



TransportNI Policy & Procedure Guide: RSPPG E006

Design Departures from Standard

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Version:	4
Implementation Date:	To be effective from the 'Date Issued'
Date issued to users:	20 October 2016

CLASSIFICATION

Title/Key words:	Departures from Standard, Design Manual for Roads and Bridges (DMRB), TransportNI Standards, Standards for Highway Works
Directorate/Owner:	Engineering
RSHQ or HoBU managed function:	Traffic and Engineering Policy Branch (TEPB)
Work areas:	Road Structures and Road Standards

NOTES

CERTIFICATION

This document complies with TransportNI Policy. For Implementation and Issue Dates, see above.

Signed: Director of Engineering

Print Name:

Certification Date:

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1. Introduction

1.1. Purpose

This TransportNI Policy & Procedure Guide (RSPPG) is aimed at:-

- a) TransportNI staff, consultants and Design, Build, Finance and Operate (DBFO) companies involved in the preparation of designs for any works requiring Departures from Standard.

1.2. Definitions

- 1.2.1. **Divisional Project Manager (DPM)** shall be the person from TransportNI Divisional Client responsible for progressing the scheme.
- 1.2.2. **Director of Engineering (DoE)** shall be the person from TransportNI responsible for approving and signing the Departure from Standard.
- 1.2.3. **Relaxation of Standard (RoS)** is defined in paragraph 1.27 of Volume 0 Section 1 Part 2 GD 01/15 of the Design Manual for Roads and Bridges (DMRB)^{4.1.1}, which states “A number of DMRB documents contain provision for Relaxations. A Relaxation means a permitted variation from particular requirements within defined limits and in defined situations. Where relaxations are permissible the circumstances will be defined in the document. Any further proposed variation beyond these limits requires a “Departure”.”
- 1.2.4. **Departure from Standard (DfS)** is defined in Paragraph 1.19 Vol 0 Section 1 Part 2 GD 01/15 of the DMRB as any variation or waiving of a requirement contained within a DMRB document, except where Relaxations are permitted.
- 1.2.5. **Developer Led Schemes**, with reference to this policy, are schemes which the Developer takes the lead in promoting and developing. Schemes may be partially or wholly funded by the developer or another NI Department, or partially funded by TransportNI.

1.3. Background

- 1.3.1. TransportNI policy on the applicability of DMRB standards for various categories of roads is contained in RSPPG E003 ‘TransportNI Design Standards’^{4.1.2}. Wherever possible these standards should be adhered to. However, for a particular scheme there may be justifiable mitigating circumstances prompting a designer to consider whether it is appropriate to relax or depart from a particular DMRB requirement. According to the DMRB, RoS, or DfS, may be granted by the Overseeing Organisation (Department for Infrastructure (DfI) in NI) in accordance with paragraphs 1.19 – 1.35 of the Introduction to the DMRB (Volume 0 Section 1 Part 2 GD 01/15). This

document (RSPPG E006) outlines TransportNI policy and procedures relating to DfS applications. TransportNI policy and procedures relating to RoS applications are set out in RSPPG E007 'Design Relaxations of Standard'^{4.1.3}.

1.4. Costs and Benefits

1.4.1. As this is an update of an existing RSPPG, costs and benefits are not relevant at this time.

2. TransportNI Policy & Procedure

2.1. Procedures

2.1.1. In the circumstances outlined in Para 2.3.1 of RSPPG E003 where DMRB requirements cannot be met, (or where the circumstances outlined under the Procedures and Guidance section in DEM 162/16 'Scheme Design Approval Procedures for Non-Trunk Roads'^{4.1.4} are deemed to exist) a formal application for DfS must be made in accordance with this document.

2.1.2. Only the **Director of Engineering** has the authority to approve these DfS.

2.1.3. The procedures to be followed are:

- I. DfS must be highlighted by design organisations and approval obtained from TransportNI. Guidance on the justification for a departure is provided in Vol 0 Section 1 Part 2 GD 01/15 of the DMRB.
- II. Requests for DfS shall be completed in detail on the attached appendix 5.1 proforma. (The standard proforma may be downloaded in an electronic format from the DfI website <https://www.infrastructure-ni.gov.uk/publications/departures-standard-rsppg-e006>).
- III. TransportNI applications for DfS must be signed by an SPTO or above. Consultants' and DBFO companies' DfS must be signed by a chartered engineer within the design team.
- IV. Completed applications **must** be submitted to the **DPM** who will carry out an initial review of the submitted documents and, when content that they are correct, forward the DfS application to one of the following contacts; depending on the nature of the project;
 - a) **Major Works Schemes** - The HQ Strategic Road Improvements Team (HQ SRIT)
 - b) **Minor Works Schemes** - Network Development Branch HQ (NDB HQ) (NDB HQ to consult HQ SRIT for any Minor Works Scheme affecting the Strategic Road Network)

- c) **Developer Led Schemes** – Division shall liaise with NDB HQ and HQ SRIT to determine who will be responsible for assessing the Departures

- V. If the request is acceptable, a recommendation shall be made by Traffic and Engineering Policy Branch (TEPB) for the DoE to sign it as approved.

2.1.4. Consultants & DBFO Companies

- 2.1.4.1. These procedures are equally applicable to Consultants and DBFO companies working for TransportNI, and they should be made aware of the procedures and DfS proforma. DPMs shall deal with their requests in the same manner as internal TransportNI requests. An example of a standard 'Form Letter', which may be used to explain the procedures, is included in Appendix 5.2.

3. Equality Impact Assessment (EQIA)

3.1. Equality Impact Assessment Section 75 of the Northern Ireland Act 1998

- 3.1.1. No Section 75 equality issues arise from the introduction of this Memorandum as it addresses an internal procedural matter covering technical approval of schemes which depart from TransportNI Requirements.

4. References

4.1. General references

- 4.1.1. Design Manual for Roads and Bridges
- 4.1.2. RSPPG E003 TransportNI Design Standards
- 4.1.3. RSPPG E007 Design Relaxations of Standard
- 4.1.4. Director of Engineering Memorandum (DEM) 162/16 - 'Scheme Design Approval Procedures for Non-Trunk Roads.'

5. Appendices

5.1. Application for Departure from Standard



Application for Departure from Standard

Design Organisation:

Contact Name:

Contact Tel No:

Designer Ref:

Scheme Title:

Tick as appropriate ✓
TransportNI promoted scheme
Developer led scheme
(Project Designer to assign)

Tick as appropriate ✓
Minor Works
Major Works
(Division Project Management to assign)

Relevant Standard(s) (reference must be made to specific relevant paragraphs)

Design speed:

Proposed Departure(s) from Standard including justification

Continues...

Proposed Mitigation Measures

Signed:

TNI Grade or

Company Position/Professional Qualifications:

Print Name:

Date:

Completed signed original applications and supporting drawings to be forwarded to the Divisional Project Manager.

I confirm that the proposed scheme incorporating the above listed Departure(s) meets the projects objectives and has been approved.

Signed:

Divisional Project Manager

Print Name:

Date:

Completed signed original applications and supporting drawings to be forwarded to SRI TransportNI HQ or Network Development Branch TNI HQ.

Standards and Design Proposals accepted by: SRI TNI HQ	Tick as appropriate ✓ <input type="checkbox"/>
Network Development Branch TNI HQ	<input type="checkbox"/>
Signed:	Grade:
Print Name:	Date:

Approved:

Director of Engineering

Print Name:

Date:

TNI HQ Ref:

5.2. Example of Form Letter from DM to an outside consultant/company



<<Date>>

<<name>>

<<address>>

Dear <<name>>

Departure from Standard

The requirements for all TransportNI work for various classes of road are contained in TransportNI policy and procedure guide RSPPG E003 'TransportNI Roads Design Standards'. Where a road is to be designed to the Design Manual for Roads and Bridges (DMRB), and where designers cannot reach the requirements in it, Relaxations of Standard or Departures from Standard may be granted by the overseeing organisation (Department for Infrastructure in NI) in accordance with paragraphs 1.19 – 1.35 of the introduction to the DMRB (Volume 0 Section 1 Part 2 GD 01/15).

The purpose of this letter is to set out the procedures that shall apply in relation to the granting of Departures from Standard in accordance with RSPPG E006 'Design Departures from Standard')

Procedure

Where standards in DMRB prescribe the technical requirements that have to be met in the design of TransportNI schemes, and where there is no provision in the standard for a lesser requirement (a relaxation), a Departure from Standard must be sought.

The procedures to be followed are: -

1. Departures from Standard **must** be highlighted by design organisations and approval obtained.
2. Requests for Departures shall be completed in detail on the attached pro-forma and submitted to Divisional Project Managers. Submissions shall be signed by a chartered engineer within the design team.
3. Divisional Project Managers shall carry out an initial review of the submitted documents and, when content that they are correct, forward the submission to one of the following contacts, depending on the nature of the project:-
 - a) Major Works schemes - the HQ Strategic Road improvements Team (HQ SRIT)
 - b) Minor Works schemes - Network Development Branch HQ (NDB HQ)
 - c) Developer Led Schemes – Division shall liaise with NDB HQ and HQ SRIT to determine who will be responsible for assessing the Departures

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The relevant contact shall liaise with the Traffic and Engineering Policy Branch (TEPB). If consensus is reached TEPB shall make a recommendation to the Director of Engineering to approve.

4. If the Director of Engineering approves the request, the application will be signed and returned.

I should be grateful if you would ensure compliance with this procedure.

Divisional Manager

<<Print name>>

6. Control Sheet - TransportNI Policy and Procedure Guide: E006

6.1. Document History

Version	Date	Author	Authorised by Document Control Panel Members	
			Name:	Signature
1	28/03/2000	J Irvine	R Wilson	
2	29/12/2000	W Kerr	R Wilson	
3		D Cameron	G Brown P Hamilton R Morgan	
4	30/09/2016	D McCullagh	H Hamilton	

6.2. Overall Reasons for this Version

Version	Reasons
1	First issue of RSPPG
2	To correct location of electronic forms
3	To accommodate changes to RS structure, and changes in scheme procurement
4	Change in Department /Organisation names and terminology updated

6.3. Revision Details

Version	Amendments
2	Para 2.13 (ii) changed to show electronic forms location
3	Para 1.3.1 – DMRB paragraph reference changed
3	Para 2.1.3(ii) – changed to show who departures should be submitted too.
3	Para 2.1.4.1 – Changed to show who departures should be signed by.
3	3.2 Appendix - DMRB paragraph reference changed
4	Various locations throughout the document with change in Department and Organisation names and terms.