

# TTM SITE CONDITION RATING FORM



## SITE DETAILS

Road Name			
Suburb			
CAR Approval Number		TTM Level	
Date/Time			

## OPERATION DETAILS

Activity Description	Physical works taking place		
TTM Method	Type of TTM installed		
Contractor	TTM Contractor	Construction Company	
Client / Principal	Who the work is being carried out for		

## SIGNS

Weighting

COPTTM Ref

For additional information refer to the Glossary, Section B1.4 for signs used at worksites, and the layout diagrams

A1	Missing (including side road)	Measure	Weighting	COPTTM Ref
	Any signs that should have been erected that are missing including for mobile, semi-static and static operations. Signs are counted individually except where both signs are missing when it is counted as one sign e.g. T1B plus T144 when both signs are missing classed as one sign; if just T144 missing then classed as one sign.	Sign	5	B1, C3, E3.6.1
A2	Position	Measure	Weighting	COPTTM Ref
	Any signs where the spacing is too close or where the spacing is too far from other signs or the work area. Refer to CoPTTM worksite layout distance tables. Also includes lateral and longitudinal location (e.g. gating if more than 20m difference), and signs blocking bus stops, cycle lanes or footpaths. Minor amendments should be noted on the TMP. Movement of TSL signs should be notified to RCA to maintain legality.	Sign	2	C2.1.3, C2.1.4, C2.2, C2.3, C2.4, C2.5, C2.6, C2.7, C3.3.3, C4.3.1, C4.2.2, C8.2.7, C10.5.2, C11.2.4, C11.2.5, D3.3.2
A3	Not visible / Fallen Over	Measure	Weighting	COPTTM Ref
	Any TTM sign that should be erected at the worksite, which is not visible (e.g. knocked down or visibility blocked by a parked vehicle, vegetation or street furniture). Signs on a vertical lean outside the minimum permitted in the CoPTTM. If obstruction is noted in on-site record and best endeavours have been made do not include in tally.	Sign	5	B1.3.4, C3.3, C3.3.2, C3.4, C11.2.4, C11.2.5, C19.3, E3.6.1
A4	Wrong sign	Measure	Weighting	COPTTM Ref
	The wrong sign has been used, e.g. TL2L or TL2R sign showing the wrong lane being closed. Inappropriate signage. Incorrect TSL signage e.g. TSL reinstatement incorrect for permanent speed limit. Wrong use of the signs from its intended purpose including detour arrows, no entry instead of road closed, or use of sign with similar message but not the right sign per CoPTTM definition of use. Non standard signs should be approved as part of TMP.	Sign	5	B1.4, E3.6.1
A5	Condition unacceptable	Measure	Weighting	COPTTM Ref
	Refer to CoPTTM Section C19 Maintenance Standards. Includes signs unreadable at sign visibility distance and graffiti affecting the message of the sign. Marginal signs not included in the tally but must be advised to STMS.	Sign	4	C19, C19.2, C19.2.3, C19.3.1, C19.3.2, E3.6.1
A6	Permanent sign	Measure	Weighting	COPTTM Ref
	Permanent signs not relevant to road users because of the activity, which have not been covered. Includes curve advisory if advisory speed higher than TSL (chevron must be left visible), permanent speed limits, permanent lane advisory signs, passing lane advisory signs and permanent signs removed from site to facilitate works but still required. Consider suitability of sign coverage e.g. must not affect the reflectivity of the sign when cover is removed. Includes permanent signs blocked by temporary signs. Parking features when relocated but signs not covered recorded under E11.	Sign	5	B1.3.3, C3.6, C4.4.3, C4.4.4, C19.5.1, E3.6.1

<b>A7</b>	<b>Unapproved sign used / too small</b>	<b>Measure</b>	<b>Weighting</b>	<b>COPTTM Ref</b>
	Signs used that are not approved for use at worksites, includes using Level 1 signs at Level 2 and 3 TTM worksites. Also includes using signs not approved in TMP (excludes applicable CoPTTM sign where appropriate) and use of a small sign when full sign could be implemented when not approved on TMP or use of small sign in combination with full sized sign (for example small main sign with full size supplementary plate). RD6 sign - Ed 4 excludes use of single arrow, twin disc preferred, not counted in SCR but advise to TTM provider to phase out use. If smaller sign is required due to environmental factor this should be referenced in the TMP.	Sign	4	B1.3, B1.3.3, B1.4, D1.4.1, E3.6.1
<b>A8</b>	<b>Non-compliant support / sign too low</b>	<b>Measure</b>	<b>Weighting</b>	<b>COPTTM Ref</b>
	Using banned supports or supports that fail to meet the requirements of subsection B1.3.4 Sign stands and supports. Also includes signs mounted lower than the accepted minimum as described in the CoPTTM, stop/go paddles not in direct physical control of the MTC, attaching sign to regulatory sign pole or street furniture where it will cause obstruction or damage to the asset. Also includes signs not being appropriately delineated.	Support	2	B1, B1.3.4, C3.3.2, C3.4.1, C3.5, C10.2.9, C19.3.3, E3.6.1

## MOBILE & SEMI STATIC

<b>B1</b>	<b>Tail pilot vehicle / AWWMS omitted or incorrect location</b>	<b>Measure</b>	<b>Weighting</b>	<b>COPTTM Ref</b>
	Missing when required or location (lateral or longitudinal) is incorrect. Note if arrow is incorrect record under E9.	Vehicle	30	C14.2.2, D1.4.4, D1.6.2, D1.10.1, D2.1.1, D2.1.3, D2.1.5, D3.1, D3.3, D5.1.1, D5.1.3, D5.1.4, D5.2.1, D5.2.3, D5.2.4, D5.3, D6.1.3, D6.1.4, E3.6.5
<b>B2</b>	<b>Lead pilot vehicle omitted or incorrect location</b>	<b>Measure</b>	<b>Weighting</b>	<b>COPTTM Ref</b>
	Missing when required or location (lateral or longitudinal) is incorrect.	Vehicle	20	D1.2.4, D1.3, D1.4.3, D1.10.1, D3.1, D3.2, D4.2, D5.1.4, D5.2.4, e3.6.5
<b>B3</b>	<b>Shadow Vehicle omitted or incorrect location</b>	<b>Measure</b>	<b>Weighting</b>	<b>COPTTM Ref</b>
	Missing when required or location (lateral or longitudinal) is incorrect. Note if arrow is incorrect record under E9. When shadow vehicle is missing and requires a TMA record in both B3 and B4.	Vehicle	20	C11.2.5, D1.3, D1.6.2, D1.9.2, D1.10.1, D1.10.4, D1.11.2, D1.12.1, D1.13.1, D1.13.4, D2.1.1, D2.1.2, D1.2.3, D3.3.3, D4, D5.1, D5.1.1, D5.1.4, D5.1.4, D5.2.1, D5.2.4, D5.3.1, D5.3.4, D6.1.2, D6.1.3, D6.1.3.5, D7.4.1, E3.6.5
<b>B4</b>	<b>TMA missing or non compliant</b>	<b>Measure</b>	<b>Weighting</b>	<b>COPTTM Ref</b>
	TMA not on mobile operation vehicle(s) when required. TMA is being used correctly but does not meet the certification for compliance as per the test level stated in the United States National Cooperative Highway Research Program NCHRP 350 and section B11 Truck-mounted attenuators in the CoPTTM including the weight requirements for the vehicle. Crash cushion not deployed when it should be.	TMA	20	B1.4.2, B11, B14.2, C17.1.4, C17.1.5, E3.6.5
<b>B5</b>	<b>AWVMS / Arrowboard non compliant</b>	<b>Measure</b>	<b>Weighting</b>	<b>COPTTM Ref</b>
	AWVMS, horizontal arrow board or European arrow board not displaying the correct message, or example the right lane is closed but the arrow is directing traffic to the right. Also includes TMA in centre lane with no additional TMAs to close additional lanes. Also includes arrow board not fitted or is not used on mobile operation vehicles when it is required.	AWVMS or Arrowboard	26	B1.4.2, B11, B14.2, C17.1.4, C17.1.5, E3.6.5

## PEDESTRIANS / CYCLISTS

<b>C1</b>	<b>Inadequate provision for pedestrians</b>	<b>Measure</b>	<b>Weighting</b>	<b>COPTTM Ref</b>
	Footpath obstructed by activity and neither temporary path nor direction to alternative pedestrian facilities provided. Features (recorded individually) include footpath width, ramps, gradient (including cross fall), visibility, location, any obstructions from exiting environment (low hanging tree branches, street furniture blocking path etc.). Includes use of Footpath Controllers when not used where required. Ramp surface must be non-slip, must not move around and must be of sufficient width. Surface of footpath to be recorded under E6. Signs and delineation for pedestrian management covered under the other relevant sections in A and B.	Feature	10	A5.7.1, A7.1.1, A7.4.2, B2.4.1, C3.3.2, C5.2.4, C8.1.2, C12.3.2, C12.4.6, C13 (All)

<b>C2</b>	<b>Inadequate provision for cyclists</b>	<b>Measure</b>	<b>Weighting</b>	<b>COPTTM Ref</b>
	Work in cycle lane or high cycle use area and temporary cycle lanes have not been provided. Features (recorded individually) include cycle lane width, ramps, gradient (including cross fall), visibility, location, any obstructions from existing environment (low hanging tree branches, street furniture blocking etc.). Surface of cycle lane to be recorded under E6. Signs and delineation for cyclist management covered under the other relevant sections in A and B.	Feature	10	A5.7.1, A7.1.1, A7.4.2, C3.2.2, C8.1.2, C12.3.2, C12.4.6, C13 (All), E3.6.4
<b>DELINEATION</b>				
<b>D1</b>	<b>Missing or ineffective taper (including chicane)</b>	<b>Measure</b>	<b>Weighting</b>	<b>COPTTM Ref</b>
	Where leading taper delineation is missing which is required for traffic to shift from normal alignment. If due to environmental factors a short taper is required then it should be included in TMP with appropriate EED and mitigation measures. If 75% of the taper is installed it would be marked as too short rather than ineffective. Any less than 75% installed is ineffective. Also includes if there are too few cones installed to form the taper.	Leading taper	26	A4.6, C2.1.1, C2.1.3, C2.1.4, C2.2, C2.3, C2.4, C2.5, C2.6, C2.7, C4.3.1, C4.3.2, C5.2.1, C5.2.2, C6.1.1, 6.2.2, C7 (All), C8.1.2.2, C8.2.5, C8.2.6, C8.2.7, C8.2.8, C8.2.9, C8.2.14, C8.2.15, C8.2.17, C8.2.20, C10.1.2, C10.2.3, C11.2.1, C14.1.4, C18.7, C19.2, D1.13.4, D6.1.2, D6.1.3.3, E3.6.2
<b>D2</b>	<b>Tapers too short</b>	<b>Measure</b>	<b>Weighting</b>	<b>COPTTM Ref</b>
	Taper has been formed but is too short. CoPTTM requires that two thirds of a taper must be visible. Refer to spacing tables for length requirements.	Leading taper	15	A7.2, C2.2, C7.3.3, C7.3.3.1, C7.3.4, C7.3.5, E3.6.2
<b>D3</b>	<b>Taper too short or missing</b>	<b>Measure</b>	<b>Weighting</b>	<b>COPTTM Ref</b>
	Taper has been formed but is too short. CoPTTM requires that two thirds of a taper must be visible. Refer to spacing tables for length requirements.	Trailing taper	5	A7.2, C7.3.3, C7.3.3.1, C7.3.4, C7.3.5
<b>D4</b>	<b>Spacing in taper</b>	<b>Measure</b>	<b>Weighting</b>	<b>COPTTM Ref</b>
	Taper has been formed but spacing of delineation devices is too great, for example between 1 to 1.5x the spacing required in CoPTTM (if more than 1.5x record under ineffective). Refer to spacing table for requirements.	Taper	5	C2.3, C2.4, C2.5, C2.6, C2.7, C7.3.3, C8.2.20, E3.6.2
<b>D5</b>	<b>Spacing in lanes</b>	<b>Measure</b>	<b>Weighting</b>	<b>COPTTM Ref</b>
	Cones placed in rows, which are generally parallel to the centreline, but spacing of delineation devices is too great (for example 1 to 1.5x spacing required in the CoPTTM). If stop/go centreline delineation is missing to be recorded in D6. Refer to spacing tables for requirements. Refer to D6 for ineffective where spacing is greater than 1.5x spacing required.	Per 100m Delineation	3	C7.3.3, C8.2.20, E3.6.2
<b>D6</b>	<b>Missing or Ineffective delineation along lanes</b>	<b>Measure</b>	<b>Weighting</b>	<b>COPTTM Ref</b>
	Where delineation is missing or where the delineation is ineffective at separating lanes or ensuring the road user continues on the desired travel path, misleads traffic or provides conflicting message (for example traffic is required to travel on right but left side looks open and cones do not effectively keep traffic in the right lane). Refer to spacing tables for requirements. Refer to D5 for spacing in lanes. Note requirements around chip seal and paving operations with allowance to double cone spacing.	Delineation Section	10	C2.3, C2.4, C2.5, C2.6, C2.7, C8.2.20, E3.6.2
<b>D7</b>	<b>Condition unacceptable</b>	<b>Measure</b>	<b>Weighting</b>	<b>COPTTM Ref</b>
	Refer to section C19 Maintenance Standards, specifically C19.3.4. Includes punctures, large areas of staining, and significant area of missing or stained reflective material. Note non-compliant logos may be considered unacceptable if visible to vehicles. Reviewer to note marginal devices and advise STMS but not to be included in the SCR result.	Device	2	C2.4.1, C19, C19.3.4, C19.3.7, C19.4.4, E3.6.2
<b>D8</b>	<b>Using non-approved device</b>	<b>Measure</b>	<b>Weighting</b>	<b>COPTTM Ref</b>
	Delineation or channelling devices that fail to meet the criteria specified in the CoPTTM. Includes marker posts, drums and barriers or other devices used in the place of cones.	Device	4	B2.2, B2.3, B2.4, B2.4.1, E3.6.2

<b>D9</b>	<b>Road marking incorrect at Long Term Level 2 or 3 roads</b>	<b>Measure</b>	<b>Weighting</b>	<b>COPTTM Ref</b>
	Road marking not correctly adjusted at long term Level 2 and 3 TTM static worksites where alterations are required as part of the approved TMP and other delineation is not implemented. Consider if TTM is applicable for the construction methodology in which case record in "other checks". Where it is not identified in the TMP, a closure will be considered as long term where the site is in a continuous configuration for more than 72 hours.	Site	30	C5.1.1, C11.2.9, C13.2.8, C18.7, E3.6.2
<b>D10</b>	<b>Inadequate Site Access</b>	<b>Measure</b>	<b>Weighting</b>	<b>COPTTM Ref</b>
	Inadequate site access where required as defined in the CoPTTM. No site access visible for Level 2 and 3 sites (exception is paving operations where site access is frequently moved). Site access in poor location. Vehicles accessing site in unapproved manner including against the flow of traffic or impeding traffic flow in unacceptable manner. Signs missing recorded under missing signs. Delineation of site access recorded under D5. Location and spacing of access gap recorded in D10.	Access	10	C10.3.9, C15 (All), E3.6.2
<b>MISCELLANEOUS</b>				
<b>E1</b>	<b>Working in Live lanes</b>	<b>Measure</b>	<b>Weighting</b>	<b>COPTTM Ref</b>
	People associated with the activity are in the live lane outside the established working space. If personnel cross the road without any equipment this is not classified as working in live lane but if carrying or moving equipment/materials from one side of the carriageway to the other then this is classified as working as their full focus is not on task of crossing road. If there is no traffic flowing then it is permissible for personnel to cross the road. Consider proximity to pedestrian crossing if available but not used. Traffic must not be expected to slow down or stop for personnel to cross the road. If under stop/go operation and MTC's change flow to stop/stop for all traffic approaches then lanes are not to be considered as live. If MTC needs to speak to motorist this should be done via the passenger side.	Individual	20	C14.1.1, C15.1.1, D1.12.1, D1.13, E3.6.3
<b>E2</b>	<b>Missing or ineffective traffic controller</b>	<b>Measure</b>	<b>Weighting</b>	<b>COPTTM Ref</b>
	Manual traffic controller not at stop/go position, footpath controllers not available to manage pedestrian movements, or spotter not being used when required for inspection activities. Also includes where the MTC is on the right hand side rather than the left hand side to stop traffic. Note it is acceptable for a cone to be placed in front of the first vehicle provided the MTC remains on the left hand side until the vehicle has come to a complete stop prior to re-positioning the cone. The cone must be retrieved while paddle remains on stop. The MTC must be able to easily reach the paddle if required for example to prevent the paddle from turning in the wind. If SCR result is High Standard or Acceptable consideration to be given to "road user flow acceptable" in Other Checks.	Individual	20	C8.2.14.3, C8.2.19.1, C8.2.20, C10.1.3, C10.2 (All), C10.3.1, C10.4.1, C10.5.2, C12.4.2, C12.4.6, C13.2.4, C15.2.2
<b>E3</b>	<b>Safety zone compromised</b>	<b>Measure</b>	<b>Weighting</b>	<b>COPTTM Ref</b>
	Where either the lateral or longitudinal safety zone is insufficient (e.g. too small or missing). Score points for each zone compromised and on each occasion and for both plant, materials and personnel. Note this is not applicable if under a stop/go operation and all traffic flows are on stop.	Individual	10	A5.8.6, B6.1.4, C2.1.1, C2.1.3, C2.2, C2.3, C2.4, C2.5, C2.6, C2.7, C6 (All), C7.3.2, C8.1.2.2, C8.2.2, C8.2.3, C8.2.11, C8.2.16, C8.2.18, C13.2.6, C14.1.1, C14.1.2, C14.1.4, D1.12, D7.2.1, E3.6.3
<b>E4</b>	<b>High visibility garment not acceptable</b>	<b>Measure</b>	<b>Weighting</b>	<b>COPTTM Ref</b>
	Refer to section C19 Maintenance Standards, specifically B3, C19.3.6, C19.3.7, C19.4.2 and C19.4.3. Includes garments not done up, torn garments, large areas of staining, and significant area of missing or stained reflective material. Also includes STMS not wearing STMS garment (exception A5.8.7).	Individual	5	A5.8.3, A5.8.7, A5.9.3, A5.9.4, A5.10, B3 (All), B4.1.1, C19.2, C19.3.6, C19.3.7, C19.4.1, C19.4.2, C19.4.3, D7.6.3, E3.6.3
<b>E5</b>	<b>Marginal surface condition (carriageway only)</b>	<b>Measure</b>	<b>Weighting</b>	<b>COPTTM Ref</b>
	Surface is unacceptably rough and likely to be dangerous for any type of road user for the speed limit, temporary or permanent posted, at the worksite. TSL to be in accordance with the CoPTTM decision matrix with a one step difference to the advised speed limit. If a TSL is not implemented when required due to surface condition record in this section but if a TSL is implemented when it is not required record in G2. For example a 100km rural road with chip seal surface not swept with no TSL recorded as marginal surface condition recorded in E5 however 100km rural road with swept chip seal and line marked with 50 TSL in place recorded in G2. Also includes steel plates used to protect excavation but not appropriately secured in place.	Occasion	15	C4.2.1, C4.2.2, C12.3.2, C13.2.3, C14.2.1, E3.6.3

E6	Unacceptable surface condition (peds, cyclists or carriageway)	Measure	Weighting	COPTTM Ref
	Surface is unacceptably rough and likely to be dangerous for any type of road user for the speed limit, temporary or permanent posted, at the worksite. TSL to be in accordance with the CoPTTM decision matrix with a two step difference to the advised speed limit. For pedestrian and cyclist this includes hard surface, trip hazards, wet concrete, obstructions, or impaired surfaces (including weather affected).	Occasion	30	C4.2.1, C4.2.2, C14.2.1, E3.6.3
E7	Barrier defects (Missing or Incorrect components)	Measure	Weighting	COPTTM Ref
	Includes missing or incorrect end treatments on barriers, non-compliant barriers, end flares too sharp, barrier too close to live lane, barriers not linked, barriers not pinned where required and barrier not used when required. Note: multiple defects for this item must be counted individually. Also includes device that is being used as a barrier but does not meet the CoPTTM requirements and barriers deployed not in accordance with manufacturers specifications (for example water filled barriers not filled with water). Component are defined as leading terminal, trailing terminal (if required), flare if not terminal end, barrier alongside work site, linkage of barriers, installation in accordance with manufacturers specifications, damage to individual units (for example leaking water filled barrier, cracked concrete barrier sufficient to compromise integrity of barrier etc.). Consideration should also be given to the surface the barriers are installed on if the surface would prevent the barrier performing as expected (for example, on or in front of a kerb). Delineation of barriers to be recorded under delineation. If barriers not needed but deployed incorrectly record as redundant TTM.	Component	10	B6.1.4, B12 (All), C11.2.7, C18 (All), E3.6.3
E8	Unsafe or Redundant TTM	Measure	Weighting	COPTTM Ref
	TTM equipment non-compliantly stored on site when not required for active closure. Equipment may be stored in the back or front berm in a manner that does not pose a hazard to the road user for no more than 48 hours. For example site reviewed on Friday with signs left on site not required for unattended site but further works taking place Sunday night therefore time between active sites extends past the 48 hours permitted. Also includes when TTM equipment is stored in front berm, frame and base left upright with sign on ground, or frame and base left upright with signs turned to have back panel facing traffic or the sign turned 90° to the travelling path. Includes signs in cycle lanes or footpaths, cones stacked to side not required for unattended, TTM equipment left in manner which causes hazard to road user (for example not delineating equipment). Hierarchy for storing TTM equipment: remove from site, then back berm, finally front berm if permanent speed limit is under 65km/h and there is a kerb and channel. Footpaths must not be impacted by the storage of equipment regardless of the width of the footpath available. Storage is only permitted in suburban or commercial areas but not near schools or shopping areas. To be recorded for each sign that is unsafe or redundant and once for every 10 delineation devices. Also includes barriers when deployed but not needed.	Equipment	5	C11.2.8, C14.2.3
E9	VMS message incorrect or inappropriate	Measure	Weighting	COPTTM Ref
	VMS displaying incorrect messages in relation to activities or VMS board message not approved by RCA.	AWVMS	15	B9 (All), B10 (All), B14.2.1, C17 (All), D1.6, D1.9, D1.10, D6.1.2, D6.1.3.4, D7.5.1, E3.6.3
E10	Flashing beacons not used or ineffective	Measure	Weighting	COPTTM Ref
	Amber flashing beacons are not in operation or have been omitted from vehicles where required or do not comply with the CoPTTM requirements. Record in E10 if hazard lights used to access site (note only indicators should be used to give direction to road users of a pending site access movement).	Vehicle	3	B8.3.6, B11.2.3, B14.1, C2.3, C2.5, C3.3.2, C10.2.2, C11.2.4, C14.1.3, C15.1.1, C19.5.1, D1.3.1, D1.5, D1.6.2, D5.1.1, D7.3.1, D7.6.4, D7.7, E3.6.3
E11	Parking / stopping features not relocated	Measure	Weighting	COPTTM Ref
	Work encroaches on parking or stopping feature, which has not been relocated to a position clear of the worksite. Such features could include bus/transit lane, clearway (during enforceable timeframes), taxi stands, bus stop, bus parking locations, loading zone, mobility spaces and/or drop off areas. This SCR element is different to E12 where the feature is being used to park in but not as part of work site. E11 refers to feature being within work site but not appropriately relocated.	Feature	5	A7.4.1, E1.8.3, E3.6.3

E12	Unsafe and illegal parking of plant / equipment	Measure	Weighting	COPTTM Ref
	<p>Plant and equipment is unsafely parked or illegally parked. Includes plant and equipment parked outside of designated work area on footpath, cycle lane, broken yellow lines, clearways, bus/transit lanes, bus stops, bus parking spaces, loading zones, taxi stands, mobility spaces, or restricted parking spaces. Also includes plant and equipment on site when unattended and not appropriately protected from public (for example miller with no shoulder closure protection). Consideration to be given to manner plant or equipment is parked for example if forcing road user across the centreline. Vehicles must be parked in the direction of travel. Shoulder closures to protect parked plant/equipment should be approved as part of the TMP. Parked plant and equipment should be visible to vehicles, cyclists and pedestrians so they can see the hazard. Note: while a vehicle may be legal under the Land Transport Rule to be on the road it may be classified differently under the Health and Safety Act.</p>	Feature	20	A5.8.6, A5.9.3, C12.2, C14.1.4, E3.6.3
<b>OTHER CHECKS</b>				
G1	QUALIFIED PERSON ON SITE [REFER TO A5 OF COPTTM]			COPTTM Ref
	<p>Site must be under the control of an STMS or briefed TC for Level Low Volume and Level 1 sites and an STMS Level 2/3 Practising or a briefed STMS NP (where allowed) for Level 2 and 3 sites. If STMS is delegated there must be correct documentation of handover including time and briefing. Briefing must include reference to site specific details such as delivery movements or any minor amendments made to the TMP. Delegated STMS should be satisfied with the site condition they are taking responsibility for prior to accepting delegation. STMS delegating the site must ensure that the person they are delegating to is suitably qualified. Consideration should be given to handover process for when physical handover is not practical (for example if STMS off sick). Auditor should allow time for the STMS to be away for auditing purpose (to gain access to the start of the site and while conducting site checks).</p>			A5.8.1, A5.8.3, A6.3.1, A6.10.1, E3.6.3
G2	TSL APPROPRIATE [REFER TO C4 OF COPTTM]			COPTTM Ref
	<p>The TSL should be appropriate in accordance with the CoPTTM matrix. The speed limit, including de-restriction, is not appropriate for the physical works or correct for permanent speed limit de-restriction. If the TSL is too low (refer to subsection G4.4.6 Excessive or inappropriate use of TSLs), a notice of non-conformance is issued. Consideration should also be given if the speed limit is too high for example if a 70km/h TSL has been installed however the CoPTTM matrix determines a 50km/h is appropriate. Also refer to notes under E5.</p>			A7.3.1, C3.3.1, C4 (All), C10.1 (All), C10.2 (All), C10.3 (All) C12.3.2, E2, E3.6.1
G3	ROAD USER FLOW ACCEPTABLE			COPTTM Ref
	<p>When road user flow is acceptable road users are flowing appropriately through the site and any queues do not extend past first T1 sign, and there are no unreasonable delays or delays in excess of five minutes or durations approved by the RCA in the TMP. Unacceptable flows includes any instances of vehicular conflict for example two directions of traffic sent on "go" during a stop/go operation or where minimum lane widths are not maintained. G3 can be used to record if access to residents or businesses are not maintained or alternative solutions have not been agreed with the relevant parties, including the RCA. Note: 5 minute delay is to be in addition to the normal traffic flow on the road for that time period.</p>			C16 (All) , C19.5.1
G4	ON-SITE RECORD [FORM MUST INCLUDE STMS AUTHORITY, 2 HOURLY CHECKS AND TSL IMPLEMENTATION]			COPTTM Ref
	<p>On-site record available on site which includes information required under the CoPTTM example form. (Note this does not need to be the CoPTTM form.) Required checks have been conducted in accordance with approved TMP and CoPTTM and are appropriate to the time of the review (for example not completed ahead of the time of the review). Site checks should be robust and provide a high level of confidence in the effective management of the site. Any TSL implementation must be recorded correctly including the installation start time and all individual street names with defined TSL and de-restriction signs locations recording where the TSL signs are positioned on that street (for example driveway for a street number or fixed identifying location). If a TSL is not required the STMS should record N/A for the TSL section of the documentation.</p>			A5.8.3, A7.2, A7.5.2, C3.3.2, C4.3.1, C4.4.5, C11.1.1, C11.3.1, C19.5.1, E1.6, E4.1.2,
G5	TMP APPROVED?			COPTTM Ref
	<p>TMP documentation must be at all attended worksites and include the WAP, Conditions, TMP proforma, diagrams and other attachments. Documents must be stamped with the CAR approval stamp and the CAR reference applicable to TMP must match for all documents. Where applicable documentation must be available for extensions. Verifiable information is acceptable for example if approval is via a phone call and there is a record of the date, time and who was involved in the conversation so the agreement can be confirmed with that party.</p>			A3, A5.2.2, A5.4.1, A5.5.1, A5.5.2, A5.7.1, A5.8.3, A5.8.6, A5.9.2, A5.9.3, A7.2, A7.9.1, C4.1.3, C12.2.1, D1.13.3, D3.1, D7.3.1, D7.5.1, D7.6.3, D7.7, E3.3, E3.6.3, E4.1.1, E4.1.2

<b>G6</b>	<b>APPROVED TMP SIGHTED?</b>			<b>COPTTM Ref</b>
	TMP documentation must be at all attended worksites and include the WAP, Conditions, TMP proforma, diagrams and other associated documents. A copy must be available on site (within 30 minutes of request from reviewer). Physical hard copies or electronic copies are acceptable however if using electronic format consideration should be given to a charging device and a mechanism for being able to record information including induction information, on-site record and TSL requirements etc.			A5.8.3, A5.7.1, A7.7.1, A7.8.1, E3.3, E3.6.3
<b>G7</b>	<b>APPROVED TMP APPLICABLE?</b>			<b>COPTTM Ref</b>
	The approved TMP accurately reflects the road environment including lane configurations, pedestrian features (including signalised crossings, zebra crossings and refuge islands), bus stops, parking features and other site specific features. If not, minor amendments are accurately recorded and notified to RCA with evidence available of this notification (for example email or phone call with record of who was spoken to, time of conversation and agreed mitigation). Amendments of a significant nature may require submission of a revised TMP for approval. If the TMP is not applicable this is followed up off site with the TMP designer and/or CAR Manager who approved the TMP.			A5.7.1, A5.8.3, E3.1.1, E3.3
<b>G8</b>	<b>TTM IN ACCORDANCE WITH APPROVED TMP?</b>			<b>COPTTM Ref</b>
	The TTM measures implemented on site match the approved TMP. Minor amendments, as long as they are noted on TMP with the date, time and signature are acceptable if for reasons of improving road user safety or traffic flow. Minor amendments must not be for benefit of cost or ease of construction. Any significant changes must have been agreed with the RCA and correctly documented (refer G7). Examples of unacceptable amendments a stop/go approved but contraflow implemented or a shoulder closure upgraded to contraflow with no documented evidence of approval. Significant changes must be in consultation with the RCA / TMC / CAR Manager, not just notified, so they can be agreed prior to implementation.			A5.7.1, A5.8.3, A5.9.3, C11 (All), C12.2.1, E3.3, E4.1.2
<b>ACTIONS TAKEN BY STMS</b>			<b>SITE ACTIVITY CEASED BY</b>	
	<b>SITE FIXED?</b>	<b>Yes / No / Not Applicable</b>	<b>N / A, STMS, Non-STMS, AT Rep, Engineer, Work Safe, Police, Fire Service, Civil Defence</b>	
	When a review identifies an unacceptable and / or dangerous site did the STMS cease the activity and go about making corrections in a timely manner to bring the site up to an acceptable standard prior to recommencing works? If No, a Stops Works Order will be considered. Note: not all situations will require the physical works to be stopped while corrections are made to the TTM. Physical works must stop if they are contributing to the hazards identified. Consideration should be given to whether ceasing the works will create a greater hazard or the site will become more unsafe if the works stop. Consideration should also be given if corrections can be done in a timely manner and whether there is the ability to make the corrections or whether another party would be required to assist with the corrections.	<b>Y / N / N/A</b>		
	<b>NOTIFICATIONS (AT/ATOC/PT) [DOES NOT AFFECT SCORE]</b>	<b>Yes / No</b>		
	Has the RCA been notified of the intended dates and times of implementation and the STMS responsible? Where applicable have Public Transport been advised of any affect to bus routes, bus stops or bus parking locations? Where traffic signals may be affected have ATOC been notified of the intent to work near traffic signals? Notification will affect SCR result in the near future so highly advised to implement robust notification process.		Evidence available of notification of work programme to RCA for TMP implementation, ATOC for traffic signals when affected, Public Transport for bus stop relocations.	
	<b>SITE INDUCTION GOOD? [DOES NOT AFFECT SCORE]</b>			
	A good site induction should include: STMS inducting reviewer to site specific hazards that are applicable to traffic management as a minimum however recognise if the STMS asks the reviewer if they intend to go near the working space and if applicable includes these hazards in the induction. STMS should identify their name, contact number and how to recognise them on site (for example their STMS jacket). The induction should also include evacuation points (including if different for various aspects of the work for example different ends of the closure), any process for notifying emergency services, who the first aiders are on site and where to locate first aid kits, spill kits, and fire extinguishers and the nearest medical centre. The STMS should use the TMP to help illustrate the permitted work areas and safety zones.			
<b>KEY POINTS / AUDIT RESULTS</b>				
	Reviewer notes areas identified in the review including both good aspects and areas for improvement.			
<b>ACTIONS TO BE TAKEN</b>				

Reviewer notes actions to be taken to improve the condition and/or operation of the site. Where a site is identified as dangerous this must include areas that must be addressed prior to activities re-commencing. Corrections should be communicated and agreed between the relevant parties and recorded on the form so there is a clear understanding of any requirements, including timeframes for the various changes required and who is responsible for the changes.

**AUDITOR TO COMPLETE**

**STMS TO COMPLETE**

Signature

STMS Signature

Auditor Name

STMS Name

Auditor Qualification

NZTA ID No.

Qualifications:

NZTA ID No.

Auditor Contact Details

STMS Contact Details:

In submitting this form, the auditor specified above agrees that they have explained the significant issues and proposed remedies to the relevant parties specified above and have handed these parties a copy of the audit.