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Transport Infrastructure Ireland

TII Publications



Departures from Standards

GE-GEN-01005

April 2021

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Transport Infrastructure Ireland (TII) is responsible for managing and improving the country's national road and light rail networks.

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Each document within TII Publications has a range of attributes associated with it, which allows for efficient access and retrieval of the document from the website. These attributes are also contained on the inside cover of each current document, for reference.

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TII Publications



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**Updates to TII Publications resulting in changes to
Departures from Standards GE-GEN-01005**

Date: April 2021

Amendment Details:

This document supersedes GE-GEN-01005 published in January 2019. The following revisions have been made:

1. The general layout of the document was revised in line with the new content and with the internal TII on-line system and procedures for dealing with Departure applications.
2. Definitions and roles and responsibilities in relation to the Departures process were updated.
3. The process for applying for Departures was aligned with the project Phases as defined in the TII Project Management Guidelines.
4. The terminology used to reflect TII's acceptance of Departure proposals was changed. TII will now "Accept" a Departure rather than "Approve". This more correctly reflects TII's role in setting standards and assessing Departures from these standards for national roads.
5. Reference to a User Manual to assist users of the Departures system was included: this User Manual is available on the downloads section of TII Publications.
6. The registration process required for users of the Departures system has been updated.
7. Mapping of the Departures process for different delivery mechanisms has been incorporated.
8. The section relating to non-compliance has been updated to clarify the role of TII.
9. Guidance on treatment of Tender Departures has been added; the template for Tender Departures has been revised.

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1. Scope

1.1 Implementation

This Standard GE-GEN-01005 Departures from Standards sets out the processes and procedures that govern Departures which arise when the mandatory requirements of TII Publications (Standards) - hereinafter referred to as TII Standards - are not followed.

A Departure from Standard is defined as a deviation from the requirements of TII Standards and may mean any of the following:

- a) The use of technical design standards and/or specifications other than those in TII Standards;
- b) The use of a set of requirements or additional criteria for any aspect of the works for which requirements are not defined in the Specification or Requirements for Measurement and Pricing;
- c) The use of a technical design standard or specification in a manner or circumstance which is not permitted or provided for in such directive or specification;
- d) The use of a combination of Relaxations as set out in the relevant Standards;
- e) A combination of any of the above.

While the acceptance of a Departure shall be considered as meeting TII's requirements for that element of the works (provided that any mitigation measures proposed by the Designer and conditions to that acceptance are also incorporated into the design and works), the following should be noted with respect to Accepted Departures:

- a) Departures are accepted on a location-specific basis and relate to the particular circumstances identified in each submission. A previous Departure acceptance may be quoted to support a new application, but each case will be considered on its own merits;
- b) Acceptance of a Departure, with or without conditions, means acceptance of a general approach, rather than a detailed check and approval of a design. Acceptance in no way relieves the Designer of any responsibility for the overall safety, durability and efficiency of the works;
- c) The acceptance of an application in no way precludes TII from requesting that certain safety measures be carried out at a future date in accordance with the various Road Safety Audit Stages as set out in GE-STY-01024 Road Safety Audit.

The following are variations that do not require a Departure from Standard:

- a) Any suggestions or recommendations within TII Standards;
- b) Relaxations – these need to be recorded in the Design Report, but a formal Departure application does not need to be made.

Relaxations are permitted in a number of TII Standards where experience has shown that certain requirements may be varied within defined limits in particular situations. In these situations, a Departure is not required.

However, any further variation beyond these limits requires a Departure. Where circumstances arise where the application of the requirements of TII Standards are not appropriate, Designers may come forward with Departures which go beyond Relaxations to propose additional criteria (for aspects not covered by existing documents) based on a reasoned assessment. All proposals for Departures must be submitted to TII in accordance with this document for consideration on their merits. Proposed Departures must demonstrate that safety, operational effectiveness, design life and whole life cost are not compromised.

Designers shall ensure that any proposal involving a Departure from Standards is formally accepted by TII prior to incorporation into the design and works.

All Departures shall be submitted by or on behalf of the Relevant Road Authority in line with the appropriate Phases of the project as set out in the TII Project Management Guidelines PE-PMG-02041. In relation to the management of the existing network, scenarios may arise that require one-off Departures. These scenarios include upgrades to vehicle restraint systems, VRS, particularly on the legacy network and requests for the provision of new lighting. Details of the requirements of these departures can be found in the associated standards – DN-REQ-03079 and DN-LHT-03038 respectively. The TII Web-based Departures System (<https://dfs.tii.systems>) shall be used to record the Departure Application process for the design of all roads affected by National Road Projects. If TII Standards are used for the design of Regional and Local Road Projects, the Designer shall agree with the Relevant Road Authority the extent to which the documents are appropriate in any particular situation.

1.2 Non-compliance

Any Departure from the mandatory requirements of TII Standards must be formally accepted by TII prior to incorporation into the design and works as outlined in this Standard. Acceptance of a Departure application will not be given retrospectively.

In the event that works have been carried out that are not in accordance with TII Standards or the requirements of a Departure, the party responsible for undertaking the works shall amend the works to rectify the non-compliance to the satisfaction of TII.

1.3 Definitions

Applicant: The person who is submitting the Departure Application through the online Portal.

Departure: A deviation from the requirements of TII Standards submitted in accordance with this standard.

Accepted Departure: An Accepted Departure shall be considered as providing an acceptable solution in the particular circumstances for that element of the works provided that any mitigation measures proposed by the Designer or conditional to that acceptance are incorporated into the design and works.

Refused Departure: Where the decision of TII is that the Departure proposed is unacceptable.

Rejected Departure: Where insufficient, inappropriate, or contradictory information has been submitted as part of the Departure Application and it is not possible to form a conclusive decision to Accept or Refuse the application; further information may be required.

Designer: is the group or individual responsible for the production of the design and documentation associated with the delivery and implementation of the Project and all requirements as outlined in their brief. Designers can be sourced from TII, the Project Management Team, Technical Advisors and Construction Contractor for Design and Build Projects.

DN-GEO-03030 Schemes: Schemes as defined in DN-GEO-03030 Design Phase Procedure (Technical) for Road Safety Improvement Schemes, Urban Renewal Schemes & Local Improvement Schemes.

Employer: The organisation managing the various phases of scheme preparation and supervision of construction or as defined in the Contract.

Employer's Representative: The Engineer or other person appointed by the Employer as its representative in accordance with the Works Contract.

National Road Projects: All works on National Roads, including works on regional and local roads funded through national road grants provided by TII, that are part of the project.

Relevant Road Authority: For the purposes of this Standard, the Relevant Road Authority shall mean:

1. For national road projects, either the Lead Local Authority or TII, as defined in the Contract;
2. For Motorway and Maintenance Contractors (MMaRCs), TII
3. For PPP Concessions, either the PPP Company or TII.

2. Departure Application Process

All Departures shall be submitted using the TII Web-based Departures System at <https://dfs.tii.systems>. Applicants must pre-register to join the system and do so by emailing infoDEPS@tii.ie: see section 2.1 of this Standard. Applicants shall also apply, either simultaneously or subsequently, to join the Project Group of the relevant National Road Project: see section 2.2 of this Standard. Once registered, applicants have access to the system and can apply at any time to join a Project Group within which they can submit and/or review Departures pertinent to that National Road Project.

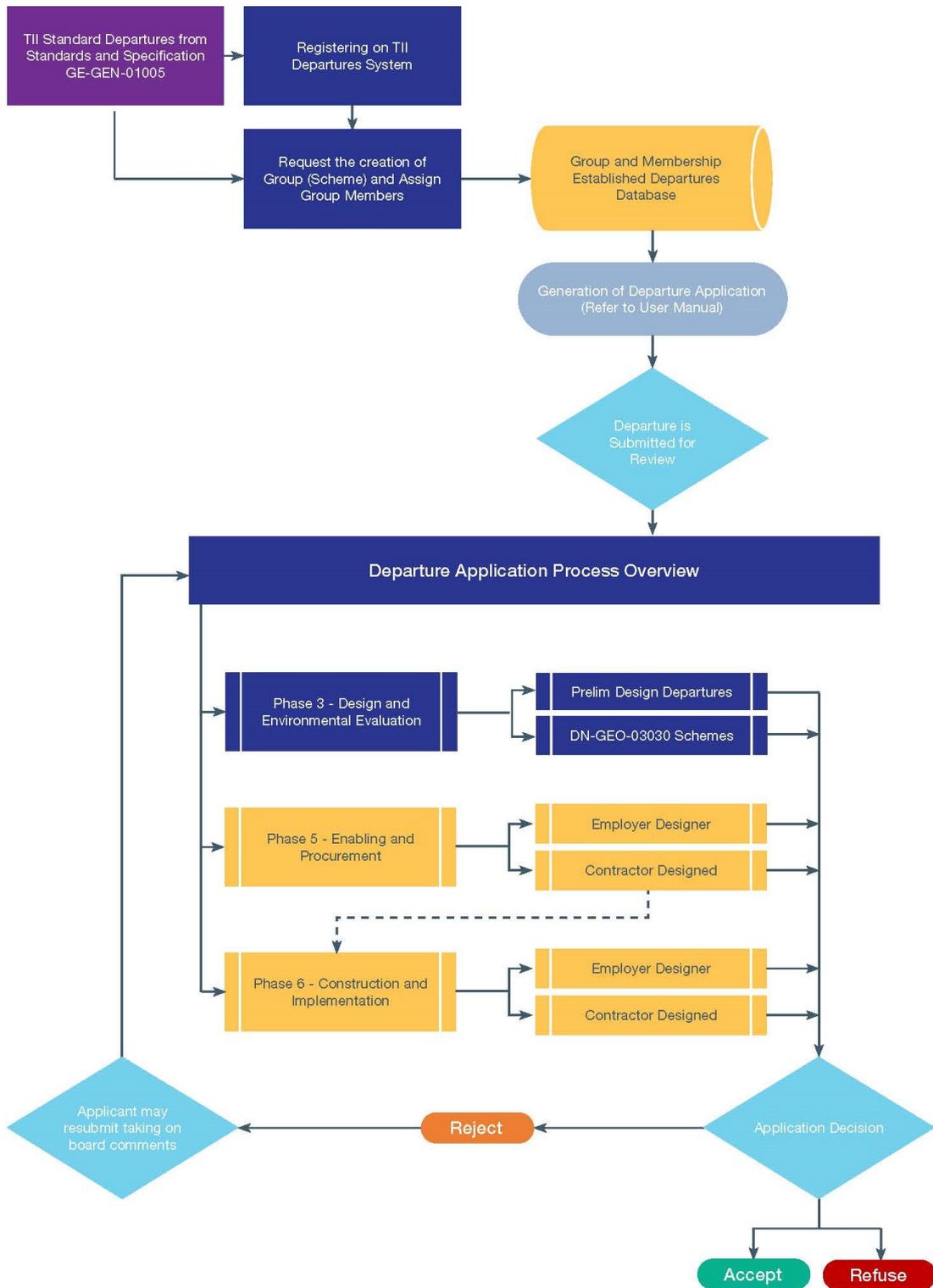
Applicants should allow a minimum of three weeks from receipt of applications by TII through the departures system to notification of decision. This may take longer for larger schemes with a large number of applications.

Applications for Departures during a Design and Build (D&B)/Public Private Procurement (PPP) tender process are made outside of the Departures portal as there may be multiple sets of Departure requests. The time taken to assess Departures will depend on the number of applications, the quality of information submitted and scheme priority. Accordingly, applications should be submitted as early as possible to avoid delays.

If a scheme with a large number of applications is scheduled, advance notice should be sent to TII (infoDEPS@tii.ie) so that arrangements can be made to facilitate the volume of applications. In the case of D&B or PPP schemes, information contained in the Contract Documents regarding the submission of Departures should be forwarded to the TII (infoDEPS@tii.ie) for information: this applies in particular to the timetable for submission of Departures during the tendering process.

The following chart outlines at a high level an overview of the Process.

Process Flow Overview Departures System Contract Types



Departure Application Process Overview

2.1 Registration on Departures Portal

New users are required to request access to the system by emailing InfoDEPS@tii.ie.

2.2 Project Groups

Assignment as a User to a Project Group is required before a Departure application can be submitted. This will require a user to be assigned to an existing Project Group or a new Project Group to be established by the TII Departures Administrator. Assignment to existing Project Groups or the creation of a new Project Group requires a user to email infoDEPS@tii.ie.

2.3 Generation of Departure Application

All relevant mandatory fields in the TII Departures System at <https://dfs.tii.systems> must be completed to submit a Departure Application.

In the free text areas of the online digital form, sufficient information must be input by the Applicant to allow for a complete assessment of the application to be carried out. Failure to provide sufficient information will result in the Departure Application being Rejected.

The applicant shall upload the following information under the Documentation Tab of the application form where relevant with each departure application:

A detailed drawing for each Departure showing plan and long section in PDF format (in all cases), to allow geometric details to be ascertained. This drawing should also show (with dotted lines or different colours) how the area of the scheme would look if the correct standards were applied. Each departure application shall be clearly identifiable and labelled. The drawing should clearly show the scale used. This enables the reviewer to see the difference between standard and non-standard design and to understand more clearly the justification for the Departure.

A Drawing(s) of the entire scheme (at min scale of 1:10000), so the reviewer can see how the Departure fits in with the overall scheme.

Any other supporting documentation.

Please note that once a Departure Application has been submitted it cannot be removed from the system. If an applicant wishes to withdraw a Departure that is no longer required, they must state this under the "Comment Tab" of the Departure on the Departures System. Any applications which are deemed to be withdrawn will be Rejected.

Under no circumstances will a retrospective Departure Application be considered: such Departures will be rejected.

A User Manual to help with the submission of Departure Applications is available from the downloads section of TII Publications.

2.4 Departure decision

Departures applications are reviewed by TII and a decision given. At the end of the review, a Departure's status is returned to the Applicant as one of the following:

Accepted: A Departure providing an acceptable solution in the particular circumstances for that element of the works provided that any mitigation measures proposed by the Designer or conditional to that acceptance are also incorporated into the design and works.

Refused: A Departure that is unacceptable to TII. The Applicant may submit a new Departure Application with an alternative solution.

Rejected: A Departure with insufficient, inappropriate, or contradictory information where it is not possible for TII to form a conclusive decision to Accept or Refuse. The Applicant has the option to provide additional information to address the reasons for rejection and resubmit if they so wish.

Any queries relating to current Departures shall be emailed to infoDEPS@tii.ie.

All comments, recommendations and decision are recorded on the TII Web-based Departures System and provide a full audit trail of the process.

Upon completion of the process an automated email containing a link is sent to the Applicant and the Employer's Representative where appointed, by the TII Departures System setting out the decision that has been made on the Departure Application.

Decisions once issued electronically (through the Departures system or via e-mail) are deemed to have approved by the TII Director of Professional Services.

3. Submission of Departure applications

Responsibility for the submission of Departures and their implementation where acceptance (including any conditions) rests with the relevant road authority. In practice this may be managed on their behalf by third parties in line with any contractual arrangements in place.

Departure applications are submitted in accordance with Project Phases as set out in TII Publication PE-PMG-02041 Project Management Guidelines (PMG). The PMG provides a framework for a phased approach to the management of the development and delivery of National Road Projects. The PMG divides the evolution and progression of a project eight phases process (Phase 0 to Phase 7 inclusive), though for smaller, less complex projects some phases may be combined to provide a simplified process proportionate to project size, with the agreement of TII. The Departures Submission processes has been designed around these phases as outlined in the following sections.

3.1 Phase 3 Design and Environmental Evaluation

Phase 3 Design and Environmental Evaluation (as defined in PE-PMG-02041 Project Management Guidelines) deals with the development of the project design, following the selection of a Preferred Option. The selection of the Preferred Option is based on both technical and environmental inputs to a stage where sufficient levels of detail exist to establish land take requirements and to progress the Project through the statutory processes.

3.1.1 3.1.1 Preliminary Design

During development of the design, the Designer may seek a Departure in one of the following situations:

- where it can be justified that a requirement of a Standard is inappropriate in a particular situation due to site constraints and/or environmental conditions;
- where the application of a Standard would have unintended adverse consequences;
- where innovative methods and/or materials are to be used that are not covered by existing Standards;
- where use of an alternative Standard is proposed if more appropriate in a particular situation;
- where an aspect not covered by Standards is identified.

Departure applications must identify the need for the Departure and provide full justification for the proposed solution. Departures must demonstrate that the safety of the public, operational effectiveness and design life are not compromised by implementation of the Departure.

Preliminary Design Departures should be submitted to TII using the TII Web-based Departures System at <https://dfs.tii.systems> a minimum of two months prior to incorporation into the design, and well in advance of the finalisation of the land-take line for Statutory Planning Procedures/Tender Stage. Preliminary Design Departures submitted after the date of statutory process may infringe on lands outside the Compulsory Purchase Order (CPO) and will be considered on merit only.

When the Designer proposes to specify Works Requirements that require the acceptance of a Departure, this should be applied for and obtained before incorporation into the Contract Documents.

3.1.2 DN-GEO-03030 Schemes

DN-GEO-03030 includes design principles and requirements for Urban Schemes, Minor Improvement Schemes and Road Safety Improvement Schemes.

An important requirement of DN-GEO-03030 is the preparation of a Design Report, including reference to Relaxations and Departures from TII Standards where required. Refer to DN-GEO-03030 for confirmation of all information to be contained within such Design Reports.

All proposed Relaxations and Departures for schemes prepared using DN-GEO-03030 shall be identified by the Relevant Road Authority and organised as one single Departure application for each scheme (excluding Departures relating to TII specifications and pricing documents which shall be submitted separately to TII for acceptance as appropriate). This single Departure shall be submitted to TII through the TII Departures System for acceptance as per the requirements of this standard.

The DN-GEO-03030 Design Report (in draft form) shall form part of the Departure application and shall be submitted as an attachment to the Departure application.

Both the single Departure application and the draft DN-GEO-03030 Design Report shall be submitted to TII through the TII Web-based Departures System a minimum of two months prior to incorporation into the final design, and well in advance of the finalisation of the land-take line for Statutory Planning Procedures/Tender Stage. Departures under DN-GEO-03030 submitted after the date of statutory process may infringe on lands outside the Compulsory Purchase Order (CPO) and will be considered on merit only.

The TII Standards Section will Accept, Refuse or Reject all Departures submitted to TII through the TII Departures System. The TII Standards Section may also refuse or reject the draft DN-GEO-03030 Design Report if the draft DN-GEO-03030 Design Report, and corresponding Departures, are not considered to comply with the requirements of DN-GEO-03030.

3.2 Phase 5 Enabling and Procurement

Phase 5 Enabling and Procurement (as defined in PE-PMG-02041 Project Management Guidelines) deals with the compiling of the tender documentation to allow for the appointment of a Contractor to execute the Main Contract and undertake enabling works to facilitate the works.

3.2.1 Works Designed by the Employer

For Works Designed by the Employer (including Specimen Designs), Tender Stage Departures shall be submitted via the TII Departures System at <https://dfs.tii.systems>.

When the Designer proposes to specify Works Requirements that require the acceptance of a Departure, these should be applied for and obtained before advertising the Tender.

3.2.2 Works Designed by the Contractor

For a Design and Build (D&B) contract, Tender Stage Departures are not submitted via the TII Departures System. Instead, a digital version of the Departure Applications shall be submitted by email to TII along with the Tender Departures Application Form in Appendix A (available for download from TII Publications) and all relevant drawings, calculations and other information. Each individual Departure Application shall be sent to TII at infoDEPS@tii.ie and the Employer's Representative.

The Employer's Representative prepares comments on the Departure application and promptly forwards a recommendation to TII at infoDEPS@tii.ie using the format provided in Appendix B of this standard (available for download from TII Publications).

During the Tender Phase, a PDF copy of the decision will be emailed to the Employer's Representative as appropriate. The Employer's Representative shall confirm the decision of TII to the Applicant, the Relevant Road Authority and the TII Engineering Inspector as appropriate.

3.3 Phase 6 Construction and Implementation

In Phase 6 Construction and Implementation (as defined in PE-PMG-02041 Project Management Guidelines), the Main Contract shall be administered and executed in accordance with the design, specification, relevant standards, contracts and legislation.

3.3.1 Works Designed by the Employer

During Phase 6 Construction and Implementation, further Departures may be identified for which a Departure application will be required. All Departure applications shall be accepted by TII prior to being incorporated into the works. Departure applications must identify the need for the Departure and provide full justification for the proposed solution. Departures must demonstrate that the safety of the public, operational effectiveness and design life are not compromised by implementation of the Departure.

Phase 6 Construction and Implementation Departures shall be submitted using the TII Web-based Departures System at <https://dfs.tii.systems> prior to incorporation into the works. Construction Departures submitted after being incorporated into the works will be deemed retrospective and will be Rejected.

3.3.2 Works Designed by the Contractor

Phase 6 Construction and Implementation Departures including Departures accepted at Specimen Design and or Tender Stage shall be submitted using the TII Departures System at <https://dfs.tii.systems/login> prior to incorporation into the works by the Contractor's Designer. Once submitted, an automated email containing a link to the Departure Application is sent to the Employer's Representative.

Construction Departures submitted after being incorporated into the works will be deemed retrospective and will be rejected.

The Employer's Representative shall prepare comments on the Departure application and shall promptly submit these comments and any supporting documentation via the TII Departures System based portal. All comments are to relate to the Contractor's Reference number as well as the TII Departures reference number.

Following assessment by TII, an email is sent to the Applicant and the Employer's Representative by the TII Departures System to inform them that a decision on the Departure Application has been made.

Departures will be processed as quickly as possible during the Construction Stage/Detailed Design: a minimum of three weeks should be allowed for processing of applications.

Appendix A:

Tender Departures Application
Form

**Application for a Departure from the TII Publications as part of a Design & Build Tender
Stage Only**

**Application for a Departure from TII Publications
(Standards)**

*Includes all documents classified as Standards on
www.tiipublications.ie including the Requirements for Measuring
and Pricing (RMP)*

General Information for Application No. _____:

Route Number:

Scheme:

Contract Type:

Design Speed:

Traffic Flow and Composition (if applicable):

___ km/h

Approx. _____ (Design Year)

Carriageway Type / Road Cross Section:

Applicant Information:

Applicant Name:

Contact Person and Contact Details:

Applicants Departure Reference No:

Name:

Email:

Departure Information:

Departure Location and Chainage (*as relevant*):

Publication Stream:

Publication:

Comments:

Supporting Documentation:

Status:

Appendix B: Tender Comparison Table

Departure Location & Chainage	Departure Category and Classification	Departure Type	Details	Status	TII Reference	Application Comments	Bidder 1 (B1)	Bidder 2 (B2)	Bidder 3 (B3)	Bidder 4 (B4)	Bidder 5 (B5)	Specimen Design
e.g.												
Mainline and associated side roads	Drainage	Thermoplastic Structured Wall Pipes (HAPAS 02/H068)	HAPAS Cert 02/H068			This application is recommended for ACCEPTANCE for pipes and fittings other than those included in Table 5/2 provided that they hold a current Irish (or British) Agreement Board Roads and Bridges Certificate (or equivalent) stating that they are a suitable alternative for the usage specified in Table 5/2.	Applicants Reference	SpecDes_D01				

Departure Location & Chainage	Departure Category and Classification	Departure Type	Details	Status	TII Reference	Application Comments	Bidder 1 (B1)	Bidder 2 (B2)	Bidder 3 (B3)	Bidder 4 (B4)	Bidder 5 (B5)	Specimen Design
						They shall comply with all other requirements of Series 500 and with the standards and particular requirements therein and be of 100mm internal diameter unless otherwise described.						
Whole Scheme	Pavement	Reduction of PSV in HRA	PSV=40			This application is recommended for REFUSAL as a reduction in PSV has implications for skid resistance and cannot be considered.			Applicants Reference			

References

www.TIIPublications.ie

GE-INT-01029: Introduction to the TII Publications System

DN-GEO-03030: Design Phase Procedure for Road Safety Improvement Schemes, Urban Renewal Schemes and Local Improvement Schemes

PE-PMG-02041: Project Management Guidelines



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