.

One copy of each Departure From Standards Proforma shall be returned to the Company within 7 days of receipt, signed in acknowledgement by the Scottish Ministers.

7.2 Each Departure submission to the Scottish Ministers shall include as a minimum the information detailed below:

7.2.1 For Departure applications to Volume 6 of the DMRB (Road Geometry), the Company shall provide the information required on the 'Application for Departure From Standards DMRB Volume 6 (Road Geometry)' Proforma contained in Appendix 1;

7.2.2 Departure submission excluding DMRB Volumes 1 to 3 (Structures):

(i) Description of Departure

1:10,000 location plan; 1:500 detailed plan; design speed of road; a statement of the strategy for the route; description of context including contiguous affected adjacent sections of routes in a 2 to 3 kilometres range; desirable minimum standard; proposed Departure including number of steps from desirable minimum standard; details of other Departures or Relaxations affecting the same or related Design elements and otherwise and reasons for the Departure;

(ii) Safety (History of feature)

Performance of Departure feature elsewhere; risk assessment including different user category effects;

(iii) Compensatory Measures

Proposed adjustment to the Design to mitigate the effects of the Departure including use of upgraded materials such as high skid resistant surfacing; improved signing and lining such as warning signs/ladder markings and otherwise; need for further enforcement measures and need for further statutory measures including the introduction of speed restrictions;

(iv) Cost Consequences

A summary of the cost implications of applying the Departure including capital cost effects; increased maintenance costs; increases in vehicle operating costs and accident costs and other user dis-benefits;

(v) Environmental Consequences

The effects, if any which the Departure may have on the Environment in terms of human, flora, fauna, soil, water, air, climate, landscape, materials assets, cultural heritage issues and otherwise;

(vi) Structural Integrity

Where applicable supply details of any possible effects the Departure may have in relation to the structural integrity/stability of earthworks, Structures and road pavements;

(vii) Any other relevant information.

7.2.3 Departures DMRB Volumes 1 to 3 (Structures)

The Company shall provide the information required on the 'Application for Departure From Standards DMRB Volumes 1 to 3 (Structures)' Proforma contained in Appendix 1.

7.3 Details of any proposed Departure shall be submitted to the Scottish Ministers prior to any necessary Stage 2 Road Safety Audit being carried out.

[In this context the Company's attention is drawn to DMRB Volume 1, Section 0, Part 1, 'The Introduction to the DMRB' paragraph 1.17.].

7.4 The relevant Overseeing Organisation staff shall consider the Company's proposed Departure and shall make a formal determination of the proposed Departure by approving or rejecting it.

Approval may be conditional or unconditional.

Such approval or rejection of a Departure submission shall be at the sole discretion of the Overseeing Organisation.

7.5 The relevant Overseeing Organisation staff shall inform the Scottish Ministers of the Departure determination.

7.6 The Scottish Ministers shall inform the Company of the Departure determination.

Notwithstanding any other provisions of this Agreement, the Company shall not commence any O&M Works which affect the Design or Design Element of the O&M Works until this procedure is completed.

8 Company Notice of Change

8.1 Where the Company proposes to either vary the O&M Works Requirements or the Conceptual Design or the Design in accordance with Clause 35 of the Agreement, full details of the proposal shall be submitted to the Scottish Ministers and the procedure set out therein shall be followed.

8.2 The Company shall submit to the Scottish Ministers two copies of each Proposed Company Change Certificate with original signatures, together with four copies of all relevant documentation including drawings, other information and associated correspondence.

9 Temporary O&M Works Certificates

9.1 Temporary O&M Works Certificates shall be required for all temporary O&M Works associated with any Structure and for any other temporary O&M Works which have or require to have a Design input.

9.2 The Company shall submit two copies of the Temporary O&M Works Certificate to the

Scottish Ministers with original signatures together with four copies of all relevant drawings and documents.

One copy of each Certificate shall be returned to the Company within seven days of receipt, signed in acknowledgement by the Scottish Ministers.

- 9.3 Each Temporary O&M Works Certificate submitted by the Company shall be signed by:
- 9.3.1 the Temporary O&M Works Design Checker;
 - 9.3.2 the O&M Works Contractor; and
 - 9.3.3 the Company.
- 9.4 Construction for any part of any relevant temporary O&M Works requiring certification shall not commence until this procedure shall have been completed.

10 Traffic Scotland Tests Certificates

- 10.1 Traffic Scotland test certificates shall be required for all Traffic Scotland equipment including, but not limited to:

- 10.1.1 the passive network; and
- 10.1.2 active equipment.

- 10.2 The Company shall submit two copies of the Traffic Scotland tests certificates to the Scottish Ministers with original signatures together with four copies of all relevant documents and drawings.

One copy of each Certificate shall be returned to the Company within seven days of receipt, signed in acknowledgement by the Scottish Ministers.

- 10.3 Each Traffic Scotland tests certificate submitted by the Company shall be signed by:
- 10.3.1 the Designer;
 - 10.3.2 the O&M Contractor; and
 - 10.3.3 the Company.
- 10.4 The Operation of Traffic Scotland equipment and associated systems shall not commence until the testing and certification process for such shall have been completed satisfactorily as outlined within Part 2 of these O&M Works Requirements.
- 10.5 The Company shall ensure that testing and certification for Traffic Scotland equipment is completed incrementally throughout the Contract Period. The Company shall prepare a testing and certification plan for the approval of the Traffic Scotland Network Operations Manager.
- 10.6 The Company shall carry out the following tests in accordance with Part 2 of these O&M Works Requirements:
- 10.6.1 Pre-Issue Tests;
 - 10.6.2 Stand Alone Site Acceptance Tests;
 - 10.6.3 Pre Commissioning Site Acceptance Tests; and
 - 10.6.4 Commissioning Site Acceptance Tests.
- 10.7 The procedures for the submission of certificates for Traffic Scotland tests certificates shall follow these O&M Works Requirements and the Company's testing and certification plan.
- 10.8 The Equipment Manual (601) and Maintenance Manual (602) provide typical testing and certification procedure for the Traffic Scotland equipment and system. The

Transport Scotland Network Operations Manager shall advise the details of testing and certification three months prior to installation of each active equipment type.

- 10.9 The Company shall carry out the required tests for the passive network and active equipment in accordance with these O&M Works Requirements.

11 Provenance Certificates

- 11.1 Provenance Certificates shall be required for all native plant stock required by the Design.

- 11.2 Provenance Certificates signed by:

- 11.2.1 the Designer;
- 11.2.2 the landscape Designer; and
- 11.2.3 the Company;

shall be provided by the Company for each batch of plants on delivery to the O&M Works Site.

- 11.3 The Company shall submit to the Scottish Ministers two copies of each Provenance Certificate with original signatures along with four copies of all relevant documents.

One copy of each Certificate shall be returned to the Company within seven days of receipt, signed in acknowledgement by the Scottish Ministers.

- 11.4 The Company shall not commence the landscape planting until this procedure shall have been completed.

12 O&M Manual Certificate

- 12.1 The Company shall submit to the Scottish Ministers two copies of the O&M Manual Certificate with original signatures along with a printed 'clean' copy of the O&M Manual.

The O&M Manual Certificate shall be signed by:

- 12.1.1 the Asset Manager,
- 12.1.2 the O&M Manual Checker (a role that shall be defined in the Quality Plan)
- 12.1.3 the O&M Works Contractor,
- 12.1.4 the Company,
- 12.1.5 each relevant third party, when appropriate, and
- 12.1.6 one or several of the following persons required to be employed by the Company in these O&M Works Requirements, where these O&M Works Requirements specify the involvement of such persons in the parts of the O&M Manual:
 - (i) Winter Service Manager;
 - (ii) Structures Engineer;
 - (iii) Liaison Officer;
 - (iv) Scottish Executive Road Information System Coordinator;
 - (v) Traffic Scotland equipment's maintenance representative;
 - (vi) traffic safety and control officer; or
 - (vii) qualified landscape architect or other competent person.

12.2 One copy of each certificate shall be returned to the Company within 28 days of receipt signed in acknowledgement by the Scottish Ministers.

13 Handback Certificate

13.1 The Company shall submit two copies of the Handback Certificate with original signatures to the Scottish Ministers in accordance with Clause 48 of the Agreement.

APPENDIX 1 : CERTIFICATES

CERTIFICATES:

Design Certificate: Structures	DCS O&M
Design Check Certificate: Structures	DCCS O&M
Design Certificate: Earthworks	DCE() O&M
Design Check Certificate: Earthworks	DCCE() O&M
Design Certificate: Road Restraint System	DCB O&M
Design Check Certificate: Road Restraint System	DCCB O&M
Design Certificate: Other Part(s) of the Design or Design Element	DC() O&M
Design Check Certificate: Other Part(s) of the Design or Design Element	DCC() O&M
Design and Design Check Certificate	DC/DCC() O&M
Final Construction Certificate	FCC O&M
Consultation Certificate	CC O&M
O&M Manual Consultation Certificate	MANCC O&M
Road Safety Audit Certificate	RSAC O&M
Stage 2 Road Safety Audit Certificate for Temporary Traffic Management	RSAC(TTM2) O&M
Stage 3 Road Safety Audit Certificate for Temporary Traffic Management	RSAC(TTM3) O&M
Application for Departure from Standards: DMRB Volumes 1, 2 and 3 (Structures)	Proforma
Application for Departure from Standards: DMRB Volume 6 (Road Geometry)	Proforma
Cycle Audit Certificate	CAC O&M
Company Notice of Change Certificate	CNCC O&M
Temporary O&M Works Certificate	TWC O&M
Traffic Scotland Pre Issue Test Certificate	TSPTC O&M
Traffic Scotland Stand Alone Site Acceptance Test Certificate	TSSASATC O&M
Traffic Scotland Pre-Commissioning Site Acceptance Test Certificate	TSPSATC O&M
Traffic Scotland Commissioning Site Acceptance Test Certificate	TSCSATC O&M
Provenance Certificate	PC O&M
O&M Manual Certificate	MAN O&M
Handback Certificate	HBK O&M

DESIGN CERTIFICATE: STRUCTURES

CERTIFICATE NO: DCS O&M.....

1. We hereby certify to the Scottish Ministers in respect of the Design of the following part of the Design or Design Element namely

..... (Name of Structure)

that reasonable professional skill and care has been taken by us with a view to securing that the part of the Design or Design Element:

- (i) complies with the O&M Works Requirements;
- (ii) has been accurately translated into the construction drawings and bar bending schedules bearing the unique numbers listed below; and

(iii) is not detrimental to the whole Design or Design Element.

We agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in this Agreement.

Signed: Firm:

DESIGNER (Team Leader for Designer)

Name (Block Capitals): Date:

Signed: Firm.....

O&M WORKS CONTRACTOR (Agent)

Name (Block Capitals): Date:

Signed: Firm:

COMPANY (Director)

Name (Block Capitals): Date:

2. Receipt of this certificate is acknowledged

Signed:

on behalf of the SCOTTISH MINISTERS

Name (Block Capitals): Date:

DESIGN CHECK CERTIFICATE: STRUCTURES

CERTIFICATE NO: DCCS O&M.....

1. We hereby certify to the Scottish Ministers in respect of the check of the following part of the Design or Design Element namely

..... (Name of Structure)

that reasonable professional skill and care has been taken by us in carrying out the independent check of the part of the Design or Design Element in accordance with the procedures described in the DMRB with a view to securing that the part of the Design or Design Element:

- (i) complies with the O&M Works Requirements;
- (ii) has been accurately translated into the construction drawings and bar bending schedules bearing the unique numbers listed below; and

(iii) is not detrimental to the whole Design or Design Element.

We agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in this Agreement.

Signed: Firm:

DESIGN CHECKER (Team Leader for Design Checker)

Name (Block Capitals): Date:

Signed: Firm.....

O&M WORKS CONTRACTOR (Agent)

Name (Block Capitals): Date:

Signed: Firm:

COMPANY (Director)

Name (Block Capitals): Date:

2. Receipt of this certificate is acknowledged

Signed:

on behalf of the SCOTTISH MINISTERS

Name (Block Capitals): Date:

DESIGN CERTIFICATE: EARTHWORKS

CERTIFICATE NO: DCE () * O&M.....

1. We hereby certify to the Scottish Ministers in respect of the Design of the following part of the Design or Design Element namely

..... (Name of Earthwork's or Earthwork's Element)

that reasonable professional skill and care has been taken by us with a view to securing that the part of the Design or Design Element:

(i) complies with the O&M Works Requirements;
(ii) has been accurately translated into the construction drawings and other Design documents bearing the unique numbers listed below;

(iii) is not detrimental to the whole Design or Design Element; and
(iv) has been the subject of an interpretative geotechnical report and that the conclusions of that report have been taken into account in the further divided part of the Design or Design Element.

We agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in this Agreement.

Signed: Firm:
DESIGNER (Team Leader for Designer)

Name (Block Capitals): Date:

Signed: Firm.....
O&M WORKS CONTRACTOR (Agent)

Name (Block Capitals): Date:

Signed: Firm:
COMPANY (Director)

Name (Block Capitals): Date:

2. Receipt of this certificate is acknowledged

Signed:

on behalf of the SCOTTISH MINISTERS

Name (Block Capitals): Date:

* Insert Description of part of Design or Design Element:

Earthworks (EW) Piling (P)

Grouting (G)

DESIGN CHECK CERTIFICATE: EARTHWORKS

CERTIFICATE NO: DCCE()* O&M.....

1. We hereby certify to the Scottish Ministers in respect of the check of the following part of the Design or Design Element namely

..... (Name of Earthworks or Earthworks Element)

that reasonable professional skill and care has been taken by us in carrying out the independent check of the Design or Design Element (including the interpretative geotechnical report referred to in (iv) below) with a view to securing that the part of the Design or Design Element:

- (i) complies with the O&M Works Requirements;
(ii) has been accurately translated into the construction drawings and other Design documents bearing the unique numbers listed below;
(iii) is not detrimental to the whole Design or Design Element; and
(iv) has been the subject of an interpretative geotechnical report and that the conclusions of that report have been taken into account in the further divided part of the Design or Design Element.

We agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in this Agreement.

Signed: Firm:

DESIGN CHECKER (Team Leader for the Design Checker)

Name (Block Capitals): Date:

Signed: Firm.....

O&M WORKS CONTRACTOR (Agent)

Name (Block Capitals): Date:

Signed: Firm:

COMPANY (Director)

Name (Block Capitals): Date:

2. Receipt of this certificate is acknowledged

Signed:

on behalf of the SCOTTISH MINISTERS

Name (Block Capitals): Date:

* Insert Description of part of Design or Design Element:

Earthworks (EW) Piling (P)

Grouting Works (G)

DESIGN CERTIFICATE: ROAD RESTRAINT SYSTEM

CERTIFICATE NO: DCB O&M.....

1. We hereby certify to the Scottish Ministers in respect of the Design of the following part of the Design or Design Element namely

..... (Name of part of road restraint system or road restraint system Element)

that reasonable professional skill and care has been taken by us with a view to securing that the part of the Design or Design Element:

- (i) complies with the O&M Works Requirements;
- (ii) has been accurately translated into the construction drawings and other Design documents bearing the unique numbers listed below;
- (iii) is not detrimental to the whole Design or Design Element; and
- (iv) that all aspects of the further divided part of the Design or Design Element of the road restraint systems on this Agreement have been developed by the use of a risk assessment approach.

We agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in this Agreement.

Signed: Firm:
 DESIGNER (Team Leader for the Designer)
 Name (Block Capitals): Date:

Signed: Firm:.....
 O&M WORKS CONTRACTOR (Agent)
 Name (Block Capitals): Date:

Signed: Firm:
 COMPANY (Director)
 Name (Block Capitals): Date:

2. Receipt of this certificate is acknowledged

Signed:
 on behalf of the SCOTTISH MINISTERS
 Name (Block Capitals): Date:

DESIGN CHECK CERTIFICATE: ROAD RESTRAINT SYSTEMS

CERTIFICATE NO: DCCB O&M.....

1. We hereby certify to the Scottish Ministers in respect of the check of the following part of the Design or Design Element namely

..... (Name of part of road restraint system or road restraint system element)

that reasonable professional skill and care has been taken by us in carrying out the independent check of the Design or Design with a view to securing that the part of the Design or Design Element:

- (i) complies with the O&M Works Requirements;
- (ii) has been accurately translated into the construction drawings and other Design documents bearing the unique numbers listed below;
- (iii) is not detrimental to the whole Design or Design Element; and
- (iv) that all aspects of the further divided part of the Design or Design Element of the road restraint systems on this Agreement have been developed by the use of a risk assessment approach.

We agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in this Agreement.

Signed: Firm:
 DESIGN CHECKER (Team Leader for the Design Checker)
 Name (Block Capitals): Date:

Signed: Firm:
 O&M WORKS CONTRACTOR (Agent)
 Name (Block Capitals): Date:

Signed: Firm:
 COMPANY (Director)
 Name (Block Capitals): Date:

2. Receipt of this certificate is acknowledged

Signed:
 on behalf of the SCOTTISH MINISTERS
 Name (Block Capitals): Date:

DESIGN CERTIFICATE: OTHER PART(S) OF THE DESIGN OR DESIGN ELEMENT

CERTIFICATE NO: DC()* O&M.....

1. We hereby certify to the Scottish Ministers in respect of the Design of the following part of the Design or Design Element namely

..... (Name of part of the Design or Design Element)

that reasonable professional skill and care has been taken by us with a view to securing that the part of the Design or Design Element:

- (i) complies with the O&M Works Requirements;
(ii) has been accurately translated into the construction drawings and other Design documents bearing the unique numbers listed below; and

(iii) is not detrimental to the whole Design or Design Element.

We agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in this Agreement.

Signed: Firm:

DESIGNER (Team Leader for the Designer)

Name (Block Capitals): Date:

Signed: Firm.....

O&M WORKS CONTRACTOR (Agent)

Name (Block Capitals): Date:

Signed: Firm:

COMPANY (Director)

Name (Block Capitals): Date:

2. Receipt of this certificate is acknowledged

Signed:

on behalf of the SCOTTISH MINISTERS

Name (Block Capitals): Date:

* Insert Description of part of Design or Design Element:

Table with 4 columns: Description, Code, Description, Code. Rows include: Fencing and Environmental Barriers (F), Electrical Installation (I), Drainage (D), Communication Systems (C), Road Pavements (P), Environmental and Landscape (E), Road Layout (R), Undertakers (U), Kerb, Footways and Paved Areas (K), Private Apparatus Owners (O), Signs and Road Markings (S), Accommodation Works (A), Lighting (L).

DESIGN CHECK CERTIFICATE: OTHER PART(S) OF THE DESIGN OR DESIGN ELEMENT

CERTIFICATE NO: DCC()* O&M.....

1. We hereby certify to the Scottish Ministers in respect of the check of the following part of the Design or Design Element namely

..... (Name of Design Element)

that reasonable professional skill and care has been taken by us in carrying out the independent check of the part of the Design or Design Element with a view to securing that the part of the Design or Design Element:

- (iv) complies with the O&M Works Requirements;
(v) has been accurately translated into the construction drawings and other Design documents bearing the unique numbers listed below; and

(vi) is not detrimental to the whole Design or Design Element.

We agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in this Agreement.

Signed: Firm:

DESIGN CHECKER (Team Leader for the Design Checker)

Name (Block Capitals): Date:

Signed: Firm.....

O&M WORKS CONTRACTOR (Agent)

Name (Block Capitals): Date:

Signed: Firm:

COMPANY (Director)

Name (Block Capitals): Date:

2. Receipt of this certificate is acknowledged

Signed:

on behalf of the SCOTTISH MINISTERS

Name (Block Capitals): Date:

* Insert Description of part of Design or Design Element:

Table with 4 columns: Description, Letter, Description, Letter. Rows include: Fencing and Environmental Barriers (F), Electrical Installation (I), Drainage (D), Communication Systems (C), Road Pavements (P), Environmental and Landscape (E), Road Layout (R), Undertakers (U), Kerb, Footways and Paved Areas (K), Private Apparatus Owners (O), Signs and Road Markings (S), Accommodation Works (A), Lighting (L).

DESIGN AND DESIGN CHECK CERTIFICATE:

CERTIFICATE NO: DC/DCC()* O&M.....

1. We hereby certify to the Scottish Ministers in respect of the Design and Design check of the following part of the Design or Design Element namely

..... (Name of Design Element)

that reasonable professional skill and care has been taken by us with a view to securing that the part of the Design or Design Element:

- (i) complies with the O&M Works Requirements;
(ii) has been accurately translated into the construction drawings and other Design documents bearing the unique numbers listed below;
(iii) is not detrimental to the whole Design or Design Element;
(iv) where applicable to earthworks, has been the subject of an interpretative geotechnical report and that the conclusions of that report have been taken into account in the further divided part of the Design or Design Element; and
(v) where applicable to road restraint systems, that all aspects of the further divided part of the Design or Design Element of the road restraint systems on this Agreement have been developed by the use of a risk assessment approach.

We agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in this Agreement.

Signed: Firm:

DESIGNER (Team Leader for the Designer)

Name (Block Capitals): Date:

Signed: Firm:

DESIGN CHECKER (Team Leader for the Design Checker)

Name (Block Capitals): Date:

Signed: Firm.....

O&M WORKS CONTRACTOR (Agent)

Name (Block Capitals): Date:

Signed: Firm:

COMPANY (Director)

Name (Block Capitals): Date:

2. Receipt of this certificate is acknowledged

Signed:

on behalf of the SCOTTISH MINISTERS

Name (Block Capitals): Date:

* Insert Description of part of Design or Design Element:

Table with 4 columns: Description, (F), (D), (P), (R), (K), (S), (L), (I), (C), (E), (U), (O), (A)

FINAL CONSTRUCTION CERTIFICATE

CERTIFICATE NO: FCC O&M.....

- 1. We hereby certify to the Scottish Ministers that we have supervised with reasonable professional skill and care the construction and completion of the Design or Design Element namely:

..... (Name of Design or Design Element)

with a view to securing that it has been constructed in accordance with the requirements of the Design.

We agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in this Agreement.

Signed: Firm:

DESIGNER (Team Leader for the Designer)

Name (Block Capitals): Date:

Signed: Firm:

O&M WORKS CONTRACTOR (Agent)

Name (Block Capitals): Date:

Signed: Firm:

COMPANY (Director)

Name (Block Capitals): Date:

- 2. Receipt of this certificate is acknowledged

Signed:

on behalf of the SCOTTISH MINISTERS

Name (Block Capitals): Date:

CONSULTATION CERTIFICATE

CERTIFICATE NUMBER: CC O&M.....

Consultation with..... (Name of Consultee)

1. We hereby certify to the Scottish Ministers in respect of:
..... (Name of part of Design or Design Element)

that we have consulted with (Name of Consultee)

and have ascertained that they have no objections to the part of Design or Design Element as described on the documents listed in Part 2 below.

We agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in this Agreement.

Signed: Firm:

DESIGNER (Team Leader for Designer)

Name (Block Capitals): Date:

Signed: Firm:

O&M WORKS CONTRACTOR (Agent)

Name (Block Capitals): Date:

Signed: Firm:

COMPANY (Director)

Name (Block Capitals): Date:

2. LIST OF DOCUMENTS

3. DECLARATION BY (Name of Consultee)

On behalf ofI confirm that:

- (i) consultations referred to above have been completed;
- (ii) (Name of Consultee) has no objection to the Design or Design Element as described on the documents listed in Part 2 above; and
- (iii) the documents listed in Part 2 above meet our overall requirements.

Date:

Signed:

Name (Block Capitals):

(duly authorised to sign on behalf of) (Name of Consultee)

4. Receipt of this certificate is acknowledged

Signed:

on behalf of the SCOTTISH MINISTERS

Name (Block Capitals): Date:

O&M MANUAL CONSULTATION CERTIFICATE

CERTIFICATE NUMBER: MANCC O&M.....

Consultation with..... (Name of Consultee)

- 1. We hereby certify to the Scottish Ministers in respect of:
..... (Name of part of O&M Manual)

that we have consulted with (Name of Consultee)

and have ascertained that they have no objections to the content of the part(s) of the O&M Manual as described in the documents listed in Part 2 below.

We agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in this Agreement.

Signed: Firm:

ASSET MANAGER

Name (Block Capitals): Date:

Signed: Firm:

LIAISON OFFICER

Name (Block Capitals): Date:

Signed: Firm:

O&M WORKS CONTRACTOR (Agent or Operational Manager, if appropriate)

Name (Block Capitals): Date:

Signed: Firm:

COMPANY'S REPRESENTATIVE

Name (Block Capitals): Date:

- 2. LIST DOCUMENTS AND AMENDMENTS TO THE DOCUMENTS (attached)
3. DECLARATION BY (Name of Consultee)

On behalf ofI confirm that:

- (iv) consultations referred to above have been completed;
(v) (Name of Consultee) has no objection to the content of the O&M Manual as described in the list of amendments in Part 2 above; and
(vi) the documents listed in Part 2 above meet our overall requirements.

Date:

Signed:

Name (Block Capitals):

(duly authorised to sign on behalf of) (Name of Consultee)

- 4. Receipt of this certificate is acknowledged
Signed:

on behalf of the SCOTTISH MINISTERS

Name (Block Capitals): Date:

ROAD SAFETY AUDIT CERTIFICATE

CERTIFICATE NUMBER: RSAC O&M.....

This certificate refers to the Stage.....** Road Safety Audit applicable to zone of interest number

- 1. We hereby certify to the Scottish Ministers that all the safety issues raised in the audit report have been addressed by: (i)* incorporating all / some* of the recommendations of the audit report in the Design or Design Element (Reference:**); and* (ii)* adopting alternative solutions that have been agreed with the Safety Audit Team and have been incorporated in the Design or Design Element (Reference:**); and* (iii)* incorporating in the Design or Design Element the decision of the arbitrator (as defined in the DMRB) with respect to the issues detailed in the Exception Report (Reference:**).

We agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in this Agreement.

Signed: Firm: DESIGNER (Team Leader for the Designer)

Name (Block Capitals): Date:

Signed: Firm: O&M WORKS CONTRACTOR (Agent)

Name (Block Capitals): Date:

Signed: Firm: COMPANY (Director)

Name (Block Capitals): Date:

- 2. Receipt of this certificate is acknowledged

Signed:

on behalf of the SCOTTISH MINISTERS

Name (Block Capitals): Date:

* delete as appropriate

** Insert appropriate references

*** Insert report and/or associated correspondence references and report item numbers

STAGE 2 ROAD SAFETY AUDIT CERTIFICATE FOR TEMPORARY TRAFFIC MANAGEMENT SCHEMES

CERTIFICATE NUMBER: RSAC(TTM2) O&M.....

This Certificate refers to the Stage 2 Road Safety Audit of the Temporary Traffic Management Scheme(s)* referred to on Drawing Number(s)**

- 1 We hereby certify to the Scottish Ministers that all the safety issues raised in the audit report have been addressed by:
(i)* incorporating all / some* of the recommendations of the audit report in the Design or Design Element (Reference:**);
and*
(ii)* adopting alternative solutions that have been agreed with the Safety Audit Team and have been incorporated in the Design or Design Element (Reference:**);
and*
(iii)* incorporating in the Design or Design Element the decision of the arbitrator (as defined in the DMRB) with respect to the issues detailed in the Exception Report (Reference:**).

We agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in this Agreement.

Signed: Firm:
DESIGNER (Team Leader for the Designer)

Name (Block Capitals): Date:

Signed: Firm:
O&M WORKS CONTRACTOR (Agent)

Name (Block Capitals): Date:

Signed: Firm:
COMPANY (Director)

Name (Block Capitals): Date:

- 2 Receipt of this certificate is acknowledged

Signed:

on behalf of the SCOTTISH MINISTERS

Name (Block Capitals): Date:

* delete as appropriate

** Insert appropriate references

*** Insert report and/or associated correspondence references and report item numbers

STAGE 3 ROAD SAFETY AUDIT CERTIFICATE FOR TEMPORARY TRAFFIC MANAGEMENT SCHEMES

CERTIFICATE NUMBER: RSAC(TTM3) O&M.....

This Certificate refers to the Stage 3 Road Safety Audit of the Temporary Traffic Management Scheme(s) referred to on Drawing Number(s)**

- 1 We hereby certify to the Scottish Ministers that all the safety issues raised in the audit report have been addressed by:
(i)* incorporating all / some* of the recommendations of the audit report in the Design or Design Element (Reference:**);
and*
(ii)* adopting alternative solutions that have been agreed with the Safety Audit Team and have been incorporated in the Design or Design Element (Reference:**);
and*
(iii)* incorporating in the Design or Design Element the decision of the arbitrator (as defined in the DMRB) with respect to the issues detailed in the Exception Report (Reference:**).

We agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in this Agreement.

Signed: Firm:
DESIGNER (Team Leader for the Designer)

Name (Block Capitals): Date:

Signed: Firm:
O&M WORKS CONTRACTOR (Agent)

Name (Block Capitals): Date:

Signed: Firm:
COMPANY (Director)

Name (Block Capitals): Date:

- 2 Receipt of this certificate is acknowledged

Signed:

on behalf of the SCOTTISH MINISTERS

Name (Block Capitals): Date:

* delete as appropriate

** Insert appropriate references

*** Insert report and/or associated correspondence references and report item numbers

APPLICATION FOR DEPARTURE FROM STANDARDS DMRB VOLUMES 1, 2 AND 3 (STRUCTURES) PROFORMA

DEPARTURE FROM STANDARDS _____

Name of Project:

(Bridges and other Highway Structures) _____

Name of Bridge or Structure:

Structure Reference Number:

APPLICANT: _____

PROJECT TITLE: _____

DEPARTURE NUMBER: _____

STRUCTURE REFERENCE: _____

SUBMISSION DATE: _____

<p>1. List of Supporting Documentation:</p> <p>Standards:</p> <p>Drawings:</p> <p>Other:</p>
<p>2. Description of Proposed Departure:</p> <p>(Include details of DMRB Standards and Clause numbers which are being departed from)</p>
<p>3. Designer/Assessor Justification:</p> <p>(Include reasons why existing DMRB Standards are inappropriate)</p>
<p>4. Cost Implications</p> <p>(Include an estimate of cost savings to the Scottish Ministers as well as the effect on future maintenance costs)</p> <p>4.1 Construction Costs:</p> <p>4.2 Maintenance Costs:</p>

DEPARTURE FROM STANDARDS

Name of Project

(Bridges and other Highway Structures)

Name of Bridge or Structure

Structure Reference Number

5. Applicant Design Team Leader Declaration:

I declare that reasonable professional skill and care have been exercised in the preparation of this Application for Departure from Standards submission.

Signed:

Name:

Date:

6. Transport Scotland Bridges Branch Comments and Recommendation:

Signed:

Name:

Date:

7. Transport Scotland Chief Bridges Engineer Recommendation:

The above Application for Departure from Standards is Approved/Rejected

Signed:

Name:

Date:

APPLICATION FOR DEPARTURE FROM STANDARDS DMRB VOLUME 6 (ROAD GEOMETRY) PROFORMA

APPLICANT:

PROJECT TITLE:

DEPARTURE NUMBER:

PROJECT DETAILS	
General description of project	
Route Strategy	
Road Category and Type	
Proposed Carriageway Cross Section	
Design Speed Proposed	
Future Traffic Flows and Composition	

DESCRIPTION OF DEPARTURE	
Location and Chainage	
Departure Type	
DMRB Reference	
Required Standard	
Standard Provided	
Associated Departures or Relaxations	
Drawing Numbers	

APPLICANT: _____

PROJECT TITLE: _____

DEPARTURE NUMBER: _____

JUSTIFICATION	
Detailed Justification	
Safety Implications	
Structural Integrity	

ESSENTIAL COMPENSATORY MEASURES	
Compensatory Measures	

CYCLE AUDIT CERTIFICATE

CERTIFICATE NUMBER: CAC O&M.....

This certificate refers to the Stage 2 Cycle Audit

1 We hereby certify to the Scottish Ministers that all the issues raised in the audit report have been addressed by:

(i)* incorporating all / some* of the recommendations of the audit report in the Design; and*

(ii)* adopting alternative solutions that have been agreed with the audit team and have been incorporated in the Design.

We agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in this Agreement.

Signed: Firm:

DESIGNER (Team Leader for the Designer)

Name (Block Capitals): Date:

Signed: Firm:

O&M WORKS CONTRACTOR (Agent)

Name (Block Capitals): Date:

Signed: Firm:

COMPANY (Director)

Name (Block Capitals): Date:

2. Receipt of this certificate is acknowledged

Signed:

on behalf of the SCOTTISH MINISTERS

Name (Block Capitals): Date:

* Insert report and/or associated correspondence references and report item numbers

COMPANY NOTICE OF CHANGE CERTIFICATE

CERTIFICATE NUMBER: CNCC O&M.....

1. The following Company Change is proposed under Clause 35 of this Agreement to vary the O&M Works Requirements / Conceptual Design / Design* as detailed in the accompanying documents bearing the unique numbers listed below:

We agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in the Agreement.

Signed:

Firm:

COMPANY (Director)

Name (Block Capitals):

Date:

* delete as appropriate

TEMPORARY O&M WORKS CERTIFICATE

CERTIFICATE NUMBER: TWC O&M.....

1. We hereby certify to the Scottish Ministers that the preparation of the Design of the temporary O&M Works comprising

..... (Description of temporary O&M Works)

has been carried out with reasonable professional skill and care with a view to securing that:

- (i) it has been designed in accordance with the following standards; and
- (ii) the Design has been successfully translated into temporary O&M Works drawings bearing the unique numbers:

We agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in this Agreement.

Signed: Firm:

O&M WORKS CONTRACTOR (Agent)

Name (Block Capitals): Date:

Signed: Firm:

COMPANY (Director)

Name (Block Capitals): Date:

We have carried out an independent check of the O&M Works Contractor's proposals with reasonable professional skill and care with a view to securing that they are satisfactory for the proper discharge of his responsibilities under this Agreement for the safety of the said parts of the O&M Works and without detriment to the O&M Works.

Signed: Firm:

TEMPORARY O&M WORKS CHECKER (Team Leader for the temporary O&M Works Checker)

Name (Block Capitals): Date.....

2. Receipt of this certificate is acknowledged

Signed:

on behalf of the SCOTTISH MINISTERS

Name (Block Capitals): Date:

TRAFFIC SCOTLAND PRE-ISSUE TEST CERTIFICATE

CERTIFICATE NUMBER: TSPTC O&M.....

1 We hereby certify to the Scottish Ministers in respect of:

..... (Name of part of Design or Design Element)

that we have witnessed and accept the pre issue tests to confirm that the new Traffic Scotland equipment complies with the requirements of the Design as described in this Agreement, drawings and instation and site equipment certificates listed in Part 2 below.

We agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in the Agreement.

Signed:

Firm:

DESIGNER (Team Leader for the Designer)

Name (Block Capitals):

Date:

Signed:

Firm:

NEW WORKS CONTRACTOR (Agent)

Name (Block Capitals):

Date:

Signed:

Firm:

COMPANY (Director)

Name (Block Capitals):

Date:

2 LIST OF DOCUMENTATION, DRAWINGS AND CERTIFICATES

3 Receipt of this certificate is acknowledged

Signed:

on behalf of the SCOTTISH MINISTERS

Name (Block Capitals):

Date:

TRAFFIC SCOTLAND STAND ALONE SITE ACCEPTANCE TESTS CERTIFICATE

CERTIFICATE NUMBER: TSSASATC O&M.....

1 We hereby certify to the Scottish Ministers in respect of :

..... (Name of part of Design or Design Element)

that we have carried out stand alone site acceptance tests to confirm that the new Traffic Scotland equipment complies with the requirements of the Design as described in this Agreement, drawings and instation and site equipment certificates listed in Part 2 below.

We agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in the Agreement.

Signed: Firm:

DESIGNER (Team Leader for the Designer)

Name (Block Capitals): Date:

Signed: Firm:

NEW WORKS CONTRACTOR (Agent)

Name (Block Capitals): Date:

Signed: Firm:

COMPANY (Director)

Name (Block Capitals): Date:

2 LIST OF DOCUMENTATION, DRAWINGS AND CERTIFICATES

3 Receipt of this certificate is acknowledged

Signed:

on behalf of the SCOTTISH MINISTERS

Name (Block Capitals): Date:

TRAFFIC SCOTLAND PRE-COMMISSIONING SITE ACCEPTANCE TESTS CERTIFICATE

CERTIFICATE NUMBER: TSPSATC O&M.....

1 We hereby certify to the Scottish Ministers in respect of:

..... (Name of part of Design or Design Element)

that we have carried out pre-commissioning site acceptance tests to confirm that the new Traffic Scotland equipment complies with the requirements of the Design as described in the Agreement, drawings and instation and site equipment certificates listed in Part 2 below.

We agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in the Agreement.

Signed: Firm:

DESIGNER (Team Leader for the Designer)

Name (Block Capitals): Date:

Signed: Firm:

NEW WORKS CONTRACTOR (Agent)

Name (Block Capitals): Date:

Signed: Firm:

COMPANY (Director)

Name (Block Capitals): Date:

2 LIST OF DOCUMENTATION, DRAWINGS AND CERTIFICATES

3 Receipt of this certificate is acknowledged

Signed:

on behalf of the SCOTTISH MINISTERS

Name (Block Capitals): Date:

TRAFFIC SCOTLAND COMMISSIONING SITE ACCEPTANCE TESTS CERTIFICATE

CERTIFICATE NUMBER: TSCSATC O&M.....

1 We hereby certify to the Scottish Ministers in respect of:
..... (Name of part of Design or Design Element)

that we have carried out commissioning site acceptance tests to confirm that the new Traffic Scotland equipment complies with the requirements of the Design as described in the Agreement, drawings and instation and site equipment certificates listed in Part 2 below.

We agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in the Agreement.

Signed: Firm:
DESIGNER (Team Leader for the Designer)
Name (Block Capitals): Date:

Signed: Firm:
NEW WORKS CONTRACTOR (Agent)
Name (Block Capitals): Date:

Signed: Firm:
COMPANY (Director)
Name (Block Capitals): Date:

2 LIST OF DOCUMENTATION, DRAWINGS AND CERTIFICATES

3 Receipt of this certificate is acknowledged
Signed:
on behalf of the SCOTTISH MINISTERS
Name (Block Capitals): Date:

PROVENANCE CERTIFICATE

CERTIFICATE NO: PC O&M.....

1 We hereby certify that the provenance/origin of the United Kingdom native plant stock incorporated in the O&M Works are as identified in the Plant Schedule contained in Annex 1 of this Certificate.

We agree that the words and phrases, herein, unless otherwise stated, have the same meaning as attributed to them in this Agreement, including Cost Effective Landscape: Learning from Nature (Scottish Executive Publication February 1998).

Signed:	Firm:
DESIGNER (Team Leader for Designer)	
Name (Block Capitals):.....	Date:
Signed:	Firm:
LANDSCAPE DESIGNER (Team Leader for Landscape Designer)	
Name (Block Capitals):	Date:
Signed:	Firm:
COMPANY (Director)	
Name (Block Capitals):	Date:

2 Receipt of this Certificate is acknowledged

Signed:	
on behalf of the SCOTTISH MINISTERS	
Name (Block Capitals):	Date:

ANNEX 1 TO PROVENANCE CERTIFICATE

CERTIFICATE NO: PC O&M.....

BOTANICAL NAME	QUANTITY	FORM/AGE	HEIGHT (CM)	ZONE OF PROVENANCE AND LOCATION	APPROXIMATE DATE PROPAGATION MATERIAL COLLECTED	NURSERY OR NURSERIES AT WHICH THE PLANTS HAVE BEEN GROWN

O&M MANUAL CERTIFICATE

Sheet 1 of 2

CERTIFICATE NUMBER: MAN()* O&M.....

1. We hereby certify to the Scottish Ministers in respect of the check of the following part(s) of the O&M Manual namely

..... (Name(s) of Design Element) *

that reasonable professional skill and care has been taken by us in carrying out the independent check of the part of the O&M Manual with a view to securing that the part of the O&M Manual:

- (i) complies with the O&M Works Requirements;
(ii) has been accurately translated into the procedural requirements and other text, flowcharts, graphics, drawings and other operations and maintenance documents bearing the unique numbers listed below;

and

(iii) is not detrimental to delivery of the whole of the O&M Works Requirements.

(a) We agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in this Agreement:

Signed: Firm:

ASSET MANAGER

Name (Block Capitals): Date:

Signed: Firm:

O&M MANUAL CHECKER

Name (Block Capitals): Date:

Signed: Firm:

O&M WORKS CONTRACTOR (Agent or Operational Manager, if appropriate)

Name (Block Capitals): Date:

Signed: Firm:

COMPANY'S REPRESENTATIVE

Name (Block Capitals): Date:

* Insert Description of part of O&M Manual:

- Maintenance Management Plan (M) Winter Service Plan (W)
Emergency Response Plan (E) Incident Support Service Plan (I)
Landscape Development Plan (L) Structures (S)
Traffic Scotland's equipment (T) Liaison Procedures (P)
Other, in which case, specify: (O)

.....
.....

continued over/

CERTIFICATE NUMBER: MAN()* O&M.....

(b) We additionally agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in this Agreement for those parts of the O&M Manual within our discipline / role (the relevant persons for this certificate shall sign below):

Signed: Firm:

STRUCTURES MANAGER

Name (Block Capitals): Date:

Signed: Firm:

WINTER SERVICE MANAGER (Operational Manager)

Name (Block Capitals): Date:

Signed: Firm.....

TRAFFIC SAFETY AND CONTROL OFFICER

Name (Block Capitals): Date:

Signed: Firm:

LIAISON OFFICER

Name (Block Capitals): Date:

Signed: Firm.....

SCOTTISH EXECUTIVE ROAD INFORMATION SYSTEM COORDINATOR

Name (Block Capitals): Date:

Signed: Firm:

TRAFFIC SCOTLAND EQUIPMENT'S MAINTENANCE REPRESENTATIVE

Name (Block Capitals): Date:

Signed: Firm:

LANDSCAPE ARCHITECT (or other approved person)

Name (Block Capitals): Date:

2. Receipt of this certificate is acknowledged

Signed:

on behalf of the SCOTTISH MINISTERS

Name (Block Capitals): Date:

HANDBACK CERTIFICATE

CERTIFICATE NUMBER: HBK O&M.....

1. We hereby certify to the Scottish Ministers that the Renewal Works comprising:

.....

.....

.....

(Description of New Works)

have achieved final completion in accordance with this Agreement and that all Design, Design Check and Construction Certificates in respect of the Renewal Works have been issued and that hereafter until the Expiry Date the Handback Assets shall satisfy the Handback Requirements.

2. We agree that the words and phrases herein, unless otherwise stated, have the same meaning as attributed to them in the Agreement.

Signed:

Firm:

COMPANY'S REPRESENTATIVE

Name (Block Capitals):

Date: