SOUTH WEST UNIT LIST OF CONTRACT DOCUMENTS

VOLUME 1

The Agreement

Schedule 1	l – Con	ditions	of Ca	antract

Contract Scope
_

Part 2 – Periods, Bids and Programmes

Part 3 - Orders, Extensions of Time, Measurement and Payment Provisions

Part 4 – Indemnities and Insurance

Part 5 – Quality, Environment, Health and Safety, Finance and Risk

Part 6 – Default Termination Frustration

Part 7 – Disputes Resolution

Part 8 - Provisional and Prime Cost Sums

Part 9 - Statutory Contractual and Legal Requirements etc

Part 10 – Tax Matters Including VAT

Part 11 - TUPE

Part 12 – Special Requirements

Annex 1 to Schedule 1 to this Contract – Disputes Resolution Procedure

Annex 2 to Schedule 1 to this Contract – Form of Bond and Undertaking

Annex 3 to Schedule 1 to this Contract – Lane Occupation Charges and Associated Procedures

Annex 4 to Schedule 1 to this Contract – Special Requirements

Special Requirements in relation to Network Rail

Special Requirements in relation to Scottish and Southern Energy Plc and Scottish Power Plc

Special Requirements in relation to Transco

Special Requirements in relation to British Telecom Plc Scotland

Special Requirements in relation to NTL

Special Requirements in relation to Thus Plc (Formerly Scottish Telecom)

Special Requirements in relation to Scottish Water

Special Requirements in relation to Scottish Environment Protection Agency (SEPA)

Special Requirements in relation to the National Driver Information and Control System (NADICS)

Special Requirements in relation to the Scottish Executive Rural Affairs Department

Special Requirements in relation to Historic Scotland

Special Requirements in relation to Scottish Natural Heritage

Special Requirements in relation to Health & Safety Executive

Substitution 1/04/06

Special Requirements in relation to the Civil Aviation Authority Special Requirements in relation to British Coal Corporation Special Requirements in relation to the British Waterways Board

Annex 5 to Schedule 1 to this Contract – Item Category Assigned to Particular Items in Schedule 2 to the Contract

Annex 6 to Schedule 1 to this Contract – Insurance Requirements

Annex 7 to Schedule 1 to this Contract – Procedure for Adjustment of Payments for Series 6100 Winter Service

Operations of Part 2 of Schedule 2 to this Contract

VOLUME 2

Schedule 2 - The Schedule of Rates and Prices

- Part 1 Method of Measurement
- Part 2 Schedule of Rates and Prices (Un-priced)
- Part 2 Schedule of Rates and Prices (Priced Password required)

VOLUME 2A

Schedule 2 – The Schedule of Rates and Prices

Part 2 – Annex A – Listing of Value for Money and Sufficient Rates (Password required)

VOLUME 3

Schedule 3 – Administration Procedures for the Operations

- Part 1 Overall Requirements
- Part 2 Extent of the Unit
 - Annex 3.2/A Extent of the South West Unit for which the Operating Company shall be responsible for Operations within the Trunk Road Boundary
 - Annex 3.2/B Interfaces with Local Authority Roads
 - Annex 3.2/C Interfaces at the South West Unit Boundary with the Adjacent Trunk Road Units
 - Annex 3.2/D Parts of the South West Unit for which the Operating Company shall be responsible for Operations outwith the Trunk Road Boundary
 - Annex 3.2/E Features within the Trunk Road Boundary of the South West Unit for which the Operating Company shall not be responsible for Operations
 - Annex 3.2/F Procedures for Accessing Road Lighting Electrical Equipment Operated by the Scottish Ministers and Local Roads Authorities
- Part 3 Reference Documents
 - Annex 3.3/A Reference Documents
- Part 4 Consultation Liaison and Co-ordination
- Part 5 Contracts in Progress and Outwith Operating Company Arrangements

Part 6 - Correspondence Enquiries and Complaints

Annex 3.6/A – Media Enquiries Procedure

Annex 3.6/B – Media Enquiry Form

Annex 3.6/C – Duties of Operating Company Ministerial Commitments Officer

Part 7 - Customer Contact Services

Annex 3.7/A – Network Customer Information Sign Showing Customer Contact Telephone Number

Part 8 – National Driver Information and Control System (NADICS)

Annex 3.8/A – Notification of Planned Operations Works and Work in the Vicinity of NADICS Equipment

Annex 3.8/B – Notice to NADICS Operator of Damage/Suspected Damage to NADICS Equipment

Annex 3.8/C – NADICS Contractors

Annex 3.8/D – Specification of Requirements for Operating Company's NADICS Terminal

Annex 3.8/E – Specification of Requirements for Operating Company's Dedicated Computer for NADICS Roadworks Diary

Annex 3.8/F – Information Required for Planned Operations, Works, Work and Events for Completing the NADICS Roadworks Diary

Annex 3.8/G – Coding for Estimated Traffic Delays

Annex 3.8/H – Information Required for the Severe Weather Bulletin Board for the NADICS Roadworks Diary

Part 9 – Statutory Functions

Annex 3.9/A – Statutory Functions

Schedule 4 – Contract Control and Management of the Operations

Part 1 - Programme and Budget Preparation

Annex 4.1/A - 3-Year Programme

Annex 4.1/B – 1-Year Programme and Financial Profile

Annex 4.1/C – Bids

Part 2 - Contract Control and Management System

Annex 4.2/A – Orders

Annex 4.2/B – Work Series and Codes

Annex 4.2/C – Further Detailed Enquiry

Annex 4.2/D – Further Detailed Direction

Annex 4.2/E – Statement Reports

Annex 4.2/F – Financial Monitoring and Forecasting Reports

Annex 4.2/G – Work Codes – Scottish Executive Accounting System Linkages

Annex 4.2/H – Budgets

Annex 4.2/I – Works Contractor Series and Item Numbers

Annex 4.2/J – Terminal and Printer Requirements

Annex 4.2/K – Detailed Functions and Functionality of the Contract Control and Management System

Annex 4.2/L – Standard Reports from the Contract Control and Management System

Part 3 – Scottish Executive Road Information System Substitution 19/06/06

Part 4 – Electrical Energy

Part 5 – Damages

Annex 4.5/A – Forms and Records for Third Party Claims

Annex 4.5/B – Records for Damages to Crown Property

Schedule 5 – Quality Management System and Documentation for the Operations

Part 1 – Quality Management System

Annex 5.1/A – Operating Company Internal Audit Schedule

Part 2 – Records and Information and Communication Technology

Annex 5.2/A – Records and Retention Periods

Annex 5.2/B – Schedule of Records to be transferred by the Operating Company to a Successor Organisation

Part 3 – Reporting Requirements

Annex 5.3/A – Schedule of Key Performance Indicators

Part 4 — Operating Company Core Management Team Key Staff Offices and Depots and the Like

(Password required)

Annex 5.4/A – The Operating Company's Representative Core Management Team and Key Staff

Annex 5.4/B – Details Of The Operating Company's Central Office and Computer Systems

Annex 5.4/C – Details Of The Operating Company's Sub-Offices Depots and the Like

Annex 5.4/D – Details Of The Operating Company's Minimum Plant and Equipment to be held at each Sub-Office Depot and the Like

Part 5 – Audits by the Performance Audit Group

Schedule 6 – Design Procurement and Certification for the Operations

Part 1 – Design Procurement and Certification of Operations and Works

Annex 6.1/A – Tender Report (Indicative)

Annex 6.1/B – Contract Control Forms

Annex 6.1/C – Draft Tender Document Certificates

Annex 6.1/D – Certificates in Relation to Certification Procedures

Annex 6.1/E – Model for Draft Tender Documents Checklist

Part 2 – Construction (Design and Management) Regulations 1994

Part 3 - Road Safety Audits

VOLUME 4

Schedule 7 – Management of Operations

Part 1 - Management, Inspection and Cyclic Maintenance

VOLUME 4A

Schedule 7 - Management of Operations

Part 1 — Management, Inspection and Cyclic Maintenance - Annex 7.1/A — Additional Local Requirements

VOLUME 4B

Schedule 7 – Management of Operations

Part 1 - Management, Inspection and Cyclic Maintenance

Annex 7.1/B – Types of Category 1 Defects

Annex 7.1/C – Trunk Roads Requiring Safety Patrols

Annex 7.1/D – Routine Maintenance and Management System Codes

Annex 7.1/E - Defect Codes

Annex 7.1/F – Earthwork Monitoring Requirements

Part 2 – Winter Service

Annex 7.2/A – Winter Service Plan

Annex 7.2/B – Winter Service Report

Annex 7.2/C – Winter Service Patrols

Annex 7.2/D – Locations of Sites for De-Icing Treatment for Category A B and C Footways Footbridges and Cycleways

Annex 7.2/E – Locations of Known Areas Requiring Special Attention

Annex 7.2/F – Location Details

Annex 7.2/G – Records

Annex 7.2/H – Ethylene Glycol Treatment

Annex 7.2/I – Winter Service Plan Appendices (Password required)

Part 3 – Emergency Response

Part 4 - Traffic Safety and Management

Part 5 - Landscape Development Plan and Report

VOLUME 4C (TWO BINDERS)

Schedule 7 – Management of Operations

Part 5 – Landscape Development Plan and Report – Annex 7.5/A – Landscape Inventory Drawings

VOLUME 4D

Schedule 7 – Management of Operations

- Part 6 New Roads and Street Works Act 1991
- Part 7 Management and Maintenance of Structures
 - Annex 7.7/A List of Structures Requiring Principal Inspections for the South West Unit
 - Annex 7.7/B List of Structures Over or Carrying Watercourses in the South West Unit
 - Annex 7.7/C Technical Approval Procedures for Assessment of Structures in Scotland
 - Annex 7.7/D List of Sub-Standard Structures in the South West Unit
 - Annex 7.7/E BA 79 Proforma Sub-Standard Bridge Remedial Measures Proposals Report
 - Annex 7.7/F List of Structures with Known Defects Requiring Monitoring that are not Sub-Standard in the South West Unit
 - Annex 7.7/G Structures with Bridge Access Gantries and/or Runway Beams in the South West Unit
 - Annex 7.7/H List of Sub-Standard Structures in the South West Unit with Structural Assessments in Progress
- Part 8 Structures with Particular Requirements
 - Annex 7.8/A Structures with Particular Requirements

VOLUME 4E TO 4F

Schedule 7 – Management of Operations

- Part 8 Structures with Particular Requirements Annex 7.8/B Maintenance Manuals and Operation Manuals for Structures with Particular Requirements
 - M8 Kingston Bridge (Volume 4E) (FOUR BINDERS)
 - M809 Erskine Bridge (Volume 4F) (**THREE BINDERS**)

VOLUME 4G

Schedule 7 – Management of Operations

Part 9 - Severe Weather Services

Annex 7.9/A – Locations within the South West Unit with Wind Management Plans

Annex 7.9/B – Wind Management Processes

Part 10 – Incident Support Service

Annex 7.10/A – Vehicle and Equipment Requirements

Annex 7.10/B – Incident Support Team Daily Record

Schedule 8 – Technical Studies and Advice in connection with the Operations

Part 1 - Abnormal Indivisible Load Routeing

Annex 8.1/A – A Guide to Notification and Authorisation

Annex 8.1/B – The Association of Chief Police Officers in Scotland – Notification to Hauliers

Part 2 – Development Control

Annex 8.2/A – Standard Planning Application Consultation Responses

Annex 8.2/B – Forms TR/NPA/1, 2 and 2A

TR/NPA/1

TR/NPA/2

TR/NPA/2A

Annex 8.2/C - Annex D of Circular 4/1997

Part 3 - Road Safety and Accident Investigation and Prevention

Part 4 – Traffic Counting Duties

Annex 8.4/A – Schedule of Fixed Location Traffic Counting Sites within the Unit

Annex 8.4/B – Notification of Physical Events Likely to Effect Sites and Other Events Likely to have Effected Traffic Flows

Annex 8.4/C – Notification of Proposed New Traffic Counting Sites

Annex 8.4/D – Scottish Roads Traffic Database Contractors

Annex 8.4/E – Scottish Road Traffic Database Contacts

Part 5 – Signing

VOLUME 5

Schedule 9 – Execution of the Operations

Part 1 – Specification for Maintenance Operations

VOLUME 6

Schedule 10 – Clarifications to the Contract

Part 1 - Clarifications to the Contract

VOLUME 7 (TWO BINDERS)

Schedule 11 – Relevant Parts of the Tender

Part 1 – Relevant Parts of the Tender including post Tender documentation and correspondence forming part of the Contract (Password required)