

## Appendix 4 Glossary of Abbreviations and Terms

Terminology	Definition
ACR	Annual Contract Review
ADEPT	Association of the Directors of Environment, Economics, Planning and Transportation (formerly CSS)
AIS	Asset Information Strategy
AONB	Area of Outstanding Natural Beauty
Asset Management	A strategic approach that identifies the optimal allocation of resources for the management, operation, preservation and enhancement of the highway infrastructure to meet the needs of current and future customers.
Asset Management Regime	Comprises the organisational structure and business processes, asset management planning and work planning and information management and systems that enable asset management to be effectively planned and delivered.
Asset Management System	The hardware and software that supports Asset Management practices and processes. Used to store the asset data and information.
Asset Valuation	The procedure used to calculate the asset value.
Backlog	The monetary value of work required to close the gap between the current performance provided by an asset and the required performance.
BCI	Bridge Condition Indices
BSCI	Bridge Stock Condition Indicator
BVPI	Best Value Performance Indicator
Chart	Computerised Highway Assessment of Ratings and Treatment
Cheltenham BC	Cheltenham Borough Council
CIPFA	Chartered Institute of Public Finance Accountants
CONFIRM	Computer Based Maintenance Management System
CROW	Countryside and Rights of Way Act 2000
CSCS cards	Construction Skills Certification Scheme
CSS	County Surveyors' Society
CVI	Coarse Visual Inspection
Data	Numbers, words, symbols, pictures, etc. without context or meaning, i.e. data in a raw format.
DfT	Department for Transport
DMRB	Design Manual For Roads And Bridges
DNO's	Distribution Network Operator
DRC	Depreciated Replacement Cost
DVI	Detailed Visual Inspection
Excel	Software Spreadsheet
EXOR	Computer Based Maintenance Management System
FMS	Fault Management System
FNS	Footway Network Survey
GAAP	Generally Accepted Accounting Practice
GCC	Gloucestershire County Council
GH	Gloucestershire Highways
GIS	Geographical Information System
Gloucester CC	Gloucester City Council
GRC	Gross Replacement Cost
HAMFIG	Highways Asset Management Financial Information Group
Hazard	A source of potential harm
HIAMG	Highways Infrastructure Asset Management Guidance

<b>Terminology</b>	<b>Definition</b>
Highway Network	Collective term for publicly maintained facilities laid out for all types of user, and for the purpose of this guidance includes, but is not restricted to, roads, streets, footways, footpaths and cycle routes.
Highways England	Organisation that operates, maintains and improves the Motorway and Trunk Road Network
HMBAP	Highways Maintenance Biodiversity Action Plan
HMEP	Highways Maintenance Efficiency Programme
HNA Code	Code of Practice for the valuation of the Highway Network Asset
HRA	Hot Rolled Asphalt
ICP's	Independent Connection Providers
ILP	Institution Of Lighting Professionals
Inventory	Information used to describe each individual asset, including but not restricted to location, type, dimensions, construction information and records of use.
IPSOS Mori	A UK research Company poll
ISO standards	Internal Organisation for Standardisation
KPI	Key Performance Indicator
LA	Local Authority
Level of Service	A statement of the performance of the asset in terms that the stakeholder can understand. They cover the condition of the asset and non-condition related demand aspirations, i.e. a representation of how the asset is performing in terms of both delivering the service and maintaining its physical integrity at an appropriate level.
Lifecycle Plan	A considered strategy for managing an asset, or group of similar assets, from conception construction (planning and design) to disposal. A lifecycle plan should give due consideration to minimising costs and providing the required performance.
LMZ	Lorry Management Zone
LRQA	Lloyds Register Quality Assurance
LTP	Local Transport Plan
LTP2	The Second Local Transport Plan
Maintenance	A term used to describe the activities and operations undertaken to manage /maintain highway assets, e.g. inspection, assessment, renewal, upgrade etc.
Mayrise	Computer Based Maintenance Management System (used for Streetlighting)
MOVA	Microprocessor Optimised Vehicle Actuation
MTC	Meeting the Challenge
MTFS	Medium Term Financial Strategy
Need	Maintenance need required of an asset to improve its performance.
NHT survey	National Highway and Transportation annual public satisfaction survey
NI	National Indicators
OPDM	Office of the Deputy Prime Minister
OFGEM	Office of Gas & Electricity Markets
OGC	Office of Government Commerce
ORC Surveys	Opinion Research Corporation
OS	Ordnance Survey
OSGR	Ordnance Survey Grid Reference
PCC	Pre Cast Concrete
Performance	A term used to describe the service delivered as measured by a series of levels of service. It comprises of both condition and non-condition measures (i.e. safety, accessibility, etc).

<b>Terminology</b>	<b>Definition</b>
Performance Measure	A generic term used to describe a measure or indicator that reflects the performance and/or condition of an asset.
PEMs	Public Enquiry Management System
PPE	Personal Protective Equipment
PROW	Public Right of Way
Residual Risk	Remaining risk after implementation of risk treatment or control
Risk Assessment	The process of risk identification, risk analysis and risk evaluation
Risk Evaluation	Comparison of the risk score against the risk tolerance
Risk Identification	The process of determining what, where, when, how and why something could happen
Risk Management	The chance of something happening which will have an impact on corporate, departmental, tactical, operational or project objectives
Risk Reduction	Action taken to lessen the likelihood, negative consequence or both
RMMS	Road Management Maintenance System
ROW	Rights of Way
ROWIP	Rights of Way Improvement Plan
RTAs	Road Traffic Accidents
RUPP	Roads Used as Public Path
SCRIM	Sideway-force Coefficient Routine Investigation Machine
SEC	Service Engineering Company
SCRIM	Sideways Force Coefficient Routine Investigation
SHE	Safety, Health & Environmental services
SOM	Standard Operating Model (used by Ringway) to deliver Highways Maintenance)
SPONS	Spon's Civil Engineering and Highway Works Price Book 2009
SSSI	Sites Of Special Scientific Interest
Stakeholder	An individual, group, body or organisation with a vested interest in the management of the transport network, e.g. authority/owner, public, users, community, customers, maintenance contractors and businesses.
TAG	Local Authority Technical Advisers Group
TAMP	Transport Asset Management Plan
Transport Asset Management Plan	A plan for managing the transport asset base over a period of time in order to deliver agreed target Levels of Service, in the most cost effective manner.
TRO	Traffic Regulation Order
TSRGD	Traffic Signs Regulations & General Directions
UKPMS	United Kingdom Pavement Management System
UKRLG	United Kingdom Roads Liaison Group
UTC	Urban Traffic Control
Value Engineering	Development of optimal solutions for prioritised maintenance needs using option appraisal, whole life costing, scheme development, and synergies with other highway schemes.
Value Management	Assessment and prioritisation of identified maintenance needs.
VAS	Vehicle Activated Signs
WGA	Whole Government Accounts
Whole Life Cost	Total cost of the asset over the term of its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal.
Workbank	Database of all outstanding maintenance work that currently exists on the network.