

CoPTTM 4<sup>th</sup> edition

# Getting your people up to speed

*Presented by: Tony Stella*



# Topics

**Getting your staff up to speed**

**Highlights of the 4<sup>th</sup> edition**

**Highlights of revised training material**

**What's coming up**

**Getting the most out of the 4<sup>th</sup> edition**

# Getting your staff up to speed

## 1. Brief staff on the changes:

- Use the **Road Show** hand out
- Electronic copy on CoPTTM website

## 2. Get your staff onto the revised refresher workshops

## The highlights of 4<sup>th</sup> edition

- **CoPTTM now section 8 of TCD manual**
- **LRS now in CoPTTM**
- **4th Edition available electronically and in print**
- **Electronic version (PDFs) open with bookmarks panel for browsing**

# Electronic version (PDFs)

01 Section-A-copttm-4th-ed.pdf - Adobe Reader

File Edit View Window Help

21 / 71 175%

Tools Sign Comment

**Bookmarks**

- Glossary of terms
- A1 About CoPTTM
- A2 Scope of CoPTTM**
- A3 Principles
- A4 Levels of temporary traffic management (TTM)
- A5 Powers and responsibilities
- A6 Training
- A7 Traffic management plans (TMPs)
- A8 Temporary traffic management (TTM) safety audit procedures

NZ Transport Agency A2 Scope

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## A2 Scope of CoPTTM

### A2.1 General

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This document supersedes and replaces the following:

- Transit New Zealand's:
  - G/1 specification (May 1996)
  - *Working on the road handbook* (June 1998)
  - *Code of practice for working on high capacity highways* (November 1997)
  - *Code of practice for temporary traffic management* (third edition, November 2004)
  - *Temporary traffic management for local roads supplement to NZTA CoPTTM*. (This has now been amalgamated with CoPTTM).

# How to access CoPTTM

- You can do a Google search on **CoPTTM**



- The search results will provide a link to CoPTTM on the **NZTA** website

# How to access CoPTTM

The screenshot shows a Google search interface with the query 'copttm'. The search results are displayed in a grid format. The first result is highlighted with a red oval and contains the following text: [Code of practice for temporary traffic management \(COPTTM\): P...](http://www.nzta.govt.nz/resources/code-temp-traffic-management/)  
[www.nzta.govt.nz/resources/code-temp-traffic-management/](http://www.nzta.govt.nz/resources/code-temp-traffic-management/) ▾  
Nov 1, 2012 - Code of practice for temporary traffic management (COPTTM): Part 8 of the Traffic Control Devices manual (TCD Manual). Published: 01 Nov ...

The second result is also highlighted with a red oval and contains the following text: [COPTTM](#)  
Code of practice for temporary traffic management (COPTTM ...

Other visible results include: [Section D: Mobile Operations](#) (SECTION D. MOBILE OPERATIONS. D1 GENERAL ...), [\(COPTTM\): Part 8 of the Traffic ...](#) (Code of practice for temporary traffic management (COPTTM ...)), [NZ Transport Agency's Traffic ...](#) (NZ Transport Agency. Traffic ..... the NZ. Transport Agency's ...), [Code of practice for temporary ...](#) (CODE OF PRACTICE FOR TEMPORARY TRAFFIC ...), and [Section D](#) (NZ Transport Agency. Traffic control devices manual part 8 ...).

At the bottom of the results, there is a link: [More results from nzta.govt.nz »](#)

**To register to receive CoPTTM updates**

**To access the CoPTTM files**

# TMP approval process

Revised to include **CAR/WAP** and **on-site record**



**RCA**  
gives  
consent  
(**CAR/**  
**WAP**)

**STMS**  
submits  
TMP for  
approval

**TMC or**  
**engineer**  
approves  
TMP

**STMS**  
notifies  
TMC

**STMS/TC**  
completes  
hazard ID  
and sets  
up  
worksite

**STMS/TC**  
records  
site  
activity on  
the  
on-site  
record



# The on-site record records:

- Delegation of site to TC
- Site inspections
- Placement and removal of TSL

Retain for 12 months

Attach to TMP

Can use company documentation if it includes the same information

TMP or generic plan reference														
On-site record must be retained with TMP for 12 months.														
<b>ON-SITE RECORD</b>														
<i>To be used if information below not covered in company documentation.</i>														
<b>Location details</b>		Road names(s):			House number/RPs:		Suburb:							
<b>STMS (in charge)</b>		Name			ID Number	Expiry date	Signature	Date and time						
<b>TC/STMS-NP (delegation)</b>		Name			ID Number	Expiry date	Signature	Date and time						
<b>Site monitoring</b>														
Site to be monitored 2 hourly and inspection documented below. If site control delegated to a TC/STMS-NP the STMS must inspect the site once each day														
<b>Monitoring</b>	High-visibility garment worn by	Signs positioned OK?	Conflicting signs covered?	Correct delineation?	Minimum lane widths met?	Positive TTM?	Footpath standards met?	Cycle lane standards met?	Traffic flows OK?	Adequate property access?	<b>Comment</b>	<b>Date</b>	<b>Time</b>	<b>Signed by</b>
Site set up														
2 hourly														
2 hourly														
2 hourly														
2 hourly														
2 hourly														
2 hourly														
2 hourly														
Site removal														
<b>Temporary speed limit</b> – it is a legal requirement to record the placement and location of TSLs.														
Date installed:	TSL speed:	Placement (RPs or street numbers):			Length of TSL (m):		Date removed:							
Time:		From:	To:				Time:							
Date installed:	TSL speed:	Placement (RPs or street numbers):			Length of TSL (m):		Date removed:							
Time:		From:	To:				Time:							
Date installed:	TSL speed:	Placement (RPs or street numbers):			Length of TSL (m):		Date removed:							
Time:		From:	To:				Time:							
Date installed:	TSL speed:	Placement (RPs or street numbers):			Length of TSL (m):		Date removed:							
Time:		From:	To:				Time:							

# New Short and Full TMPs

## Short TMP form

A single sheet of a short Traffic Management Plan (TMP) form, featuring a grid for activity details and a section for Road Closure Assessment (RCA).

Complete short form if simple activity and the RCA allows use of the form

## Full TMP form

A stack of multiple sheets of a full Traffic Management Plan (TMP) form, indicating a more complex and multi-phased activity.

Use full form for activities involving a number of phases and/or delays (eg resealing, shoulder widening, road reconstruction)

# Changes to layout distances tables

## LV and Level 1:

- Shorter layout distances at lower speeds (urban environments)
- 10m taper allowed for intersections and access ways ( $\leq 50\text{km/h}$  and not on state highways)

## Level 2:

- Added warning distance
- Added minimum and desirable sign spacings










**TEMPORARY SPEED LIMIT (TSL)  
DECISION MATRIX  
WORKSHEET**


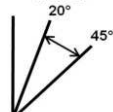
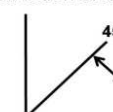
**INSTRUCTIONS**

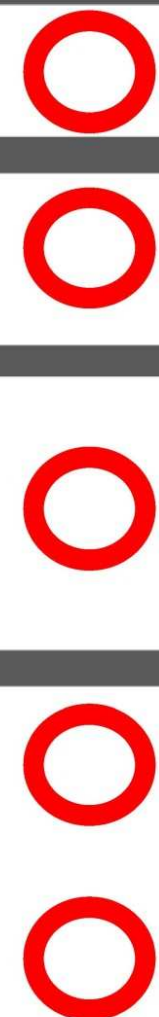
Select the appropriate road condition description for each of the four factors, and in the right hand circle list the chosen TSL for that road condition. Transfer lowest TSL to the bottom circle. If the **LOWEST** TSL is at least 20km/h below the Permanent Speed Limit that TSL should be applied.

**Appendix B**



EXCELLENT	AVERAGE	BELOW AVERAGE	POOR
 	 	 	  

1. Minimum Lane Width	2. Pavement / Surface Condition	3. Visibility and Alignment	4. Site Clutter
<p>3.5m</p>	<p>3.25m</p>	<p>3.00m</p>	<p>2.75m</p>
<p>The shoulder and lane is clear of loose or greasy material and the traveled way is smooth</p>	<p>The road is close to normal condition except for a few minor defects (eg small pot holes or a few pieces of loose aggregate) <b>70km/h</b> where new seal has been swept but not marked</p>	<p>Defects and / or loose material on the lane (eg unattended reseals) <b>50km/h</b> for protection of a new seal</p>	<p>There are major defects and / or significant loose material on the lane (eg recently milled surface, large stones, steel plates)</p>
<p>There is greater than 140m visibility to the first cone in taper, <b>and</b> the worksite has not imposed a change in alignment</p>	<p>There is less than 140m visibility to the first cone in taper, <b>or</b> vehicles are deflected by 20 degrees or less from the original direction of travel</p> 	<p>There is less than 60m visibility to the first cone in taper, <b>or</b> vehicles are deflected by 20 - 45 degrees from the original direction of travel</p> 	<p>There is less than 30m visibility to the first cone in taper, <b>or</b> vehicles are deflected by more than 45 degrees from the original direction of travel</p> 
<p>Low site clutter, clear vehicle lanes, cycle lanes and footpaths</p>	<p>Some site clutter either plant or materials, vehicle lanes, cycle lanes and footpaths are lightly trafficked</p>	<p>Considerable site clutter requires additional management to guide vehicles though the site. Some queues of road users</p>	<p>Has numerous driver distractions including construction traffic. Cycle lanes or footpaths are closed. <b>30km/h</b> for portable traffic signals, MTC operations or where traffic has to traverse the actual active working space (either in a delineated single lane or where traffic is not separated from the working space)</p>



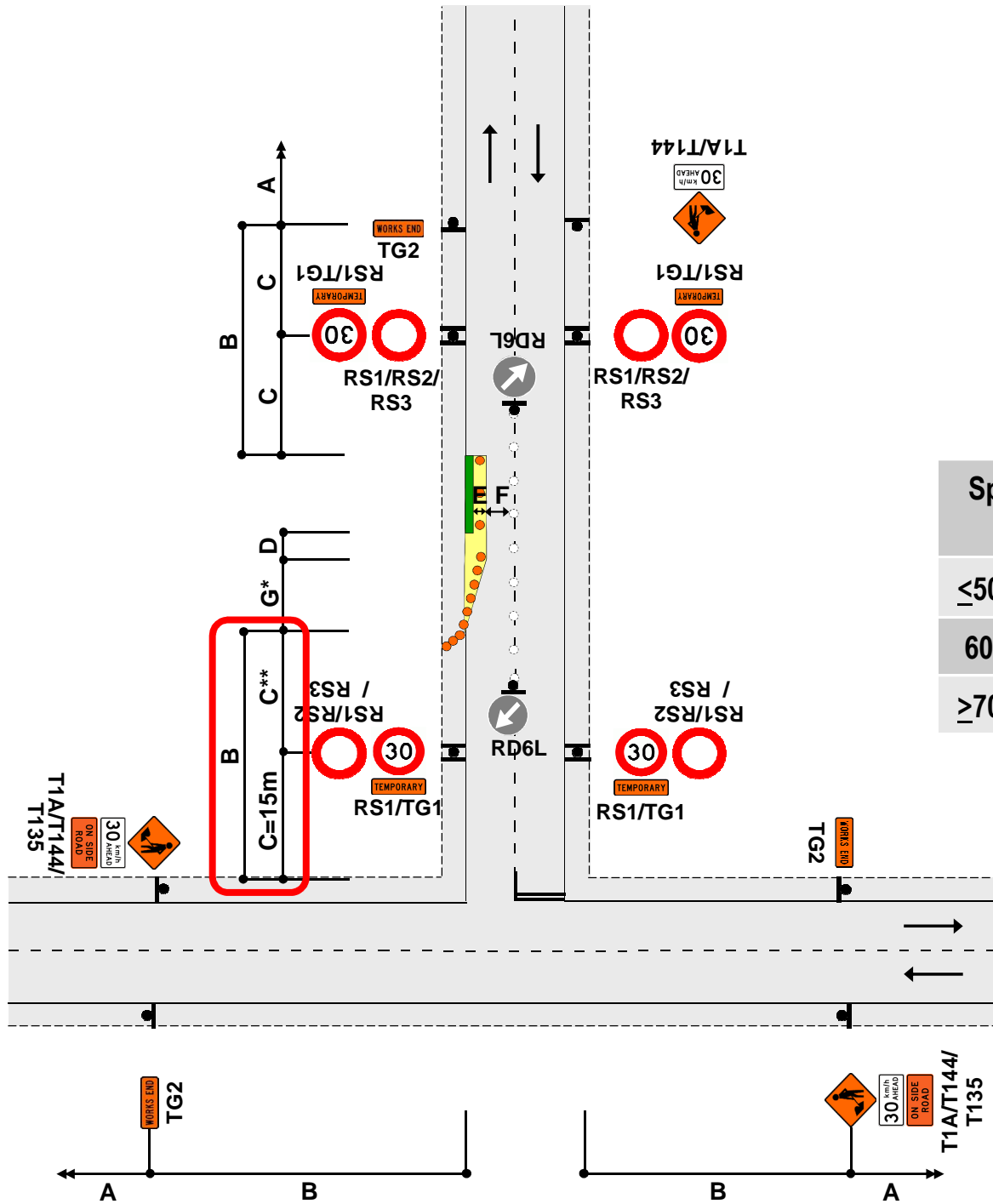
**Is the LOWEST TSL at least 20km/h below the Permanent Speed Limit?**

Yes → Use this Temporary Speed Limit

No → No Temporary Speed Limit Required



# C4.3.2



DISTANCE			
Speed	Intersection to TSL	TSL to taper	Total
≤50km/h	15m	15m	30m
60km/h	15m	25m	40m
≥70km/h	15m	40m	55m

## C7.3.3 Shoulder or lane tapers

- Calculate taper using the following formula:

$$\frac{W \times G}{3.5}$$

W = Width of lane or shoulder shift required

G = Normal taper length for the permanent speed

- Or use the following table for tapers**

# C7 Tapers

- Table to calculate tapers less than 3.5m for **level 1 roads**

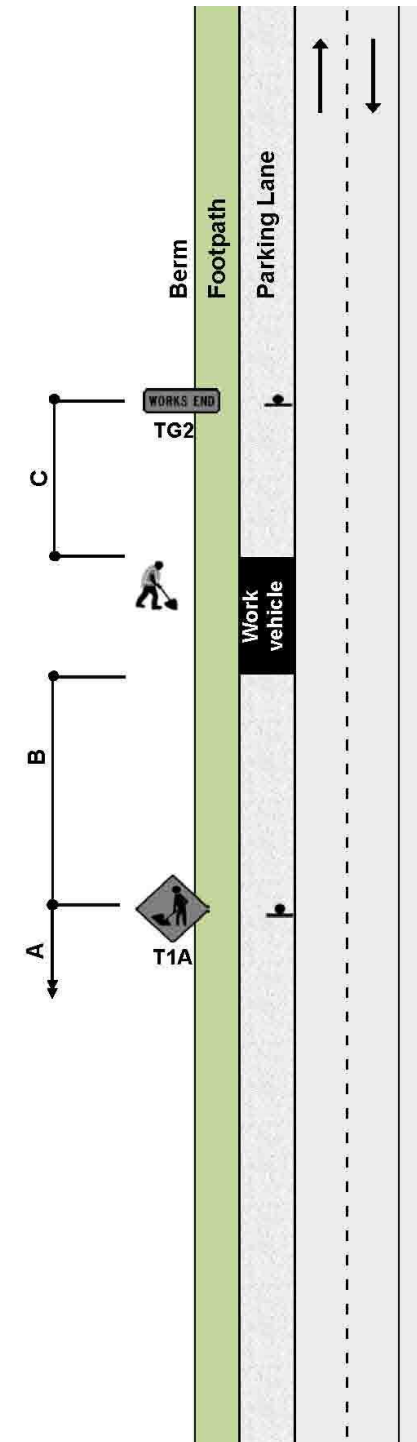
Extract from CoPTTM

Taper lengths in metres and (cone numbers)						
Closure or lane shift width	50km/h	60km/h	70km/h	80km/h	90km/h	100km/h
> 3.0	Apply the full taper length					
2.0 – 3.0	25 (11)	35 (15)	50 (11)	60 (13)	70 (15)	85 (17)
1.0 – 2.0	15 (7)	25 (11)	30 (7)	35 (8)	40 (9)	45 (10)
< 1.0	5 (3)	10 (5)	15 (4)	25 (6)	30 (7)	35 (8)

- Numbers in brackets are the cone numbers required

## C8.1.2 Level 1 Shoulder closure Less than 65km/h (F2.5)

- Advance warning and works end are optional if:
  - the work vehicle (light truck or smaller) is parked in a legal parallel car park, and
  - vehicle is only accessed from the off traffic side
- Large plant and machinery must not be used in this situation, a more substantial closure is required







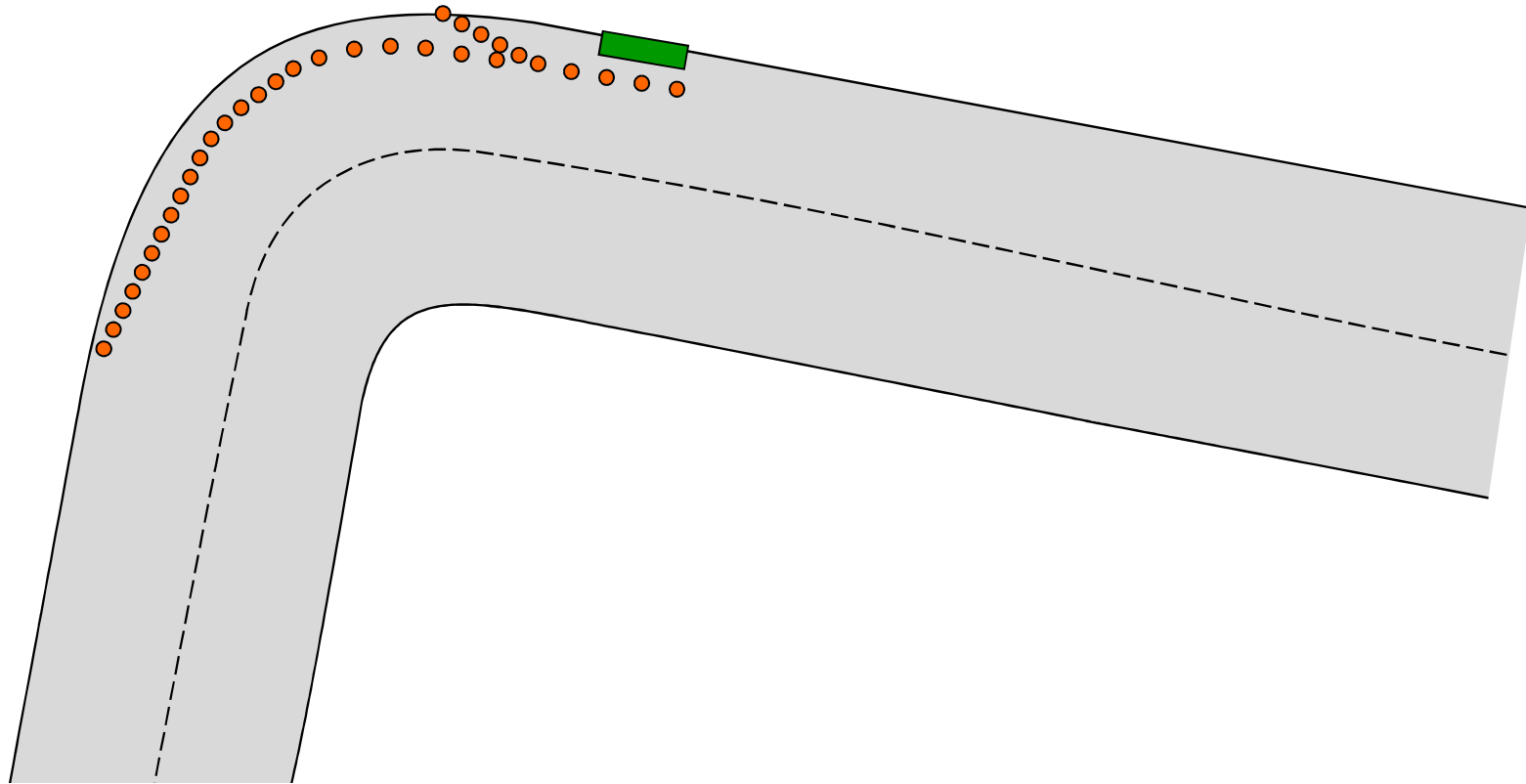
# C12 Unattended worksites and night work

## Preparing worksite to be left unattended

Consider the following:

- **Can I reduce the size of the worksite?**
- **Is TSL appropriate?**
- Sweep away any loose material
- Check is the surface going to deteriorate after you leave? If so:
  - what frequency of inspection is required?
  - what can be done to stabilise the situation?
- Signs ballasted and positioned correctly
- Delineation devices clean and positioned correctly

# NO SURPRISES worksites



# The approach





# The car



NZ TRANSPORT AGENCY  
WAKA KOTAHI



# How it should have been

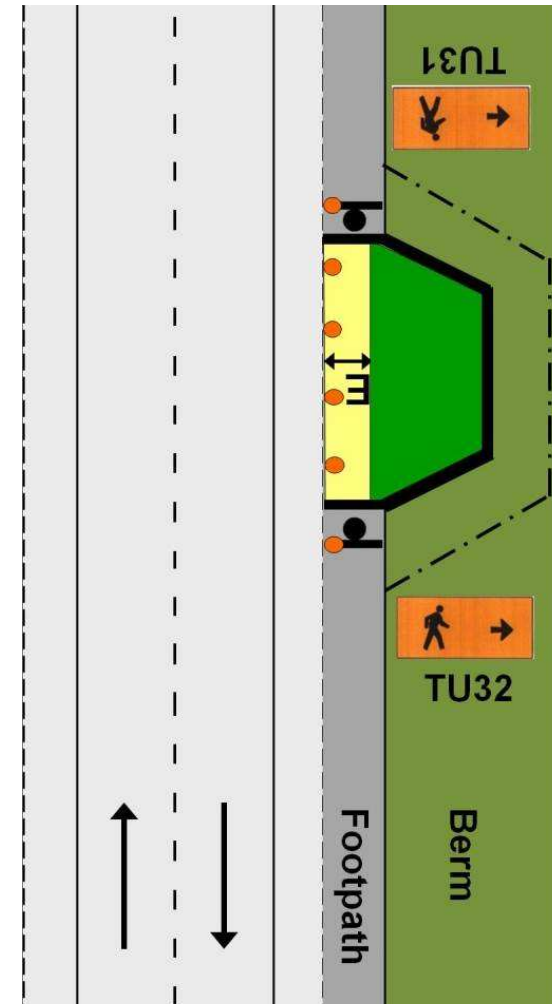




# C13 Pedestrians and cyclists

## Priority order for alternative footpath routes

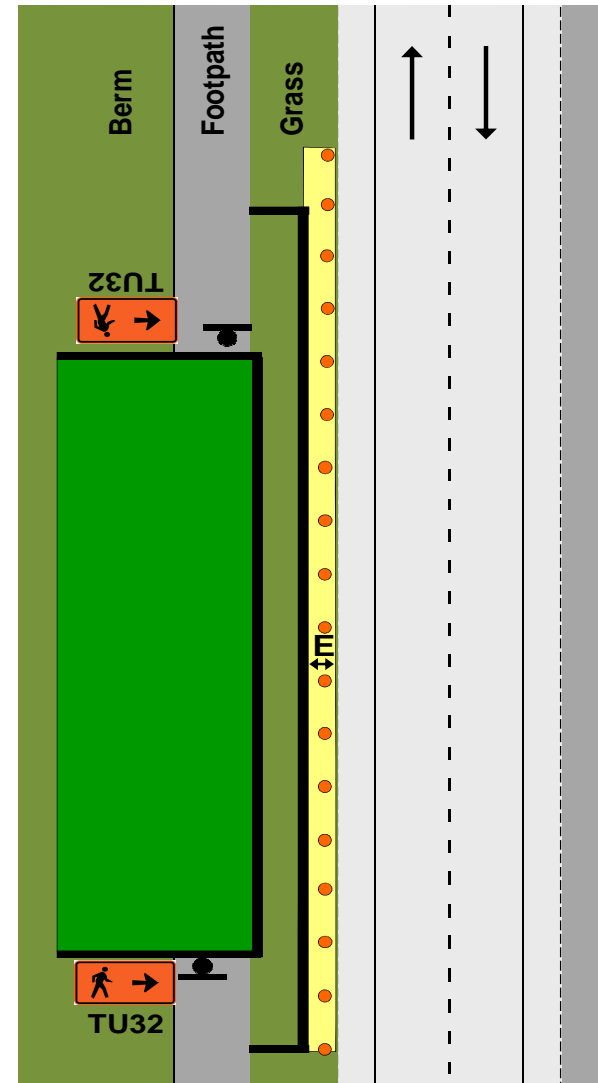
1. On side of road reserve away from the carriageway



# C13 Pedestrians and cyclists

## Priority order for alternative footpath routes

2. Between the working space and carriageway

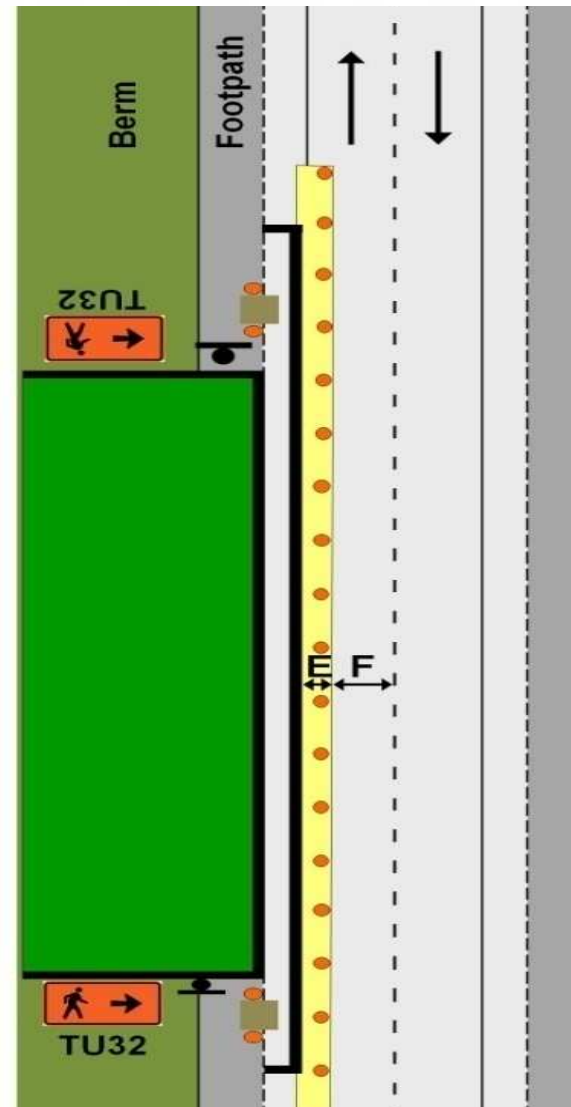




# C13 Pedestrians and cyclists

## Priority order for alternative footpath routes

3. Into the carriageway (either in a parking lane or a suitably delineated and protected section of the existing traffic lane)

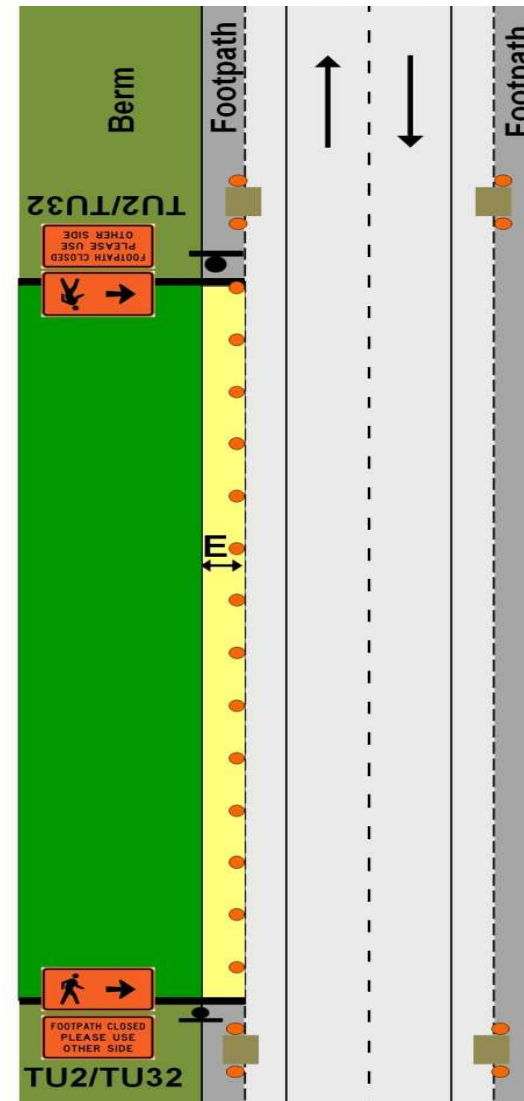


# C13 Pedestrians and cyclists

## Priority order for alternative footpath routes

4. Across the carriageway to a footpath on the opposite side:

- **This option is strongly discouraged**
- **Only use where there is a pedestrian or a signalised crossing**



# Summary of Mobile operations

## Summary of level 1 distances for level 1 mobile operation

### Summary level 1

# Highlights of the training material

- Training material revised
- CoPTTM 4th edition used in the STMS & STMS(R) training
- New tests after each section
- New exercises
- Reduced file sizes for ease of use
- Improved notes for trainers (including timetable)

# What's coming up

## Level 1 TTM handbook

- Replaces the LRS
- Used in training

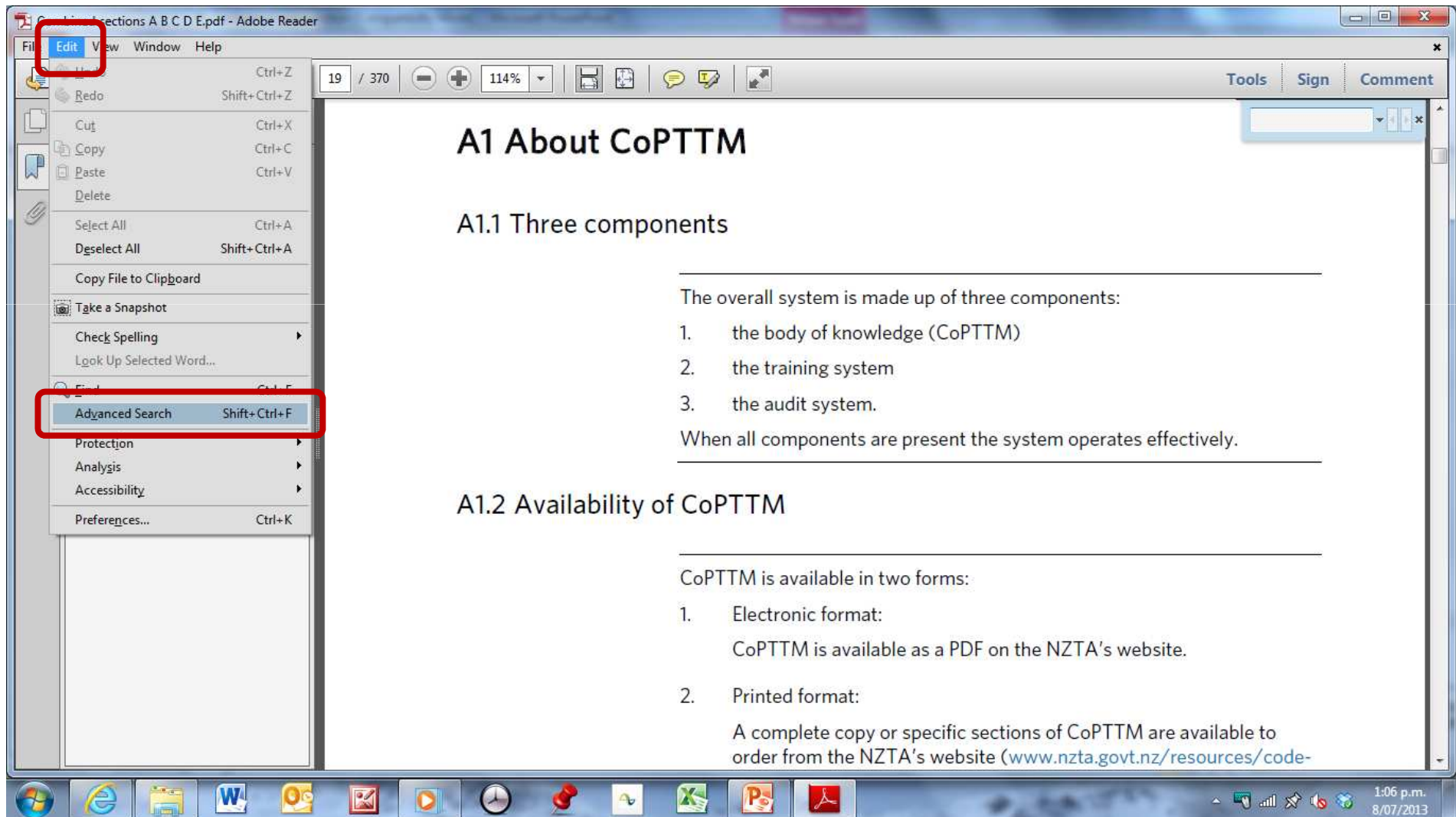
## Training course for TMCs

## Review of Level 2 low speed environments

# Getting the most out of the 4th edition

- CoPTTM 4th edition used in training
- Electronic version used in the office and the field (smart phones and tablets)
- Visit the NZTA stand to **Get Up To Speed** with the electronic version of CoPTTM

# Advanced search



The screenshot shows the Adobe Reader interface with the 'Edit' menu open. The 'Advanced Search' option is highlighted with a red box. The document content is visible on the right side of the window.

**A1 About CoPTTM**

**A1.1 Three components**

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The overall system is made up of three components:

1. the body of knowledge (CoPTTM)
2. the training system
3. the audit system.

When all components are present the system operates effectively.

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**A1.2 Availability of CoPTTM**

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CoPTTM is available in two forms:

1. Electronic format:  
CoPTTM is available as a PDF on the NZTA's website.
2. Printed format:  
A complete copy or specific sections of CoPTTM are available to order from the NZTA's website ([www.nzta.govt.nz/resources/code-](http://www.nzta.govt.nz/resources/code-)

1:06 p.m.  
8/07/2013

# Advanced search

The image shows a Windows-style search dialog box titled "Search" overlaid on a PDF document viewer. The dialog box has a red border around the search scope options. The search scope is set to "In the current document" and the search location is "My Documents". The search term "STMS" is entered in the search field. The document viewer in the background shows a PDF with a search bar and some text.

**Search Dialog Box:**

- Where would you like to search?
  - In the current document
  - All PDF Documents in
  - My Documents
- What word or phrase would you like to search for?  
STMS
- Whole words only
- Case-Sensitive
- Include Bookmarks
- Include Comments
- Search

[Show More Options](#)  
[Find a word in the current document](#)

**PDF Document Viewer:**

- Tools Sign Comment
- Find
- ... system is made up of three components:
  - ... body of knowledge (CoPTTM)
  - ... training system
  - ... audit system.
  - ... components are present the system operates effectively.
- M
- ... is available in two forms:
  - ... tronic format:
  - ... TTM is available as a PDF on the NZTA's website.
  - ... ted format:
  - ... mplete copy or specific sections of CoPTTM are available to
  - ... r from the NZTA's website ([www.nzta.govt.nz/resources/code-](http://www.nzta.govt.nz/resources/code-)

Taskbar: 1:07 p.m. 8/07/2013



# Advanced search

The image shows a Windows-style search dialog box overlaid on a PDF document. The dialog box is titled "Search" and contains the following elements:

- Arrange Windows**: A checkbox at the top left.
- Where would you like to search?**: Two radio buttons: "In the current document" (selected) and "All PDF Documents in".
- My Documents**: A dropdown menu currently showing "My Documents".
- What word or phrase would you like to search for?**: A text input field containing "STMS", which is highlighted with a red rectangular border.
- Search Options**: Four checkboxes: "Whole words only", "Case-Sensitive", "Include Bookmarks", and "Include Comments".
- Search**: A button at the bottom right of the dialog.
- Show More Options**: A blue link at the bottom left.
- Find a word in the current document**: A blue link at the bottom left.

The background PDF document has a "Tools" menu with "Sign" and "Comment" options, and a "Find" search bar in the top right corner. The document text includes:

- ...l system is made up of three components:
- body of knowledge (CoPTTM)
- training system
- audit system.
- components are present the system operates effectively.
- M
- s available in two forms:
- tronic format:
- TTM is available as a PDF on the NZTA's website.
- ted format:
- complete copy or specific sections of CoPTTM are available to
- from the NZTA's website ([www.nzta.govt.nz/resources/code-](http://www.nzta.govt.nz/resources/code-)

The Windows taskbar at the bottom shows icons for Internet Explorer, File Explorer, Word, Outlook, Paint, VLC, Task Manager, a red pushpin, a folder, Excel, PowerPoint, and Adobe Reader. The system tray on the right shows the time as 1:07 p.m. on 8/07/2013.

# Advanced search

The image shows a Windows search window overlaid on a document viewer. The search window displays the following information:

- Looking For: **STMS in the current document**
- Results: **1 documents with 296 instances**
- Buttons: [New Search](#)
- Results list (with "Collapse file paths" checked):
  - to **STMS**-delegated authority to self-approve) Example of application for traffic management coordinator's
  - to **STMS**-delegated authority to self-approve) Database to record delegations to STMS Section
  - to **STMS** Section F - Level LV and level 1 layout drawings Section G
  - STMS** do not comply with the requirements of the Code of practice of
  - STMS** An NZ Transport Agency (NZTA) qualified person who has specific responsibility
  - STMS-NP** An NZ Transport Agency (NZTA) qualified person who has specific
  - The **STMS-NP** may act as an STMS on level LV and level 1
  - an **STMS** on level LV and level 1 roads and may manage temporary traffic
  - STMS** See site traffic management supervisor. **STMS-NP** See site traffic management supervisor
  - STMS-NP** See site traffic management supervisor – non-practising. Taper A straight
  - STMS** 24 A5.9 Traffic controller (TC) 30 A5.10 Site personnel 31 A6
  - STMS** training 36 A6.7 Level 2/3 site traffic management supervisor non-practising
  - STMS-NP** training 38 A6.8 Level 2/3 site traffic management supervisor training
  - STMS** is renewing their warrant • fulfilling legal responsibilities under relevant legislation. For
  - selected **STMS** • designating the minimum clear sight distance (CSD) on roads with
  - selected **STMS** for selected level LV and level 1 roads, the power to authorise
- Buttons: [Show Less Options](#), [Find a word in the current document](#)

The document viewer in the background shows a search for "STMS" in a document titled "A5 Powers and responsibilities". The search results are as follows:

- ing traffic volume data, upon request and where available, to assist management planning, including:
  - hour counts for all roads
  - hourly counts for roads with more than 10,000vpd
  - special events occurring on or near the site
  - final approval or rejection of TMPs
- ing:
- porary speed and parking restrictions, and the use of other
- ulatory signs
- lanned road closures
- ing and setting conditions for work and other activities on the road
- ing:
- ic notices for media release or distribution to local residents.
- endix E in section E provides a standard format for newspaper advertisements
- s
- ing applications for recognition of previous experience (ROPE)
- level 2/3 **STMS** is renewing their warrant

# CoPTTM combined

Combined CoPTTM ABCDEFGH.pdf - Adobe Reader

File Edit View Window Help

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Tools Sign Comment

Bookmarks

- copttm-section-a-4th-ed
- copttm-section-b-4th-ed
- copttm-section-c-4th-ed
- copttm-section-d-4th-ed
- copttm-section-e-4th-ed
- copttm-section-f-4th-ed
- copttm-section-g-4th-ed
- copttm-section-h-4th-ed

Part 0

## Code of practice for temporary traffic management (CoPTTM)

manual number: SP/M/010

### Section A