

ALERT TOPIC	Design Certificates and other documents with a legal implication.	ALERT REFERENCE:	2023 Q002
TARGET AUDIENCE:	CRL Highways Project Management and regions undertaking National Highways work	AUTHORISED BY:	Simon Dewsbury / Adrian Pike
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INTRODUCTION

- It is essential that legal or management system documentation are properly reviewed by all parties prior to its issue or use.
- Do not update previously signed documentation or re-use signed documentation for a different purpose without it being re-signed by all the authorising personnel.
- Applying picture images of signatures to documentation without the explicit written permission of the associated person is strictly prohibited by Concrete Repairs Ltd (CRL).

Design Certificate Temporary Works: Type P Category: Technical Approval CAT. 2	Name of Project: <i>Insert</i> Temporary Works: <i>Insert</i> Permanent structure: <i>Insert</i> Permanent structure reference no. <i>Insert</i> Date of preparation: <i>Insert</i>
Project details:	
Name of Project: <i>Insert</i> Temporary Works: <i>Insert</i> Name of permanent structure: <i>Insert</i> Permanent structure reference no. <i>Insert</i>	
Section 1	
We certify that reasonable professional skill and care has been used in the preparation of the design of the temporary works comprising <i>Insert description of temporary works</i> with a view to securing that:	
1) It has been designed in accordance with:	
a. The Approval in Principle dated, <i>(insert)</i> & Reference Number <i>(insert)</i> including the following: ²³ <i>Insert the reference number of the AIP, revision number and date approved by the TAA.</i>	
b. The TAA directives for the items listed in 3ii below. <i>Insert where applicable.</i>	
2) The design proposals reflect the requirements of the relevant highway authorities for all affected highways.	
3) The design of the temporary works has been accurately translated into temporary works drawings. The unique numbers of these drawings and schedules are:	

REASON FOR ISSUING THIS ALERT

- With immediate effect, the final versions of any documentation with legal implication that are initiated by Concrete Repairs Ltd (CRL) must be signed by all parties using the DocuSign system or wet ink signatures on hard copy (this can be scanned later).
- This will include the following documents if they are prepared for a National Highways scheme:
 - Approval in Principal documents (AIPs)
 - Design and Check Certificates (NB this has been agreed with National Highways and SES),
 - Construction Phase Plans (CPPs),
 - Sub-contracts with Tier 2 suppliers / sub-contractors.
- Diana Harris (dharris@crl.uk.com) has a software licence for DocuSign.
- Once the above document types have been agreed by all parties, they should be collated into a single .pdf document (including all appendices) and sent to Diana along with a list of authorised signatories (with job titles and email addresses) who need to sign the document and the correct order of signing.

CONCLUSIONS AND DISCUSSION POINTS

- Section 33 (items k, l and m) of the Health and Safety at Work Act includes legislation covering the unauthorised alteration and forging of statutory documents.
- Mis-using signatures is an offence with potentially large fines.
- This could also be a disciplinary matter.
- ASK YOURSELF, IS IT WORTH TAKING THE RISK?!

