STRUCTURE OWNING AUTHORITY (SOA) USER GUIDE

ESDAL
(ELECTRONIC SERVICE DELIVERY FOR ABNORMAL LOADS)

June 2024

Table of contents

1.   Introduction

1.1.   This document

This document is the user guide for Structure Owning Authorities (SOAs) using the ESDAL (Electronic Service Delivery for Abnormal Indivisible Loads) system as owners of structures on or over the UK road network.

ESDAL is a service provided by the Department for Transport / National Highways used by hauliers to notify police, highway, and structures authorities of planned abnormal load movements on the road network throughout England, Scotland, and Wales.

ESDAL enables SOA users to review vehicle / load combinations that satisfy abnormal load criteria, known as movements, to see whether they will impact their organisation's structures. Hauliers of abnormal loads must alert SOAs that an abnormal movement[1] is planned to be routed via their structure.

For movements over certain limits prescribed in legislation, the haulier must receive approval for an application prior to notifying the movement. For other movements, the Haulier does not require approval, provided that the correct amount of notice period was provided, and no communication is received from the SOA.

Sections 1.2 and 1.3 provide details about how to apply for an ESDAL account, and how to log in to ESDAL once you have an account.

Sections 2 to 12 provide detailed instructions about how to use each part of the system, including screen shots to help you navigate.

Some screen shots are "overview diagrams" of a whole ESDAL page; these are intended to help you see where different features are located on the page. The features will be identified by numbers or letters in circles. You are not expected to be able to read all the text in these diagrams, which are of necessity small; the features are then reproduced at a larger size in the sections which follow each overview diagram.
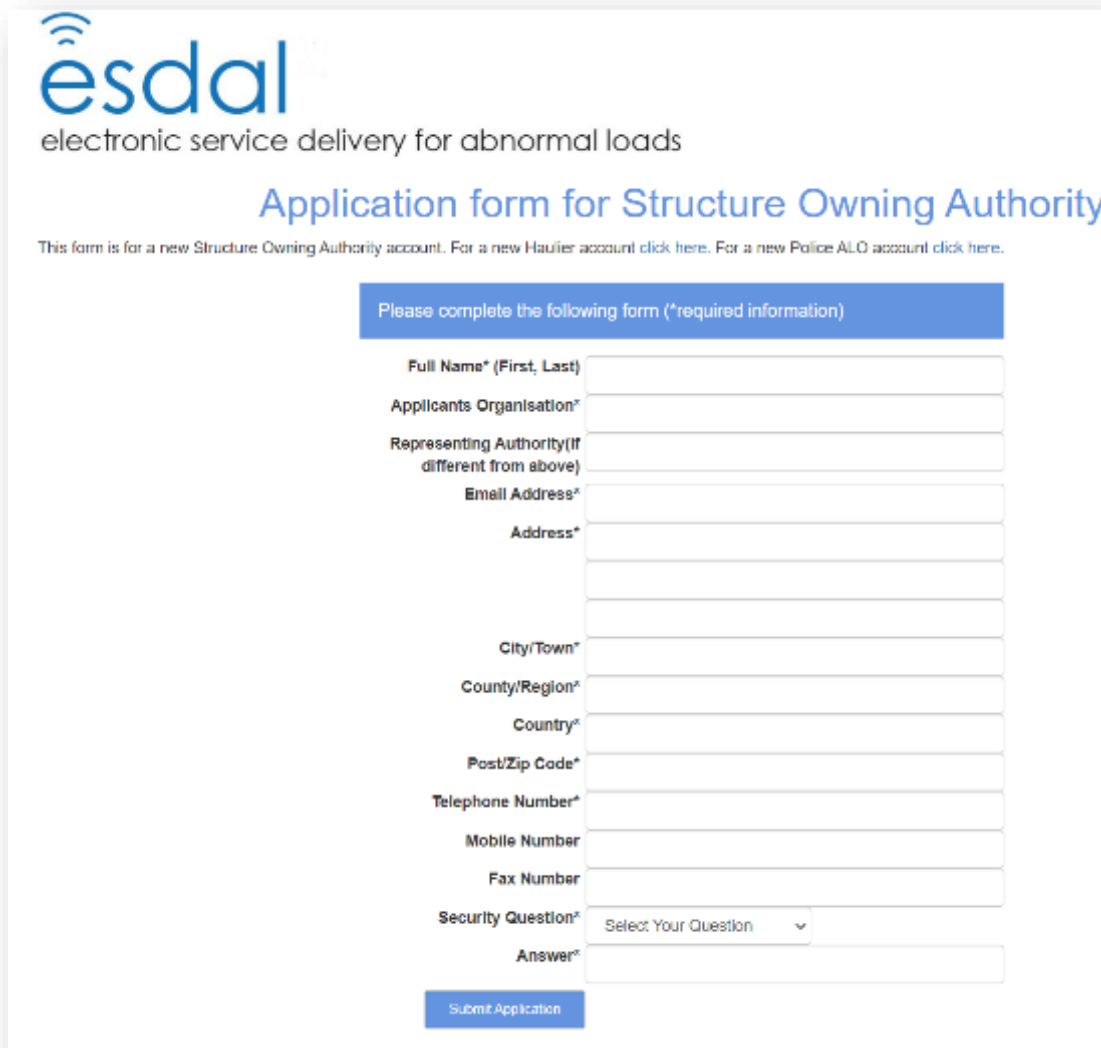
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[1] Except construction and use (C&U) movements

1.2. Account application

If you already have a user account, you can continue to use your existing account.

To apply for an account, complete the form accessed from the login page of the ESDAL website and click on the link for a new SOA account, or via

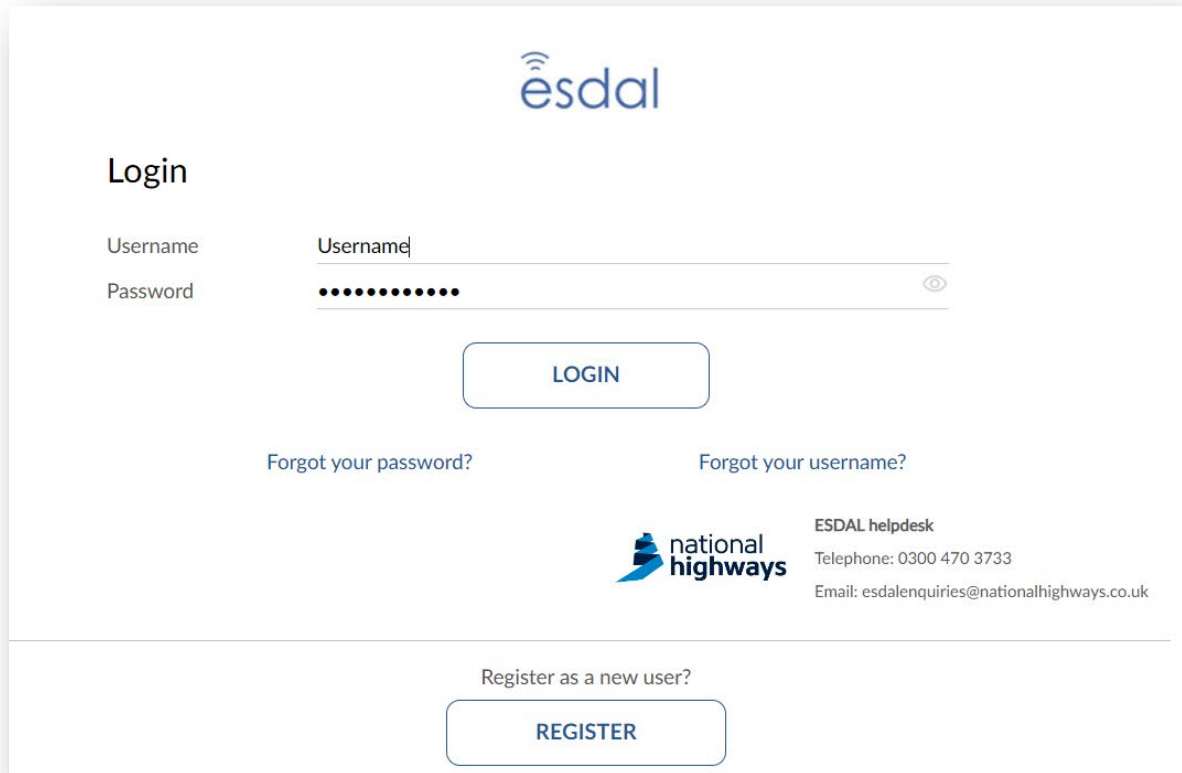https://nonesdal.esdal.info/soa_application.php.

After completing and submitting the application form, the ESDAL Helpdesk will contact you to verify your contact details (this may take up to 48 hours). Your username and a temporary password will then be emailed to you.

Each individual account is linked to a particular organisation, and organisations can have multiple individual accounts. Each individual user has their own login and contact details. Each user can access the movement inbox for their organisation.

1.3.   Log In

On the login page, enter your username and password in the text boxes.

When accessing the ESDAL system for the first time, you must accept the Terms and Conditions and cookies policy. You will then be presented with a Password Reset / Change Password page, which will allow you to change your temporary password before proceeding.

Your password needs to contain a minimum of 6 and a maximum of 12 characters and at least one of each of the following:

- UPPER CASE alpha character
- lower case alpha character
- Number
- Special character (for example ! @ # ~ & $).

If your password does not meet the prescribed criteria, a message on the page will remind you of the requirements.

If you have forgotten your password, you can reset it yourself by clicking the "Forgot your password?" link on the login page.

If you forget your *username,* or for other queries, please call the ESDAL Helpdesk on 0300 470 3733.
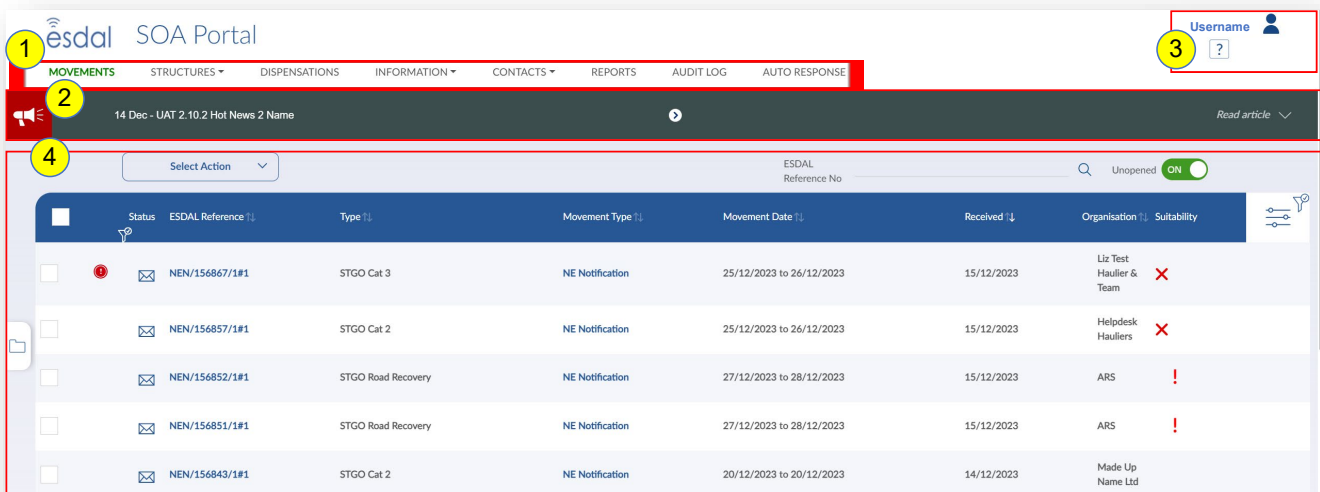
The helpdesk operates from 8AM to 6PM Monday to Friday, excluding public holidays. You will need to provide the answer to the security question that you entered on your application form.

2. Movement inbox

After logging in, you will be taken to the movement inbox. This consists of a list of the most recent submitted notifications and distributed applications.

The movement inbox page is divided into four main sections at locations as illustrated in the overview diagram below, each of these are discussed in more detail in the sections shown in the table.

1	Menu bar (see Section 2.1)
2	News (see Section 2.2)
3	User account control (see Section 2.3)
4	List of movements (see Section 2.4)

2.1. Menu bar

The Menu bar at the top of the home page allows you to navigate to the main functions in ESDAL, which are as described in the table below:

| Option	Description	User Guide Section Ref.
MOVEMENTS	View a list of all received notifications and applications that affect your owned structures and roads. Sort, filter and search within the list. NB: The toggle button is set to Unopened ON by default. Toggling to OFF will display all records. See details of specific movements and interact with them.	2 3
STRUCTURES	View and manage structures owned by and/or managed by your organisation. You can also add restrictions to structures; these can include weight, height, and width limits. Restrictions to the road network can be added in the form of constraints, for example roadworks, road closures, environmental weight limits	4
DISPENSATIONS	View and manage agreements between an individual haulier or haulier organisation and an individual SOA allowing movements along certain routes. Dispensations do not remove the legal requirement to notify. Dispensations can be granted by SOA, Police, or a Notifiable Authority.	5
INFORMATION	Access to news items, help and information, a document library, and useful external links.	6
CONTACTS	View the Contact Directory for all Abnormal Load contacts.	7
REPORTS	Provides details of Non ESDAL Notifications (NEN) reports per month. The report contains the total count of NEN Received, Rejected, Accepted, Sent for further assessment and No action taken. The reports can be exported in csv format.	8

AUDIT LOG	Provides information about user login activities from your organisation.	9
AUTO RESPONSE	Allows you set up an auto response message.	10
NEN PDF	Allows users to send movements to ESDAL using the pre-defined PDF template.	11

2.2.   News

Latest news and critical announcements, known as "hot news" items, are displayed in the **NEWS** section. Hot news is indicated with a red icon .

Clicking the arrow or red icon expands the news item, showing more detailed information.
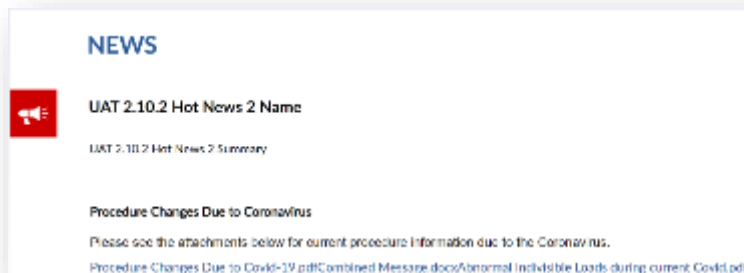
Clicking the arrow beside **READ ARTICLE**, expands the News section, showing the detailed information and also latest and archived new items. See section 6 for more details.

Use the Back button to return to the movement inbox page.

2.3.   User account control

To access and manage the user account control, click on the user account icon in the top right-hand corner of the Home page. The functions are described in the table below and shown in the figure overleaf.

Key Icons	Description
👤	The **user account icon allows you to:** • Log out of ESDAL. • Set your preferences. • Change your password.
?	Clicking the **help icon**, located at the top right of any page, will display help specific to the page as a pop- up box. Scroll the page to see all the available help text, click on the X to return to the previous ESDAL screen.

This figure shows you the user account control functions.
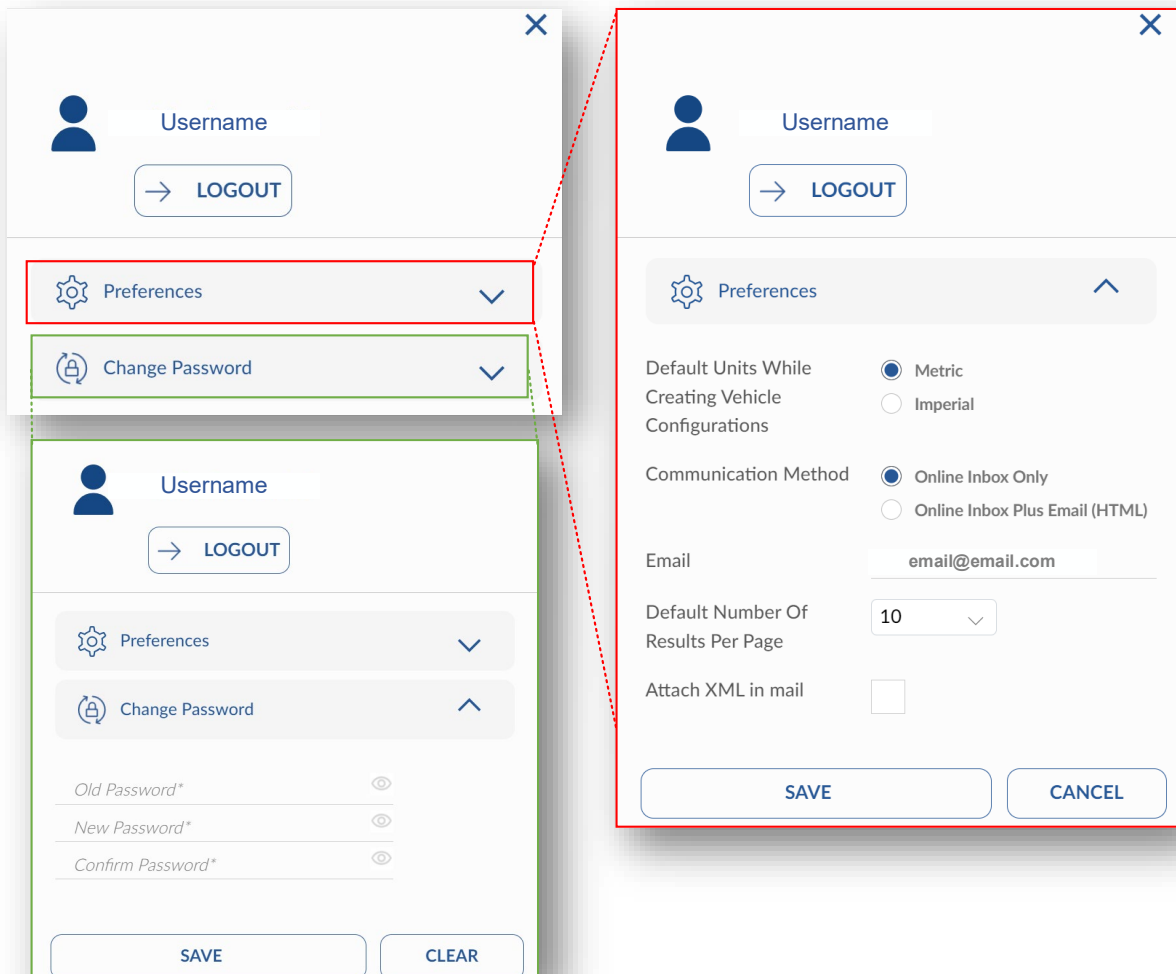
2.4.   List of movements
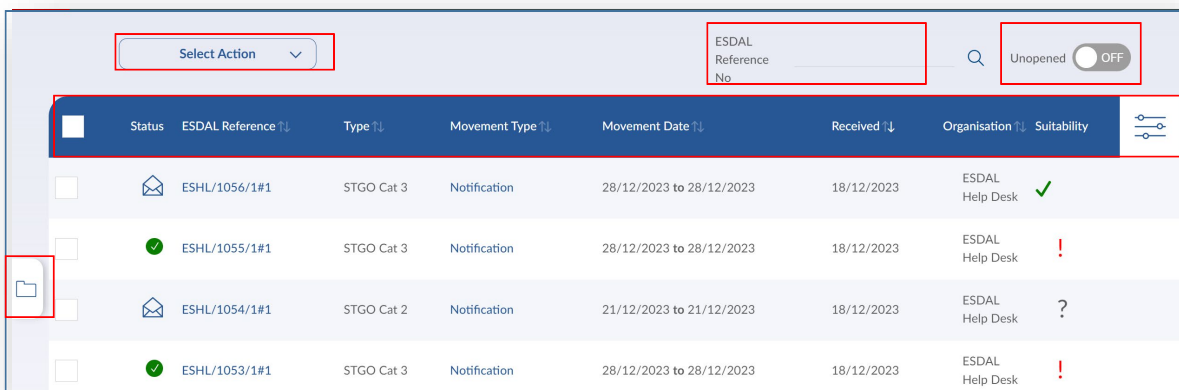
The **list of movements** lists applications and notifications submitted to ESDAL in the last two years that are relevant to your organisation.

In order to follow the SOA process you will click on the ESDAL reference number or the movement type for the movement that you want to process. This and the rest of the SOA process is described in section 3.

The rest of this section describes the ways that you can sort and filter movements and search for a specific movement.

The overview diagram below shows the features that assist you with sorting, filtering and searches, outlined in red. They are then described in the following sections of the document:

- Folders and Select Action button (section 2.5)
- Sorting and filters, including a search by ESDAL reference number and unopened on/off toggle (section 2.6)


2.5.   Folders and Select Action button

The **FOLDERS** feature is a collapsible panel to the left of the movement list. Clicking the folder icon will expand the folders. You can use this feature to organise movements and applications by creating folders and subfolders.

You can drag and drop movements from the movement inbox list into the relevant folders or subfolders.

You can also select and move multiple movements by ticking the square (☐) to the left of those movements and then drag and drop them into the relevant folder.
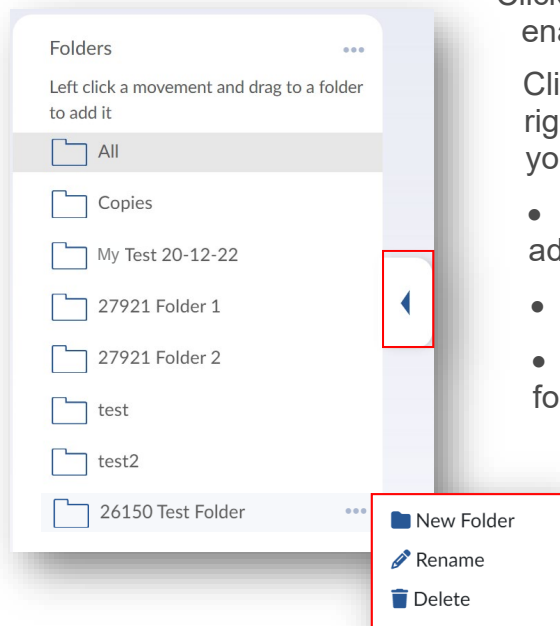
Clicking the icon (•••) in the Folder header enables you to create a new folder.

Clicking the icon (•••) that appears to the right of each folder when you hover over gives you options to:

- Create new subfolders with up to three additional levels.

- Rename the folder.

- Delete the folder, which will delete the folders but not the movements from the movement inbox.
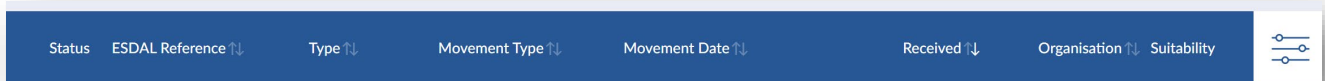
Clicking the drop down arrow icon on the **SELECT ACTION** button will allow you to remove multiple items from a folder.
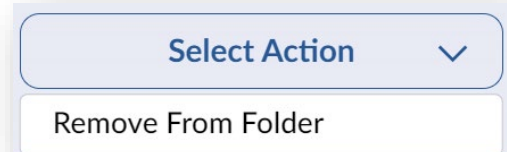
2.6.   Sorting and Filters

2.6.1.   Header search

You can sort the order of items in your movement inbox by clicking the arrows to the right of the following headers: ESDAL reference, type, movement type, movement date, received and organisation.

2.6.2.   Filter icon

You can filter by clicking the filter icon ( ) on the right hand side of the movement inbox header to search for movements. The diagram below illustrates the expanded filter options.

Using the SEARCH button will return the corresponding movements (notifications/applications), the **CLEAR** button will remove the values from the currently displayed object fields.
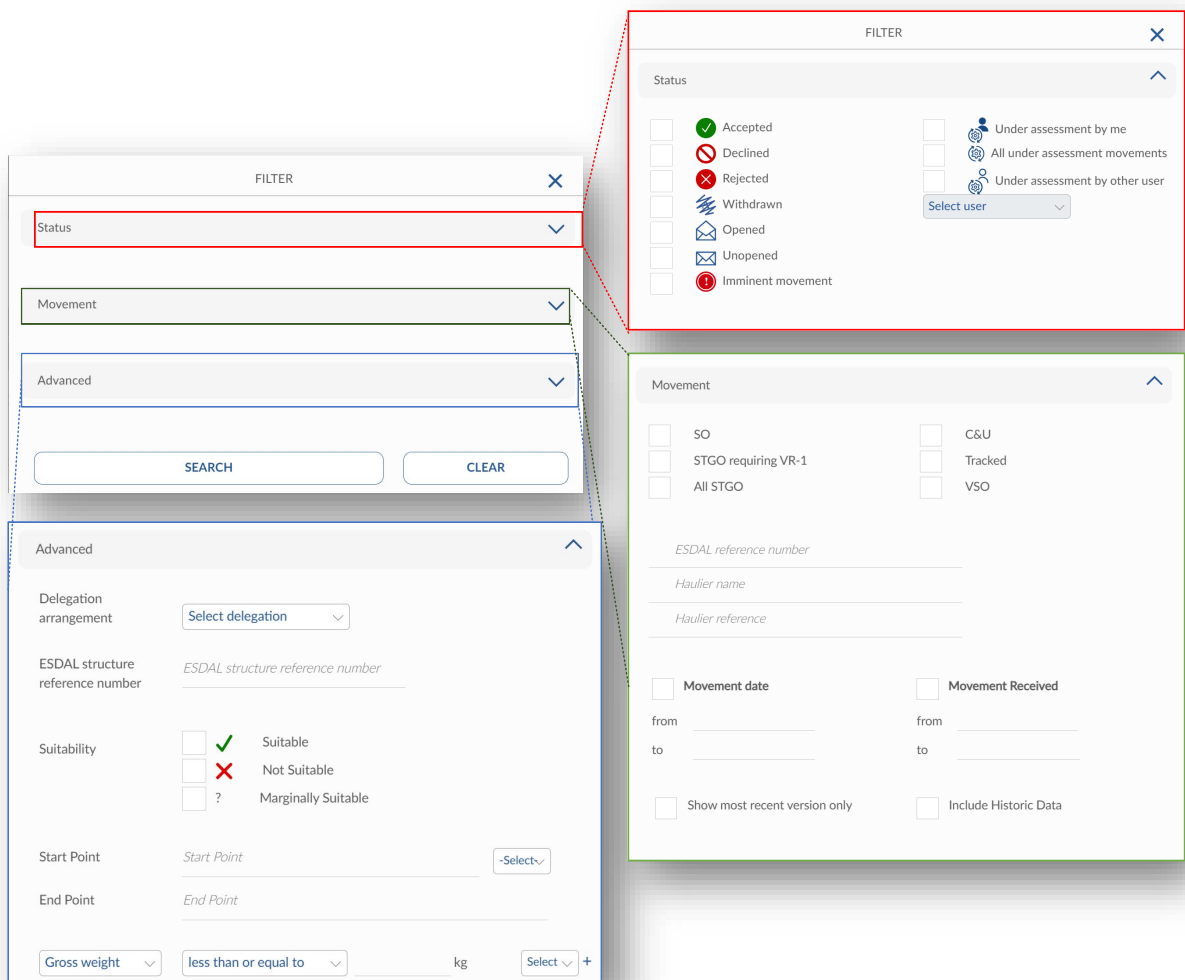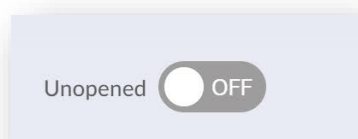
2.6.3. ESDAL Reference Number Search

You can use this feature to search for specific movements by ESDAL reference number.

2.6.4. Unopened ON/ OFF toggle

ESDAL will default to show only unopened items in the movement inbox. You can toggle this button to OFF to show all items in your movement inbox.

3.   SOA process

3.1.   Overview of the list of movements

The **list of movements** lists applications and notifications submitted to ESDAL in the last two years that are relevant to your organisation. ESDAL will automatically archive movements once the received date is greater than three years.

By default, this list is filtered to display all *unopened* notifications, agreements, and proposals; these are highlighted. When an application or notification is opened, the highlighting is removed, and the movement will no longer be displayed under the **UNOPENED** filter (see section for use of this toggle filter).
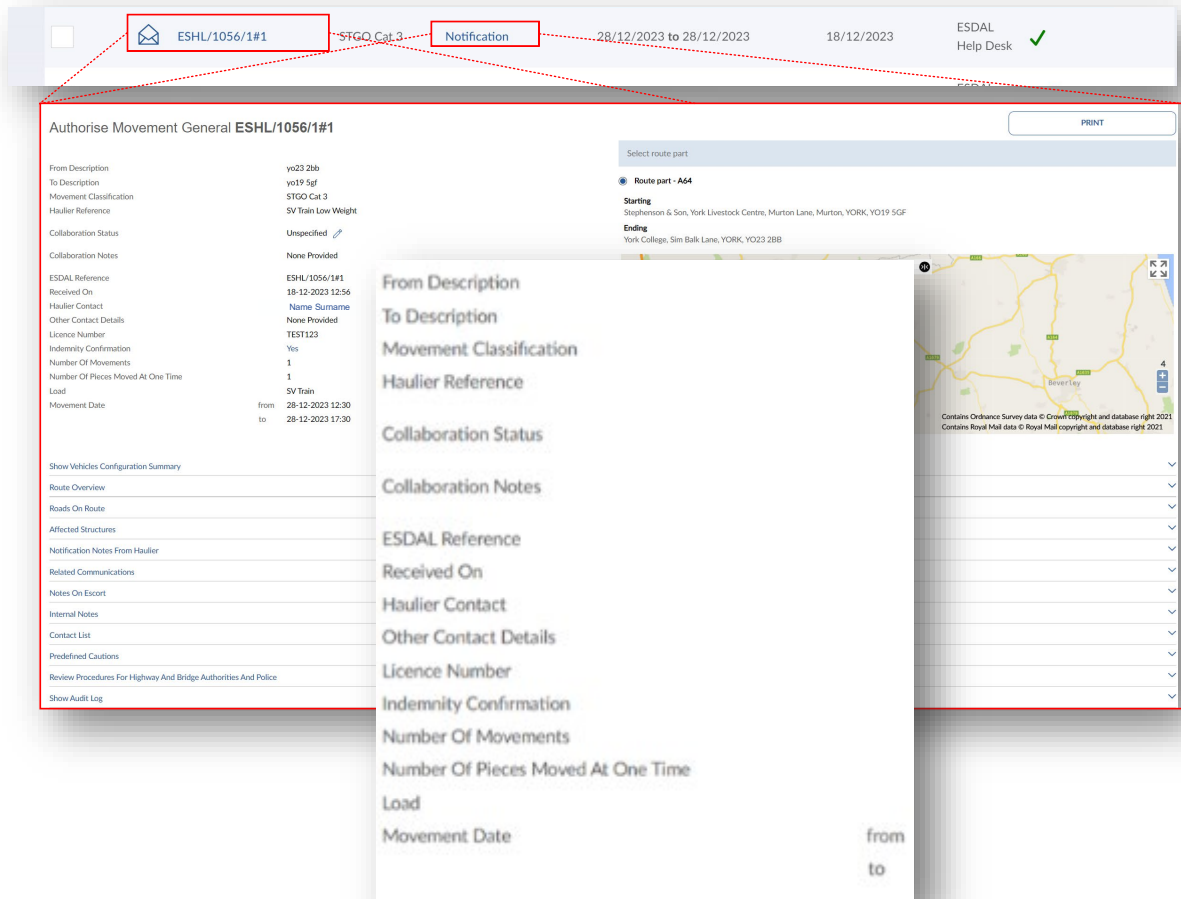
The suitability column shown next to each movement indicates that the Route Assessment within ESDAL has identified structures that are either unsuitable or fall within the banding limits for that particular movement, these can be identified by either a red cross (✗) or grey question mark (?), otherwise a green tick (✓) is shown when those structures that have been assessed have been assessed as suitable. If ESDAL is unable to assess any structure within the movement, this is indicated by a red exclamation mark (!).

	The Suitability column will always show the worst-case scenario for the structures that have been assessed, that is, ✗ would be the worst, followed by ! , and then ? , followed by ✓ .
✗	**Indicates unsuitable structure(s) on the route**
!	**Indicates that ESDAL is unable to assess structure(s)**
?	**Indicates that assessed structure(s) are within banding limits**
✓	**Indicates that assessed structures are suitable**

3.2.   Overview of a specific movement

From the list of movements, if you click on a movement reference number or movement type you will be presented with an overview of the details of that movement.

The figure above shows the information displayed for a notification. The information on the left of the screen includes route information, the movement classification, collaboration status and notes, haulier details, and the indemnity status as shown in the expanded box. On the right there is an overview map.

The figure below shows the information displayed for an application.

A notification would have similar, but slightly less, information displayed.

You can:

- edit the collaboration status (see section 3.3)
- view each route part (section 3.4).

You can print the movement details using the options provided via the PRINT button in the top right:

- Print a detailed version.
- Print a reduced version (no recipient list). This option is only available for notifications.

Clicking on the drop down arrow ⌄ icon to the right of to each of the headers in the lower part of the screen will provide further details regarding the movement specific to that header. This will allow you to view the notification or application details, including details of the vehicle, route, affected structures, notes, haulier and other contact details, and details of cautions (section 3.5).

3.3.   Edit Collaboration

Click the (✎) icon next to the **COLLABORATION STATUS** to edit the status.

Collaboration Status	Unspecified ✎

You can update the status by selecting the relevant options **ACCEPTED, REJECTED,** or **UNDER ASSESSMENT**. You can "Import from Assessment" or from your organisation library. This will autofill the collaboration notes to the text box.
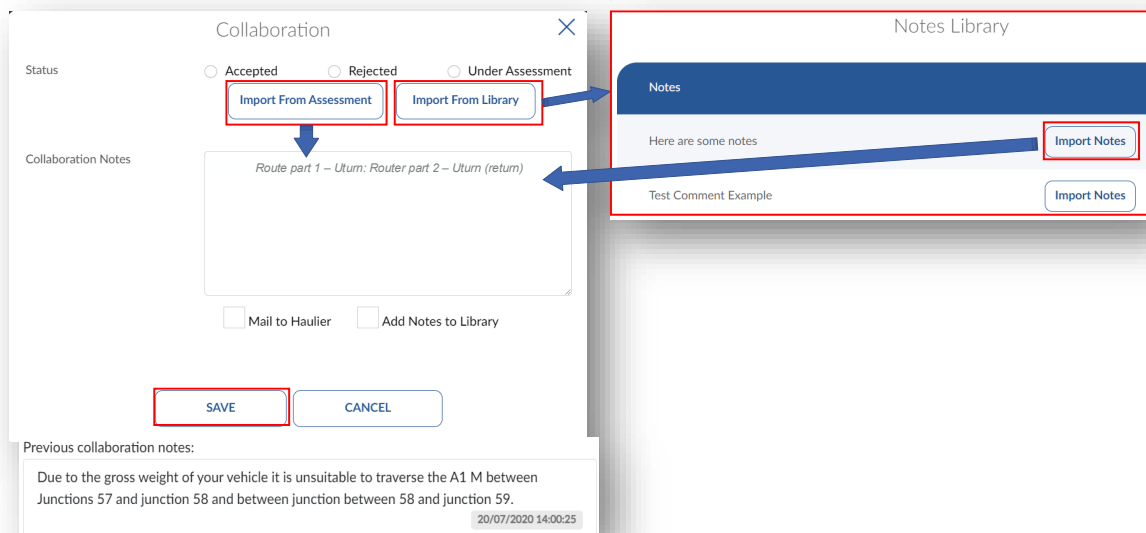
For applications, the status and notes are sent to the SORT (Special Order Routing Tool) team, whilst for notifications submitted via ESDAL the notes but not the status are sent back to the haulier in their ESDAL movements inbox. For notifications received via the NEN PDF you will need to tick the "Mail to Haulier" option.

Ticking the box next to:

- Mail to Haulier - will also send an email to the haulier.

- Add Notes to Library - adds any new notes to your organisation's library.

You can assign a notification to another user by selecting UNDER ASSESSMENT and selecting the appropriate user from the drop-down options.

You can save the changes by clicking on the **SAVE** button, this will save and update the details entered including the revised collaboration status.

ESDAL will display all previous collaboration notes below the SAVE / CANCEL button, including details of when each was saved.

3.4.   Route Part

Click on the icon ⛶¹ to toggle between full Screen, to view the map in full screen and minimise to view a summary screen. You can view the affected structures and constraints on the route by clicking the relevant icons or by using the search function within the advanced filter option.
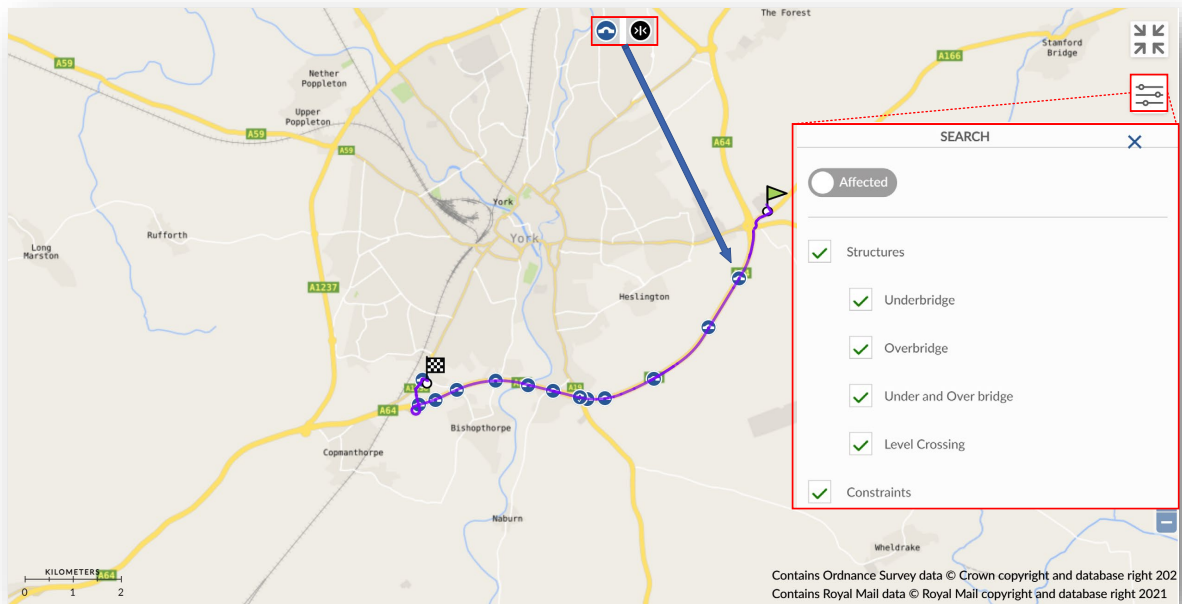
3.5.   View notification or application details

Clicking the drop down arrow ⌄ next to each header will show you further details for each of the options as illustrated below. You can use the up arrrow to hide the details again.

The rest of this section gives you mFore detail about what you will see as you expand each option.
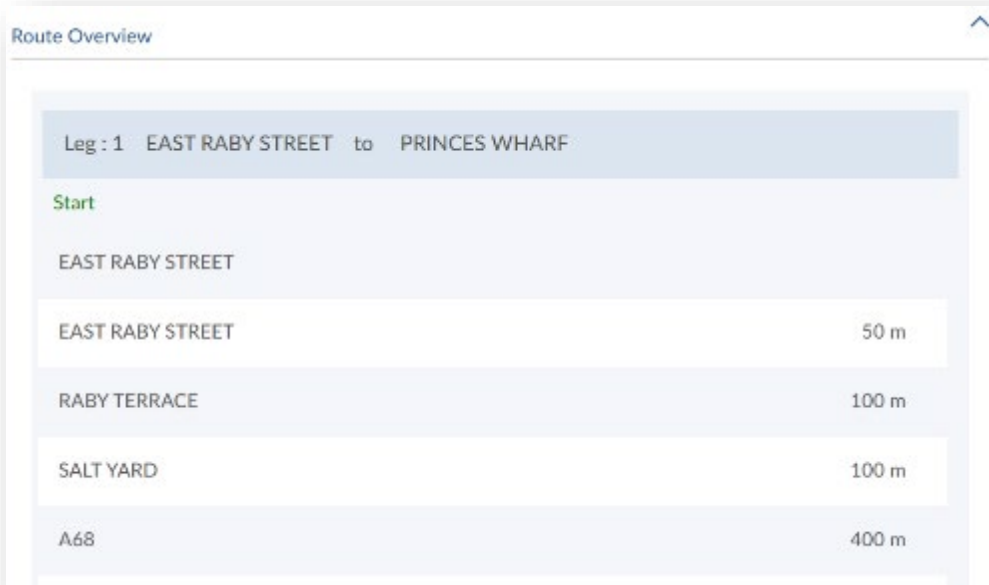
3.5.1. Show Vehicles Configuration Summary

Use the down arrow to the right of "Show Vehicles Configuration Summary" to view all vehicle details related to that movement, including individual vehicle components.

3.5.2. Route Overview

Use the down arrow to the right of "Route Overview" to see detailed route descriptions.
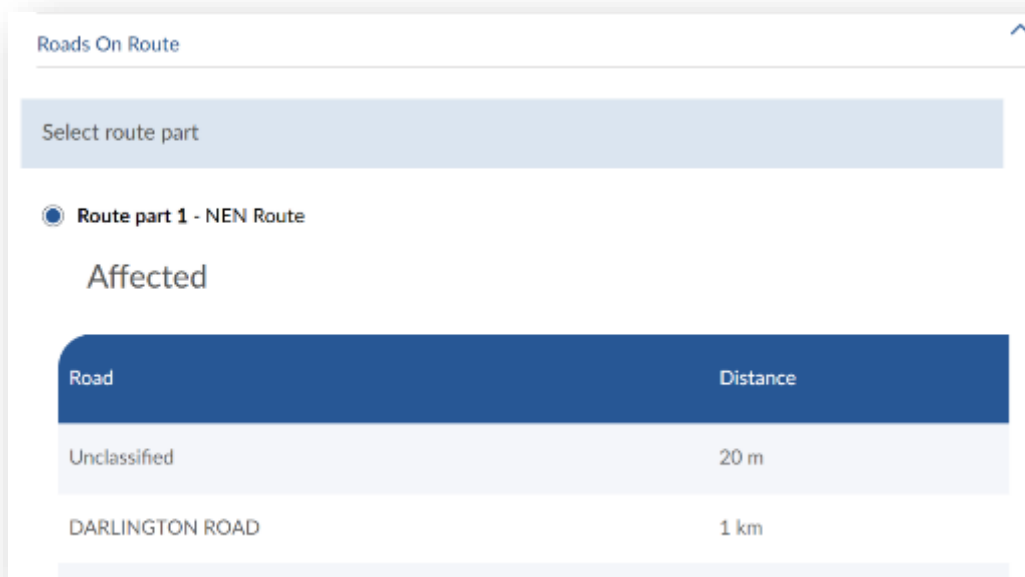
3.5.3. Roads on Route

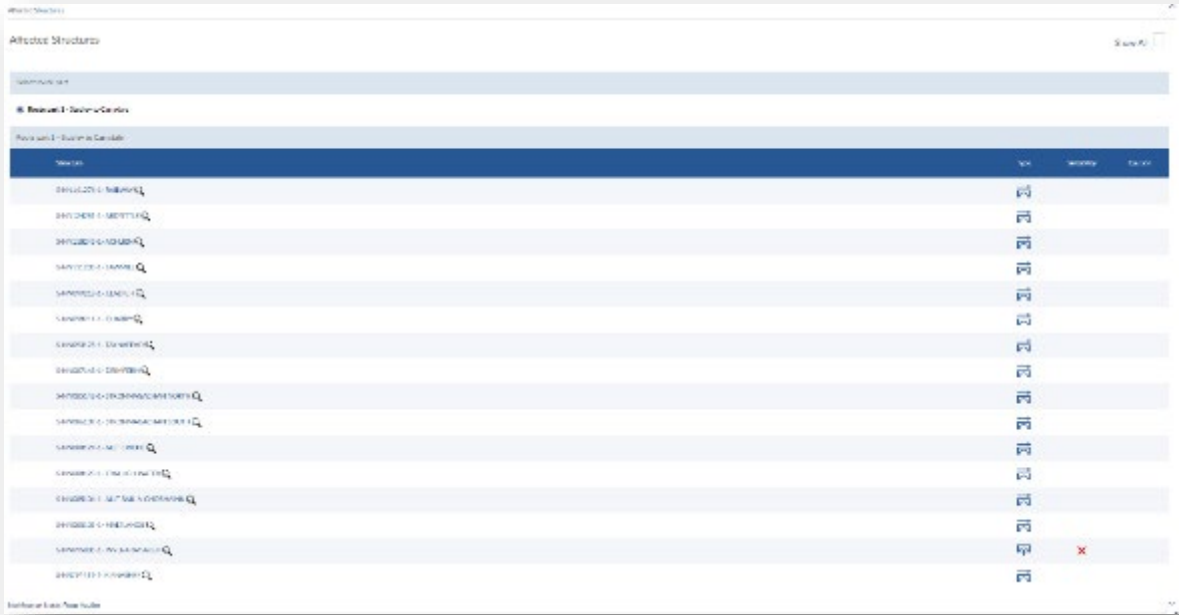Use the down arrow to view affected roads on a route by selecting the appropriate route part.

3.5.4. Affected structures

Use the down arrow to view the individual structure assessment for affected structures, which could be suitable ✔, unsuitable ✖ or within banding limits ?. ESDAL will show ! for any structures it is unable to assess. Any cautions will be shown next to the relevant structure. Tick the show all box to list all structures on the route.
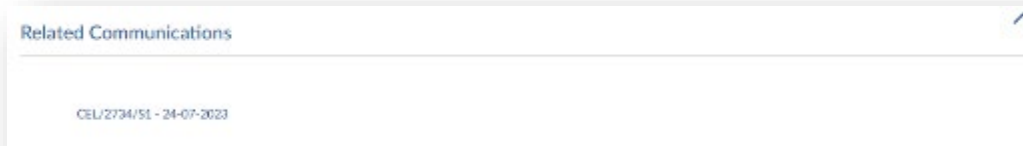

3.5.5. Notification Notes from Haulier

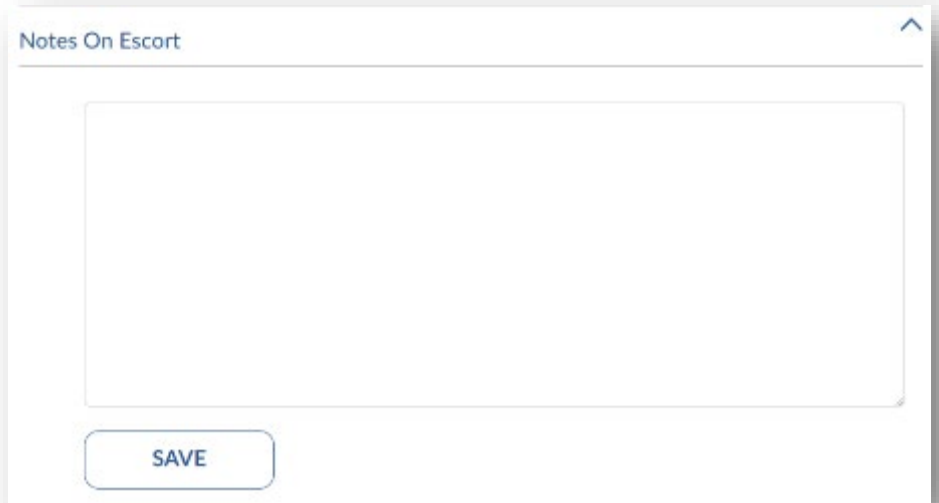Use the down arrow to view any additional notes from the Haulier.
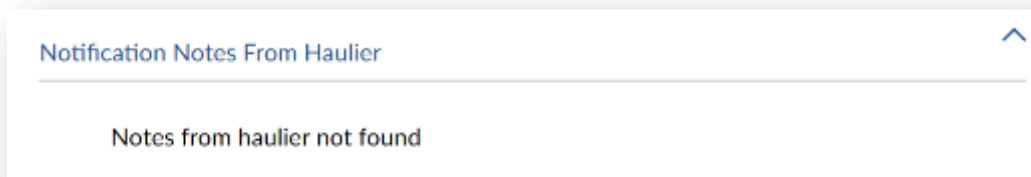
3.5.6. Related Communications

Use the down arrow to view Haulier communications related to a movement.

3.5.7. Notes on Escort

Use the down arrow to open up the facility to add and save notes associated with the escort. All notes added will be displayed to the haulier on the Haulier Portal.
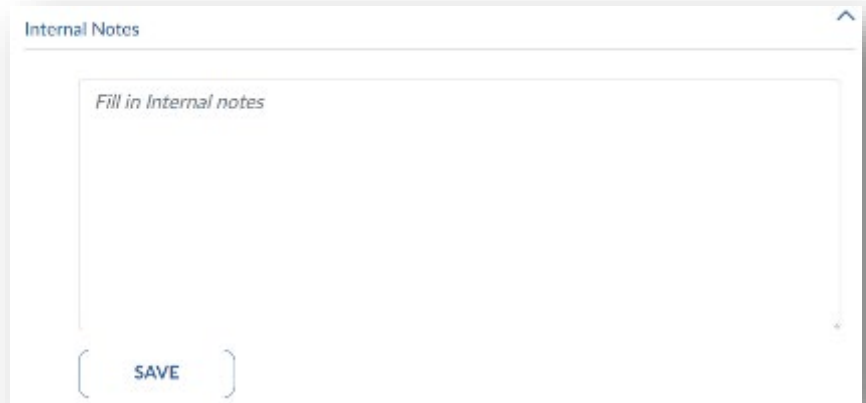

3.5.8. Internal Notes

Use the down arrow to open up the facility to create and save internal notes associated with this movement.

3.5.9. Contact List
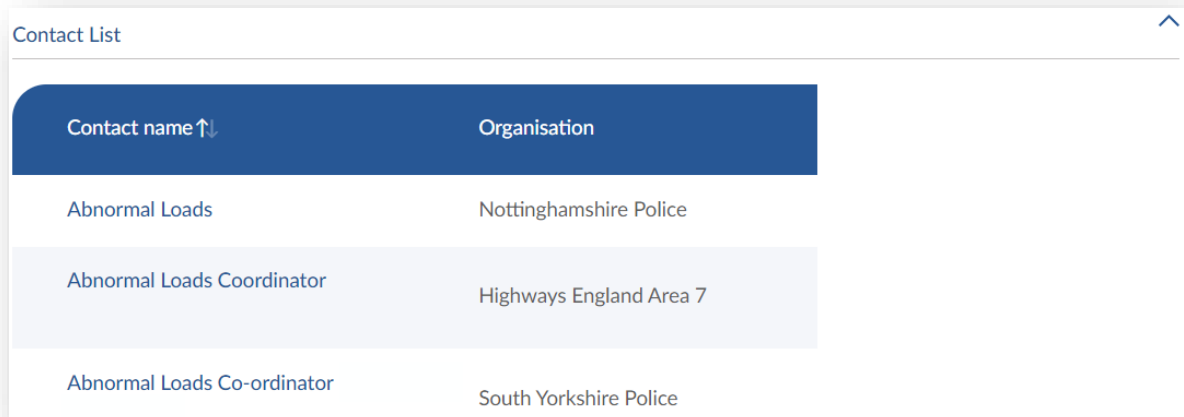
Use the down arrow to view the organisations who are impacted by the route. Click on contact name or on the arrows to the right of contact name in the header to sort alphabetically. Clicking on each name will show the contact details.

Contact name ↑↓	Organisation
Abnormal Loads	Nottinghamshire Police
Abnormal Loads Coordinator	Highways England Area 7
Abnormal Loads Co-ordinator	South Yorkshire Police

3.5.10. Predefined Cautions

Use the down arrow to view all predefined cautions.

3.5.11. Review procedures for Highway and Bridge Authorities and Police

Use the down arrow to review the haulier's statutory obligations.

3.5.12. Show Audit log

Use the down arrow to view the audit log history related to the movement.

4. Structures

Clicking **STRUCTURES** from the main menu will give you a drop-down menu with the options shown. These are described in more detail in the following sections of this document.
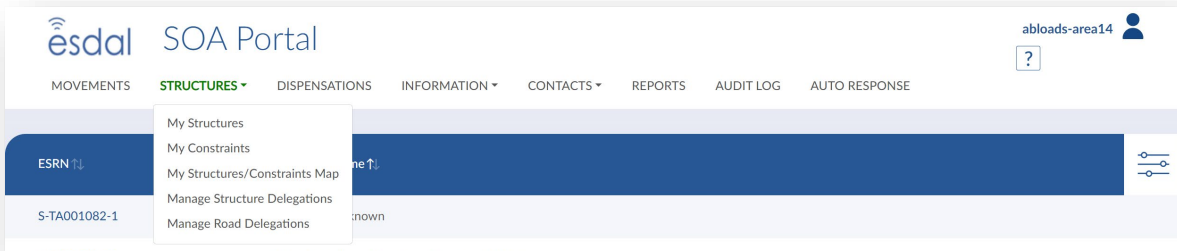
4.1. My Structures

Clicking **My Structures** will display all the structures that are owned by or managed by your organisation. You can sort the structures by their **ESRN (**ESDAL Structure Reference Number) or **Structure Name**, or you can use the advanced filter option ( ) to search for specific structures.
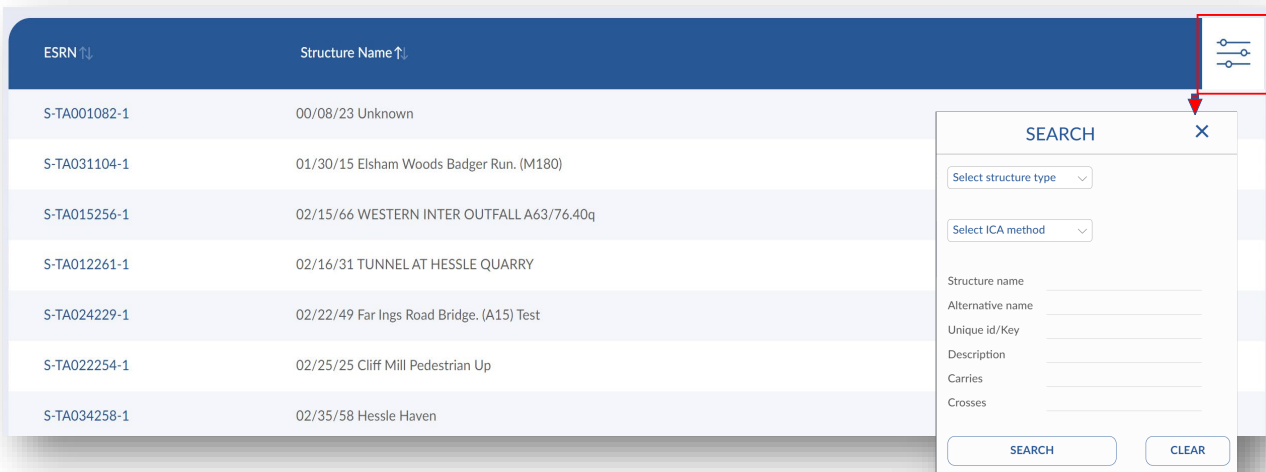
Clicking on the ESRN for a structure will provide further details about that structure. You can choose the type of information that you are interested in by clicking on the on the relevant part of the **Structure Menu** or **Managing section data** panels.

Structure menu
General Details
Show history
Related inbox items
Manage general details
Most onerous vehicle
Show structure on map
Manage caution

Managing section data
Manage dimensions and constructions
Manage imposed constraints
Manage SV data
Manage ICA usage
Configure default banding factors
Check suitability of vehicle

4.1.1.   General Details

Structure menu
General Details
Show history
Related inbox items
Manage general details
Most onerous vehicle
Show structure on map
Manage caution

You can view detailed information about the structure on the **General Details** page, including structure dimensions and construction, span details, ICA methods, structure imposed constraints and SV data.

0928 Milton Heights South - *S-SU483912-1*

Please select a section to view/amend section details (for example to manage ICA usage).

○ Underbridge section 1   ○ Overbridge section 1

| Structure general details	
ESRN	S-SU483912-1
Name	0928 Milton Heights South
Unique Id	0928
Coordinates	448401, 191279
Owner / Stakeholder	Highways England South East Region
	⌄
	0 - East Midlands Regional Control Centre
Category	Road Bridge
Type	Simply Supported Span
Class	Under And Over Bridge
Length	15.8 m

[BACK]

Depending on the structure, you can view the overbridge or underbridge sections available by selecting the relevant radio buttons.

You can view the contact details for the structure owner/stakeholder by clicking on their name.

Click the back button at the bottom left of the screen to return to the list of structures.
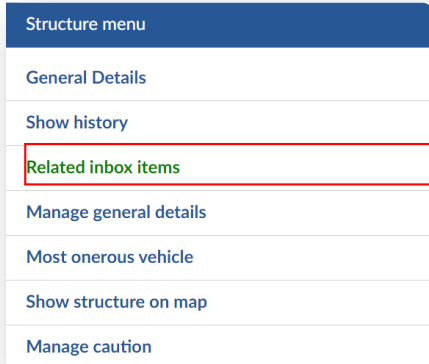
4.1.2.   Show History
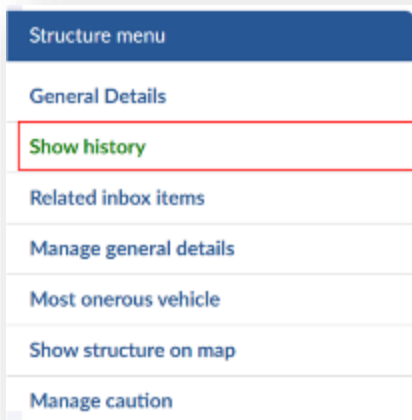
Click on **Show history** to view any previous changes to a structure, this will display the user who made the changes and the date the changes were made, as illustrated below.

STRUCTURE HISTORY

Date/Time	Username	Details
09/06/2021 16:58:38		"Hessle Haven" :""(10154399) - HB Rating (Without Load) (previously Unspecified) set to '45 kg'
09/06/2021 16:58:38		"Hessle Haven" :""(10154399) - HB Rating (With Load) (previously Unspecified) set to '45 kg'
27/05/2021 12:47:20		"Hessle Haven" Undersection:""(10154399) - Section Length (previously '5') changed to '5.5'
27/05/2021 12:47:10		"Hessle Haven" Undersection:""(10154399) Span:"Span"(224127) position #1 - Length (previously '5') changed to '5.5'
27/05/2021 12:47:10		"Hessle Haven" Undersection:""(10154399) Span:"Span"(224127) position #1 - Sequence Number (previously Unspecified) set to'0'
12/11/2020 17:41:15	STRUCTURE UPDATE	Structure field Notes has been modified by r at 12-11-2020 12:02:30. From Assessed Load to not defined

4.1.3. Related inbox items

Structure menu
General Details
Show history
Related inbox items
Manage general details
Most onerous vehicle
Show structure on map
Manage caution

Click on **Related inbox items** to view any movements in your movement inbox affecting the same structure within their route.

Clicking the ESDAL reference or on the message type will take you to the movement details.

You can use the filter icon (⚙) and Advanced filter options as needed.

Notifications affecting structure - "02/35/58 Hessle Haven" [S-TA034258-1]

ESDAL Reference	Type	Message Type	Status	Movement date	Received	Haulier
ABCD/1234/1#1	STGO Mobile Crane Cat C	notification	✉	29/11/2023 to 29/11/2023	21/11/2023	Haulier organisation
⊘ ABCD/1234/1#1	STGO Cat 1 - VR1	notification	✉	15/1		ion
ABCD/1234/1#1	STGO Cat 3	notification	✉	06/1		ion
ABCD/1234/1#1	STGO Cat 2	notification	✉	30/1		ion
ABCD/1234/1#1	STGO Mobile Crane Cat C	notification	✉	29/0		ion
ABCD/123/2#1(2)	STGO Cat 1	renotification	✉	21/0		ion
ABCD/1234/1#1	VSO	notification	✉	18/0		ion

FILTER ✕

Advanced ∧

Delegation arrangement	Select delegation ▾
ESDAL structure reference number	ESDAL structure reference number

Suitability
- ✔ Suitable
- ✗ Not Suitable
- ? Marginally Suitable

Start Point	Start Point	-Select▾
End Point	End Point	

Gross weight ▾   less than or equal to ▾   kg Select▾ +

SEARCH   CLEAR
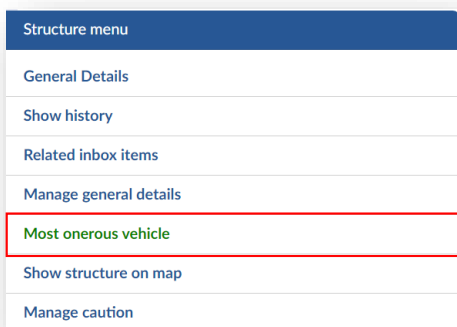
4.1.4. Manage general details
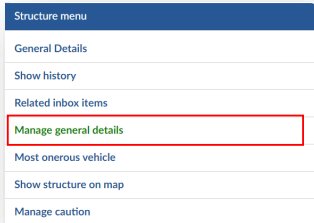
Click on **Manage general details** to view and edit information related to the structure, including the unique ID, Length, Category and Type. Use the predefined criteria within the drop-down menu for both Category and Type.

Enter all relevant information in the boxes as illustrated below, and click SAVE.

4.1.5. Most onerous vehicle

Click on **Most onerous vehicle** to view all previous movements that have used the structure. Gross Weight, other associated data, and the movement date are displayed.

You can click on the movement number to see more details, and use the filter icon (⚖) to find vehicles with specific characteristics, as shown overleaf.

This diagram shows details of "most onerous vehicle".

02/35/58 Hessle Haven - *S-TA034258-1*

ESDAL Reference	Haulier Name	Received Date	Movement Date	ICA	Gross Weight	Movement Status
ABCD/123/2#1(2)	Haulier organisation	14/06/2021	30/06/2021 to 31/07/2021	Pass	95000 kg	✕
ABCD/123/2#1(2)	Haulier organisation	26/03/2020	31/03/2020 to 29/04/2020	Pass	65000 kg	?
	ier organisation	09/06/2021	16/06/2021 to 17/07/2021	Pass	99000 kg	✕
	ier organisation	18/12/2020	01/01/2021 to 31/01/2021	Pass	55000 kg	✓
	ier organisation	25/06/2021	04/07/2021 to 04/08/2021	Pass		
	ier organisation	16/07/2021	19/07/2021 to	Pass		

View vehicle summary ✕

Summary details

Summary	semivehicle
Reg plates	TBC
Overall length	17 m
Overall width	3.15 m
Overall height	4.8 m
Reducible height	0 m
Rigid length	12 m
Gross weight	55000 kg
Max axle weight	10000 kg
Rear overhang	0 m

semivehicle

Gross weight	55,000 kg
Max axle weight	10,000 kg
Axle weight	7,000 kg, 9,000 kg x 2, 10,000 kg x 3
Wheels per axle	
(Wheels or wheels x no of axles)	2, 4 x 5
Axle spacing	3.25 m, 1.45 m, 6.35 m, 1.43 m x 2, 0 m
Tyre size	x 6
Tyre centre spacing	m x 6
Wheel base	13.91 m
Rear overhang	0 m
Outside track	0 m

FILTER ✕

Details ⌄

CLEAR   SEARCH

FILTER ✕

Details ⌃

Weight type [⌄]

☐ Start date

☐ End date

Select status [⌄]

CLEAR   SEARCH

4.1.6. Show structure on map

Structure menu

General Details

Show history

Related inbox items

Manage general details

Most onerous vehicle

Show structure on map

Manage caution

Click on **Show structure on map** to zoom into the selected structure's location on the map. Zoom out to view all your organisation's structures on the map.
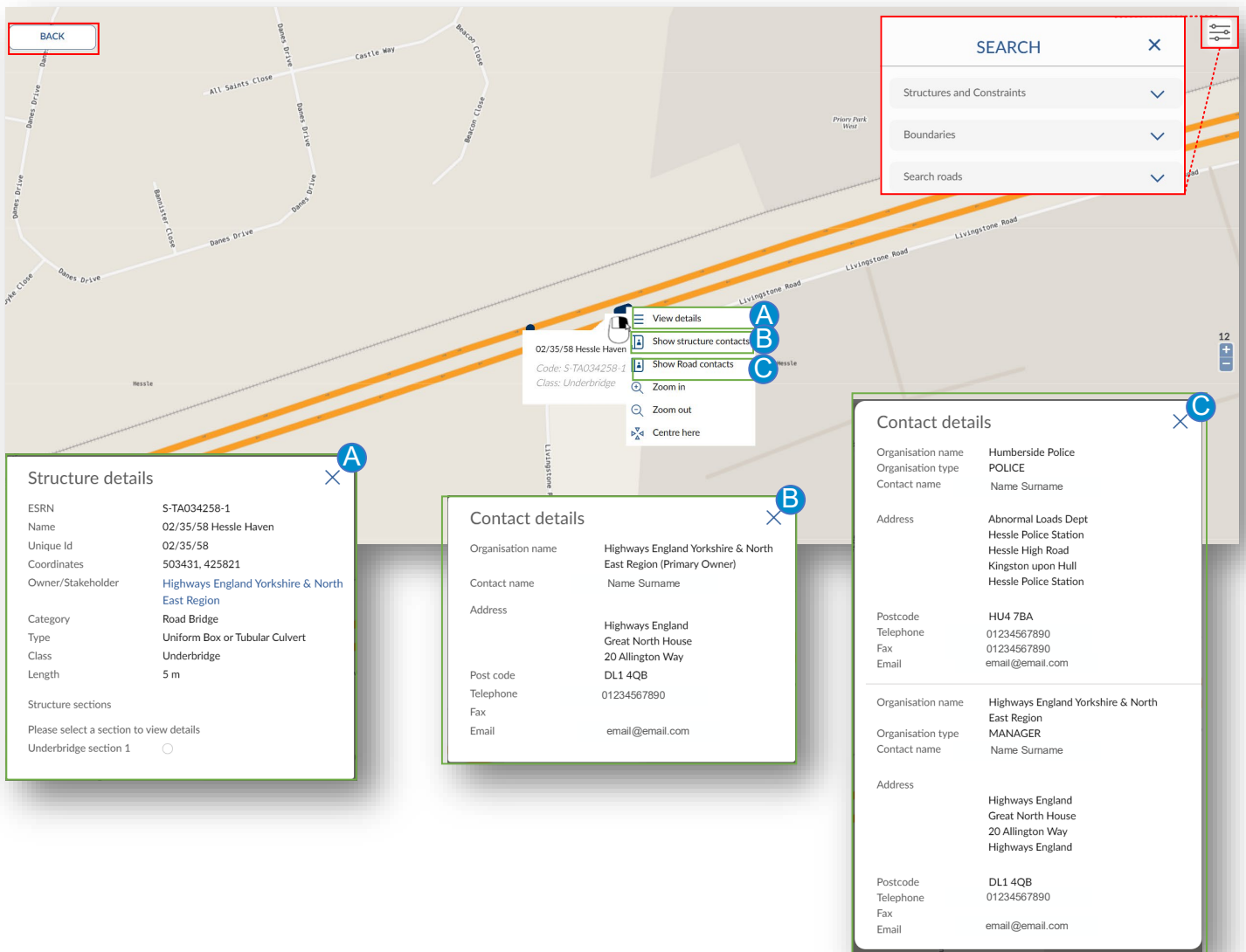
Hover over the structure, to view the structure name, right click to view the context menu, which has options as shown overleaf:

- View (structure) details - A.

- Show structure contacts - B.

- Show road contacts - C.

If a structure only has "show road contacts" as the available option, you need to zoom in further to make sure your cursor is on the structure.

Use the advanced filter option to toggle ON / OFF on the map structures and constraints Owned by Me / Owned by other Organisations. You can also toggle ON/ OFF Police and Local Authorities boundaries, DBFO Area Boundaries, TFL Roads, Welsh and Scottish Trunk roads.

Click back to return to the general details page.

4.1.7. Manage caution

Use **Manage caution** to add, edit or view cautions associated with this structure. This option is available based on the structure type.

You can edit or delete any caution using the icons to the right of each listed caution ✏️ 🗑️ .
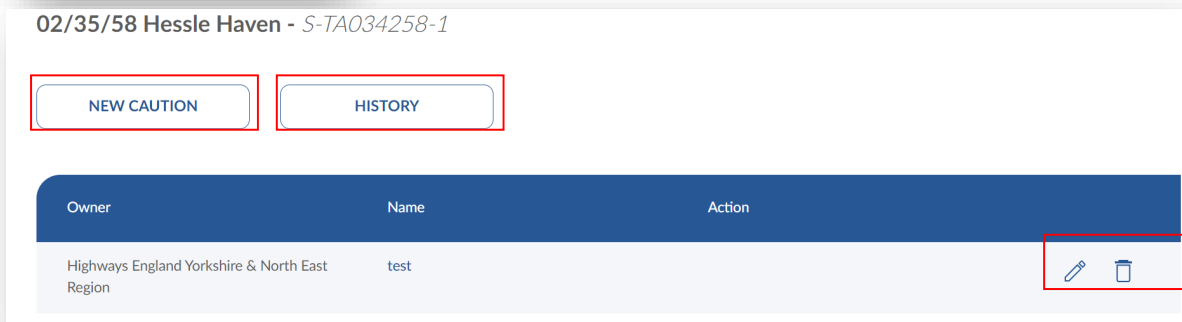
If you click on new caution, you will see the pop out box as shown below with options to create a new caution.
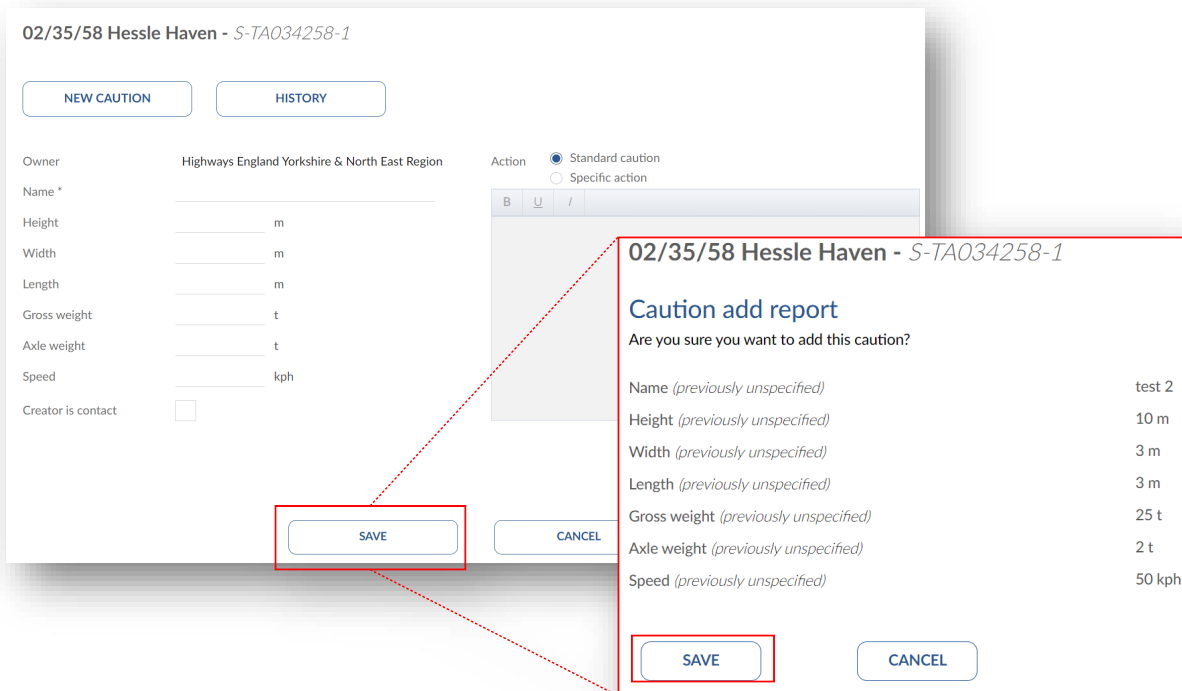
If you click on history, you will see a list of previous cautions. Click back to return to the previous screen.

4.1.8.   Managing dimensions and constructions

You can manage structure details using the additional options available on the **Managing section data panel.**

The options presented to you depend on the structure type or section.

Click on **Manage dimensions and constructions** to view and edit fields related to the structure.

You can change the bridge span length and number of spans using the add, delete and edit icons in the bottom left. Click save when you have finished, or cancel to exit without saving. Clicking add will bring up a new window where you can add the details for the new span.

4.1.9. Manage imposed constraints

Use **Manage imposed constraints** to add, edit or view imposed constraints associated with a structure as shown below.

You can choose to supply both Signed restrictions and Maximum limits; ESDAL makes Signed restrictions visible to the Haulier but not Maximum limits.

Click save to save changes and exit or cancel to exit without saving.

Height		m		Signed height	● Not known if there is a signed constraint
Width		m			○ No signed constraint
Length		m			○ ESDAL will make the following values available to haulier
Gross weight		kg			m
Axle weight		kg			ft
Maximum weight over minimum distance		kg over			in
		m	(+)		☐ Constraint is physically signed

Full HA load   ● True   ○ False or unknown

		Signed width	● Not known if there is a signed constraint
HB with associated HA live load	45		○ No signed constraint
HB without associated HA live load	45		○ ESDAL will make the following values available to haulier

Signed gross weight
● Not known if there is a signed constraint
○ No signed constraint
○ ESDAL will make the following values available to haulier
   kg

☐ Constraint is physically signed

Signed width (ESDAL will make the following values available to haulier): m, ft, in

☐ Constraint is physically signed

Signed length
● Not known if there is a signed constraint
○ No signed constraint
○ ESDAL will make the following values available to haulier
m, ft, in

Signed axle weight
● Not known if there is a signed constraint
○ No signed constraint
○ ESDAL will make the following values available to haulier
   kg

☐ Constraint is physically signed

☐ Constraint is physically signed

SAVE   **CANCEL**

If both Signed restrictions and Maximum limits have values, the load will be tested against the Maximum limit. The Height, Width and Length Maximum limits do not have to be enabled but are activated when individual values are provided. ESDAL will assess movements against the structure limits provided. For ESDAL to use the Gross weight, Axle weight or Maximum weight over minimum distance limits for assessment, their associated ICA must be enabled (see section 4.1.11).
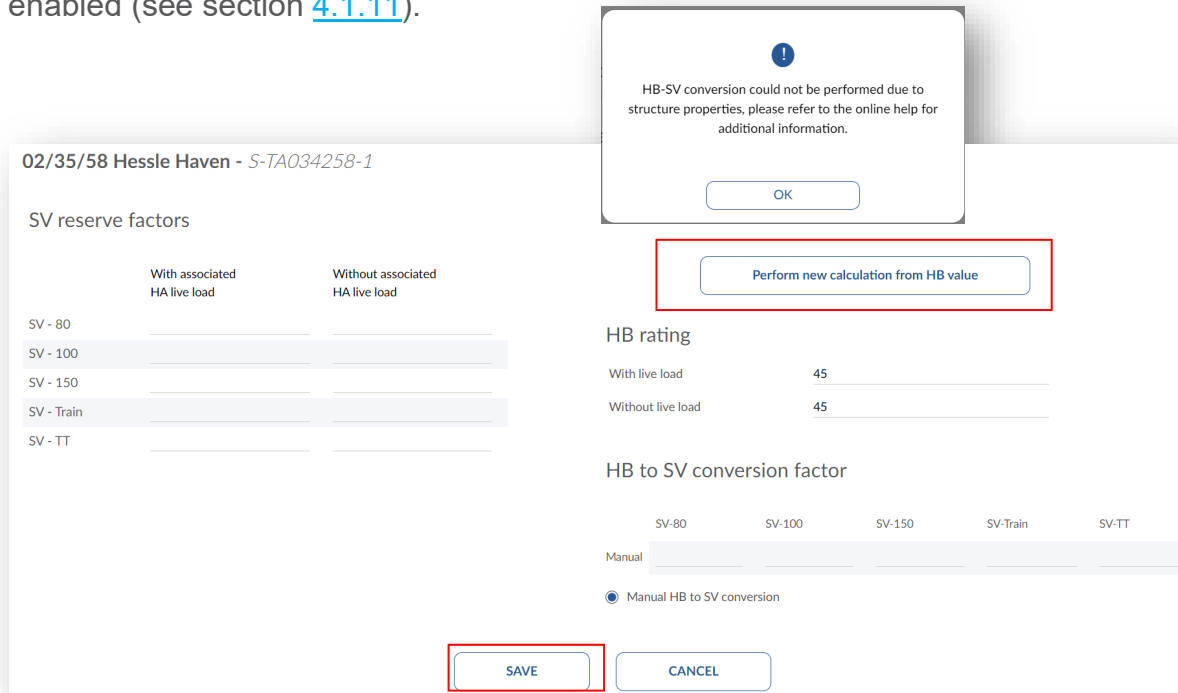

4.1.10. Manage SV data
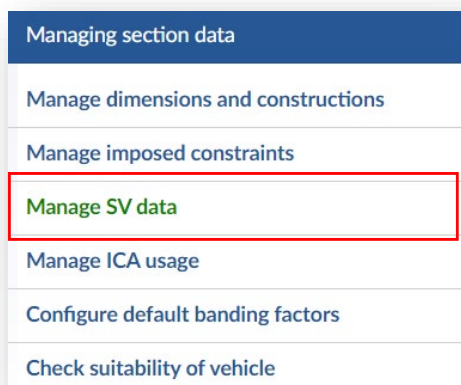
Use **Manage SV data** to view or edit SV data values and perform HB calculations, a shown below.

Clicking on 'Perform new calculation from HB value' will require ESDAL to perform its HB to SV conversion. The results will be provided in a table which will allow you to add SV ratings or to accept those calculated by ESDAL. If the HB-SV conversion cannot be performed, you will see a warning message as shown below.

HB to SV conversion can only be carried out on simply supported or continous span bridges; up to 3 spans and adjacent spans sum of span length no greater than 50m.
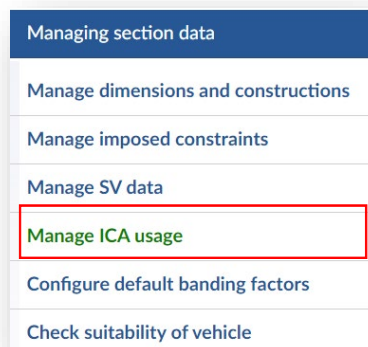
Click save to save and exit, or cancel to exit without saving.

For ESDAL to use the SV data for assessment the associated ICA must be enabled (see section 4.1.11).

4.1.11. Manage ICA usage

Use the Manage ICA usage to enable/disable Weight screening and SV Indicative Capacity Appraisals (ICA). If there is data in the structure record which can be used to perform the ESDAL ICA, the specific ICA will be shown as 'Available'. For the ICA to be used for assessment, you need to set it to 'Enabled' and save. ESDAL will prioritise and utilise SV values in calculations when enabled disregarding any other values e.g. If both Gross weight and SV ratings were enabled, ESDAL would only use the SV ratings. However, if both Gross and Axle weight are enabled, ESDAL will apply both limits in its calculation.

Select "Use custom" and enter the required values for the ICA banding for individual structures and SAVE.

4.1.12. Configure default banding factors

Use the **Configure default banding factors** to view / edit banding factors. The ESDAL default values are 0.9 – 1.05 for both Weight and SV screening. You can change either or both to your organisation's default value. You can change the banding factor for an individual structure via the Manage ICA usage (see section 4.1.11).

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Weight screening	
Default limit factor (lower-upper)	○ Use ESDAL Default : 0.9 - 1.05
	● Use organisation default : 1 - 2

SV screening	
Default limit factor (lower-upper)	● Use ESDAL Default : 0.9 - 1.05
	○ Use organisation default : ___ - ___

SAVE   **CANCEL**

4.1.13. Check suitability of vehicle

Managing section data

Manage dimensions and constructions

Manage imposed constraints

Manage SV data

Manage ICA usage

Configure default banding factors

Check suitability of vehicle

Use the **check suitability of vehicle** to perform ICA assessment based on vehicle type.

Note the three highlighted sections in the overview diagram below, which will appear as relevant to the selections made.

Component details will display depending on the selection of the movement classification and configuration type.
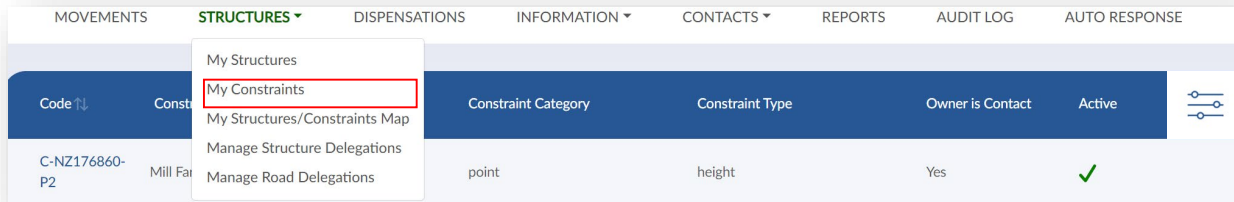
The tractor and trailer boxes will show depending on the number of components.

You must complete all the mandatory information before clicking the PERFORM ICA button.
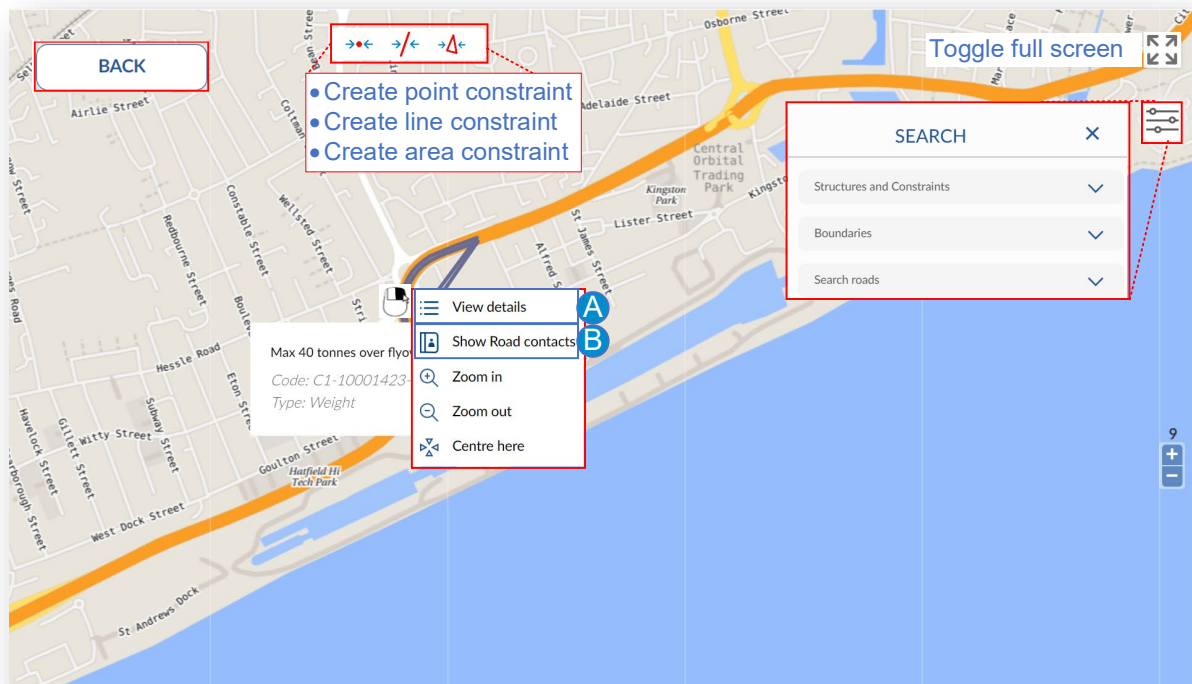
4.2.   My constraints

From the STRUCTURES menu, click on my constraints to view a list of all constraints created by your organisation as shown below.

You can sort the list by code or constraint name using the arrows to the right of the name in the header. Use the advanced search feature ( ) to filter the list by constraint type, name, code, and owner.
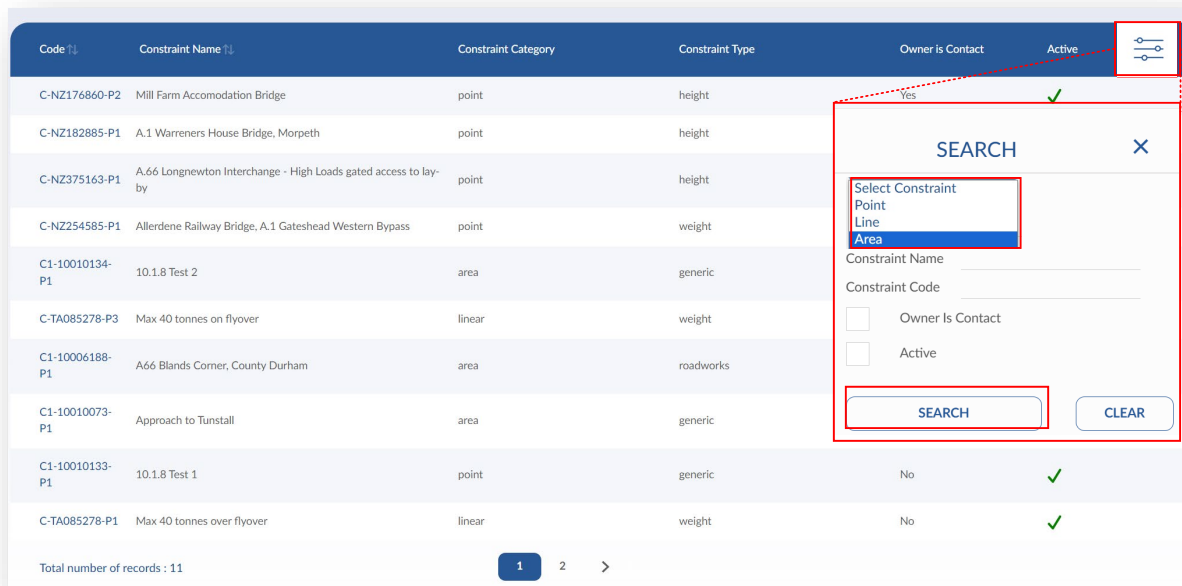
Clicking on the individual constraint code from your list will open the map, zoomed into the selected constraint as illustrated below. Hover over the constraint icon ( ) to view the constraint name, right click ( ) to view the context menu. Use the zoom in and zoom out function to zoom in and out of the map, you can also achieve this using your mouse scroll.

Use the back button to return to the list of constraints.

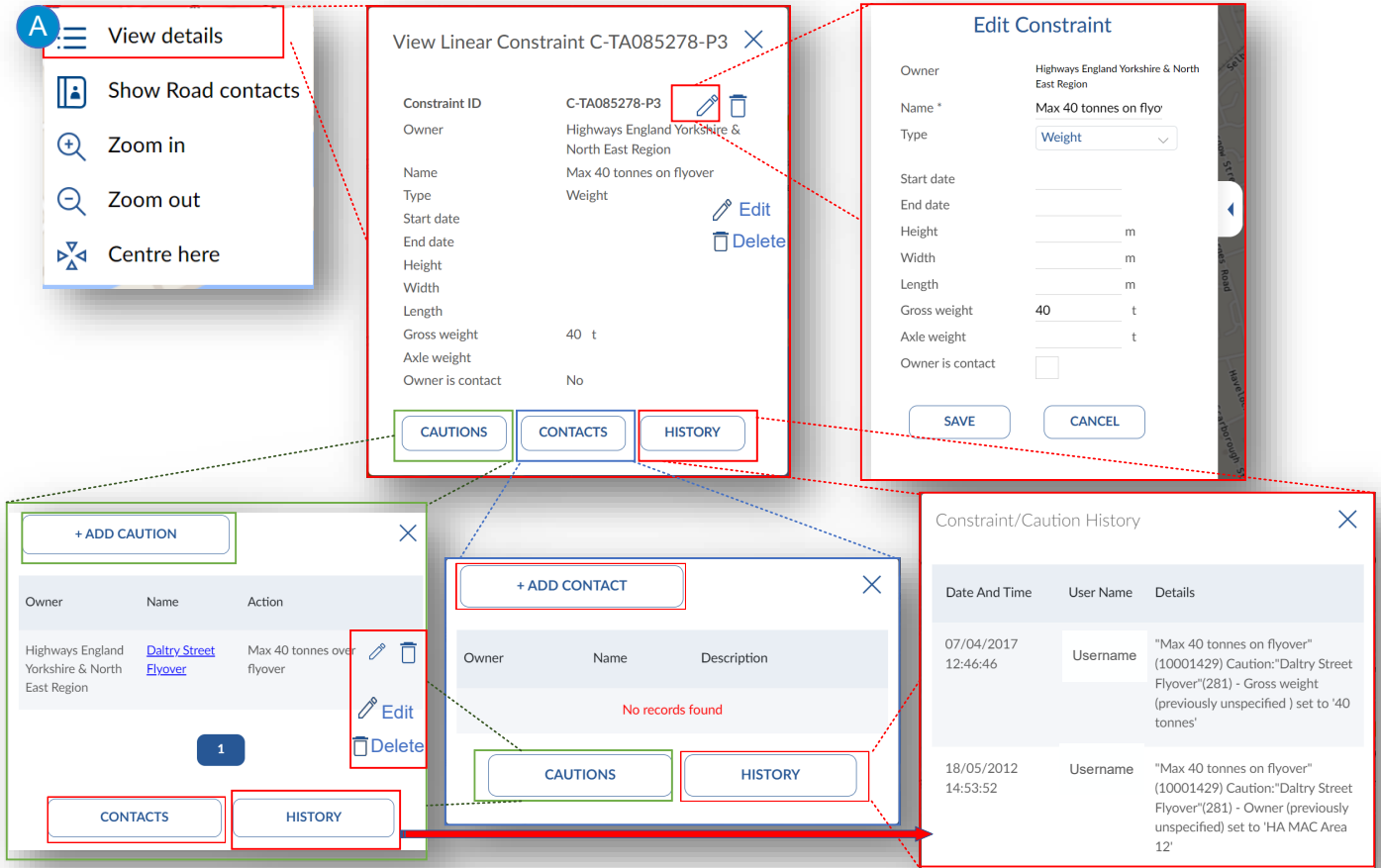All other constraints will be visible on the map at a minimum zoom level of 7.

You can use the constraints icons ![icons] to add new constraints on the map (see section 4.4). Use the advanced search feature ![icon] to toggle ON/OFF on the map structure and constraints Owned by Me / Owned by other Organisations. You can also toggle ON/ OFF Police and Local Authorities boundaries, DBFO Area Boundaries, TFL Roads, Welsh and Scottish Trunk roads.

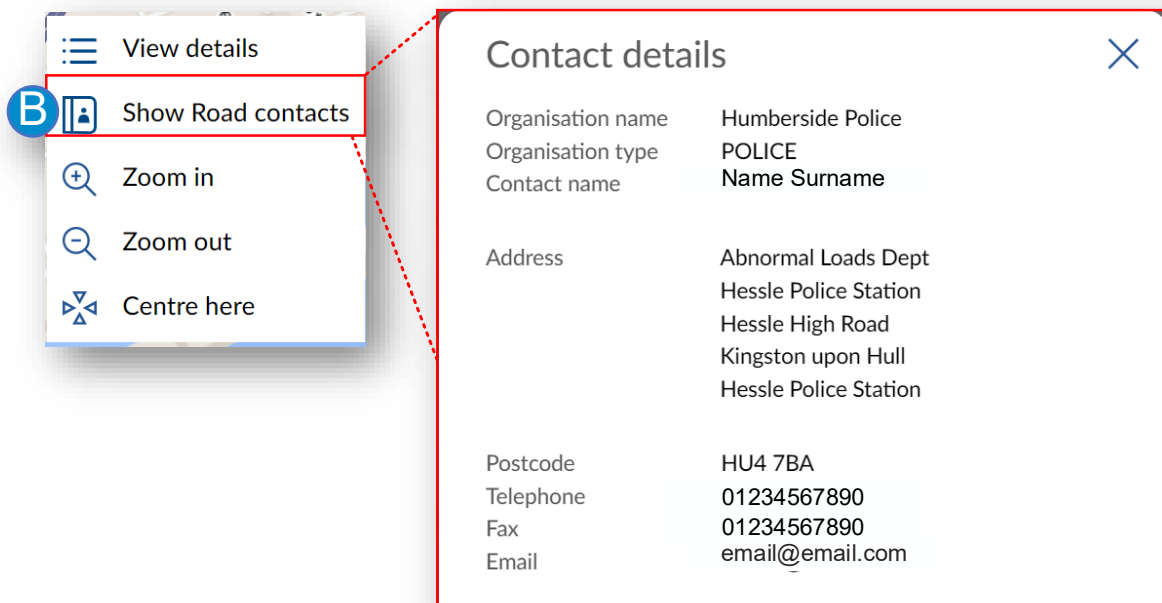Use the Zoom in, Zoom out and centre here options to change the map level.

You can select view details (see letter A on the figure above and the expanded diagram below) from the context menu to:

- Edit / delete the existing constraint and caution.

- Add new cautions using the CAUTION button.

- View and add new contact details using the CONTACTS button.

- View the Constraint / Caution History using the HISTORY button.

Further details on the use of constraints and their cautions are in section 4.4.

A View details
Show Road contacts
Zoom in
Zoom out
Centre here

View Linear Constraint C-TA085278-P3 ✕

Constraint ID	C-TA085278-P3
Owner	Highways England Yorkshire & North East Region
Name	Max 40 tonnes on flyover
Type	Weight
Start date	
End date	
Height	
Width	
Length	
Gross weight	40 t
Axle weight	
Owner is contact	No

✎ Edit
🗑 Delete

CAUTIONS   CONTACTS   HISTORY

Edit Constraint

Owner	Highways England Yorkshire & North East Region
Name *	Max 40 tonnes on flyo
Type	Weight ⌄
Start date	
End date	
Height	m
Width	m
Length	m
Gross weight	40 t
Axle weight	t
Owner is contact	☐

SAVE   CANCEL

+ ADD CAUTION ✕

Owner	Name	Action
Highways England Yorkshire & North East Region	Daltry Street Flyover	Max 40 tonnes over flyover

✎ 🗑
✎ Edit
🗑 Delete

1

CONTACTS   HISTORY

+ ADD CONTACT ✕

Owner	Name	Description
	No records found	

CAUTIONS   HISTORY

Constraint/Caution History ✕

| Date And Time	User Name	Details
07/04/2017 12:46:46	Username	"Max 40 tonnes on flyover" (10001429) Caution:"Daltry Street Flyover"(281) - Gross weight (previously unspecified) set to '40 tonnes'
18/05/2012 14:53:52	Username	"Max 40 tonnes on flyover" (10001429) Caution:"Daltry Street Flyover"(281) - Owner (previously unspecified) set to 'HA MAC Area 12'

You can view the road contact details (see letter B on the map figure above and the expanded diagram below) from the context menu.

View details
B Show Road contacts
Zoom in
Zoom out
Centre here

Contact details ✕

| Organisation name | Humberside Police |
Organisation type	POLICE
Contact name	Name Surname
Address	Abnormal Loads Dept Hessle Police Station Hessle High Road Kingston upon Hull Hessle Police Station
Postcode	HU4 7BA
Telephone	01234567890
Fax	01234567890
Email	email@email.com

4.3.   My structures / constraints map

Choosing "My Structures/Constraints Map" from the drop down list will show all constraints on the map.
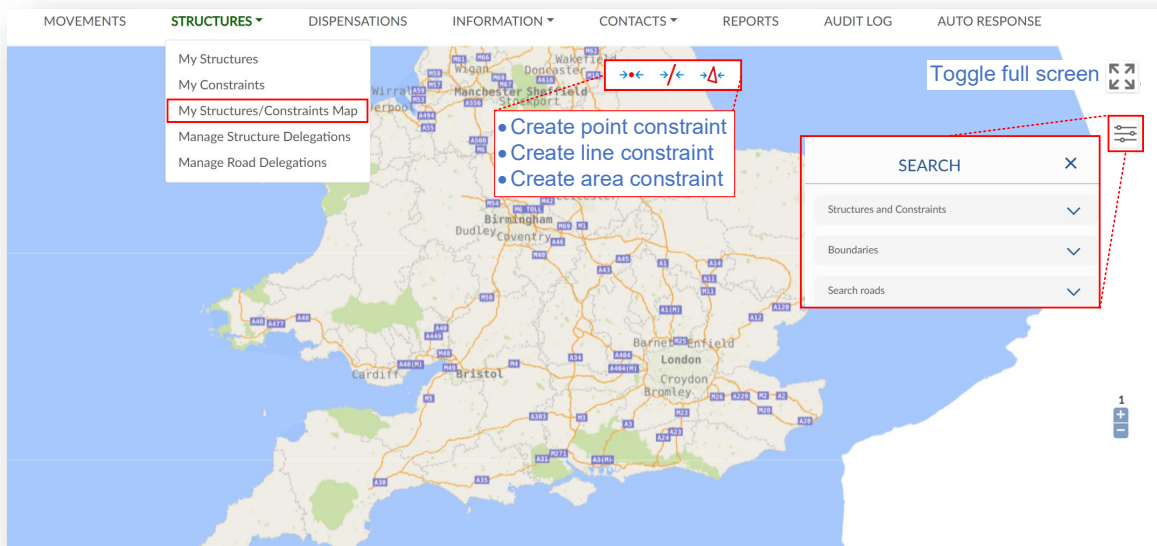
Use the constraints icons ⟶•← ⟶/← ⟶△← to add new constraints on the map (see section 4.4). Use the advanced search feature ⇄ to toggle ON/OFF on the map, structure and constraints Owned by Me / Owned by other Organisations. You can also toggle ON/ OFF Police and Local Authorities boundaries, DBFO Area Boundaries, TFL Roads, Welsh and Scottish Trunk roads.

View your structures and constraints by zooming into the specific area on the map. Zoom to a minimum of level 7 or above, using the zoom level icon on map.
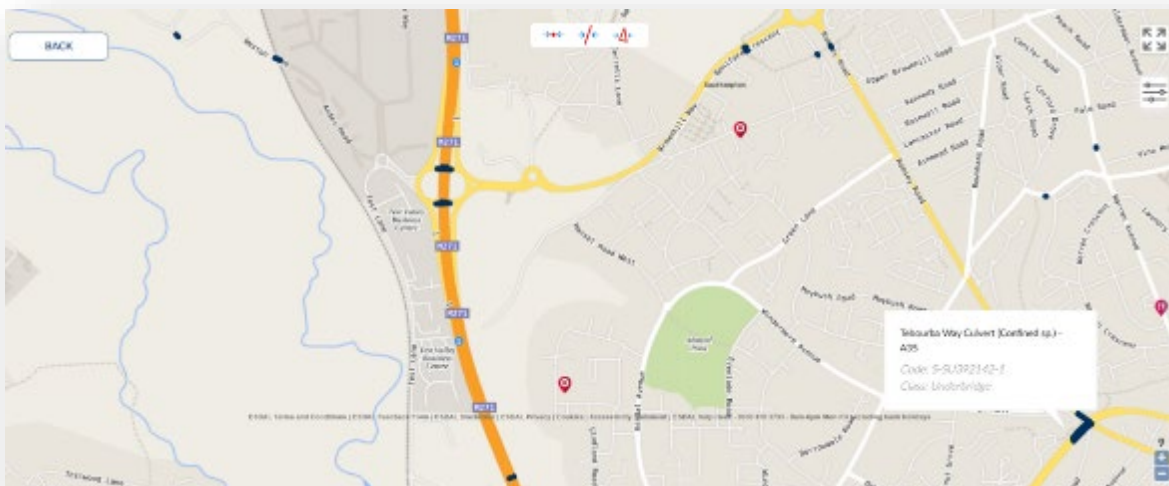
4.4. Creating a constraint

You can create a new constraint within your specific boundary using one of three options:

- Point constraint: create a new constraint using the point constraint ⚹ icon on the map. Click on the icon and then select a point on the map where you want to create a constraint. This will show a pop-up, fill in the necessary details and save. Clicking cancel will return you to the map page.

- Line constraint: create a new constraint using the line constraint icon ⚹ on the map. Click on the icon and then select a start point on the map along the road where you want to create a constraint. Click at several points along the road to follow the contour of the road, double click to complete and save the constraint. This will show a pop-up, fill in the necessary details and save. Clicking cancel will to return you to the map page. A pop-up window is shown on the system to provide further instructions.
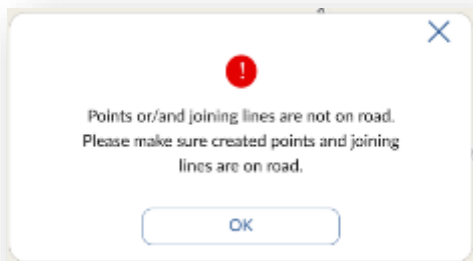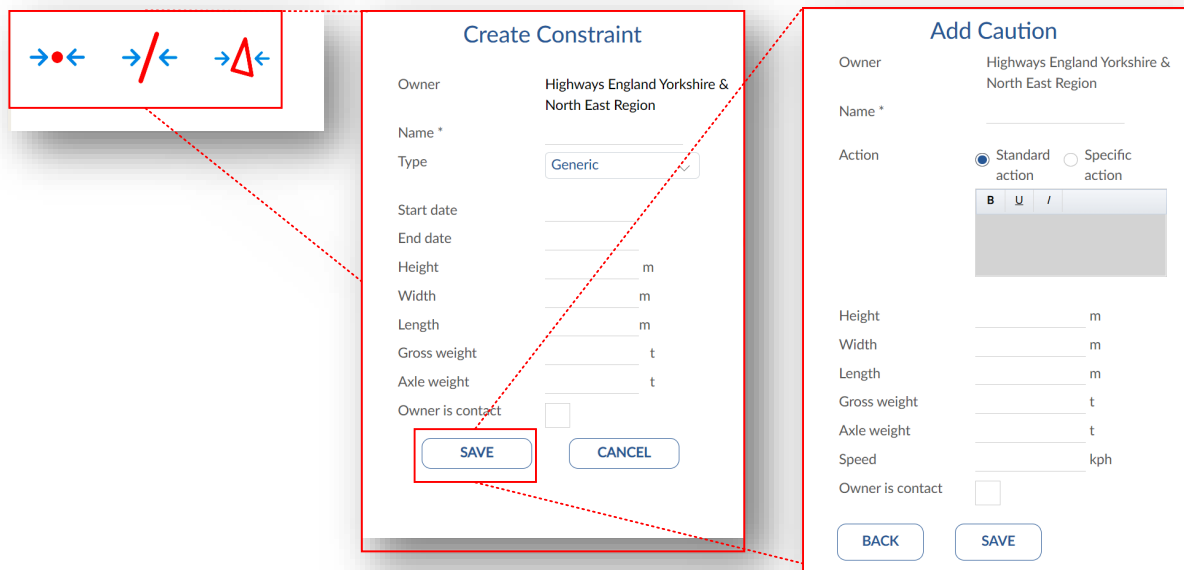
The popup illustrated will show if you click outside the road. If you get this warning, increase the zoom level you are working at and redraw the constraint.

- Area constraint: create a new constraint using the Area constraint icon ⚹ on the map. Click on the icon and then select a start point on the map where you want to create a constraint. You need to select three points to form a triangle for the area constraint, then double click to select the end point on the map. This will show a pop-up, fill in the necessary details and save. Clicking cancel will return you to the map page.

4.4.1. New constraint details

Use a constraint to create a temporary restriction along a route, for example , roadworks. You can use one of the three options above to create a new constraint. Enter all the mandatory and necessary information, including start and end date and restriction details. You will also need to complete all mandatory and necessary information for the caution.

Constraints and cautions are seen by the haulier and SORT based on the limits set here, which will trigger based on the values entered in a particular movement. Constraints and cautions without limits will be seen by all users using the route.
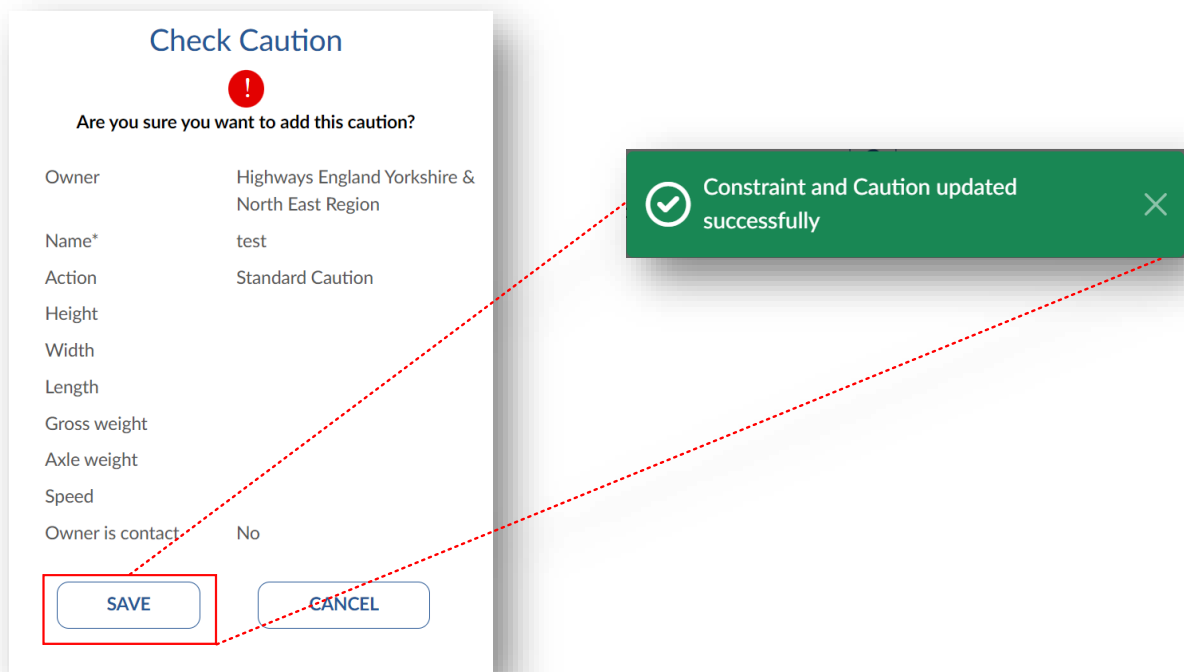
Having chosen a constraint type and added the details, clicking on the save button will give you the ADD CAUTION pop-up. Click on the save button once you have entered all the details. The system will show a confirmation pop-up, click on the save button to confirm these details.
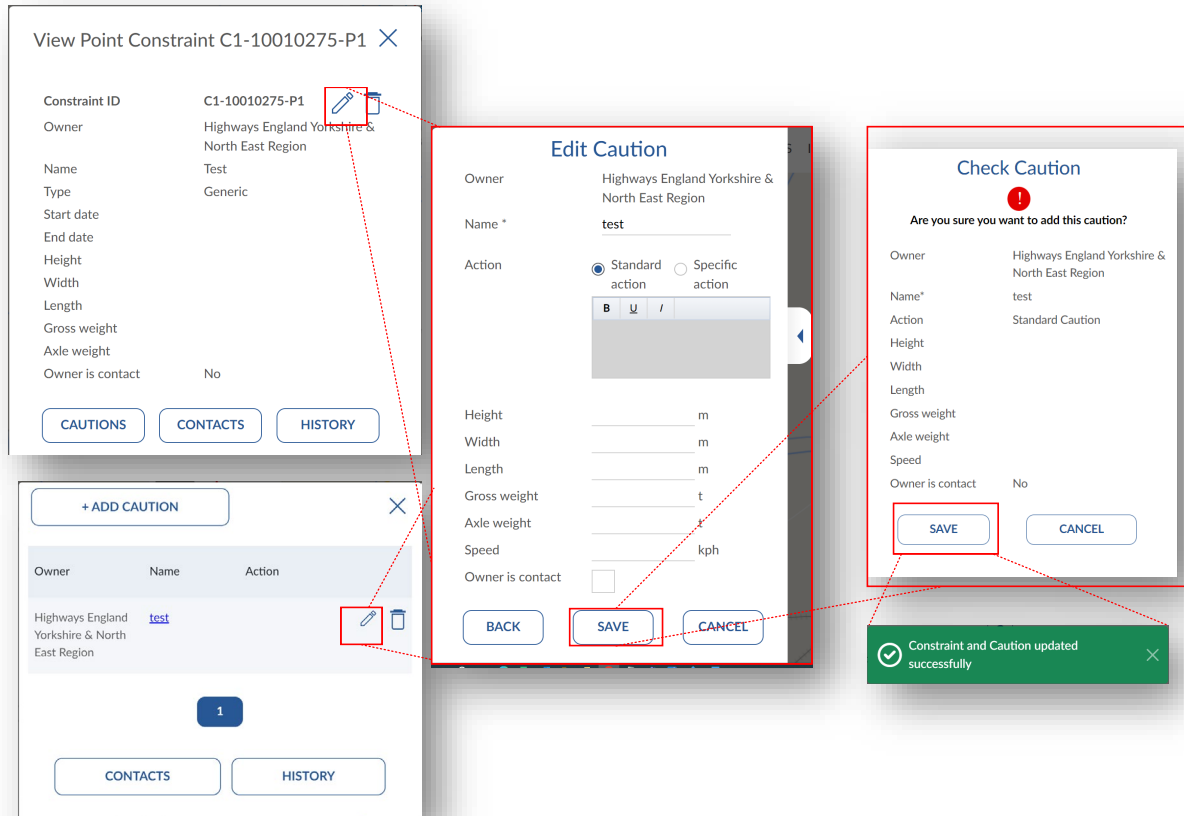
Using the line constraint option will provide an additional tick box for you to confirm whether this is a node constraint.
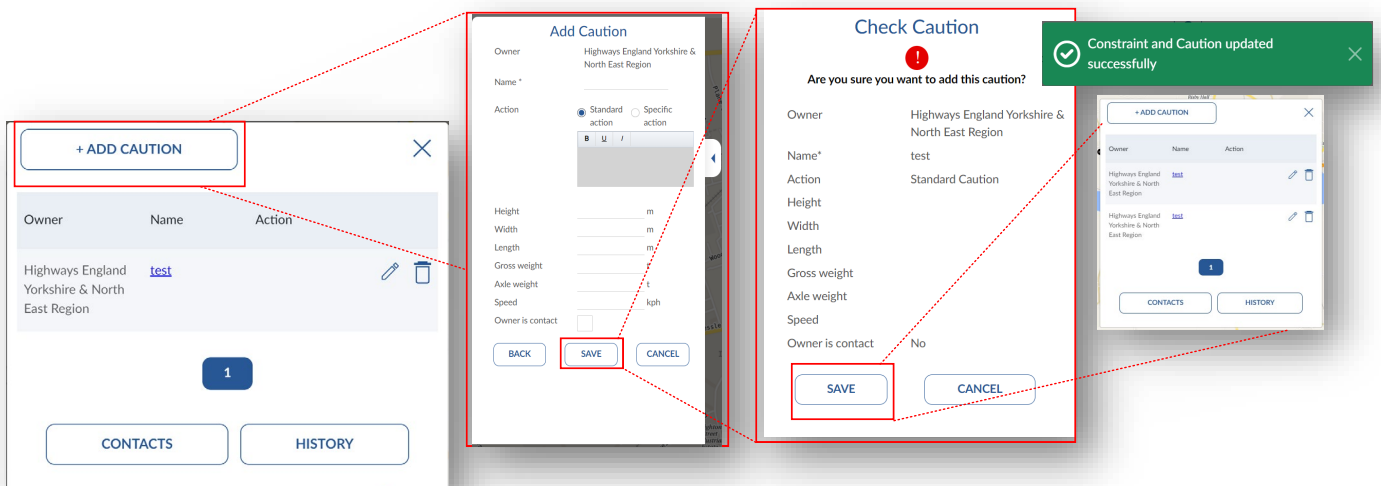
4.4.2.   Editing a constraint or caution

You can use the appriopriate icons to edit or delete a constraint or a caution. You can use the "action" section of the caution to give hauliers further details about the constraint or for diversion routes.

🗑	Delete
✏	Edit

4.4.3.   Add a new caution
You can click on the ADD button to add a new caution.

4.4.4. History

You can click on the history button on either a constraint or a caution to see the changes that have been made to that constraint or caution as illustrated below.

4.4.5. Contacts

You can click on the contacts button on a constraint or caution to see the relevant contact details.

You can add and save new contacts by using the add contact button as shown.
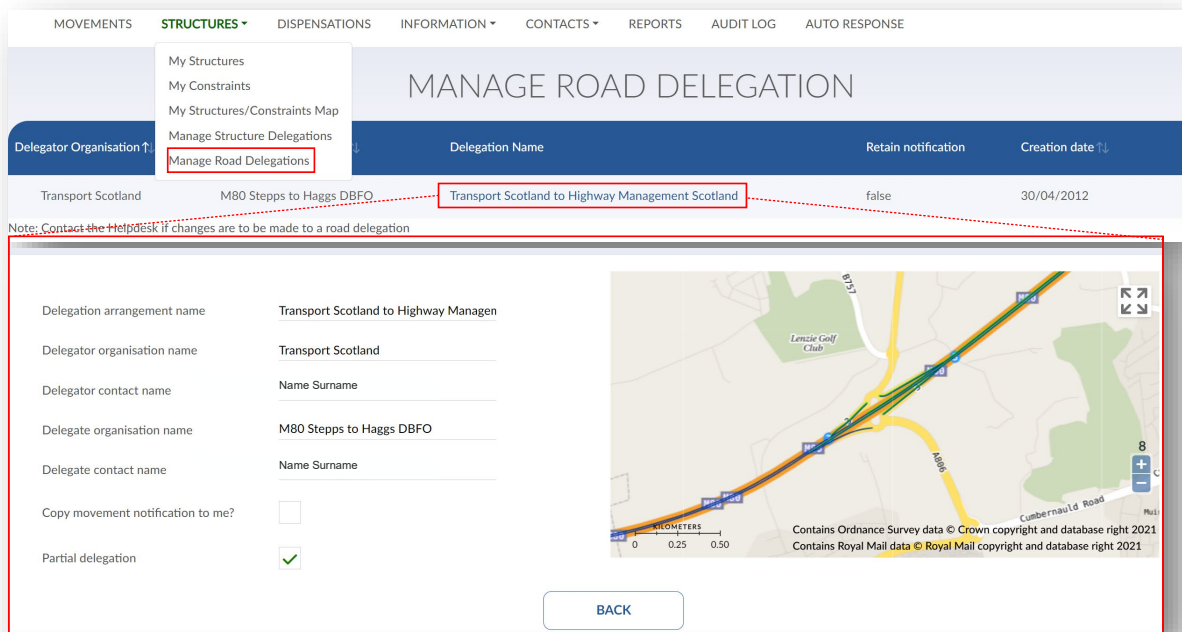All added contacts will be visible to all users against the constraint.
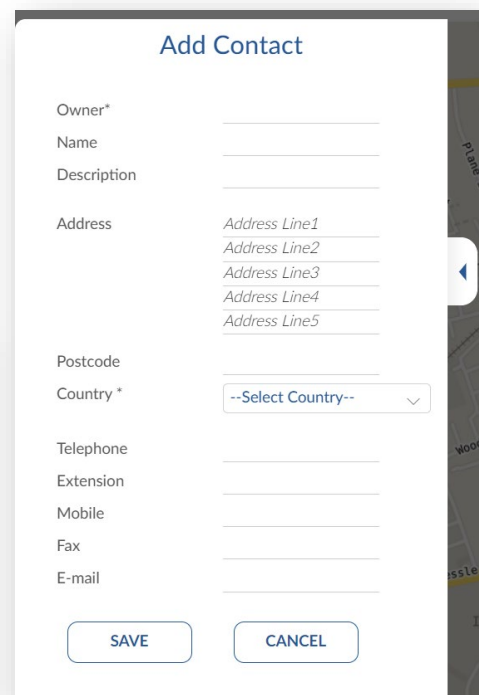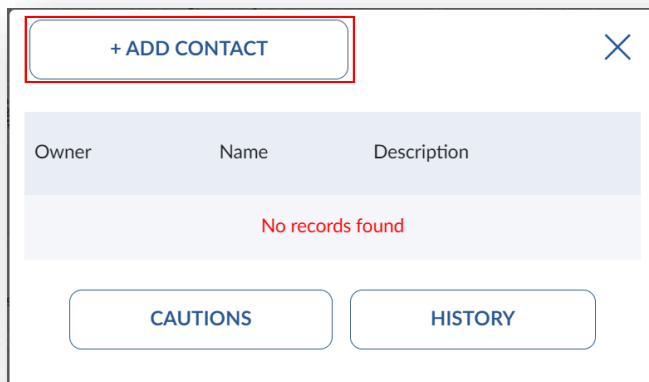
4.5.   Manage structure delegation

Contact the ESDAL Helpdesk team if you require a new structure delegation or to change an existing one.

4.6.   Road delegation

From the menu choose STRUCTURES > Manage Road Delegations, this will list all road delegations.

If you click on a delegation name, you can view the information shown above, together with a zoomable map of the delegation.

The creation and editing of road delegations are managed by the ESDAL helpdesk. If you need a new delegation to be created or an existing delegation to be edited, contact the helpdesk.
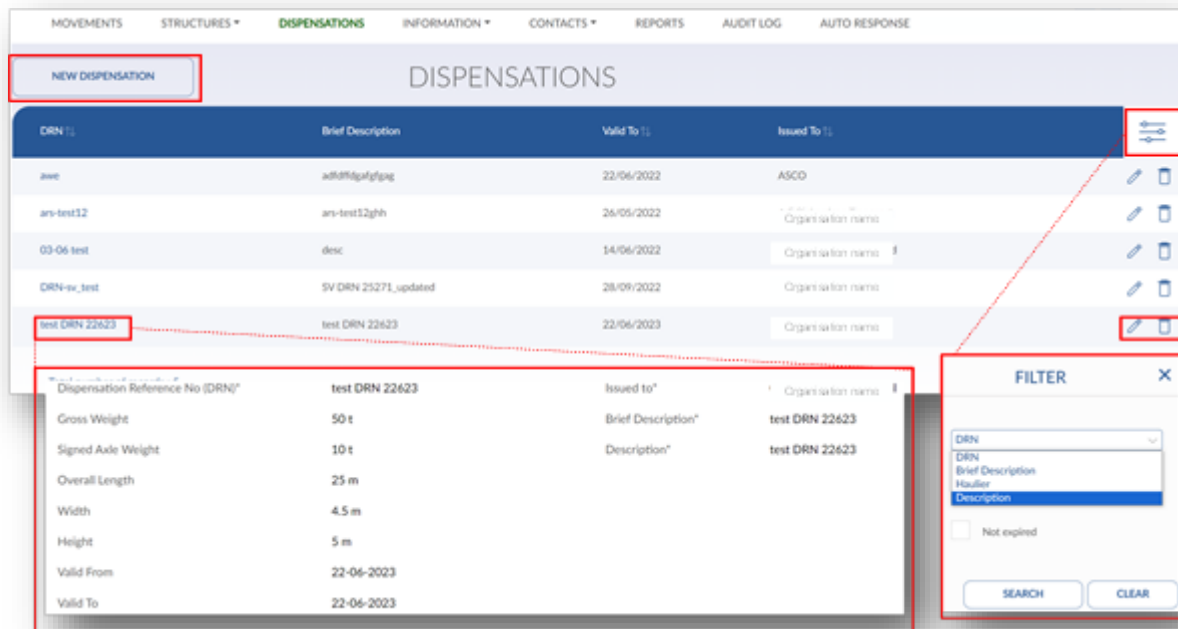
5. Dispensation

You can view all dispensations in this section.

Haulier requests for a dispensation need to be agreed outside of ESDAL.

You can add details of a newly agreed dispensation to ESDAL by clicking the "New Dispensation" button (see section 5.1).

You can sort the list of dispensations by the DRN (dispensation reference number), valid to, and issued to columns by clicking the arrows to the right of those items in the header.

You can view the details of the dispensation by clicking on the DRN in the left hand column. You can delete or edit a dispensation using the buttons at the right hand side of the table.
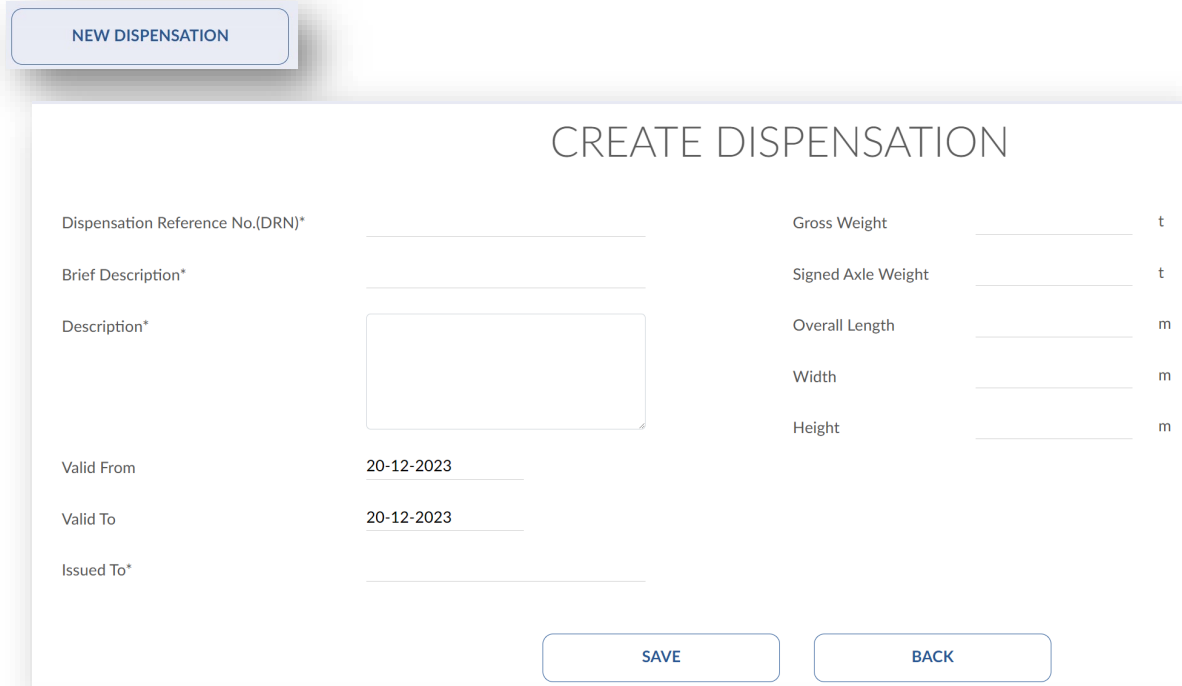
🗑	Delete dispensation
✏	Edit dispensation

The advanced filter ⬚ will allow you search for dispensations using the dropdown menu.

5.1. Creating a new dispensation

You can create a new dispensation by clicking on the NEW DISPENSATION button to bring up the pop-up window shown below.
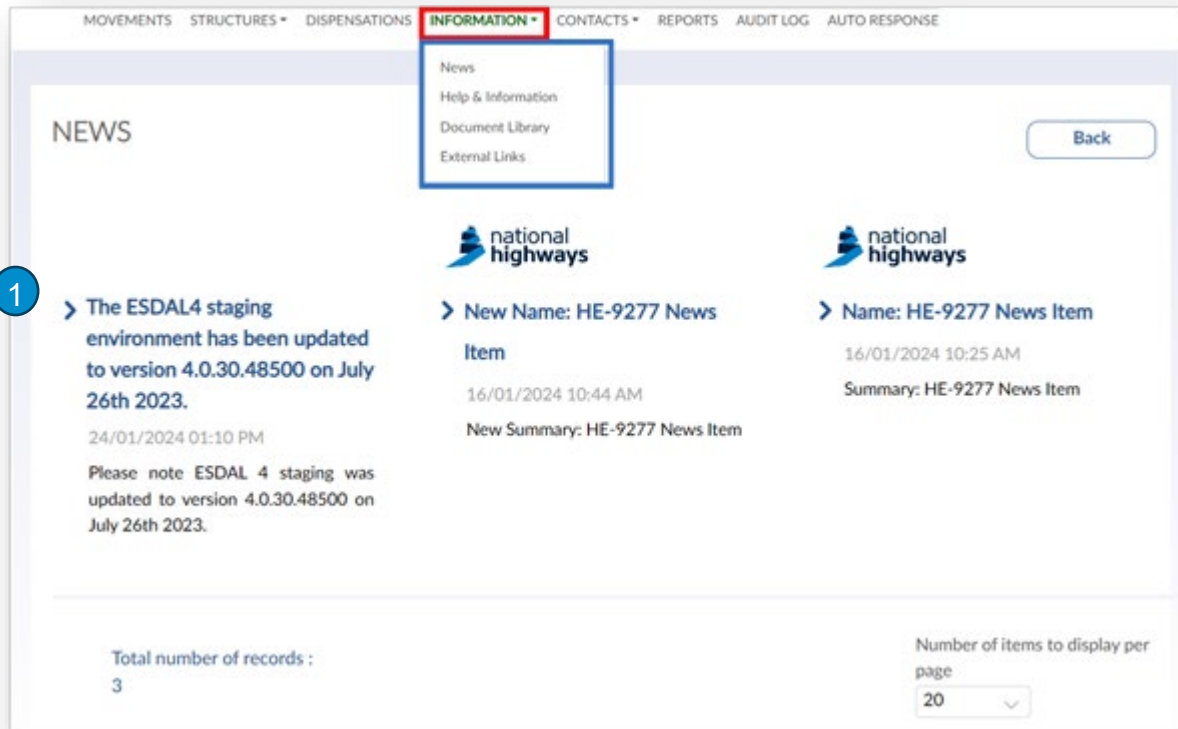

Fill in all the mandatory fields and click on the SAVE button and then OK on the confirmation pop-up. This will add the new dispensation.

6. Information

Clicking on the information tab on the Menu bar (shown in the overview diagram above) will provide you with with four options as described in the table below and shown in the following diagrams:

Option	Description
1 News	This will show you all ESDAL news items. Clicking on each hyperlink header will give you more detailed information.
2 Help & Information	This will provide you with ESDAL related information including the user guide and ESDAL related forms. Clicking on each hyperlink header will give you more detailed information.
3 Document Library	This holds files and documents relating to ESDAL. Selecting the file name will download the document. You can filter using the document type header.
4 External Links	This will provide you with ESDAL related external links. Clicking on each hyperlink header will open a new browser window/ tab for the relevant link.

HELP AND INFORMATION

2

> 27791 Test Information Item

27791 Test Information Item

DOCUMENT LIBRARY   Select a document type   All

3

> High Doc- 2.10.5
High Doc- 2.10.5

> 27878 Document Test
27878 Document Test

> 27791 Document Item
27791 Document Item

> Test_document_1
Test_document

> VR1
Application for Authority to move a vehicle which, with load, exceeds 3.0 metres but does not exceed 6.1 metres in width.

> ESDAL Jokes version 4
Not anything really

> Low Doc- 2.10.5
Low Doc- 2.10.5

> Notification to Police (BE16 & VR1)

> Documents have moved
Please note: All documents have moved to the GOV.UK website. Links to these documents and further information can be found within the portal under Information -> Help & Information.

EXTERNAL LINKS

> HTA
The Heavy Transport Association ("HTA") is an interest group for heavy hauliers and manufacturers of specialist heavy haulage equipment.

> UK Bridges Board
The UK Bridges Board brings together national and local government from across the UK to consider bridges and highway structures engineering matters. It was set up in 2001, and reports to the UK Roads Liaison Group.

> Roadworks on LondonWorks
LondonWorks has information on current and planned roadworks taking place across London.

4

> Transport Office
The Transport Office site is designed to be a first point of call for all government processes and information for commercial transport businesses in the United Kingdom.

> HTA
The Heavy Transport Association ("HTA") is an interest group for heavy hauliers and manufacturers of specialist heavy haulage equipment.
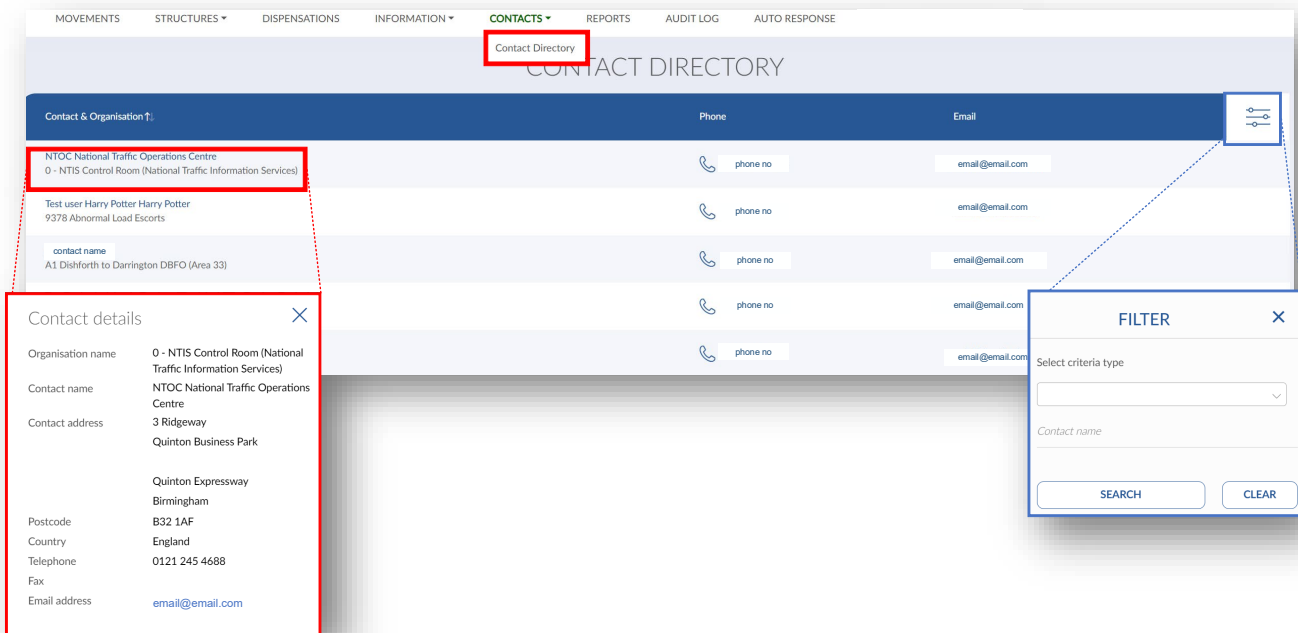
> Traffic England
Get real time details of delays and incidents on the motorway and trunk road network with Highways England Traffic England website

> RHA Website
A website that provides you with up to date information on topics related to the Haulage industry. It also provides special links to the Heavy Haulage group.

7.   Contacts

Selecting CONTACTS from the Menu bar provides you with the Contact Directory for ESDAL Abnormal Loads contacts as illustrated below.

Click on the Filter icon to search for a contact. The available filter criteria are contact name, organisation, phone and email.

Click on the contact name to bring up full address details.

8. Reports

Selecting REPORTS from the Menu bar provides you with details of the number of non ESDAL notifications (NEN) received by your organisation by month and year.

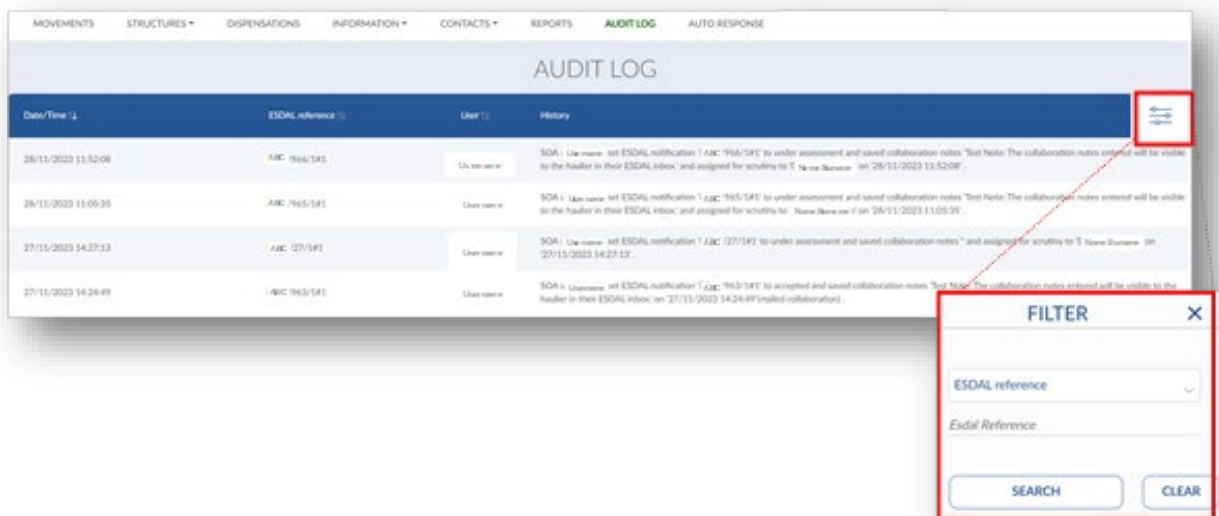Click on the EXPORT button to export the list as a CSV file.

- Received – Shows the total number of NEN received by your organisation.
- Accepted - Shows the total number of NEN accepted by your organisation.
- Rejected - Shows the total number of NEN rejected by your organisation.
- Sent for Further Assessment - Shows the total number of NEN in progress by your organisation.
- No action taken - Shows the total number of NEN with no action taken by your organisation.

9.   Audit log

Selecting AUDIT LOG from the menu bar provides you with information on members of your organisation's previous actions as illustrated in the diagram below. The audit log documents activities within the SOA accounts used across your organisation, it records the occurrence of an event, the time it occurred, and the responsible user.
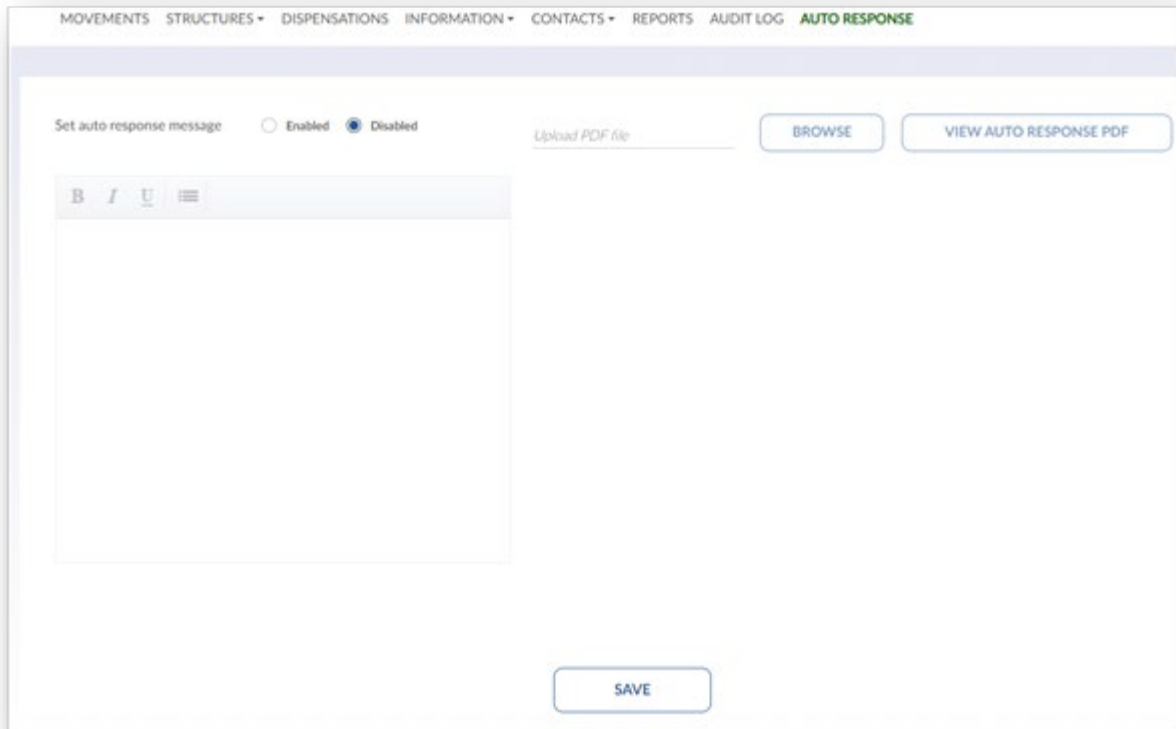

You can sort the audits by date / time, ESDAL reference, and user, using the arrows to the right of each title in the header.

You can **FILTER (☰)** the list using defined criteria as shown above, this will return the corresponding audit log.

10. Auto response

Clicking AUTO RESPONSE from the main menu allows you to create or edit an auto-response message as illustrated above.

You can enable or disable the auto response by selecting the relevant radio button.

Once an auto response is enabled, the text and any attachment (see below) will be automatically sent to any haulier who sends in a movement that affects your organisation.

You can upload and view an existing PDF to be used as an attachment using the BROWSE and VIEW AUTO RESPONSE PDF buttons respectively. The PDF upload must not be larger than 2MB.

11. NEN PDF

11.1. General

Non ESDAL users can submit notifications using approved PDF templates. These are submitted to the notifications mailbox. ESDAL will input information from the haulier's completed PDF and create a new notification reference number. Any movements where you are identified as an affected party will appear in your movement inbox, with an ESDAL reference that starts with the letters NEN, for example NEN/124524/1.

You are required to create and plan all routes based on the start and end addresses and the route descriptions.

When you click on the NEN reference number, you will see the general tab illustrated in the overview diagram below, you can:

- View the movement summary details.
- Assign to another user by selecting a name from the drop-down menu in the top right and clicking the ASSIGN button.
- View the vehicle details, by clicking the arrow SHOW DETAILS button in the bottom right (see section 11.2).
- Go to the Route tab by clicking the VERIFY ROUTE button (see section 11.3).

11.2.   Show vehicle details

Click the down arrow below "show details" in the bottom right of the general tab to expand the vehicle details as shown in the overview diagram below.

Click the up arrow below "hide details" to hide these details again.

STGO Not Requiring VR1						Hide Details
Notes	-		Heaviest Axle Weight	12000		kg
Gross Weight	70000	kg	Required if Overhang >0.305 or Projection > 3.05	-		
Overall Length	20	m	Left Overhang	0.3		m
Rigid Length	16	m	Right Overhang	0.3		m
Overall Width	3.1	m	Front Projection	0.5		m
Max Height	3.5	m	Rear Projection	0.4		m
Number of Axles	6		Wheelbase	15.31		m
Reducible Height	3.45	m				

Registration ID	Fleet ID
X298 CAJ	

Tractor		Show details	
Semi trailer		Show details	

11.3.   Route tab overview

Clicking verify route from the general tab takes you to the Route tab from where you can create and plan the route(s). ESDAL will inform you of the route status, that is, whether the route is unplanned and if an error was encountered.

Click on the edit route ✎ icon as illustrated overleaf to create and plan the route.

Section 11.4 overleaf gives you more details how to plan / edit a route.

After planning the route, click on the Structures / Constraints icon to review all constraints / unsuitable structures along the route.

Save the route once planning is complete and click the BACK button (at the bottom of the page) to return to the Route Tab.

You can now click on the VIEW ROUTE button to view a summary of the route details as shown below.
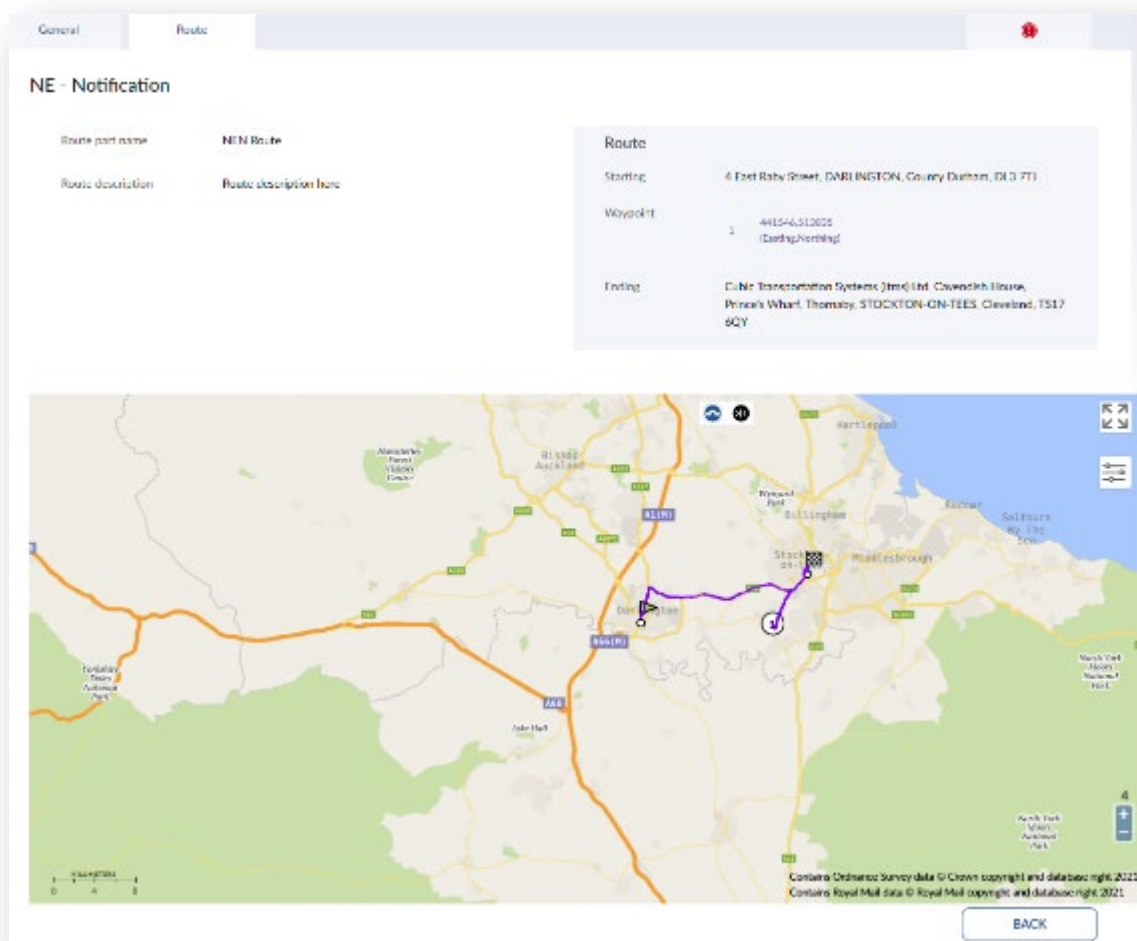
11.4.   Edit route

Use the Start and End points from the original route description to plan the route. ESDAL may not use the same roads as the original route due to potential differences in mapping algorithm. Use either the Add waypoint or the advanced route planning function to edit the route to match the original route description shown in the popup window.

11.4.1. Add waypoint or stopping point

A way point is a point that you wish to pass through while travelling and a stopping point is to be used if the vehicle will be making a stop off as part of their movement.

You can either:

- right-click on the map where you want to add a waypoint or stopping point and select **Add waypoint or Add stopping point or**

- click on [+] Add waypoint or [+] Add stopping point on the planned route below the start and end points in the blue box and add a postcode for your waypoint address and press enter.

Select the required address or the closest address from the drop-down menu or enter co-ordinates.
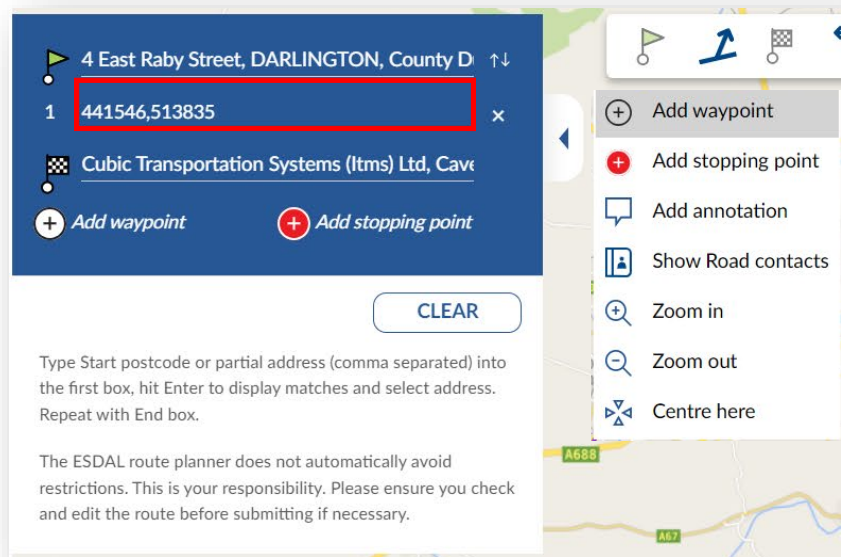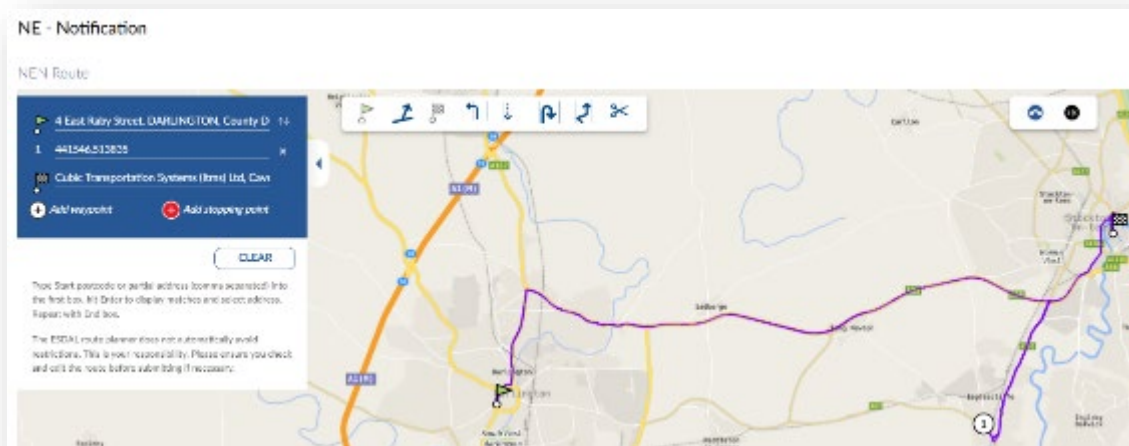
If your preferred road is a dual carriageway, you will need to zoom in to a level where you can see both carriageways.

Multiple waypoints can be added; but be aware that they need to be in the correct number order, 1, 2, 3, etc., from start to end location, to work correctly.

Once you have added the required waypoints click the **Plan button** to redraw the route.

The waypoints will be listed on the left, between the start and end locations, and the route will be redrawn with the waypoints or stopping points on the map. Way points will be shown as a black number in a white circle as shown above.

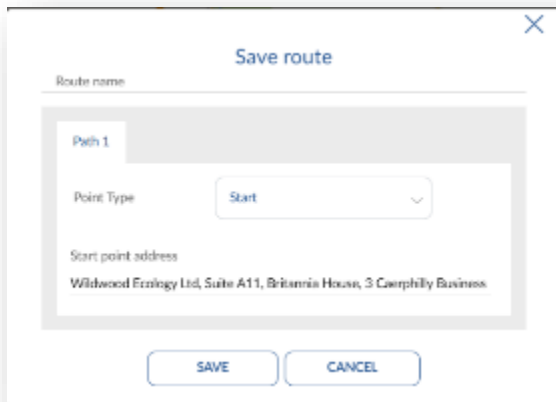To delete a waypoint, right click on the waypoint in the map and select **Delete waypoint** or delete from the route overview box, by clicking the **x** to the right of the point.

Clicking on the Save Route button allows you to save the route by giving the Route a name.

You will need to complete any partial addresses or addresses with co-ordinates with as much detail as you have available. Use the "point type" drop down box to choose and edit the locations of the start, end and any intermediary points, if they were not selected from postcodes or addresses suggested by the system.

Type as much of the actual address as you know; it helps to separate each line of the address with a comma ",". Click SAVE to save the route and click ok on the confirmation pop-up.

11.4.2. Advanced route planning

You can use the advanced route planning options available at the top of the map.

alternate start point of the planned route

alternate middle point to the planned route

alternate end point of the planned route

The remaining icons are for planning special manoeuvres or off-road routes (see the following sections).

Annotations

Annotations are special instructions added to driving instructions to complete a specific journey by a specific vehicle / load combination. Examples of annotations include "Route to match NEN PDF description", "If anyone or organisation needs to be contacted before performing a specific manoeuvre".
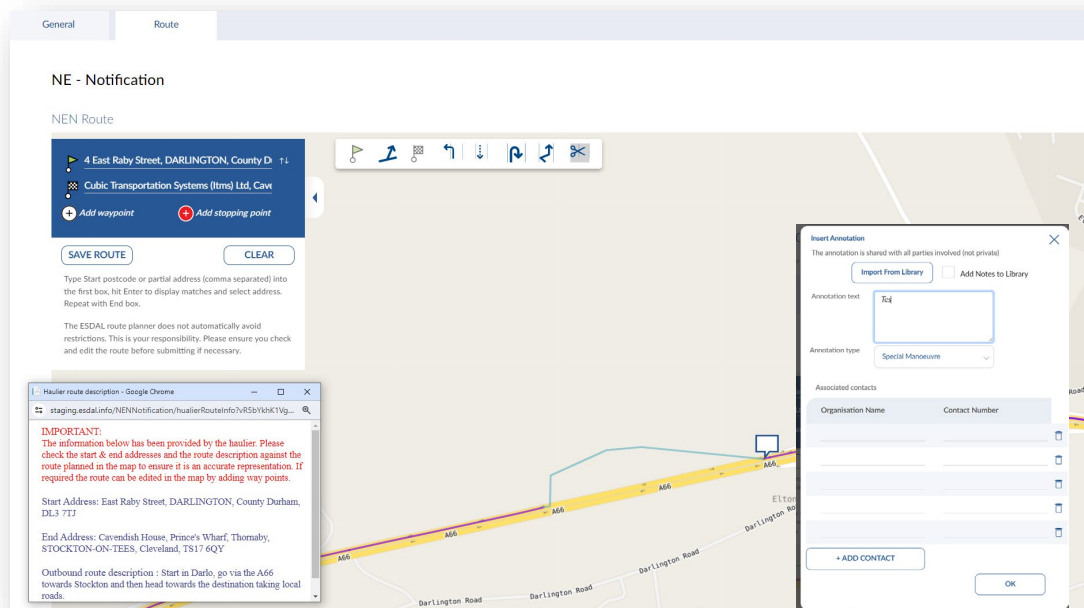
Off-Road Sections

An off-road section is a section of a route that is not on the network (and therefore not part of the base map). Examples include a part of a route that goes from a road (on network) across a field or private unmapped roadway.

Click on the ⤴ icon for an off-road route.

Click on the **purple route** where you want the off-road section to start. Then move your cursor along, in the direction of the new road, clicking occasionally to fix the route on the map (to turn a corner for example).

Do not start or end an off-road section on a roundabout. A route may generally be planned successfully if the off-road section is extended to just before or just after the roundabout.
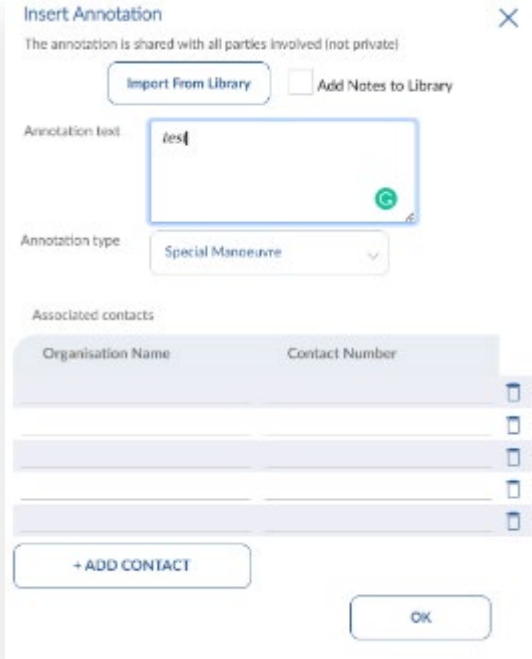

To finish the off-road section, double-click back on the route where the off-road section rejoins the route. This will bring up the **Insert Annotation** dialogue box shown here.

Type into the Annotation text box to describe the route you will be taking.

The off-road route option can also be used to cut across between carriageways where there isn't a road; or for leaving a motorway by a service road that ordinary traffic can't use. Any time that you need to plan a route, but the road isn't there on the map; you need an off-road section. This includes situations when the map doesn't include a road that you know is there.

As long as the off-road section starts and ends on the pre-assigned route, you can use the Cut Route (✂) icon to remove the section of the route you don't need because you have added the off-road section.

When cutting away sections of route that you don't need, note that you can't remove a section that has a waypoint within its length.

Other manoeuvres

You can add additional notes to the map / route which allow you to mark the route with special manoeuvres including:

↓ Reverse manoeuvre.

↱ U-Turn manoeuvre.

↲ Breaking the rules of the road network.
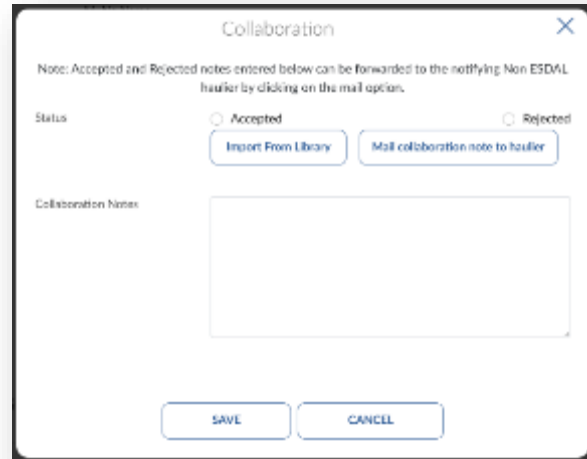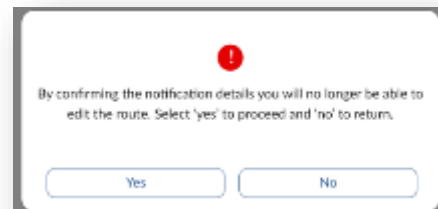
11.5.　Accept or reject route

You can communicate with a haulier who has used NEN PDF using collaboration notes that you enter here. The status will not be shared with the haulier. You will need to click "mail collaboration notes to haulier" if you want the notes to be sent to the haulier.

The status shown in your movement inbox will change depending on whether you accept or reject the movement.
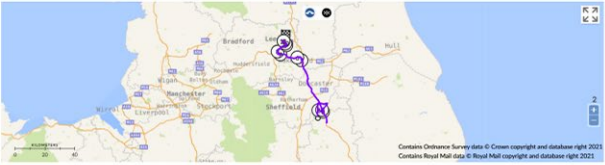

11.6.　Confirm route and vehicle

Once you have completed planning and reviewing the route (as described above), you should click on the Confirm Route and Vehicle button to accept that no further changes can be made to the route as illustrated. This will accept the movement into ESDAL and display the movement details as illustrated below.

Authorise Movement General **NEN/1234/1#1**

PRINT

From Description	20 Rotherham Baulk, Carlton-in-Lindrick, WORKSOP, Nottinghamshire, S81 9JY
To Description	Seacroft Hospital, York Road, LEEDS, LS14 6UH
Movement Classification	STGO Cat 2
Haulier Reference	2021-171 (July 2021)
Collaboration Status	Accepted / Rejected / Under Assessment
Collaboration Notes	02/01/2024 15:57:25 Unsuitable structure at a point
ESDAL Reference	NEN/1234/1
Received On	07-07-2021 13:59
Haulier Contact	Name Surname
Other Contact Details	None Provided
Licence Number	OOOOO1234
Indemnity Confirmation	No
Number Of Movements	3
Number Of Pieces Moved At One Time	None Provided
Load	Plant / Machinery
Movement Date from	09-07-2021 11:50
to	09-08-2021 11:50

Select route part
- Route part - NEN Route 1
- Route part - NEN Return Route

Starting
20 Rotherham Baulk, Carlton-in-Lindrick, WORKSOP, Nottinghamshire, S81 9JY

via / Waypoint

Ending
Seacroft Hospital, York Road, LEEDS, LS14 6UH

Contains Ordnance Survey data © Crown copyright and database right 2021
Contains Royal Mail data © Royal Mail copyright and database right 2021

Show Vehicles Configuration Summary
Route Overview
Roads On Route
Affected Structures
Notification Notes From Haulier
Related Communications
Notes On Escort
Internal Notes
Contact List
Predefined Cautions
Review Procedures For Highway And Bridge Authorities And Police
Show Audit Log