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| VOLUME 0  | MODEL CONTRACT<br>DOCUMENT FOR<br>MAJOR WORKS AND<br>IMPLEMENTATION<br>REQUIREMENTS |
| SECTION 0 | INTRODUCTION OF<br>MANUAL SYSTEM  |

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## **PART 1**

### **SA 4/95**

## **THE INTRODUCTION OF THE MANUAL OF CONTRACT DOCUMENTS FOR HIGHWAY WORKS**

### **INTRODUCTION**

This Advice Note gives guidance and updated background information on the Manual of Contract Documents for Highway Works. It supersedes SA4/92.

### **INSTRUCTION FOR USE**

1. Three copies of the manual contents page are provided at the back of this document. They should be removed and placed at the front of Volume 0, 5, and 6.
2. The contents pages for Volume 0, 5, and 6 are also provided at the back of this document. They should be removed and placed after the manual contents pages in the relevant volumes.
3. Remove SA4/92 which is superseded and archive as appropriate. Insert SA4/95 into Volume 0 Section 0.
4. Archive this sheet as appropriate.



**THE HIGHWAYS AGENCY**



**THE SCOTTISH OFFICE INDUSTRY DEPARTMENT**



**THE WELSH OFFICE  
Y SWYDDFA GYMREIG**



**THE DEPARTMENT OF THE ENVIRONMENT FOR  
NORTHERN IRELAND**

# **The Introduction of the Manual of Contract Documents for Highway Works**

**Summary:** This Advice Note gives guidance and background information on the introduction of the new Manual of Contract Documents for Highway Works.

REGISTRATION OF AMENDMENTS

| Amend<br>No | Page No | Signature & Date of<br>incorporation of<br>amendments | Amend<br>No | Page No | Signature & Date of<br>incorporation of amendments |
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## **PART 1**

**SA 4/95**

### **THE INTRODUCTION OF THE MANUAL OF CONTRACT DOCUMENTS FOR HIGHWAY WORKS**

#### **Contents**

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

# 1. THE MANUAL OF CONTRACT DOCUMENTS

## 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". This contains within a set of loose-leaf manuals the primary documents required for the preparation of contracts for the construction, improvement or maintenance of trunk roads including motorways (in Northern Ireland, the Manual will be applicable to those roads designated by the Overseeing Organisation). This Advice Note includes information about the system and the handling of future publications and updating.

## Scope

1.2 The Manual of Contract Documents for Highway Works (MCHW) sets out the Overseeing Organisations' requirements for the preparation of contracts for the construction, improvement or maintenance of all UK trunk roads including motorways (see 1.1 above) 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 assurance systems currently being developed by design consultancies and agent authorities.

## Terminology

1.3 In MCHW documents published in volumes 0, 5 and 6 prior to April 1994, the term "Overseeing Department" was used as reference to:

The Department of Transport.  
The Scottish Office.  
The Welsh Office - Y Swyddfa Gymreig.  
The Department of the Environment for Northern Ireland.

1.4 More recently, the term "Overseeing Organisation" has been used in place of "Overseeing Department". This was to reflect the transfer of responsibility for trunk roads in England from the DoT to the new Highways Agency (HA). The Overseeing Organisations are:

The Highways Agency.  
The Scottish Office Industry Department Roads Directorate.  
The Welsh Office Highways Directorate - Y Swyddfa Gymreig, Adran Y Cyfarwyddwr Prifffydd.  
The Department of the Environment for Northern Ireland, Roads Service.

## UK Coverage

1.5 All publications covering contract preparation will now be supported by all four Overseeing Organisations in the UK. The Manual will be applicable throughout the UK except that additional specification requirements and contractual changes for Scotland, Wales and Northern Ireland may apply.

## Framework

1.6 The Manual of Contract Documents for Highway Works comprises:

Volume 0: 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

Volume 1: Specification for Highway Works

Volume 2: Notes for Guidance on the Specification for Highway Works

Volume 3: Highway Construction Details

Section 1 - Carriageway and Other Details  
Section 2 - Safety Fences and Barriers

Volume 4: 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

Volume 5: Contract Documents for Specialist Activities

Section 1 - Model Contract Document,  
Standard, Specification, Notes for Guidance  
and Bills of Quantities for Topographical  
Surveys  
Section 2 - Maintenance Painting of Steel  
Highway Structures

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

Section 1: Standards  
Section 2: Advice Notes

1.7 All volumes are published by HMSO. Purpose  
made binders (which include section dividers) for all  
volumes are also available.

1.8 A companion manual of 11 volumes covering  
road and bridge design is the Design Manual for Roads  
and Bridges (DMRB).

Contents pages for Volumes 0, 5 and 6

1.9 The initial contents pages for Volumes 0, 5 and  
6 of the Manual are included in this document. These  
pages should be inserted at the front of each respective  
volume. The pages will be superseded each time a new  
document is added or an amendment made to an  
existing document by including a revised contents page  
with the new or amended document. A page (3  
copies) providing the titles of all volumes and sections  
in the Manual is also provided for insertion in the front  
of Volumes 0, 5 and 6.

Index and contents pages for Volumes 1, 2, 3 and 4

1.10 Volumes 1, 2, 3 and 4 of the Manual each  
contain an index and contents pages at the front of each  
of the volumes. These pages will be superseded each  
time the Manual is amended as described in 1.4.

Amendments to Volumes 0, 5 and 6

1.11 New documents and amendments (except the  
Model Contract Document (MCD)) to be incorporated  
into these volumes will be issued as and when required.  
The MCD will be updated to accord with the latest  
edition of the Specification for Highway Works (SHW)  
(MCHW1). 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, a revised front page  
including an amendment record, and a revised index.

Changes to the Model Contract Document

1.12 Previously, the Model Contract Documents (MCD)  
for each of the 4 Overseeing Organisations has been issued  
as Annexes to SD5. This resulted in a bulky document that  
was difficult to store.

1.13 The MCDs will now be issued separately as Parts  
2-5 of Volume 0, Section 1. When the MCD is revised,  
HMSO will write advising standing order customers, asking  
if they wish to purchase any or all parts. This is to prevent  
users being sent documents for which they have no use.  
Volume 0 Section 1 will be sent out as:

- Part 1 SD5
- Part 2 MCD - England
- Part 3 MCD - Scotland
- Part 4 MCD - Wales
- Part 5 MCD - Northern Ireland

Amendments to Volumes 1, 2, 3, and 4

1.14 The documents contained in each of these volumes  
are new publications. Amendments (termed national  
alterations) will be made on an annual basis. They will be in  
a loose-leaf format for insertion in the appropriate volumes.  
An amendment package will include in addition to the  
replacement text pages, a yellow front sheet summarising  
the amendments, an amendment record, and a revised  
index. Amendments to Volume 2 and to Volume 4 will in  
addition include a replacement "Schedule of Pages and  
Relevant Publication Dates" for the SHW (MCHW 1) and  
the Method of Measurement for Highway Works (MCHW  
4.1) respectively. The 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.

Document Control

1.15 The manual system is designed to ensure that  
documents can be contained within a controlled system.  
Overall document control will be provided through the  
volume indexes. Control within each document in  
Volumes 0, 5 and 6 will be achieved through the  
Amendment Record which details the pages that have been  
amended. Control of Volumes 1, 2, 3 and 4 will be  
achieved through the index which will detail the pages and  
dates of each amendment.

1.16 A standing order service is operated by HMSO so that all amendments to the documents will be automatically despatched to arrive immediately after the publication date. Requests for standing orders should be addressed to:

HMSO Books, PC11C1  
PO Box 276  
London SW8 5DT

### Archive Copies

1.17 It is important that archive copies are kept of all documents used in the preparation of contract documents. The Overseeing Organisations will maintain archive copies of each of the documents contained in the Manual. HMSO maintain archive copies of all volumes.

### Implementation

1.18 This advice note and the introduction of the new manual system do not by themselves affect the individual documents used in the preparation of contract documents. They merely ensure a controlled procedure for retention and updating of the constituent documents.

### Decimal Cross References

1.19 Decimal cross references are used in the documents in the Manual. 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 0.2.3 refers to the Manual of Contract Documents for Highway Works, Volume 0, Section 2, Part 3;

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

DMRB 1.1 refers to the Design Manual for Roads and Bridges, Volume 1, Section 1.

### The European Community Dimension

1.20 All the publications have to comply with European Law, which has particular implications for any document which gives requirements for or advice about products. Overseeing Organisations must allow for the mutual recognition on the basis of "equivalence" of products complying with relevant standards and technical specifications of other member states of the European Economic Area. The criteria for mutual recognition are different depending on whether the requirements for the product have statutory force or whether they are given effect only by public purchasing specifications. In order to make the position clear to users, it has been agreed with the Commission that publications containing product requirements which have no statutory force will contain a statement at the front to indicate that they are for use in connection with public purchasing specification. The statement will not appear in publications which introduce statutory requirements or which do not contain requirements for products.



## 2. ENQUIRIES

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

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St Christopher House  
Southwark Street  
London SE1 0TE

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Head of Engineering Policy  
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