



**INSIGHT VERSION 2.5**  
**TMA OPERATIONS FOR UTILITIES**  
**COURSE DEFINITION**

**DURATION:** One Day

**INTRODUCTION**

The course will take the form of a workshop. Each delegate will have the opportunity to use an Insight workstation, either exclusively, or more commonly, shared with a colleague.

This workshop will introduce delegates to the new version of the Street Works system, incorporating all the functionality for the Traffic Management Act and the new EToN 4 Technical Specification, both of which are mandatory from 1 April 2008. It will also cover the way in which the system may be used to meet the needs of works promoters, to ensure conformance with statutory requirements, and minimise the potential liabilities of noticing failures.

**OBJECTIVES**

- Understand the changes introduced in the Traffic Management Act and the EToN 4 Technical Specification, effective from 1 April 2008.
- Familiarisation with the new Insight Version 2.5 and the way it meets TMA requirements.
- Awareness of how to best use the system to ensure compliance and minimise failures.

**PREREQUISITES**

The following prerequisites are considered to be essential, if participants are to derive maximum benefit from the workshop.

- General familiarity with Street Works operations, although not necessarily a knowledge of the new TMA Codes of Practice.
- Experience of using previous Insight product versions, or prior attendance on an Insight Introductory course.

**COURSE FORMAT**

The Workshop will comprise a series of instruction sessions, interleaved with practical examples providing attendees with hands-on experience of using Insight functionality. Delegates will use the Insight 2.5 product throughout the day, to cover the full Street Works life-cycle in accordance with TMA regulations, and enable them to put into practice the knowledge they have gained.

Attendees will also be provided with a full course handout to support the workshop, and to act as a guide when delegates subsequently utilise Insight 2.5 for live operations.

## **AGENDA**

- 1. Introduction to Traffic Management Act**
- 2. Basic Street Works Life-Cycle**
  - 2.1 Creating Works and Works Contacts, including map referencing
  - 2.2 Dealing with all the new Data Fields
  - 2.3 Actual Start and Works Stop Notices
  - 2.4 Partial and Full Registrations, including trench co-ordinates
  - 2.5 New Works Phases
  - 2.6 Notice Sequence Numbers
  - 2.7 EToN4, XML Notice Formats and Web Services Transmission
  - 2.8 National Schema and Acceptance/Rejection of Notices
- 3. Street Works Life-Cycle Exceptions**
  - 3.1 Advanced Planning Information & Advanced/Confirmation Notices
  - 3.2 Early Starts – an example of Agreements
  - 3.3 Re-Scheduling Works
  - 3.4 Emergency Notices – Advanced Telephone Notification
  - 3.5 Registrations for Combined and Subsumed Sites
  - 3.6 Works on Multiple Streets and Project Reference
- 4. State Transition and Correction Processes**
  - 4.1 Notice Cancellation and Works Resurrection
  - 4.2 Error Correction Requiring Agreement
  - 4.3 Error Correction not Requiring Agreement
  - 4.4 Correction of Registration information
  - 4.5 Works Status Corrections (Withdraw Section 74 notices)
- 5. Follow-up and Ensuring Correct Notice Production**
  - 5.1 The Criticality of Notice Validity Periods
  - 5.2 The Due Date Follow-Up System
  - 5.3 Expiry Due Enquiry and Bulk Notice Cancellation
  - 5.4 Closure and Registrations Due
- 6. Authority Notices and Responses**
  - 6.1 Notices Awaiting Assessment
  - 6.2 Section 58 and 58A Revised Restriction Periods
  - 6.3 Proposed Restrictions and Restrictions In Force
  - 6.4 Sections 56, 56(1A), 56(A), and 66 Directions
  - 6.5 Section 74 Challenge and Over-Run Warnings
  - 6.6 Section 74 Challenge Non-Acceptance
  - 6.7 "Get Restrictions" Request
- 7. Operational Districts**
  - 7.1 Additional Web Services Information and EToN Ping
  - 7.2 Additional FPN Information
  - 7.3 Non-Working Hours Flag
  - 7.4 Rules for Information Distribution
- 8. Fixed Penalty Notices**
  - 8.1 Fixed Penalty Notices Awaiting Assessment
  - 8.2 Receipt of Electronic Fixed Penalty Notices and FPN Withdrawals
  - 8.3 FPN Comments
  - 8.4 Internal Records of "Expected FPNs"
  - 8.5 How to Minimise Potential Liability
- 9. Questions & Discussion**

# Addendum to TMA Operations for Utilities – Course Definition

The new Regulations, Code of Practice and EToN Technical Specification represent the biggest change in Street Works legislation in at least the last 50 years. Yet, many members of the community seem to be underestimating the extent of change involved. The change is considerably more dramatic than the introduction of NRSWA in 1993, EToN in 1999 or Section 74 in 2001. If anyone has any doubt about this, the following is a list that justifies the claim:

- New Works categories and notice periods (generally longer timescales for noticing).
- Changes to the categorisation of works.
- Exceptions to the noticing rules in selected situations (e.g. major Works do not need Advanced Notice, if interim-permanent, remedial, or in response to a Section 58/58A notice).
- Substantially reduced validity periods for notices before they expire.
- Changes and clarifications in rules for deriving notice and response periods in working days.
- Rigid rules requiring cancellation of works that do not proceed.
- More onerous requirements for re-scheduling of works.
- Fixed Penalty Notices for failure to notify in accordance with rules.
- A new life-cycle for the processing of FPNs, with new notices for FPN and FPN Withdrawal.
- New rules for the Street Works life-cycle, including new State Transition.
- New Works Phase concepts and Phase Type data item.
- Mandatory Registrations, other than for no-excavation works and barholes.
- Completely new rules for BarHole works, with their own Registration transaction.
- The introduction of Forward Planning Information notices.
- Changes in Section 56 and 56(1A) Timing Directions.
- Introduction of Section 56A on placement of apparatus.
- Major changes in Section 58 Restrictions, including new life-cycle, periods and transactions.
- Introduction of Section 58A Restrictions, with its own life-cycle, periods and transactions.
- Completely new notice transactions for "Proposed Restrictions" and "Restriction in Force".
- New EToN 4 XML-based notices, transmitted via web services.
- A new Error Correction process, with complex associated rules including the need to obtain pre-agreement in many situations.
- New controlled processes for correcting mistakes in Section 74 transactions (Start and Stop).
- New addressing rules for notices.
- New Notification Comments data item, in addition to Works Description, with rules about usage.
- The introduction of pre-Agreement processes, with Agreement Reference, Contact Details, etc. (12 types of agreements, mandatory for specific scenarios, and rules about when they can be used).
- A new Charge category data item, to differentiate on excavations and S74 liability.
- Mandatory Co-ordinates on most Initial Notices, with rules regarding points or polylines.
- Mandatory Co-ordinates on Registration sites, with different rules regarding points or polylines.
- New Working Hours data item.
- Amended Traffic Management data items.
- New rules regarding "combined sites" and "subsumed sites".
- The introduction of Interim Construction Method data item.
- New Project Reference data item, with new rules for handling works across multiple streets.
- New rules for provision of Works Contacts details.
- Highway Authority "Out of Normal Hours" Arrangements which affect noticing rules.
- New Operational District notice with 19 additional data items.
- New rules for distribution of Operational District information.
- New Duration Challenge Non-Acceptance notice.
- New EToN Ping transaction for checking existence of web services.
- New Get Restrictions transaction to obtain details of proposed/existing S58/58A Restrictions.
- Notice Sequence data item and associated rules for tracking notices in life-cycle.

If both the resource requirements involved in operating the TMA, and the potential threat of liability to financial penalties, are to be minimised, this course is essential for all personnel involved in Street Works noticing operations.