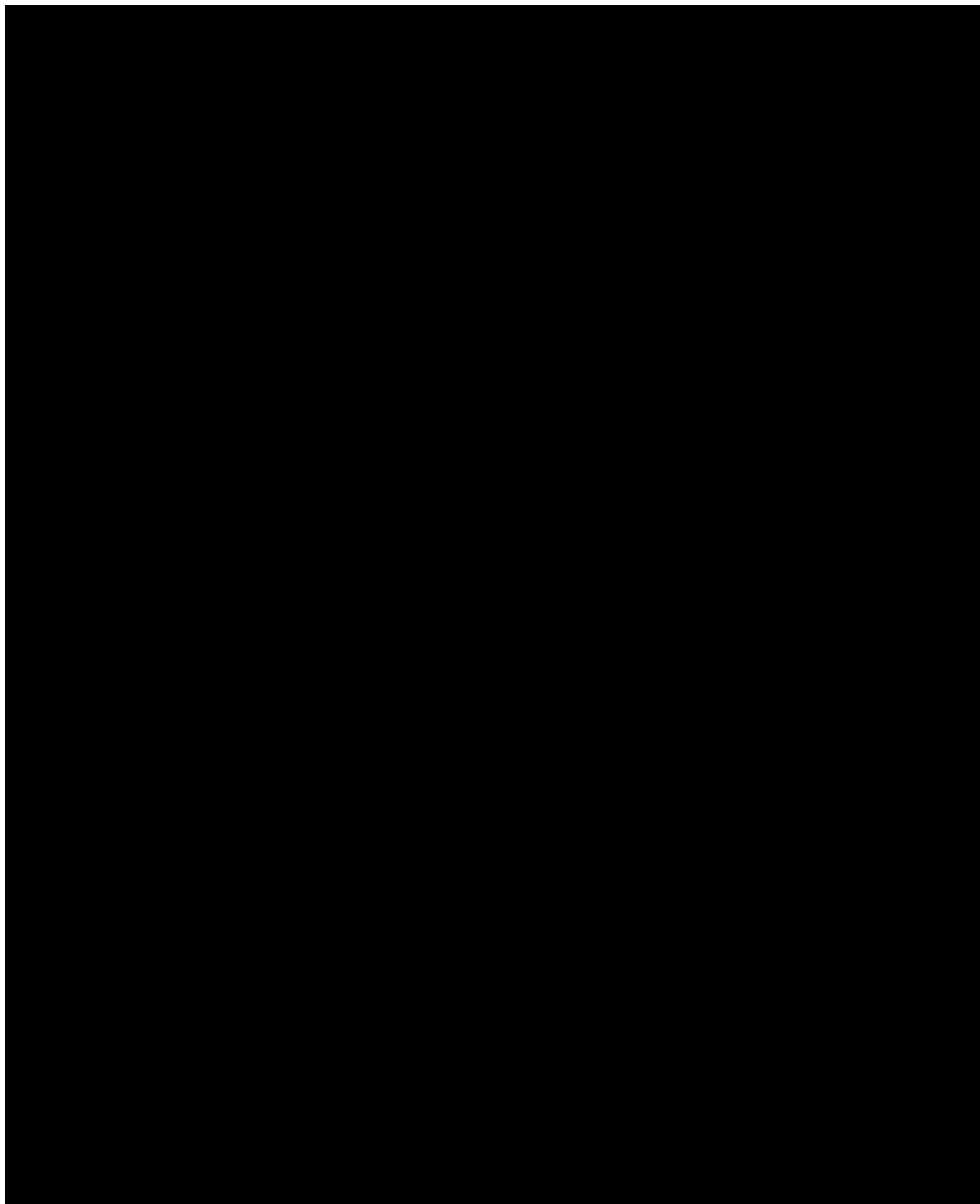


6. Other Information Required



Last updated: December 2011

6. Other Information Required

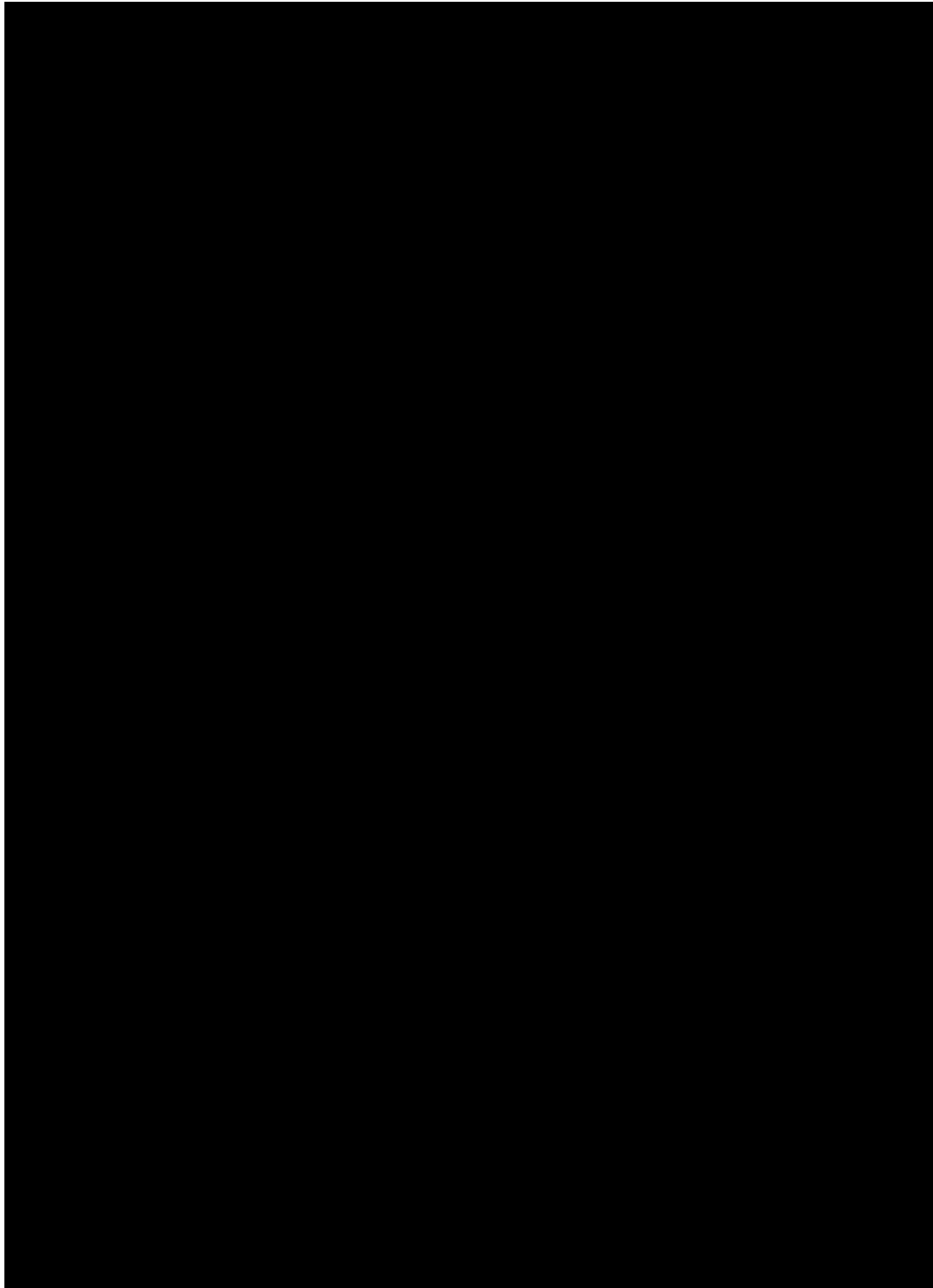


Last updated: December 2011

6. Other Information Required



Reactive Maintenance Supervisor



Last updated: December 2011

6. Other Information Required

6.5.2 Percentages dedicated to Merton Contract

Position	Person	Percentage Dedicated to Merton Contract
Contract Director		10
Senior Contract Manager		30
Reactive Maintenance Supervisor		100
Planned Projects Supervisor		100
Customer Services Manager		100
Business Systems Manager		50

6.5.3 Policies

We attach, on the following pages, Policy Statements and Documentation in respect of:

- Staff Training Policy
- Quality Management Policy
- Health and Safety Policy
- List of employees holding appropriate National Vocational Qualifications
- Include Third Party Quality Accreditation:
 - BS EN ISO 9001:2008 Quality Management System Certificate
 - BS EN ISO 14001:2004 Environmental Management System Certificate
 - EC Certificate of Factory Production Control for Bituminous Mixtures for the FM Conway Asphalt plant at Erith
- and, our Outline Quality Plan Template, used to produce Project Specific QPs for works.

Training Policy



Conway's and YOU – Training Policy

FM Conway Ltd is committed to ensuring its work force is fully trained to ensure current and future contract obligations are achieved. We are committed to providing support for employees to gain new or improved skills or qualifications, through the encouragement of learning, self-development and continuous improvement.

DETAILS OF APPLICATION

Qualifications may be supported in any of the following ways:

A flexible approach to studying:
Full or partial funding of course fees/ costs

If a member of staff wishes to seek support to gain a skill or qualification, the request should be discussed initially with their line manager in the context of the individual's personal development needs and those of the organisation. Following this discussion any formal request should be made to the Directors, who will decide whether it is possible to support the request. The decision whether or not to support the request, either fully or partially, will be based on the following considerations:

- The current role
- Development needs arising from the appraisal process
- Redeployment
- Divisional/Departmental skill and knowledge levels
- Future staffing/operational requirements
- Budgetary provision
- Career development

SKILL SWAP

A member of staff can approach their manager and request to spend time with another employee in order to gain a broader understanding of the role of the individual they communicate with and other resources used by the company.

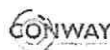
FUNDING

Any funding given for qualification training will be allocated from the training budget. As a consequence of the numbers of requests made, it may be only possible to assist with a contribution towards tuition and examination fees.

It is recognised that staff may experience difficulties in paying their share of the contribution, therefore we will offer a loan to cover the staff contribution. In addition and where approved, we may also provide a loan to cover any additional costs for other course requirements.

Where a loan is granted, staff will be required to agree to it being repaid within a set period by deduction from salary.

Funding can only be approved for the academic year. Every attempt will be made to provide funding for subsequent years, however, it cannot be guaranteed.



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Training Policy – November 2015



Conway's and YOU – Training Policy

FLEXIBILITY OF WORKING HOURS

This will depend on the nature of the course, the potential benefits, operational cover, etc. The amount of time given to allow for college attendance will be at the discretion of the Directors. Flexible working hours will be allowed on days where employees require flexibility in their normal working hours in order to accommodate the timing of their external courses.

Time off to attend examinations will be given for an individual's approved course of study.

MISCELLANEOUS CONDITIONS

The divisional/departmental management team may consider the potential for work based projects and suggest appropriate subjects for approved courses of study.

The line manager will be responsible for monitoring the progress of the member of staff on a course and providing any assistance or support, in consultation with the HR Manager where appropriate.

If a member of staff fails to show satisfactory progress in the course of study, the company may withdraw support granted under this Policy, including a refund of financial assistance in appropriate cases.

If a member of staff withdraws from a course of study or fails to sit the required examination(s), without reasonable cause, a refund of financial assistance given may also be required. The decision to withdraw support or seek a refund of financial assistance will be made by the Directors in consultation with the individual's manager.

If an individual voluntarily leaves the company within two years of completing a course of study, there will be a contractual obligation to repay any fees paid.

EXCEPTIONS

Where the company recognises an organisational need for a course of study the preceding provisions may not apply. Any requests for an exemption to this policy must be made to and approved by the Directors.

RESPONSIBILITY

Individual Managers are responsible for ensuring that the development programme is applied in their area of operations.

Any queries on the application or interpretation of the programme should be discussed with your manager or a member of the SHEQ Department.



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Training Policy – November 2015



6. Other Information Required



QUALITY POLICY STATEMENT

The principle objective of the Quality Policy Statement of F M Conway Ltd is to assure that services provided, fully meet our contractual obligations in terms of quality promises, cost and programme. We aim to conduct ourselves in a manner which facilitates sustainability and provides opportunity for new and existing clients.

The company seek to be responsible in areas of training, equality, development, safety and welfare of their employees and to encourage their participation in the continuous improvement of working practices and quality of services in order to build a sustainable future.

In order to meet the objectives outlined above, a programme has been determined, concerning all our activities and ensuring the fitness for purpose, performance and reliability of services provided. To accomplish this, the contents of the Quality & Environmental Manual define the procedures used and all of the staff of the company use these procedures where needed.

We would also anticipate receiving the same high standards of quality and professionalism from our suppliers and sub-contractors in order to ensure that our highly respected reputation is at least matched if not exceeded by our suppliers and fully qualified and experience sub-contractors.

Procedures described in this manual have been introduced for the purpose of maintaining sound quality assurance practices within F M Conway, that conform to the requirements of the current issue of BS EN ISO 9001:2008 and BS EN ISO 14001:2004.

The company shall also undertake to comply with and embrace the requirements of other standards as is applicable to the nature of its activities to include relevant National Highways Sector Schemes, British Standards and those standards as specified by our clients.

Audits of all the company procedures are carried out at regular intervals to ensure its continuing suitability and effectiveness in satisfying both the defined standards, internal policies and objectives and quality promises to our clients.

Responsibility for the maintenance and review of the Quality & Environmental Management System is that of the Director responsible for Safety, Health, Environment and Quality.

All employees of the company are not only required to comply and contribute to the provisions of the Quality & Environmental Management System but are encouraged to embrace the fundamental attributes of the system and incorporate it into their everyday activities. Managers are responsible for ensuring that their workforce is instructed in, understand, and comply with these requirements.

The Quality & Environmental Management System exists as an expression of, and means to, the achievement of management objectives for the company's operations. It does not and shall not be constructed to add to the statutory or common law obligations of the company.

Michael J Conway
Chief Executive Officer



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QPS 01 Quality Policy Statement (Jan 2011)

6. Other Information Required



HEALTH, SAFETY AND WELFARE POLICY STATEMENT

FM Conway Ltd (hereinafter referred to as 'The Company') is fully committed to meeting its responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, as amended and all other relevant legislation and applicable standards, such as Highway Sector Schemes and Railway Group/Network Rail Standards, both as an employer and a company. To achieve these objectives, the company has invested substantially in developing its Health, Safety and Welfare processes including additional staff, training and resources including specific vehicles for training and welfare. It has appointed designated members of staff to be responsible for company health, safety and welfare, to include management and reviewing of procedures and policies, liaison with the Health and Safety Executive (when necessary), informing the company of its legal duties to include new legislation and to ensure continued compliance with the law and cooperation with the customer or client. We have also contracted the services of external Health and Safety Consultants and Medical Services to give additional support, advice and audits.

In accordance with Section 2 of the Health and Safety at Work etc. Act 1974, the Company will, so far as is reasonably practicable:

- Provide plant and equipment that is maintained and safe to use;
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Provide necessary information, instruction, training and supervision;
- Provide a safe working environment with safe means of access and egress;
- Ensure safe working practices and suitable welfare facilities.

The main responsibility for health, safety and welfare lies with the Managing Director and Directors of the Company. Without prejudice to the above statement, responsibilities have been delegated throughout the company's structure, as detailed within the organisation section of this policy.

The company has arranged for all relevant insurances, as required by various legislation, in order to cover all its work activities including but not limited to, Employee Liability, Public Liability, and Motor Vehicle Insurance.

All company employees/sub-contractors must agree, as part of their employment, to comply with their individual duties under all relevant legislation, with particular regards to The Health and Safety at Work etc. Act 1974 and The Management of Health and Safety at Work Regulations 1999, as amended and will cooperate with their employer in order to assist him to carry out his health, safety and welfare duties under the HSWA. Failure to comply with any health and safety duties, regulations, work rules or procedures, on the part of any employee, will be dealt with in accordance with company disciplinary procedures.

The company shall openly encourage workforce involvement in all aspects of Health, Safety and Welfare to include sufficient participation in consultation of the company's activities and an open door policy, without concern of retribution, for the reporting of all incidents of an unsafe act or unsafe condition.

The company has in place, a means of reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive and will provide an Accident Book for the reporting of all accidents, irrespective of how minor. This will assist in satisfying its obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

The Company shall undertake appropriate Risk Assessments for all of its work activities in order to identify the relevant hazards, determine appropriate control measures and record the significant findings. Subsequently, this information shall be provided to all relevant parties who may be affected by the company's activities.

The company shall determine health and safety objectives in order to provide a basis for measuring improvements. The company shall monitor its health, safety and welfare performance including where applicable, but not restricted to, inspections, auditing, consultation, health surveillance and objective achievement and shall provide evidence of the level of compliance to Top Management and subsequently develop action plans for improvement.

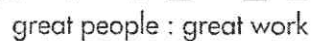
This policy has been prepared in compliance with section 2(3) of the Health and Safety at Work etc. Act 1974 and binds all Directors, Managers and Employees, in the interests of Employees, Customers and Stakeholders. We request that our Customers and Visitors respect this Policy; a copy of which can be made available on request. This policy is subject to review and amendment on an annual basis or whenever a need is identified by other means.

Michael J Conway
Chief Executive Officer



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HSW01 Health, Safety and Welfare Policy Statement (Jan 2011)

**Contract Name:**

Contract Reference No.

TRANSFORMING CONSTRUCTION

Amendment Record

DATE	Details of Amendments	Authorised By

Index

	Cover
Pages 2 to	Contract Quality Plan (This document)
Appendix 1	Quality Policy and Certificates.
Appendix 2	Contact Management Structure, Responsibilities and Authorities.
Appendix 3	Site Quality Records, Master Forms and filing.
Appendix 4	Contract Specific Inspection and Test Plan.
Appendix 5	Contract appendix, 1/5 & 7/1
Appendix 6	Sub Contractors
Appendix 7	Method Statements for Materials, suppliers and sub-contractor.
Appendix 8	Material Approvals
Appendix 9	Construction Environmental Management Plan
Appendix 10	Superseded Documentation
Appendix 11	Not Used, left as spare

1.0 Scope and Description of Contract

2.0 Commitment to Quality, the Environment and Health & Safety

The Company has developed and implemented an Integrated Management System (IMS) which ensures that we can meet our client's requirements on time, every time, from the initial design stage through to project completion without prejudice to safety or the environment.

Our system holds accredited certification from BSI for ISO 9001: 2008 and ISO 14001:2004 and is based on an approach which ensures that all areas of the company's infrastructure and operations are addressed. The company is committed to the supply of quality products and services, and will strive to exceed the agreed Contract Specifications and ensure that Client's satisfaction and expectations are achieved.

The company is fully committed to Quality and the expectations of the end user, the client and the contract. Where appropriate, we will interface with our clients/main contractor site specific quality plan for the benefit of the contract and the quest for continual improvement.

This Quality Plan and accompanying appendices constitute the operational processes of the overall management system for this specific contract.

Appendix I contains copies of our Policy and BSI registration certificates applicable to this contract.

2.1 Quality, Environment and Health & Safety Objectives for this project

- a) Zero reportable or time lost accidents on this project
- b) Zero environmental incidents on this project
- c) Zero defects on this project
- d) Completion on or before programmed completion date
- e) High customer satisfaction scoring from our customer

3.0 Organisation of the Contract

The company will provide a site-based team of competent and experienced people who will undertake operational control of the contract.

Further resources and expertise, if required, are available from support and head office functions. Nominated personnel will be authorised at various levels to amend this plan and/or sign the various records created by it.

The scheme Site Organisational Structure, Responsibilities and Authorities, Contact Details and Authorised Signatures can be found in Appendix 2 of this plan.

4.0 Inspection and Testing Plans

The company will ensure that close liaison takes place with our client regarding quality, the forum will be informal / formal meetings and discussions. The agenda and frequency of communications will be agreed, documented and reviewed by the site management team for continuing suitability.

One of the prime drivers of our management system will be establishing and implementing a specific site Inspection and Testing Plan (I.T.P).

The inspection Testing Plan will outline the sequence of operation and those responsible for its control; it will detail the testing and frequency required to comply with the contract specification (generally Appendix 1/5) of the contract documents and also the records that testing and inspection will provide.

Deviations from the I.T.P. will be filed as Non Conformities.

Records arising from the I.T.P will be reviewed and archived by the site team.

Copies of the approved Contract specific Site specific Inspection and Testing Plans applicable to this contract will be filed in Appendix 4 of this document.

All relevant records produced by the company or its Sub-Contractors for the construction will be available for inspection or copy by our client/main contractor.

Appendix 3 of this document will contain the master copies of the forms identified for use on this contract.

5.0 Testing To Be Carried Out and Permitted Pavement Options

For reference, Appendix 5 of this document contains copies from the Main Contract documents of Appendix 1/5 – Testing To Be Carried Out By The Contractor.

6.0 Selection and Evaluation of Suppliers and Sub-Contractors

All suppliers of materials and sub contract services, the supply chain, are selected for their ability and competency to consistently supply to agreed specifications and requirements in accordance with quality system procedures.

All suppliers of materials and sub contract services are assessed and reviewed on a regular basis, for their continuing suitability and performance and on the basis of such reviews, continuing status as an approved supplier is determined.

Appendix 6 of this Quality Plan contains the Primary contact names, telephone numbers, site responsibilities / discipline on the nominated Suppliers and sub-contractors for this contract.

Appendix 7 of this Quality Plan contains Method Statements.

Appendix 8 of this Quality Plan contains Material Approval Data, and Other Technical information.

7.0 Document Control

The site team will register and file documents, records and correspondence in a controlled and easily retrievable manner in accordance with quality system procedure.

Site records and information will, if possible, be recorded on Company standard forms such as dip sheets. In addition site specific pro-forma's and record sheets will be established if required. Master copies of forms can be found in Appendix 3 of this plan.

All amendments will be carried out a controlled manner; changes will be identified on the amendment sheet, with superseded documents kept in Appendix 10.

Only those persons authorised in Appendix 2 can make revisions to the content of quality records and documentation.

All inspection and test records will be held in a controlled manner as identified in Appendix 3.

8.0 Programme Review

The contract programme will be continually monitored and, if necessary, it will be amended, to ensure the work is executed in an efficient and timely manner.

Proposals for amendments to the contract programme will be submitted to the clients/main contractor's project team, with details of why the changes are desirable. The changes will only be implemented after consultations have been completed, and with the agreement of the project team and any other interested parties.

9.0 Control of the Purchase of Materials

All materials supplied to the contract shall be subject to confirmation of approval by the client. Bulk materials, such as surfacing materials and aggregate will be ordered through the Contract Coordinator.

To minimise the risk of unspecified materials being released, materials purchased from within FM Conway will be ordered using a specific contract order number.

Where materials are purchased from external suppliers, this will again be carried out through the Contract Coordinator, which will ensure that the materials comply with the relevant specifications and Contract specific requirements as requested by the site team.

10.0 Review and Audit of Quality Plan

It is the Company's policy to carry out frequent audits on the requirements of this Quality Plan, operational practice and the records generated. Audits will be recorded and copies will be distributed to the relevant persons for information and corrective/preventative action if non-conformities have been identified. It will be ensured that any actions required are completed in a timely and effective manner.

Close liaison will also take place with the Company Performance Team, who may undertake random unannounced audits of the site activities and compliance with the Integrated Management System in accordance with system procedures.

11.0 Contractors Quality Information File

This Quality Plan contains all of the relevant data relating to our operational procedures and record checks.

It is intended that the plan will form a working file, and will be used as a reference document by the company and the client to assess the quality of the final product and its fitness for subsequent inclusion in the permanent works.

12.0 Approval To Proceed (Hold Points) and Inspections

The operations will be controlled via an "Approval to Proceed" system or standard inspections. This will be identified in the approved Inspection and Testing Plans, listed in Appendix 4 of the Quality Plan.

Copies of forms together with their explanatory notes can be found in Appendix 3. Customer supplied forms may be used as an alternative when appropriate.

Where practicable the "Approval to Proceed" and/or inspection Sheets will be cross referenced and collated with any other related site records such as dip sheets, laying records, testing of previous layer's etc.

These check sheets will enable those responsible to ensure the following: -

- (a) That work is carried out in accordance with the "Inspection Testing Plan"
- (b) That work is carried out in accordance with the contractor's method statement.
- (c) That incomplete or non-conforming works are remedied prior to subsequent operations.
- (d) That permanent work is to the satisfaction of the client.
- (e) That any deviations from items a-d are recorded as non-conformities.

13.0 Compliance Testing

As part of the contractual obligations, materials incorporated into the works will be tested in accordance with Appendix 1/5 and / or the contract specific inspection test plan as appropriate. Where on site testing is to be carried out it will be conducted by our nominated UKAS testing resource whose details will be found in Appendix 6.

All material compliance testing will be documented and filed with traceable references, this may be in the archive systems of our UKAS testing sub-contractor or the approved asphalt supplier in accordance with the requirements of the Sector 14 Scheme.

Asphalt will always be purchased from suppliers operating to a National Highways Sector Scheme 14 quality system. This scheme for quality management of asphalt materials removes the need for routine site testing of asphalt and it shall, therefore, not be undertaken, except for audit purposes, as supported by the Highways agency.

14.0 Non-Conformities

Under our company Integrated Management System (IMS), all non-conformities will be recorded and entered into a database, and corrective actions undertaken as appropriate. Opportunity shall be taken to identify root cause and systemic improvements implemented to prevent recurrence shall be made.

15.0 External Supplies

Any product procured from an external source will be ordered through our Contract Co-ordinator. All of the relevant product specification requirements together with details of any proposed testing regime for the product will be issued to the external supplier to ensure that they fully understand the requirements of the contract.


Approval of all materials and suppliers will be agreed with the client before any materials are incorporated into the permanent works.

16.0 Waste & Environmental Management

It is the Company's policy to manage waste generated from sites in accordance with all legislative requirements, in addition where every possible the materials and methods of work will be analysed in order to identify opportunities for re-using existing materials on site or offering alternative designs, thereby reducing the importing of "virgin materials".

Appendix 9 will identify any activities and actions that will be implemented to correctly manage waste and / or minimise the use of virgin materials and contains an Environmental Management Plan for the works. Where specific management of waste is determined appropriate for the contract, a "Site Waste Management Plan" – SWMP will be documented.


Example Inspection & Testing Plans and Repair Methodology Asphalt – Full Construction

		Contract Ref		SITE		PAGE		1 of 1	
		Author		DATE					

Contract Specific Inspection and Test Plan


	Material or Condition	Test / Operation	Test Method / Criteria	Tested By	Frequency	Responsibility	Hold Point
Pre-start	Aggregate Properties *	PSV, 10% Fines, LAV, etc.	Applicable EN Standards	Supplier	Once per Source	FM Conway	Hold until source approval granted
	Bituminous Mixtures – 900 series	Grading & Binder Content	BS EN 12697-1&2	Supplier	As per NHSS14 & BSEN 13108.21	FM Conway	Hold until source approval granted
Pre-lay	Bond Coat Spread – 920 *	Rate / Accuracy of spread	BS EN 12272-1	FMC/UKAS Test House	Recent Test Certificate (<6 weeks old)	FM Conway	Hold until test certificate available
	Weather Conditions	Temperature, rain, wind speed	In House	FMC/UKAS Test House	Daily	FM Conway	Hold until suitable weather
	Surface Condition (Dips, bond coat etc)	Visual Inspection/Approval	In House	FMC/UKAS Test House	Post planing Before laying	FM Conway	Hold until approval confirmed
During laying	Bituminous Mixes – 929 *	Composition, Theoretical Density	BS EN 12697-1&2	FMC/UKAS Test House	Initial approval trial or CE Mark	FM Conway	Hold until verbal confirmation of compliance
	• Initial Trial	Coring (6 for trial, 2 for ongoing)	BS EN 12697-5&6		- then - every 1000 lane metres		
	• Thereafter every 1000 lane metres	Density Gauge Correlation	BS EN 12697-27				
	• Ongoing	Site Testing : - Compaction, Air voids, by indirect Density Gauge	BS EN 12697-8	FMC/UKAS Test House	Every 20 lane metres	FM Conway	Hold until verbal confirmation of compliance
	Bituminous Mixtures	Site Testing : - Compaction, Air voids, by coring (pair)	BS EN 12697-27	FMC/UKAS Test House	Every 250 lane metres, centred 100mm from final joint position at any unsupported edge	FM Conway	Hold until verbal confirmation of compliance
	Bituminous Mixtures	Visual/Site Laying Records	BS EN 12697-13	FMC/UKAS Test House	Each Load	FM Conway	Hold until verbal confirmation of compliance
Post-Lay	Surface Regularity *	Rolling Straight Edge, Transverse	SHW 702.8	FMC/UKAS Test House	Continuous	FM Conway	Handover Inspection
	Surface Texture *	Sand Patch Test	BS 598 PL 105 or BS EN 13036-1	FMC/UKAS Test House	SHW 921 Appendix 7/1	FM Conway	Handover Inspection

* UKAS Requirement
Note - Testing records require reasonable time for publication. Held operations may proceed if site technician has given verbal assurance of compliance.



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Carriageway Concrete works

		Contract Ref		SITE		PAGE		1 of 1	
		Author		DATE					

Contract Specific Inspection and Test Plan

	Material or Condition	Test / Operation	Test Method / Criteria	Tested By	Frequency	Responsibility	Hold Point
Pre-Contract	Mix Design CBM	Defined in individual method statement	Applicable EN Standards	Supplier	Initial Approval	FM Conway	Hold until source approval granted
	Mix Design BES	Defined in individual method statement	Applicable EN Standards	Supplier	Initial Approval	FM Conway	
	Mix Design RCC	Defined in individual method statement	Applicable EN Standards	Supplier	Initial Approval	FM Conway	
Pre-Mix	Aggregate Moisture Content	Microwave testing	In House, as Work Instruction	Supplier	Before mixing	FM Conway	
	Mixed Material Moisture Content	Microwave testing	In House, as Work Instruction	Supplier	Before mixing	FM Conway	
	Plant Calibration	Visual Inspection/Approval	In House, as Work Instruction	Supplier	Before mixing	FM Conway	
During Mixing	Mixture Composition	Composition of material	Batch records	Supplier	Throughout production	FM Conway	Hold until verbal confirmation of compliance
		Moisture Content	Batch records	Supplier	Throughout production	FM Conway	
Pre-Lay	Weather Conditions	Visual inspection / Forecast	In House, as Work Instruction	FMC	Continuous	FM Conway	Use Diary Sheet
	Laying Surface Inspection	Visual inspection	In House, as Work Instruction	FMC	Continuous	FM Conway	Approval to Proceed
During Laying	Initial Trial	Various – compaction, density, segregation, NDG, Cubes.	Applicable EN Standards	FMC	Initial trial (if required)	FM Conway	Approval to Proceed
	Laying Records	Various – Dips, compaction, density, segregation, NDG, Cubes.	Applicable EN Standards	FMC	Ongoing	FM Conway	Approval to Proceed
Post-Lay	Compaction / Density	NDG, cubes.	Applicable EN Standards	FMC		FM Conway	Laying records Diary Sheets
	Depth of Construction	Dips, laying records, tonnages, areas, cross sections	In House, as Work Instruction	FMC		FM Conway	Laying records Diary Sheets

* UKAS Requirement
Note - Testing records require reasonable time for publication. Held operations may proceed if site technician has given verbal assurance of compliance.



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Repair Methods Employed

REPAIR TYPE	METHOD USED	DMRB Vol/Clause - Asphalt	DMRB Vol/Clause - Concrete
Carriageways			
Sealing cracks in carriageway surfaces up to 20mm wide;	As per Design Manual for Roads and Bridges (DMRB)	Vol 7, Section 4, HD31/94, Section 2, CI 2.5-2.6	Vol 7, Section 4, HD32/94, Chapter 3, CI 3.10 - 3.15
Sealing cracks in carriageway surfaces over 20mm wide;	As per Design Manual for Roads and Bridges (DMRB)	Vol 7, Section 4, HD31/94, Section 2, CI 2.7-2.13	Vol 7, Section 4, HD32/94, Chapter 3, CI 3.10 - 3.15
Filling depressions in carriageway surfaces.	As per Design Manual for Roads and Bridges (DMRB)	Vol 7, Section 4, HD31/94, Section 3, CI 3.3-3.4	
Temporarily repairing potholes in carriageway surfaces (asphalt and concrete) including damaged carriageway markings;	As per Design Manual for Roads and Bridges (DMRB)	Vol 7, Section 4, HD31/94, Section 3, CI 3.3	Vol 7, Section 4, HD31/94, Section 3, CI 3.3
Permanently repairing potholes in carriageway surfaces (asphalt and concrete) including damaged carriageway markings;	As per Design Manual for Roads and Bridges (DMRB)	Vol 7, Section 4, HD31/94, Section 3, CI 3.4	Vol 7, Section 4, HD32/94, Chapter 4, CI 4.6 - 4.22
Manually patching small areas of loose or damaged carriageway surfaces and replacing damaged markings;	As per Design Manual for Roads and Bridges (DMRB)	Vol 7, Section 4, HD31/94, Section 3, CI 3.4	Vol 7, Section 4, HD32/94, Chapter 4, CI 4.6 - 4.22
Repairing, re-fixing or where necessary replacing damaged, missing, rusted, tilted, sunken or projecting covers and gratings to all types and sizes of chambers in carriageway surfaces;	As per Design Manual for Roads and Bridges (DMRB)	Volume 4, Section 2, HA104/02, Section 2, CI 9.1-9.19	Volume 4, Section 2, HA104/02, Section 2, CI 9.1-9.19
Taking measures to remove standing water from carriageways;	Examine and repair drainage, or patch carriageway as appropriate.	Vol 7, Section 4, HD31/94, Section 3, CI 3.4	Vol 7, Section 4, HD32/94, Chapter 4, CI 4.6 - 4.22
Footways			
Sealing cracks in footway surfaces up to 20mm wide	As per Design Manual for Roads and Bridges (DMRB)	Vol 7, Section 4, HD40/01, Chapter 5, CI 5.17	Vol 7, Section 4, HD40/01, Chapter 5, CI 5.17
Sealing cracks in footway surfaces over 20mm wide	As per Design Manual for Roads and Bridges (DMRB)	Vol 7, Section 4, HD40/01, Chapter 5, CI 5.17	Vol 7, Section 4, HD40/01, Chapter 5, CI 5.17
Filling depressions in footway surfaces	As per Design Manual for Roads and Bridges (DMRB)	Vol 7, Section 4, HD40/01, Chapter 5, CI 5.19	Vol 7, Section 4, HD40/01, Chapter 5, CI 5.39
Temporarily repairing potholes in footway surfaces	As per Design Manual for Roads and Bridges (DMRB)	Vol 7, Section 4, HD40/01, Chapter 5, CI 5.19	Vol 7, Section 4, HD40/01, Chapter 5, CI 5.39
Permanently repairing potholes in footway surfaces	As per Design Manual for Roads and Bridges (DMRB)	Vol 7, Section 4, HD40/01, Chapter 5, CI 5.20	Vol 7, Section 4, HD40/01, Chapter 5, CI 5.39
Manually patching small areas of loose or damaged flexible (asphalt and concrete) footway surfaces	As per Design Manual for Roads and Bridges (DMRB)	Vol 7, Section 4, HD40/01, Chapter 5, CI 5.20	Vol 7, Section 4, HD40/01, Chapter 5, CI 5.39
Repairing, re-fixing or where necessary replacing damaged, missing, rusted, tilted, sunken or projecting covers and gratings to all types and sizes of chambers in footway surfaces	As per Design Manual for Roads and Bridges (DMRB)	Vol 4, Section 2, HA104/02, Section 2, CI 9.1-9.19	Volume 4, Section 2, HA104/02, Section 2, CI 9.1-9.19
Re-fixing or where necessary replacing loose, damaged, tilted, deteriorating or projecting kerbs and edgings, slabs, flags, setts and blocks	As per Design Manual for Roads and Bridges (DMRB)		Vol 7, Section 4, HD40/01, Chapter 5, CI 5.39
Removing and replacing raised sections of mastic asphalt surfacing	As per Design Manual for Roads and Bridges (DMRB)	Vol 7, Section 4, HD40/01, Chapter 5, CI 5.20	
Taking measures to remove standing water from footways	Examine and repair drainage, or patch footpath as appropriate.	Vol 7, Section 4, HD40/01, Chapter 5, CI 5.19	Vol 7, Section 4, HD40/01, Chapter 5, CI 5.39
Removing and repairing or replacing as necessary dangerously projecting, damaged,	Install TM and PM as appropriate. Remove or refix,		
Removing and replacing as necessary any dangerously projecting, damaged, collapsing, obscured, missing or illegally placed road signs	Install TM and PM as appropriate. Remove or refix, as appropriate. Replace with new if necessary		
Replacement of Damaged Pedestrian Guardrail			
Replacing damaged panels and posts to any kind of pedestrian guardrail including the removal of anti-theft bolts where necessary and providing appropriate temporary guarding and fencing of any kind until permanent repairs are completed	Install TM and PM as appropriate. Remove or refix, as appropriate. Replace with new if necessary		
Removal of Obstructions and Other Dangers			
Removing obstructions from any part of the highway	Install TM and PM as appropriate. Remove obstruction		
Taking measures to minimise the foreseeable risk of injury or obstruction to highway users arising from the collapse of any kind of structure adjacent to the highway	Install TM and PM as appropriate. Remove or refix, as appropriate. Replace with new if necessary		

6. Other Information Required

6.5.4 Vehicles

FM Conway invests £5-7million per annum in vehicles, specialist plant and equipment on an annual basis to ensure all Client requirements can be met from within our fleet which consists of more than 5,000 items. This includes vehicles and plant as diverse as Volumetric Cement Mixers, Whale Gulley Tankers, Vacuum Slab Lifters, Rotary Lasers, Gritters, Planers, Pavers & Road Marking Lorries.

All road going vehicles used to deliver the Merton Highways and Works Contract will be fuelled by Ultra Low Sulphur Diesel. The majority of non-road vehicles and equipment will be fuelled with red diesel. In a small number of cases, where unavoidable, petrol will be used. All Diesel is stored and issued from bunded fuel stores at our Beddington Lane depot.

Our Fleet is secured by Kosran Thatcham P2 Approved Immobilisers and Road Angel Fleet Monitoring (GPS Satellite) used to enable live tracking of our fleet to increase efficiency and security of these vital assets. All HGVs are fitted with PDAs for instant communication of costing, timesheet and delivery information.

6.5.5 Vehicle Emissions

All vehicles will be a minimum of Euro IV emission standard.

6.5.6 Maintenance Schedules

FMC has a replacement programme for all vehicles that ensures the majority of the fleet are less than 5 years old. All vehicles comply with TfL's LEZ 2012 standards. All plant is specified and maintained to the highest industry standard while replacement is dependent on usage and condition.

The entire fleet is maintained at our Dartford Depot, in our VOSA inspected workshops, where twenty five mechanical engineers service & repair both vehicles and plant to ensure the highest standards of compliance. FM Conway operates the following maintenance schedule:

- Vehicles 32T and over are inspected and maintained where necessary every 6 weeks with a major service annually;
- Vehicles between 7.5T and 30T are inspected and maintained every 10 weeks with a major service annually;
- Vehicles up to 3.5T are inspected and maintained every 4 months with either 1 or 2 major services per annum dependant on mileage;
- As a minimum, all plant is inspected and maintained every 4 months with a major service annually.

Significant vehicle and plant items bespoke to the Merton contract are detailed in the table below:

TYPE	No.	EMISSION RATING	FUEL	MAINTENANCE PERIOD	MAJOR SERVICE
0.5T Panel Van	9	Euro 4	Ultra Low Sulphur Diesel	4 months	6 or 12 months
3.5 T Pick-up Tipper	2	Euro 4	Ultra Low Sulphur Diesel	4 months	6 or 12 months
3.5T Dropside Tipper	3	Euro 4	Ultra Low Sulphur Diesel	4 months	6 or 12 months
3.5 T Tipper	1	Euro 4	Ultra Low Sulphur Diesel	4 months	6 or 12 months
3.5T Pick Up Crew-cab	1	Euro 4	Ultra Low Sulphur Diesel	4 months	6 or 12 months
7.5T GVW Tipper	5	Euro 5	Ultra Low Sulphur Diesel	2.5 months	Annual
7.5T Tipper c/w Compressor	2	Euro 4	Ultra Low Sulphur Diesel	2.5 months	Annual
32T 8 Wheel Grab	2	Euro 5	Ultra Low Sulphur Diesel	1.5 Months	Annual
26T Hotbox (15T capacity)	1	Euro 5	Ultra Low Sulphur Diesel	4 Months	Annual
18T Hotbox (9T capacity)	1	Euro 4	Ultra Low Sulphur Diesel	4 Months	Annual
JCB 3X	1		Ultra Low Sulphur Diesel		Annual

6. Other Information Required

The Resurfacing element of this contract will be delivered using the following plant:

TYPE	No.	FUEL	MAINTENANCE PERIOD	MAJOR SERVICE
Low Loader	3	Ultra Low Sulphur Diesel	1.5 Months	Annual
32T 8 wheel asphalt lorry	16	Ultra Low Sulphur Diesel	1.5 Months	Annual
Chipping Machine	1		4 Months	Annual
350 Planer	1		4 Months	Annual
1.5m Planer	1		4 Months	Annual
2.5m Planer	1		4 Months	Annual
2.1m Planer	1		4 Months	Annual
Paving Machine	8		4 Months	Annual
TV 140 Twin Drum Roller	8		4 Months	Annual
HD 90 Roller c/s Cutting	7		4 Months	Annual

Additional Vehicles, Plant and equipment will be sourced as required from FM Conway's portfolio listed below:

ACCESS EQUIPMENT	Qty
ACCESS PLATFORM	2
STEP LADDER	20

AIR TOOLS	
SINGLE TOOL COMPRESSOR	45
TWO TOOL COMPRESSOR	15
JACKHAMMER	75
POKER 1"-3"	15
DISC CUTTER 300mm	4
ANGLE GRINDER 225mm	15
SAND PIPER PUMP	7
HAND HELD SCABBLER	10
SCABBLER POLE	7
SUBMERSIBLE PUMP 50mm	45

POWERTOOLS & SMALL PLANT	
GBH4 32-DFR HAMMER DRILL	35
GBH5-40DE LIGHT DEMO ROTARY HAMMER	41
ELECTRIC HAND MIXER	7
HITACHI HD DRILL	17
CABINET HEATER	12
5" ANGLE GRINDER	15
WET & DRY VAC	8
DEMO HAMMER	17
HAND HELD KERB CLAMP	88
9" ANGLE GRINDER	40
BATTERY OPERATED SLAB KERB CLAMP	57
SUBMERSIBLE PUMP 50mm	68
PETROL WATER PUMP 50mm	15
JIG SAW	18
CIRCULAR SAWS	21
CORE DRILL	4
DIAMOND CORE DRILL	2

DUMPERS	
1T DUMPER	12
3T DUMPER	16
5T DUMPER	12
6T DUMPER	14
9T DUMPER	3

MINI-EXCAVATORS	
0.5T MICRO EXCAVATOR	2
1.5T MINI EXCAVATOR	12
2.0T MINI EXCAVATOR	17
3.0T MINI EXCAVATOR	16
2.5T MINI EXCAVATOR	3
5.0T MINI EXCAVATOR	8
6.0T MINI EXCAVATOR	8
8.0T MINI EXCAVATOR	9
1.5T-2.5T TRAILER	15
CAB GLASS GUARDS	35

MOUNTED BREAKERS	
MOUNTED BREAKER 1-1.5T	12
MOUNTED BREAKER 2-2.5T	18
MOUNTED BREAKER 3-4T	12
MOUNTED BREAKER 5-6T	6
MOUNTED BREAKER 7-8T	6
MOUNTED BREAKER 12-13T	2
MOUNTED BREAKER 15-21T	4

EXCAVATORS & ATTACHMENT	
13T TRACKED EXCAVATOR	1
16T TRACKED EXCAVATOR	1
17.5T WHEELED EXCAVATOR (RUBBER DUCK)	1
22T TRACKED EXCAVATOR	1
30T TRACKED EXCAVATOR	1
SORTING ATTACHMENT	3
CAB GLASS GUARDS	7

6. Other Information Required

SPECIALIST PLANT

DUST SUPPRESSION SYSTEM	12
VACUUM STONE MAGNET	4
EASY FILL PAVER	7
BLOCK & BRICK CART (CARRIER)	9
BLOCK GRAB	16
VACUUM KERB LIFTER	61
DEHUMIDIFIER	5
GRAB SCISSORS	19
MACLOSKEY SCREENER	2
HIGH PRESSURE TANK	4
ROAD DRIER	2
POWERGRID SCREENER	1
MOBILE RAMP	1
SOUND METRE	5
KERB CLAMP	65
WHEEL WASH SYSTEM	1

TRACKING & COMMUNICATION

ROAD ANGEL GPS UNITS	327
PDA	125

MOBILE & STATIC HOTBOX

7.5T HOTBOX(2.5 TONNE CAPACITY)	6
18T HOTBOX (9 TONNE CAPACITY)	5
26T HOTBOX(15 TONNE CAPACITY)	6
STATIC HOTBOX	7

GRITTER & SWEEPER

18T GRITTER	6
18T SWEEPER	8

VOLUMETRIC TRUCK MIXER

32T VOLUMETRIC MIXER	10
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SURFACING, ROAD MARKING & TREATMENT

4T MASTIC POT	1
7.5T HOT EMULSION SPRAYER	2
SLAB CLEANER	3
MOTORISED TAR SPRAYER	3
CHIPPING MACHINE	2
RHINOPATCH MASTER UNIT	4
LANCE BURNER	3
BITUMEN POTS	6
EMULSION SPRAYER	6

BACKHOE, TRACTAIR & AIRMASTER

JCB BACKHOE LOADER (3Cx)	15
TRACTAIR	12
JCB 2CX AIRMASTER	8

TELEHANDLERS, LIFTING & LOADING

4M TELEHANDLER 4WD	12
7M TELEHANDLER 4WD	4
MANITOU BUGGYSCOPIC	8
JCB416 LOADING SHOVEL	4
KOMATSU WA90	4
JCB TELETRUCK	5
CAT IT14G	2
CAT 950H LOADING SHOVEL	2
PALLET TRUCK	6
FORK LIFT COUNTER BALANCE	2

ACCOMMODATION

STEEL ANTI-VANDAL MOBILE	7
STEEL ANTI-VANDAL STORE 10 x 8	46
STEEL ANTI-VANDAL STORE 12 x 8	12
STEEL ANTI-VAN STORE 21'x 9'	48
STEEL A/V OFFICE 20'	2
32 x 10 OFFICE	4
A/VANDAL STAIRCASE & LANDING	6
STEEL SITE OFFICE 20FT	4
TOWABLE 3 MAN WELFARE UNITS WCU- 200	51

MIXERS & CONCRETE FINISHING

CLEARMAC MIXER	2
PETROL 4/3 MIXER	16
110v 4/3 MIXER	5
5/3 MIXER	8
FORCED ACTION MIXER DIESEL	2
PDU POKER & HEAD 1"-3"	2
POWERFLOAT 36"	2

SAWING

CHAIN SAW 400mm	5
2 STROKE DISC CUTTER 300mm	425
FLOORSAW 350mm	18
FLOORSAW 400mm	6
MASONRY SAWBENCH 450mm	2
FLOOR PLANER	1

VIBRATING PLATES & RAMMERS

VIBRATING PLATE 300/350mm	85
FORWARD/REV.PLATE 450mm P	2
FORWARD/REV.PLATE 450mm D	5
RAMMER BS52Y 2 STROKE	12

PLANERS & PAVERS

350 PLANER	1
1.5m PLANER	1
2m PLANER	1
2.1m PLANER	1
PAVING MACHINE	6

6. Other Information Required

BOWSERS & PRESSURE WASHERS	
PRESSURE WASHER	5
BUNDED MOBILE BOWSER	4
1000 LITRE MOB BOWSER	6
TRAILER PRESSURE WASHER	7
WATER BOWSER-TOWABLE	8
PUTZMEISTER PRESSURE WASHER	1
MINI PRESSURE WASHER	7
FUEL TANKS	
BUNDED DIESEL TANK	2
1000 LITRE FUEL BUND	4
VIBRATING ROLLERS	
ROLLER MBR71	53
ROLLER TRAILER	53
TV80 TWIN DRUM ROLLER	8
TV120 TWIN DRUM ROLLER	12
TV140 TWIN DRUM ROLLER	6
HD 90 ROLLER C/W CUTTING WHEEL	2
GENERATORS & LIGHTING	
3.0KVA GENERATOR	12
6.0KVA GENERATOR	5
20.0KVA GENERATOR	1
30.0KVA GENERATOR	1
TRIPOD SINGLE HEADED LIGHT	12
4 WAY SPLITTER BOX	12
TRANSFORMER 3KVA	6
TRANSFORMER 10KVA	2
HYDRAULIC TOOLS	
BLOCK CUTTER	8
HYD BLOCK CUTTER	12
HYDRAULIC JACKHAMMER	68
HYDRAULIC POWER PACK c/w BREAKER	41
SPECIALIST TRANSPORT	
MOBILE CCTV UNIT	2
3.5T WHITE LINING LORRY	4
7.5T CRASH CUSHION	1
7.5T BOX C/W TAILIFT	2
12T WHITE LINING LORRY	2
18T ANTI SKID LORRY	2
18T RELOCATE LAMP COLUMN	2
18T 3:1 COMBINATION TANKER	16
18T SUCTION TANKER	8
26T RECYCLER TANKER	2
32T SUPER COMBO TANKER	2
TRAFFIC LIGHTS-BATTERY	
2 WAY SET	12
3 WAY SET	4
4 WAY SET	2
NON MECH. SECURITY, SURVEY & SAFETY	
TOTAL STATION 1 MAN	4
TOTAL STATION 2 MAN	4
EDM 1 MAN	3
CAT	261
CAT+	3
GENNY	81
GENNY+	3
SCAFFOLD BOARDS	450
BANDSTAND TRESTLES	81
ACROW PROPS	65
SAFETY HARNESS	15
TRIPOD/WINCH	14
GAS DETECTOR	64
BA UNIT	12
METAL DETECTOR	4
CHAINS	361
HD SECURITY PADLOCK	381
LEVELS/TRIPODS	17
THERMOMETERS	16
LANYARDS	88
SLINGS / RATCHET STRAPS	163
SHACKLES	215
2 LEG CHAIN	84
4 LEG CHAIN	87
SONDE	4
PIPE LASER	5
ROTATING LASERS	4
ANEMOMETER	2
COBRA DUCT REEL	12
ROAD PLATE	86
HERAS FENCING	450
TRANSPORT	
1.9D Car	110
BERLINGO 1.9D VAN	105
CONNECT PANEL VAN FOUR SEATER	64
TRANSIT OR SPRINTER VAN	46
MOBILE COMMUNICATIONS UNIT (MCU)	1
3.5T CREW PANEL VAN	21
3.5T MOBILE WELFARE VAN	2
3.5T MOBILE ENGINEERS VAN (SKYLINE)	5
3.5T TIPPER OR DROPSIDE	106
3.5T PICK UP TIPPER C/W COMPRE	6
3.5T PICK UP CREWCAB	5
7.5T CANTER TIPPER	28
7.5T TIPPER	80
7.5T TIPPER C/W COMPRESSOR	10
LGV TRANSPORT	
32 TONNE TIPPER	31
32 TONNE GRAB LORRY	28
26 TONNE GRAB LORRY	21
26 TONNE TIPPER	2
26 TONNE DELIVERY "RELOCATE" LORRY	5
26 TONNE TIPPER & TRAILER (38 TONNE TOTAL)	2
18 TONNE TIPPER	4
LOW LOADER	3