

Devon Highway Network Maintenance Category & Hierarchy Change Procedure

Carriageway

1. Area Project Engineers to forward all maintenance category (m/c) change request details, after consultation with relevant Parish Council, to the Principal Engineer (Asset Management) at HQ. Refer to table 3.4 maintenance categories in the Highway Maintenance Strategic Plan. Details must include the location, road number, section numbers from start to end, current & proposed m/c and justification for change plus a map indicating changes.
HQ to sign & date change progress sheet on receipt of request.
2. Changes to m/c 3, 4, 5 & 6 roads must be evaluated, by the Traffic Engineer (Traffic Policy Team), for the implication to road classification.
Sign & date change progress sheet on completion of evaluation.
3. Approval of change to m/c 3 to 6 roads is by the Transport Asset Manager.
Approval of change to m/c 7 to 12 roads is by the Principal Engineer (Asset Management).
The change request originator (Area Project Engineer) will be consulted & notified of any non-approval.
Sign & date change progress sheet on approval or rejection.
4. The details for the approved changes will be forwarded to the National Street Gazetteer (NSG) and Pavement Management System (PMS) network database teams for system up-date.
Sign & date change progress sheet for each database up-date completion.
5. Confirmation of the approval and progression to the database teams will be sent to the change request originator Area Project Engineer.
6. The Highway Data Team Engineer will generate an up-dated Devon network maintenance category road length table at the end of January and July.