



**TRANSPORT
SCOTLAND**

An agency of  **The Scottish Government**

M8 M73 M74 MOTORWAY IMPROVEMENTS

DBFO AGREEMENT

Schedule 2 - New Works Requirements

Part 5: Certification

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SCHEDULE 2 - NEW WORKS REQUIREMENTS

PART 5: CERTIFICATION

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SCHEDULE 2 - NEW WORKS REQUIREMENTS

PART 5: CERTIFICATION

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1. Introduction

- 1.1. The Company shall provide to the Scottish Ministers, certification to cover the Design or Design Elements, construction and completion of the New Works.

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

- 1.2. Models of certificates are given in Appendix 1.

The Scottish Ministers shall not accept modifications or qualifications to these certificates other than those agreed in writing by the Scottish Ministers.

- 1.3. The Certification Procedure associated with a part of the Design or Design Element shall be deemed to cover all aspects of the part of the Design or Design Element and as described in sections 2 to 16 inclusive.

- 1.4. 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 New Works Contractor.

- 1.5. The Company shall ensure that the Company's Representative:

1.5.1. is at all relevant times appointed to carry out the procedures referred to in the Certification Procedure; and

1.5.2. shall at all times comply with the Certification Procedure.

- 1.6. The Company shall ensure that the checking procedures referred to in the Certification Procedure are complied with by the Company's Representative.

- 1.7. The Company shall maintain and provide to the Scottish Ministers a register recording the current status of all certificates set out below.

- 1.8. Subject to requirements of this Certification Procedure, construction of any part of the New Works 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.

- 1.9. 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.

2. Design Certificates and Design Check Certificates

2.1. Separate Design Certificates and Design Check Certificates shall be required where applicable for all 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;
- 2.1.14. Accommodation Works;
- 2.1.15. Traffic Scotland equipment; and
- 2.1.16. otherwise.

Separate Design Certificates and Design Check Certificates shall be required for each Structure Design.

2.2. Notwithstanding any other requirements of this Agreement, the Design check for each part of the Design or Design Elements shall be carried out by a Design Checker who shall be technically independent of:

- 2.2.1. the Designer;
- 2.2.2. the New 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. The requirements for earthworks certification detailed herein shall supersede those of the DMRB.

A Geotechnical Design Report shall be prepared for all earthworks, foundations and other geotechnical design elements and shall accompany each Earthworks and Structures Design Statement as detailed in Schedule 2: Part 2.

The relevant part(s) of the Geotechnical Design Report(s) shall be submitted to accompany each Earthworks and Structures Design Statement and each Earthworks and Structures Design Certificate. The final report(s) shall be submitted prior to submittal of the relevant Construction Certificate(s).

2.5. Each Design Certificate submitted by the Company shall be signed by:

- 2.5.1. the Designer;
- 2.5.2. the New Works Contractor; and
- 2.5.3. the Company.

Each Design Check Certificate submitted by the Company shall be signed by:

- 2.5.4. the Design Checker;
- 2.5.5. the New Works Contractor; and
- 2.5.6. the Company.

2.6. 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.

2.7. 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.

2.8. 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. Design Interim Certificates and Design Check Interim Certificates: Staged Procedure

3.1. The parts of the Design or Design Elements identified in paragraph 2.1 requiring Design Certificates and Design Check Certificates may each be further divided to:

- 3.1.1. accommodate the Company's phasing of the New Works; and
- 3.1.2. enable construction of the further divided part of the Design or Design Elements to proceed.

3.2. Where this method of certification shall be adopted the following procedure shall apply:

- 3.2.1. For each further divided part of the Design or Design Element, the Company shall submit to the Scottish Ministers two copies of a schedule of such further divided parts of the Design or Design Element which it proposes to certify.

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

This process shall be completed prior to the implementation of the staged procedure and the schedule incorporated into the Design register referred to in paragraph 1.8.

- 3.2.2. The Company shall submit to the Scottish Ministers two copies of each Design Interim Certificate and Design Check Interim Certificate for each further divided part of the Design or Design Element, with original signatures, along with four copies of all relevant drawings, schedules, appendices and otherwise requiring to accompany each certificate.

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

3.2.3. Construction for any part of the New Works for each of the further divided parts of the Design or Design Element requiring certification shall not commence until this procedure shall have been completed.

3.2.4. Once all Design Interim Certificates and Design Check Interim Certificates for a part of the Design or Design Element identified in paragraph 2.1 have been completed, the Company shall submit to the Scottish Ministers two copies of the Design Certificates and Design Check Certificates for each part of the Design or Design Elements with original signatures along with one copy of all relevant drawings, schedules, appendices and otherwise.

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.

3.2.5. Each Design Interim Certificate submitted by the Company shall be signed by:

- (i) the Designer;
- (ii) the New Works Contractor; and
- (iii) the Company.

Each Design Check Interim Certificate submitted by the Company shall be signed by:

- (iv) the Design Checker;
- (v) the New Works Contractor; and
- (vi) the Company.

3.2.6. The Company shall provide with each Design Certificate, Design Check Certificate, Design Interim Certificate and Design Check Interim Certificate the relevant drawings, schedules and appendices including, but not limited to:

- (i) plans to a scale of not less than 1:500 of the road layout showing the
 - (a) Motorway;
 - (b) Side Road(s);
 - (c) Access Tracks, New Means of Access and otherwise;
 - (d) Accommodation Works Access Tracks; and
 - (e) otherwise;
- (ii) drawings of the road construction giving typical cross-sections;
- (iii) drawings to a scale of not less than 1:500 showing all:
 - (a) drains;
 - (b) underground pipes;
 - (c) boundary fences;
 - (d) road restraint systems;
 - (e) environmental barriers;
 - (f) kerbs;
 - (g) footways;

- (h) footpaths;
 - (i) paved areas;
 - (j) electrical equipment;
 - (k) signs;
 - (l) road markings;
 - (m) environmental and landscape;
 - (n) Traffic Scotland equipment; and
 - (o) otherwise;
- (iv) drawings to a scale not less than 1:200 showing all relevant aspects of the Structures including but not limited to reinforcement details and schedules; and
- (v) any other schedules or supporting information which are listed in the Numbered Appendices within the Specification.

4. Interim Construction Certificates

4.1. An Interim Construction Certificate signed by:

- 4.1.1. the Designer;
- 4.1.2. the New Works Contractor; and
- 4.1.3. the Company;

shall be provided by the Company at the end of each calendar month prior to the date of Substantial Completion of each Phase of the New Works.

4.2. An Interim Construction Certificate shall be completed in respect of parts of the New Works constructed during that month.

4.3. 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 7 days of receipt signed in acknowledgement by the Scottish Ministers.

5. Final Construction Certificates

5.1. A Final Construction Certificate signed by:

- 5.1.1. the Designer;
- 5.1.2. the New Works Contractor; and
- 5.1.3. 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.

5.2. Upon Substantial Completion of the last Phase of the New Works the Company shall supply a Final Construction Certificate in respect of the whole of the New Works in addition to an Interim Construction Certificate in respect of the final month of construction.

5.3. 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.

6. Interim Defect Correction Certificates

6.1. During the period identified in Clause 12.1, Interim Defect Correction Certificates shall be required for Site Roads, which shall not form the New Roads.

6.2. An Interim Defect Correction Certificate signed by:

6.2.1. the Designer;

6.2.2. the New Works Contractor; and

6.2.3. the Company;

shall be provided by the Company at the end of each calendar month during the Defects Liability Period.

6.3. 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 7 days of receipt signed in acknowledgement by the Scottish Ministers.

7. Final Defect Correction Certificate

7.1. A Final Defect Correction Certificate shall be required for Site Roads, which shall not form the New Roads which are subject to the remedy of Defects as detailed in Clause 12.1..

7.2. A Final Defect Correction Certificate signed by:

7.2.1. the Designer;

7.2.2. the New Works Contractor; and

7.2.3. the Company;

shall be provided by the Company at the end of the period identified in Clause 12.1 for each part of the certified Design or Design Element as identified in paragraph 2.1.

7.3. 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.

8. Consultation Certificates

8.1. Where within these New Works Requirements there shall be a requirement to consult and comply with a third party, 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 7 of these New Works Requirements.

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

8.1.1. the Designer;

8.1.2. the New Works Contractor;

8.1.3. the Company; and

8.1.4. the relevant third parties.

- 8.2. 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.

- 8.3. The Company shall not commence any works which affect the interests of any relevant third party until this procedure is completed.

- 8.4. 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:

8.4.1. full details of the consultation undertaken with such third party;

8.4.2. full details of the best endeavours the Company has made to obtain the signed Consultation Certificate;

8.4.3. full details of the Company's reasons and justification for allowing the Company to commence the New 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.

- 8.5. 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 paragraph 8.

- 8.6. Notwithstanding the requirement to consult and comply within these New Works Requirements, where, as a result of such consultation or otherwise any part of the Design or Design Element proposed does not meet the requirements of these New Works Requirements it shall remain the responsibility of the Company to Design and construct the New Works in accordance with the Agreement.

For the avoidance of doubt, these New Works Requirements shall take precedence over any changes that may be proposed by the Company following consultation unless agreed in writing by the Scottish Ministers in accordance with this Certification Procedure and the Agreement.

9. Road Safety Audit Certificates

9.1. Safety Audit Team

- 9.1.1. 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 New Works Contractor;
 - (iii) the Designer(s);
 - (iv) the Design Checker(s); and
 - (v) any of their associated companies.
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- 9.1.2. The Scottish Ministers shall consider the proposed Safety Audit Team and shall issue written approval of or comment on such to the Company.
- 9.1.3. 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 New 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.
- 9.2. Road Safety Audits shall be carried out in accordance with the requirements of Part 1 of these New Works Requirements.
- 9.3. 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.
- 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.
- 9.4. The Road Safety Audit Certificates shall be issued once the following procedure has been completed:
- Either:
- 9.4.1. The Designer(s) and Design Checker(s) accepts the Safety Audit Team recommendations; or
 - 9.4.2. The Designer(s) submits alternative solutions/proposals to the Safety Audit Team and these are accepted by the Safety Audit Team; or
 - 9.4.3. 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.
- 9.5. Road Safety Audits for Temporary Traffic Management Schemes
- 9.5.1. 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.
- 9.5.2. 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
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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.

10. Trunk Road Cycle Audit Certificates

10.1. Trunk Road Cycle Audits shall be carried out in accordance with the requirements of Part 1 of these New Works Requirements.

10.2. 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.

10.3. The Trunk Road Cycle Audit Certificates shall be issued once the following procedure has been completed:

Either:

10.3.1. The Designer(s) and Design Checker(s) accepts the cycle audit team recommendations; or

10.3.2. The Designer(s) submits alternative solutions/proposals to the cycle audit team and these are accepted by the cycle audit team.

11. Departures

11.1. The Company shall submit to the Scottish Ministers five copies of each Application for Departure From Standards, 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 shall be returned to the Company within 7 days of receipt, signed in acknowledgement by the Scottish Ministers.

Where Participants wish to seek a Departure on a Side Road, then written confirmation from the relevant local authority of such approval shall be included with their Departure application.

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

11.2.1. 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.

11.2.2. 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; a 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.

11.2.3. Departures from 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.

11.3. Details of any proposed Departure shall be submitted to the Scottish Ministers prior to any necessary Road Safety Audit Stage 2 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.].

11.4. 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.

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

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

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

12. Company Notice of Change

- 12.1. Where the Company proposes to either vary the New 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.
- 12.2. The Company shall submit to the Scottish Ministers two copies of each Company Notice of Change Certificate with original signatures, together with four copies of all relevant documentation including drawings, other information and associated correspondence.

13. Substantial Completion Certificate

- 13.1. The Company shall submit two copies of the Substantial Completion Certificate with original signatures to the Scottish Ministers in accordance with Clause 25 of the Agreement.

14. Restricted Services Readiness Certificate and Full Services Readiness Certificate

- 14.1. The Company shall submit two copies of the Restricted Services Readiness Certificate and the Full Services Readiness Certificate with original signatures to the Scottish Ministers in accordance with Clause 24 of the Agreement.

15. Final Completion Certificate

- 15.1. The Company shall submit two copies of the Final Completion Certificate with original signatures to the Scottish Ministers in accordance with Clause 26 of the Agreement.

16. Temporary New Works Certificates

- 16.1. Temporary New Works Certificates shall be required for all Temporary New Works associated with any Structure and for any other Temporary New Works which have or require to have a design input.
- 16.2. The Company shall submit two copies of the Temporary New 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.

- 16.3. Each Temporary New Works Certificate submitted by the Company shall be signed by:
 - 16.3.1. the Temporary New Works Design Checker;
 - 16.3.2. the New Works Contractor; and
 - 16.3.3. the Company.

17. Traffic Scotland Site Acceptance Test Certificates

- 17.1. Traffic Scotland test certificates shall be required for all Traffic Scotland equipment including, but not limited to:
 - 17.1.1. the passive network; and
-

- 17.1.2. active equipment.
- 17.2. 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.
- 17.3. Each Traffic Scotland tests certificate submitted by the Company shall be signed by:
- 17.3.1. the Designer;
 - 17.3.2. the New Works Contractor; and
 - 17.3.3. the Company.
- 17.4. 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 New Works Requirements.
- 17.5. 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.
- 17.6. The Company shall carry out the following tests in accordance with Part 2 of these New Works Requirements
- 17.6.1. Pre-Issue Tests;
 - 17.6.2. Stand Alone Site Acceptance Tests;
 - 17.6.3. Pre Commissioning Site Acceptance Tests; and
 - 17.6.4. Commissioning Site Acceptance Tests.
- 17.7. The procedures for the submission of certificates for Traffic Scotland tests certificates shall follow these New Works Requirements and the Company's testing and certification plan.
- 17.8. 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.
- 17.9. The Company shall carry out the required tests for the passive network and active equipment in accordance with these New Works Requirements.
- 18. Provenance Certificates**
- 18.1. Provenance Certificates shall be required for all native plant stock required by the Design.
- 18.2. Provenance Certificates signed by:
- 18.2.1. the Designer
 - 18.2.2. the landscape Designer; and
 - 18.2.3. the Company;
- shall be provided by the Company for each batch of plants on delivery to the New Works Site.
- 18.3. 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.

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

APPENDIX 1 : CERTIFICATES

Certificates

Design Certificate: Structures	DCS
Design Check Certificate: Structures	DCCS
Design Certificate: Earthworks	DCE()
Design Check Certificate: Earthworks	DCCE()
Design Certificate: Road Restraint System	DCB
Design Check Certificate: Road Restraint System	DCCB
Design Certificate: Other Part(s) of the Design or Design Element	DC()
Design Check Certificate: Other Part(s) of the Design or Design Element	DCC()
Design Interim Certificate: Structures	DICS
Design Check Interim Certificate: Structures	DCICS
Design Interim Certificate: Earthworks	DICE()
Design Check Interim Certificate: Earthworks	DCICE()
Design Interim Certificate: Road Restraint System	DICB
Design Check Interim Certificate: Road Restraint System	DCICB
Design Interim Certificate: Other Part(s) of the Design or Design Element	DIC()
Design Check Interim Certificate: Other Part(s) of the Design or Design Element	DCIC()
Interim Construction Certificate	ICC
Final Construction Certificate	FCC
Interim Defects Correction Certificate	IDCC
Final Defects Correction Certificate	FDCC
Consultation Certificate	CC
Road Safety Audit Certificate	RSAC
Stage 2 Road Safety Audit Certificate for Temporary Traffic Management	RSAC(TTM2)
Stage 3 Road Safety Audit Certificate for Temporary Traffic Management	RSAC(TTM3)
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
Company Notice of Change Certificate	CNCC
Substantial Completion Certificate	SCC
Restricted Services Readiness Certificate	RSRC
Full Services Readiness Certificate	SRC
Final Completion Certificate	FCC
Temporary New Works Certificate	TWC
Traffic Scotland Pre-issue Tests Certificate	TSPTC

Traffic Scotland Stand Alone Site Acceptance Tests Certificate	TSSASATC
Traffic Scotland Pre-commissioning Site Acceptance Tests Certificate	TSPSATC
Traffic Scotland Commissioning Site Acceptance Tests Certificate	TSCSATC
Provenance Certificate	PC

DESIGN CERTIFICATE: STRUCTURES

CERTIFICATE NO: DCS.....

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 New Works Requirements;
- ii) has been designed in accordance with the required Design Basis documents listed and dated below;
- iii) has been accurately translated into the construction drawings and bar bending schedules bearing the unique numbers listed below; and

iv) 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 the Agreement.

Signed: Firm:

DESIGNER (Team Leader for Designer)

Name (Block Capitals): Date:

Signed: Firm.....

NEW 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.....

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 New Works Requirements;
- ii) has been checked in accordance with the required Design Basis documents listed and dated below;
- iii) has been accurately translated into the construction drawings and bar bending schedules bearing the unique numbers listed below; and

iv) 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 the Agreement.

Signed: Firm:

DESIGN CHECKER (Team Leader for Design Checker)

Name (Block Capitals): Date:

Signed: Firm:.....

NEW 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()*.....

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 New Works Requirements;
- i) has been designed in accordance with the required Design Basis documents listed and dated below;
- 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 a Geotechnical Design 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 the Agreement.

Signed: Firm:

DESIGNER (Team Leader for Designer)

Name (Block Capitals): Date:

Signed: Firm:

NEW 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()*.....

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 New Works Requirements;
- i) has been checked in accordance with the required Design Basis documents listed and dated below;
- 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 a Geotechnical Design 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 the Agreement.

Signed: Firm:

DESIGN CHECKER (Team Leader for the Design Checker)

Name (Block Capitals): Date:

Signed: Firm:.....

NEW 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.....

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 New 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 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 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.....

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 New 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 the Agreement.

Signed: Firm:

DESIGN CHECKER (Team Leader for the Design Checker)

Name (Block Capitals): Date:

Signed: Firm:

NEW 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()*.....

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 New 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 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 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:

Fencing and Environmental Barriers	(F)	Electrical Installation	(I)
Drainage	(D)	Traffic Scotland equipment	(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()*.....

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:

- i) complies with the New 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 the Agreement.

Signed: Firm:

DESIGN CHECKER (Team Leader for the Design Checker)

Name (Block Capitals): Date:

Signed: Firm:.....

NEW 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:

Fencing and Environmental Barriers	(F)	Electrical Installation	(I)
Drainage	(D)	Traffic Scotland equipment	(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 INTERIM CERTIFICATE: STRUCTURES

CERTIFICATE NO: DICS.....

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

..... (Name of further divided part of Structure)

..... (Name of Structure)

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

- i) complies with the New Works Requirements;
- i) has been designed in accordance with the required Design Basis documents listed and dated below;
- 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 and shall not affect the completion of the Design Certificate(s).

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 Designer)

Name (Block Capitals):

Date:

Signed:

Firm.....

NEW 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 INTERIM CERTIFICATE: STRUCTURES

CERTIFICATE NO: DCICS.....

1 We hereby certify to the Scottish Ministers in respect of the check of the following further divided part for the Design or Design Element namely:

..... (Name of further divided part of Structure)

..... (Name of Structure)

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

- i) complies with the New Works Requirements;
- i) has been checked in accordance with the required Design Basis documents listed and dated below;
- 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 and shall not affect the completion of the Check Certificate(s).

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

Signed: Firm:

DESIGN CHECKER (Team Leader for the Design Checker)

Name (Block Capitals): Date:

Signed: Firm.....

NEW 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 INTERIM CERTIFICATE: EARTHWORKS

CERTIFICATE NO: DICE()*.....

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

..... (Name of further divided part of the earthworks)
..... (Name of part of the earthworks or earthworks element)

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

- i) complies with the New Works Requirements;
- i) has been designed in accordance with the required Design Basis documents listed and dated below;
- 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 shall not affect the completion of the Design Certificate(s); and
- iv) has been the subject of a Geotechnical Design 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 the Agreement.

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

Signed: Firm:
 NEW WORKS CONTRACTOR (Director)
 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 INTERIM CERTIFICATE: EARTHWORKS

CERTIFICATE NO: DCICE()*.....

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

..... (Name of further divided part of the earthworks)
..... (Name of part of the 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 interpretive geotechnical report referred to in (iv) below) with a view to securing that the further divided part of the Design or Design Element:

- i) complies with the New Works Requirements;
- i) has been checked in accordance with the required Design Basis documents listed and dated below;
- 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 shall not affect the completion of the Check Certificate(s); and
- iv) has been the subject of a Geotechnical Design 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 the Agreement

Signed: Firm:

DESIGN CHECKER (Team Leader for the Design Checker)

Name (Block Capitals): Date:

Signed: Firm:

NEW 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 INTERIM CERTIFICATE: ROAD RESTRAINT SYSTEMS

CERTIFICATE NO: DIC(B).....

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

..... (Name of further divided part of the road restraint system or road restraint system element)

..... (Name of part of the 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 further divided part of the Design or Design Element:

- i) complies with the New 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 shall not affect the completion of the Design Certificate(s); 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 the Agreement.

Signed: Firm:

DESIGNER (Team Leader fro Designer)

Name (Block Capitals): Date:

Signed: Firm.....

NEW 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 INTERIM CERTIFICATE: ROAD RESTRAINT SYSTEMS

CERTIFICATE NO: DCIC(B).....

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

..... (Name of further divided part of the road restraint system or road restraint system element)

..... (Name of part of the 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 Element with a view to securing that the further divided part of the Design or Design Element:

- i) complies with the New 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 shall not affect the completion of the Check Certificate(s); 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 the Agreement.

Signed: Firm:

DESIGN CHECKER (Team Leader for the Design Checker)

Name (Block Capitals): Date:

Signed: Firm:

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

CERTIFICATE NO: DIC()*.....

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

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

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

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

- i) complies with the New 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 and shall not affect the completion of the Design Certificate(s).

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 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:

Fencing and Environmental Barriers	(F)	Electrical Installation	(I)
Drainage	(D)	Traffic Scotland equipment	(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 INTERIM CERTIFICATE: OTHER PART(S) OF THE DESIGN OR DESIGN ELEMENT

CERTIFICATE NO: DCIC()*.....

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

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

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

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

- i) complies with the New 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 and shall not affect the completion of the Check Certificate(s).

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

Signed: Firm:

DESIGN CHECKER (Team Leader for the Design Checker)

Name (Block Capitals): Date:

Signed: Firm:

NEW 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:

Fencing and Environmental Barriers	(F)	Electrical Installation	(I)
Drainage	(D)	Traffic Scotland equipment	(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)		

INTERIM CONSTRUCTION CERTIFICATE

CERTIFICATE NO: ICC

This certificate is in respect of the period fromto.....

- 1 We hereby certify to the Scottish Ministers that we have supervised the construction of the New Works during the period to which this certificate relates and that we have exercised reasonable professional skill and care with a view to securing that the parts of the New Works set out below have been constructed in accordance with the requirements of the Design.

The parts of the New Works referred to in this certificate are:

.....
.....
.....

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 Receipt of this certificate is acknowledged

Signed:

on behalf of the SCOTTISH MINISTERS

Name (Block Capitals):

Date:

FINAL CONSTRUCTION CERTIFICATE

CERTIFICATE NO: FCC.....

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 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 Receipt of this certificate is acknowledged

Signed:

on behalf of the SCOTTISH MINISTERS

Name (Block Capitals): Date:

INTERIM DEFECT CORRECTION CERTIFICATE

CERTIFICATE NUMBER IDCC.....

This certificate is in respect of the period from.....to..... within the Defects Liability Period.

1 We hereby certify to the Scottish Ministers that we have supervised the correction of defects of the relevant parts of the New Works during the period to which this certificate relates and that we have exercised reasonable professional skill and care with a view to securing that parts of the New Works set out below have been corrected to accord with the Design.

The parts of the New Works referred to in this certificate are:

.....
.....
.....
.....
.....
.....

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

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

Firm:
Date:

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

Firm:
Date:

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

Firm:
Date:

2 Receipt of this certificate is acknowledged

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

Date:

FINAL DEFECT CORRECTION CERTIFICATE

CERTIFICATE NUMBER FDCC.....

1 We hereby certify to the Scottish Ministers in respect of

(Name of part of the Design or Design
Element)

.....
that we have supervised with reasonable professional skill and care the correction of Defects within the Defects Liability Period with a view to securing that it has been corrected to accord 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 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 Receipt of this certificate is acknowledged

Signed:

on behalf of the SCOTTISH MINISTERS

Name (Block Capitals):

Date:

CONSULTATION CERTIFICATE

CERTIFICATE NUMBER: CC.....

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 further hereby certify that the above named part of the Design or Design Element complies with the New Works Requirements and or the requirements for the Scottish Ministers' acceptance of any change to or non-compliance with the New Works Requirements has been brought to the attention of the consultee named below and is included 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 the Agreement.

Signed: Firm:
DESIGNER (Team Leader for 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 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 and that the Company remains responsible for ensuring that the above named part of the Design or Design Element complies with the New Works Requirements and the Agreement..

Signed: Date:
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.....

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 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 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).....

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 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:

- 3 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).....

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 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 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
(Bridges and other Highway Structures)

Name of Project _____

Name of Bridge or Structure _____

Structure Reference Number _____

APPLICANT :

PROJECT TITLE :

DEPARTURE NUMBER :

STRUCTURE REFERENCE :

SUBMISSION DATE :

1. List of Supporting Documentation:

Standards:

Drawings:

Other:

2. Description of Proposed Departure:

(Include details of DMRB Standards and Clause numbers which are being departed from)

3. Designer/Assessor Justification:

(Include reasons why existing DMRB Standards are inappropriate)

4. Cost Implications:

(Include an estimate of cost savings to the Scottish Ministers as well as the effect on future maintenance costs)

4.1 Construction Costs

4.2 Maintenance Costs

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	

TRUNK ROAD CYCLE AUDIT CERTIFICATE

CERTIFICATE NUMBER: CAC.....

This certificate refers to the Stage 2 Trunk Road 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 between the Scottish Ministers and the Company.

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:

4 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.....

- 1 The following Company Change is proposed under Clause 35 of this Agreement to vary the New 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

SUBSTANTIAL COMPLETION CERTIFICATE

CERTIFICATE NUMBER: SCC.....

1 We hereby certify to the Scottish Ministers that the New Works (or such Phase of the New Works) comprising:

.....
.....
.....

(Description of New Works)

have been substantially completed in accordance with this Agreement and that a Stage 3 Road Safety Audit Certificate (where appropriate) in respect of the New Works [or such Phases of the New Works] has been completed.

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:

RESTRICTED SERVICES READINESS CERTIFICATE

CERTIFICATE NUMBER: RSRC.....

- 1 We hereby certify to the Scottish Ministers that:
- i) all facilities are in place in relation to all Site Roads in accordance with the list of criteria specified below to fulfil the O&M Works Requirements as specified in Schedule 4 of this Agreement and/or the O&M Manual; and
 - ii) the parts of the Quality Plan concerning the management of the O&M Works and the carrying out of the O&M Works have been completed in accordance with the requirements of Schedule 5.

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:

Restricted Services Readiness Certificate - List of Criteria

- 1 The Company has contingency arrangements in place to supply winter maintenance services beyond the Restricted Services Commencement Date.
- 2 The Company have TRBDB, SERIS and compliant RMMS systems, including inventory records and survey procedures, in place.
- 3 Connections to RMMS, TRBDB and SERIS systems for the Scottish Ministers and/or the Company as appropriate are in place.
- 4 The Company has arrangements in place with regard to superintendence of the O&M Works.
- 5 An O&M Works Contractor has been appointed.
- 6 A procedure for directing the O&M Works Contractor has been agreed.
- 7 A compliant Quality System, Quality Manual, Quality Plan(s) and O&M Manual are ready to be implemented.
- 8 A schedule of inspections, aligned with incumbent's schedule as appropriate, has been agreed.
- 9 The development of the Winter Maintenance Plan has been substantially completed.
- 10 An Emergency Response Plan has been agreed and is ready to be implemented.
- 11 An up to date schedule of liaison contacts has been agreed.
- 12 Liaison procedures with Emergency Services have been agreed.

FULL SERVICES READINESS CERTIFICATE

CERTIFICATE NUMBER: SRC.....

- 1 We hereby certify to the Scottish Ministers that:
- i) all facilities are in place on the Project Roads to fulfil the O&M Works Requirements as specified either in Schedule 4 or the O&M Works Manual; and
 - ii) the parts of the Quality Plan concerning the management of the O&M Works and the carrying out of the O&M Works have been completed in accordance with the requirements of Schedule 5.

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:

FINAL COMPLETION CERTIFICATE

CERTIFICATE NUMBER: FCC.....

1 We hereby certify to the Scottish Ministers that the New 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 New Works [or such Phases of the New Works] have been issued.

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:

TEMPORARY NEW WORKS CERTIFICATE

CERTIFICATE NUMBER: TWC.....

1 We hereby certify to the Scottish Ministers that the preparation of the Design of the temporary New Works comprising

..... (Description of temporary New 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 New 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 the Agreement.

Signed: Firm:

NEW WORKS CONTRACTOR (Agent)

Name (Block Capitals): Date:

Signed: Firm:

COMPANY (Director)

Name (Block Capitals): Date:

We have carried out an independent check of the New 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 Works and without detriment to the New Works.

Signed: Firm:

TEMPORARY NEW WORKS CHECKER (Team Leader for the temporary New 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.....

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.....

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.....

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.....

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.....

1 We hereby certify that the provenance/origin of the United Kingdom native plant stock incorporated in the New 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 the 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

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

THIN SURFACE COURSE SYSTEM APPROVAL CERTIFICATE

Application for use of proprietary : face course system

Operating Company :		OC Project Manager:		OC Project Manager e-mail Address:	
Contract					
Scheme ID number	Work Code	PMS Category	Work Year	Contract Name	
Transport Scotland management		Management arrangements	Contract arr		
Asphalt Sub Contractor		Laying Contractor	Lane Rental ?		
Site					
Site description	Speed Limit	Works type	PSV	Distance from Plant to Site	
System Proposal					
System name	Maintenance period	Description		Tack / Bond Coat	
Proposed production plant	BBA / HAPAS Certified		Material being replaced		
System History					
Previous use	Details of authorisation			Additional remarks	
Transport Scotland scheme specific approval		Yes / No		Comments:	
Signed:		To be completed by			
Date:					

