

Major Projects Instructions	
Issuer: The MP Information and Knowledge Management Team (I&KM), MP Delivery Services (MPDS)	Author: Jamie Easterbrook, RIP Statutory Undertaker Team
Document Name: Statutory Undertaker CDM Arrangements	Reviewer: Tom Merry, Head of Health and Safety, SES Health and Safety
Owner: Tom Merry, Head of Health and Safety, SES Health and Safety	Authoriser: Dean Sporn
Audience: NH and NH Supply Chain	
Assigned MPI Number: MPI-95-032023	Issue Date: 30/03/2023

1. Purpose

- 1.1. The purpose of this MPI is to secure clarity of roles under the CDM (Construction Design and Management) Regulations 2015, with regards to any Statutory Undertaker (SU) works carried out in association with National Highways projects.

2. Who will use it

- 2.1. All schemes or projects delivered by Major Projects involving Statutory Undertaker works.
- 2.2. It is expected that Project / Programme Teams will complete the necessary Impact Assessments before implementation, raising (by exception) any concerns with the relevant Programme / Delivery Director; which is then reported back to the Issuer.
- 2.3. The Supply Chain / DIPs should only implement MPIs after receipt of a formal instruction under the contract that they are working under. MPIs contain the details of the author or the author's team should there be any specific questions over the MPI content / direction (see Section 6 Queries and Advice)

3. Background

- 3.1. There has often been ambiguity over the application of the CDM regs in relation to SU works, i.e. who will be undertaking the Client role (NH or the SU)? Clarity about roles is important in the development of effective project management arrangements.
- 3.2. Guidance has been produced to inform project teams of the various CDM arrangements available to them, NH's stance on preference of those arrangements and to provide clarity to each party on what their role is in any given arrangement.

4. Procedure/Instruction/Guidance

- 4.1. Prior to any Statutory Undertaker works being procured (C4 Estimate Stage), the chosen CDM arrangement must be decided by the project team, using CDM arrangement guidance document listed in the links section below.
- 4.2. The project team must formally communicate the chosen arrangement and whether NH or the SU will be undertaking the CDM Client role using one of the notification templates listed in the links section below.
- 4.3. Where a temporary adjustment of the site boundary is required to enable the SU works, project teams must ensure that the suitable TOCOP template is being used, (see links section below) that contains Client involvement in the process.
- 4.4. For any further queries relating to this MPI please contact StatutoryUndertakersTeam@nationalhighways.co.uk

5. Review Frequency/When it can be destroyed

- 5.1. The MPI will remain valid unless withdrawn.
- 5.2. The guidance document itself will be updated if necessary, following a year of implementation of this MPI. A review of the MPI will take place following this.
- 5.3. The [Issuer](#) will ensure that the Author periodically, reviews and updates, modifies or declare the MPI obsolete or fit for purpose 'as is', by contacting the Authors.
- 5.4. If anyone believes that the MPI is no longer fit for purpose they should email the Author and the [Issuer](#).

6. Queries and Advice:

- 6.1. For any issues or general queries relating to this MPI please contact StatutoryUndertakersTeam@nationalhighways.co.uk.

7. Approval, Dissemination and Implementation:

- 7.1. This MPI has been submitted to Peer Review Contacts, who have reviewed it and critically assessed it prior to publication. See the [MPI Flowchart](#) for confirmation as to who participates in this process.
- 7.2. Following the Peer Review Process the MPI is then signed off by the [Approver](#) who is the MPI Author's Divisional Director (DD).
- 7.3. MPIs are disseminated to Programme / Project teams by the respective PMO. It is expected that Project / Programme Teams will complete the necessary Impact Assessments before implementation, raising (by exception) any concerns with the relevant Programme / Delivery Director; which is then reported back to the [Issuer](#).
- 7.4. The Supply Chain / DIPs should only implement MPIs after receipt of a formal instruction under the contract that they are working under. MPIs contain the details of the author or the author's team should there be any specific questions over the MPI content / direction (see [Section 6 - Queries and Advice](#))

8. Links: 8.1. SU CDM Arrangement Guidance -

<https://highways.sharepoint.com/sites/SupplyChainPortal/Major-Projects-Project-Control-Framework/Shared%20Documents/SU%20CDM%20Arrangement%20Guidance%20Rev-4.pdf?cid=62aafdf7-f921-443e-b41a-5edaea501671>

8.2. SU CDM Arrangement FAQ –

<https://highways.sharepoint.com/sites/SupplyChainPortal/Major-Projects-Project-Control-Framework/Shared%20Documents/SU%20CDM%20Arrangements%20FAQ.pdf>

8.3. Transfer of Control of Premises (TOCOP) Template –

<https://highways.sharepoint.com/:w:/r/sites/SupplyChainPortal/Major-Projects-Project-Control-Framework/Shared%20Documents/Transfer%20of%20Control%20of%20Premises%20-%20Template.doc>

8.4. NH Client Notification Letter –

<https://highways.sharepoint.com/:w:/r/sites/SupplyChainPortal/Major-Projects-Project-Control-Framework/Shared%20Documents/Notification%20of%20CDM%20Client%20-%20NH%20Client.docx>

8.5. SU Client Notification Letter -

<https://highways.sharepoint.com/:w:/r/sites/SupplyChainPortal/Major-Projects-Project-Control-Framework/Shared%20Documents/Notification%20of%20CDM%20Client%20-%20SU%20Client.docx>

8.6. SU PCF Page - <https://highways.sharepoint.com/sites/SupplyChainPortal/Major-Projects-Project-Control-Framework/SitePages/Statutory-Undertakers-Diversions.aspx>

8.7. H&S management system CDM Standard –

https://share.highwaysengland.co.uk/share/llisapi.dll/fetch/2000/32092/56526599/56523966/711988/711989/70601744/70588340/94272072/-/HSP005-MP3_Preliminary_Design_V1Jul2021_INT.pdf?nodeid=95663398&vernum=-2

8.8. Link to MPIs on SHARE and Link to MPIs on the MP Standards and Assurance Team SharePoint site on the Supply Chain Portal.

Version Number	Author	Issue / Withdrawal date
V0.1	Jamie Easterbrook	30.03.2023