



NRSWA and Permit Compliance Inspections

City & Guilds 6033 Highway Inspection & Monitoring



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INTRODUCTION

UNIT 301: HEALTH & SAFETY AND UNIT 321: NRSWA AND PERMIT COMPLIANCE INSPECTIONS

These City & Guilds units have been developed specifically to meet the needs of clients who wish to achieve best practice based on national and local standards, whilst also providing opportunities for staff to achieve a nationally recognised City & Guilds vocational qualification. The certification is valid for 5 years.

UNIT 301 is a mandatory core unit that assesses an inspector's ability to operate safely in a highway environment and within the scope of Health and Safety Legislation and Regulations.

UNIT 321 assesses an inspector's ability to undertake NRSWA and Permit Compliance Inspections based on the Code of Practice for Inspections 2002; Draft HAUC Code of Practice for Inspections (For new developments since the 2002 CoP); and the Specification for the Reinstatement of Openings in Highways. The training and assessment also cover a number of other national Codes of Practice; TMA 2004; national guidance notes; your organisation's own local policies and procedures; and can also have the local HAUC and local Permit scheme requirements built in as part of a bespoke qualification package.

THE BENEFITS OF HAVING QUALIFIED STAFF? HIGHWAY AUTHORITIES

- ▶ Ensuring fees and non-compliance charges are consistently applied and enforced
- ▶ Reducing your spending on reactive and safety inspection related Highway Maintenance
- ▶ Improving the quality of your network infrastructure
- ▶ Ensuring contractors are compliant with NRSWA and Permit requirements
- ▶ Minimising the environmental impact of Street Works on your network
- ▶ Ensuring appropriate inspections are carried out correctly and accurately recorded
- ▶ Qualified staff have greater credibility when enforcing compliance
- ▶ Ensuring staff have detailed knowledge of the relevant Codes of Practice; TMA 2004; Local HAUC guidance and Local Permit Schemes
- ▶ Ensuring a standardised and consistent approach to compliance
- ▶ Increasing levels of staff confidence to carry out compliance work more effectively
- ▶ Provide recognition with a City & Guilds qualification specifically designed for staff responsible for compliance within a Highway Authority

THE BENEFITS OF HAVING QUALIFIED STAFF? UTILITIES & PRIVATE CONTRACTORS

- ▶ Ensuring you are compliant with NRSWA and permitting requirements – what compliance qualification do your NRSWA supervisors and managers currently hold?
- ▶ Saving money by minimising fees and non-compliance charges
- ▶ Reducing costs of remedial works covered by the guarantee period
- ▶ Minimising the environmental impact of your Street Works
- ▶ Improving your company profile and image
- ▶ Ensuring staff have detailed knowledge of the relevant Codes of Practice; TMA 2004; National & Local HAUC guidance and Local Permit Schemes
- ▶ Increasing levels of staff confidence to deal with compliance related issues more effectively
- ▶ Providing recognition with a City & Guilds qualification specifically designed for staff responsible for compliance within a street works undertaker.



BACKGROUND TO THE QUALIFICATION

The increased profile, both in policy and financial terms, of highway maintenance, requires a corresponding increased emphasis on management and systems to support service delivery within the context and principles of best value.

Highway Authorities are required to ensure that undertakers conducting street works in their area are complying with the legal obligations placed upon them. There is a national Code of Practice covering procedures for inspections, investigatory works, and performance monitoring arrangements. There are also situations in which the undertaker will be obliged to pay the Highway Authority a fee after they have conducted an inspection into street works, so it is critical that both parties understand what these situations are. The City & Guilds Unit 321 Qualification ensures that candidates can identify the actions that may be taken to address issues of non-compliance relating to reinstatements, safety measures, unreasonably prolonged occupation of the highway and permit conditions. It also ensures that candidates understand the procedures for measuring and managing the performance of undertakers and the financial arrangements for recovering the costs of inspections.

The qualification is also relevant to utilities and private contractors undertaking Street Works who should inspect their own street works regularly at all stages, including at the end of the reinstatement guarantee period. The qualification provides an understanding of local HAUC and local permit conditions and consequences if standards are not being met and what the required actions are to minimise any potential charges from the Highway Authority.

Many Highway Authorities are under pressure to reduce staff numbers, but with increasing volumes of data to manage, staff can become overwhelmed. Research by EDM Group in 2014, revealed that senior executives believe the number and size of fines levied on organisations for poor management of information will continue to increase over the next 5 years. The City & Guilds qualification can form part of your broader information management strategy.

FUNDING FOR THE QUALIFICATION

Highway Authorities – Section 96 of the New Roads and Street Works Act 1991 allows you to use income from fees and charges towards general staff costs and overheads (e.g. staff training). Potentially this may mean that additional revenue may then be generated to fund the scheme and potentially to fund additional inspectors.

Utilities & Private Contractors – The investment in training will assist you in saving money by minimising fees and non-compliance charges and reducing the longer term cost of remedial works covered by the guarantee period.

WHO SHOULD ATTEND?

- ▶ Highway Authority - NRSWA Inspectors; Traffic Manager; Supervisors; Managers; NRSWA Administration staff.
- ▶ Utility & Private Contractors – Supervisors; Managers; and NRSWA Administration staff.

PURPOSE OF THE QUALIFICATION SCHEME

The qualification provides a system to assess the knowledge and ability of NRSWA Inspectors and other relevant staff to monitor compliance.

Units 301 & 321 are designed to:

- ▶ Ensure staff are provided with adequate and appropriate health and safety training (Management of Health and Safety at Work Regs.)
- ▶ Ensure that staff understand the reasons for carrying out NRSWA and Permit Compliance Inspections and the different types of inspections.
- ▶ Ensure that staff can correctly carry out inspections in accordance with the Code of Practice for Inspections 2002; other national Legislation/Codes of Practice; the local HAUC and the local Permit Scheme
- ▶ Ensure staff are working in accordance with the New Roads & Street Works Act
- ▶ Ensure staff can identify who is liable for the cost of repairs
- ▶ Ensure staff understand the communication processes between Highway Authorities and Undertakers
- ▶ Ensure staff are aware of the Reinstatement Defect Process and Signing, Lighting & Guarding Inadequacy Process
- ▶ Ensure that staff understand that notwithstanding the subject matter of the inspection category, Highway Authorities remain free to also check compliance with other street works duties during that same inspection. Highway Authorities also remain free to conduct inspections of street works where there is no obligation on the undertaker to pay a prescribed fee.
- ▶ Ensure staff are aware of Opening/Closing Notices and the Coordination Code of Practice.
- ▶ Ensure staff are aware of Specification for the Reinstatement of Openings in Highways.
- ▶ Ensure staff are familiar with the requirements of the TMA (Traffic Management Act) 2004.
- ▶ Ensure staff understand their responsibilities in relation to Section 74 of the Highways Act.
- ▶ Ensure staff understand their responsibilities in relation to Code of Practice for Permits.
- ▶ Ensure staff are aware of the requirements of the local HAUC and local Permit scheme.

OUTLINE OF THE QUALIFICATION PROGRAMME

UNIT 301: HEALTH & SAFETY

CONTENT

- ▶ Health and safety
- ▶ Risk Assessment
- ▶ Hazard recognition
- ▶ Safe working practices

KNOWLEDGE

- ▶ Management of health and safety
- ▶ Signing and Guarding a Code of Practice

ASSESSMENT PROCESS

- ▶ Written Theory Paper – Short Answers
- ▶ Carry out a Risk Assessment & Interpret the results

UNIT 321: NRSWA AND PERMIT COMPLIANCE INSPECTIONS

CONTENT

- ▶ Safe working practices
- ▶ Highway maintenance
- ▶ NRSWA and Permit Compliance Inspections
- ▶ Case Studies
- ▶ Compliance Reporting Process/Procedures

KNOWLEDGE

- ▶ Site Classification
- ▶ Reasons for Inspections
- ▶ Types of Inspection
- ▶ Code of Practice for Inspections
- ▶ Coordination Code of Practice
- ▶ Code of Practice for Permits
- ▶ Specification for the Reinstatement of Openings in Highways
- ▶ Highway Reinstatement
- ▶ Carrying out an inspection
- ▶ Defect recognition
- ▶ Intervention Levels
- ▶ Measuring/Interpreting the results/Taking Photographs
- ▶ Recording of Inspections
- ▶ ETON6 - Reporting to/from Undertakers
- ▶ Reinstatement Defect Process
- ▶ Signing, Lighting & Guarding Inadequacy Process
- ▶ Opening/Closing Notices
- ▶ TMA 2004
- ▶ Section 74
- ▶ Local HAUC and local Permit Schemes
- ▶ Local Policies & Procedures/other relevant local/National documents

ASSESSMENT PROCESS

- ▶ Written Theory Paper (Open Book) – Short Answers
- ▶ Practical Inspection & Recording of Inspection and Defects
- ▶ Show me/tell me oral questioning while on site
- ▶ Case study

HOW TO GET STAFF CITY & GUILDS 6033 QUALIFIED

STEP 1: Contact STC to discuss your requirements and your local HAUC & permit schemes and inspection arrangements.

STEP 2: Provide STC with the local systems and procedures that you currently operate in accordance with.

STEP 3: Complete an assessment site specification form which will enable you to identify appropriate site(s) for the practical assessments.

STEP 4: Desk top review: We undertake a remote desk top review of your systems and procedures and make you aware of any gaps in your systems & procedures and agree how these are going to be filled for the purposes of the training & assessment programme. This may be followed by a pre-visit to identify/review suitable practical assessment sites and/or to clarify your local arrangements in more detail.

STEP 5: Unit 301: This one day course covers the necessary training in the morning, which is then followed in the afternoon by the unit 301 assessment.

STEP 6: Unit 321 Training: A three day training programme is required to ensure that your staff are adequately prepared to enable them to pass the assessments.

STEP 7: Unit 321 Assessments: The assessment consists of a theory paper, on-site practical assessment, oral questioning while on-site and a case study exercise.

