Example TM
fictional company

SchemeReady

NHSS 12D audit readiness self-assessment

Example Traffic Services Ltd (fictional)

Sample report. The organisation is fictional and the answers were written to show every part of the report.

Categories declared	Category 1: mobile and short duration works; Category 2: static works; Category 5: multiphase temporary signals
Stage	Surveillance
Next visit	15 October 2026 (in 40 days)
Generated	5 September 2026, 12:00
Question bank	2026.09.0

BAND

Gaps to close

At least one stop item is open, or the overall score is below the level the tool treats as nearly ready.

Overall score 53.5%

- 2 stop items open
- overall score below 70

Confidence: low, 1 answer to verify before the visit

Basis: NHSS 12D Issue 5, July 2025; ISO 9001:2015 references; question bank 2026.09.0

This report is generated automatically from answers entered by the organisation. It is not an audit, an assessment by any certification body, or advice.

How to read this report

The four bands

Ready means the overall score is 85 or more, no stop item or critical gap is open, at least one site visit is recorded, confidence is not low and every applicable office question is answered. Nearly ready means no stop item is open and the overall score is 70 or more, but at least one of these holds: the score is below 85, a critical gap is open, no site visit is recorded, confidence is low, or an applicable office question is unanswered. Gaps to close means at least one stop item is open, or the overall score is below 70. Not ready means the overall score is below 50, or three or more stop items are open. A band describes your answers on the day you gave them; it is not a forecast of what a certification body will decide.

The answer scale

Each office question is answered on a four-point scale: Yes, evidence to hand scores 3; Yes, but I'd have to dig scores 2; Partly scores 1; No scores 0. Don't know scores 0 and goes on the find-out list, so an honest Don't know costs no more than a No and tells you what to check before the visit. Site observations use the same scale with site wording. Questions marked Not applicable are left out of the score and are listed with their reasons in Appendix 4.

Stop items

A stop item is a question the tool weights most heavily, answered No or Don't know. The list of stop items is SchemeReady's reading of the scheme's requirements and of what tends to be treated as a bar to registration or a near-certain finding. It is not a certification body's list, and assessors sample, so an item that is not on the list can still be raised.

Your answers

The report reflects the answers entered by the organisation and nothing else. Nobody has checked the answers against your documents. If an answer was optimistic, the score is optimistic too; the evidence list and the audit-day checklist are there so that you can check each item yourself before the visit.

Clause references

Clause numbers and appendix letters are labels that help you find the right place in the scheme document and in ISO 9001. They are not quotations, and this report does not reproduce the text of either document. Read the scheme document itself, published on the Lantra website at https://lantra.co.uk/wp-content/uploads/2025/11/nhss-12d-9001-2015-issue-5-july-2025.pdf, before you act on any clause reference.

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Summary

OVERALL	OFFICE	SITE
53.5%	46.7%	69.5%

Section scores

Section	Score
A: Certificate, scope and CertCheck	54.2%, Gaps to close
D: Vehicles, plant, signals and equipment	38.1%, Not ready

Counts

2	1	2	1	0	2
Stop items	Critical gaps	Find-out items	Not applicable answers	Unanswered office questions	Site visits recorded

Time spent on the assessment: 1 h 42 min

Site visits in the last twelve months: 20 August 2026; 1 September 2026

One site visit flagged as an internal audit site visit in the last twelve months (20 August 2026)

The five actions that most change the outcome

Ref	P	Section	Gap	Action	Effort	Target
A-01	P1	Section A, Certificate, scope and CertCheck	The quality policy did not name the scheme or state a commitment to meeting it.	Add one sentence to the policy naming the scheme and the commitment, have it signed and dated, and brief the crews.	Hours	24 September 2026
D-03	P1	Section D, Vehicles, plant, signals and equipment	No record was available to show that temporary signals are checked before each shift.	Introduce a one-line-per-shift check sheet kept with each signal set, brief the crews, and file completed sheets with the job records. Template: signal pre-shift check sheet.	Hours	24 September 2026
S2-01	P1	Site visit, 1 September 2026	A person on TM duties could not produce a valid card for the module in use.	Stand the person down from TM duties until a valid card is shown, then check the training matrix for anyone else in the same position.	Hours	24 September 2026
D-01	P2	Section D, Vehicles, plant, signals and equipment	Completed daily vehicle check sheets were not available for every vehicle in use.	Put a check sheet in each cab, collect them weekly, and file them by vehicle. Template: daily vehicle check sheet.	Hours	1 October 2026
S2-03	P2	Site visit, 1 September 2026	A trainee on site was not working under a named, qualified person with a current logbook.	Name the supervising person on the briefing record and check the logbook is signed for the shift.	Hours	1 October 2026

The rest of this report

This extract stops after the summary. A real report runs to about 22 **pages and continues with:**

- Every stop item, with why it is treated as one
- What to find out before the visit
- Each section scored, question by question, with the gap named
- A two week plan in priority order, with owners and dates
- The evidence list, showing where each document lives
- The audit day checklist
- A dated record of each site walk
- Your declarations, so the exclusions you made are on the page

Your own report is generated from your answers and carries your name. It is not this report with the details changed.