

Definitions of standards (operational policy) types for Transport Services

10 June 2024

Version 1.0

The types of Standards that Transport Services uses are listed below.

For new Standards and revisions to existing Standards one of the following types *shall* be used. For *revisions to existing Standards*, the existing type may be retained *if approved* at the initiation phase of the Standards revision process.

Operational policy

Operational policy sets out *at a high level* how Transport Services operationalises (gives effect to) Government and directional policy and strategy and legal requirements in delivering its activities, functions and outcomes. Operational policy is a requirement, and its primary audiences/stakeholders are NZ Transport Agency and Approved Organisations.

(Note: “operational policy” may also be understood to include all Standards types defined below. But for this purpose, it refers to a separate intermediary policy between directional policy and Standards).

Specifications

Specifications are *required* instructions that set out the specific activities and processes that a Supplier (contractor, professional services consultant, maintenance and operations contractor) *must* undertake, the materials, equipment, and products that a supplier *must* use, the performance outcomes the supplier *must* use, and the performance outcomes the supplier *must* deliver in carrying out contract works.

Specifications form part of the contract documents in commercial agreements and are implemented by Suppliers.

There are four types of specifications:

- 1) *Construction (delivery) specifications* – for the delivery of physical works and improvements, and the contractor processes, procedures, management, test methods and requirements associated with delivery.
- 2) *Design and assessment specifications* – professional services for the planning, assessment, evaluation, business case preparation, design, assurance, monitoring and management of physical works/improvements and maintenance and operations.
- 3) *Maintenance and operations specifications* - for the maintenance and operation of transport systems, and the contractor processes, procedures, test methods, management and requirements associated with delivery.
- 4) *Type approvals* - for the (pre)approval of products, equipment, materials and services to be used in the delivery of physical/improvements, maintenance and operations, and design and assessment professional services.

Notes to specifications

Notes to specification provide advice, direction and explanatory and contextual information supporting the application and implementation of specifications. Notes to specifications are companion documents to individual specifications. Notes to specification do not contain requirements but may be included in commercial agreements to support Supplier implementation of specifications.

Guides

Guides provide advice, general direction and explanatory and contextual information supporting the delivery of sector activities, functions and outcomes. Guides should *not* contain requirements (but may explain requirements).

Guides may be implemented by Transport Services, Approved Organisations or Suppliers. Guides may be included in contract documents in commercial agreements.

Guide notes

Guide Notes are supplements or companion documents to a Guide and should be read and implemented alongside the principal guide. Guide Notes are brief (generally a couple of pages) documents that support guide implementation by specific users or implementation under specific circumstances.

Procedures

Procedures are *required* instructions, steps, processes, and procedures that NZ Transport Agency Waka Kotahi or Approved Organisations must undertake in delivering their *internal* activities and functions.

Manuals

Manuals are compilations of individual Standards that have been separately developed and approved. Compilations may be by category, discipline, division etc, as required to meet the business need. The preferred form of a manual is a virtual compilation.

Manuals may provide introductory or contextual information but should not interpret or summarise Standards contained within the Manual.

Interim standards

Interim Standards either modify or supplement an existing Standard or are a placeholder for a new Standard that is not yet complete. Interim Standards are used to correct errors, omissions, or establish interim policy when there is urgency or critical need and when it is not practical to update an existing Standard or develop a new one within the desired timeframes. Interim Standards should be in effect no longer than one year. (Interim standards historically include Technical Advice Notes, Technical Memorandums, etc).

Note: Interim Standards must be approved through the appropriate delegations.

Standard Type	Requirement or Information	Primary Audience / Stakeholder
Operational Policy	Requirement	NZ Transport Agency Approved Organisations
Specification	Requirement	Suppliers

Standard Type	Requirement or Information	Primary Audience / Stakeholder
Notes to Specification	Information	Suppliers
Guide	Information	Suppliers NZ Transport Agency Approved Organisations
Guide Notes	Information	Suppliers NZ Transport Agency Approved Organisations
Procedure	Requirement	NZ Transport Agency Approved Organisations
Manual	Requirement and/or Information	NZ Transport Agency Approved Organisations
Interim Standard	Requirement or Information	Suppliers NZ Transport Agency Approved Organisations