

— THE OFFICE OF THE —

# SCOTTISH ROAD WORKS COMMISSIONER

## VAULT – FREQUENTLY ASKED QUESTIONS

### WHAT IS VAULT?

The Scottish Road Works Register (SRWR) is a system used by all roads authorities and undertakers in Scotland to coordinate their works. It has long allowed them to share details of where they intend to work and what they intend to do. Part of the information shared relates to requests for information on the location of underground apparatus which may affect these works (using Plant Information Requests). Historically this information has been provided using a combination of proprietary systems such as maps sent by email, access to websites, distributed CDs containing the data or printed paper plans.

The Community Apparatus Data Vault system (Vault for short) is intended to centralise this information on the register, adding apparatus information alongside details of where works are taking place. Built on the foundations of the UK Government funded VISTA project, Vault allows the display of information from disparate GIS systems on one screen at the same time. A set of pre-agreed transformations are applied to the supplied data, resulting in a map using common colour coding, symbols and terminology.

### WHAT APPARATUS IS SHOWN ON VAULT?

All the major undertakers in Scotland, as well as the majority of the roads authorities have now supplied data to Vault, with the only notable exception being the larger telecoms organisations. A report is available on the register which lists organisations which have supplied up to date information to Vault. Organisations that have yet to supply data are strongly encouraged to do so.

### DO I STILL NEED TO CONTACT OWNERS OF APPARATUS BEFORE EXCAVATING?

Yes. While every measure is taken to ensure the information is accurate, at this stage the information on Vault should only be used as an indication that apparatus may be present at a particular location. A lack of apparatus shown on the map does not necessarily mean there is no apparatus in the ground. It is still recommended that assurance is sought that the information shown in Vault is accurate before excavation takes place.

### WHY SHOULD I PROVIDE MY DATA TO VAULT?

Before an excavation takes place it is essential the workers on site have accurate and up to date information about what lies beneath the surface. It is a requirement under Health and Safety regulations (HSG47) to share this information to help prevent injury to operatives and costly damage/disruption to services. Vault is a very simple and effective way to help provide this information. It protects operatives from injury and your asset from being damaged.

### IS IT A LEGISLATIVE REQUIREMENT THAT I PROVIDE MY DATA TO VAULT?

Not at this time. It is currently up to you whether or not you provide data. It is worth pointing out that one of the questions included in the Scottish Government's recent Strategic Consultation on Works on Scottish Roads was whether or not the provision of data to Vault should be made mandatory.

## WHAT DATA SHOULD I SUPPLY?

Any data you hold electronically on the location of your apparatus. One of the aims of Vault is to display any data in any format from any GIS. While there are some limitations, the provider of the Scottish Road Works Register, Symology, have been able to make use of many differing datasets and present them as a harmonised set of information. For best results data provided in a standard GIS format is preferred.

Roads Authorities are also expected to supply information relating to apparatus placed under NRSWA Section 109 permissions. This data should include an indication of the type of apparatus (e.g. gas, telecoms, electricity etc) along with contact details for the owner of the apparatus. Should the apparatus be later adopted by an undertaker who supplies their own data to Vault it can safely be removed from the authorities submission once it has been added to the submission from the new owner of the apparatus.

Here is a list of potential datasets (note this is not an exhaustive list, all types of data will be considered):

- Electricity
  - Power Cables
  - Overhead Lines
  - Street Lights
  - Illuminated Signs/Bollards
- Communications
  - Telecom Cables/Ducts
  - Traffic Signals
  - Weather Stations
  - Safety Cameras/CCTV Columns
  - Variable Message Signs
  - Cabinets/Controller Points/Monitoring Stations
  - Loops/Counters
  - Masts
- Gas Mains and Pipelines
- Oil Pipelines
- Water/Sewerage
  - Mains
  - Hydrants/Valves
  - Sewer/Drainage
  - Gullies
  - SUDS/Soak-away/Swale
  - Flooding Areas
- Miscellaneous
  - District Heating Apparatus
  - Manholes/Chambers
  - Street Trees
  - Other Street Furniture

## WHAT IS THE PROCESS FOR SUPPLYING DATA TO VAULT?

Updates are made quarterly on the second Friday of January, April, July and October.

If your organisation has not already submitted data contact should be made at least one month before the deadline for that quarter. This gives time to set up the rules for transformation as well as the tables in which to store the data. The transformation map is built from the metadata describing the information, such as details of what each column means, valid attribute values, long descriptions for coded values. This information is used to combine the data into a common format for display on the Vault map.

Files should be exported from your GIS in datasets, each representing the type of apparatus/asset to be recorded. There can be multiple datasets. For example one for streetlight columns, one for cables, one for gullies and so on. These exported files should then be compressed and uploaded to the Vault Portal for verification. Once uploaded and checked a submission form should be completed, this gives information such as a description of the content provided, contact details and which files are included. This helps verify the content submitted matches your description. Each upload is a replacement and not an update, so any data from previous uploads made will be overwritten.

A detailed description of this process will be provided on the first submission of data.

#### WHO HAS ACCESS TO THE INFORMATION SHOWN ON VAULT?

The information shown on Vault is only available to users of the Scottish Road Works Register and the Scottish Road Works Commissioner has restricted access to the register to the roads authorities and undertakers working in Scotland. Data will not be shared with any third parties without the express prior permission of those that have supplied the data.

#### WHAT SECURITY MEASURES ARE IN PLACE TO PREVENT ABUSE OF MY DATA?

By default data is placed upon the map on the Vault layer and is visible immediately. It is, however, possible to have data that is potentially sensitive placed on a hidden layer instead. This layer is not shown unless the user makes a request to view a section, at which time information is revealed (only for the area requested) and details are logged on the SRWR of the user requesting the data. If the user pans their view of the map to a new location, no new data is shown from the hidden layer unless the user makes a further request for data from the new section of map. This provides an audit trail of which users viewed the data contained within the hidden layers. This audit trail can be shared with appropriate data providers on request.

Should you wish to protect your data in this way this option can be discussed when first submitting data.

For further information please contact the Office of the Scottish Road Works Commissioner on; 0131 244 9935 or by email to [enquiries@srwc.gsi.gov.uk](mailto:enquiries@srwc.gsi.gov.uk).