

SCOTTISH MINISTERS' REQUIREMENTS**SCHEDULE 5 PART 1****MANAGEMENT SYSTEM**

CONTENTS	Page No.
1. GENERAL REQUIREMENTS	1
1.1 Requirements	1
1.2 Consortium Partnership or Joint Venture	2
1.3 Management System Manager	2
2. REQUIREMENTS OF THE QUALITY PLAN	2
2.1 Requirements	2
2.2 Content	2
3. REQUIREMENTS FOR ENVIRONMENTAL MANAGEMENT	5
3.1 Requirements	5
4. REQUIREMENTS FOR HEALTH AND SAFETY MANAGEMENT	6
4.1 Health, Safety and Risk Manager	6
4.2 Requirements	6
5. DIRECTOR'S MONITORING OF THE OPERATING COMPANY'S MANAGEMENT SYSTEM AND QUALITY PLAN	7
5.1 Requirements	7
6. INTERNAL AUDITS BY THE OPERATING COMPANY	8
6.1 Requirements	8
6.2 First Internal Audit	9
7. AUDITS BY THE PERFORMANCE AUDIT GROUP	9
7.1 Requirements	9
ANNEX 5.1/A – OPERATING COMPANY INTERNAL AUDIT SCHEDULE	11
ANNEX 5.1/B – FETA POLICY DOCUMENTS AND PROCEDURES	15

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 5 PART 1

MANAGEMENT SYSTEM

1. GENERAL REQUIREMENTS

1.1 Requirements

- 1.1.1 The Management System shall be established, documented, implemented and maintained to continually improve its effectiveness in compliance with the requirements of this Contract.
- 1.1.2 The Operating Company shall review and take cognisance of the historic FETA policies and procedures identified in Annex 5.1/B of this Part when preparing the Management System.
- 1.1.3 The Management System shall be based on a complete assessment of the activities which the Operating Company will undertake and shall not rely on any historic FETA procedures.
- 1.1.4 The Management System implemented by the Operating Company shall contain a commitment to maintain and continually improve upon the historic processes developed by FETA.
- 1.1.5 No later than one year after Commencement of Service Date 1, the Operating Company shall ensure that it receives certification of the Management System by a recognised accreditation body to British Standard EN ISO 9001:2008, British Standard EN ISO 14001:2004 and British Standard OHSAS 18001:2007. The scope of certification shall include all Operations performed at all locations required by this Contract. The Management System shall also comply with the requirements of British Standard EN ISO 27001:2005 and take account of the following publications:
 - (i) *HMG1A Standard Number 1, Technical Risk Assessment*, and
 - (ii) *Communications-Electronics Security Group Good Practice Guide Number 6 – Outsourcing and Offshoring: Managing the Security Risks*.
- 1.1.6 The Management System documentation shall include:
 - (i) documented statements addressing quality, the environment, health and safety and security of information and communications technology,
 - (ii) documented objectives addressing quality, the environment, health and safety and security of information and communications technology,
 - (iii) quality, environment and health and safety manuals including:
 - (a) the scope of the quality, environmental and health and safety aspects of the Management System,
 - (b) a description of the interaction between the processes for the Management System,
 - (iv) a Quality Plan meeting the requirements of British Standard ISO 10005:2005 or equivalent and this Part,

- (v) documented procedures required by British Standard EN ISO 9001:2008, British Standard EN ISO 14001:2004, British Standard OHSAS 18001:2007 and British Standard ISO/IEC 27001:2005,
- (vi) documented procedures required by this Part or other Parts of this Contract,
- (vii) documentation required by the Operating Company to ensure the effective planning, operation, measurement and control of its processes for the implementation of this Contract, and
- (viii) all Records required by the Management System and the Quality Plan and this Contract.

1.2 Consortium Partnership or Joint Venture

- 1.2.1 If the Operating Company is a consortium, partnership or joint venture, a single Management System and Quality Plan shall be established for this Contract. All elements of the single Management System shall be presented and headed under the banner of the Operating Company, not as extracts from the Management Systems of any of the individual members of the consortium, partnership or joint venture. All provisions of this Contract shall apply to the Management System and the Quality Plan.

1.3 Management System Manager

- 1.3.1 The Operating Company shall appoint a Management System Manager in accordance with the requirements of Schedule 5 Part 4.
- 1.3.2 The Management System Manager shall have the day to day responsibility for all matters related to the Management System. The Management System Manager shall be the Operating Company's point of contact for all day to day issues related to the Management System.

2. REQUIREMENTS OF THE QUALITY PLAN

2.1 Requirements

- 2.1.1 The Operating Company shall prepare and submit the Quality Plan to the Director in accordance with the requirements stated in Schedule 1 Part 5.
- 2.1.2 The Quality Plan shall describe the Operating Company's arrangements for the management of quality for all Operations. Arrangements shall include all processes and procedures required by this Contract to fulfil the contractual obligations and meet the requirements and objectives of the Scottish Ministers.
- 2.1.3 Such arrangements and the Records referred to in paragraph 1.1.3 (viii) of this Part shall evidence compliance with the *Construction Products Regulations 2013* and shall identify all changes to products and specifications and enable the verification and traceability of all processes and products used in connection with Operations and Works.

2.2 Content

- 2.2.1 The Quality Plan shall identify the sequence and interaction of the Operating Company's processes necessary to fulfil the requirements of the Management System and this Contract.

- 2.2.2 The Quality Plan shall include details of all hold points identified in or required by this Contract, including Operating Company's Hold Points and the Scottish Ministers' Hold Points.
- 2.2.3 The Quality Plan shall set out the details of the Operating Company's personnel, including:
- (i) the names, roles, responsibilities and authority of the Core Management Team and Key Staff as stated in Schedule 5 Part 4, that are to be employed in Operations. This shall include the line of command and communication links between all parties involved in the delivery of Operations by the Operating Company under this Contract in the form of annotated charts,
 - (ii) a description of the arrangements for the interfaces with and between the:
 - (a) Operating Company,
 - (b) sub-contractors,
 - (c) sub-consultants,
 - (d) Works Contractor personnel, and
 - (e) any other necessary interfaces,
 - (iii) a description of the arrangements for the interface with the Director and the Director's staff, including any proposals for a partnering leadership board as contemplated by Schedule 3 Part 10 or similar arrangement, and
 - (iv) a description of the arrangements for the interface with the Performance Audit Group.
- 2.2.4 The Quality Plan shall stipulate the Operating Company's arrangements for liaison and meetings between the Operating Company and sub-contractors, sub-consultants, Works Contractors, the Director and any third parties or interested parties.
- 2.2.5 The Quality Plan shall stipulate the Operating Company's arrangements for managing information required by and used in connection with this Contract including as a minimum procedures for:
- (i) receiving, recording, storing, managing and transferring information,
 - (ii) ensuring the security of all information at all times,
 - (iii) ensuring the integrity and availability of all information at all times,
 - (iv) preventing the access to information by unauthorised persons, and
 - (v) preventing the misuse of the information by authorised and unauthorised persons.
- 2.2.6 The Quality Plan shall stipulate the Operating Company's documented procedures, including method statements, to:
- (i) secure the effective implementation of Operations and Works,
 - (ii) enable the procurement of all activities required for Operations and Works, and

- (iii) ensure the provision by the Operating Company to the Director of all information and Records in respect of Operations and Works, including the procurement of such information from others by the Operating Company, as required by this Contract.
- 2.2.7 The Quality Plan shall stipulate the Operating Company's documented procedures for the management and control of sub-contracts (including sub-contractors and sub-consultants), including as a minimum its procedures for assessing all sub-contractors and sub-consultants for quality, environmental compliance, health and safety and quality control capabilities.
- 2.2.8 The Quality Plan shall stipulate the Operating Company's arrangements for Statement and invoice preparation and the provision of documented evidence that it has discharged its obligations under this Contract for everything for which payment under this Contract shall be claimed. This shall include as a minimum documented procedures for complying with the requirements of Clause 10 of Schedule 1.
- 2.2.9 The Quality Plan shall stipulate regular documented and recorded reviews by the Operating Company of its own performance in fulfilling its obligations under this Contract. These reviews shall encompass:
 - (i) management reviews and audits to monitor and demonstrate control over the implementation of the Management System, Quality Plan, Operations and Works,
 - (ii) the control of all documentation, including showing the identification and traceability of documents, document issues and status,
 - (iii) the control of documentation recording the verification, review, comments, approval, consent to and releases in respect of Operations and Works,
 - (iv) all documentation and information that this Contract requires the Operating Company to provide to the Director or to keep available at the Operating Company's offices or depots for inspection or audit by, or on behalf of, the Director and the Performance Audit Group,
 - (v) compliance by the Operating Company with this Part, and
 - (vi) recording and monitoring of Non-Conformances and the introduction and implementation of any remedial and preventive action.
- 2.2.10 The Quality Plan shall set out a schedule for each Annual Period for internal audits by the Operating Company of the Operating Company's own activities, sub-contractor activities and sub-consultant activities and the Management System. This schedule shall include the timing and scope of each audit.
- 2.2.11 The Quality Plan shall identify the persons responsible for the initiation, maintenance and upgrading of the Management System during the Contract Period including as a minimum:
 - (i) the identification of the persons responsible for monitoring compliance with the Management System in respect of the Operations,
 - (ii) the identification of the persons responsible for the adequacy of the Management System and Quality Plan and Records produced, and
 - (iii) the identification of the persons responsible for document control.

- 2.2.12 The Quality Plan shall document the Operating Company's methods for monitoring and measuring the Management System processes to be able to demonstrate to the Director and Performance Audit Group the ability of its processes to achieve the planned results.
- 2.2.13 The Quality Plan shall document the Operating Company's arrangements for the measurement and monitoring of the competence and resilience of the staff deployed to deliver the service. This shall include as a minimum collation of Operating Company data required by Schedule 5 Part 6 for staff turnover, staff absence, hours worked per employee and training.
- 2.2.14 The Quality Plan shall set out procedures to allow:
- (i) the implementation of the Integrated Roads Information System,
 - (ii) the implementation of the Carbon Management System,
 - (iii) the use of the contract control and management function of the Integrated Roads Information System,
 - (iv) the collection, recording and updating of data needed to provide a full and accurate inventory of the Trunk Road,
 - (v) the updating of all Contract documentation to conform to current Legislation, and
 - (vi) the Operations carried out on the Unit to be fully compatible with the Traffic Scotland Operations and Infrastructure Services Contractor's operational procedures for the public transport corridor and the Safety Management Review System.
- 2.2.15 The Quality Plan shall make provision for any other matter which may be brought to the attention of the Operating Company by the Director or the Performance Audit Group and which as a result shall be incorporated into the Management System and the Quality Plan.

3. REQUIREMENTS FOR ENVIRONMENTAL MANAGEMENT

3.1 Requirements

- 3.1.1 The Management System shall stipulate the Operating Company's arrangements for the effective environmental management of Operations and Works by the Operating Company in accordance with the other provisions of this Contract, statutory requirements and British Standard EN ISO 14001:2004, including as a minimum:
- (i) the development of an environmental policy,
 - (ii) the identification by the Operating Company of environmental aspects, objectives, targets, programmes, training and communication requirements,
 - (iii) the inclusion by the Operating Company of environmental aspects in method statements and procedures, including those for operational control and emergency response,
 - (iv) the development of procedures by the Operating Company relating to environmental implementation, control, Records and corrective and preventive action,

- (v) the establishment by the Operating Company of a register of relevant legal requirements, and
- (vi) procedures to address any other requirements of British Standard EN ISO 14001:2004 that have not been addressed by the Operating Company in other parts of the Management System.

4. REQUIREMENTS FOR HEALTH AND SAFETY MANAGEMENT

4.1 Health, Safety and Risk Manager

- 4.1.1 The Operating Company shall appoint a Health, Safety and Risk Manager in accordance with the requirements of Schedule 5 Part 4.
- 4.1.2 The Health, Safety and Risk Manager shall have the day to day responsibility for all matters related to the health and safety requirements of the Management System. The Health, Safety and Risk Manager shall report to the Management System Manager.

4.2 Requirements

- 4.2.1 The Management System shall stipulate the Operating Company's arrangements for the effective health and safety management of Operations and Works in accordance with the other provisions of this Contract, statutory requirements and British Standard OHSAS 18001:2007 or equivalent, including as a minimum:
 - (i) the development of a health and safety policy,
 - (ii) the identification of health and safety aspects, objectives, targets, programmes, training and communication requirements,
 - (iii) the inclusion of health and safety aspects in method statements and procedures,
 - (iv) the development of procedures relating to health and safety implementation, control, Records, corrective action and preventive action, and
 - (v) procedures to address any other requirements of British Standard OHSAS 18001:2007 or equivalent that have not been addressed by the Operating Company in other parts of the Management System.
- 4.2.2 The Operating Company shall prepare the health and safety part of the Management System based on a complete assessment of the activities which it will undertake and in so doing it shall not rely on any historic FETA procedures.
- 4.2.3 The Operating Company shall review and take cognisance of the historic FETA operational health and safety policies, procedures and risk assessments identified in Annex 5.1/B of this Part when preparing the health and safety part of the Management System.
- 4.2.4 The occupational health and safety policy implemented by the Operating Company shall contain a commitment to maintain and continually improve upon the historic processes developed by FETA.
- 4.2.5 Prior to Commencement of Service Date 1 in the Operating Company shall prepare, and obtain the consent of the Director to, a reference document for special

requirements for working on or in the vicinity of the Forth Road Bridge. This reference document shall:

- (i) state requirements with which third parties must comply when working on or in the vicinity of the Forth Road Bridge,
- (ii) include reporting requirements for such third parties,
- (iii) detail activities which require the consent of the Operating Company before commencement of the same, and
- (iv) take cognisance of the historic processes developed by FETA.

This reference document will be continuously updated by the Operating Company following Commencement of Service Date 1.

4.2.6 Prior to Commencement of Service Date 2 the Operating Company shall prepare, and obtain the consent of the Director to, a reference document for special requirements for working on or in the vicinity of the Queensferry Crossing. This reference document shall:

- (i) state requirements with which third parties must comply when working on or in the vicinity of the Queensferry Crossing,
- (ii) include reporting requirements for such third parties, and
- (iii) detail activities which require the consent of the Operating Company before commencement of the same.

This reference document will be continuously updated by the Operating Company following Commencement of Service Date 2.

4.2.7 Forth Ports Limited is responsible for operation of ports in the Firth of Forth and provides the navigation service for vessels passing the Principal Crossings. The Operating Company shall develop a documented procedure for contacting Forth Ports Limited (or any entity which succeeds to their role). The Operating Company shall ensure that, in consultation with Forth Ports Limited (or any such successor), the Operating Company's operational health and safety policies, procedures and risk assessments take full account of potential risks to vessels in the vicinity of the Principal Crossings.

4.2.8 The Operating Company shall assign suitably qualified staff to be members of the bodies listed below and to participate in the activities of the:

- (i) Tolling, Tunnels and Bridges Safety Group, and
- (ii) Scottish Construction Safety Group.

The Operating Company shall ensure that all of its policies and procedures take full account of the best practice identified by such bodies.

5. DIRECTOR'S MONITORING OF THE OPERATING COMPANY'S MANAGEMENT SYSTEM AND QUALITY PLAN

5.1 Requirements

5.1.1 The Director will have in place procedures for monitoring the Management System and the Quality Plan. These procedures shall result in:

- (i) reports, including reports on hazards identified in Hazard Notices and Observations Resulting from Inspection,
- (ii) matters subject to Notices of Non-Conformance, and
- (iii) matters subject to Defaults, Non-Conformances and Defects including, where appropriate, Notices of Non-Conformance and Remedial Notices,

that will be provided by written notice to the Operating Company.

- 5.1.2 The Operating Company shall, within a period of eight weeks or other timescale required by this Contract or consented to by the Director in writing, take due cognisance of such reports, correct the Defaults, Non-Conformances and Defects, prevent continuance of the Non-Conformances, investigate the root causes of the Non-Conformances and initiate all necessary actions including, where appropriate, procedural change required to prevent recurrence of any such events.
- 5.1.3 From time to time it may be considered appropriate by the Director to raise a Notice of Non-Conformance outwith the formal audit process. Should such a situation arise, the Operating Company shall take all necessary corrective actions and initiate all necessary actions required to prevent recurrence of any such events.
- 5.1.4 The Operating Company shall integrate these corrective and other actions into the Management System and, in particular, into the documented control management and working procedures, including method statements.

6. INTERNAL AUDITS BY THE OPERATING COMPANY

6.1 Requirements

- 6.1.1 The Operating Company shall meet the requirements of British Standard ISO 9001:2008 for the planning and undertaking of internal audits. During the first Annual Period, the Operating Company shall, as a minimum, undertake auditing of its relevant activities, and the activities of its sub-contractors and sub-consultants as described in Annex 5.1/A of this Part. During the first Annual Period the Operating Company shall undertake audits as described in Annex 5.1/A of this Part in proportion to the number of months in the first Annual Period.

Notwithstanding the minimum requirements in Annex 5.1/A of this Part, the Operating Company shall plan and undertake internal audits according to the status and importance of the processes.

- 6.1.2 During the second and subsequent Annual Periods, the Operating Company may propose to the Director amendments to the audit programme. Any proposals that seek to omit audits shall be supported by evidence of performance from audits already undertaken under this Contract or by other means. Replacement audits shall be selected on the basis of the status and importance of the processes and the performance of the Operating Company. Changes to the audit programme shall only be implemented with the consent of the Director.
- 6.1.3 Proposals to omit or replace audits within the second or subsequent Annual Periods shall be submitted to the Director for consent no later than 25 Working Days before the commencement of each Annual Period. Should no such proposals for change to the audit programme be made or if the Director does not give consent to the proposals, then auditing shall be undertaken as described in Annex 5.1/A of this Part.

6.2 First Internal Audit

- 6.2.1 The Operating Company shall undertake the first internal audit of any element of the Management System no later than 13 weeks after the commencement date of the relevant activity.

7. AUDITS BY THE PERFORMANCE AUDIT GROUP

7.1 Requirements

- 7.1.1 This Contract provides for the performance of the Operating Company to be audited by the Performance Audit Group. The requirements relating to this are set out in Schedule 5 Part 5.

This is Annex 5.1/A to Schedule 5 Part 1 referred to in the foregoing Agreement between Scottish Ministers and Amey LG Limited.

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 5 PART 1

MANAGEMENT SYSTEM

ANNEX 5.1/A – OPERATING COMPANY INTERNAL AUDIT SCHEDULE

SCOTTISH MINISTERS' REQUIREMENTS**SCHEDULE 5 PART 1****MANAGEMENT SYSTEM****ANNEX 5.1/A – Operating Company Internal Audit Schedule**

Operating Company Internal Audit Schedule Annex 5.1/A				
Sch No.	Part No	Schedule Title	Part Title	Minimum Audit Frequency
3	1	Administration Procedures for the Operations	Overall Requirements	As agreed
3	2	Administration Procedures for the Operations	Extent of the Unit	Once per year
3	3	Administration Procedures for the Operations	Reference Documents	Once per year
3	4	Administration Procedures for the Operations	Other Contracts Within the Unit	Once per year
3	5	Administration Procedures for the Operations	Communications Strategy, Correspondence, Enquiries and Complaints	Twice per year
3	6	Administration Procedures for the Operations	Customer Contact Services	Once per year
3	7	Administration Procedures for the Operations	Network Operation Services	Twice per year
3	8	Administration Procedures for the Operations	Statutory Functions	Once per year
3	9	Administration Procedures for the Operations	Collaboration Requirements	Once per year
3	10	Administration Procedures for the Operations	Partnering	As agreed
3	11	Administration Procedures for the Operations	Community Benefits	Once per year
4	1	Contract Management, Third Party Claims and Damage to Crown Property	Financial and Contract Management	Twice per year
4	2	Contract Management, Third Party Claims and Damage to Crown Property	Integrated Roads Information System	Once per year
4	3	Contract Management, Third Party Claims and Damage to Crown Property	Roadside Electrical Assets and Power Supplies	Once per year
4	4	Contract Management, Third Party Claims and Damage to Crown Property	Damage to Crown Property and Third Party Claims	Once per year
5	1	Management System, Offices and Depots, Sustainability	Management System	Twice per year
5	2	Management System, Offices and Depots, Sustainability	Records Information and Communication Technology	Once per year
5	3	Management System, Offices and Depots, Sustainability	Reporting and Submission Requirements and Progress Meetings	Once per year
5	4	Management System, Offices and Depots, Sustainability	The Operating Company's Representative, Core Management Team and Key Staff	Once per year
5	5	Management System, Offices and Depots, Sustainability	Audits by the Performance Audit Group	Once per year
5	6	Management System, Offices and Depots, Sustainability	Performance Measurement	Once per year
5	7	Management System, Offices and Depots, Sustainability	Operating Company's Offices and Depots	Once per year
5	8	Management System, Offices and Depots, Sustainability	Environmental Sustainability and Waste	Once per year

Operating Company Internal Audit Schedule Annex 5.1/A				
Sch No.	Part No	Schedule Title	Part Title	Minimum Audit Frequency
6	1	Design, Procurement and Certification for the Operations and Works	Procurement and Management of Schemes	Twice per year
6	2	Design, Procurement and Certification for the Operations and Works	Construction (Design and Management) Regulations 2007	Twice per year
6	3	Design, Procurement and Certification for the Operations and Works	Road Safety Audits	Once per year
6	4	Design, Procurement and Certification for the Operations and Works	Design and Certification of Operations and Works	Twice per year
7	1	Management of Operations, Inspections and Maintenance	Management, Inspection and Maintenance	Twice per year
7	2	Management of Operations, Inspections and Maintenance	Winter Service – Pre-Winter	Once per year
7	2	Management of Operations, Inspections and Maintenance	Winter Service – During Winter	Once per year
7	3	Management of Operations, Inspections and Maintenance	Incident Response	Twice per year
7	4	Management of Operations, Inspections and Maintenance	Landscape Development Process and Deliverables	Once per year
7	5	Management of Operations, Inspections and Maintenance	New Roads and Street Works Act 1991	Once per year
7	6	Management of Operations, Inspections and Maintenance	Management and Maintenance of Structures	Once per year
7	7	Management of Operations, Inspections and Maintenance	Structures with Particular Requirements	Twice per year
7	8	Management of Operations, Inspections and Maintenance	Severe Weather Services	Once per year
8	1	Technical Studies and Advice in Connection With the Operations	Abnormal Indivisible Load Routeing	Once per year
8	2	Technical Studies and Advice in Connection With the Operations	Development Management	As agreed
8	3	Technical Studies and Advice in Connection With the Operations	Road Safety and Accident Investigation and Prevention	As agreed
8	4	Technical Studies and Advice in Connection With the Operations	Signs Requiring Authorisation	As agreed

Note: References to year in the above table means the Annual Period.

This is Annex 5.1/B to Schedule 5 Part 1 referred to in the foregoing Agreement between Scottish Ministers and Amey LG Limited.

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 5 PART 1

MANAGEMENT SYSTEM

ANNEX 5.1/B – FETA POLICY DOCUMENTS AND PROCEDURES

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 5 PART 1

MANAGEMENT SYSTEM

ANNEX 5.1/B – FETA Policy Documents and Procedures

Policy Documents:

OH&S Policy: Chief Engineer's General Statement of Intent 2001

Policy on Managing Stress in the Workplace

Safety Procedure 001: Risk Assessment

Safety Procedure 004: First Aid Provision

Safety Procedure 005: Work at Height Safety Policy 006: Entry into Confined Spaces

Safety Policy 007: Control of Vibration at Work

Safety Procedure 008: Work Allocation

Risk Management Documents:

FETA Risk Management Policy Statement 2011

FETA Risk Management Organisation and Responsibilities 2009

FETA Risk Management Manual - April 2009

Emergency Procedures:

PE001 Fire Evacuation

PE002 Fire Incident

PE003 Suicides

PE004 Rescue Boat

PE005 Suspender Failure

PE006 Spillage of Hazardous Substances

PE007 Mobile Police Units

PE008 South Anchorage Methane Gas Alarm

PE009 Bomb Warning

PE010 Fall Arrest Rescue

PE011 Wind Speed increase during Major Roadworks

PE012 Carriageway Closure due to Major Incident during Major Roadworks

PE013 Setup of Training Room as Incident room

PE014 Major Incident Guidelines

PE016 Incident Management - Priorities and Levels of Response Categories

Standing Instructions:

SI 005 Interim Procedure for Dealing with a Fire Alarm on the Bridge

SI 037 Fire Drill Procedure

Safety Procedures:

PS001 Control of access onto bridge and grounds

PS002 (Spencers)

PS002 Entry into Main Towers

PS003 Entry into Side Towers

PS004 Entry into the Anchorage chambers

PS005 (Spencers) entry into Viaduct Box Girders

PS005 Entry into Viaduct Box Girders

PS006 new Shorrocks (Robbery) Alarm

PS006 old Shorrock's (Robbery) Alarm
PS007 Admin alarm system (Intruder)
PS008 Alarm system maintenance building
PS009 Alarm system boathouse
PS010 Alarm system Anchorage chambers
PS011 Alarm system bridge structure
PS012 Staff security passes
PS013 Visitor security passes
PS014 Issue of keys
PS015 Bridge daily access log
PS016 new test procedure for alarm procedure
PS016 old test procedure for alarm
PS017 Entry onto under deck gantries
PS019 Access into Admin building basement
PS020 Entry onto the Dropped Object Canopy

Note: the above list does not include procedures developed by FETA's contractors for working on the Bridge and its surroundings

Confined Space Entry Requirements:

CS001 Rev 02 - South Anchorage Chamber Confined Space Risk Assessment
CS002 North Anchorage Chamber Confined Space Risk Assessment
CS003 Rev 01 - Main Towers Lift leg and cross girder Confined Space Risk Assessment
CS004 Rev 01 - Box Girders Confined Space Risk Assessment

CSER005 Main towers Cells A & C level 10 to 11 Routine Entry Requirements
CS006 Confined Space Risk Assessment Side Tower crossover beam
CS007 Confined Space Risk Assessment Side Tower legs

CSER008 Main towers Cells A & C level 4C to 5C Routine Entry Requirements
CS009 Main towers non lift leg level 4 cells D and E Confined Space Risk Assessment
CS010 Main towers non lift leg level 1 D cell Confined Space Risk Assessment
CS011 Main towers non lift leg cells B D and E Confined Space Risk Assessment
CS012 Service duct below floor in corridor outside control room
CSER013 Under Floor-New Admin Old Public Toilets Basement Routine Confined Space Entry Requirements
CS014 Main towers Cells a & C level 5C 6C 7C 8C 9C 10C Confined Space Risk Assessment

Note: the above list does not include procedures developed by FETA's contractors for working on the Bridge and its surroundings

Risk Assessments:

MA178 Inspection of box girders (south) east & west
MA179 Inspection of box girders (north) east & west

Other Procedures:

QD025 Weekly Test of Burglar Alarm System

Forms:

Bridge Component data sheet Health & Safety File
Safety Guidelines for Contractors FRB Special Requirements,
Hot Work Permit

Operations Procedures:

- PO001** Strong Winds
- PO002** Diverting Procedure
- PO003** Meteorological Forecast Service
- PO004** Traffic Delays
- PO005** Vehicle Recovery Service
- PO006** Breakdowns (up to 3.5 tons)
- PO007** Breakdowns (over 3.5 tons)
- PO008** Road Traffic Accidents
- PO009** Vehicle Load Restrictions
- PO010** Movement of Abnormal Loads
- PO011** North Approach Bus Lane use
- PO012** Vehicle use on Cycle track and Footways
- PO019** Cycle track (Signing and Illumination of Obstructions)
- PO020** Standby Call Out
- PO021** Fault and Defect Reporting
- PO022** Accident Damaged and Abandoned Vehicles
- PO028** Sponsored Walk Instructions
- PO029** Plaza Barrier
- PO030** Radio Procedures
- PO031** Major Roadwork's delays
- PO032** Cancellation Process for Major Resurfacing Works
- PO033** Accident and Damage Reports
- PO034** Traffic Scotland Signs
- PO035** Bridge Warning Signs
- PO037** Traffic Management
- PO038** Use of Green Machine General (to be reviewed)
- PO039** Use of Green Machine Cleaning (to be reviewed)
- PO040** Impact Protection Vehicle (General Driving)
- PO041** Operation of Moveable Crash Barrier on the Plaza Central Reserve
- PO042** Bridge Fire Alarms Isolation

Patrol Procedures:

- PO P01** Patrol Duties (General)
- PO P02** Patrols (Slip Roads and Plaza)
- PO P03** Patrols (Northbound Carriageway)
- PO P04** Patrols (Southbound Carriageway)
- PO P05** Patrols (West Footpath)
- PO P06** Patrols (East Footpath)
- PO P07** Patrols (North Underpass and Stairs)
- PO P08** Patrols (Parking Area and Service Roads)
- PO P09** Patrols (South Subway and Stairs)
- PO P10** Patrols (Footbridge and Toll Route)
- PO P11** Patrols (Administration Buildings)
- PO P12** Patrols (Maintenance Building)
- PO P13** Patrols (Public Toilets)
- PO P14** Patrols (Hopetoun Crossroads)
- PO P15** Patrols (South Anchorage)
- PO P16** Patrols (North Anchorage)
- PO P17** Patrols (Boathouse)
- PO P18** Patrols (Compressor House)
- PO P19** Patrols (Weekly Light Check)
- PO P20** Patrols (Potential Suicides)
- PO P21** Patrols (Issue of Spotlights)

Maintenance Procedures:

- PM001** Access to, and Walking, Lines & Chords
- PM002** Aluminium System Staging Below Deck Temporary Working Platform, Main/Side Spans
- PM003** Aluminium System Staging Working Platform, General Use
- PM004** Routine Maintenance & Movement within the Main Towers, (Category 2 Confined Space Zone)
- PM005** Access and General Working, Main Tower Pier Heads & Pier Defences
- PM006** Temporary Suspended Access Cradles, General Use and Operation
- PM007** Temporary Access Equipment, Inspection & Testing
- PM008** Suspended Structure Access Gantries (A&B) General Use and Operation
- PM009** Tower Access Platform (Beeche Platform), General Use and Operation
- PM010** Viaduct Access Gantries General Use and Operation
- PM011** Overhead Sign Gantries (North Approach), General Access
- PM012** Preparation and Control of Maintenance Contract Agreements
- PM013** Main Cable Access
- PM013a** Main Cable Access Low Level
- PM014** Temporary Main Cable Handstrand wedge installation
- PM017** Control of Shared Vertical Workspace
- PM018** Temporary Main Cable Suspended Access Cradles, General Use and Operation of Hanger Platform
- PM019** Temporary Access Equipment, Inspection & Testing of Hanger/Tirak Cradle
- PM020** Isolation of Electrical Equipment or Circuits
- PM021** Box Girder Access
- PM022** General use and operation of the Mobile Elevating Work Platform