# On-Site Record

*This example on-site record form is for use by on-site TTM practitioners to record maintenance and applicability of risk controls*

* 1. Location Details

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Road name/s | Suburb | | | | | Start/finish points | | | |
|  |  | | | | |  | | | |
| TMD/s: | Highest Road Level and Category: *(circle Level and category that applies)* | | | | | | | | |
| LV | L1 | L2 | L2LS | L3 | | CAT A | CAT B | CAT C |

* 1. Activity Space *Person responsible for the activity space*

|  |  |
| --- | --- |
| Person Responsible (name): | Person Responsible (signature): |

* 1. Temporary Traffic Management (TTM)

*Where a site is setup by a TMO and the STMS is not present – this must still be completed by the STMS (with handover). Where a full handover is completed – a new on-site record form is commenced by the new in charge person*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Person in Charge of TTM | Name: | | ID No.: | | Signature: | | | | |
| Circle which applies: | | Full Handover  *(New In-charge person)* | | Briefing Completed: | |  | Return Handover:  *(if applicable for STMS returning to site)* | |  |
| Delegation  *(In-charge person remains)* | | Time: | | | Time: |  | |
| New in-charge or delegated person | | Name: | | ID No.: | | | Signature: | | |

* 1. Site Risk Assessment and Installation

*Items can be struck through if not applicable. Any discrepancies or issues must be documented in the comments on Page 2.*

|  |  |  |  |
| --- | --- | --- | --- |
| Pre-installation Risk Assessment | | Site Installation Risk Assessment | |
| Approved TMP is onsite |  | Road and environment conditions are appropriate to commence installation (incl. traffic flows)? |  |
| Site specific risk assessment conducted before deployment (verification that approved TMP is applicable) |  | Mobile operation methodology and controls are appropriate? |  |
| Appropriate controls for all road user groups (vehicles, pedestrians, cyclists etc.) are proposed |  | All required mobile operation resources and equipment are available |  |
| All resources required for deployment (including contingencies) outlined in the TMP are available |  | Detour route is clear (if applicable) |  |

* 1. Temporary Speed Limit *Use ‘checked’ column if TSL is continuous (monitoring existing TSL only)*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Road name  (And start/finish points) | Date & Time | | | | | | TSL Length  *(in metres)* | TSL  *(speed)* |
| Installed | | Checked  *(also filled out if left in place and not removed)* | | Removed | |
| From: To: | Date: | Time: | Date: | Time: | Date: | Time: |  |  |
| From: To: | Date: | Time: | Date: | Time: | Date: | Time: |  |  |
| From: To: | Date: | Time: | Date: | Time: | Date: | Time: |  |  |
| From: To: | Date: | Time: | Date: | Time: | Date: | Time: |  |  |

* 1. Worksite Monitoring *Monitoring of controls in accordance with the TMD monitoring plan*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| List controls inspected/monitored | TTM  set-up | check | check | check | check | check | Site Departure |
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| Time inspection completed: |  |  |  |  |  |  |  |
| Signature |  |  |  |  |  |  |  |

* 1. Comments

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Risk, control, or monitoring records | Time | Risk, control, or monitoring records |
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