

Attachment 1.2 Reporting & Submissions

NMC Reference			Document					
Schedule	Section	Clause	Title	Type	Frequency	Submitted on	Issued to	Action by
2	1	1.2.8	Non conformance to protocols outlined in the Extent of the Trunk Road Network document	Other	As and when it occurs	Within 14 days of discovering	Director	OC
2	1	1.3.10	Update Scottish Road Works Register in accordance with the New Roads and Street Works Act 1991	Other	Continuously	Not later than 5 days after Commencement of Service	SRWR	OC
2	1	1.3.10	Provide all Records produced by the Operating Company in connection with Scottish Road Work Register	Other	Once	No later than 5 Working days after the Service End Date	Director	OC
2	1	1.3.12	Scottish Road Works Register Report	Report	Monthly	15th day of each month	Director	OC
2	1	1.4.10	Other Contracts	Other	As and when it occurs	(a) during the Mobilisation Period for all Other Contracts that are in progress and (b) no later than 2 weeks after appointment of a contractor for all Other Contracts after Commencement of Service	OC	Director
2	1	1.5.6	Inventory Validation Plan	Report	Once	Not later than 2 months before Commencement of Service	Director	OC
2	1	1.5.9	Inventory update	Other		Not later than 12 months before Commencement of Service	Director	OC
2	1	1.5.10 - 1.5.12	Update inventory contained in APMS so it is identical to actual inventory for the following: (a) all groups of assets except Structures (b) M6 DBFO (c) Comprehensive Inspection, General Inspection and or a Principal Inspection	Other		(a) 2 weeks (b) 4 weeks (c) 4 days after completing the inspection until the service end date	APMS	OC
2	1	1.5.13	Report based on audit logs of the updates (if any) to Inventory contained in RMMF in APMS (based on 6 month comparison with existing assets)	Report	Once	Not later than 6 months after Commencement of Service	Director	OC

NMC Reference			Document					
Schedule	Section	Clause	Title	Type	Frequency	Submitted on	Issued to	Action by
2	2 & 3		Refer to Attachment 1.1 Reporting & Submissions Defects & Inspections Schedule 2 Scope, Section 2 and 3					
2	4	4.1.16	Inspection schedule and programme	Programme	Annually	Not later than 30 days prior to the Commencement of Service Date and annually on 15 January thereafter	Director	OC
2	4	4.2.2	Update all data in APMS	Other	As and when it occurs	In accordance with timescales stated in 4.2.2	Director	OC
2	4	4.3.1	All documents including manuals that have been transferred by the previous Operating Company into APMS	Other	Once	No later than 1 month after the Commencement of Service Date	Director	OC
2	4	4.3.1	Notification of any deficiencies and or discrepancies in the documents and proposal to resolve	Other	Once	No later than 6 month after the Commencement of Service Date	Director	OC
2	4	4.3.2	New and amended as built records	Other	As and when it occurs	Not later than 28 Working Days after completion of any work	Director	OC
2	4	4.4.3	Electronic copy of all documents in relation to Structures and upload into APMS	Other	Once	Not later than 90 days before Service End Date	Director	OC
2	4	4.4.4	Report on routine Structures Safety Inspections	Report	Intervals not exceeding 7 days	When undertaking routine Structures Safety Inspections	Bridges Manager	OC
2	4	4.4.5	Report of reactive Structures Safety Inspections	Report	As and when it occurs	When undertaking reactive Structures Safety Inspections	Bridges Manager	OC
2	4	4.4.6	Report on all routine and reactive Structures Safety Inspections	Report	Monthly		Director	OC
2	4	4.5.4	Programme identifying General Inspections	Programme	Annually		Director / PAG	OC
2	4	4.6.2	Programme identifying Principal Inspections	Programme	Annually		Director / PAG	OC
2	4	4.7.2	Scour inspection details	Other	Include with General and Principal Inspection Report		Director	OC
2	4	4.9.5	Visual inspection	Other	Every two years	Incorporate into General Inspections at critical areas	Director	OC

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Schedule	Section	Clause	Title	Type	Frequency	Submitted on	Issued to	Action by
2	4	4.10.2	Structures Cyclic Maintenance	Other	Annually	No later than 30 days prior to the Commencement of Service Date and during the first week of every Annual Period thereafter	Director	OC
2	4	4.10.7	Maintenance schedule	Other	As and when it occurs	Within 5 working date of undertaking any works stated in 4.10.7	Director	OC
2	4	4.10.8	Programme that identifies each Structure	Programme	Before commencing Cyclic Maintenance		Director / PAG	OC
2	4	4.10.18	Report any Category 1a Defects and Category 1 Defect	Report	As and when it occurs	In accordance with Schedule 2, section 2	Director	OC
2	4	4.11.4	Recommendations for maintenance of Structures Operations			As part of Annual bids and programme process outlined in Sch 3	Director	OC
2	4	4.11.7	Prioritise and rank all Schemes in programmes as well as Schemes with priority three and four work as designated in TRIM	Programme	Annually	Dates set out in the annual process outline in Sch 3	Director	OC
2	4	4.13.5	Submit proposals for monitoring and maintaining interim measures for sub standard structures and Structures with Known Defects	Other	Annually		Director	OC
2	4	4.14.2	Electronic copy of all documents and manuals transferred to the OC by the previous operating company for Structures with Particular Requirements	Documents		Not later than 1 month after the Commencement of Service Date	Director	OC
2	4	4.14.4	Review documents for Structures with Particular Requirements and issue updated electronic copies	Documents	Annually	Immediately following receipt of Director's written consent	Director	OC
2	4	4.14.5	Annual inspection report for each structure	Report	Annually	31 January in calendar year following inspections of each structure	Director	OC
2	4	4.14.6	Principal Inspections report	Report	As and when it occurs in accordance with Inspections cycle	By 30th November in the year in which the Principal Inspection cycle becomes due	Director	OC

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Schedule	Section	Clause	Title	Type	Frequency	Submitted on	Issued to	Action by
2	4	4.14.7	All inspection reports and related data into APMS	Report	As and when it occurs	Within 10 days of production	APMS	OC
2	4	4.14.8	Summary Defect report	Report	As and when it occurs	Within 10 days of production	APMS	OC
2	4	4.14.10	Up to date list of documents relating to Structures with Particular Requirements	Other		Not later than 90 days prior to the Service End Date	APMS	OC
2	4	4.16.1	Approval in principle forms and applications for departures from standard forms	Other	As and when it occurs		Director	OC
2	4	4.16.3	Director's consent or otherwise to approval in principle submissions	Other	As and when it occurs	No later than 25 Working Days after receipt of OC approval in principle submission	OC	Director
2	4	4.17.6	Bridge Strike Form Certificate	Other	As and when it occurs	No later than 24 hours after bridge strike occurs	APMS	OC
2	5	5.1.5	Inventory for All Traffic Scotland Equipment	Other	Once	Prior to the Commencement of Service and then on a quarterly basis	OC	Director
2	5	5.2.2	Operations having physical effect on Network Operations equipment	Notification	As and when it occurs	At least 15 Working Days prior to Operations, Works contract or work commencing	Network Operations Service Provider	OC
2	5	5.2.4	Statement of Intent and Value for Money Assessment affecting Network Operations Equipment	Notification	As and when it occurs	Simultaneously	Director / Network Operations Service Provider	OC
2	5	5.2.6	Testing records	Other	As and when it occurs	Within 10 Working Days of the completion of Operations or Works Contract	Director	OC
2	5	5.2.13	Damage form	Other	As and when it occurs	via e-mail within 24 hours of the damage being caused	Network Operations Service Provider	OC

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Schedule	Section	Clause	Title	Type	Frequency	Submitted on	Issued to	Action by
2	5	5.3.6 (b)	Journey Time Reliability Coordinator	Report	Monthly	No later than the 15th day of each calendar month until the Service End Date	Director	Journey Time Reliability Coordinator
2	5	5.3.6 (c)	Journey Time Reliability Coordinator	Report	Annually		Director	Journey Time Reliability Coordinator
2	6	6.1.6	Winter Aid	Other	As and when it occurs		Director	OC
2	6	6.1.13	Winter Service Plan	Plan	Annually	No later than 30 days prior to the end of the Mobilisation Period and 31st July of each Annual Period following that	Director	OC
2	6	6.1.19	Monthly salt stock monitoring	Report	Monthly	No later than 12.00 on the 1st Working Day of September, October, April and May	Director	OC
2	6	6.1.19	Weekly salt stock monitoring	Report	Weekly	No later than 12.00 on the 1st Working Day of November, December, January, February and March	Director	OC
2	6	6.1.19	Daily salt stock monitoring	Report	Daily	No later than 4 hours from a request received from the director	Director	OC
2	6	6.1.19	Weather forecast accuracy	Report	Every two weeks	No later than 12.00 on the first Working Day every two weeks	Director	OC
2	6	6.1.19	Number of vehicles involved in a car crash	Report	Weekly	No later than 12.00 on the First Working Day every week	Director	OC
2	6	6.1.20	Winter Service Report	Report	Annually	No later than 31 May in each Annual Period	Director / PAG	OC
2	6	6.1.21	First Winter Service Report	Report	Once	Prior to the Commencement of Service	OC	Director
2	6	6.1.24	Planned treatments	Report	Daily	Daily for planned treatments in following 24 hours and actual treatments in previous 24 hours	Director	OC

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Schedule	Section	Clause	Title	Type	Frequency	Submitted on	Issued to	Action by
2	6	6.2.2	Computerised Road Weather Information System	Other		No later than 30 days prior to the end of the Mobilisation Period and again within 10 Working Days if consent refused	Director	OC
2	6	6.2.17	Effects of adverse weather conditions	Report		During Winter Service Period	Network Operations Service Provider	OC
2	6	6.2.18	Notification of Winter Operations	Notification	As and when it occurs			
2	6	6.2.44	Report on snow gates being closed	Report	As and when it occurs	Within 12 hours of snow gates being closed	Director	OC
2	6	6.2.52	Provision and location of salt bins	Proposal	Once	During Mobilisation Period	Director	OC
2	6	6.3.37	Consulting Meetings	Other	As and when it occurs	No later than 5 working days after the consulting meeting has taken place	Director	OC
2	6	6.5.5	Non-Conformance	Other		Within 12 hours of the malfunction	PAG / Director	OC
2	7	7.1.15	Multi Agency Response Team information folder	Other	Daily	At each shift change while Multi Agency Response Team is in operation	Keep up to date and available for inspection by Operational Partners	OC
2	7	7.3.3	Draft Disruption Risk Management Plan	Plan	Every three months	No less than 25 Working Days prior to Commencement of Service, then continuously updated thereafter and at intervals no longer than 3 months	Director	OC
2	7	7.4.1	Incident Response Plan	Plan	Every three months	No less than 25 Working Days prior to Commencement of Service, then continuously updated thereafter and at intervals no longer than 3 months	Director / Operational Partners	OC
2	7	7.4.14	Amendments to Incident Response Plan		As and when it occurs	Within 1 Working Day of request	Director / Operational Partners	OC

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2	7	7.4.18	Incident Liaison Officers	Other	Once	No later than 25 Working Days prior to the Commencement of Service Date	Director	OC
2	7	7.4.23	Standard Incident Diversion Route	Other	After each use		Director	OC
2	7	7.4.25	Rotas of trained operatives	Other	Every 6 Months	At least 25 Working Days prior to the Commencement of Service Date and thereafter 10 Working Days prior to 1 April and 1 October in each Annual Period	Director	OC
2	7	7.4.31	Communication of Incidents	Other	As and when it occurs	Within 10 minutes of receipt of information relating to an incident	Relevant Operational Partners	OC
2	7	7.5.3	Details of proposed expert weather forecasting service for Severe Weather	Other	Once	No later than 25 Working Days prior to the Commencement of Service Date	Director	OC
2	7	7.2.7	Severe Weather Management Plans	Other	Every three months	As Part of Incident Response Plan	Director	OC
2	7	7.2.13	Real-time wind speed data	Other	Should be made available to Director		Director	OC
2	7	7.5.14	Wind management plans	Other	Every three months	As Part of Incident Response Plan	Director	OC
2	7	7.5.18	Flooding Management Plans	Other	Every three months	As Part of Incident Response Plan	Director	OC
2	7	7.5.19	Landslide Management Plans	Other	Every three months	As Part of Incident Response Plan	Director	OC
2	7	7.6.26	Code of Practice for Airwave in compliance	Other	Once	No later than 25 Working Days prior to the Commencement of Service Date	Director	OC
2	7	7.6.28 + 7.6.29	Trunk Road Incident Support Service Plan	Plan	Every three months	Separate from but suitable integrated with the Incident Response Plan	Director	OC
2	7	7.7.10	Training for Contract Personnel	Other		Prior to Commencement of Service	Director	OC
2	7	7.7.18	Incident Support Units Plan	Plan	Every three months	As Part of Incident Response Plan	Director	OC
2	7	7.9.2	Critical or Major Incident	Other	As and when it occurs	On becoming aware of an incident	Director	OC
2	7	7.9.4	Fatalities	Other	As and when it occurs	On becoming aware of an incident	Director	OC
2	7	7.9.5	Fatalities Report (part 1)	Report	As and when it occurs	Within 24 hours of any fatal incident	Director	OC
2	7	7.9.6	Fatalities Report (part 2)	Report	As and when it occurs	Within 5 Working Days of site visit of fatal incident	Director	OC

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Schedule	Section	Clause	Title	Type	Frequency	Submitted on	Issued to	Action by
2	7	7.9.16	Review Disruption Risk Management Plan	Other	As and when it occurs	No later than 5 Working Days of the debriefing session	Director	OC
2	7	7.9.17	Annual Incident Report	Other	Annually	No later than 25 Working Days after the commencement of each Annual Period	Director	OC
2	8	8.1.9	Appointment of OC as Principal Contractor	Appointment	As and when it occurs	When undertaking Operations to which the CDM Regulations apply	OC	Director
2	8	8.1.10	Appointment of OC as Principal Designer	Appointment	As and when it occurs	When undertaking Operations to which the CDM Regulations apply	OC	Director
2	8	8.1.3 + 8.1.4	Any appointments made in relation to Operations	Appointment	As and when it occurs	Formally record any appointments in writing	Director	OC
2	8	8.2.5	Brief for Design	Other	As and when it occurs		Director	OC
2	8	8.2.12	Conflicts between Roads for All: Good Practice Guide for Roads and Design Manual for Roads and Bridges	Other	As and when it occurs		Director	OC
2	8	8.2.14	Environmental impact - draft Record of Determination	Other	As and when it occurs		Director	OC
2	8	8.2.18	Road orders, plans , schedules, environmental impact assessments and environmental statements	Other	As and when it occurs	When required	Director	OC
2	8	8.3.9	Audit team members and audit observers	Other		When required	Director	OC
2	8	8.3.15	Road safety audit report	Report		Within 5 Working Days of being undertaken	Director	OC
2	8	8.3.15	Exception report	Report	As and when it occurs	When required	Director	OC
2	8	8.3.18	Audit Brief	Other			Director	OC
2	8	8.3.24	Stage 3 road safety audit	Other	As and when it occurs	Provide 14 days notice	Director	OC
2	8	8.3.30	Stage 4 monitoring reports	Notification	Every 12 and 36 months	No later than 4 weeks prior to due dates of reports	Director	OC
2	8	8.3.31	Stage 4 road safety audit report	Report			Director	OC
2	8	8.4.4	Design proposal	Proposal	As and when it occurs		Director	OC
2	8	8.4.15	Factual report	Report	On completion of the Design		Director	OC
2	8	8.4.18	Draft Design Brief	Brief	As and when it occurs	Prior to an Order and when requested by the Director	Director	OC

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2	8	8.4.19	Independent check Certificate	Certificate	As and when it occurs	Once signed off by independent geotechnical checker	Director	OC
2	8	8.4.21	Phased design certification	Other	As and when it occurs	Where phased method of certification is adopted by Designer	Director	OC
2	8	8.4.31	Road safety audit Certificate	Certificate	At the completion of each road safety audit	Within 5 Working Days of the road safety audit being undertaken	Director	OC
2	8	8.5.3	Asbestos Management Plan	Plan		Two months before the Commencement of Service Date	Director	OC
2	9	9.1.4	Abnormal indivisible loads	Other		timescales specified in 9.1.4	Director	OC
2	9	9.1.11	Statutory application	Other	When statutory authorisation is required	When statutory authorisation is required + then within 3 days seek consent from the Director	Haulier / Director	OC
2	9	9.2.5	Indemnity from haulier	Other			OC	Haulier
2	9	9.2.6	Notification if indemnity not received	Notification			Director	OC
2	9	9.3.3	Structural assessment - specialist tools		As and when it occurs	No later than 120 days prior to the respective Commencement of Service Date for the Structure in question	Director	OC
2	9	9.4.2	Grid of high load Routes within Scotland			No later than 28 days before the Commencement of Service Date	OC	Director
2	9	9.4.3	Abnormal load pinch point grid of high load routes	Notification	As and when it occurs		Director	OC
2	10	10.3.2 (d)	Planning applications - conflict of interest	Notification	As and when it occurs	Immediately	Director	OC
2	10	10.3.2 (g)	Planning applications - Trunk road inspection report	Report	As and when it occurs	No later than 3 Working Days after receiving a prompt to complete its actions	Director	OC
2	10	10.8.2	Trading without permission	Notification	As and when it occurs	within 5 working days of such notification	Director	OC
2	11	11.1.8	Updated Route Safety Files	Other	Annually	15th November	Director	OC
2	11	11.2.1	List of accident cluster sites	Report	Annually	June each year	OC	Director
2	11	11.2.2	Annual Road Safety Review Report	Report	Annually	15th August	Director	OC
2	11	11.2.7 (d)	Ways to work in collaboration with Operation Partners	Other	Annually	15th August, as part of Road Safety Review Report	Director	OC

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Schedule	Section	Clause	Title	Type	Frequency	Submitted on	Issued to	Action by
2	11	11.2.8	Improving safety of the unit	Programme	Annually	Based on findings of Annual Road Safety Review Report	Director	OC
2	11	11.3.1	Accident Investigation and Prevention Report	Report	As and when it occurs	subject to an Order	Director	OC
2	11	11.5.1	Confirmation of which OC director is to be responsible for health and safety performance	Notification		No later than the end of the Mobilisation Period	Director	OC
2	11	11.5.6	Copies of meeting minutes of board of directors of the Operating Company	Minutes		No later than 10 Working Days after each meeting	Director	OC
2	12	12.1.1	OC comments on sign proposals	Other	As and when it occurs	No later than 10 Working Days of the OC receipt of any such proposals	Director	OC
2	12	12.2.4	Signed letter of agreement	Other			Director	OC
2	12	12.3.3	Request for authorisation for temporary traffic signs	Notification	As and when it occurs	Immediately	Director	OC
2	12	12.4.1	Unauthorised signs	Other			Director	OC
2	12	12.6.4	Truck Stop sign posting	Report	As and when it occurs		Director	OC
3	1	1.2.9	Annual Report	Report	Annually	No later than 31 May in each Annual Period	Director	OC
3	1	1.2.11	Format of the annual report	Proposal	Annually	No later than 100 Working Days before the end of the first Annual Period	Director	OC
3	1	1.2.12	Acceptance of Annual Report format	Acceptance	Annually	Within 30 Working Days of receiving Annual Report format	OC	Director
3	1	1.3.1	Collaborative opportunity	Report	As and when it occurs	No later than 1 month following identification of an opportunity	Director	OC
3	1	1.3.7	Collaborative opportunity	Report	Quarterly		Director	OC
3	1	1.3.12	Annual business plan for the Unit	Plan	Annually	No later than 30 days after the start of the first Annual Period and each subsequent annual period	Director	OC
3	1	1.4.2	Training and Employment Plan	Plan	Annually	No later than 30 days prior to the Commencement of Service Date	Director	OC
3	1	1.4.3	Quarterly compliance report	Report	Quarterly	From the Commencement of Service Date	Director	OC

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3	1	1.4.7	Employment and Skills Plan Method Statement	Plan			Director	OC
3	1	1.4.8	Compliance with ESP	Report	Monthly		Director	OC
3	1	1.5.8	Civil Engineering Environment Quality Assessment and Award Scheme Term Contracts Version	Application	As and when it occurs	when required	Director	OC
3	1	1.5.13	Annual Sustainability Report	Report	Annually	No later than 50 working days after the start of each Annual Period	Director	OC
3	1	1.5.17	Annual report of total Carbon Emissions	Report	Annually	No later than 50 working days after completion of Works Contract	Director	OC
3	2	2.4.3	Changes to OC Organogram	Other	As and when it occurs		Director	OC
3	2	2.4.4	Role profile for any new staff	Other	As and when it occurs	As required	Director	OC
3	2	2.4.6	Response to changes	Other	As and when it occurs	Within 10 Working Days of receipt of proposed change	OC	Director
3	3	3.1.2	Changes to location or other aspect of central office	Other	As and when it occurs		Director	OC
3	3	3.1.2	Response to changes		As and when it occurs	Within 10 Working Days of receipt of proposed change	OC	Director
3	3	3.1.29	Preventative maintenance schedule	Report	Annually		Director	OC
3	3	3.2.2	Changes to location or other aspect of sub offices and depots	Other	As and when it occurs		Director	OC
3	3	3.2.2	Response to changes	Other	As and when it occurs	Within 14 days of receipt of proposed change	OC	Director
3	3	3.3.1	Site details and waste types of quarries and tips	Other		No later than 30 days before Commencement of Service Date	Director	OC
3	3	3.3.2	Changes to site details and waste types of quarries and tips	Other	As and when it occurs	Within 14 days of receipt of proposed change	OC	Director
4	3	3.4.3	Statement of material stocks held	Statement		Monthly	Director	OC
3	3	3.5.1	Review of list of spares	Other		No later than 30 days before the end of the Mobilisation Period	Director	OC
3	3	3.5.4	Stock take of materials etc.	Other	Annually	On 31 March in each Annual Period	Director	OC
3	3	3.5.5	Stock take of materials etc. at Termination	Other	At the Termination Date	Within 30 days of completing the stock take	Director	OC
3	3	3.5.7	Update stock list	Other	Regularly	Provision of new item or when existing is stolen or damaged	Director	OC

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Schedule	Section	Clause	Title	Type	Frequency	Submitted on	Issued to	Action by
3	3	3.6.2	Information and Communication Technology System Plan	Other		No later than 30 days prior to the Commencement of Service Date	Director	OC
3	4	4.1.7	Changes to names and email addresses of OC staff who will use APMS	Other		Within 5 Working Days of any changes to authorised users	Director	APMS Coordinator
3	4	4.1.19	Uploading of data collected during system non-availability	Other	As and when it occurs	Within 3 Working Days of the system becoming available	Director	OC
3	4	4.2.2	Certification Requirements	Other		No later than 1 year after the Commencement of Service Date		
3	4	4.2.7	Quality Plan	Plan		As per Schedule 1 requirements	Director	OC
3	4	4.4.1	Monitoring reports	Other			OC	Director
3	4	4.4.2	Cognisance of Monitoring reports	Other		Within a period of 8 weeks of reports being issued	Director	OC
3	4	4.4.7	Proposals to omit or replace audits	Other	During the second or subsequent Annual Period	No later than 25 Working Days prior to commencement of each Annual Period	Director	OC
3	4	4.5.2	Record referencing system	Other		No later than 30 days prior to the Commencement of Service Date	Director	OC
3	4	4.5.5	Environmental Information policy	Other		No later than 30 days prior to the Commencement of Service Date	Director	OC
3	4	4.5.8	Proposed storage facility details	Other		No later than 30 days prior to Operations Commencement of Service Date	Director	OC
3	4	4.5.12	Electronic copy of Records Register	Other		Within 5 Working Days of receiving a written request	Director	OC
3	4	4.5.16	Handover of Historical Records	Other	During the Mobilisation Period	No later than 90 days after the end of the Mobilisation Period	OC	OC
3	4	4.5.16	Historical Records	Other		Within 15 Working Days of receiving such Historical Records	Records Register	OC
3	4	4.5.17	Historical Records	Other	Subject to an order		Director	OC
3	4	4.5.21	Records Register	Other	Annually	Within 5 Working days of the commencement of each Annual Period and after the end of the final Annual Period	Director	OC

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3	4	4.5.23	Electronic copy of the Records	Other	At any time after the 31 December in the penultimate Annual Period	Within 25 Working Days of the Director's written request	Director	OC
3	4	4.5.24	Handover to successor	Other	During the final Annual Period	No later than 10 Working Days prior to the Termination Date	Successor Organisation	OC
3	5	5.1.6	Engagement Strategy	Other			Director	OC
3	5	5.1.7	Engagement Strategy update	Report	Quarterly		Director	OC
3	5	5.1.10	Outcome report	Other	Quarterly		Director	OC
3	5	5.2.2	Customer and Stakeholder mapping	Other	Every 12 months		Director	OC
3	5	5.2.3	Customer care plan	Plan	Regularly		Director	OC
3	5	5.2.4	Action Plan	Plan	Periodically	Following road used and stakeholder surveys	Director	OC
3	5	5.2.5	Research topics	Other		subject to an Order	Director	OC
3	5	5.2.6	community engagement programme	Programme	Annually		Director	OC
3	5	5.3.1	Unit Specific Communications Plan	Plan	Year one	25 working days prior to the Commencement of Service Date	Director	OC
3	5	5.3.5	Unit Specific Communications Plan updates		Annually		Director	OC
3	5	5.4.2	Proposed media strategy	Other	As and when it occurs		Director	OC
3	5	5.4.9	Media enquiries procedures	Other		30 days prior to the Commencement of Service Date	Director	OC
3	5	5.5.3	Location of Network Signs	Other		30 days prior to the Commencement of Service Date	Director	OC
3	5	5.7.1	Social media proposals	Other		30 days prior to the Commencement of Service Date	Director	OC
3	5	5.7.2	Access to social media accounts	Other		During Mobilisation Period	OC	Director
3	5	5.8.5	Monthly summary report	Report	Monthly	15th day of each month	Director	OC
3	5	5.8.6	Register of commitments	Register	Quarterly		Director	OC
3	5	5.8.7	Annual Summary	Other	Annually	30 April each year until Service End	Director	OC
3	5	5.9.4	Engagement summary	Other	Monthly	15th day of each month	Director	OC
3	5	5.9.5	Annual Summary	Other	Annually	15 April each year until Service End	Director	OC
3	5	5.10.2	Traffic Customer Care Line changes	Other			OC	Director

NMC Reference			Document					
Schedule	Section	Clause	Title	Type	Frequency	Submitted on	Issued to	Action by
3	5	5.10.4	Events and roadworks look ahead meeting	Other	Biannual basis		Director	OC
3	5	5.10.7	Contact information			30 days prior to the Commencement of Service Date	Director / Traffic Customer Care Line Operator	OC
3	5	5.10.7	Contact information changes			Immediately	Director / Traffic Customer Care Line Operator	OC
3	6	6.1.1	All information and relevant data	Other	On request		Director	OC
3	6	6.1.4	Request	Other	As and when it occurs		Director	OC
3	6	6.1.6	Confidential Information request	Other	On request		OC	Director
3	7	7.1.2	List of Contract Personnel requiring access to APMS	Other			Director	OC
3	7	7.1.7	Identification of individuals responsible for programme and budget	Other		No later than 25 Working Days prior to the Commencement of Service Date	Director	OC
3	7	7.1.21	Reports on OC activity	Report	Monthly	No later than 14th day of each month	APMS; Director / PAG	OC
3	7	7.1.22	6500 Schemes or Orders	Other	As and when it occurs		APMS	OC
3	7	7.2.7	Programmes	Programme	Annually		Director	OC
3	7	7.2.7 (e)	Recommendations for improvements	Other	Annually		Director	OC
3	7	7.2.7 (f)	Recommendations for further investigations	Other	Annually		Director	OC
3	7	7.2.7 (g)	Outline bids	Bid	Annually		Director	OC
3	7	7.2.8	Indicative Programme	Programme	Annually		OC	Director
3	7	7.2.9	Bids	Bid	In acc with Sch 3 Sec 8		Director	OC
3	7	7.2.10	Orders	Order	In acc with Sch 3 Sec 8		OC	Director
3	7	7.2.11	Operations instructions	Other	In acc with Sch 3 Sec 8		OC	OC

NMC Reference			Document					
Schedule	Section	Clause	Title	Type	Frequency	Submitted on	Issued to	Action by
3	7	7.2.12	Works Contract Instructions	Other	In acc with Sch 3 Sec 8		OC	Director
3	7	7.2.15	Deviation from 1 year programme	Other	As and when it occurs		Director	OC
3	7	7.2.17	Revised Bid	Other	As and when it occurs		Director	OC
3	7	Table 7.2.1 (a)	Annual Process Timetable	Other	Annually			
3	7	Table 7.2.1 (b)	Annual Process Timetable	Other	Annually			
3	7	7.3.3	Maintenance Programmes	Programme			APMS	OC
3	7	7.3.7	Programme of maintenance Schemes	Programme	Annually		Director	OC
3	7	7.3.9	Defer maintenance Scheme	Report	As and when it occurs		Director	OC
3	7	7.4.1	Timetable for Statement of Intent	Programme	Annually		Director	OC
3	7	7.4.2	Statements of Intent	Other	As and when they occur	At least 25 Working Days prior to the commencement of any work	Director	OC
3	7	7.4.3	Statements of Intent and Value for Money Assessments	Other	As and when they occur		Director	OC
3	7	7.4.5	Whole life cost analysis	Other	As and when they occur		Director	OC
3	7	7.4.7	Schemes subject to submission of a Statement of Intent	Other	As and when they occur		Director	OC
3	7	7.4.9	Statement of Intent and Value for Money Assessments	Other	As and when they occur		Director	OC
3	7	7.4.10	Bridge Schemes	Various	As and when they occur		Director	OC
3	7	7.4.11	Report on Bridges Scheme technical workshop	Report	As and when they occur	No later than 10 Working Days of such workshop being held	Director	OC
3	7	7.4.13	Landscaping Statement of Intent (Scheme Approval)	Other	As and when they occur		Director	OC
3	7	7.4.14	Non Bridge Statement of Intent	Report	As and when they occur		Director	OC
3	7	7.4.17	Report on Non Bridges Scheme technical workshop	Report	As and when they occur	No later than 10 Working Days of such workshop being held	Director	OC
3	7	7.5.1	Draft programmes	Programme	Annually		Director	OC
3	7	7.5.2	Draft programmes	Programme	Annually		Director	OC
3	7	7.5.4	Detailed 1 year programme and financial profile	Programme	Annually		APMS	OC

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Schedule	Section	Clause	Title	Type	Frequency	Submitted on	Issued to	Action by
3	7	7.6.4	Works Contract Instructions	Other	As and when they occur		APMS	Director
3	7	7.6.5	Further Bids	Bid	As and when they occur		Director	OC
3	7	7.6.6	Further Bids relating to additional Schemes	Bid	As and when they occur	At least 25 Working Days prior to the commencement of any work	Director	OC
3	7	7.7.8	Works Contract Instructions	Other	As and when they occur		APMS	Director
3	7	7.8.1	Further Detailed Enquiry	Other	As and when they occur	Within 2 Working Days of clarification being sought	Director	OC
3	7	7.8.6	Further Detailed Direction	Other	As and when they occur		OC	Director
3	7	7.8.11	Date FDD completed	Other	As and when they occur	Within 10 working days of the completion of the FDD	APMS	OC
3	7	7.9.1	Confirmation of oral Order	Order	On receipt of an oral order	10.00 hours of the next Working Day	Director	OC
3	7	7.9.2	Order confirmation etc.	Order	As and when they occur	Within 1 Working Day of receipt of Confirmation of Oral Order	OC	Director
3	7	7.10.1	Operations instructions	Other	As and when they occur		OC	OC
3	7	7.10.4	Site Operations Instruction	Other	As and when they occur	Within 5 Working Days of the Operation being completed	Central Office	OC
3	7	7.10.6	Difference in estimated quantities	Other	As and when they occur	Within 5 Working Days of the Operation being completed	APMS	OC
3	7	7.11.2	New Rates	Other	As and when they occur	In acc with Sch 1, cl 5.2	Director	OC
3	7	7.11.8	Changes in scope of Operations	Other	As and when they occur	In acc with Sch 1, cl 5.2	Director	OC
3	7	7.12.1	Application for Payment	Other	Monthly		APMS	OC
3	7	7.12.4	Payment Received Record	Other	Monthly		APMS	OC
3	7	7.12.5	Application for Payment information	Other	Monthly		Director	OC
3	7	7.13.1	9901 Activation	Other	As and when they occur	Within 2 Working Days of the OC having notified of the corresponding claim	Director	OC

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Schedule	Section	Clause	Title	Type	Frequency	Submitted on	Issued to	Action by
3	7	7.13.4	9902 Bid and Scheme Identifier	Other	As and when they occur	On receipt of notification by the Director that Scheme or part of Scheme is no longer disputed	Director	OC
3	7	7.13.5	Estimated Bid	Bid	As and when they occur		OC	Director
		7.14.5	Revised Bid	Bid	As and when they occur		Director	OC
3	7	7.14.5	Order to cover increase in costs	Order	As and when they occur	Within 5 Working Days of receipt of a Revised Bid	OC	Director
3	7	7.16.1	Works Contractors' payment applications and payment certification forms	Other	As and when they occur		Director	OC
3	7	7.16.2	Supporting Certificates (CCII and CCIII)	Other	As and when they occur		Director	OC
3	8	7.16.4	Works Contract Work Code	Other	As and when they occur	On completion of Works Contracts	APMS	OC
3	8	7.17.3	Monitoring forms	Other		No later than 10 Working Days after the last day of each calendar month	APMS	OC
3	7	7.18.1	Carbon Emissions Reports	Report	Quarterly and Annually		Director	OC
3	7	7.19.1	DCP information	Record	As and when it occurs		APMS	OC
3	7	7.19.3	Acknowledgement of DCP and 3rd Party claim	Letter	As and when it occurs		OC	Director
3	7	7.19.4	Claim relating to Other organisations	Other	As and when it occurs	Within 2 Working Days of receipt	Other Organisation	OC
3	7	7.19.4	Claim relating to Other organisations	Other	As and when it occurs	Within 5 Working Days of receipt	Claimant	OC
3	7	7.19.6	Documents in relation to claim	Other	As and when it occurs	Within 5 Working Days of the receipt of indemnity decision	Director	OC
3	7	7.20.1	Acknowledgement of claim against the Scottish Ministers	Letter	As and when it occurs	Within 2 Working Days of receipt of notification	Claimant	OC
3	7	7.20.6	Procedure for Appeals	Other	Annually		Director	OC
3	7	7.20.7	Notification of no indemnity	Notification	As and when it occurs	Within 5 Working Days of the receipt of a completed third party claims notice	Director	OC
3	7	7.20.8	Decision on no indemnity	Other	As and when it occurs		OC	Director

NMC Reference			Document					
Schedule	Section	Clause	Title	Type	Frequency	Submitted on	Issued to	Action by
3	7	7.20.12	Third party claim for personal injury	Other	As and when it occurs	Within 14 days of receipt of the claim	Dept for Work and Pensions Compensation Recovery Unit	OC
3	7	7.21.3	Damage to Crown Property	Other	As and when it occurs	Immediately	APMS	OC
3	7	7.21.4	Damage to Crown Property Consolidated Report	Report	Every three months		Director	OC
3	7	7.21.6	Notification of assignation of rights	Report	After DCP repair has been completed		Person or organisation causing DCP	OC
3	7	7.21.10	Damage to Crown Property exceeding £50,000 value	Notification	As and when it occurs	Within 5 Working Days of notification		
3	7	7.21.13	Damage to Crown Property Valuation	Notification		Within 20 Working Days of completing a repair	Director	OC
3	7	7.21.15	Damage to Structure	Notification		Within 1 Working Day of becoming aware of damage	Director	OC
3	7	7.21.17	Detailed list of DCP on the Unit	Other	Once	During the 20 Working Days prior to Commencement of Service Date	Director	PAG / OC
3	7	7.21.22	Commencement of repairs to DCP	Notification		Not less than 48 hours notice	Director / previous operating company	OC
3	7	7.21.23	Damage to Crown Property Valuation	Notification		Within 5 Working Days of completing a repair		
3	7	7.21.24	Claims against persons causing damage to crown property in Incidents		As and when it occurs	When requested	OC	Director
3	7	7.22.1	Responsibility of Others	Notification	As and when it occurs	when it becomes aware	Director	OC
3	7	7.22.3	Costs incurred	Others		when it becomes aware	Director	OC
3	7	7.22.4	Damage report	Report		Within 2 working days	Owner	OC
3	7	7.24.1	Core Operations Closure Date	Other		14 days after the end of the Annual Period	APMS	OC
3	7	7.24.2	Actual date of completion	Other		Within 5 Working Days of completion	APMS	OC

NMC Reference			Document					
Schedule	Section	Clause	Title	Type	Frequency	Submitted on	Issued to	Action by
3	7	7.24.6	Scheme Closure Date	Other		ASAP, but no later than 56 days from Scheme Completion Date being logged	APMS	OC
3	7	7.24.7	Scheme status report	Report	Quarterly	On the 14th Day of the month in each Annual Period	Director	OC
3	7	7.24.8	Equality Act requirements	Pro Forma	At completion of Scheme	Within 5 Working Days of completion of a Scheme	Director	OC
3	7	7.24.9	Report on barriers to accessibility	Report	Quarterly		Director	OC
3	9	9.1.1	Programmed audits	Notification	As and when it occurs	10 Working Days notice	OC	PAG / Director
3	9	9.1.4(a)	Name of PAG contact	Notification		No later than 30 days prior to Commencement of Service Date	PAG	OC
3	9	9.1.4(c)	Notice of Audit	Notification		At least 10 Working Days prior to audit date	OC	PAG
3	9	9.1.4(f)	Confirmation of audit details	Notification		At least 5 Working Days prior to date of notified audit	OC	PAG
3	8	8.3.1	Nomination for Contract Administrator	Other	Annually	No later than 30 days prior to the Commencement of Service Date and then no later than 25 Working Days prior to the start of each Annual Period	Director	OC
3	8	8.3.17	Conflicting requirements between NMC and Works Contracts	Other	As and when it occurs		Director	OC
3	8	8.3.19	Tender Document Checklist	Other	As and when it occurs	For each Works Contract	PAG	OC
3	8	8.4.1	Works Contracts documents	Other		No later than 25 Working Days prior to the commencement of the Works Contract	Various	OC
3	8	8.5.6	Carbon Management System Road Infrastructure Project Tool			No later than 25 Working Days following completion of the Works	Director	OC
3	8	8.5.10	Works Contract Programme	Programme		No later than 10 Working Days prior to the commencement of the Works Contract	Director	OC
3	8	8.5.11	Works Contract increases in costs etc.	Other		Within 3 days of identification of the change	Director	OC

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3	8	8.5.12	Standard templates	Other		No later than 30 days prior to the Commencement of Service Date and then no later than 25 Working Days prior to the start of each Annual Period	Director	OC
3	8	8.5.14	Form CCIII	Other	Quarterly intervals	Submitted for each Scheme	Director	OC
3	8	8.5.15	Lane rental monitoring form	Other		Within 25 Working Days of issuing the Certificate of Completion of a Works Contract	Director	OC
3	8	8.5.19	Change or variation to works	Other	As and when it occurs	In sufficient time for funds to be available when payment becomes due	Director	OC
3	8	8.5.26	Referral of disputes	Notification	As and when it occurs	Immediately	Director	OC
3	7	8.5.27	Written explanations of issues	Other	As requested by Director	Within 2 Working Days of request	Director	OC
3	7	8.5.29	Works Contractor monthly statement	Statement		10 Working Days of receipt of statement	Director / PAG	OC
3	8	8.6.2	Maintain documented procedures	Other			OC	OC
3	9	9.1.2	Programmed audits	Notification	As and when it occurs	10 Working Days notice	OC	PAG / Director
3	9	9.1.4(a)	Name of PAG contact	Notification		No later than 30 days prior to Commencement of Service Date	PAG	OC
3	9	9.1.4(c)	Notice of Audit	Notification		At least 10 Working Days prior to audit date	OC	PAG
3	9	9.1.4(f)	Confirmation of audit details	Notification		At least 5 Working Days prior to date of notified audit	OC	PAG
3	9	9.2.3	Data aggregation	Other		At least 5 working days after the end of the relevant reporting period	Director	OC
3	9	9.2.4	Performance Measures	Other		No later than 50 Working days prior to the next annual period	Director	OC
3	9	9.2.7	Performance Measure Report	Report		in accordance with Schedule 3 Performance Indicators and Monitoring Indicators timescales	Director	OC