

**VOLUME 0    MODEL CONTRACT DOCUMENT FOR MAJOR ROADWORKS AND IMPLEMENTATION REQUIREMENTS**

**SECTION 0    INTRODUCTION OF MANUAL SYSTEMS**

---

**PART 1**

**SD 0/14**

**INTRODUCTION TO THE MANUAL OF CONTRACT DOCUMENTS FOR HIGHWAY WORKS (MCHW)**

**SUMMARY**

This Standard introduces the Manual of Contract Documents (MCHW). It sets out the Overseeing Organisations' requirements for Contracts for Trunk Roads within a structured system.

**INSTRUCTIONS FOR USE**

1. Remove SD 0/08 from Volume 0, Section 0, which is superseded by this Standard and archive in accordance with the relevant quality management system.
2. Insert SD 0/14 into Volume 0, Section 0.
3. Archive this sheet as appropriate.

**SUPERSD**



THE HIGHWAYS AGENCY



TRANSPORT  
SCOTLAND

An agency of The Scottish Government  
Buidheann le Riaghaitas na h-Alba



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government



WELSH GOVERNMENT  
LLYWODRAETH CYNULLIAD CYMRU

THE DEPARTMENT FOR REGIONAL DEVELOPMENT  
NORTHERN IRELAND

# Introduction to the Manual of Contract Documents for Highway Works (MCHW)

**Summary:**

This Standard introduces the Manual of Contract Documents (MCHW). It sets out the Overseeing Organisations' requirements for Contracts for Trunk Roads within a structured system.

**SUPERSEDED**

REGISTRATION OF AMENDMENTS

Amend No	Page No	Signature & Date of incorporation of amendments	Amend No	Page No	Signature & Date of incorporation of amendments

**SUPERSEDED**

## REGISTRATION OF AMENDMENTS

Amend No	Page No	Signature & Date of incorporation of amendments	Amend No	Page No	Signature & Date of incorporation of amendments

**VOLUME 0      MODEL CONTRACT DOCUMENT FOR MAJOR ROADWORKS AND IMPLEMENTATION REQUIREMENTS**  
**SECTION 0      INTRODUCTION OF MANUAL SYSTEM**

---

**PART 1**

**SD 0/14**

**INTRODUCTION TO THE MANUAL OF CONTRACT DOCUMENTS FOR HIGHWAY WORKS (MCHW)**

Contents

Chapter

1. The Manual of Contract Documents for Highways Works
2. Enquiries

**SUPERSEDED**

# 1. THE MANUAL OF CONTRACT DOCUMENTS FOR HIGHWAY WORKS

## Introduction

- 1.1 The Overseeing Organisations of England, Scotland, Wales and Northern Ireland have a comprehensive publication system entitled “Manual of Contract Documents for Highway Works” (MCHW). This contains, within a set of loose-leaf manuals, the primary documents required for the preparation of contracts for Trunk Road Works.
- 1.2 This Standard includes information about the system and the handling of future publications and updating. It supersedes SD 0/08 ‘Introduction to the Manual of Contract Documents for Highway Works’ which is hereby withdrawn.

## Scope

- 1.3 The MCHW sets out the Overseeing Organisations’ requirements for contracts for Trunk Road Works within a structured system. It has been developed to ensure that all relevant information needed to prepare contract documents is located in one place and to support quality management systems.
- 1.4 A companion manual covering road and bridge design is the “Design Manual for Roads and Bridges” (DMRB).

## Definitions

- 1.5 “Overseeing Organisation” refers to the following organisations (or their successors):
  - The Highways Agency
  - Transport Scotland
  - Welsh Government
  - The Department for Regional Development (Northern Ireland)
- 1.6 “Standards” means the Overseeing Organisations’ requirements, as set out in the MCHW and DMRB (also see paragraph 1.10 below).
- 1.7 “Technology Specifications” means the Highways Agency’s requirements in the field of traffic systems and signalling that are supplementary to the MCHW. These are available separately from the Agency’s Traffic Signals and Signing Plans Registry (TSS Plans Registry).
- 1.8 “Trunk Roads” means those motorway and all-purpose roads for which the Overseeing Organisations are responsible.

Note: Where a local highway authority decides to use the MCHW, either wholly or in part, it shall be defined as the Overseeing Organisation for the purposes of its local road schemes.

1.9 “Trunk Road Works” means all works associated with Trunk Roads, including assessment, design, construction, operation, maintenance and demolition.

### Status of MCHW Documents

1.10 As with the DMRB documents, all requirements contained in MCHW documents shall be considered to have the status of Standards.

1.11 Any variation or waiving of a requirement contained within an MCHW document shall be considered as a Departure from Standard. All Departures from Standard shall be dealt with on a contract specific basis.

1.12 Refer to GD 01 ‘Introduction to the Design Manual for Roads and Bridges’ for details of the Overseeing Organisations’ requirements regarding Departures from Standards.

### UK Coverage

1.13 All publications covering contract preparation are supported by all four Overseeing Organisations in the UK. The MCHW is applicable throughout the UK except that additional specification requirements and contractual changes for Scotland, Wales and Northern Ireland may apply.

### Framework

1.14 The MCHW comprises:

<b>Volume 0:</b>	Model Contract Document for Major Works and Implementation Requirements
Section 0:	Introduction of Manual System
Section 1:	Model Contract Document for Highway Works
Section 2:	Implementing Standards
Section 3:	Advice Notes
<b>Volume 1:</b>	Specification for Highway Works (SHW)
<b>Volume 2:</b>	Notes for Guidance on the Specification for Highway Works
<b>Volume 3:</b>	Highway Construction Details (HCD)
Section 1:	Carriageway and Other Details
Section 2:	Not Used
Section 3:	National Motorway Communications System Installation Drawings
<b>Volume 4:</b>	Bills of Quantities for Highway Works
Section 1:	Method of Measurement for Highway Works
Section 2:	Notes for Guidance on the Method of Measurement for Highway Works
Section 3:	Library of Standard Item Descriptions for Highway Works
<b>Volume 5:</b>	Contract Documents for Specialist Activities
Section 1:	Geodetic Surveys
Section 2:	Not Used
Section 3:	Ground Investigation
Sections 4 - 6:	Not Used

Section 7: Mechanical and Electrical Installations in Road Tunnels, Movable Bridges and Bridge Access Gantry

Section 8: Trenchless Installation of Highway Drainage and Service Ducts

Section 9: Model Contract Documents for CCTV Survey of Highway Drainage Systems

**Volume 6:** Departmental Standards and Advice Notes on Contract Documentation and Site Supervision

Section 1: Standards  
Section 2: Advice Notes

1.15 All volumes are available from The Stationery Office Ltd, bookshops and agents on paper and disc. Purpose made binders (which include section dividers) for paper copies of all volumes are also available.

1.16 All volumes are also available from the Highways Agency website at [www.dft.gov.uk/ha/standards/MCHW](http://www.dft.gov.uk/ha/standards/MCHW).

#### Decimal Cross References

1.17 Decimal cross references are used in the documents in the MCHW. A hierarchical system is used in which the first number refers to the volume in the manual, the second to the section or clause (as appropriate) and the third to the part.

eg. MCHW 0.2.1 refers to the Manual of Contract Documents for Highway Works, Volume 0, Section 2, Part 1; and

MCHW 1.104 refers to the Manual of Contract Documents for Highway Works, Volume 1, Clause 104.

#### Contents Pages

1.18 Contents pages for each Volume of the MCHW are included in MCHW 0.0.2. These pages will be superseded each time a new document is added or an amendment made to an existing document. A page listing the titles of all Volumes and Sections in the manual is also provided in MCHW 0.0.2.

#### Amendments

1.19 New documents and amendments to be incorporated into the MCHW volumes will be issued as and when required. Amendments will be issued as loose-leaf replacement pages for insertion as appropriate. An amendment package will include, in addition to the replacement text pages, a yellow front sheet summarising the amendments, revised contents pages including an amendment record, and a separate 'instructions' sheet if necessary.

1.20 The amendments to Volume 1 will include within the text a replacement "Schedule of Pages and Relevant Publication Dates" (Series 000) for the SHW (MCHW 1). The amendments to Volume 4 will also include a replacement "Schedule of Pages and Relevant Publication Dates" for the Method of Measurement for Highway Works (MCHW 4). These schedules are to be reproduced unaltered and bound in the Specification and Bill of Quantities for each new contract which the Overseeing Organisation requires to be based on the amended documentation.

1.21 The amendments to Volume 3 will include within the text a replacement “Schedule of Pages and Relevant Publication Dates” for the HCD.

### Model Contract Documents

1.22 The Model Contract Documents (MCDs) previously issued as Parts 2-7 of Volume 0, Section 1 have been withdrawn and replaced by each Overseeing Organisation as separate documents outside of the MCHW. Volume 0 Section 1 is currently set out as:

Part 1 SD 5

Parts 2-6 Withdrawn

Part 7 MCD for Engineering and Construction Contract

When MCDs other than those given in Part 7 are required the Overseeing Organisation should be contacted.

### Document Control

1.23 The manual system is designed to ensure that documents can be contained within a controlled system. Control of each document is achieved through the Amendment Record or “Schedule of Pages and Relevant Publication Dates” which details the pages that have been amended and dates of each amendment.

1.24 Subscription services for dealing with amendments are available from the publisher.

### Archive Copies

1.25 MCHW documents should be archived in accordance with the user’s quality management system. Service providers shall maintain archive sets of contract documents specific to each contract, and shall maintain access to their own archive of MCHW documents appropriate to their contracts.

On a contract specific basis this will be part of the contract record archive which shall include all necessary records including the contract specification and pre-construction drawings, as-built information, the Health & Safety File, quality records, goods and materials details and all other relevant information.

### Implementation

1.26 This Standard does not affect the individual documents used in the preparation of contract documents. It merely ensures a controlled procedure for retention and updating of the constituent documents. Detailed implementation instructions are given in a separate SD Standard issued with each update of the MCHW.

## 2. ENQUIRIES

All technical enquiries or comments on this Standard should be sent in writing as appropriate to:

Chief Highway Engineer  
The Highways Agency  
Temple Quay House  
The Square  
Temple Quay  
Bristol  
BS1 6HA

  
Mike Wilson  
Chief Highways Engineer

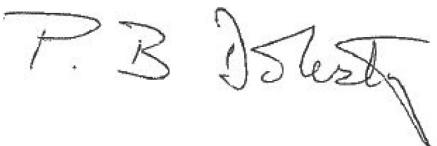
Director, Trunk Road and Bus Operations  
Transport Scotland  
8th Floor, Buchanan House  
58 Port Dundas Road  
Glasgow  
G4 0HF

  
R Brannen  
Director, Trunk Road and  
Bus Operations

Deputy Director Network Management Division  
Network Management  
Welsh Government  
Cathays Park  
Cardiff  
CF10 3NQ

  
Sheena Hague  
Deputy Director  
Network Management Division

Director of Engineering  
The Department for Regional Development  
Roads Service, Northern Ireland  
Clarence Court  
10-18 Adelaide Street  
Belfast  
BT2 8GB

  
P B Doherty  
Director of Engineering

**SUPERSEDED**