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**VOLUME 0    MODEL CONTRACT  
DOCUMENT FOR MAJOR  
WORKS AND  
IMPLEMENTATION  
REQUIREMENTS**

**SECTION 0    INTRODUCTION OF  
MANUAL SYSTEM**

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**PART 1**

**SD 0/08**

**INTRODUCTION TO THE MANUAL  
OF CONTRACT DOCUMENTS FOR  
HIGHWAY WORKS (MCHW)**

**SUMMARY**

This Standard introduces the Manual of Contract Documents (MCHW). It sets out the Overseeing Organisations' requirements for Contracts for Trunk Roads within a structured system.

**INSTRUCTIONS FOR USE**

This is a new document to be incorporated into the manual.

1. Remove SA 4/01 Amendment 3 from Volume 0, Section 1, which is superseded by this Standard and archive as appropriate.
2. Insert SD 0/08 into Volume 0, Section 0.
3. Archive this sheet as appropriate.



**THE HIGHWAYS AGENCY**



**SCOTTISH GOVERNMENT**



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

**WELSH ASSEMBLY GOVERNMENT  
LLYWODRAETH CYNULLIAD CYMRU**



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**THE DEPARTMENT FOR REGIONAL DEVELOPMENT  
NORTHERN IRELAND**

# **Introduction to the Manual of Contract Documents for Highway Works (MCHW)**

**Summary:**

This Standard introduces the Manual of Contract Documents (MCHW). It sets out the Overseeing Organisations' requirements for Contracts for Trunk Roads within a structured system.

**REGISTRATION OF AMENDMENTS**

<b>Amend No</b>	<b>Page No</b>	<b>Signature &amp; Date of incorporation of amendments</b>	<b>Amend No</b>	<b>Page No</b>	<b>Signature &amp; Date of incorporation of amendments</b>

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**Contents**

Chapter

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

# 1. THE MANUAL OF CONTRACT DOCUMENTS FOR HIGHWAY WORKS

## 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” (MCHW). This contains, within a set of loose-leaf manuals, the primary documents required for the preparation of contracts for Trunk Road Works.

1.2 This Standard includes information about the system and the handling of future publications and updating. It supersedes Advice Note SA 4/01 Amendment No. 3 ‘*The Introduction of the Manual of Contract Documents for Highway Works*’ which is hereby withdrawn.

## Scope

1.3 The MCHW sets out the Overseeing Organisations’ requirements for contracts for Trunk Road Works 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.

1.4 A companion manual covering road and bridge design is the “Design Manual for Roads and Bridges” (DMRB).

## Definitions

1.5 “**Overseeing Organisation**” refers to the following organisations (or their successors):

The Highways Agency

Transport Scotland

Transport Wales (Trafnidiaeth Cymru)

The Department for Regional Development  
(Northern Ireland)

NB - Where a local highway authority decides to use the MCHW, either wholly or in part, it shall be defined as the Overseeing Organisation for the purposes of its local road schemes.

1.6 “**Standards**” means the Overseeing Organisations’ requirements, as set out in the MCHW and DMRB (also see paragraph 1.10 below).

1.7 “**Technology Specifications**” means the Highways Agency’s requirements in the field of traffic systems and signalling that are supplementary to the MCHW. These are available separately from the Agency’s ‘tss Plan Registry’.

1.8 “**Trunk Roads**” means those motorway and all-purpose roads for which the Overseeing Organisations are responsible.

1.9 “**Trunk Road Works**” means all works associated with Trunk Roads, including assessment, design, construction, operation, maintenance and demolition.

## Status of MCHW Documents

1.10 As with the DMRB documents, all requirements contained in MCHW documents shall be considered to have the status of Standards.

1.11 Any variation or waiving of a requirement contained within a MCHW document shall be considered as a Departure from Standard.

1.12 Refer to GD 01 ‘*Introduction to the Design Manual for Roads and Bridges*’ for details of the Overseeing Organisations’ requirements regarding Departures from Standards.

## UK Coverage

1.13 All publications covering contract preparation are supported by all four Overseeing Organisations in the UK. The MCHW is applicable throughout the UK except that additional specification requirements and contractual changes for Scotland, Wales and Northern Ireland may apply.

<b>Framework</b>		Section 7:	Mechanical and Electrical Installations in Road Tunnels, Movable Bridges and Bridge Access Gantries
1.14 The MCHW comprises:			
<b>Volume 0:</b>	Model Contract Document for Major Works and Implementation Requirements	Section 8:	Trenchless Installation of Highway Drainage and Service Ducts
Section 0:	Introduction of Manual System	Section 9:	Model Contract Documents for CCTV Survey of Highway Drainage Systems
Section 1:	Model Contract Document for Highway Works	<b>Volume 6:</b>	Departmental Standards and Advice Notes on Contract Documentation and Site Supervision
Section 2:	Implementing Standards	Section 1:	Standards
Section 3:	Advice Notes	Section 2:	Advice Notes
<b>Volume 1:</b>	Specification for Highway Works (SHW)		
<b>Volume 2:</b>	Notes for Guidance on the Specification for Highway Works	1.15	All volumes are available from The Stationery Office Ltd, bookshops and agents. Purpose made binders (which include section dividers) for all volumes are also available.
<b>Volume 3:</b>	Highway Construction Details (HCD)	1.16	Volumes 0, 1 and 2 are also available from the Highways Agency website at <a href="http://www.highways.gov.uk">www.highways.gov.uk</a> .
Section 1:	Carriageway and Other Details		
Section 2:	Not Used		
Section 3:	National Motorway Communications System Installation Drawings		
<b>Volume 4:</b>	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 for Highway Works		
<b>Volume 5:</b>	Contract Documents for Specialist Activities		
Section 1:	Geodetic Surveys		
Section 2:	Not Used		
Section 3:	Ground Investigation		
Sections 4 - 6:	Not Used		

**Decimal Cross References**

1.17 Decimal cross references are used in the documents in the MCHW. 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; and

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

**Contents pages**

1.18 Contents pages for each Volume of the MCHW are included in MCHW 0.0.2. These pages will be superseded each time a new document is added or an amendment made to an existing document. A page listing the titles of all Volumes and Sections in the manual is also provided in MCHW 0.0.2.

## Amendments

1.19 New documents and amendments to be incorporated into the MCHW volumes will be issued as and when required. 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, revised contents pages including an amendment record, and a separate 'instructions' sheet if necessary.

1.20 The amendments to Volume 2 will include within the text a replacement "Schedule of Pages and Relevant Publication Dates" (Series NG 000) for the SHW (MCHW 1). The amendments to Volume 4 will also include a replacement "Schedule of Pages and Relevant Publication Dates" for the Method of Measurement for Highway Works (MCHW 4). These 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.

1.21 The amendments to Volume 3 will include within the text a replacement "Schedule of Pages and Relevant Publication Dates" for the HCD.

## Model Contract Documents

1.22 The Model Contract Documents (MCDs) previously issued as Parts 2-7 of Volume 0, Section 1 are being withdrawn and replaced by each Overseeing Organisation as separate documents outside of the MCHW. Volume 0 Section 1 is currently set out as:

Part 1	SD 5
Parts 2-6	Withdrawn
Part 7	MCD for Engineering and Construction Contract

## Document Control

1.23 The manual system is designed to ensure that documents can be contained within a controlled system. Control of each document is achieved through the Amendment Record or "Schedule of Pages and Relevant Publication Dates" which details the pages that have been amended and dates of each amendment.

1.24 A standing order service is operated by The Stationery Office Ltd so that all amendments to the documents will be automatically dispatched to arrive immediately after the publication date. Requests for standing orders should be addressed to the Standing Order Department of The Stationery Office Ltd.

## Archive Copies

1.25 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 MCHW. The Stationery Office Ltd maintains archive copies of all volumes.

## Implementation

1.26 This Standard does not affect the individual documents used in the preparation of contract documents. It merely ensures a controlled procedure for retention and updating of the constituent documents. Detailed implementation instructions are given in a separate SD-series Standard linked to each update of the MCHW.

## 2. ENQUIRIES

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

Chief Highway Engineer  
The Highways Agency  
123 Buckingham Palace Road  
London  
SW1W 9HA

G CLARKE  
Chief Highway Engineer

Director, Major Transport Infrastructure Projects  
Transport Scotland  
8th Floor, Buchanan House  
58 Port Dundas Road  
Glasgow  
G4 0HF

A C McLAUGHLIN  
Director, Major Transport Infrastructure  
Projects

Chief Highway Engineer  
Transport Wales  
Welsh Assembly Government  
Cathays Parks  
Cardiff  
CF10 3NQ

M J A PARKER  
Chief Highway Engineer  
Transport Wales

Director of Engineering  
The Department for Regional Development  
Roads Service  
Clarence Court  
10-18 Adelaide Street  
Belfast BT2 8GB

R J M CAIRNS  
Director of Engineering