

# HAUC England - Operational Guidance for Street Works Inspections



February 2025

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# 1. Introduction

This Operational Guidance, produced by HAUC England is in support of the Department of Transport (DfT) Code of Practice for StreetWorks Inspections (3<sup>rd</sup> edition-March 2023).

This 3<sup>rd</sup> edition of the Code of Practice was issued, following consultation, under the appropriate section of NRSWA as statutory guidance for use in England by both Utilities and Highway Authorities.

The 3<sup>rd</sup> Edition Code of Practice supersedes the 2<sup>nd</sup> edition published in September 2002 and any other previous versions, for activities carried out after its release.

It provides operational guidance to practitioners upon inspection matters contained with the DfT Code and gives practical advice and context to facilitate and enable the inspection and performance management of all street works activities.

The most recent changes to section 75 NRSWA, and the making of new regulations under that section, tighten the framework within which roads and streets are excavated and reinstated, giving authorities the power to inspect and manage performance of a works promoter with the aim of minimising disruption.

This Operational Guidance note was prepared by a Highway Authority and Utility Committee (HAUC) England working group, comprising representatives of the Department for Transport, Utilities and Highway Authorities, and has been subject to consultation amongst practitioners before issue.

The DfT and HAUC England have both thanked everyone who has been involved in the production of this document and for the time and work that has been put into it.

This Operational Guidance is intended to be a fluid document and will be subject to change should the industry agree on sensible interpretation and intent.

The HAUC England Joint Chairs are the owners of the content and will support further amendments and inclusions to ensure that the statutory guidance (Code of Practice for Street Works Inspections) is understood and applied correctly.

Ian Law and Peter Loft

HAUC England Joint Chairs

January 2025

## 1.1 Legislative background

The [New Roads and Street Works Act 1991 \(NRSWA\)](#) and the [Traffic Management Act 2004 \(TMA\)](#), supported by relevant regulations and codes of practice, provide a legislative framework for street works carried out by statutory undertakers (including utility companies) and works for road purposes carried out by highway authorities.

Under section 72 of NRSWA, the authority is empowered to carry out investigatory works to check whether an undertaker has complied with the duties placed on it in respect of site safety and the reinstatement of the street.

Section 58(2) of the Traffic Management Act 2004 substituted a new section 75 of NRSWA, widening the scope of the Secretary of State's regulation making power. New section 75 was commenced by The Traffic Management Act 2004 (Commencement No. 11) (England) Order 2022.

New section 75 of NRSWA provides that the Secretary of State may make provision by regulations requiring an undertaker to pay to the street authority the prescribed fee in respect of—

- (a) all inspections carried out by the authority of his street works; or
- (b) such inspections of those works as may be prescribed.

Section 75(3) also empowers the Secretary of State by regulations to make different provision according to an undertaker's previous performance and to prescribe how, and over what period, an undertaker's performance will be assessed.

The aim of the statutory code is to balance the statutory rights of undertakers to carry out works with the rights of road users to expect the minimum disruption from works. It also promotes compliance with the safety at street works (the [safety code](#)) and the specification for the reinstatement in openings in highways codes of practice (the [SROH](#)). This Operational Guidance is produced to provide sensible interpretation of the statutory document.

NRSWA gives statutory undertakers, including the holders of street works licences issued under section 50 of NRSWA, responsibility for;

- safety measures on site under section 65
- reinstating the street on completion of their works in compliance with the prescribed requirements under section 71

It gives authorities

- the power under section 72 to inspect, investigate and report on undertakers' works and reinstatements
- powers under sections 65 and 72 to take such steps as appear necessary to remove dangers these may cause to users of the street

This code provides guidance about the statutory elements of inspections and recommends procedures that should be followed relating to inspections, investigations, performance management, fee arrangements and reporting.

NRSWA makes undertakers responsible for the management of their street works' activities. Authorities are responsible for monitoring performance and for the co-ordination of works. Authorities are empowered to charge undertakers for a number of sample inspections that they will carry out to monitor an undertaker's performance.

From April 2023, a new, performance-based inspections regime is in place to assess, monitor and, where necessary, improve an undertaker's performance and reduce levels of non-

compliance. Performance-based inspections mean that poor performers are inspected more often than those who have high levels of compliance with the safety code and the SROH.

## 1.2 General principles

Throughout this operational guidance, except where it is important to specifically use the legally correct name, standardisation of “authority” and “promoter” has been used as follows: The term “authority” covers the following definitions of authority since they are, usually, the same organisation.

- highway authority
- street authority
- transport authority
- permit authority
- noticing authority (refers to an authority that uses the notices provided for in NRSWA. (Almost every authority now operates a permit scheme)
- bridge authority
- strategic highway company (refers to National Highways)

The term “works promoter” means the organisation promoting the works and includes

- statutory undertaker
- utility company
- highways authority carrying out road works
- other organisations such as London Underground or Network Rail

These terms are also covered in the glossary in appendix A of the Code itself.

The key words, "must", "must not", "required", "shall", "shall not", "should", "should not", "recommended", "may", and "optional" used in this document are to be interpreted as follows

- legislative requirements are defined in this code by the terms “must” or “must not”, “shall” or “shall not”
- the terms “should” or “should not” and “recommended” or “not recommended”, whilst not clear legislative requirements, nevertheless, can have legal repercussions and therefore, are expected practice. Deviation from this is to be justified.
- the terms “may” or “optional” refer to accepted good practice.

Any reference to [the SROH](#) is applicable to the version of the SROH in operation at the time of the registration of the reinstatement.

The authority may carry out ad-hoc investigatory works such as a coring program to determine whether an undertaker has complied with their duties with respect to reinstatement of the highway. If the reinstatement does not comply with the SROH, the undertaker will bear the cost of the investigatory works. These provisions are described in chapter 2.9 6. of the Code.

Before carrying out street works within a particular geographical area, undertakers should have arrangements in place for that area to ensure that any remedial actions required are able to be carried out within the prescribed time period.

This is particularly important in relation to the procedures for rectifying non-compliant safety measures and non-compliant reinstatements.

Information boards on each live site, and a contact number of someone who is available 24 hours per day and 7 days per week to which urgent messages about non-compliant safety measures and non-compliant reinstatements can be passed, are required.

The contact point needs to be able to give a prompt response and, to achieve this, may have to be independent of normal service numbers to ensure out of hours contact is provided.

Equally, authorities should provide a contact number/details that they can be contacted on in accordance with the procedures contained in this code. The change of staff between daytime and night-time, and vice versa, is an occasion when communications can break down. Authorities need to ensure that they can be contacted seamlessly over such shift changes. As the authority has overall responsibility for the safety of highway users, they should ensure that problems reported to them are dealt with. It is not sufficient to pass the message on to an undertaker without taking reasonable steps to ensure that the remedial action is carried out. Therefore, if a message is passed to an undertaker at the end of one shift, it is important to ensure that the next shift is informed that they must look for the call back or notification through Street Manager, stating that the remedial work has been done. If such a call is not received, then the authority may elect to take direct action.

An information board must be displayed at every street and road works site except mobile works, short duration works and minor works that do not involve excavation. Failure to do so may be considered a category A (cat A) non-compliance. Information boards may also be used to display the permit reference number. Failure to display a permit reference number is considered a breach of [permit conditions](#) as per NCT11a and is **not** to be considered as a noncompliance under inspections regulations.

The Street Works (Inspections Fees) (England) [Regulations 2022](#) (the 2022 regulations) prescribe the fee for chargeable inspections, as well as the system for performance-based inspections. The financial arrangements are covered in chapter 7 of the Code.

Recommendations and the process for dealing with the management of performance and actions for improving the performance of poorly performing undertakers are detailed in chapter 8 of the Code.

The code of practice reflects the various changes made to the provisions of NRSWA and subsequent legislation to enable the inspection and performance management of all street activities. The most recent changes to section 75 NRSWA, and the making of new regulations under that section, tighten the framework within which roads and streets are excavated and reinstated, giving authorities the power to inspect and manage performance of an undertaker with the aim of minimising disruption.

This operational guidance was prepared by a Highways Authority and Utility Committee (HAUC) England working group, comprising representatives of the Department for Transport (DfT), the utility industries and highway authorities. Regional HAUC`s were consulted for suggested inclusions.

The DfT and HAUC England thanks everyone who has been involved in the production of this operational guidance and for the time and work that has been put into it.

The 3rd edition Code of Practice is issued under section 73F of NRSWA as statutory guidance by the DfT for use in England. It will come into force with effect from 1st April 2023 and authorities must have regard to it.

It will supersede the 2nd edition of the code that was published in September 2002 and any other previous versions. This Operational Guidance is to support the practical application of the Code of Practice.

## Regulations

[The Street Works \(Inspection Fees\) \(England\) Regulations 2022 \(legislation.gov.uk\)](#)

[The Street and Road Works \(Miscellaneous Amendments\) \(England\) Regulations 2022 \(legislation.gov.uk\)](#)

## Street Manager

[Business rules - Home - Plan and manage roadworks information \(department-for-transport-streetmanager.github.io\)](#)

Statutory Guidance – Coring (included within the Code of Practice for Inspections).

[Inspecting street works - GOV.UK \(www.gov.uk\)](#)

# 2. Inspections

## 2.1 Purpose of inspections

Undertakers are expected to regularly inspect all their own works at all stages, including during the reinstatement guarantee period, and are encouraged to share the results during general performance meetings.

At all sites, we should ask ourselves - *Will someone using the road or footway from any direction understand exactly what is happening and what is expected of them?*, if this is not the case, then any highlighted non-compliance should be considered that a High Risk failure exists. If there are inadequacies with the site/equipment, but the member of the public understands what is expected, then this should be recorded as Low Risk.

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*It is not the duty of the Highway Authority to supervise the activity of an undertaker. The intention of an inspection is to record the compliance of the activity against the criteria contained with the Safety at Streetworks and the Reinstatement Specification Codes of Practice.*

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Reinstatements are guaranteed for two years or three years for deep excavations as set out in the SROH. Where monitoring shows that standards are not being met, it is the responsibility of the undertaker to instigate measures, such as further testing or additional monitoring to confirm SROH compliance.

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*Performance monitoring outcomes should not influence the statutory obligation of the Authority to coordinate works promoter activities. Evidenced repeat safety non-compliance, and/or, issues that in the interests of the protection of the structure of the highway that need to be addressed, must be raised as part of pro-active performance discussions, and may potentially result in activity restricting action being taken by the Authority.*

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## 2.2 Unit of inspection

From the year beginning on 1st April 2023, the calculation of the sample size for each undertaker, and the identification of particular works to be inspected, are based upon **the duration of the works, in working days**.

Street Manager will automatically generate the annual inspection unit reports detailing the sample size calculation available at the start of a financial year. This information is available to both the authority and the undertaker. It is advised that the annual sample provision is agreed as correct.

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*The 3<sup>rd</sup> Edition 2023 Code of Practice moved away from a registered linear meterage sample inspection volume calculation, in favour of a "Duration Based" process. The calculation uses "working days", as defined in NRSWA and the automation of that calculation is provided by Street Manager and detailed with the business rules document.*

*It is vital that the annual calculation and starting volume contained in Street Manager is validated and agreed, this is to ensure that any required quarterly adjustments are accurate. When undertaking category A, B or C sample inspections of grouped sites, every part of the works which is accessible will be monitored as part of the inspection. Each item considered non-compliant should be recorded as part of the single overall inspection.*

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Works carried out **in their entirety** on **non-working** days will accrue a single inspection unit (S98 NRSWA - For the purposes of this Part **a working day means** a day other than a Saturday, Sunday, Christmas Day, Good Friday or a bank holiday; and a notice given after 4.30 p.m. on a working day shall be treated as given on the next working day.).

Where works are carried out on working and non-working days, the non-working days worked will **not** contribute to the total duration. A unit of inspection is defined in the 2022 regulations as;

- works of 15 working days or less duration = 1 inspection unit
- works of 16 to 30 working days duration = 2 units of inspection
- works of a duration greater than 30 working days = 3 units of inspection

**Only street works that include a reinstatement registrable under section 71 NRSWA on a publicly maintainable highway will attract an inspection unit.**

Subsequent phases of works that are not exempt will contribute to the overall inspection units of the permit. The three examples below demonstrate how the inspection units of a permit are calculated through the permit lifecycle in days.

	Phase 1 (days)	Phase 2 (days)	Total duration (days)	Inspection units Total
Permit A	10	2	12	1
Permit B	14	2	16	2
Permit C	27	10	37	3

Phase 1 - initial phase of works involving asset activity and any works up to and including interim reinstatement

Phase 2 - Interim to permanent reinstatement



Street Manager will automatically update the inspection units of a permit upon receipt of each applicable phase works stop.

## 2.3 Sample inspections

This is the procedure by which an authority can regularly establish the overall performance of each undertaker operating in its area. It involves inspecting a structured, random sample of works at various stages during the works and reinstatement guarantee period.

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*Highway Authority Sample Inspections are carried out to assess the activity compliance against the criteria within the Safety and Reinstatement Codes of Practice. It is the works promoter's obligation to manage and supervise the activity.*

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Under section 75 of NRSWA, undertakers are required to pay the prescribed fee for sample inspections carried out by the authority. The sample inspection fee is described in chapter 7 of the Code, (currently £50 under the Street Works (Inspection Fees) (England) Regulations 2022).

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*Only inspections carried out and supported by a WIR will attract a fee. The actual number of inspections carried out should be monitored and discussed as part of the performance and quarterly adjustment assessments.*

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The sample inspection procedure enables an authority to monitor an undertaker's performance against the safety code SROH and the TMA. An undertaker is incentivised to ensure good quality workmanship and statutory compliance/performance with a reduction in the volume of sample inspections in the following quarter. Non-compliant performance will result in an increase in the number of sample inspections.

There are three stages of sample inspections at which significant information on an undertakers' performance can be obtained. These are categorised in the 2022 regulations as follows;

Inspection category	Timing of inspection	Inspections against the relevant codes of practice
A	Undertaken whilst works are in progress	Live site inspection assessing compliance with the relevant Codes of Practice i.e., Safety at Streetworks and SROH See Appendix.
B	Undertaken within the six months following interim or permanent	Inspection assessing compliance with the SROH

	reinstatement date	
C	Undertaken within the three months preceding the end of the guarantee period	Inspection assessing compliance with the SROH  Guarantee period is 2 years, or 3 years for deep excavations

HAUC best practice encourages all works promoters to adopt the same performance standards and measures. They should develop a self-audit inspection regime that will, in addition to the formal sample inspection process outlined in this code, allow for a detailed analysis of all performance results, and should be discussed and referenced as part of any performance meeting.

The results of self-auditing inspections may be considered as part of discussions in relation to a statutory and licensed undertakers' overall performance, however, they should not be included in formal sample inspection performance results, unless otherwise agreed.

Collaborative joint site inspections **may** be undertaken between the undertaker and the authority in support of a consistent approach to inspections and in support of the application of the Codes process and procedures.

## 2.4 Selection of samples

All sample inspections in categories B and C will be generated by Street Manager and selection rules will be documented in Street Manager business rules. Cat A will remain as is and the HA will be responsible for selecting suitable sites to visit, ensuring the selection is as random as is practicable, including works in all streets and all permit types as available.

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*Agreed Inspection volumes should be spread evenly across the quarter to assess overall compliance and consistency of performance.*

*Category A inspections must be as demonstrably random as the volume of a works promoters activity allows. There is the potential for a "unable to complete" inspection outcome to occur, however these should be minimal.*

*If challenged an Authority should provide evidence to support their random selection process.*

*Only applicable inspections on registered activities will be generated by Street Manager. Category C inspections may not be relevant for new undertakers.*

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Should an SU feel the need to challenge the randomness of category A inspections, the dispute resolution process, as contained in the Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters (Chapter 13), should be followed.

Any quarterly changes in bands from the performance based inspection process, will be automatically calculated and shown in Street Manager, as set out in Street Manager's business rules.

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*It is recommended practice that any performance concerns, that may result in an increase in sample inspections, should be discussed. The trend in sample inspections outcomes must be monitored throughout the quarter and where necessary proactively/collaboratively addressed to ensure that any volume adjustments are understood and have been validated.*

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## 2.5 Sample inspection fees

Within each authority, the annual estimated total of fees (the annual charge) for each undertaker should be agreed within the first quarter of the financial year.

The annual charge to undertakers will be calculated on the basis of the number of inspection units. It should then be divided into four equal amounts and be billed and paid quarterly in arrears, or as agreed.

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*Authorities may only charge for the number of sample inspections carried out. If the number of sample inspections actually carried out in any one financial year is less than the estimated number, a refund must be made to the undertaker, if payments have been made in advance.*

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As noted in chapter 2 of the Code, for the start of performance-based inspections regime on 1st April 2023, undertakers were put in a starting band for the **first quarter** of 2023/2024. DfT provided Street Manager data to support the initial banding of individual promoters. A failure rate in the previous 12 months of **less than 15%** were put into a starting band of a **30%**.

A failure rate of **more than 15%** were put into a starting band of **50%**. This is referred to in the 2022 regulations as the 'applicable percentage'. Performance Base Inspections will then determine the volume of quarterly inspections available to the Authority from Q1 2023 (see S2.2.3)

## 2.6 Performance Based Inspections

*Prior to April 2023, the DfT did assign an undertaker a starting band based on their combined SWA code performance and the number of agreed defects or inspection failures that have been registered using data from Street Manager. Except in the case of “new undertakers”, Street Manager is designed to automate the calculation of annual sample inspection agreements. Concerns on the validity of the Street Manager data, should initially be discussed between the SU and HA and, if required, escalated under the dispute resolution process.*

*In the Street Manager calculation, an inspection is deemed to have failed to comply with the standard where the undertaker and the authority have **agreed** that the standard was not met.*

*For subsequent quarters, in individual Authority area (for example, July-September, October-December), the quarterly sample inspection volume is based on SM provided*

information. Performance is measured and the subsequent quarters volume's is adjusted by the applicable percentage and the sample rate calculated on the following basis.

- if an undertaker's **combined** failure rate is lower than **9.99%**, the sample rate will **decrease** by 5 percentage points
- if the **combined** failure rate is between **10% and 14.99%**, the sample rate will **stay the same**
- if the **combined** failure rate is **15% or above**, the sample rate will **increase** by 5 percentage points.

Each inspection category (A-C) **must** have a sample rate and the authority must inspect **at least 5%** of works from each category. However, under "The Street Works (Inspection Fees) (England) Regulations 2022", the authority has the flexibility to decide how and where it focuses the remaining percentage of its inspections. If, for example, an undertaker is failing more category B inspections, then the authority could focus on those.

SU's will have access to the Street Manager reports on Sample Inspection volumes and the quarterly calculated increase/decrease through PBI's.

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Should PBI's demonstrate an **increase** in quarterly sample inspections due to non-compliant inspection outcomes. Performance meetings **should** be held to review the inspections carried out within the quarter.

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Street Manager provides the facility to record non-compliant safety measures that are rectified (Fixed on site) during the inspection and these situations should be recorded on SM and the Works Inspection Report to support collaborative and meaningful performance discussions.

Low risk issues Fixed on Site or items of note, found during a Category A inspection, should form part of the Street Manager PBI reports to support performance-based inspection outcomes dialogue. The information from Street Manager reporting should be used to influence both inspection consistency and improved live site performance.

Examples: (please refer to Appendix)

Unclipped barriers to allow material and operative movement on footways.

Vandalised manned/unmanned sites.

Defective Traffic Light heads.

Alternative weight not added to SLG, unless weather conditions dictate.

Site specifics identified by a "Risk Assessment" but not covered in the Safety Code.

The appropriate communications and expected High Risk/Low Risk rectification timeframes, if applicable, must be adhered.

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*If an Authority fails to complete the required **minimum number** of sample inspections allowable in each quarter, the sample rate will remain unchanged for the following quarter. An Authority that continually fails to achieve its allowance should, where beneficial, discuss the reasoning with Regional HAUC and a review of the volume of samples may be carried out.*

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## 2.7 Occupancy Inspections

Authorities have a duty under section 16 of the Traffic Management Act 2004 (TMA) (their network management duty) to manage their road network with a view to achieving, as far as may be reasonably practicable having regard to their own obligations, policies and objectives, the following objectives (a) securing the expeditious movement of traffic on their road network, and (b) facilitating the expeditious movement of traffic on road networks for which another authority is the traffic authority].

Powers to support this duty within NRSWA allow for two charging schemes • section 74 – charge for occupation of the highway where works unreasonably prolonged – commonly known as overrunning works • section 74A – charge determined by reference to the duration of works – commonly known as lane rental.

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SOM Inspections as defined in the Code in detail

For clarity;

Occupancy inspections are non-chargeable and are typically carried out by an authority to evidence whether works are overrunning under section 74 of NRSWA.

Overrunning works' inspections are usually carried out following receipt of a works stop notice (see the co-ordination code of practice) to confirm if works are still in progress and the highway has been returned to full use.

If the authority considers it necessary, it may carry out further occupancy inspections as it deems necessary

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## 3. Non- compliant Reinstatement

### 3.1 Inspections and fees

Sections 70 and 71 of NRSWA set out circumstances in which failure to comply with the legislative requirements concerning reinstatements is an offence. The Code of Practice for Inspections sets out the powers for authorities in relation to checking compliance under Section 72.

Non-compliant reinstatements are identified by authorities in a number of ways including

- sample inspections (S2.4)
- investigatory works
- routine inspections

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*It should be noted that section 73(3) of NRSWA provides that:  
Where the authority carries out investigatory works in pursuance of section 72(1) and the investigation does not disclose any failure by the undertaker to comply with his duties under this Part with respect to reinstatement, then, to the extent that the original reinstatement has been disturbed by the investigatory works, the responsibility of the undertaker for the reinstatement shall cease.*

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*Following the introduction of Performance Based Inspections, only non-compliance found as a result of Investigatory works are subject to an “Improvement Notice” (this process step is being reviewed in 2024).*

*Should the results of a “Coring Programme” dictate, the process as described in S6.13 of the Statutory Guidance will apply. Costs for non-compliant cores may be recovered in line with S96 NRSWA, these must be no higher than the direct costs and overheads incurred. An itemised account of the costs should be provided for transparency. The SU may, if they choose challenge all or the individual items within the costs breakdown, via the dispute resolution procedure outlined section 96(3) NRSWA.*

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How to calculate costs incurred from coring.

The items listed in the table below should be provided as part of the costs breakdown but do not preclude an authority from undertaking other tests as may be required to check compliance with the SROH. All additional costs should be clearly identified and included on the individual core invoice.

Item	Description	Unit	Rate (£)	Number	Cost (£)
1	Authority administration cost	each			
2	Core cutting BS EN 12697-27:2001 sampling from laid and compacted material by coring, including reinstatement of core hole. Material identification by accredited in house procedure. Dimensional compliance test to BS EN12697-36:2003 determination of the thickness of Bituminous Pavements. Visual Air Void judgement	each			
3	Core extraction of parent surface, construction classification determination, including reinstatement	each			
4	Air Void determination per layer to EN12567-8: 2003	each			
5	Bulk density to BS EN12697-6:2012 procedure C: sealed specimen	each			
6	Maximum density to BS EN12697-5:2009 procedure A: volumetric using water	each			
7	Positive TM and/or a specialist TM contractor	day			

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*WIR supporting photographic evidence, uploaded to Street Manager is expected and will support early validation of the inspection outcome/extent of the non-compliance.*

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Reinstatements that do not comply with the version of the SROH in operation at the time of the registration of the reinstatement are divided into two categories, High Risk and Low Risk (as defined in the 3<sup>rd</sup> Edition Code of Practice for Inspections), each of which requires a specific action as outlined within the Code.

When a non-compliant reinstatement is identified, the authority may carry out further inspections as follows;

- Stage one inspection: a joint site meeting, involving both the authority and the Undertaker.
- Stage two inspection: of the remedial works in progress
- Stage three inspections: when all remedial works have been completed.

Authorities may recover a single charge of £120 to cover the costs involved in these three stages of inspections, whether or not the stage 1 joint inspection has been agreed. Only failed inspections supported by a street manager submitted works' inspection report, will be subject to the single inspection fee.

If a stage one inspection (joint site meeting) takes place and the non-compliant reinstatement is accepted, a non-compliant reinstatement inspection charge, considered part of the single inspection charge, is payable. Stage 2 and 3 inspections are part of the single inspection fee and are therefore non-chargeable.

The charge for non-compliant reinstatement inspection costs shall be payable to the authority **only** if the stage one joint inspection result has confirmed the defect, or it is agreed that the reinstatement was non-compliant following a notification to the undertaker.

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*Joint Site Visits **may** be required in order to validate the non-compliance against the appropriate Code or to agree the extent or the impact of the intended remedial works. Where a JSV is formally requested, the parties should accept the request via Street Manager.*

*The inspection outcome should only be disputed if compliance is supported by the relevant Code of Practice or accountability can be proven.*

*The invoice should be raised one month in arrears, to allow the SU to validate (accept/challenge) the failed inspection outcome and to support accurate financial management.*

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The single inspection charge allows for a 2<sup>nd</sup> and final set of stage one/two/three inspections to be carried out and an additional single inspection charge to be applied, where remedial works have not been rectified at the first attempt. After this second cycle, no further inspection charges will be applicable. The escalation process would then apply.

It is highly recommended that the undertaker ensure that any identified defects are investigated and responded to (via Street Manager), within the prescribed **10 working days**. If the failed inspection **is** accepted, the non-compliance should be repaired within 20 working days of receipt of the inspection report, or within an extended period if this is mutually agreed.

Effective coordination of an accepted failed inspection and its remedial phase (via Street Manager) is expected. A failure to do so will result in an unnecessary 2<sup>nd</sup> cycle of inspection and escalation.

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*Routine and 3<sup>rd</sup> Party Inspection fees are not supported by The Street Works (Inspection Fees) (England) Regulations 2022 (legislation.gov.uk) and cannot be recovered under S96 NRSWA. If non-compliance is identified, the authority should follow the procedure as detailed in chapter 3 or 4. If the authority takes remedial action under section 72 of NRSWA, they may notify the undertaker via Street Manager and recover their reasonable costs from the undertaker.*

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## 3.2 Validation

If both parties agree that the failed inspection or non-compliance is not valid, the authority should use the “withdraw inspection” facility in Street Manager and create a new inspection with the revised outcome.

Where no agreement can be reached at the stage one inspection, the matter should be referred for escalation in the first instance, evidencing the reason for challenge. The escalation process detailed in chapter 8 of the Code should be used.

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*Standard terminology as used in the Codes of Practice will support better understanding of the alleged non-compliance and support early validation of the inspection outcome. S2.3.3 SROH does provide intervention tolerances therefore evidence for the reasoning for the non-compliant reinstatement inspection outcome should be provided as part of the WIR.*

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## 3.3 No response by the SU

After 10 working days, if the authority has had **no** response from the undertaker, the non-compliant reinstatement is “**deemed**” to have been accepted and **will** be included within the failure rate calculation for inspections performance (S2.6 of this document.)

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*There will be instances where further investigations may be required in order to validate the non-compliance or accept/reject accountability. In these cases, the undertaker must communicate the delay via a Street Manager works comment. A failure to manage the failed inspection will deem the alleged non-compliance as accepted for the purposes of PBI calculation.*

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If, by the twenty-first working day after the inspection report has been sent, the undertaker has neither notified (via Street Manager) of the completion of the remedial work or agreed a



longer period for the remedial work to be completed, the authority may carry out and send a stage three inspection report, with the outcome as “failed”, stating that no remedial works have been completed.

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*If the Authority finds the remedial works carried out in the first cycle to be unsatisfactory it should send a failed 1<sup>st</sup> cycle non-compliance follow-up notification and the 20-day period for the 2<sup>nd</sup> cycle commences. Only 2 cycles of chargeable defect inspections are applicable. If after the 2nd cycle the remedial works have **not** been completed, the escalation process will commence. Should the escalation process be seen not to be working, HAUC England should be informed, and further measures may be taken.*

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Where the undertaker fails to rectify the non-compliant reinstatement within the prescribed timescales, if required, the authority may undertake the remedial work and recover their reasonable costs from the undertaker (S72 NRSWA). If the authority takes action, they should inform the undertaker by the end of the next working day via Street Manager.

Failure to respond should be managed by way of the escalation process, detailed in chapter 8 of the Code.

### 3.4 Resolution to failed inspection outcome.

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*Under S72 NRSWA, the Street Authority may by notice require an undertaker to carry out the necessary remedial works within such a period of not less than 7 working days. If he fails to comply with such a request the Authority may elect to notify the undertaker via Street Manager, carry out the necessary works and recover his reasonable costs.*

*All works must be completed within a reasonable timescale and any potential delay to remediation should be agreed with the Authority.*

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If, upon inspection, the reinstatement **is** found to have been remediated, but the appropriate permit applications have not been received, the authority should send a stage three inspection report with the inspection outcome of “passed”. (**\*The authority may issue a fixed penalty notice (FPN) for working without a required permit\***.... Please refer to the Code of Practice for the Co-ordination of Street Works and Works for Road Purposes).

If, upon an inspection, the remedial work is found to be “**unsatisfactory**”, the authority should send a stage three inspection report with the inspection outcome of “**failed** (non-dangerous)”.

If, upon an inspection, the remedial work has **not** been completed, the second cycle starts as per S3 of this document and the Code. However, the authority should only start the process again, if the non-complaint reinstatement has not been rectified within the two cycles of this process. In this case, the escalation procedure, as described in the Code, should now commence.

Where a non-compliant reinstatement is deemed by the Authority to be accepted, but it is later found that the reinstatement is not the responsibility of the informed undertaker, the undertaker should send a works comment via Street Manager to deny responsibility to the authority within 10 working days of receipt of the inspection report.

Where the non-compliant reinstatement is deemed to be accepted, but it is later found that the inspection report has been sent against the incorrect works' reference, the undertaker should send a works comment via Street Manager and, if possible, inform the authority of the correct works reference (via Street Manager) within 10 working days of receipt of the inspection report.

If, upon inspection, the remedial works were not placed in progress but have been completed, the authority should send a stage three inspection report with the inspection outcome of either passed or failed, as appropriate.

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*Stages of inspection; An Authorities may recover a single charge of £120 to cover the costs of all stage inspections on valid non-compliance, regardless of the number and stages of inspection carried out.*

*Should an inspection identify or confirm that a non-compliance has incorrectly been identified, Street Manager should be amended by the Authority with the correct outcome. Only valid failed inspections should be used in the measure of performance.*

*Following receipt of an inspection report, the undertaker should be given 10 working days to respond to the authority's assessment of the reinstatement, when the undertaker disputes the inspection outcome it is recommended that where evidence to dispute the authority's findings have been provided the Authority should respond using the options in Street Manager under 'Highway Authority response' section, in all cases the dispute should be resolved within 10 working days from when the dispute was initiated.*

*The provision of Photographic evidence in support of a failed inspection benefits all parties. Accurate inspection reports and visual reasoning will speed up the validation process and potentially reduce site visits on noncomplex non-compliance.*

*In the event of a High Risk non-compliance being identified and in support of removing or resolving the potential for harm or damage, the inspector should attempt to or facilitate contact with the works promoter by telephone. Should the severity of the risk dictate, an inspector must attempt to manage the risk until support arrives, unless personal safety is compromised.*

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As S3.3, Where the undertaker fails to rectify the non-compliant reinstatement within the prescribed timescales, the authority may undertake the remedial work and recover their reasonable costs from the undertaker. Please refer to HAUC UK Advice note

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*The SROH dictates that all excavations in the highway should be carried out in a manner that avoids undue damage". However, as part of an inspection carried out on either a live site or a registered reinstatement, incidents of consequential damage may be identified.*

*Where incidental damage does occur to the highway the following options are recommended to the Highway Authority.*

- 1. To require the works promoter to remediate the highway under S72 of NRSWA. The Highway Authority may recover their reasonable costs under S96 of NRSWA. It is recommended that the processes within the Inspections Code of Practice are used for cost recovery. This is the recommended method to process incidental damage.*
  - 2. Use the Highways Act, 1980 to enforce the works promoter to apply for a permit to carry out remedial works or for the authority to remediate the highway themselves. In both scenarios the authority may recover its reasonable costs.*
- 

## 4. Performance Management and Escalation

### 4.1 Performance Management

The principles behind changing regulation to the performance-based inspections regime is to target and support improvement for poor performing undertakers There will therefore be additional cost for poor performing undertakers who should be encouraged to take the necessary actions to improve quality and performance to acceptable limits.

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*All sample inspection outcome results should be recorded in Street Manager to enable the data to be analysed by the undertaker to support performance meetings and future learnings. Works promoter audit checks may support performance discussions and provide evidence of minor inadequacies not contributing to PBI calculations. It is, therefore, important that shared information relates to statutory contained in NRSWA and the associated Codes of Practice.*

*Whilst results of self-auditing inspections may be considered as part of performance discussions, PBI adjustment should be solely based on the results of formal sample inspections.*

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In the event of PBI highlighting poor performance, the authority should agree with the undertaker a plan which should include objectives, actions to deal with poor performance and a timeline for delivering it. The recommended items that should be used to support an improvement discussion and an action plan are.

- percentage/number of work/items to be visited and reported on by the undertaker and/or the authority

- percentage/number of existing defects that need to be rectified or repaired
- expected levels of performance/quality and how the undertaker plans to be meet them, within specific timeframes/milestones
- methodology of how the items listed in the plan will be monitored, measured and reported on by the undertaker and/or the authority.
- regularity of meetings with the authority to discuss progress and share performance results or progress

## 4.2 Escalation

The escalation process is to be used to manage the continual and repeat failure to improve compliance or when a promoter repeatedly fails to manage failed inspections. Works promoters must agree internally who is best placed to manage escalations and be prepared to submit an escalation list to the Authority.

Authorities must address singular failures/specific site-based non-compliance with works promoter contacts. Formal escalation should only occur where continual failure and or dispute over legislative process arises.

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*Works promoters must provide and as necessary update valid escalation points of contact for the first and second level escalations. Promoters must ensure that the escalation contacts are effective and accountable.*

*Examples; Level 1 escalation can be the SU street works team or manager*

*Level 2 must be a Regional Manager with influence and accountability for operational performance.*

*Level 3 after 6 months the matter should be referred to the chairs of the Regional HAUC*

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The escalation process as contained within the Code should be followed.

### **Level one escalation**

The authority should contact the undertaker's local management representative, for example, the streetworks team/manager or the local operational contact, and where it is deemed appropriate, arrange a meeting to discuss why progress is not being made despite the reported issues.

The undertaker should send any the timeline and agreed actions to deliver the existing or updated improvement plan to the authority within 5 working days of the escalation meeting.

### **Level two escalation**

If no response is received within 5 working days from the local management representative, the authority will escalate the matter to the undertaker's nominated level two representative, i.e., the regional senior manager. The level two representative should agree to meet the timeline and objectives listed in the improvement plan within six months.

**Level three escalation**

Where the agreed actions listed in the improvement plan have not been completed after 6 months, the authority should follow the dispute resolution procedure, as detailed in the code of practice for the co-ordination of street and road works.

# Appendix

## Works Inspection report

<b>Authority:</b>		<b>Undertaker:</b>	
<b>Authority ref:</b>		<b>Undertaker ref:</b>	

<b>NSG ref:</b>	
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<b>Date:</b>		<b>Time:</b>					
<b>Inspector Name:</b>		<b>Contact No:</b>					
<b>Inspection Type:</b>							
Sample		Third Party	Investigatory Works	Routine			
A	B	C	Safety Measures	Reinstatements	Safety Measures		
			Reinstatements		Reinstatements		
<b>Inspection Result:</b>							
Passed		Failed (Dangerous / High Risk)		Failed (Non-dangerous / Low Risk)		Abortive	

<b>Site Informed:</b>	Yes		No	
<b>Group Site Type:</b>	Sampled site		Non-sampled site	
<b>Sampled Site Number:</b>			<b>Site Number:</b>	

<b>Safety Measures</b>	<b>Incorrect equipment</b>	<b>Acceptable</b>	<b>Not Acceptable</b>	<b>Not Seen</b>	<b>Not Applicable</b>
Signs					
Distance					
Safety Zone					
Barriers					



Other
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<b>Comments:</b>	
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*The WIR should contain as much relevant information as possible to support an appropriate and timely response/remediation.*

*The inspection is carried out against a set Code of Practice criteria and where possible, reference should be made to the relevant section of the Code.*

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# 1.Reinstatement Inspection supporting criteria.

## Specification for the Reinstatement of Openings in Highways 4<sup>th</sup> Edition.

### Code of Practice – Forth Edition (England) – May 2020)

#### Edge Depression

S2.2.2 (page 26)

Fig S2.2

#### Edge Cracking

Interface Cracking S12.3.1 (page 102) and Table S12.1 (page 103)

Cracking Beyond Reinstatement Limits S12.3.2 (page 103)

#### Surface Depression

S2.2.3 (page 26)

Fig S2.3 (page 27)

Table s2.1 (page 27)

S2.2.7 (page 27) Combined Defect

#### Crowning

Fig S2.4 (page 26)

Table S2.2 (page 27)

S2.2.5 (page 27) Combined Defect

Deteriorated surfaces

Deteriorated surface outside of reinstatement S2.8 (page 38)

#### Texture Depth

S2.6.2 (page 33)

#### Surface Regularity

S2.4 (page 30)

#### Structure

Concrete Specification S7.3.2 (page 71)

Concrete Joints S7.3.6 (page 72)

Membranes S7.3.7 (page 72)

Concrete Edge Support and Dowel Bar Support S7.5 (page 73 and 74)

Concrete Reinforcement S7.6 (page 76)

#### As Laid Profile

S2.3 (page 28)

Fixed Features – As Laid Profile (covers etc) S2.5 (page 29)

Large diameter core

Multiple or proximity failures fig S6.2 (page 60)

#### Other

Grab Damage “Excavation Undue Damage” S3.2.1 (page 40)

HRA “Like for like” S.6.4.1 (page 50)

SMA “Like for like” S.6.4.2 (page 50)

High Friction Surfacing / Porous Asphalt / Coloured Surfacing S6.4.5.1 (page 53 / 52)

Anti-skid (High Friction Surfacing) S6.4.12 (page 52)

Coloured Surfacing (Speed Warnings / Bus and Cycle Lanes etc.) S6.4.1.4 (page 53)

Coated Chippings (Even Spreading) S6.4.18 (page 54) and NGA2.1 (239)

CW - Edge Prep. (Sawcut / squared off) S6.8.6 (page 63) and S6.4.4 (page 51)

CW - Rule” Proximity to Road Edges and Fixed Features S6.8.9 (page 66) and fig 6.4

FW - Edge Requirements (Footways / Footpaths / Cycle Tracks) S8.6 (page 84) and fig 8.1 (page 85)

FW - “150 Rule” S8.6.3 (page 84) and S8.1 (page 85)

Cultivated Areas (Bulbs and Shrubs) S9.3 (page 88)

Grassed Areas (Top soil / turf / stones) S9.4 (page 88)

Verges / Ditches / Drainage Courses S9.5 (page 88)

Traffic Signs, Road Markings, Studs etc. S11.1.4 (page 94)

Road Markings S11.1.5 (page 94)  
Road Markings – Small Reinstatements S11.1.12 (page 95)  
Street Furniture and Special Features (Tactile Paving) S11.2 (page 96)  
Test Holes S11.6 (page 100)  
Overbanding S6.8.8 & S12.3.3 (page 65 & 103)  
Repair of Settlement (NOT consequential damage) S12.4 (page 104)  
Unacceptable Materials A1.5 (page 107)  
Reinstatement of Modular Surface – Interim Reinstatement A12.1 (page 186)  
Reinstatement of Modular Surface – Permanent Reinstatement A12.2 (page 191)  
Modular Infill A12.2.7 and A12.2.7 (page 187) and NGA12 (page 254)  
Loss of Modular Pattern NGA12 FIG 12., 12.5 and 12.6 (page 257 and 258)  
Trees (Prohibited / Precautionary / Permitted Zones) NG1.10 (page 199)  
**Identified on a Cat A Only:**  
Bad Ground S2.5.5 (page 33)  
CW - Undercutting S6.8.10 (page 67) and fig S6.5 (page 68)  
Protection of Excavated Material for re-use S3.3 (page 41)  
Side Supports S3.4 (page 41)  
CW - Base Preparation (Tack Coat / Bond Coat) S6.6 (page 63)  
Verge Backfill S9.1 (page 87)

**Supporting information for the inspection of reinstatements.  
Specification for the Reinstatement of Openings in Highways**

**Code of Practice – Forth Edition (England) – May 2020**

**Edge Depression**

S2.2.2 (page 26)

Fig S2.2

**Edge Cracking**

Interface Cracking S12.3.1 (page 102) and Table S12.1 (page 103)

Cracking Beyond Reinstatement Limits S12.3.2 (page 103)

**Surface Depression**

S2.2.3 (page 26)

Fig S2.3 (page 27)

Table s2.1 (page 27)

S2.2.7 (page 27) Combined Defect

**Crowning**

Fig S2.4 (page 26)

Table S2.2 (page 27)

S2.2.5 (page 27) Combined Defect

Deteriorated surfaces

Deteriorated surface outside of reinstatement S2.8 (page 38)

**Texture Depth**

S2.6.2 (page 33)

**Surface Regularity**

S2.4 (page 30)

**Structure**

Concrete Specification S7.3.2 (page 71)

Concrete Joints S7.3.6 (page 72)

Membranes S7.3.7 (page 72)

Concrete Edge Support and Dowel Bar Support S7.5 (page 73 and 74)

Concrete Reinforcement S7.6 (page 76)

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S2.3 (page 28)

Fixed Features – As Laid Profile (covers etc) S2.5 (page 29)

Large diameter core

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**Other**

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High Friction Surfacing / Porous Asphalt / Coloured Surfacing S6.4.5.1 (page 53 / 52)

Anti-skid (High Friction Surfacing) S6.4.12 (page 52)

Coloured Surfacing (Speed Warnings / Bus and Cycle Lanes etc.) S6.4.1.4 (page 53)

Coated Chippings (Even Spreading) S6.4.18 (page 54) and NGA2.1 (239)

CW - Edge Prep. (Sawcut / squared off) S6.8.6 (page 63) and S6.4.4 (page 51)

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Cultivated Areas (Bulbs and Shrubs) S9.3 (page 88)

Grassed Areas (Top soil / turf / stones) S9.4 (page 88)

Verges / Ditches / Drainage Courses S9.5 (page 88)

Traffic Signs, Road Markings, Studs etc. S11.1.4 (page 94)

Road Markings S11.1.5 (page 94)

Road Markings – Small Reinstatements S11.1.12 (page 95)

Street Furniture and Special Features (Tactile Paving) S11.2 (page 96)

Test Holes S11.6 (page 100)

Overbanding S6.8.8 & S12.3.3 (page 65 & 103)

Repair of Settlement (NOT consequential damage) S12.4 (page 104)

Unacceptable Materials A1.5 (page 107)

Reinstatement of Modular Surface – Interim Reinstatement A12.1 (page 186)

Reinstatement of Modular Surface – Permanent Reinstatement A12.2 (page 191)

Modular Infill A12.2.7 and A12.2.7 (page 187) and NGA12 (page 254)

Loss of Modular Pattern NGA12 FIG 12., 12.5 and 12.6 (page 257 and 258)

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Protection of Excavated Material for re-use S3.3 (page 41)

Side Supports S3.4 (page 41)

CW - Base Preparation (Tack Coat / Bond Coat) S6.6 (page 63)

Verge Backfill S9.1 (page 87)

## 2.Supporting information for Category A Safety Inspections

Supporting information for the inspection of live sites for compliance with Safety at Street Works & Road Works Code of Practice (Red Book currently under review).

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*Note: - Only non-compliant outcomes which have a requirement prefixed with a must or shall in the Code of Practice (as detailed below) can be used in the compilation of performance statistics. These failures also constitute a failure to comply with s65 (3) NRSWA (see below). All other inadequacies regarding site safety should be reported for action as appropriate but cannot be used in the compilation of performance measures or considered an offence under s65 (3) unless the specified rectification time period has not been met.*

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### **S65 NRSWA Safety measures.**

(1) An undertaker executing street works shall secure—

- a) that any part of the street which is broken up or open, or is obstructed by plant or materials used or deposited in connection with the works, is adequately guarded and lit, and
- b) that such traffic signs are placed and maintained, and where necessary operated, as are reasonably required for the guidance or direction of persons using the street,

having regard, in particular, to the needs of people with a disability.

(3) The Secretary of State may issue or approve for the purposes of this section codes of practice giving practical guidance as to the matters mentioned in subsection (1); and—

- a) so far as an undertaker complies with such a code of practice he shall be taken to comply with that subsection; and
- b) a failure in any respect to comply with any such code is evidence of failure in that respect to comply with that subsection.

(4) An undertaker who fails to comply with subsection (1) or (2) commits an offence and is liable on summary conviction to a fine not exceeding level 3 on the standard scale.

(5) If it appears to the street authority that an undertaker has failed to comply with subsection (1) or (2), they may take such steps as appear to them necessary and may recover from the undertaker the costs reasonably incurred by them in doing so.

(6) If a person without lawful authority or excuse—

- a) takes down, alters or removes any fence, barrier, traffic sign or light erected or placed in pursuance of subsection (1) or (2) above, or
- b) extinguishes a light so placed,

he commits an offence and is liable on summary conviction to a fine not exceeding level 3 on the standard scale.

## **S65 Signing Lighting and Guarding inadequacies/noncompliance.**

### **PPE (Personal Protective Equipment)**

- **High Visibility Clothing**
  - Not being worn outside of the working space
  - Clean and usable condition
  - Scotland & Wales – full length sleeves unless risk assessment defines  $\frac{3}{4}$  length

### **Signs**

- **Road Works Ahead**
    - Missing
    - Damaged beyond reasonable use
    - Restricting width of footway to less than 1m
  - **Road Narrows**
    - Missing
    - Incorrect indication of obstruction
    - Damaged beyond reasonable use
    - Restricting width of footway to less than 1m
  - **Directional Arrow**
    - Missing
    - Incorrect indication of obstruction
    - Damaged beyond reasonable use
    - Restricting width of footway to less than 1m
    - Used to direct pedestrians
  - **Road Works End**
    - Missing
    - Damaged beyond reasonable use
    - Restricting width of footway to less than 1m
  - **Information Board**
    - Missing
    - Damaged beyond reasonable use
    - Restricting width of footway to less than 1m
- Note:- this does not refer to a missing permit board or number unless they are one and the same.*
- **Road Works End**
    - Missing (only applicable if site is over 50m in length, has any form of Temporary Traffic Management or a road with a speed limit over 30mph) (page 24)
    - Damaged beyond reasonable use
    - Restricting width of footway to less than 1m

### **Warning Lights**

- Missing in hours of darkness on a road with a speed limit of 40mph or more

## Cones

- **Cones**
  - Damaged beyond reasonable use (missing feet or white reflective strip)
- **Safety Zones (Table in rear of Code)**
  - Missing carriageway– *Only mandatory when operatives are present or pedestrian walkway is located in carriageway*
  - Missing footway – *Only mandatory if the works are closer than 1.2m to the edge of the carriageway on a single carriageway speed limit 50mph or more*
- **Lead in taper**
  - Missing – see above only required for carriageway works or pedestrian walkways in carriageway
  - Less than 45° - LIT can be reduced below length specified in table if it is not practical or possible to install
  - First sign less than 20m in front of LIT if reduced taper in place (45°)
- **Longways Clearance**
  - Missing – see **Safety Zones** above for exemptions
  - Incorrect dimension – Table in rear of Code
- **Sideways Clearance**
  - Missing – see **Safety Zones** above for exemptions
  - Incorrect dimension – Table in rear of Code
- **Exit Taper**
  - Missing

## Barriers

- **Pedestrian Barriers**
  - Missing – open access to works site for pedestrians
  - Non-compliant

## Pedestrian Management

- **Barriers**
  - Missing – open access to works site for pedestrians
  - Non-compliant
- **Safe route**
  - Missing – Only applies in following circumstances
    - Existing footway cannot be maintained with minimum 1m
    - No alternatives provided (includes walkway in carriageway or safe footway on alternative side of carriageway)
  - Incorrect – Only applies in following circumstances
    - Existing footway is left with less than 1m
    - Walkway in Carriageway is less than 1m
  - Walkways in Carriageway
    - Walkway in Carriageway is less than 1m
    - No ramps – applicable if no drop kerb used
    - No pedestrian direction arrow – only applies to walkways in carriageway
  - Footway closure
    - Alternative could have been provided – existing footway / walkway in carriageway

- Missing Footway Closed Ahead signs
- Missing Footway Closed signs

### Carriageway Works

- **Road widths**
  - Less than 6.75m (Normal traffic) NO TM implemented
  - Less than 5.5m (Restricted) NO TM implemented
  - Less than 3.0m shuttle lane (Normal Traffic) TM implemented
  - Less than 2.5m shuttle lane (Restricted Traffic) TM implemented
- **Works at Junctions**
  - Road widths incorrect as above
  - Road works ahead with supplementary arrow missing – applies if minimum visibility distance of 1<sup>st</sup> sign cannot be installed within prescribed visibility distance e.g., 60m
- **Signal controlled junctions**
  - Permanent signals turned off no replacement (temporary) no Light Signals ahead not in use signs in position
- **Works at Roundabout**
  - Missing advance warning signs on any approach
- **Works at pedestrian, cycle or equestrian crossing**
  - Unauthorised suspension of a crossing
  - Crossing not in use signs missing on one or both sides
  - Missing barriers on one or both sides
- **Works in a bus Lane**
  - Bus lane not suspended
- **Works in a Cycle Lane**
  - Cycle lane not suspended

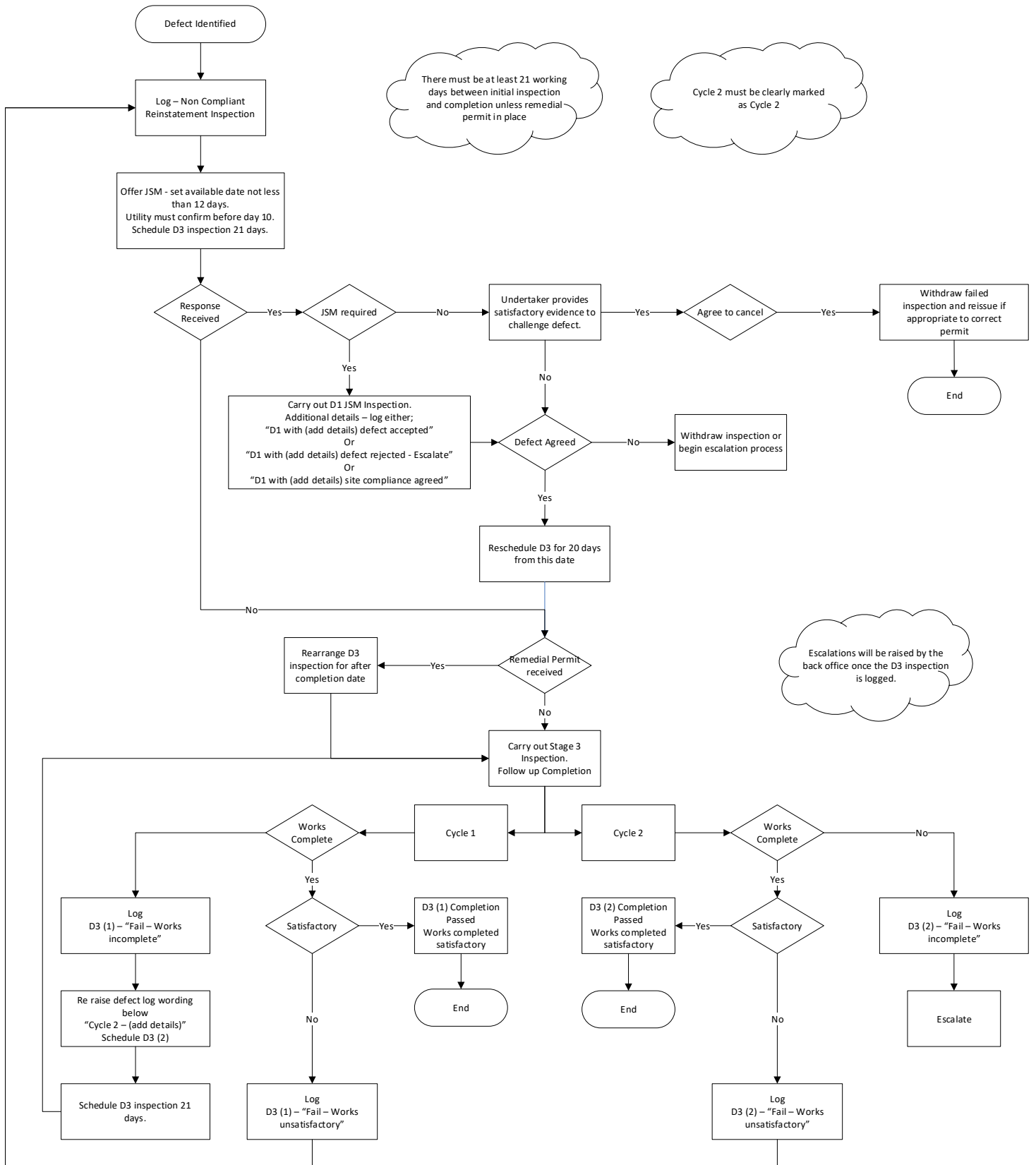
### Traffic Control

- **Give and Take**
  - Insufficient width for traffic (see **Road widths**)
  - Used on road with speed limit over 30mph
  - Site length over 50m
  - Visibility beyond end of site less than 50m
  - Missing signs
  - Missing Single File Traffic sub plate on Road Narrows
  - Damaged signs beyond reasonable use
- **Priority**
  - Insufficient width for traffic (see **Road widths**)
  - Site length over 80m
  - Visibility of approaching drivers less than required by table on page 58
  - Missing signs
  - Missing Single File Traffic sub plate on Road Narrows
  - Damaged signs beyond reasonable use
- **Stop /Go**
  - Distance between boards exceeds 200m (remote) or site length greater than 500m (manually operated boards only)
  - Remotely operated boards used at night
  - Operator of remote boards cannot see both boards

- Operator more than 100m from either board (remotely operated)
- Operative in safety zone (manually operated boards)
- Missing signs
- Missing Single File Traffic sub plate on Road Narrows
- Damaged signs beyond reasonable use
  
- **Portable signals**
  - Permission for use not granted / approved (in the case of multiphase signals)
  - Distance between “Wait Here” signs exceeds 300m
  - Not vehicle actuated (unless directed by HA as part of approval or permit)
  - Stop /Go boards missing from site
  - Within 50m of a level crossing
  - Missing ‘Traffic under signal control’ sign, and ‘Joining traffic not signal controlled’ on approaches to the junction if uncontrolled junction within shuttle lane)
  - Uncontrolled junction cannot see the front vehicle in both queues of traffic for the shuttle lane.
  - Missing signs
  - Missing Single File Traffic sub plate on Road Narrows
  - Damaged signs beyond reasonable use



### 3. Non-dangerous defect process



## 5. Fixed on Site examples

As part of a Category A inspection, there is the potential for minor non-compliance to be highlighted that can be proactively resolved on site. Whilst it should be recognised that minor deviations from the Codes of Practice are recorded as non-compliance, unless the minor inadequacy cannot be resolved during the inspection or the inadequacies are not continually being seen to be repeated, these instances should be discussed as part of the PBI discussion process and the Street Manager data used for performance and consistent inspection improvements.

### **Spoil spilling outside of the barrier.**



### **Equipment provided but barriers unclipped.**



**Minor anomalies on signage.**



**Vandalised unmanned site**



**Temporary Traffic Control – mechanical issue.**



**Cone - Reflective Sleeve**

