



ROADS AUTHORITIES & UTILITIES COMMITTEE
(SCOTLAND)

ADVICE NOTE 24

USE OF THE REGISTER OF APPROVAL TRIALS AND THE REGISTER OF
APPROVED MATERIALS AND LOCAL AGREEMENTS

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USE OF THE REGISTER OF APPROVAL TRIALS AND THE REGISTER OF APPROVED MATERIALS AND LOCAL AGREEMENTS

Version History

Version	Date	Notes
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USE OF THE REGISTER OF APPROVAL TRIALS AND THE REGISTER OF APPROVED MATERIALS AND LOCAL AGREEMENTS

1 Introduction

Where an Undertaker or Authority wishes to undertake or permit approval trials of Alternative Reinstatement Materials (ARMs) assessment trials may be carried out by formal agreement between an Undertaker and Authority, under an Approval Trial Agreement. The Specification for the Reinstatement of Openings in Roads (2015) (SROR) describes the process to be followed to undertake these trials.

The SROR also describes a process whereby any local agreement to make use of alternative materials or alternative options for excavation, etc. should be recorded on a central register.

To comply with these requirements an online register of the trials in progress and a separate register of approved materials and local agreements are maintained by the Office of the Scottish Road Works Register (OSRWC) on behalf of RAUC(S). Both registers are available for download from the RAUC(S) website at the following address:

<http://www.roadworksscotland.gov.uk/MaterialandTrialRegisters>

This document describes how to add new trials and agreements to these registers.

2 Register of Approval Trials

The Register of Approval Trials lists those trials which are in progress and those which have been completed, along with the outcome. For further information on the trial process under which approval is reached please review the Specification for the Reinstatement of Openings in Roads (2015) – Appendix 9.4.

The register contains the following information:

- Approval Trial Reference (for use in the Scottish Road Works Register)
- Initiator
- Summary of Trial
- Other organisations involved in trial (Parties to trial)
- Trial Start Date
- Trial Duration
- Trial End Date
- Trial Outcome (once known)
- Link to Full Documentation

To assist in the monitoring of the works involved in a trial all relevant notices for works recorded on the Scottish Road Works Register (SRWR) should quote the Approval Trial Reference allocated in the Register of Approval Trials.

2.1 Recording Trial

To record an Approval Trial on the Register of Approval Trials the following process should be followed:

- 1) An Approval Trial Agreement document should be prepared by the initiator of the trial. This agreement must be signed by both the initiator and all other parties to the trial. It is important that the signatories are approved officers of appropriate seniority permitted to commit their organisations to the terms of the trial.
- 2) A copy of the Approval Trial Agreement should then be passed to the OSRWC by email to enquiries@srwc.gsi.gov.uk.
- 3) The OSRWC will check with the parties named in the agreement that they are content to proceed. Please note the OSRWC will not consider the content of the agreement for accuracy or compliance with the SROR, but will only confirm all parties are content to proceed with the trial.
- 4) Once confirmed the OSRWC will add details of the trial to the Register of Approval Trials and upload it to the RAUC(S) website, along with a full copy of the Approval Trial Agreement. The OSRWC will allocate the trial an Approval Trial Reference, which should be quoted in all SRWR notices for works involved in the trial.
- 5) Upon the completion of the trial, details of the outcome should be added to the Approval Trial Agreement and then passed to the OSRWC for inclusion in the Register of Approval Trials. As above the OSRWC will not consider the content of the agreement for accuracy or compliance with the SROR, but will only confirm all parties have agreed to the outcomes.
- 6) Once agreement has been confirmed the OSRWC will update the Register of Approval Trials with details of the outcome and upload the final version of the Approved Trial Agreement document to the RAUC(S) website.
- 7) If the outcome of the trial was successful the OSRWC will also record the material on the Register of Approved Materials and Local Agreements as an authorised material for use in the areas of the authorities named in the Approval Trial Agreement. Please note any conditions to be applied before the use of the material in an authority's area should be added to the Approval Trial Agreement document before it is signed and submitted.

3 Register of Approved Materials and Local Agreements

The Register of Approved Materials and Local Agreements lists which authorities have approved which materials for use in their area. It also lists all local agreements entered into with undertakers working in their area for alternative options relating to materials and work techniques. For further information on the trial process under which approval is reached or the process to be followed when making local agreements please review the Specification for the Reinstatement of Openings in Roads (2015) – Appendix 9.5.

This register contains the following information:

- Authority
- Summary of Agreement
- Date of Agreement
- Link to Full Documentation

3.1 Recording Approval

To record approval of use of a material which has undergone a trial with another authority the following process should be followed:

- 1) An Approval Agreement document should be prepared by the initiator of the trial. This agreement must contain details of the material being approved, any local conditions to the use of the material and it must be signed by both the initiator and all other parties. It is important that the signatories are approved officers of appropriate seniority permitted to commit their organisations to the terms of the trial.
- 2) A copy of the Approval Agreement should be passed to the OSRWC by email to enquiries@srwc.gsi.gov.uk.
- 3) The OSRWC will check with the parties named in the agreement that they are content to proceed. Please note the OSRWC will not consider the content of the agreement for accuracy or compliance with the SROR, but will only confirm all parties are content to proceed.
- 4) Once agreement has been confirmed the OSRWC will update the Register of Approved Materials and Local Agreements with details of the agreement and then upload the Approval Agreement document to the RAUC(S) website.

3.2 Recording Local Agreement

To record a local agreement for the use of alternative materials or excavation processes the following process should be followed:

- 1) A Local Agreement document should be prepared by the initiator of the agreement. This agreement must contain details of the material/method being approved, any local conditions to the use of the material/method and must be signed by both the initiator and all other parties. It is important that the signatories are approved officers of appropriate seniority permitted to commit their organisations to the terms of the trial.
- 2) A copy of the Local Agreement should be passed to the OSRWC by email to enquiries@srwc.gsi.gov.uk.
- 3) The OSRWC will check with the parties named in the agreement that they are content to proceed. Please note the OSRWC will not consider the content of the agreement for accuracy or compliance with the SROR, but will only confirm all parties are content to proceed.

- 4) Once agreement has been confirmed the OSRWC will update the Register of Approved Materials and Local Agreements with details of the agreement and then upload the Local Agreement document to the RAUC(S) website.