HS2 - Volume 5 and BID Report Progressive Assurance

HS2

Report information
Pre populated from reports list

Report Reference	
Report Title	
Volume / Report	
Topic / Cross Topic	
CDES or EOC	
Community Area / Route-wide	

Report ownership
The following section should be completed by the report owner

Report Author(s)	Free text	
Report Checker(s)	Free text	
Report Technical Lead / Sign-Off	Free text	
Report EIAM Approver	Free text	

Report checklist
The following section should be completed by the report owner

Report split into parts?		If a Part what Part of how many?	Free text
Page count	Free text	Is the contents list complete and reflects all tables, figures, appendices etc?	
Number of tables	Free text	BID only - does this report include assessment or evaluation work, profession judgment or commentary?	
Number of figures	Free text	Which other Volumes is this report referred to from (list all)?	Free text
Number of appendices / annexes	Free text	Design Control Point used? (for Other please add below)	SES1 & AP1 - Stage 1
PDF stitching required (add details to 'Additional Information' below)		Other (delete this text and type new criteria here)	

Are there any data or survey gaps in the report? If yes, please list.	Free text
Does this report present or rely on data provided by a third party? If yes whom? And has this data been checked and validated?	Free text
Does this report present or rely on data collected directly from site? If yes has this data been checked and validated?	Free text
Have HS2 standards, specifications and requirements been used? If not, provide details.	Free text
Have all the departures from standards, specifications and requirements been agreed with HS2? If not, provide details.	Free text
Have Network Rail Design Standards been used? If yes, provide details.	Free text
Does this report comply with the SMR and relevant Technical Notes? If not, provide details.	Free text
Has the instructed template been used? Has any fixed text been amended? If yes has this been agreed with EOC and HS2 ID and recorded, and Volume 5 team informed?	Free text
Has this report been cross-read with other relevant reports and Volumes for consistency? Notably for consistency of scheme design, significant effects, mitigation and residual effects. If not, provide justification.	Free text
Have the topic interactions identified in the PWAP been considered?	Free text
Has the same design information been used for the topics assessments with which this report interfaces?	Free text
Has the same design information been used for the other Volumes with which this report interfaces?	Free text
Is this report consistent with all relevant Map Books?	Free text
Does this report refer to a specific individual map sheet? If yes has that sheet been checked as correct?	Free text
Is any modelling data included? If yes, provide names of models used and their source e.g. provided by the EA or developed by CDES.	Free text
Are there any implicit assurances in the text? If yes, have these been agreed by HS2? please provide details.	Free text
Does this report include any assumptions or limitations? Has the Assumptions and Limitations Register been completed?	Free text
Have the Style Guide and the abbreviations and acronyms list been complied with fully?	Free text

Have all cross-references been checked and in the correct format?	Free text
Have all footnotes and web links been checked and in the correct format?	Free text
Is the Reference section complete, correct and up-to-date?	Free text

Report Risk Identification
The following section should be completed by the report owner

Does this report's completion present implications for the programme of the submission of the hybrid bill?		Does this report relate to a station?		Are there any significant design changes anticipated?	
Has this report been shared by HS2 with any stakeholders? If so which, and have their comments been addressed to their satisfaction?		Does this report state number of demolitions?		Does this report cover off-route impacts?	
Does this report relate to any issues that present key stakeholder or major petition risks, or reputational risks?		Does this report state numbers of borrow pits and/or sustainable placement areas?		Does this report include an interface with Phase One?	
Does this report contain any detailed scheme design information?		Does this report present any implicit assurances (other than mitigation)?		Does this report include an interface with Phase 2a?	
Does this report relate to additional land that has been taken for the project on a precautionary basis?		Does this report relate to construction programme impacts?		Does this report include an interface with Northern Powerhouse Rail (NPR)?	
Does this report contain any likely significant effects?		Does this report relate to a Habitat Regulations Assessment (HRA)?		Does this report include an interface with Midlands Connect?	
Does this report contain any mitigation?		Does this report relate to the Water Framework Directive (WFD) assessment?		Does this report include an interface with any tram schemes?	
Does this report contain any likely significant residual effects?		Does this report refer to any other legislative regimes (e.g. Scotland)?		Does this report include an interfaces with any other major committed development?	

Status History

Read me first:
•The report Status History section shall be completed by **all** who author, check, review and sign-off the report to record the report's status at all times and to support the final sign-off.
•The report must be maintained live on SharePoint through to PDFing.
•Only the author team can edit the report; all reviewers should leave Comments in bubbles in the report and summarise key findings below.
•EOC and HS2 Ltd assurance will be undertaken using a risk-based sampling approach, comments made may apply to other reports.
•The author team is responsible for addressing comments made, and checking if the comments are relevant to other reports for consistency.
•The author team shall maintain a clear audit trail and ensure the authoring / editing activities are recorded below. The **fixed activities** that shall be recorded in line with the D2D programme are:
- On SharePoint (author team)
- Ready for Stage 1 Review (author team)
- Ready for Stage 2 Review (author team)
- Ready for Stage 3 Review (author team)

For final issue:
- Final Technical Sign-off (topic leads MWJV, EOC and HS2 ID)
- Final Style Guide/ References / Production Ready Sign-off (author team)
- PDF Sign-off (topic lead author team)
- Final EIAM Sign-off - Print Ready (EIA Manager author team)
- PDF and Cover Sheet Spot Check (EOC Volume 5 team)

Rows below can be expanded and new rows added as required (right click> insert>Table Rows Above)

Team / Role	Activity	Name	Date	Summary Notes	Response/Action (include who to Action)

Additional Information