

## **SCOTTISH MINISTERS' REQUIREMENTS**

### **SCHEDULE 5 PART 3**

#### **REPORTING AND SUBMISSION REQUIREMENTS AND PROGRESS MEETINGS**

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## **SCOTTISH MINISTERS' REQUIREMENTS**

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#### **REPORTING AND SUBMISSION REQUIREMENTS AND PROGRESS MEETINGS**

##### **1. INTRODUCTION**

###### **1.1 General**

- 1.1.1 This Part gives details of the reporting and submission requirements within this Contract and the obligation on the Operating Company to attend progress meetings.
- 1.1.2 The Operating Company shall prepare, submit and distribute the reports and submissions specified in Table 5.3.A.1 in Annex 5.3/A of this Part in accordance with the timescale stated.
- 1.1.3 The Operating Company shall use procedural forms included within the relevant Part of this Contract. Where no procedural form is specified, the Operating Company shall propose a form of report or submission to the Director for his consent. The Operating Company shall use the proposed form when consented to by the Director.
- 1.1.4 The Operating Company shall provide the reports and submission information detailed in the version of Table 5.3.A.1 current at the time the report and submission is required.
- 1.1.5 The Operating Company shall ensure that the reporting and submission information referred to in Table 5.3.B.1 in Annex 5.3/B of this Part is collected and is available to the Director and the Performance Audit Group in compliance with the frequencies and timescales stated. The Operating Company shall also ensure that the systems in which this information is stored are capable of providing the information in either a report or submission form, separate from the system in which it is held, within three Working Days after receipt of a request by the Director or the Performance Audit Group.
- 1.1.6 Reporting and submission information requirements in the *Manual of Contract Document for Highway Works, Volume 1 - Specification for Highways Works* and Schedule 9 are not listed in Tables 5.3.A.1 and 5.3.B.1 of this Part. The Operating Company shall comply with all such requirements as relevant and in the format indicated in such requirements.

##### **2. OPERATING COMPANY'S ANNUAL REPORT**

###### **2.1 Requirements**

- 2.1.1 The Operating Company shall produce an annual report describing the overall performance of the Operating Company during the previous Annual Period. This annual report is in addition to any other reports and submissions which are required on an annual basis in accordance with this Contract.

This annual report shall be received by the Director no later than 31 May following the end of the preceding Annual Period.
- 2.1.2 The annual report shall be a summary of the performance of the Operating Company and shall:

- (i) quantify actual performance against the Performance Indicators and Monitoring Indicators stated in Schedule 5 Part 6,
- (ii) detail the Payment Adjustment Factors applied, and
- (iii) comment on performance trends throughout the Annual Period including areas of strength and weakness.

2.1.3 The Operating Company shall submit its proposals for the format of the annual report to the Director not later than 100 Working Days before the end of the first Annual Period. The Director shall either accept the Operating Company's proposals for the format of the annual report within 30 Working Days of receipt or he will notify the Operating Company, in writing, detailing the aspects of the proposals that are not acceptable.

2.1.4 If the Director does not accept the Operating Company's proposals for the format of the annual report, the Operating Company shall submit revised proposals as required by the Director within 30 Working Days of being notified.

2.1.5 If the Director neither accepts nor advises the Operating Company that the proposals are unacceptable within 40 Working Days of the date of submission the Operating Company may adopt the proposed format after notifying the Director accordingly.

2.1.6 The annual report shall be used to inform the annual meeting between the Operating Company and the Director as referred to in paragraph 3.1.2 of this Part.

### **3. REPORTING AND PROGRESS MEETINGS**

#### **3.1 Requirements**

3.1.1 The Operating Company shall attend a meeting every month with the Director at the Director's office, or at such other location as the Director may require, to review the monthly reports and submissions for that month. The purpose of this meeting is primarily to discuss contract management issues and any performance issues in relation to the Performance Indicators and Monitoring Indicators for that month. The date for such meetings will be notified to the Operating Company no later than 30 days prior to the Commencement of Service Date by the Director in writing.

3.1.2 The Operating Company shall attend an annual meeting with the Director at the Director's office, or at such other location as the Director may require, on a date to be notified in writing by the Director. The annual meeting shall be held no later than the last day of June.

The annual meeting shall be held primarily to review the Operating Company's annual report for the previous Annual Period. The Operating Company shall propose a meeting agenda for the Director's prior consent which shall include proposed changes to improve service delivery and value for money for the following Annual Period and any other matters relating to performance or innovation which are not covered within the annual report. The Operating Company shall:

- (i) prepare draft minutes detailing the discussions held at the monthly and annual meetings,
- (ii) issue these draft minutes for the Director's consent no later than five Working Days after each meeting,

- (iii) amend the draft minutes to reflect any comments relating to the minutes made in writing by the Director, and
- (iv) issue the final minutes to the Director, with a copy to the Performance Audit Group, within five Working Days of receipt of any comments made by the Director.



This is Annex 5.3/A to Schedule 5 Part 3 referred to in the foregoing Agreement between Scottish Ministers and Amey LG Limited.

## **SCOTTISH MINISTERS' REQUIREMENTS**

### **SCHEDULE 5 PART 3**

#### **REPORTING AND SUBMISSION REQUIREMENTS AND PROGRESS MEETINGS**

#### **ANNEX 5.3/A – REPORTING AND SUBMISSION REQUIREMENTS**





**SCOTTISH MINISTERS' REQUIREMENTS****SCHEDULE 5 PART 3****REPORTING AND SUBMISSION REQUIREMENTS AND PROGRESS MEETINGS****ANNEX 5.3/A – REPORTING AND SUBMISSION REQUIREMENTS****Table 5.3.A.1**

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>1,1 - Contract Scope</b>	4.2.1	Register of staff available to carry out Professional Services		Prior to Commencement of Service Date 1	Director
<b>1,1 - Contract Scope</b>	4.2.5	Register of persons who shall be suitably qualified to be in control of the Forth Road Bridge		Prior to Commencement of Service Date 1	Director
		An update to the register of persons who shall be qualified to be in control of the Forth Road Bridge and or the Queensferry Crossing		Prior to Commencement of Service Date 2	
<b>1,1 - Contract Scope</b>	4.5.4	Details of any amendments proposed to be made to Design or Operations on Site	When the Operating Company encounters anything which invalidates its Design assumptions or requires amendments to its method of Operations on site in respect of such Design		Director

Schedule, Part and Title	Paragraph	Description	Frequency	Day or Date [and time]	Issue to Recipients Listed
<b>1,1 - Contract Scope</b>	4.6.1	Validly executed Bond and Undertaking provided by an insurance company or bank acceptable to the Scottish Ministers and forming Schedule 1, Annex 2, or otherwise acceptable to the Scottish Ministers. The proposed Bond and Undertaking shall be submitted for the prior written acceptance of the Scottish Ministers prior to execution.		No later than 30 days prior to Commencement of Service Date 1	Scottish Ministers
<b>1,1 - Contract Scope</b>	4.10.2	Draft Security Patrol Plan in accordance with the requirements of Schedule 7 Part 7		No less than 30 days prior to Commencement of Service Date 1	Director
		Updated Security Patrol Plan to take account of Network 2		No less than 30 days prior to Commencement of Service Date 2	
		Updated Security Patrol Plan		No later than 10 Working Days prior to the end of each Annual Period	
<b>1,1 - Contract Scope</b>	5.4.1	Written notice whenever any work or foundation is ready to be inspected	When necessary		Director
<b>1,2 – Periods and Programmes</b>	6.1.7(ii)	Proposals for the structure, content and functionality of the Operating Company's Unit-specific website		No later than 30 days prior to Commencement of Service Date 1	Director
<b>1,2 – Periods and Programmes</b>	6.1.7(v)	Training programme		No less than 90 days prior to Commencement of Service Date 1	Director

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>1,2 – Periods and Programmes</b>	6.1.7(vii)	Evidence that the training programme has been complied with and completed		Within 10 Working Days of such training being completed	Director
<b>1,2 – Periods and Programmes</b>	6.1.7(viii)	Recommendations on any changes required to historic FETA procedures to meet the requirements of this Contract		No later than 90 days prior to Commencement of Service Date 1	Director
<b>1,2 – Periods and Programmes</b>	6.2.2(i)	Proposals for updating the Operating company's Unit-specific website to incorporate details relevant to Network 2		No later than 60 days prior to Commencement of Service Date 2	Director
<b>1,2 – Periods and Programmes</b>	6.2.2(iii)	Proposals for the appropriate Operating company's personnel to receive training in relation to the various systems required to operate the Queensferry Crossing and y other matters relevant to the operation of the Queensferry Crossing		No later than six months prior to Commencement of Service Date 2	Director
<b>1,2 – Periods and Programmes</b>	6.2.2(iv)	Evidence that the training programme has been complied with and completed		Within 10 Working Days of such training having been completed	Director
<b>1,2 – Periods and Programmes</b>	6.2.2(v)	Recommendations on any changes required to all information provided by the Director received from FCBC to meet the requirements of this Contract including as a minimum the formulation of procedures and plans		No later than 90 days prior to Commencement of Service Date 2	Director

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>1,3 - Orders, Extensions of Time, Measurement and Payment Provisions</b>	8.1.1	Notification that delay has occurred and the timing and reason for such delay		Within seven days of the cause of delay	Scottish Ministers
		Full and detailed particulars of any claim for extension of time		Within 14 days of the cause of the delay or such longer period as may be consented to by the Scottish Ministers	
<b>1,3 - Orders, Extensions of Time, Measurement and Payment Provisions</b>	10.3.1	Statement	Monthly	Between the eighth and twelfth day of the first calendar months following Operations Commencement Date 1 and thereafter within 14 days after the end of each calendar month.	Scottish Ministers
<b>1,3 - Orders, Extensions of Time, Measurement and Payment Provisions</b>	10.3.9	Statement which in the opinion of the Operating Company is the final value of Operations executed under this Contract		Within 64 weeks of the Service End Date	Scottish Ministers
<b>1,3 - Orders, Extensions of Time, Measurement and Payment Provisions</b>	10.8.2	(i) Claim Notification	Where the Operating Company considers that any additional payment should be made or if the Operating Company is not satisfied with the rates fixed by the Scottish Ministers in	As soon as practicable after becoming aware of the event or circumstance and not later than 28 days after becoming aware, or when the Operating company should have become aware	Scottish Ministers

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
			accordance with Schedule 4 Part 1		
<b>1,3 - Orders, Extensions of Time, Measurement and Payment Provisions</b>	10.8.4	Full and detailed claim which includes all supporting information and justification of the entitlement to the additional payment and the amount considered due		Within 91 days of the claim notification	Scottish Ministers
<b>1,4 – Indemnities and Insurance</b>	12.4.5	Amendments or replacements of insurance documents	When necessary	Within seven days of issue	Scottish Ministers
<b>1,5 – Management System &amp; Change Proposals</b>	13.1.3	Developed and detailed:  (i) Management System  (ii) Quality Plan  (iii) Winter Service Plan  (iv) Incident Response Plan		No later than 60 days prior to Commencement of Service Date 1	Scottish Ministers
<b>1,5 – Management System &amp; Change Proposals</b>	13.1.3	Updated plans and Management System to take into account any changes required by and following the transition from Network 1 to Network 2		No later than 30 days prior to Commencement of Service Date 2	Scottish Ministers

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>1,5 – Management System &amp; Change Proposals</b>	13.5.1	Non-Conformance Report	Weekly	From Operations Commencement Date 1 to the Service End Date	PAG
<b>1,6 – Default, Termination and Frustration</b>	15.3.2	Report of the resolution of the Non-Conformance to the Performance Audit Group for consideration		Within any timescale referred to in such Notice of Non-Conformance	PAG
<b>1,6 – Default, Termination and Frustration</b>	15.3.3	Proposed further actions in relation to the Non-Conformance together with the timescales for such actions		Within seven days of PAG's notification that it considers the Operating Company's report of the resolution to be unsatisfactory	PAG
<b>1,6 – Default, Termination and Frustration</b>	15.3.4	Copy of register of Non-Conformances and a progress report	Weekly intervals		Director
<b>1,9 – Tax Matters Including Value Added Tax</b>	21.2.3	Concurrently with the submission of every Statement, a written assessment showing those supplies of goods and services and the values thereof included in each said Statement and on which VAT is properly chargeable on the supply to the Scottish Ministers of any goods or services by the Operating Company under this Contract at a rate other than zero		With the Statement	Scottish Ministers
<b>1,10 – TUPE</b>	22.1.3	Contract Personnel Information	When requested	Within eight weeks of receipt of any request, or such other reasonable period as agreed by the Scottish Ministers	Scottish Ministers

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>1,10 – TUPE</b>	22.1.4	TUPE Information as described in Table 22.1/A		At least 24 months before the Contract Expiry Date	Scottish Ministers
<b>1,10 – TUPE</b>	22.1.5	Any change to any part of the TUPE Information provided in accordance with Clause 22.1.4		Within 14 days of a change or receipt of a request	Scottish Ministers
<b>1,10 – TUPE</b>	22.1.13	Contract Personnel Information and the TUPE Information		Within 21 days of any notice of termination under Clause 16.1	Scottish Ministers
<b>S1 Annex 5 – Insurance Requirements</b>	2.1.1	Evidence of insurance referred to in Tables 2.1.1A	Prior to the commencement of any Operations		Scottish Ministers
<b>3,1 – Overall Requirements</b>	1.6.2	Preparing and issuing agenda, papers and minutes related to the Forth Bridges Forum.	Quarterly		Director
<b>3,5 – Communication Strategy, Correspondence, Enquiries &amp; Complaints</b>	1.2.2	Unit-specific communications plan for the first Annual Period		No later than 25 Working Days prior to the Commencement of Service Date 1.	Director
<b>3,5 – Communications Strategy, Correspondence, Enquiries and Complaints</b>	1.2.4	Updated Unit-specific communications plan	Annually	No later than 25 Working Days prior to the commencement of the second Annual Period and each subsequent Annual Period	Director

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>3,5 – Communications Strategy, Correspondence, Enquiries and Complaints</b>	2.3.2(i)	A briefing note related to the topics in written or oral Parliamentary questions	When required	For written questions, within three Working Days  For oral questions, within two Working Days	Director
<b>3,5 – Communications Strategy, Correspondence, Enquiries and Complaints</b>	2.3.2(ii)	A draft reply in editable electronic form	When required	For written questions, within three Working Days  For oral questions, within two Working Days	Director
<b>3,5 – Communications Strategy, Correspondence, Enquiries and Complaints</b>	2.3.3	A briefing note and draft reply to the First Minister's questions or topical Parliamentary questions	When required	With the timescale specified by the Director which may be less than one Working Day.	Director
<b>3,5 – Communications Strategy, Correspondence, Enquiries and Complaints</b>	2.4.3 (iii)	A briefing note and draft letter of reply to correspondence, enquiries and or complaints (including verbal or any other form of contact) received from Members of the Scottish Parliament, Members of the United Kingdom Parliament or Members of the European Parliament.	When required	No later than five Working Days after receipt.	Director
<b>3,5 – Communications Strategy, Correspondence,</b>	2.7.4	Proposed arrangements for dealing with media enquiries received between 08:00 hours and 17:00 hours on each day and any received outside these hours	When required	No later than 30 days prior to Commencement of Service Date 1	Director



<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>Enquiries and Complaints</b>					
<b>3,7 – Network Operations Services</b>	2.3.5 (i)(d)	Liaison meeting minutes for the meetings called by the Operating Company	When required	Within five Working Days	Director via the Network Manager and relevant Operational Partners
<b>3,7 – Network Operations Services</b>	2.3.5 (ii)	Journey time reliability report	Monthly	No later than fifteenth day of each calendar month until the Service End Date	Director via the Network Manager
<b>3,7 – Network Operations Services</b>	2.3.5 (iii)	Report detailing the impacts of all the Operating Company's activities on the journey time reliability of the Trunk road network	Annually		Director via the Network Manager
<b>3,7 – Network Operations Services</b>	2.3.5(xiii)	Notification in writing of operational conflicts that may impact on the journey time reliability of the Trunk Road network	When required		Director via the Network Manager
<b>3,7 – Network Operations Services</b>	2.6.1	Annex 3.7/B form	When required	At least 15 Working Days prior to Operations, Works Contract or work commencing	Appropriate Network Operations service provider
<b>3,7 – Network Operations Services</b>	2.6.2	Annex 3.7/B nil return	When required	At least 15 Working Days prior to Commencement of Operations, Works Contract or work	Appropriate Network Operations service provider

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>3,7 – Network Operations Services</b>	2.6.3	Copy of the Statement of Intent and Value for Money Assessment	Where a Statement of Intent and Value for Money Assessment identifies that Network Operations equipment may be affected		Network Operations service provider and the Director
<b>3,7 – Network Operations Services</b>	2.7.1	Annex 3.7/C form	When required		Director
<b>3,7 – Network Operations Services</b>	2.8.2	Annex 3.7/D form	When required	Within 24 hours of damage being caused	Network Operations service provider
<b>3,7 – Network Operations Services</b>	3.5.6	Delay management report	When required		Director
<b>3,7 – Network Operations Services</b>	3.7.2	Written proposals for the deployment of automatic traffic delay monitoring equipment	When required		Director
<b>3,7 – Network Operations Services</b>	3.8.1	Written request for consent to the use of vehicle activated signs	When required		Director
<b>3,7 – Network Operations Services</b>	3.9.3	Request for consent to use of mobile variable message signs	When required		Traffic Scotland Operations and Infrastructure Services Contractor

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>3,7 – Network Operations Services</b>	3.10.1	Annex 3.7/C	When the OC proposes the location of any new traffic counting site for undertaking before and after studies		Director and Traffic Scotland Operations and Infrastructure Services Contractor
<b>3,7 – Network Operations Services</b>	4.1.1	Inventory of intelligent transport systems equipment		30 days prior to Commencement of Service Date 2	Director and Traffic Scotland Operations and Infrastructure Service Contractor
<b>3,9 – Collaboration Requirements</b>	1.1.3	Report on potential collaborative opportunities	When required	No later than one month following the identification of a potential collaborative opportunity	Director
<b>3,11 – Community Benefits</b>	1.1.2	Training and employment plan		No later than 30 days prior to Commencement of Service Date 1	Director
<b>4,1 – Financial and Contract Management</b>	4.1.11	(i) a draft 10 year programme of Ordered Operations, Core Operations and Works Contracts  (ii) a draft three year programme of Ordered Operations, Core Operations and Works Contracts  (iii) a draft one year programme of Ordered Operations. Core Operations and Works Contracts  (iv) recommendations for improvements that could be	Annually		Director

Schedule, Part and Title	Paragraph	Description	Frequency	Day or Date [and time]	Issue to Recipients Listed
		<p>incorporated into Operations and Works Contracts</p> <p>(v) recommendations for further investigations required to enable Operations and Works Contract to be accurately defined</p> <p>(vi) outline Bids, including preliminary estimates, for Operations and Works Contracts Schemes for the one, three and 10 year programmes</p>			
<b>4,1 – Financial and Contract Management</b>	4.1.13	Revised Bids	Within the timescales required in Transport Scotland's <i>Annual Process for Roads Structural Maintenance</i> and the requirements shown at Figure 4.1.4.A		Director
<b>4,1 – Financial and Contract Management</b>	4.1.19	Revised programme	In the event of deviation from the one year programme		Director
<b>4,1 – Financial and Contract Management</b>	4.1.21	Revised Bids	Where changes occur which have an effect on the financial value of Operations or Works Contracts		Director
<b>4,1 – Financial and Contract Management</b>	Tables 4.1.22.A and 4.1.23.A	Refer to Tables	Refer to Tables	Refer to Tables	Director

Schedule, Part and Title	Paragraph	Description	Frequency	Day or Date [and time]	Issue to Recipients Listed
<b>4,1 – Financial and Contract Management</b>	4.3.7	Proposals for the erection, maintenance and removal of warning signs in accordance with the <i>Guidance Document for Implementing a Skid Resistance Policy for Transport Scotland</i>	Following completion of the detailed Site investigations		Director
<b>4,1 – Financial and Contract Management</b>	4.4.5	Where the analysis referred to in paragraph 4.4.3 indicates conditions that may be responsive to a number of different treatments or solutions, a list of the different treatments or solutions together with a relevant whole life costing analysis as part of providing the recommended option	When necessary		Director
<b>4,1 – Financial and Contract Management</b>	4.5.2	Statements of Intent		At least 25 Working Days prior to the commencement of any work	Director
<b>4,1 – Financial and Contract Management</b>	4.5.6	For proposed roads structural pavement maintenance Schemes within Work Series 0100, Statements of Intent and where appropriate Value for Money Assessments	In accordance with the timescales given in Transport Scotland's <i>Annual Process for Roads Structural Maintenance</i>		Director
<b>4,1 – Financial and Contract Management</b>	4.5.7	For proposed bridges general maintenance Schemes within Work Series 1200 and with an Estimated Bid Value of more than £50,000:  (i) a Statement of Intent – (Scheme approval) for those Schemes with an Estimated Bid Value of under	When necessary		Director

Schedule, Part and Title	Paragraph	Description	Frequency	Day or Date [and time]	Issue to Recipients Listed
		<p>£750,000 for Schemes on the Principal Crossings or under £350,000 for all other Schemes for the Director's consideration using the outline form provided at Annex 4.1/A</p> <p>(ii) for all Schemes with an Estimated Bid Value of more than £750,000 for Schemes on the Principal Crossings or more than £350,000 for all other Schemes, a Statement of Intent – (Inception) together with a Value for Money Assessment</p> <p>(iii) details of any departures from the <i>Design Manual for Roads and Bridges</i>, and <i>Roads for All: Good Practice Guide for Roads</i></p> <p>(iv) an approval in principle, where appropriate under the <i>Design Manual for Roads and Bridges</i></p> <p>(v) a list of all accessibility barriers recorded in the routine maintenance and management function of the Integrated Roads Information System on the DDA1 or DDA2 Scheme pro forma provided in Annex 4.1/I and any other barriers identified, with:</p> <p>(a) the estimated cost to resolve each item,</p>			

Schedule, Part and Title	Paragraph	Description	Frequency	Day or Date [and time]	Issue to Recipients Listed
		<p>(b) a recommendation itemising barriers that will be addressed within the proposed Scheme</p> <p>(c) reasons for each item which is not being addressed in the proposed Scheme</p> <p>(vi) any other relevant information in support of the Scheme</p>			
<b>4,1 – Financial and Contract Management</b>	4.5.14	A Statement of Intent - (Scheme approval) using the outline form provided at Annex 4.1/A.	Following the Director's consideration of the Statement of Intent – (Inception), Value for Money Assessments and any further studies and investigations		Director
<b>4,1 – Financial and Contract Management</b>	4.5.16	Report containing recommendations agreed at the technical workshop		Within 25 Working Days of the technical workshop being held	Director
<b>4,1 – Financial and Contract Management</b>	4.6.2	Draft one, three year and 10 year programmes covering all Schemes	Within the timescale referred to in the <i>Annual Process for Roads Structural Maintenance</i> and Table 4.1.22.A		Director
<b>4,1 – Financial and Contract Management</b>	4.7.1	Bid reports for the next Financial Year that complement the detailed one year programme.	Within the timescale referred to in the <i>Annual Process for Roads</i>		Director

Schedule, Part and Title	Paragraph	Description	Frequency	Day or Date [and time]	Issue to Recipients Listed
			<i>Structural Maintenance</i> and Table 4.1.22.A		
<b>4,1 – Financial and Contract Management</b>	4.7.5	A further Bid relating to an additional Scheme		At least 25 Working Days before the proposed Scheme commencement date	Director
<b>4,1 – Financial and Contract Management</b>	4.14.2	(i) a proposed item description, a unit of measurement and a rate or price deduced from applicable rates and prices, or  (ii) a rate or price in accordance with fair rates and prices, with a supporting calculation of the build up of such rate or price, or  (iii) a quotation supported by calculations showing the build up of the price.	Where the Operating Company considers that the items within the Schedule of Rates and Prices are not applicable to the Operations to be undertaken		Director
<b>4,1 – Financial and Contract Management</b>	4.14.8	The requirements of paragraph 4.14.2	Where the Operating Company undertakes Operations which were unforeseen at the time of the issue of the Operations instruction and it considers that the series or items within the Schedule of Rates and Prices do not cover the scope of the unforeseen Operations	Within five Working Days of the Scheme Completion Date	Director



<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>4,1 – Financial and Contract Management</b>	4.16.3	(i) a new Bid and Scheme Identifier to the Director, using the Work Code 9902  (ii) a revised Bid for the original Scheme created under the 9901 Activation	When the Director decides that any Scheme created under a 9901 Activation or any part of any such Scheme is no longer disputed and notifies the Operating Company accordingly		Director
<b>4,1 – Financial and Contract Management</b>	4.17.4	(i) a revised Bid if any Scheme seems likely to exceed the Total Order Value of the Scheme within the Financial Year  (ii) accompanied by a revised Bid for other Schemes within the same Works Series to produce a matching saving  (iii) a revised Bid if any Scheme seems likely to be less than the Total Order Value of Scheme within the Financial Year  (iv) accompanied by a revised Bid for Operations where the unused budget may be used	Immediately		Director
<b>4,1 – Financial and Contract Management</b>	4.19.1	Electronic Copy and a paper copy of all original Works Contractor payment applications and payment certification forms	When necessary		Director

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>4,3 – Roadside Electrical Apparatus and Power Supplies</b>	4.2.1	Meter readings	Monthly		Director
<b>4,4 – Damage to Crown Property and Third Party Claims</b>	2.3.1	A summary of the reasons why the Scottish Ministers are not indemnified and details of which exceptions apply in accordance with the provisions of Schedule 1 Part 4		Within five Working Days of the receipt of a completed third party claims notice form from a claimant if the Operating company considers that the Scottish Ministers are not indemnified in respect of such claim	Director
<b>4,4 – Damage to Crown Property and Third Party Claims</b>	2.3.3	(i) completed third party claims notice form in the format shown in Annex 4.4/B  (ii) completed third party claims Operating Company report form in the format shown in Annex 4.4/C		Within five Working Days of being notified by the Director that Scottish Ministers are not indemnified	Director
<b>4,4 – Damage to Crown Property and Third Party Claims</b>	3.3.2	Report of an Incidence of Damage to Crown Property in the format shown in Annex 4.4/F		Within five Working Days of notification to the Director that the estimated cost of repair exceeds £50,000	Director
<b>4,4 – Damage to Crown Property and Third Party Claims</b>	3.3.4	Notification of the Final Valuation of Repair of an Incidence of Damage to Crown Property report in the format shown in Annex 4.4/G		Within 20 Working Days of completing a repair of Damage to Crown Property > £50,000	Director
<b>4,4 – Damage to Crown Property</b>	3.6.9	Notification of the Final Valuation of Repair of an Incidence of Damage to		Within five Working Days of completing a repair of	Director

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>and Third Party Claims</b>		Crown Property report in the format shown in Annex 4.4/G		Damage to Crown Property as described in paragraph 3.6.6	
<b>4,4 – Damage to Crown Property and Third Party Claims</b>	3.7.1	Detailed list of existing Damage to Crown Property that will not be repaired prior to the Service End Date		20 Working Days prior to the Service End Date	Director and incoming operating company
<b>5,1 – Management System</b>	4.1.5	Reference document for special requirements for working on or in the vicinity of the Forth Road Bridge		Prior to Commencement of Service Date 1	Director
<b>5,1 – Management System</b>	4.1.6	Reference document for special requirements for working on or in the vicinity of the Queensferry Crossing		Prior to Commencement of Service Date 2	Director
<b>5,1 – Management System</b>	6.1.3	Proposals to omit or replace audits	Annually	No later than 25 Working Days prior to the commencement of each Annual Period	Director
<b>5,2 – Records Information and Communication Technology</b>	1.2.1	Proposals for the Records referencing system for the Records contained within the Records Register		Not later than 30 days prior to Commencement of Service Date 1	Director
<b>5,2 – Records Information and Communication Technology</b>	1.4.1	Details of policy and documented procedures to meet the requirements of the Information Acts and the <i>Scottish Public Sector Procurement and Freedom of Information Guidance</i> issued in December 2004 by the Scottish Procurement Directorate		Not later than 30 days prior to Commencement of Service Date 1	Director

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>5,2 – Records Information and Communication Technology</b>	1.5.2	Proposed storage facilities for electronic and hard copy Records		Not later than 30 days prior to Commencement of Service Date 1	Director
<b>5,2 – Records Information and Communication Technology</b>	5.2.1	Proposed Information and Communication Technology System Plan		Not later than 30 days prior to Commencement of Service Date 1	Director
<b>5,3 – Reporting and Submission Requirements and Progress Meetings</b>	2.1.1	Annual report	Annually	No later than 31 May following the end of the preceding Annual Period	Director
<b>5,3 – Reporting and Submission Requirements and Progress Meetings</b>	2.1.3	Proposals for the format of the annual report		Not later than 100 Working Days before the end of the first Annual Period	Director
<b>5,4 – Operating Company's Representative, Core Management Team and Key Staff</b>	1.5.3	Nominations for new Operating Company's Representative or Core Management Team or Key Staff and or changes to the Operating Company's organogram	When necessary		Director
<b>5,7 – Operating Company Office and Depots</b>	1.6.1	A report detailing all FETA property available for use under this Contract		No later than 30 days before the end of Mobilisation Period 1	Director

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>5,7 – Operating Company Office and Depots</b>	1.6.2	Report confirming details of all spares available for use under this Contract		No later than 30 days after Commencement of Service Date 2	Director
<b>5,8 – Environmental Sustainability and Waste</b>	2.3.1	Report on feasibility of sourcing at least 10% of the materials required for the Scheme from recycled, secondary or re-used sources	For all Works Contracts with an Estimated Bid Value of >£1,000,000		Director
<b>6,1 – Procurement and Management of Schemes</b>	3.1.1	Nominations for Contract Administrators	No later than 30 days prior to Commencement of Service Date 1		Director
<b>6,1 – Procurement and Management of Schemes</b>	3.1.2	Resubmitted nominations for Contract Administrators	No later than 25 Working Days prior to the start of the second Annual Period and each subsequent Annual Period, or whenever a person consented to is unavailable to undertake the role, and whenever the Director requests the Operating Company to provide further nominations		Director
<b>6,1 – Procurement and Management of Schemes</b>	3.1.4	Names of individuals nominated as Contract Administrator(s) together with the proposed level of supervision and details of other Schemes for which such individuals are responsible		For each Works Contract	Director

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>6,1 – Procurement and Management of Schemes</b>	3.1.5	Recommendations on form of contract to be used from the Director's library of model contracts	Prior to commencing any tender process	In sufficient time prior to commencing any tender process	Director
<b>6,1 – Procurement and Management of Schemes</b>	3.1.17	One Electronic Copy of finalised tender documents and model checklist as per Annex 6.1/A	Prior to the issue of any tender documents and following completion of Design		PAG
<b>6,1 – Procurement and Management of Schemes</b>	3.2.1	A report making recommendations on:  (i) suitability of Works for the use of lane rental charges  (ii) length of maintenance period  (iii) Works Contractor's responsibilities during the maintenance period	Prior to the preparation of each Works Contract		Director
<b>6,1 – Procurement and Management of Schemes</b>	3.2.3	(ii) contract notice  (iii) pre-qualification document	When necessary		Director
<b>6,1 – Procurement and Management of Schemes</b>	4.1.2	Copies of Works Contract documents		No later than 25 Working Days prior to the commencement of the Works Contract	Director
<b>6,1 – Procurement and Management of Schemes</b>	5.2.1	Agreed programme and financial forecast for the Works Contract		No later than 10 Working Days prior to commencement of the Works Contract	Director

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>6,1 – Procurement and Management of Schemes</b>	5.2.3	Proposed standard templates for written reporting when the Operating Company acts as Contract Administrator		No later than 30 days prior to Commencement of Service Date 1	Director
<b>6,1 – Procurement and Management of Schemes</b>	5.2.5	Standard forms Certificate of Payment CC1A, CCII and CCIII as shown in Annex 6.1/C	With each payment request or monthly valuation		Director
<b>6,1 – Procurement and Management of Schemes</b>	5.2.5	Form CCIII for each Scheme	Quarterly intervals		Director
<b>6,1 – Procurement and Management of Schemes</b>	5.4.2	Monthly statement and forms CC1A, CCII and CCIII		No later than 10 Working Days from receipt of statement	Director and PAG
<b>6,2 – CDM Regulations 2007</b>	1.1.5	Initial proposals for discharging the role of Client's Representative	During Mobilisation Period 1	At least 60 days prior to Commencement of Service Date 1	Director
<b>6,2 – CDM Regulations 2007</b>	1.2.1	Report summarising checks on the competence of and appropriateness of resources in organisations being considered for appointment as designer(s) or CDM co-coordinator(s)	When required		Director
<b>6,2 – CDM Regulations 2007</b>	1.2.2	Report on suitability of a company for appointment as Principal Contractor	Prior to award of a Works Contract		Director
<b>6,4 – Design and Certification of Operations and Works</b>	2.1.1	Design brief for each Scheme	When required		Director

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>6,4 – Design and Certification of Operations and Works</b>	2.2.4	Land plans and schedules	When required		Director
<b>6,4 – Design and Certification of Operations and Works</b>	2.2.8	Draft Records of Determination	When required		Director
<b>6,4 – Design and Certification of Operations and Works</b>	2.2.12	The required road orders, plans, schedules, environmental impact assessments and environmental statements	For each Scheme where the Design requires new road orders		Director
<b>6,4 – Design and Certification of Operations and Works</b>	3.1.2	Certification to cover the Design or Design Element(s)	Where the Operating Company executes a Design		Director
<b>6,4 – Design and Certification of Operations and Works</b>	3.1.4	A Design proposal on an approval in principle (AIP) form as provided in Annex 6.4/A	At preliminary Design stage		Director
<b>6,4 – Design and Certification of Operations and Works</b>	3.3.1	Factual report referred to in the Design Manual for Roads and Bridges	Forwarded on completion of the Design		Scottish office of the British Geological Survey
<b>6,4 – Design and Certification of Operations and Works</b>	3.3.4	Draft Design brief for ground investigations	Prior to an Order being issued and when requested		Director



<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>6,4 – Design and Certification of Operations and Works</b>	3.3.5	Independent check Certificate	Upon receiving sign off from the independent geotechnical checker		Director
<b>7,1 – Management, Inspection and Maintenance</b>	4.14.2	Recommendations on remedial actions	When necessary		Director
<b>7,1 – Management, Inspection and Maintenance</b>	4.28.9	Network operational strategy	No later than 6 months after Commencement of Service Date 1		Director
<b>7,1 – Management, Inspection and Maintenance</b>	4.28.10	Details of amendments required or confirmation that no amendments are required following review of the consented to network operational strategy	Annually	No later than 25 Working Days prior to the due date	Director
<b>7,1 – Management, Inspection and Maintenance</b>	4.28.19	Method statement for electrical testing		No later than 25 Working Days after Commencement of Service Date 1	Director
<b>7,1 – Management, Inspection and Maintenance</b>	4.28.20	Procedural manual for the undertaking of operational reviews and an update to the procedural manual		No later than 25 Working Days after Commencement of Service Date 1 for the procedural manual and not later than 25 Working Days after Commencement of	Director

Schedule, Part and Title	Paragraph	Description	Frequency	Day or Date [and time]	Issue to Recipients Listed
				Service Date 2 for the update	
<b>7,1 – Management, Inspection and Maintenance</b>	4.34.9	A detailed report when a local authority has not carried out its statutory duty in relation to litter and refuse	When necessary	Within 25 Working Days of becoming aware	Director
<b>7,2 – Winter Service</b>	1.2.6	Winter Service Plan for the period between Commencement of Service Date 1 and midnight on 15 May that first follows Commencement of Service Date 1 in the event that Commencement of Service Date 1 falls between 31 August and 15 May		Not later than 30 days prior to the end of Mobilisation Period 1	Director
<b>7,2 – Winter Service</b>	1.2.7	Winter Service Plan for the forthcoming Winter Service Period	Annually	Prior to 31 July	Director
		Updated Winter Service Plan to take account of Network 2		No later than 30 days prior to the end of Mobilisation Period 2	
<b>7,2 – Winter Service</b>	1.2.10	One Electronic Copy of each approved Winter Service Plan	Prior to the commencement of each Winter Service Period		Director, PAG, Emergency Services, adjacent local authorities and their agents and other operating companies

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>7,2 – Winter Service</b>	2.1.2	Proposed Computerised Road Weather Information System		No later than 30 days prior to the end of t Mobilisation Period 1	Director
		Proposed amendments to the Computerised Road Weather Information System to take account of Network 2		No later than 30 days prior to the end of Mobilisation Period 2	
<b>7,2 – Winter Service</b>	2.6.1	Report on known effects of adverse winter weather and travelling conditions	When necessary		Traffic Scotland Operations and Infrastructure Services Contractor
<b>7,2 – Winter Service</b>	2.6.2	Proposed Winter Service Operations	When Winter Service Operations are planned		Organisations listed in paragraph 2.6.1
<b>7,2 – Winter Service</b>	2.11.2	Recommendations in writing regarding snow fences, shelter belts and snow poles	During first Annual Period		Director
<b>7,3 – Incident Response</b>	3.2.2	Draft Disruption Risk Management Plan		No less than 30 days prior to Commencement of Service Date 1	Director
<b>7,3 – Incident Response</b>	3.2.3	Updated Disruption Risk Management Plan	Annually	No later than 10 Working Days prior to the end of each Annual Period	Director
<b>7,3 – Incident Response</b>	4.1.1	Incident Response Plan and an updated Incident Response Plan to take account of Network 2		No less than 30 days prior to Commencement of Service Date 1 and not less than 30 days prior to Commencement of	Director

Schedule, Part and Title	Paragraph	Description	Frequency	Day or Date [and time]	Issue to Recipients Listed
				Service Date 2 for the updated Plan	
<b>7,3 – Incident Response</b>	4.4.2	One Electronic Copy and one controlled paper copy of the current Incident Response Plan	Whenever the Incident Response Plan is updated		Operational Partners
<b>7,3 – Incident Response</b>	4.5.1	(i) Updated Incident Response Plan or  (ii) statement declaring the Plan has been reviewed and no update is required	Intervals not exceeding three months		Director
<b>7,3 – Incident Response</b>	4.8.5	(i) notification of an Incident in accordance with Annex 7.3/A	When necessary		Emergency Services, the Traffic Scotland Operator and the Director
<b>7,3 – Incident Response</b>	4.9.2	Rotas of trained operatives		Not later than 30 days prior to Commencement of Service Date 1 and at least 10 Working Days prior to 1 April and 1 October in each subsequent Annual Period and at least 30 days prior to Commencement of Service Date 2	Director and Operational Partners
<b>7,3 – Incident Response</b>	5.3.6	(iii) final documentation	When the Operating Company undertakes a review of any Standard Incident Diversion Route		Director via the Traffic Scotland Operations and Infrastructure Services Contractor

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
			to identify amendments or improvements		
<b>7,3 – Incident Response</b>	6.8.1	Trunk Road Incident Support Service plan as part of the Incident Response Plan		No later than 30 days prior to Commencement of Service Date 1	Director
<b>7,3 – Incident Response</b>	6.8.2	Updated Trunk Road Incident Support Service plan	At intervals not exceeding three months		Director
<b>7,3 – Incident Response</b>	7.5.1	Incident Support Units plan as part of the Incident Response Plan and updates in accordance with the update requirements applicable to the Incident Response Plan		No later than 30 days prior to Commencement of Service Date 1 for the first Plan	Director
<b>7,3 – Incident Response</b>	8.8.1	Vehicle Recovery Service plan as part of the Incident Response plan and updates in accordance with the requirements applicable to the Incident Response Plan		No later than 30 days prior to Commencement of Service Date 1 for the first Plan	Director
<b>7,3 – Incident Response</b>	12.3.2	Detailed report of the fatal incident using Part 1 of the fatal accident notification form in Annex 7.3/D		Within 24 hours of the Incident	Director
<b>7,3 – Incident Response</b>	12.3.3	Detailed report using part 2 of the fatal accident notification form in Annex 7.3/D		Within five Working Days of the Site visit having been carried out	Director
<b>7,4 – Landscape Development Process and Deliverables</b>	1.2.1	Landscape strategy		No later than 50 Working Days before the end of the first Annual Period	Director

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>7,4 – Landscape Development Process and Deliverables</b>	1.2.2	Landscape strategy	Annually	No later than 25 Working Days prior to the end of each of the second Annual Period and each subsequent Annual Period	Director
<b>7,4 – Landscape Development Process and Deliverables</b>	1.3.2	Landscape Development Plan		Not later than 50 Working Days before the end of the first Annual Period	Director
<b>7,4 – Landscape Development Process and Deliverables</b>	1.3.3	Updated Landscape Development Plan	Annually	No later than 25 Working Days before the end of the second and each subsequent Annual Period	Director
<b>7,4 – Landscape Development Process and Deliverables</b>	1.4.5	Report proposing changes to maintenance requirements for Landscape Areas	When identified within the schedule of landscape opportunities		Director
<b>7,4 – Landscape Development Process and Deliverables</b>	1.4.6	Information for each opportunity included within the schedule of landscape opportunities	When included		Director
<b>7,5 – NRSWA 1991</b>	6.1.3	Report recommending changes to associated data held in the Scottish Road Works Register	Quarterly	No later than 60 Working Days after Commencement of Service Date 1 and at quarterly intervals thereafter	Director

Schedule, Part and Title	Paragraph	Description	Frequency	Day or Date [and time]	Issue to Recipients Listed
7,5 – NRSWA 1991	7.1.1	Processes for and anticipated programme of NRSWA inspections/investigations/ coring and testing		Draft programme no later than 15 Working Days prior to Commencement of Service Date 1 and no later than 25 Working Days prior to the end of each Annual Period thereafter. Final programme no later than 15 Working Days after the start of each Annual Period	Director
7,5 – NRSWA 1991	7.1.8	Proposals for a coring programme to assist the national coring programme	Annually		Director
		One Electronic Copy and one paper copy of the results of the coring programme executed by the Operating Company			Local Roads authorities carrying out the national coring programme and the Performance Audit Group
		A final report on each annual programme		No later than 15 Working Days after the end of each Annual Period and	Director

Schedule, Part and Title	Paragraph	Description	Frequency	Day or Date [and time]	Issue to Recipients Listed
				no later than 25 Working Days before the Service End Date.	
<b>7,5 – NRSWA 1991</b>	8.1.1	(iii) recommendations relating to the Undertaker's proposals	When necessary	No later than three Working Days after receipt	Director
<b>7,5 – NRSWA 1991</b>	8.1.1	(v) reporting Undertaker's work when  (a) progress is not in accordance with the programme, or  (b) work is not being carried out in accordance with the designs and specifications consented to by the Director	When necessary		Director
<b>7,5 – NRSWA 1991</b>	10.1.2	Recommendations on the liaison arrangements required between the Operating Company, other operating companies and agencies of the Scottish Government to deliver the requirements of the <i>New Roads and Street Works Act 1991</i>		Not later than 30 days prior to Commencement of Service Date 1	Director
<b>7,5 – NRSWA 1991</b>	10.1.3	(i) common Monitoring Indicators for Undertakers' work  (ii) common Performance Indicators for the Operating Company's own work		Not later than 30 days prior to Commencement of Service Date 1	Director



<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>7,6 – Management and Maintenance of Structures</b>	2.3.2	Maintenance schedule itemising the maintenance requirements for each Structure and Access Systems associated with Network 1	Annually	No later than 30 days prior to Commencement of Service Date 1 and annually thereafter	Director
<b>7,6 – Management and Maintenance of Structures</b>	2.3.3	Maintenance schedule itemising the maintenance requirements for each Structure and Access Systems associated with Network 2	Annually	No later than 30 days prior to Commencement of Service Date 2 and annually thereafter	Director
<b>7,6 – Management and Maintenance of Structures</b>	2.3.7	Programme identifying the number of maintenance activities programmed to be carried out each month	Annually	Before commencing maintenance activities identified in the maintenance schedule	Director and PAG
<b>7,6 – Management and Maintenance of Structures</b>	7.3.2	Any identified structural assessment that cannot be completed before the end of the final Annual Period	When necessary		Director
<b>7,6 – Management and Maintenance of Structures</b>	8.2.5	All proposals and changes for the items listed in (i) to (v)			Director
<b>7,6 – Management and Maintenance of Structures</b>	10.1.1	Approval in principle forms and applications for departures from standards using the forms provided in Schedule 6 Part 4	When necessary	Allowing adequate time for consideration by the Director	Director
<b>7,7 – Structures with Particular Requirements</b>	1.1.2	Electronic Copy of all documents (including maintenance manuals) which have been transferred by FETA, the previous operating company or by the Director in relation to Network 1.		Not later than 150 Working Days after Commencement of Service Date 1	Director

Schedule, Part and Title	Paragraph	Description	Frequency	Day or Date [and time]	Issue to Recipients Listed
		Electronic copy of all documents including manuals which have been transferred to the Operating Company by the Director in relation to Network 2		No later than 50 Working Days after Commencement of Service Date 2	
		Details of documents listed in Annex 7.7/B which were not transferred and any other documents required by the Operating Company and details of any deficiencies and discrepancies with proposals for resolving discrepancies.			
<b>7,7 – Structures with Particular Requirements</b>	1.1.4	Electronic Copy of any updated document	Annually	Following the annual review of documents listed in Annex 7.7/B	Director
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.2.2	Procedures in the Management System for inspections, operation and maintenance of the Forth Road Bridge		No later than 60 days prior to Commencement of Service Date 1	Director
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.2.5	Schedule for the proposed continued execution of two yearly Bridge Specific Live Load Assessment pursuant to <i>BD 50/92</i>		A minimum of 30 days prior to Commencement of Service Date 1	Director
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.2.6	Any changes to the planned inspection programme and frequencies	Annually	As part of the annual inspection reporting process	Director
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.2.7(iv)	Forth Road Bridge Principal Inspection report	Annually	A minimum of 30 days prior to the review of the structures maintenance schedule as defined in Schedule 7 Part 6, the first submission no earlier than 5ive months after	Director

Schedule, Part and Title	Paragraph	Description	Frequency	Day or Date [and time]	Issue to Recipients Listed
				and no later than 11 months after Commencement of Service Date 1	
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.2.8	Proposed dates for further intrusive inspections		Not more than 180 days after Commencement of Service Date 1	Director
		Interpretative report	Every six months	From commencement of Service Date 1	
		Anomalies giving cause for concern		Within 30 days of the emergence of such anomaly	
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.2.9	Procedures and schedules for the operation, maintenance and inspection of all mechanical, electrical and plumbing equipment		A minimum of 30 days prior to Commencement of Service Date 1	Director
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.2.10	Procedures for the inspection, operation and maintenance of all Access Systems		A minimum of 30 days prior to Commencement of Service Date 1	Director
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.2.12	Updated spare parts inventory		Not more than 30 days following Commencement of Service Date 1	Director
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.2.12	Proposals for the Forth Road Bridge Maintenance Database		No later than 60 days after Operations commencement Date 1	Director

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.2.14	Scoring system to produce composite indicators for tracking the long term condition of all structural elements on the Forth Road Bridge		No later than six months after Commencement of Service Date 1	Director
		Report providing a summary of the results, changes in the composite indicators over the period, the reasons for these changes and recommendations for addressing any deterioration in condition	Annually		
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.2.16	Procedures in the Management System for ensuring the security of the Forth Road Bridge		A minimum of 30 days prior to Commencement of Service Date 1	Director
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.3.2	Procedures in the Management System for the inspection, operation and maintenance of the Queensferry Crossing		A minimum of 30 days prior to Commencement of Service Date 2	Director
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.3.6	Any changes to the planned inspection programmes and frequencies	Annually	As part of the annual inspection reporting process	Director

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.3.7(iii)	Principal Inspection report	Annually	A minimum of 30 days prior to the review of the structures maintenance schedule as defined in Schedule 7 Part 6, the first submission no earlier than 5 months and no later than 11 months after Commencement of Service Date 2	Director
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.3.8	Procedures for the monitoring, operation and maintenance of the mechanical, electrical and plumbing systems		60 days prior to Commencement of Service Date 2	Director
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.3.9	Procedures for the inspection, operation and maintenance of the Access Systems		A minimum of 30 days prior to Commencement of Service Date 2	Director
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.3.11	Updated spare parts inventory		Not more than 30 days following Commencement of Service Date 2	Director
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.3.12	Proposed design for the electronic Structured Query Language inspection, Defects and repair management database for the Queensferry Crossing		No later than 60 days after Operations Commencement Date 1	

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
		Scoring system for producing composite indicators for tracking the long term condition of structural elements on the Queensferry Crossing		No later than six months after Commencement of Service Date 2	
		Report providing a summary of the results, changes in the composite indicators over the period, the reasons for these changes and recommendations for addressing any deterioration in condition	Annually		
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.3.13	Procedures for the monitoring, operation and maintenance of the Structural Health Monitoring System		30 days prior to Commencement of Service Date 2	Director
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.3.16	Report of the review of triggering criteria for the Structural Health Monitoring System		Before 30 March following commencement of Service Date 2	Director
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.3.17	Procedures for reacting to all structural alerts generated by the Structural Health Monitoring System and for providing reports on structural status		No later than 60 days after Commencement of Service Date 2	Director
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.3.19	Format, number and distribution list for Structural Health Monitoring System reports		At least 30 days prior to Commencement of Service Date 2	Director
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.3.19 (vi)	Inventory of spare parts provided as part of the Structural Health Monitoring System		Not more than 30 days following Commencement of Service Date 2	Director

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.3.20	Procedures for the monitoring, operation and maintenance of the Supervisory Control and Data Acquisition System		30 days prior to Commencement of Service Date 2	Director
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.3 25	Procedures in the Management System for ensuring the security of the Queensferry Crossing		A minimum of 30 days prior to Commencement of Service Date 2	Director
<b>7,8 – Severe Weather Services</b>	2.2.4	Details of proposed expert weather forecasting service for Severe Weather events		No later than 30 days prior Commencement of Service Date 1	Director
<b>7,8 – Severe Weather Services</b>	3.1.4	Reviewed and updated Severe Weather management plans	As part of undertaking the review and update of the Incident Response Plan required by S7P3		Director
<b>7,8 – Severe Weather Services</b>	3.2.5	Reviewed and updated wind management plans	As part of undertaking the review and update of the Incident Response Plan required by S7P3		Director
<b>7,8 – Severe Weather Services</b>	3.3.2	Wind management plan for the Forth Road Bridge		No later than 60 days prior to Commencement of Service Date 1	Director
		Wind management plan for the Queensferry Crossing		No later than 60 days prior to Commencement of Service Date 2	
<b>7,8 – Severe Weather Services</b>	3.5.4	Proposed revisions to flood management plans	As part of the Incident Response Plan required by S7P3		Director

Schedule, Part and Title	Paragraph	Description	Frequency	Day or Date [and time]	Issue to Recipients Listed
<b>7,8 – Severe Weather Services</b>	3.6.1	Proposed revisions to landslide management plans	As part of the Incident Response Plan required by S7P3		Director
<b>7,8 – Severe Weather Services</b>	4.2.1	Response procedure to inspect parts of the Structures identified in the <i>Forth Road Bridge Engineering Manual</i> and the <i>Queensferry Crossing Inspection and Maintenance Manual</i> as part of the Severe Weather services plans.		No less than 30 days prior to Commencement of Service Date 1 for the Forth Road Bridge	Director
				Commencement of Service Date 2 for the Queensferry Crossing	
<b>7,8 – Severe Weather Services</b>	4.2.3	Proposed changes to the response procedure	After every event giving rise to its use		Director
<b>8,1 – Abnormal Indivisible Load Routeing</b>	3.2.3	Request for use of specialist tools		No later than 120 days prior to the respective Commencement of Service Date for the Structure in question	Director
<b>8,3 – Road Safety and Accident Investigation and Prevention</b>	3.1.7	A draft one year programme of Schemes based on the findings of the Annual Road Safety Review Report	Annually		Director
<b>8,4 – Signs Requiring Authorisation</b>	1.1.1	Advice and recommendations on signing proposals	When necessary	Within 10 Working Days of receipt of any signing proposals and applications	Director



<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Issue to Recipients Listed</b>
<b>8,4 – Signs Requiring Authorisation</b>	1.2.4	A copy of the signed letter of agreement duly completed by the applicant	When necessary		Director
<b>8,4 – Signs Requiring Authorisation</b>	1.6.4	Assessment and report as per <i>Signposting of Truckstop Facilities from Motorways and other Trunk Roads – Policy and Guidance</i> and other associated documentation	When necessary		Director



This is Annex 5.3/B to Schedule 5 Part 3 referred to in the foregoing Agreement between Scottish Ministers and Amey LG Limited.

**SCOTTISH MINISTERS' REQUIREMENTS**

**SCHEDULE 5 PART 3**

**REPORTING AND SUBMISSION REQUIREMENTS AND PROGRESS MEETINGS**

**ANNEX 5.3/B – REPORTING AND SUBMISSION INFORMATION TO BE STORED BY THE OPERATING COMPANY**



**SCOTTISH MINISTERS' REQUIREMENTS****SCHEDULE 5 PART 3****REPORTING AND SUBMISSION REQUIREMENTS AND PROGRESS MEETINGS****ANNEX 5.3/B – REPORTING AND SUBMISSION INFORMATION TO BE STORED BY THE OPERATING COMPANY****Table 5.3.B.1**

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Information is Intended for</b>
<b>1,1 – Contract Scope</b>	4.2.3	Any amendment to the registers required under Clauses 4.2.1 , 4.2.2, 4.2.5 and 10.1.3		Within five Working Days of amendment	Director
<b>1,4 – Indemnities and Insurance</b>	12.4.5	Notice of any amendments and replacements of any of the insurance documents referred to in Clause 12.4 and of other relevant documents		Within seven days of issue whether or not requested by the Scottish Ministers	Scottish Ministers
<b>1,4 – Indemnities and Insurance</b>	12.4.6	Evidence from the insurers that the premiums payable have been paid to the insurers and that the insurances are in full force and effect			Scottish Ministers
<b>1,5 – Management System and Change Proposals</b>	13.1.4	Amendments to Management System and Quality Plan	Periodically as necessary		Scottish Ministers
<b>3,5 – Communications Strategy, Correspondence, Enquiries and Complaints</b>	2.9.2	Communications register summarised reports	Monthly	15 <sup>th</sup> day	Director

Schedule, Part and Title	Paragraph	Description	Frequency	Day or Date [and time]	Information is Intended for
<b>3,5 – Communications Strategy, Correspondence, Enquiries and Complaints</b>	2.9.3	Communications register summarised reports	Annually	15 April each year, covering the preceding Annual Period	Director
<b>3,6 – Customer Contact Services</b>	2.2.3(i)	Reports on usage figures on all pages contained within the Unit-specific website	Monthly		Director
<b>3,7 – Network Operations Services</b>	2.3.5(xv)	Records of all traffic management installations for each day of each annual Period	For each day of each Annual Period	All updates are completed by 09:30 hours on the following Working Day	
<b>3,7 – Network Operations Services</b>	2.6.5	Testing Records		Within 10 Working Days of completion of the Operations or Works Contract	Director
<b>3,9 – Collaboration Requirements</b>	1.5.1	Details of collaborative opportunities identified, pursued, potential benefits, costs, service improvements and efficiency savings delivered	Quarterly		Director
<b>3,11 – Community Benefits</b>	1.1.3	Report to demonstrate compliance with requirements of the Part	Quarterly from Commencement of Service Date 1		Director
<b>4, 1 – Financial and Contract Management</b>	4.3.3	Investigation Records described in the <i>Guidance Document for Implementing a Skid Resistance Policy for Transport Scotland</i>	Following completion of Records		Director
<b>4, 1 – Financial and Contract Management</b>	4.3.8	Skid policy progress report in a form to be agreed with the Director	Monthly	By 15 <sup>th</sup> day of each month	Director

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Information is Intended for</b>
<b>4, 1 – Financial and Contract Management</b>	4.3.9	An annual report which summarises the Operating Company's activities in respect of skid resistance management	Annually	Before 31 <sup>st</sup> August in each Annual Period	Director
<b>4, 1 – Financial and Contract Management</b>	4.19.2	Supporting Certificates (CCII and CCIII)	When necessary		Store in IRIS
<b>4, 1 – Financial and Contract Management</b>	4.21.1	Carbon emissions report	Quarterly and annually		Director
<b>4,2 – Integrated Roads Information System</b>	2.3.1	Network change sheet in Annex 4.2/C	When necessitated by Operations, Works or work by third parties, changes of geometric alignment or characteristics	At least four weeks before the commencement of construction work	Director
<b>4,2 – Integrated Roads Information System</b>	2.3.1	Network error sheet in Annex 4.2/C	Where an error is identified		Director
<b>4,2 – Integrated Roads Information System</b>	2.3.2	Scheme information to enable network referencing system to be updated	During the update process		Director
<b>4,2 – Integrated Roads Information System</b>	3.1.8	Maintenance Scheme data sheets in the form provided in Annex 4.2/A.  On occasions when there is a need to adjust a Scheme on Site, an explanation for change form as provided in Annex 4.2/D shall be submitted with the maintenance Scheme date sheet	Where pavement investigations indicate a substantial difference between existing construction layers and those recorded in IRIS	Within 25 Working Days of substantial completion of the related repair, change or Site Investigation	Director

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Information is Intended for</b>
<b>4,3 – Roadside Electrical Apparatus and Power Supplies</b>	2.4.1	Energy inventory	Monthly	By 21 <sup>st</sup> day of each calendar month or the first Working Day after 21 <sup>st</sup> day of each month	Director
<b>4,3 – Roadside Electrical Apparatus and Power Supplies</b>	3.1.2(vi)	Record in a suitable tabulated form of the distribution network operator supply system type and the measured value of the distribution network operator's external earth fault loop impedance (with the energy inventory)	Monthly	By 21 <sup>st</sup> day of each calendar month or the first Working Day after 21 <sup>st</sup> day of each month	Director
<b>4,4 – Damage to Crown Property and Third Party Claims</b>	1.2.2	Electronic Copy of the register and records relating to third party claims and Damage to Crown Property	When required		Director with the secure remote access to Director and Performance Audit Group
<b>4,4 – Damage to Crown Property and Third Party Claims</b>	3.1.4	Damage to Crown Property Consolidated Report in the format shown in Annex 4.4/D	Quarterly		Director
<b>4,4 – Damage to Crown Property and Third Party Claims</b>	3.6.2	Detailed list of Damage to Crown Property within the Unit that will not be repaired prior to Commencement of Service Date 1		20 Working Days prior to Commencement of Service Date 1	
<b>4,4 – Damage to Crown Property and Third Party Claims</b>	3.6.4	Detailed list of Damage to Crown Property within the Unit that was previously within extent of the network maintained by the Previous Operating Company prior to Commencement of Service Date 1		20 Working Days prior to Commencement of Service Date 1	
<b>5,2 – Records, Information and</b>	2.1.3	Report in the form provided in Annex 5.2/C		Within six months of Commencement of Service Date 1	Director



<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Information is Intended for</b>
<b>Communication Technology</b>					
<b>5,2 – Records, Information and Communication Technology</b>	2.1.4	Report in the form provided in Annex 5.2/C		Within six months of Commencement of Service Date 2	Director
<b>5,2 – Records, Information and Communication Technology</b>	4.1.1	Electronic Copy of the Records Register	Annually	Within five Working Days after the commencement of each Annual Period and of the end of the last Annual Period	Director
<b>5,6 – Performance Measurement</b>	1.1.2	Information required for all Performance Indicators, Monitoring Indicators and Payment Adjustment Factors	No later than five Working Days after the end of the relevant reporting period		Director, copied to PAG
<b>5,7 – Operating Company Office and Depots</b>	1.6.2	Stock take	Annually	No later than 30 days after 31 March	Director
<b>5,7 – Operating Company Offices and Depots</b>	1.6.5	Inventory	When a new item has been provided, when any item has been stolen or damaged and when there has been a reduction in the quantity of items available		Director

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Information is Intended for</b>
<b>5,8 – Environmental Sustainability and Waste</b>	3.1.1	Report on sustainability aspects of all Operations and Works undertaken during each Annual Period	Annually	No later than 25 Working Days after the start of each Annual Period	Director and PAG
<b>5,8 – Environmental Sustainability and Waste</b>	3.1.3	(i) Report on carbon emissions for material usage in Schemes and for individual Schedule of Rates and Prices items within the one year programme	Quarterly and Annually	The annual report to be included within the annual report required in paragraph 3.1.1	Director
<b>5,8 – Environmental Sustainability and Waste</b>	3.1.4	Report on total carbon emissions using data generated from the Carbon Management System Road Infrastructure Project Tool for each Works Contract		No later than 25 Working Days after completion of each Works Contract	Director
<b>6,1 – Procurement and Management of Schemes</b>	5.2.6	Lane rental monitoring form in Annex 6.1/D	Each lane rental contract	Within 25 Working Days of issuing the Certificate of Completion	Director and PAG
<b>6,1 – Procurement and Management of Schemes</b>	5.5.2	As built Records for Structures		No later than 10 Working Days after completion of the Works	Director
<b>6,1 – Procurement and Management of Schemes</b>	5.5.2	Amended as built Records for Structures	When any work is undertaken following completion of the Works referred to in the Works Contract	No later than 10 Working Days after the work has been executed	Director

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Information is Intended for</b>
<b>6,3 – Road Safety Audits</b>	3.1.2	Road safety audit report	When necessary	Within five Working Days of the audit being undertaken	Director
<b>6,3 – Road Safety Audits</b>	3.1.4	Exception report	When necessary		Director
<b>6,3 – Road Safety Audits</b>	3.1.5	Audit brief	When necessary		Director
<b>6,3 – Road Safety Audits</b>	3.5.3	Stage 4 road safety audit report	When necessary		Director
<b>6,3 – Road Safety Audits</b>	5.1.1	Road safety audit Certificate		Within five Working Days of the audit being undertaken	Director
<b>6,4 – Design and Certification of Operations and Works</b>	3.1.7	Combined Design and Design Check Certificate as provided in Annex 6.4/A	Where the value of the Scheme or repair of Damage to Crown Property is < £100,000		Recorded and contained within the Design register or Design check register
<b>6,4 – Design and Certification of Operations and Works</b>	3.2.2	Design Certificates and Design Check Certificates	When required		Recorded and contained within the Design register or Design check register Director
<b>6,4 – Design and Certification of Operations and Works</b>	3.2.7	Design Certificates and Design Check Certificates for the Design of each Structure			Recorded and contained within the Design register or

Schedule, Part and Title	Paragraph	Description	Frequency	Day or Date [and time]	Information is Intended for
					Design check register
<b>7,1 – Management, Inspection and Maintenance</b>	4.28.19	In-service report form as detailed in <i>Local Transport Note 1/98, Appendix B</i>	At intervals not exceeding five years and on approximately 20 percent of the network in each Annual Period		Attach to relevant inspection record in IRIS
		Method statement on electrical testing	Not later than 25 Working Days after Commencement of Service Date 2		Director
<b>7,1 – Management, Inspection and Maintenance</b>	4.28.23	Performance report	Annually	On completion of annual operational review	Director
<b>7,1 – Management, Inspection and Maintenance</b>	4.29.1	Method statements and maintenance procedures in relation to Detailed Inspection and maintenance of roadside electrical assets, etc and then updated method statements and procedures as required for Network 2		Prior to Commencement of Service Date 1 and then prior to Commencement of Service Date 2 for the update for Network 2	Director
<b>7,1 – Management, Inspection and Maintenance</b>	4.29.5	Periodic inspection and testing certification	Quarterly	At the end of each quarter	Director
<b>7,1 – Management, Inspection and Maintenance</b>	4.37.4	Revised node marker location documents	When necessary		Director

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Information is Intended for</b>
<b>7,1 – Management, Inspection and Maintenance</b>	4.37.5	Node marker locations for all node markers	During first Annual Period		Director
<b>7,1 – Management, Inspection and Maintenance</b>	4.38.5	Flooding report in accordance with the form shown in Annex 7.1/D	Each occurrence of flooding	Within four days	Attach to relevant inspection record in IRIS
<b>7,2 – Winter Service</b>	1.3.2	Salt stock monitoring reports in accordance with the structure shown in Annex 7.2/L	Monthly	First Working Day during the Winter Service Period	Director
<b>7,2 – Winter Service</b>	1.3.3	Winter Service Report on the Winter Service Plan and Winter Service Operations for the previous Winter Service Period	Annually	No later than 31 May in each Annual Period	Director and PAG
<b>7,2 – Winter Service</b>	1.3.4	Winter Service Report for portion of the Winter Service Period ending 15 May in first Annual Period	First Annual Period	Prior to 31 May in first Annual Period	Director
<b>7,2 – Winter Service</b>	1.3.8	Planned and actual treatments report	Daily during Winter Service Period	Upload by 15:00 hours	Traffic Scotland Service website
<b>7,2 – Winter Service</b>	4.1.7	(ii) details of the Winter Service Plant supplier's calibration method where this is not allowed for under British Standard 1622:1989	September and January of each Annual Period		Director
<b>7,2 – Winter Service</b>	4.1.11	Method used to ensure the quantity of brine applied during each Route treatment is correct	When necessary		Director

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Information is Intended for</b>
<b>7,2 – Winter Service</b>	Annex 7.2/A, paragraph 8.1.1	Winter Service Plant in accordance with Appendix WSP1 of Annex 7.2/J	As part of the Winter Service Plan required by Annex 7.2/A		Director
<b>7,2 – Winter Service</b>	Annex 7.2/A, paragraph 8.1.2	Winter Service Patrol Report in accordance with Appendix WSP1 to Annex 7.2/J	When necessary		Director
<b>7,2 – Winter Service</b>	Annex 7.2/A paragraph 9.1.2	Details of cycling facilities in urban areas in accordance with Appendix WSP2 to Annex 7.2/J	As part of the Winter Service Plan required by Annex 7.2/A		Director
<b>7,2 – Winter Service</b>	Annex 7.2/A paragraph 10.1.6	Treatment strategy for bridge service roads, footways (including those on bridge decks), footpaths and cycling facilities including location of salt bins where applicable in accordance with Annex 7.2/E	As part of the Winter Service Plan required by Annex 7.2/A		Director
<b>7,2 – Winter Service</b>	Annex 7.2/A paragraph 12.1.2	Details of de-icing materials stocks in accordance with Appendix WSP3 of Annex 7.2/J	As part of the Winter Service Plan required by Annex 7.2/A		Director
<b>7,2 – Winter Service</b>	Annex 7.2/A paragraph 13.1.1	Front line Winter Service Plant and reserve Winter Service Plant in accordance with Appendix WSP4 of Annex 7.2/J	As part of the Winter Service Plan required by Annex 7.2/A		
<b>7,2 – Winter Service</b>	Annex 7.2/A paragraph 13.1.2	Additional Winter Service Plant available through contingency arrangements and arrangements for its mobilisation for Winter Service in accordance with Appendix WSP4 of Annex 7.2/J	As part of the Winter Service Plan required by Annex 7.2/A		

Schedule, Part and Title	Paragraph	Description	Frequency	Day or Date [and time]	Information is Intended for
<b>7,2 – Winter Service</b>	Annex 7.2/A paragraph 13.1.3	Loading winter Service Plant available within the Unit for load front line, reserve and additional Winter Service Plant in accordance with Appendix WSP4 of Annex 7.2/J	As part of the Winter Service Plan required by Annex 7.2/A		
<b>7,3 – Incident Response</b>	3.1.1	(iii) Statements of Intent	In accordance with the <i>Manual for the Management of the Risk of Unplanned Network Disruption</i>		Director
<b>7,3 – Incident Response</b>	13.1.2	Annual report reviewing the impact of Incidents on the Unit for the previous Annual Period		No later than 25 Working Days after the commencement of each Annual Period	Director
<b>7,4 – Landscape Development Process and Deliverables</b>	1.5.3	Detailed Designs	Prior to execution		Director
<b>7,4 – Landscape Development Process and Deliverables</b>	1.6.1	Annual landscape management report	Annually	No later than 25 Working Days before the end of each Annual Period	Director
<b>7,4 – Landscape Development Process and Deliverables</b>	1.6.4	Pesticide plan	As part of the annual Landscape management report		Director
<b>7,4 – Landscape Development Process and Deliverables</b>	1.6.5	Injurious species management plan	As part of the annual Landscape		Director

Schedule, Part and Title	Paragraph	Description	Frequency	Day or Date [and time]	Information is Intended for
			management report		
<b>7,4 – Landscape Development Process and Deliverables</b>	1.6.6	Deer management plan	As part of the annual Landscape management report		Director
<b>7,5 – NRSWA 1991</b>	4.1.5	Any paper information from the SRWR		At the Service End Date	Director
<b>7,5 – NRSWA 1991</b>	9.1.1	Details of any existing private apparatus		No later than 30 days prior to Commencement of Service Date 1	
<b>7,5 – NRSWA 1991</b>	10.1.5	Monitoring information and performance assessment reports	Quarterly and annually		Director
<b>7,5 – NRSWA 1991</b>	10.1.6	Report on the performance of the Operating Company against the Scottish Road Works Commissioner's indicators	Annually	Within the timescale stipulated by the Director	Director
<b>7,5 – NRSWA 1991</b>	10.1.8	Report on the performance of Undertakers and the Operating Company against various indicators together with proposed improvements	Annually	No later than 50 Working Days after the end of the each Annual Period	Director
<b>7,5 – NRSWA 1991</b>	10.1.10	Report of the amounts due from each Undertaker during the preceding three month period, together with any necessary information to support the reason for the fees, charges and penalties	Quarterly,	25 Working Days after the end of each quarter. commencing 75 Working Days after the start of the first Annual Period and thereafter throughout until the Service End Date	Director



<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Information is Intended for</b>
<b>7,6 – Management and Maintenance of Structures</b>	2.4.1	Report on annual review of maintenance and operations manuals, maintenance procedures, inspection procedures and health and safety files for Structures	Annually	Within three Working Days of completion of the review	Director
<b>7,6 – Management and Maintenance of Structures</b>	2.4.3	New and amended as built Records		No later than 15 Working Days after completion of any work to new or existing Structures by the Operating Company or by a Works Contractor	Director
<b>7,6 – Management and Maintenance of Structures</b>	2.4.4	Maintenance, inspection and operation procedures for Structures handed over as part of Network 2		No later than 60 days before Commencement of Service Date 2	Director
<b>7,6 – Management and Maintenance of Structures</b>	3.2.2	Report on all random and reactive Structures Safety Inspections	Monthly		Director's bridges manager
<b>7,6 – Management and Maintenance of Structures</b>	3.3.2	Programme which identifies the number of inspections which are programmed to be carried out each month	Annually	Prior to commencing General Inspections each year	Director and PAG
<b>7,6 – Management and Maintenance of Structures</b>	3.4.1	Programme identifying the number of inspections to be carried out each month	Annually	Before commencing Principal Inspections	Director and PAG
<b>7,6 – Management and Maintenance of Structures</b>	5.3.1	Category 1 Defects in expansion joints		Immediately on discovery	Director
<b>7,6 – Management and Maintenance of Structures</b>	5.5.1	Category 1 Defects in parapets and pedestrian protection on Structures		Immediately on discovery	Director

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Information is Intended for</b>
<b>7,6 – Management and Maintenance of Structures</b>	5.6.1	Category 1 Defects in bearings and bearing shelves		Immediately on discovery	Director
<b>7,6 – Management and Maintenance of Structures</b>	5.8.1	Category 1 Defects in sign and or signal gantries, high mast lighting and other masts		Immediately on discovery	Director
<b>7,6 – Management and Maintenance of Structures</b>	6.1.4	Recommendations for structural maintenance Operations	As part of the annual Bids and programme process in accordance with the requirements of Schedule 4 Part 1		Director
<b>7,6 – Management and Maintenance of Structures</b>	6.4.1	Output from value management prioritisation			Director
<b>7,7 – Structures with Particular Requirements</b>	1.1.5	Inspection report for each Structure		By 31 January in the calendar year following the inspection of each Structure	Director
<b>7,7 – Structures with Particular Requirements</b>	1.1.6	Principal Inspection report	Six yearly intervals	By 30 November of the year in which the Principal Inspection cycle becomes due	Director
<b>7,7 – Structures with Particular Requirements</b>	1.1.7	All inspection reports and related data		Within 10 Working days of their production	Upload to structures management function of IRIS

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Information is Intended for</b>
<b>7,7 – Structures with Particular Requirements</b>	1.1.8	Summary Defect report for Structures listed in Annex 7.7/A		Within 10 Working Days of its production	Upload to structures management function of IRIS
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.3.19 (i)	Annual interpretative report	Annually	No later than 60 days after the end of each Annual Period	Director
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.3.19 (ii)	System data reports that summarise the main processed data sets and any monitoring issues identified on subjects for monitoring	Quarterly	A maximum of 30 days after the end of the quarter	Director
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.3.19(iii)	Report on each extreme event including weather and loading events where trigger levels are exceeded or other incidents that arise from Structural Health System monitoring		Within 10 days of each event occurring	Director
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.3.19(iv)	Report on the failure of an embedded or unreachable component			Director
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.3.19(v)	Report on any faults to any sensor, associated cabling or signalling system		Within three days of detection	Director
<b>7,7 – Structures with Particular Requirements</b>	Annex 7.7/A, para 2.3.22	Report of any faults to any part of the Supervisory Control and Data Acquisition System		Within three days of detection	Director
<b>7,8 – Severe Weather Services</b>	3.3.9	Report on traffic behaviour on the Queensferry Crossing and its approaches in conditions of high winds with an updated wind management plan		Not later than 180 days after Commencement of Service Date 2	Director

<b>Schedule, Part and Title</b>	<b>Paragraph</b>	<b>Description</b>	<b>Frequency</b>	<b>Day or Date [and time]</b>	<b>Information is Intended for</b>
<b>8,1 – Abnormal Indivisible Load Routeing</b>	2.3.1	Update of the draft procedure shown in Annex 8.1/C		No later than 120 days prior to Commencement of Service Date 2	Director
<b>8,1 – Abnormal Indivisible Load Routeing</b>	2.3.2	Report on weigh-in-motion checks	Bi-annually	Commencing six months after Commencement of Service Date 2	Director
<b>8,1 – Abnormal Indivisible Load Routeing</b>	2.3.2	Report when a vehicle is overweight by more than ten per cent		No later than five Working Days after the transit	Director
<b>8,2 – Development Management</b>	1.4.2	(vii) planning application inspection report via the development management function of the Integrated Roads Information System	When necessary		Director
<b>8,3 – Road Safety and Accident Investigation and Prevention</b>	2.1.4	Route Safety File updates to include route safety data for Network 2		No later than 30 days prior to Commencement of Service Date 2	
<b>8,3 – Road Safety and Accident Investigation and Prevention</b>	2.1.5	Route Safety File	Annually	15 November	Director
<b>8,3 – Road Safety and Accident Investigation and Prevention</b>	3.1.2	Annual Road Safety Review Report	Annually	By 15 August	Director