Enter The Project Location

Enter the Project Proposal

Traffic Management Audit

Compliance Audit

Audit Ref: TMP/CA/2018/001

**TMP No XXX-XXXXX**

Prepared for:

**Enter Client Details**

By:

**Enter Organisation**

Report Issue Date: **1/01/2018**

# PROJECT AND SITE DETAILS

## Project / Site Description

| ITEM | DESCRIPTION |
| --- | --- |
| Approved TMP Number and file reference |  |
| Project Title |   |
| Project Location |  |
| Road Classification, Existing Speed Limit,Traffic Volume |   |
| Road Authority |   |
| Local Government |   |
| Client (Audit Request) |   |
| Prime Contractor |   |
| Sub-Contractor |   |
| Scope of Works |   |
| Staging of Work |  |
| Project Date |   |
| Hours / Days of Work |   |
| Duration of Work |   |
| Other Constraints |   |
| Concurrent/adjacentWorks or Projects  |  |

## The Audit Team

|  |  |  |  |
| --- | --- | --- | --- |
| **Accreditation No.** | **Name** | **Role** | **Organisation** |
| 000000 | [ENTER NAME] | Audit Team Leader | [ENTER ORGANISATION] |
| 000000 | [ENTER NAME] | Audit Team Member | [ENTER ORGANISATION] |
|  |  |  |  |

## Scope of Audit

[AUDITOR ORGANISATION] was commissioned by [ENTER CLIENT] to undertake a Traffic Management Compliance Audit of [ENTER WORK TYPE, LOCATION AND DATE OF WORKS].

Compliance Auditing of a Traffic Management Plan is a systematic and independent examination of the extent to which a project fulfils the specified traffic management requirements (including the approved Traffic Management Plan) and provides a measure of the projects performance in meeting specified requirements. For the context of this Traffic Management Plan Compliance Audit the Auditor has remained independent of the Traffic Management Plan (TMP) designer and the project manager so that the TMP that has been implemented is viewed with “fresh eyes”.

The purpose of the report is to identify any safety concerns or traffic management issues that need to be resolved to ensure the safety, efficiency and compliance of the traffic management that has been implemented. The evaluation was made against the final revision of the TMP [ENTER TMP NUMBER] and assessed against:

* Main Roads Traffic Management for Works on Roads Code of Practice,
* Australian Standard 1742.3,
* Traffic Management at Roadworks on State Roads Policy and Application Guidelines (remove if N/A),
* [ENTER SPECIFIC TM PROJECT KPI’S]
* [ENTER CONTRACT DOCUMENT] e.g. Scope of Works and Technical Content document, Specification 202, etc
* Compliance audit checklist, and
* road environment factors identified out on site.

In reviewing the safety and traffic management aspects of a Traffic Management Plan, the reporting procedure is not intended as a re-design of the traffic management but to outline potential or pre-existing road safety or traffic operational issues and provide direction upon which the TMP designer could make informed amendments to produce an acceptable solution.

The review process also recognises the need to identify any work environment conditions or management practices that can potentially pose hazards to the workers and other personnel at the worksite although it is not to be considered exhaustive in this regard.

**Figure 1: Audit Location**

|  |
| --- |
|  |

## Audit Process

The Site Supervisor / Project Manager, [ENTER NAME AND ORGANISATION], was advised that the Audit was being conducted on [ENTER DATE]

An “Entry Meeting” was held at [ENTER LOCATION] at [ENTER TIME], on [ENTER DATE] attended by the following:

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Organisation** |
| Enter Your Name | Audit Team Leader | Enter Organisation |
| Enter Name | Enter Role | Enter Organisation |
| Enter Name | Enter Role | Enter Organisation |
| Enter Name | Enter Role | Enter Organisation |

Following the “Entry” meeting, the “Audit Team” comprising (list team members – generally members should be independent of contractor to ensure the audit is independent) conducted the onsite inspection at [ENTER INSPECTION TIME]. The specific TCD’s in place at the time of inspection were [ENTER TCD NO.]. The “deficiencies” in the placement of the traffic control devices and other issues were identified and photographed.

<The site did not contain any traffic management at night> OR <A night time inspection of the traffic management was undertaken on [ENER DATE AND TIME].

The non-compliances with respect to signs and traffic control devices are identified in the “Audit Findings and Recommendations” and itemised in the Corrective Action Report.

The “exit meeting” was held at [ENTER TIME] following the site inspection, at [ENTER LOCATION]. In attendance were:

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Organisation** |
| Enter Name | Audit Team Leader | Enter Organisation |
| Enter Name | Enter Role | Enter Organisation |
| Enter Name | Enter Role | Enter Organisation |
| Enter Name | Enter Role | Enter Organisation |

At the “Exit” meeting, the Site Supervisor was advised of the findings that required immediate action these included:

* Finding (refer to section 2)
* Finding (refer to section 2)
* Finding (refer to section 2)

These are documented, with all the audit findings in section 2 and in the Corrective Action Report.

The reporting procedure is to outline potential or existing safety and traffic management issues and establish a basis on which improvements could be made to achieve a safer, more efficient roadwork environment for all road users and workers.

The Corrective Action Report should be referred to the Contractor’s Representative for comment and returned to the Road Authority Representative. It is **imperative** that all intended actions and the reasons for this are given in writing and agreed to by the road authority representative (see attached Corrective Action Report).

## Background Data

### Reported Near Misses / Incidents / Items of Concern raised by Project Team

### Traffic and Speed Assessment

### Appendices

A. Photographs

B. Specification 202 – Contractor TMP Cross Reference Key (remove if not applicable)

C. Corrective Action Report

# AUDIT FINDINGS AND RECOMMENDATIONS

## Finding – Provide a title for the identified finding

Provide a summary of the finding including clarification of the location if necessary.

***Justification:***

Include a justification explaining the problem and if applicable make reference to any standards or specifications that further support your finding

***Recommendation:***

Provide your recommendation ensuring that you do not use the terms ‘consider or ‘monitor.’

## Finding – Provide a title for the identified finding

Provide a summary of the finding including clarification of the location if necessary.

***Justification:***

Include a justification explaining the problem and if applicable make reference to any standards or specifications that further support your finding

***Recommendation:***

Provide your recommendation ensuring that you do not use the terms ‘consider or ‘monitor.’

## Finding – Provide a title for the identified finding

Provide a summary of the finding including clarification of the location if necessary.

***Justification:***

Include a justification explaining the problem and if applicable make reference to any standards or specifications that further support your finding

***Recommendation:***

Provide your recommendation ensuring that you do not use the terms ‘consider or ‘monitor.’

## Finding – Provide a title for the identified finding

Provide a summary of the finding including clarification of the location if necessary.

Include a justification explaining the problem and if applicable make reference to any standards or specifications that further support your finding

***Recommendation:***

Provide your recommendation ensuring that you do not use the terms ‘consider or ‘monitor.’

## Finding – Provide a title for the identified finding

Provide a summary of the finding including clarification of the location if necessary.

Include a justification explaining the problem and if applicable make reference to any standards or specifications that further support your finding

***Recommendation:***

Provide your recommendation ensuring that you do not use the terms ‘consider or ‘monitor.’

## Finding – Provide a title for the identified finding

Provide a summary of the finding including clarification of the location if necessary.

Include a justification explaining the problem and if applicable make reference to any standards or specifications that further support your finding

***Recommendation:***

Provide your recommendation ensuring that you do not use the terms ‘consider or ‘monitor.’

## Finding – Provide a title for the identified finding

Provide a summary of the finding including clarification of the location if necessary.

Include a justification explaining the problem and if applicable make reference to any standards or specifications that further support your finding

***Recommendation:***

Provide your recommendation ensuring that you do not use the terms ‘consider or ‘monitor.’

## Finding – Provide a title for the identified finding

Provide a summary of the finding including clarification of the location if necessary.

Include a justification explaining the problem and if applicable make reference to any standards or specifications that further support your finding

***Recommendation:***

Provide your recommendation ensuring that you do not use the terms ‘consider or ‘monitor.’

## Finding – Provide a title for the identified finding

Provide a summary of the finding including clarification of the location if necessary.

Include a justification explaining the problem and if applicable make reference to any standards or specifications that further support your finding

***Recommendation:***

Provide your recommendation ensuring that you do not use the terms ‘consider or ‘monitor.’

# CONCLUDING STATEMENT

Provide concluding statement from the audit, ensure that an ‘exit’ meeting is conducted to raise the issues identified in the audit findings.

This audit has been carried out for the sole purpose of identifying any features of the design which could be altered or removed to improve its safety and efficiency. The traffic management plan and the documents listed in the Appendices have been examined and the site inspection has been conducted.

The Findings and Recommendations have been noted in the Corrective Action Report which is contained as an attachment to this report. The [asset owner / contract manager / project manager] and the designer are to assess these for implementation. It is **imperative** that the completed Corrective Action report along with the revised traffic management plan is returned to the [asset owner / contract manager / project manager] prior to the traffic management plan being approved for implementation.

[ENTER AUDIT LEADER], author of this audit will be pleased to discuss any aspects of the findings, recommendations or concluding statement contained within this report. S/he can be contacted on phone number [ENTER PHONE NUMBER] or email [ENTER EMAIL].

…………………………………………………….

[ENTER AUDIT LEADER]

(Team Leader) Date:

**APPENDIX A**

PHOTOGRAPHS

|  |
| --- |
| **DSC_7166** |
| Photo 1 |

|  |
| --- |
| **DSC_7167** |
| Photo 2 |

**APPENDIX B**

SPECIFICATION 202 – CONTRACTOR TMP CROSS REFERENCE KEY (remove if N/A)

**APPENDIX C**

**CORRECTIVE ACTION REPORT**

|  |
| --- |
| **NOTE:** **THE FOLLOWING FINDINGS AND RECOMMENDATIONS ARE PRESENTED IN AN ABBREVIATED FORM IN THIS CAR;** **THEY MUST BE READ IN CONJUNCTION WITH THE FULL REPORT AND SHALL NOT BE CONSIDERED IN ISOLATION.** |
| **2.1 Finding – Provide a title**Provide a summary of the finding. |  |  |  |
| **Recommendation**:Provide your recommendation.  |  |  |  |
| **2.2 Finding – Provide a title**Provide a summary of the finding. |  |  |  |
| **Recommendation**:Provide your recommendation. |  |  |  |
| **2.3 Finding – Provide a title**Provide a summary of the finding. |  |  |  |
| **Recommendation**:Provide your recommendation. |  |  |  |
| **2.4 Finding – Provide a title**Provide a summary of the finding. |  |  |  |
| **Recommendation**:Provide your recommendation. |  |  |  |
| **2.5 Finding – Provide a title**Provide a summary of the finding. |  |  |  |
| **Recommendation**:Provide your recommendation. |  |  |  |
| **2.6 Finding – Provide a title**Provide a summary of the finding. |  |  |  |
| **Recommendation**:Provide your recommendation. |  |  |  |
| **2.7 Finding – Provide a title**Provide a summary of the finding. |  |  |  |
| **Recommendation**:Provide your recommendation. |  |  |  |
| **2.8 Finding – Provide a title**Provide a summary of the finding. |  |  |  |
| **Recommendation**:Provide your recommendation. |  |  |  |
| **2.9 Finding – Provide a title**Provide a summary of the finding. |  |  |  |
| **Recommendation**:Provide your recommendation. |  |  |  |

NOTE

* This corrective Action Report is to be read in conjunction with the full Compliance Audit Report and its findings and recommendations.
* The person responding to the Corrective Action Report **must** hold AWTM accreditation or they must consult with the TMP designer before responding (this should be an RTM for TMPs with complex traffic arrangements).
* The asset owners (MRWA and/or LGA) **must** be informed of these findings, recommendations and proposed actions.
* Items not under the responsibility of this project representative must be forwarded to the persons / agencies who are responsible.

**These findings and recommendations have been considered, and the actions listed will be taken accordingly.**

**…………………………………………………………… …………..…………………………. …………….………………………. ……………….**

 ***Responsible project representative Company/Agency/Division Position Date***

**…………………………………………………………… …………..…………………………. …………….………………………. ……………….**

 ***Asset Owner representative MRWA / LGA / Other Position Date***

***Auditor: XX ph. XX***

***Date:***