

SchemeReady 12D template pack

Editable templates for the records and registers a traffic management contractor keeps for NHSS 12D.

Pack issued 18 September 2026. 14 templates. Word and PDF versions of each are in the zip.

How to use this pack

- Each template opens with a purpose line, when to use it and who completes it, so the person filling it in does not need the scheme document beside them.
- Replace the company placeholder, set your own document reference if you already have a numbering system, and give each document an issue number and date before you use it.
- Grey italic rows are examples. Delete them once you have entered your own records.
- The Word files are yours to edit. The PDF versions are for printing and completing by hand.
- The SchemeReady question references beside each template point to the self-assessment questions the template supports.

You may use and adapt these templates within your own organisation. Please do not resell or redistribute them.

SchemeReady is an automated self-assessment tool made by Denver House Consultancy Ltd. It is not connected with Lantra, National Highways, UKAS, the Sector Scheme Advisory Committee or any certification body, and a SchemeReady result is not an audit, a certificate or a promise about the outcome of an audit. Clause numbers are given for reference only; no scheme or ISO text is reproduced.

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Page numbers refer to this pack. Each template also carries its own page numbering so it can be printed on its own.

Quality manual section for NHSS 12D

MANUAL SECTION TEMPLATE | SR-12D-01

Document reference	SR-12D-01	Issue	1
Issued by	[Company name]	Issue date	[Date]
Owner	[Name and role]	Next review	[Date]

Purpose	A ready written section for your own quality manual that says how [Company name] applies National Highway Sector Scheme 12D to its traffic management work. Paste it into the manual, replace every square bracket entry with your own detail, and take out anything you genuinely do not do.
When to use it	When you first put the manual together, and again whenever your categories of work, your people, your depots or your equipment change. Read it through at least once a year, at the same time as the management review.
Who completes it	The person who looks after the quality system, working with the director who owns the business decisions and with the manager in charge of traffic management.
Related SchemeReady questions	A-01, A-06, A-10, B-03, B-07, C-01, C-09, D-01, D-08, E-11, E-12, F-10, I-06, J-01, J-02, J-06

1. What this section covers

[Company name] puts up, looks after and takes down temporary traffic management for road works. This section of the manual says how the sector scheme is applied to that work. It sits alongside the rest of the manual, which covers the quality management system as a whole, and it does not repeat what is written there.

Where this section mentions another document by name, that document is part of the same system and is listed at the end of this section.

Legal entity the registration covers
The company name exactly as it appears on the certificate.

Depots or bases the work is run from
List every address. Each one has to be known to your certification body.

Parts of the business outside this section
If only part of the company does traffic management, say which part. If the whole company does, write 'none'.

2. Categories of work and the road types we take on

The scheme splits the work into five categories. [Company name] only quotes for and accepts work in the categories ticked below, and only on the road types the scheme covers, meaning roads other than motorways and dual carriageways with a limit of 50mph or more.

Anyone taking an enquiry checks the road type and the category before the order is accepted. Work that falls outside the list is turned down, or handed to a firm that holds the right registration.

Date the categories were last checked against the certificate

Checked by

- ☐ Static works.
The everyday closure and traffic control work most firms build their business on.
- ☐ Mobile works and short duration works.
Work from a moving vehicle, and short stops of the length the scheme allows.
- ☐ Multiphase temporary traffic signals.
- ☐ Convoy working.
- ☐ Dual carriageway work where the limit is 40mph or below.
Nothing above that limit, and no motorway work, unless the firm holds the separate scheme for it.

3. Certificate, registration and the public listing

[Company name] holds registration to the sector scheme through [Certification body], which is accredited for this scheme by the national accreditation body. The certificate names the scheme using the wording on the front of the scheme document, lists the categories above and carries a certificate number and a renewal date.

The certificate is checked against the public listing on the accreditation body's certificate checker at least once a year, and again after any change of scope, name or address. Anything that does not agree is reported to the certification body and chased until the listing is put right.

- Where a different body holds the ISO 9001 certificate, the traffic management certificate names that body, its accreditation reference and its certificate number.
- Clients who ask for proof of registration are sent the current certificate and pointed at the public listing so they can see it for themselves.
- The check is recorded on the CertCheck and certificate checks sheet in the registers workbook.

Certification body

Certificate number

This is a 4 page extract

The full pack is 115 pages across fourteen documents, in Word for editing and PDF for printing. Every one is written for a small traffic management contractor and is ready to fill in.

What the pack contains:

- Quality manual section for NHSS 12D
- Temporary traffic management operations procedure
- Contract quality plan
- Site-specific risk assessment and method statement
- Works order and contract review form
- Shift briefing record
- Daily vehicle and impact protection vehicle check sheet
- Subcontractor and supplier approval form
- Internal audit checklist for NHSS 12D
- Management review agenda and minutes
- Nonconformity, near miss and incursion report
- Complaint record
- Training, competence and skills card procedure
- Installation, release and completion record

The Word files are the editable version. Buying the pack licenses your organisation to use and adapt them. They may not be resold or passed on.

Buy the 12D template pack at schemeready.co.uk/templates