

WGTRMM 2016 – ISSUE 2 (9 AUGUST 2016)

**WELSH GOVERNMENT TRUNK ROAD MAINTENANCE MANUAL 2016
(WGTRMM 2016)**

Part 0: INTRODUCTION

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WELSH GOVERNMENT TRUNK ROAD MAINTENANCE MANUAL 2016 (WGTRMM 2016)

0.0 Introduction

0.1 Context

1 The motorway and trunk road network in Wales has a key role to play in supporting the delivery of the Welsh Government's objectives for the environment, economy, education and health, and also contributes to Sustainable Development. These objectives are contained in the Welsh Government's high level policy documents. The contribution that the motorway and trunk road network is required to make to their delivery is set out in Welsh Government's relevant Strategies and Plans.

2 The Welsh Ministers are Highway Authority for the motorway and trunk road network in Wales under the Highways Act 1980.

3 Welsh Government has a key objective to provide safe roads and reliable journeys for the road user. Effective maintenance of the Network plays an important role in achieving that objective. Under the Highways (Miscellaneous Provisions) Act 1961, highway authorities have an obligation to maintain public highways to reasonable standards.

4 These provisions are incorporated in the Highways Act 1980, Section 41 (duty to maintain) and Section 58 (special defence in actions for damages for non-repair). The importance of Section 58 is that it provides the defence "that the Authority had taken such care as in all the circumstances was reasonably required to secure that the part of the highway to which that action related was not dangerous for traffic". Effectively, this legislation requires highway authorities to categorise their networks in terms of location and usage, linking those categories to standards of inspection and maintenance. In court, the interpretation of reasonableness is a matter for each individual case, but it is normal for judgements to take into account precedents from earlier cases.

5 The Welsh Government Trunk Road Maintenance Manual (WGTRMM) is the Welsh Ministers' safety based service requirement for discharging their duties under the Highways Act 1980 to "maintain highways maintainable at public expense" (Section 41). Compliance with WGTRMM provides Welsh Ministers with the basis for the Section 58 "Special defence in action against a highway authority for damages for non-repair of the highway" and helps maintain a free-flowing network.

0.2 What is WGTRMM?

1 The day to day operation and routine maintenance of the network is undertaken on Welsh Ministers behalf by a number of service providers.

2 WGTRMM 2016 is the latest version of the document that sets out the Welsh Government's requirements for service providers and others in defining the standards to which the motorway and trunk road network in Wales should be inspected and maintained. It in addition provides guidance on how these standards may be achieved. It aims to obtain good service and value from the allocated funding by:

- Providing the basis for meeting the statutory maintenance requirements of the Highways Act 1980 and Welsh Government policy objectives;

- Promoting the safety and well being of road users and those engaged in managing and maintaining the network and managing risk
- Providing the basis for a defence to an action against the Welsh Government for damages for non-repair of the highway;
- Promoting continuous improvement of WGTRMM, incorporating lessons learned and revised inspection frequencies;
- Promoting and ensuring Value for Money
- Establishing a robust regime for routine maintenance, resilience & contingency planning;
- Managing safety risk, within the context of reduced operating costs, new technologies and improved process efficiency;
- Setting out agreed Service Requirements (SR) and Guidance Information (GI) for management of the network;
- Identifying network management functions primarily associated with revenue expenditure;
- Benchmarking with UK best practice for road network management;
- Referencing numerous technical standards such as those in DMRB;
- Providing the framework for ongoing improvements to the highway asset inventory;
- Assisting with the management of interfaces between WG and Service Providers where appropriate.

3 Figure 0.2 illustrates the link between the Welsh Government's high level objectives and the development and delivery of programmes of work on the routes comprising the motorway and trunk road network.

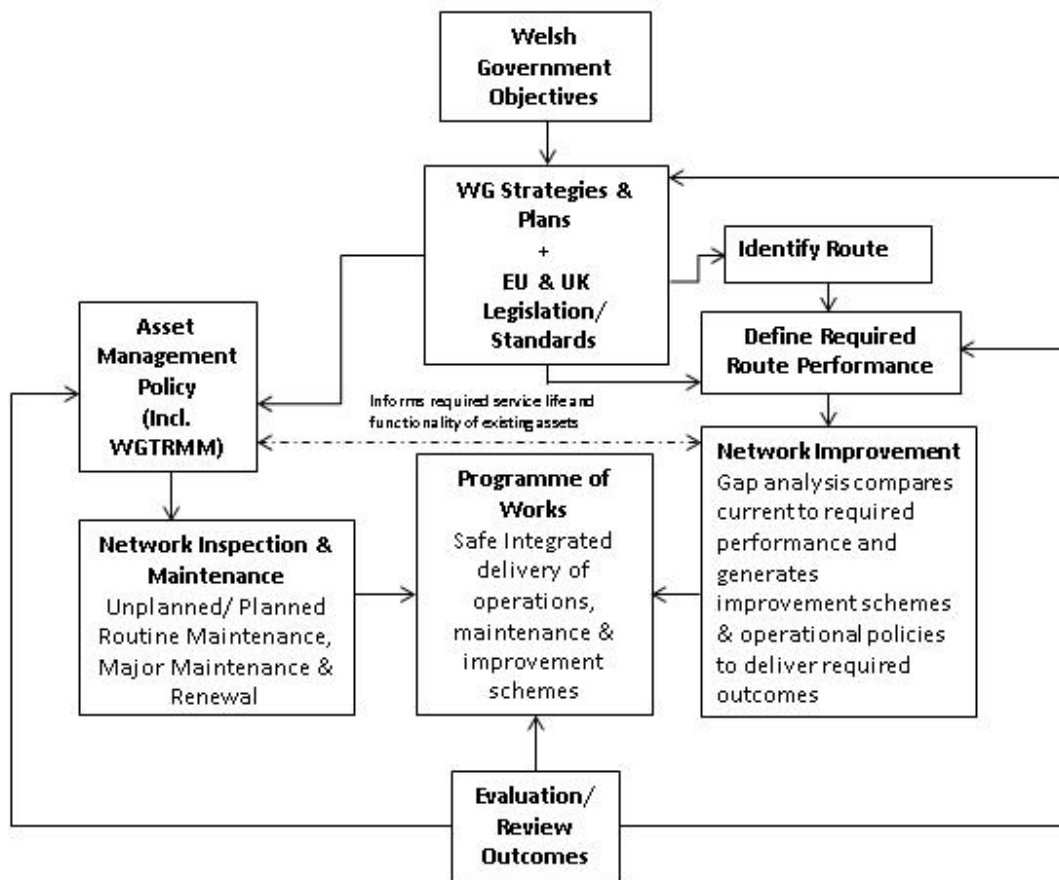


Figure 0.2 Welsh Government Objectives and Programme Delivery

0.3 Structure of WGTRMM

1 A document map is provided at the front of this document.

2 WGTRMM 2016 comprises three component parts:

Part 0 – Introduction (this document)

Part 1 – Service Code (containing the service requirements)

Part 2 - Network Management Manual (providing guidance on meeting service requirements)

3 **Part 1 – Service Code** contains WG’s Operational Objectives and their Performance Requirements (PRs) Inspection Requirements (IRs) and Maintenance Requirements (MRs) to be achieved by Welsh Government (WG) and its Service Providers in the various Service Areas. PRs and IRs generally describe ‘what’ should be undertaken whereas MRs describe ‘how’ these should be achieved. This is explained in greater detail in 1.1.2.

4 Part 2 – The Network Management Manual contains detailed service requirements and guidance information (GI) to be read in conjunction with corresponding parts of WGTRMM that this part supports. It provides the following:

- Advice relating to legislation, technical standards, WG policy and operational objectives;
- References to further information;
- Clarification of service requirements;
- Specific process, procedure or methodology suggested by WG to achieve SRs
- Clarity on what is advisory or mandatory i.e. whether the outcome or means by which mandatory requirements are to be achieved are the determining factor in achieving the PRs, and IRs and MRs.

The WGTRMM document is intended to be a transparent document which gives clarity on the standards and levels of service to which the network is to be maintained.

0.4 Underlying Philosophy

1 WGTRMM sets out the **baseline** requirements for the inspection and routine maintenance of the motorway and trunk road network in Wales. The inspection and routine maintenance activities and their frequencies specified in this manual are based on national standards (e.g. Design Manual for Roads and Bridges (DMRB), British and European Standards (BS) etc.), UK good practice or evidence specifically obtained from the operation, maintenance and improvement of the motorway and trunk road network. Where inspection and maintenance activities have been modified from technical standards or the baseline standards specified in WGTRMM, the risk based modifications to baseline requirements and local variances will be registered and recorded.

2 The philosophy behind WGTRMM is one of continuous improvement whilst managing safety. The development of the requirements has involved a safety risk based approach to the management and maintenance of the network; which is delivered through an improved strategic approach, development of Route Management Plans, improving asset inventory information and integrated asset management in delivering Value for Money.

3 This approach provides an evidence-based risk assessment of network activities / inspections to manage the overall safety risk profile. Using the Welsh Government corporate risk management policy *WG Risk Essentials: A Risk Management Framework, October 2006*; The current activities and inspection frequencies adopted in WGTRMM have been identified to satisfy at least minimum safety and legislative delivery requirements.

4. The principles underpinning the treatment of Category 1 Defects in WGTRMM 2016 are that:-

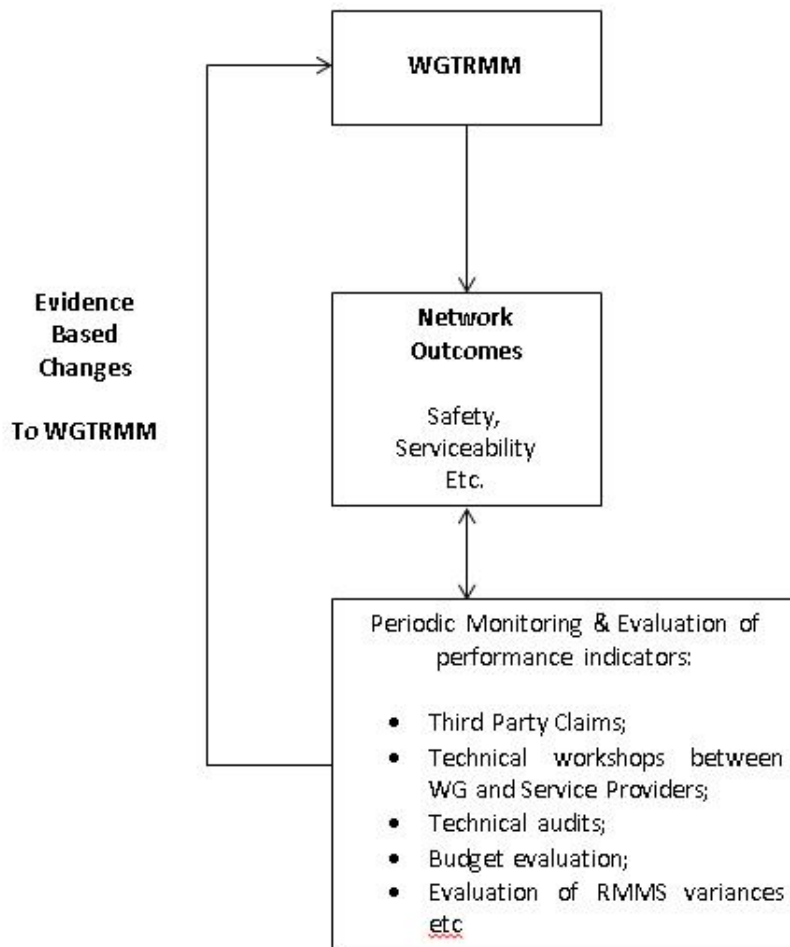
- the way and timescale within which Cat 1 Defects are responded to is fundamental to keeping the highway safe for road users.
- the individual making the decision on the ground has the ability to instruct or carry out the actions necessary to best deal with the situation or incident – they should not be bound by prescriptive or restrictive processes which would detract from achieving the optimum outcome
- that the relative risks in dealing with any situation are assessed and recorded along with any subsequent instructions and / or actions. This will record and demonstrate

the rationale behind any action taken for internal audit and any third party challenge which may result.

5 Whilst WGTRMM is structured using different Service Delivery Areas (see 1.1.1), Service Providers are expected to find opportunities to deliver multiple requirements concurrently, where cost effective to do so. The performance and safety of the network shall be continually monitored by Welsh Government and its Service Providers. Where evidence exists and a case can be made to change the nature and / or frequency of the baseline inspection and maintenance activities to reflect local needs and conditions, Service Providers are required to draw this to the attention of the Welsh Government immediately.

6 Where such modifications are deemed consistent with the discharge of Welsh Minister's duties under the Highways Act 1980 and other legislation, these will be implemented by a formally issued amendment to this manual and a record maintained. In addition, the motorway and trunk road asset inventory should be continually updated as appropriate by service providers when routine inspection and maintenance activities or major maintenance and improvement schemes highlight any asset or feature that has not been formerly recorded. Figure 0.4 illustrates this continual improvement process.

Figure 0.4 WGTRMM Continual Improvement Process



7 In addition to the periodic review and evidence based modification of the baseline requirements of the manual, there will be instances across the network where operationally its requirements need to be varied locally depending upon the specific nature and function of a route.

8 In the event that the allocated budget does not allow for the Service Provider to comply fully with WGTRMM, or the work necessary to perform the service, the Service Provider shall notify Welsh Government immediately.

0.5 Sustainable Development

1 The Government of Wales Act 2006 places the promotion of sustainable development at the heart of WG's work and the Sustainable Development Scheme, One Wales; One Planet sets out the vision of a sustainable Wales and the priority that WG attaches to sustainable development.

2 The UK's shared framework for sustainable development states that the goal of sustainable development is to "enable all people throughout the world to satisfy their basic needs and enjoy a better quality of life without compromising the quality of life of future generations".

3 In Wales, sustainable development means enhancing the economic, social and environmental wellbeing of people and communities, achieving a better quality of life for our own and future generations:

- In ways which promote social justice and equality of opportunity; and
- In ways which enhance the natural and cultural environment and respect its limits - using only our fair share of the earth's resources and sustaining our cultural legacy.

Sustainable development is the process by which we reach the goal of sustainability.

Any routine (or other) maintenance work should be carried out in accordance with:

- Current legislation, including Water Framework/Groundwater Directives and equivalent UK regulations
- WG Policies and Strategies
- WG Technical Guidance, including DMRB
- WG Procedural Advice and Instructions
- River Basin Management Plans
- TREBAP. Surveys may also be required for protected species
- EMP
- Relevant best practice

The Service Provider should confer with relevant statutory organisations (NRW, EA, IDB and unitary authorities) and obtain all licences and consents that are required to meet environmental and other legislation.

Maintenance operations and improvement schemes shall be carried out in accordance with current DMRB guidance and standards.

Any queries regarding environmental issues laid out within this document should be directed to the Service Provider's Environmental Co-ordinator (ECO).

0.6 Document Management

1 The Welsh Ministers have delegated management of WGTRMM to the Network Management Division of Welsh Government (WG). WGTRMM versions will be major updates of the document. They will be denoted with the calendar year of issue e.g. WGTRMM 2015.

2 WGTRMM has been designed to enable the issue of interim minor updates (amendments) of the document. They will be denoted with the Amendment Number associated with the version e.g. WGTRMM 2015 Amendment No.3

3 WG intends that the completed document is made available in an electronic only version on WG's website and Electronic Document and Drawing Management System (EDDMS), which provides for easier access by Service Providers and public transparency. WG intends for the document to be modified as necessary to reflect changes in legislation, policy, new standards and guidance.

4 All PRs IRs and MRs throughout WGTRMM including Part 0 are mandatory. Service Providers are required to assist WG with document management as follows:

Reference	Performance Requirement
PR 0/01	Service Providers are to provide advice and assistance to manage WGTRMM
PR 0/02	Service Provider proposals for modifications to WGTRMM and/or local variations to its requirements are to be supported by evidence based risk assessments and business cases.

0.7 Changes to WGTRMM requirements

1 Changes to WGTRMM may be required for a wide variety of reasons. They could enhance or reduce the requirements of the Service Code or guidance information in the Network Management Manual depending upon the specific circumstances involved. The current PRs, IRs, MRs and Guidance Information (GI) effectively defines the baseline requirements. Changes to WGTRMM would generally fall under two categories, namely:

- Modifications to Baseline WGTRMM requirements;
- Local Variations of WGTRMM requirements.

The management of potential changes to WGTRMM requirements is shown in Figure 0.6. A pro forma Application for proposed changes or modifications to WGTRMM is included at Appendix A.

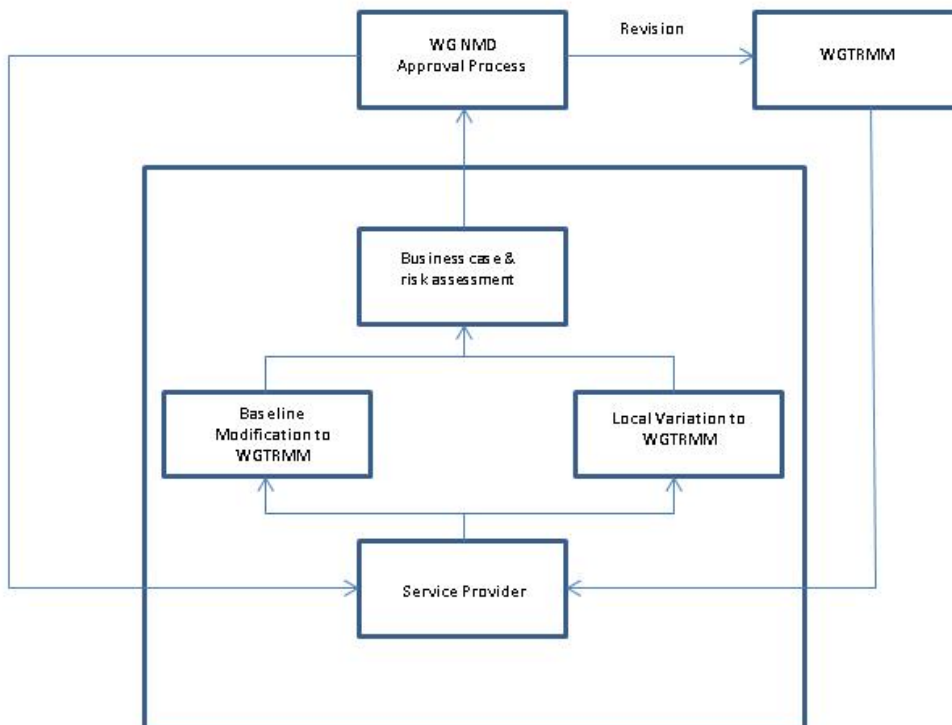


Figure 0.6. Managing Changes to WGTRMM Requirements

0.8 Retrospective Application of Technical Standards

1 Design standards in the DMRB and MCHW are modified over time. Welsh Government does not normally retrospectively apply new technical standards to its highway asset infrastructure unless as part of a targeted programme of capital improvements. This means that variations from design standards may be identified by inspectors undertaking routine detailed asset inspections or inventory collation, with typical examples including:

- Comparison against current DMRB TD19 design requirements for road restraint systems;
- Components or materials not to current British Standards;
- Sign aspect or road marking not to current TSRGD.

2 Non conformance with updated Standards does not necessarily create a safety risk that meets the Category 1 defect definition of WGTRMM, as there will normally be some residual safety risk mitigation capacity inherent in a maintained, functional but outdated asset system. As outdated asset systems will also have a residual operational life then immediate replacement may not be necessary or appropriate.

3 Legacy issues of this nature are likely to exist on all networks and routes. When a Standard is updated, non compliance of an existing feature in consequence does necessarily mean that it is not fit for purpose. Each case should be risk assessed on its own merits.

4 Service Providers are therefore in principle required to normally manage any identified non compliances of this nature in a similar way to Category 2 defects unless agreed otherwise with WG. Replacement works for outdated asset systems are normally to be implemented as part of (capital) major maintenance schemes or improvement work programmes rather than as (revenue) routine maintenance activities.

5 Service Providers are to normally manage the replacement of asset infrastructure that has reached the end of its service life, as part of capital schemes or programmes. Where outdated asset infrastructure has been significantly damaged as a result of an incident then consideration should be given to replacement rather than repair works in appropriate circumstances.

0.9 Departures from Standards

1 All departures from standards must be submitted through Welsh Government in accordance with WGs current Departures Submission Guidance

0.10 Definitions used in WGTRMM

The following terms are used within the document and are also applicable to the Welsh Government Maintenance Agreement (WGMA):

Term	Definition
Advance Planning Notice	Forward booking of a street works activity.
Adverse Weather Report	Has the meaning given in Part 2: Adverse Weather Service
Agency Area	The Area highway network, boundaries and operational interfaces as identified under an Agreement or Contract with a Service Provider.
Annual Inspection	Has the meaning given in the DMRB
Modification	Modifications are temporary or permanent measures that may enhance or reduce any current WGTRMM Performance Requirements (PRs), Inspection Requirements (IRs), Maintenance Requirements (MMR) or Guidance Information (GI). Modifications to WGTRMM requirements can apply to all trunk roads and motorways in Wales as baseline modifications or limited by location or route as local variations.
Category 1 and Category 2 Defects	Have the meanings given in Part 1 of the WGTRMM
Claim Against	Claims by third parties against the Welsh Ministers arising out of the condition of the Area Network or the performance of the services
Cyclic Maintenance	A cyclical programme of maintenance activities.
Designated sites	Sites which have features or cover an area designated through legislation (e.g.: Area Outstanding Natural Beauty, Special Area of Conservation, or Site of Special Scientific Interest).
Design Build Finance & Operate	A contract with a DBFO Concessionaire where the service includes assuming responsibility for the operation and maintenance of a length of existing network (where relevant) and ensuring that specified construction scheme(s) are constructed and made available for road users. The Concessionaire is subsequently responsible for the operation and maintenance of the new sections of road.

Term	Definition
Designer	Service Provider responsible for carrying out or modifying a design for or on behalf of Welsh Government (WG). Includes Early Contractor Involvement (ECI)-WG Service Providers or design, Build, Finance, Operate (DBFO) Concessionaire. Also refers to Service Providers / contractors undertaking renewals or improvement works on behalf of WG.
Detailed Inspection	Has the meaning given in Part 1 of WGTRMM
Developer Works	All new development works including works under Section 278 and Section 38 of the Highways Act 1980 and any other permitted development works including works under the Town and Country Planning Act or the Transport Works Act
Emergency	<ul style="list-style-type: none">• an unforeseen event which directly or indirectly affects the Agency Area and causes or has the potential to cause disruption to the free flow of traffic within the Agency Area or,• threatens the safety of the users of the Agency Area or• is an unforeseen event within the Agency Area likely to affect areas outside the Agency Area or• is an immediate or imminent threat to the integrity of any part of the Agency Area or adjacent areas.
Emergency Repair	Action taken to provide a repair generally temporary in nature to mitigate risk or make safe in response to a defect.
Emergency works	<i>As defined in section 52 of NRSWA, "emergency works means works whose execution at the time when they are executed is required in order to put an end to, or to prevent the occurrence of, circumstances then existing or imminent (or which the person responsible for the works believes on reasonable grounds to be existing or imminent) which are likely to cause danger to persons or property"</i>
Environmental Element	Part of EnvIS Environmental inventory. Man-made or natural assets comprising the environment within and surrounding the trunk road network.

Term	Definition
Environmental Information System	EnvIS consists of specific environmental data supplied by Service Providers, WG and other bodies which is collated and displayed in WG's Geographical Information System / IRIS. This data is used to assist managing the environment and in the review and reporting of the environmental performance of WG and its Service Providers.
Environmental Management Information	Part of EnvIS specific data, to be recorded in and extracted from EnvIS, to assist in the identification, planning, implementation, monitoring and reporting of the environmental management of the trunk road network. Data includes that relating to commitment(s) and management actions associated with an Environmental Element.
Environmental Management Plan	A plan which records and is used to manage the delivery of environmental commitments.
Environmental Management System	EMS is the system for managing the Service Providers' environmental programmes and performance in a comprehensive, systematic, planned and documented manner that seeks to deliver legal requirements and policy commitments.
Environmental Objective	Part of EnvIS environmental inventory. Assigned to individual Environmental Elements and defines its overall purpose (what it is intended to achieve in environmental terms)
Fees	The fees prescribed by the regulations under Section 75 of the New Roads and Street Works Act 1991.
Fixed Penalty Notice	As defined in schedule 4B to NRSWA, " <i>fixed penalty notice means a notice offering a person the opportunity of discharging any liability to conviction for a fixed penalty offence by payment of a penalty</i> "

Term	Definition
Geographical Information System	<p>System used to input, store, retrieve, manipulate, analyse and output geographically referenced data. Key components of GIS are:</p> <ul style="list-style-type: none"> – Computer system: consists of hardware, software and procedures designed to support data capture, processing, analysis, modelling and display. – Geospatial data: can be represented spatially as points, lines or polygons which represent the geometry of topology, size, shape, position and orientation. Sources of geospatial data include digitised maps, aerial photographs, satellite images and statistical tables. – Users: the roles of the user is to select pertinent information, to set necessary standards, to design cost-efficient updating schemes, to analyse GIS outputs for a relevant purpose and plan the implementation.
Geotechnical Asset Management Plan Hazard Mitigation	<p>Has the meaning given in Part 2 of WGTRMM</p> <p>The provision of a permanent or temporary repair to remove the hazard caused by a Category 1 defect.</p>
Hazard Mitigation Period	<p>The time permitted for the repair or removal of a hazard.</p>
Health & Safety Executive	<p>The organisation responsible for the inspection and enforcement of health, safety and welfare in the workplace</p>
Health & Safety File	<p>The document prepared in accordance with the CDM Regulations</p>
Holding Repair	<p>Action taken to provide a repair generally temporary in nature to mitigate risk or make safe in response to a defect pending permanent repair. In some circumstances this may constitute a permanent repair</p>
Immediate Works	<p>Immediate works are either emergency works as defined in section 52 of NRSWA or urgent works as defined in <i>The Street Works (Registers, Notices, Directions and Designations) (Wales) Regulations 2008</i></p>
Incidents	<p>Unplanned traffic incidents including road traffic collisions and ad-hoc road closures. This does not include Category 1 Defect repairs to infrastructure damage resulting from an incident</p>
Infrastructure Delivery Division	<p>Division responsible for delivering major road</p>

Term	Definition
Interim Advice Notes	infrastructure projects Documents issued from time to time formally amending DMRB or MCHW standards, which are to be eventually incorporated into updated DMRB or MCHW standards; or remain as stand alone advice.
Licensee Works	Private works executed through grant of a licence or permission under the various sections of the Highways Act 1980 including such as skip licences, scaffold licences and permissions to plant or erect structures in the highway. This category also includes maintenance works undertaken by other bridge authorities such as; Network Rail and British Waterways
Local Variations	Proportionate temporary or permanent measures that modify the WGTRMM Service Requirements, or Guidance Information within a limited spatial extent.
Mandatory Requirements	Performance Requirements, Inspection Requirements and Maintenance Requirements and Guidance information unless agreed otherwise with WG
Major or Trunk Road Projects	Major infrastructure capital improvements, managed by WG Infrastructure Delivery Division
Major Bridge Works	As defined in section 88(2) of NRSWA, "major bridge works means works for the replacement, reconstruction or substantial alteration of a bridge"
Major Highway Works	As defined in section 86(3) of NRSWA, "major highway works means works of any of the following descriptions executed by the highway authority in relation to a highway which consists of or includes a carriageway - (a) a reconstruction or widening of the highway; (b) works carried out in exercise of the powers conferred by section 64 of the Highways Act 1980 (dual carriageways and roundabouts); (c) substantial alteration of the level of the highway; (d) provision, alteration of the position or width, or substantial alteration in the level of a carriageway, footway or cycle track in the highway; (e) the construction or removal of a 92 road hump within the meaning of section 90F of the Highways Act 1980; (f) works carried out in exercise of the powers conferred by section 184 of the Highways Act 1980 (vehicle crossings over footways and verges); (g) provision of a cattle-grid

Term	Definition
Major Works	in the highway or works ancillary thereto; or (h) tunnelling or boring under the highway Major works are street works which have been identified in an undertaker's annual operating programme, or if not identified in that programme, are normally planned or known about at least six months in advance of the date proposed for the works; <i>or</i> street works, other than immediate works, where (i) the street authority has indicated to the undertaker, or (ii) the undertaker considers, that an order under section 14 of the Road Traffic Regulation Act 1984 (temporary prohibition or restriction on roads) is required; <i>or</i> street works, other than immediate street works, which have a planned duration of 11 days or more".
Minor works	Minor works are those street works other than immediate works where the planned duration is 3 days or less.
Inspection Requirement	Regular assessment and recording of asset condition requirements or cyclical maintenance requirements.
Performance Requirements	These are Performance Requirements for delivery of the service to be achieved by the Service Provider on the network. They include specific legislative requirements with which the Service Provider must comply.
Service Requirement	Safety based service performance requirement to be funded by WG and provided or exceeded by the WG Service Provider to meet the WGTRMM requirements. It includes Performance Requirements, Inspection Requirements and Maintenance Requirements.
Modification to Baseline Requirements	The mechanism by which the Service Provider or WG seeks to modify the values or parameters for the Performance Requirements (PR), Inspection and Maintenance Requirements (MR) and Guidance Information (GI) set out in WGTRMM for the management of the trunk roads and motorways in Wales. Such modifications may exceed or reduce existing parameters and all must be formally agreed with WG
Network	In context of Service Providers, highway network, boundaries and operational interfaces identified in the Welsh Government's Integrated Road

Term	Definition
	Information System (IRIS).
Network Management Division	The division of WG Transport Department with operational responsibility for network management and the WGTRMM document.
Overseeing Organisation	Welsh Government Transport
Overseeing Organisation Geotechnical Advisor	WG's adviser responsible for providing advice on geotechnical matters
Pavement Condition Surveys	Has the meaning given in Part 2 of WGTRMM
Permanent Repair	Action undertaken to provide a long-term repair to a Category 1 or Category 2 defect.
Permanent Repair Period	The maximum time allowed for a Permanent Repair or to provide evidence that a Permanent Repair may be delayed or is not necessary.
Preventive Maintenance	Planned maintenance activities undertaken to prevent or minimise an asset deteriorating to a point requiring reactive maintenance.
Principal Inspection	Has the meaning given in the DMRB
Protected Street	Any street that serves a specific strategic major traffic need and therefore needs to be protected from unnecessary excavation and works and providing there is a reasonable alternative route in which undertakers can place the equipment that would otherwise lawfully have been placed in the protected street.
Reactive Maintenance	Unplanned maintenance necessary due to an asset falling below the Performance Requirement.
Rechargeable Claims and Services	Claims by the Welsh Ministers against third parties for damage to Crown property included within the Agency Area
Renewal Works	Planned schemes or programmes of work to ensure that the road remains in a safe and serviceable (available for use) condition. Renewal Works are normally provided by capital expenditure for the replacement of life expired asset infrastructure. It is non-routine maintenance.
Road Category	Parts of the network with the same Performance Requirements are in the same Road Category. The trunk road network is made up of Categories A, B and C, which will be referenced in the Welsh Government Route Management Plans.

Term	Definition
Route Environmental Management Plan	An REMP is a document (or set of documents), which set out agreed procedures and standards for the implementation of identified environmental management actions. It is developed to address the adverse and beneficial environmental impacts arising from planning and design, construction, and maintenance and operation of the trunk road network.
Route Management Plan	The Route Management Plan for a route will form the basis for management of that route in line with current policy and will also document local modifications to baseline WGTRMM . It will contain Route Objectives which are linked to the WG Strategy.
Routine Maintenance Management System	Management procedures for the routine maintenance of highways which allows all inspections and other reports, complaints and third party claims to be assessed in conjunction with the established highway inventory, previous maintenance actions and other relevant data
Routine Works	Routine maintenance works including all routine and cyclic work and reactive defect repairs. This includes any routine activities that are not covered by any other category in this list, undertaken by third parties operating on behalf of WG (such as machine surveys and site investigation works) and also includes EPA activities undertaken by district and unitary authorities.
Safety Inspection	Has the meaning given in Part 1 of WGTRMM
Safety Patrol	Has the meaning given in Part 1 of WGTRMM
Section Reference Marker	Has the meaning given in Part 2 of WGTRMM
Section Referencing	Has the meaning given in Part 2 of WGTRMM
Service Area	Aspect of Service under WGTMM for which the Service Requirements are defined
Service Provider	Organisation(s) responsible for managing and maintaining the motorway and trunk road network on behalf of Welsh Government under an Agency Agreement or Contract. Service Providers include for example SWTRA, NMWTRA, AWMC, WTTTC, WG IRIS system provider or a Design, Build, Finance, Operate (DBFO) Concessionaire. Service providers may employ supply chain suppliers and contractors but remain directly responsible and accountable for service delivery.

Term	Definition
Severe Weather Plan	Has the meaning given in Part 2 of WGTRMM
Sewer Authority	As defined in section 89(1)(b) of NRSWA, "sewer authority, in relation to a public sewer, means the sewerage undertaker within the meaning of that Act in whom the sewer is vested"
Sideway-force Coefficient Routine Investigation Machine (SCRIM)	A mobile machine survey that measures and records wet skidding resistance of road surfacings.
Soft Estate	All areas of the highway outside of the network road pavement within the ownership of WG (some of which may be outside the operational network boundary)
Special Engineering Difficulties	By virtue of section 63 of NRSWA, the term special engineering difficulties relates to streets or, more commonly, parts of streets associated with structures, or streets or extraordinary construction where street works must be carefully planned and executed in order to avoid damage to, or failure of, the street itself or the associated structure with attendant danger to person or property.
Standard Works	Street works, other than immediate works, that have a planned duration of between 4 and 10 days inclusive
Statutory Undertaker (or Undertaker)	Means an undertaker for the purposes of Part III of the New Roads and Street Works Act 1991 as defined in Section 48(4) of that Act.
Street	As defined in section 48(1) of NRSWA, a street means the whole or any part of of any of the following, irrespective if it a thoroughfare:- Any highway, road, lane, footway, alley, passage, any square or court and any land laid out as a way whether it is for the time being formed as a way or not.
Street Authority	As defined in section 49 (1) of NRSWA, a street means the highway authority in the case of a maintainable highway
Street Works	Statutory undertaker works including works executed under a New Roads & Street Works Act 1991, Section 50 Licence
Structure	Has the meaning given by DMRB BD2.

Term	Definition
Structures Maintenance Manual	Has the same meaning as Maintenance Manual given in Part 1 of Volume 3 of the DMRB
Supply Chain	Contractor, Consultant or Supplier from whom the Service Provider procures goods or services for which the Service Provider remains responsible and accountable.
Temporary Action	Action carried out as part of Hazard Mitigation which can include making safe or the provision of an Emergency Repair.
Temporary Traffic Regulation Orders	Orders that are put in place to restrict speed limits or access to the Network e.g. road closures
Third Party Claim	A claim made by either by a third party against the Welsh Ministers (402) or by the Welsh Ministers against a third party (401)
Traffic Authority	As defined in section 121A of the Road Traffic Regulation Act 1984:"(1)(a) The (Welsh Ministers are) the traffic authority for every highway in (Wales) for which (they are) the highway authority within the meaning of the Highways Act 1980.
Traffic Management Centres	24/7 manned control rooms at Conwy (A55) and Coryton (M4 Junction 32)
Traffic Officer Service	Service provided by the Traffic Officer Service to deal with incidents on designated routes on the motorway and trunk road network in Wales.
Traffic Sensitive Street	A street designated by a street authority as traffic sensitive pursuant to section 64 of NRSWA.
Welsh HAUC	Welsh Highway Authorities and Utilities Committee (Welsh HAUC), the national committee in Wales comprising representatives of the street authorities and the Welsh Joint Utilities Group which deals with matters of common interest in Wales.
Winter Maintenance Plan	Superseded by Adverse Weather Plan
Winter Maintenance Routes	Has the meaning given in Part 2 of WGTRMM
Winter Period	Has the meaning given in Part 2 of WGTRMM
Winter Risk Period	Has the meaning given in Part 2 of WGTRMM
Works for road purposes	As defined in section 86(2) of NRSWA, "works for road purposes means works of any of the following descriptions executed in relation to a highway: (a) works for the maintenance of the highway; (b) any works under powers conferred by Part V of the Highways Act 1980 (improvement); (c) the

Term

Definition

erection, maintenance, alteration or removal of traffic signs on or near the highway; or (d) the construction of a crossing for vehicles across a footway or grass verge or the strengthening or adaptation of a footway for use as a crossing for vehicles"

0.11 Glossary of Terms used in WGTRMM

The following is a list of abbreviations referred to in this manual.

Acronym	Term
AADT	Annual Average Daily Traffic
ABP	Agricultural By-Product
AFR	Accident Frequency Record
AIES	Assessment of Implications on European Sites
AIL	Abnormal Indivisible Loads
AMM	Highways Agency Area Management Memorandum
AMP	Asset Management Plan
ANPR	Automatic Number Plate Recognition
API	Area Performance Indicator
APN	Advance Planning Notice
APTR	All Purpose Trunk Road
AQMA	Air Quality Management Area
ASLEC	Association of Street Lighting & Electrical Contractors
ASR	Alkali Silica Reaction
AVD	Average Vehicle Delay
AWMC	All Wales Maintenance Contractor
AWP	Adverse Weather Plan
BCD	Base Condition Data
BE	Bridges Engineering Division
BGS	British Geological Survey
BIM	Building Information Modelling
BOD	Biological Oxygen Demand
BS	British Standard
C&U	The Road Vehicles Construction and Use Regulations

Acronym	Term
CCTV	Closed Circuit Television
CDM	Construction (Design & Management) Regulations
CIS	Construction Industry Scheme
CIU	Claims Investigation Unit (3 rd Party Claims)
CLAW	Control of Lead at Work Regulations
COPI	Code of Practice for Inspections
COSHH	Control of Substances Hazardous to Health
CRCP	Continuously Reinforced Concrete Pavement
CRM	Customer Relationship Management system
CSCS	Construction Skills Certification Scheme
CSS	County Surveyors Society
DBFO	Design Build Finance & Operate
DCD	Data Collection Devices
DCP	Dynamic Cone Penetrometer
DDA	Disability Discrimination Act
DEFRA	Department for Environment Food and Rural Affairs
DFS	Departure from Standard
DfT	Department for Transport
DMRB	Design Manual for Roads & Bridges
DSE	Display Screen Equipment
DSEAR	Dangerous Substances & Explosive Atmospheres Regulations
DSR	Detailed Service Requirements
EAR	Environmental Assessment Report
EDDMS	Electronic Drawing and Document Management System
EIA	Environmental Impact Assessment
EMS	Environmental Management System

Acronym	Term
EnvIS	Environmental Information System
EPA	Environmental Protection Act 1990
ERT	Emergency Roadside Telephone
ESDAL	Electronic Service Delivery for Abnormal Loads
ETM	Emergency Traffic Management
EToN	Electronic Transfer of Notices
EU	European Union
FPA	Fire Precautions Act
FPN	Fixed Penalty Notice
FWD	Falling Weight Deflectometer
GAMP	Geotechnical Asset Management Plan
GI	Guidance Information
GIS	Geographical Information System
GMLE	Geotechnical Maintenance Liaison Engineer
GPR	Ground Penetrating Radar
GPS	Global Positioning System
HAUC	Highway Authorities and Joint Utilities Committee
Hazchem	Hazardous Chemicals
HDA	Heavy Duty Alloy
HAMP	Highways Asset Management Plan
HEMP	Handover Environmental Management Plan
HGV	Heavy Goods Vehicle
HRM	High Speed Road Monitor
HSC	Former Health and Safety Commission merged with HSE in 2008
HSE	Health & Safety Executive
HSWA	Health & Safety at Work Act

Acronym	Term
IAN	Interim Advice Note
ID	Identification Number
IDB	Internal Drainage Board
IDD	WG Infrastructure Delivery Division
ILE	Institution of Lighting Engineers
IMT	Incident Management Team
IPV	Impact Protection Vehicles
IR	Inspection Requirement
IRIS	Integrated Road Information System
IRRS	Interim Requirements for Road Restraint Systems (Vehicle & Pedestrian)
ISBN	International Standard Book Number
IT	Information Technology
ILP	Institution of Lighting Professionals
KPI	Key Performance Indicators
LOLER	Lifting Operations & Lifting Equipment Regulations
LPG	Liquefied Petroleum Gas
LRF	Local Resilience Forum
MCDHW	Manual of Contract Documents for Highway Works
MHSWR	The Management of Health and Safety at Work Regulations
MIDAS	Motorway Incident Detection and Automatic Signalling
MLC	Mobile Lane Closure
MR	Maintenance Requirement
PR	Performance Requirement
NAPPA	Noise Action Plan Priority Area
NGR	National Grid Reference
NHS	National Health Service

Acronym	Term
NHSS	National Highway Sector Schemes
NJUG	National Joint Utilities Group
NMD	WG Network Management Division
NMWTRA	North and Mid Wales Trunk Road Agent
NOMP	Network Occupancy Management Plan
NRM	Network Referencing Manager
NRSWA	New Roads & Street Works Act
NRW	Natural Resources Wales
NTO	Night Time Only Working
NTP	National Transport Plan
NVQ	National Vocational Qualification
O&M	Operation & Maintenance
OLA	Occupiers Liability Act
OO	Overseeing Organisation
OOGA	Overseeing Organisation Geotechnical Adviser
OSGR	Ordnance Survey Grid Reference
PFI	Private Finance Initiative
PI	Principal Inspection
PMS	Pavement Management System
POI	Pre-Opening Inspection
PPE	Personal Protective Equipment
PSA	Public Service Agreement
PUWER	Provision and Use of Work Equipment Regulations
QA	Quality Assurance
QRC	Quarterly Review Checklist
RAG	Red/Amber/Green (condition rating)

Acronym	Term
RCD	Raw Condition Data
REMP	Route Environmental Management Plan
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
RIGS	Regionally Important Geodiversity Sites
RM	Route Manager
RMMS	Routine Maintenance Management System
RMP	Route Management Plan
RRS	Road Restraint System
RSA	Road Safety Audit
RST	Road Surface Temperature
RTC	Road Traffic Collision
RTRA	Road Traffic Regulation Act
RTSR	Road Tunnel Safety Regulations
SAC	Special Areas of Conservation
SAG	Safety Advisory Group
SAM	Scheduled Ancient Monument
SCANNER	Surface Condition Assessment of the National Network of Roads
SCC	Strategic Command & Control Centres
SCRIM	Sideway-force Coefficient Routine Investigation Machine
SCSR	Safety Committees and Safety Representatives Regulations
SEB	Statutory Environmental Bodies (e.g. NRW and CADW)
SED	Special Engineering Difficulties
SINC	Site of Importance for Nature Conservation
SitRep	Situation Report
SMS	Structures Management System
SMTD	Sensor Measured Texture Depth

Acronym	Term
SPA	Special Protection Area
SRM	Section Reference Marker
SR	Service Requirement
SRT	Skid Resistance
SSSI	Site of Special Scientific Interest
STATS19	Statistics on Personal Injury Road Accidents
STGO	The Road Vehicles (Authorisation of Special Types) General Order Regulations
SWL	Safe Working Load
SWMP	Site Waste Management Plans
SWTRA	South Wales Trunk Road Agent
TAA	Technical approval Authority
TASCAR	Temporary Automatic Speed Cameras at Road works
TERN	Trans European Road Network
TMA	Traffic Management Act
TMC	Traffic Management Centre
TOS	Traffic Officer Service
TPO	Tree Preservation Order
TREBAP	Trunk Road Estate Biodiversity Action Plan
TSC	Thin Surface Course
TSM	Traffic Signs Manual
TSRGD	Traffic Signs Regulations and General Directions
TTM	Temporary Traffic Management
TTO	Temporary Traffic Orders
TTN	Temporary Traffic Notices
TTRO	Temporary Traffic Regulation Orders
TWIS	Transport Wales Information System

Acronym	Term
UA	Unitary Authority
UKAS	United Kingdom Accreditation Scheme
VCS	Visual Condition Survey
VMS	Variable Message Sign
WG	Welsh Government
WGDDMS	Welsh Government Drainage Data Management System
WGGDMS	Welsh Government Geotechnical Data Management System
WGMA	The Welsh Ministers Managing Agency Agreement
WGTO	Welsh Government Traffic Officer
WGTRMM	Welsh Government Trunk Road Maintenance Manual
WRC	Water Research Council
WSDP	Winter Service Delivery Plan
WTTC	Welsh Transport Technology Consultant
XSP	Cross Section Position

0.12 Enquiries about WGTRMM

Enquiries from other external parties regarding the subject matter of the WGTRMM should be made to:

Network Management Division,

Transport Department,

Welsh Government,

Cathays Park,

Cardiff.

CF10 3NQ

Appendix A - Draft Form Ref WGRTRMM 2015 0/3

App Ref.....

Form 0/3 – Application for Proposed Changes / Modifications to WGTRMM 2015	
WGTRMM Part	
Section	
Proposed Change	
Background / Reasons for Change	
Benefits/ Disbenefits	
Supporting Evidence / Risk Assessment	
Proposed by	Head of SWTRA / NMWTRA* Date
Received by	for Welsh Government Date

* Delete as appropriate