



**ROADS AUTHORITIES & UTILITIES COMMITTEE  
(SCOTLAND)**

**ADVICE NOTE 32**

**PRE-WORKS CONDITION SURVEY**

**Version 1.0**

**25 June 2025**

## Version History

<b>Version</b>	<b>Date</b>	<b>Notes</b>
1.0	25 June 2025	Initial version. Approved by RAUC(S) on 25 June 2025.

# **1 Background**

- 1.1 The Specification for the Reinstatement of Openings in Roads (SROR) section S2.10 outlines the requirements when working in deteriorated or distressed areas. The purpose of this advice note is to give guidance of how evidence of the existing condition of the road can be recorded in the Scottish Road Works Register (SRWR) and how any agreement between the road works authority and undertaker can be captured.
- 1.2 Any condition survey or agreement should be considered when reinstatement inspections are conducted. The road authority should take into account any condition survey when carrying out inspections.

# **2 Condition Survey**

- 2.1 Condition surveys are used to assess and record the condition of the existing asset: road, footway, verge etc.
- 2.2 Condition surveys should be completed by undertakers prior to works starting if required. In the event of unplanned works, a survey can be recorded retrospectively.
- 2.3 Evidence from multiple sources can be used.
- 2.4 The undertaker's representative should assess the condition using the rating system shown in Appendix B.
- 2.5 The condition assessment should be recorded on the approved survey document and include photographs / video identifying the specific location(s) and areas of concern. Any condition concerns and mitigation should be recorded.
- 2.6 Condition Surveys should be recorded on the Works Notice at the earliest opportunity.
- 2.7 If no response the undertaker's assessment and proposal(s) will remain logged on the notice.
- 2.8 If the road authority requires further information or discussion is required a joint survey should be arranged.
- 2.9 There are no charges applicable for any of the above surveys.
- 2.10 The information will be retained on the SRWR as evidence of the condition of the site at the time of the works.

2.11 Any future disputes would follow the processes described in the Code of Practice for Dispute Resolution and Appeals.

## Appendix A. Condition Survey Form

The following page shows an example layout for capturing the Condition Survey.

<b>CONDITION SURVEY REPORT</b>			
Undertaker:			
Location:			
SRWR LA Ref:			
<b>Existing Condition:</b>			
Acceptable, unlikely to impact compliance with the SROR.	<input type="checkbox"/>		
Minor deterioration, less likely to impact compliance with the SROR.	<input type="checkbox"/>		
Major deterioration, more likely to impact compliance with the SROR.	<input type="checkbox"/>		
<b>Condition Survey Comments</b>			
<i>This should be a textual description of what had been observed on site.</i>			
<b>Agreed Condition specifics</b>	<b>Acceptable</b>	<b>Minor</b>	<b>Major</b>
Profile & Structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pothole / surface crazing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surface course delamination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing profile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road marking condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialist surface condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Structure / street furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicular overrun damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (describe here):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:		Signature:	
Date:		Time	

\*\*These Comments are examples only and would not be present on the actual form

## Appendix B. Examples of Road Condition

### B.1 Acceptable: unlikely to impact compliance.

The images below show examples of locations in good repair that are unlikely to impact compliance with the SROR.



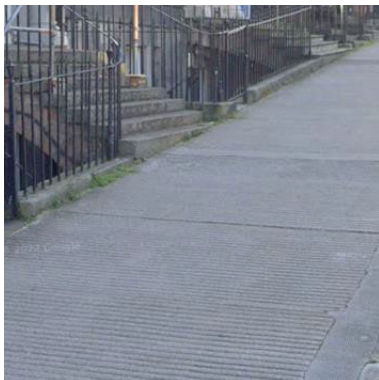
Example of Asphalt Footway in good repair.



Example of Asphalt Carriageway in good repair.



Example of slab footway with decorative edge in good repair.



Example of ribbed granolithic finish footway in good repair.



Example of monoblock footway and carriageway in good repair.



Example of a well maintained verge.

These are examples, the images and the following are not an exhaustive list:

- There should be no or little cracking, crazing / loose or missing modules
- Road markings and surface dressing treatments would be in good condition and easily seen
- Verge areas will be well maintained and if applicable, all planting identified by the road works authority
- Profile of the existing should be level and easily matched / tied into

- Any apparatus not belonging to the undertaker that is in poor condition should be identified and wherever possible the owner contacted. The undertaker completing the works will not be responsible for the condition of the apparatus if the asset owner takes no action

## B.2 Minor deterioration: may impact compliance.

The below show examples of various surfaces with minor deterioration that are less likely to impact compliance with the SROR.



Example of minor deterioration with damaged concrete surface.



Example of minor deterioration with slabs broken and uneven.



Example of minor deterioration with road markings worn away.



Example of minor deterioration with worn high friction, coloured and textured surfaces.



Example of minor deterioration with damaged and unmaintained verge.



Example of minor deterioration with carriageway surface rutting.

These are examples, the images and the following are not an exhaustive list:

- Rutting or cracking up to 25% in the immediate vicinity
- Minor localised structural distress may be present in small quantities, out of shape, with minor surface distortion, multiple reinstatements
- Worn road markings, high friction, coloured and textured surfacing where the reinstatement of such would offer no improvement to the location
- Minor cracking to slabs / concrete
- Poorly maintained verge and / or planting areas

### B.3 Major deterioration: more likely to impact compliance.

The below show examples of various surfaces with major deterioration that are more likely to impact compliance with the SROR.



Example of major impact due to missing surface course.



Example of major impact due to footway requiring resurfacing.



Example of major impact due to carriageway requiring resurfacing.



Example of major impact due to pothole repair.



Example of major impact due to an unmade verge.



Example of major impact due to uneven and broken slabs.

These are examples, the images and the following are not an exhaustive list:

- Rutting or cracking present in more than 25% of the visible surface in the immediate vicinity
- Profile out of shape with significant surface distortion or significant edge problems present
- Unmade ground classified as verge
- Obvious signs of vehicular overrun on both verges or footways causing rutting, loss of growth and broken, uneven slabs
- Surface areas with large sections of temporary safety measures in place such as overlays to correct poor profile