

Traffic Control Devices Manual

Part 8

Code of practice for temporary traffic management (CoPTTM)

manual number: SP/M/010

Section E

© NZ Transport Agency

www.nzta.govt.nz

Fourth edition, Amendment 4 of
Code of practice for temporary traffic management

Date of issue: February 2017

Effective date: 1 April 2017

ISBN 978-0-478-40772-3 (print)

ISBN 978-0-478-40773-0 (online)

Copyright information

This publication is copyright © NZ Transport Agency. Material in it may be reproduced for personal or in-house use without formal permission or charge, provided suitable acknowledgement is made to this publication and the NZ Transport Agency (NZTA) as the source. Requests and enquiries about the reproduction of material in this publication for any other purpose should be made to:
NZ Transport Agency
Private Bag 6995
Wellington 6141

The permission to reproduce material in this publication does not extend to any material for which the copyright is identified as being held by a third party. Authorisation to reproduce material belonging to a third party must be obtained from the copyright holder(s) concerned.

Disclaimer

The NZTA has endeavoured to ensure material in this document is technically accurate and reflects legal requirements. However, the document does not override governing legislation. The NZTA and its employees and agents involved in the preparation and publication of this document do not accept liability for any consequences arising from the use of this document. Users of this document should apply and rely upon their own skill and judgment, and should not rely on the manual's contents in isolation from other sources of advice and information. In applying their own skill and judgment, the standards of safety and serviceability explicitly required or implied by this manual shall not be reduced. If the user is unsure whether the material is correct, they should make direct reference to the relevant legislation or regulations and contact the NZTA.

More information

Published 2013

ISBN 978-0-478-40772-3 (print)

ISBN 978-0-478-40773-0 (online)

Section E – Standard forms and descriptions

E1 Appendix A: Traffic management plans	1
E1.1 General	1
E1.2 Example of traffic management plan (TMP) – short form	2
E1.3 Guidelines for completion of TMP – short form	5
E1.4 Example of TMP – full form	9
E1.5 Guidelines for completion of TMP – full form	16
E1.6 Example of on-site record	25
E1.7 Engineering exception decision	27
E1.8 Example of checking process for generic traffic management plans (TMPs)	28
Additional information about completion of traffic management plans (TMPs)	29
E1.9 Example of schedule of specific job requirements for traffic management and safety	30
E2 Appendix B: Temporary speed limit (TSL) decision matrix worksheet	31
E3 Appendix C: Procedures for safety audit of worksites	32
E3.1 TTM safety audit methodology	32
E3.2 Site condition rating (SCR)	33
E3.3 Sighting traffic management plans (TMPs)	33
E3.4 Actions following audits	34
E3.5 Example of site condition rating (SCR) form – full audit	36
E3.6 Full audit site condition rating (SCR) – defect descriptions	37
E3.7 Example of site condition rating (SCR) form – short audit	41
E3.8 Examples of ratings (short audit)	42
E4 Appendix D: Measure and payment for traffic management (guidelines only)	43
E5 Appendix E: Newspaper advertisement standard	44
E6 Appendix F: Example of notice of non-conformance	45
E7 Appendix G: Example of notification of road closure/lane closure of state highways/local authority road	46
E8 Appendix H: (Ex-LRS – only applies to STMS-delegated authority to self-approve) Example of application for delegated authority to approve TMPs for selected level LV and level 1 roads	47
E9 Appendix I: (Ex-LRS – only applies to STMS-delegated authority to self-approve) Example of application for traffic management coordinator's (TMC) approval of traffic management plan (TMP)	48
E10 Appendix J: (Ex-LRS – only applies to STMS-delegated authority to self-approve) Database to record delegations to STMS	49
E11 Appendix K: Report on incident at roadworks site	50

Superseded

E1 Appendix A: Traffic management plans

E1.1 General

There are two traffic management plan (TMP) forms. Each form has been designed for a specific use.

Type of form	When to use	Guidelines for completion
Example of traffic management plan (TMP) - short form	Complete short form if simple activity and the road controlling authority (RCA) allow use of the form.	Guidelines for completion of TMP - short form
Example of TMP - full form	Use full form for activities involving a number of phases and/or delays (eg resealing, shoulder widening, road reconstruction) and any activities as required by the RCA.	Guidelines for completion of TMP - full form

Word versions of each form are available from the NZ Transport Agency's (NZTA) [website](#).

Superseded

E1.2 Example of traffic management plan (TMP) – short form

RCA consent (eg CAR/WAP) and/or RCA contract reference								
TRAFFIC MANAGEMENT PLAN (TMP) – SHORT FORM								
Complete short form if simple activity and RCA permits. Refer to the NZ Transport Agency's Traffic control devices manual, part 8 Code of practice for temporary traffic management (CoPTTM), section E, appendix A for a guide on how to complete each field.								
Organisation/ TMP reference	TMP reference:	Contractor (Working space):		Principal (Client):				
		Contractor (TTM):		RCA:				
Location details and road characteristics	Road names and suburb		House no. / RPs (From and to)	Road level	Permanent speed	AADT/Peak flows		
Description of work activity								
Planned work programme								
Start date		Time		End date		Time		
Consider significant stages, for example: <ul style="list-style-type: none"> road closures detours no activity periods. 								
Alternative dates if activity delayed								
Road aspects affected (delete either Yes or No to show which aspects are affected)								
Pedestrians affected?	Yes	No	Property access affected?	Yes	No	Traffic lanes affected?	Yes	No
Cyclists affected?	Yes	No	Restricted parking affected?	Yes	No	Delays or queuing likely?	Yes	No
TSL/ Diagram (see TSL decision matrix for guidance)	TSL details as required Approval of Temporary Speed Limits (TSL) are in terms of Section 5 of Land Transport Rule: Setting of Speed Limits 2003, Rule 54001 (List speed, length and location)			Times (From and to)		Dates (Start and finish)		Diagram ref. no.s (Layout drawings or TMDs)

Attended day/ night	A temporary maximum speed limit of km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and (House no./RP) on (street or road name)				
Unattended day/ night	A temporary maximum speed limit of km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and (House no./RP) on (street or road name)				
TSL duration	Will the TSL be required for longer than six months? <i>If yes, attach the completed checklist from section I-18: Guidance on TMP Monitoring Processes for TSLs to this TMP.</i>				Yes No
Contingency plan					
If long queues form or delays exceed 5mins (or any other period required by RCA), site to be disestablished or additional lanes made available.		Adjust TMD to suit unforeseen circumstances (eg weather or site overlaps with another work site).	Emergency services will be accommodated and access provided through the site as required.		
Add additional contingencies:					
Contact details					
	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date
Principal					
TMC					
Engineers' representative					
Contractor					
STMS					
TC					
Others as required					
TMP preparation (or approval if STMS delegated authority to approve TMPs) <i>Delete the option that does not apply (either prepared or approved)</i>					
Prepared / Approved					
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i> <i>Expiry date</i>
This TMP meets CoPTTM requirements			Number of diagrams attached		
TMP returned for correction					
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i> <i>Expiry date</i>

Engineer/TMC to complete following section when approval or acceptance required						
Approved by TMC or engineer (delete one)						
	Name	Date	Signature	ID no.	Qualification	Expiry date
Acceptance by TMC (only required if TMP approved by engineer)						
	Name	Date	Signature	ID no.	Qualification	Expiry date
Qualifier for engineer or TMC approval						
<p>Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams.</p> <p>This TMP is approved on the following basis:</p> <ol style="list-style-type: none"> 1. To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM. 2. This plan is approved on the basis that the activity, the location and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant. 3. The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system. 4. The STMS for the activity is reminded that it is the STMS's duty to postpone, cancel or modify operations due to the adverse traffic, weather or other conditions that affect the safety of this site. 						

Superseded

E1.3 Guidelines for completion of TMP – short form

RCA consent (eg CAR/WAP) and/or RCA contract reference		Add the appropriate RCA consent reference, for example the corridor access request (CAR) or work access permit (WAP) and/or any RCA contract reference.					
TRAFFIC MANAGEMENT PLAN (TMP) – SHORT FORM							
Complete short form if simple activity and RCA permits. Refer to the NZ Transport Agency's Traffic control devices manual, part 8 Code of practice for temporary traffic management (CoPTTM), section E, appendix A for a guide on how to complete each field.							
Organisations/ TMP reference	TMP reference: Add the RCA's and contractor's reference numbers	Contractor (Working space): State the name of the contractor responsible for the working space		Principal (Client): State the name of the principal or client for this project (eg NZTA or Chorus)			
		Contractor (TTM): State the name of the contractor responsible for the TTM		RCA: State the name of the RCA who controls the road that the worksite will be on. Note: There can be more than one RCA			
Location details and road characteristics	Road names and suburb		House no. / RPs (From and to)	Road level	Permanent speed	AADT/Peak flows	
	Include the road name/s and any affected intersections, also include the suburb		Enter house numbers, route positions or power pole numbers where applicable	Enter RCA designation	Enter highest permanent limit	Include AADT and/or peak hour and heavy vehicle counts where available. The RCA or engineer must provide this information if available.	
	As above		As above	As above	As above	As above	
	As above		As above	As above	As above	As above	
Description of work activity	Briefly describe the main work activity (eg repairs to median barrier). Use the 'Aspects affected' field to identify if the activity will affect the road. These effects will need to be covered in the layout drawings/traffic management diagrams.						
Planned work programme							
Start date	Enter earliest date activity may start	Time	Enter earliest time activity may start	End date	Enter latest date activity may finish allowing for unforeseen issues	Time	Enter latest time activity may finish allowing for unforeseen issues

Consider significant stages, for example: <ul style="list-style-type: none"> road closures detours no activity periods. 	<i>Provide details of any significant stages</i>							
Alternative dates if activity delayed	<i>For larger activities, identify any alternative dates that can be scheduled if the work is delayed</i>							
Road aspects affected (delete either Yes or No to show which aspects are affected)								
Pedestrians affected?	Yes	No	Property access affected?	Yes	No	Traffic lanes affected?	Yes	No
Cyclists affected?	Yes	No	Restricted parking affected?	Yes	No	Delays or queuing likely?	Yes	No
TSL/ Diagram (see TSL decision matrix for guidance)	TSL details as required Approval of Temporary Speed Limits (TSL) are in terms of Section 5 of Land Transport Rule: Setting of Speed Limits 2003, Rule 54001 (List speed, length and location)			Times (From and to)	Dates (Start and finish)	Diagram ref. no.s (Layout drawings or TMDs)		
Attended day/ night	A temporary maximum speed limit of km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and (House no./RP) on (street or road name) If a TSL is appropriate, add the TSL details - temporary speed (eg 70km/h), approximate length (eg 200m) and the location (eg RP 01N-0260/0.50 or 23-53 Chews Lane). Add additional rows into this section if required. Note: When the worksite is set up, the actual location of the TSL signs will need to be recorded on the on-site record or the equivalent company sheet that records the same information. For legal purposes (eg speed enforcement), this information must be retained for 12 months and be provided on request.			Include the hours that the activity will take place. Note: Activity hours may be restricted by the RCA or contract documents.	Add the date or date range for this activity.	List the reference for either: <ul style="list-style-type: none"> the site specific layout drawing(s) that are attached to the TMP (eg layout drawing 1, 2), or the appropriate traffic management diagrams from the TTM handbook, if worksite is on a level LV or level 1 road where the RCA has approved the use of generic traffic management diagrams. 		
Unattended day/ night	A temporary maximum speed limit of km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and (House no./RP) on (street or road name) As above.			As above	As above	As above		
TSL duration	Will the TSL be required for longer than six months? If yes, attach the completed checklist from section I-18: Guidance on TMP Monitoring Processes for TSLs to this TMP.					Yes No Delete either Yes or No to indicate whether the TSL will be required for longer than 6 months. If yes, attach the completed checklist from section I-18		

Contingency plan						
If long queues form or delays exceed 5mins (or any other period required by RCA), site to be disestablished or additional lanes made available.		Adjust TMD to suit unforeseen circumstances (eg weather or site overlaps with another work site).		Emergency services will be accommodated and access provided through the site as required.		
Add additional contingencies: <i>Listed above are some common contingencies for worksites. Strike out any contingencies that are not applicable to the worksite.</i> <i>Record additional contingencies for the worksite in this field.</i>						
Contact details						
	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date	
Principal	Organisation named on permit	24/7 contact number	Optional	Optional	Optional	
TMC	Name	24/7 contact number	Optional	Optional	Optional	
Engineers' representative	Independent person employed by engineer whose responsibilities include TTM	24/7 contact number	Optional	Optional	Optional	
Contractor	State name of the contracting company and the name of their contact person	24/7 contact number	Optional	Optional	Optional	
STMS	Name	24/7 contact number	CoPTTM ID number	Level of qualification	Date of expiry	
TC	Name	24/7 contact number	CoPTTM ID number	Level of qualification	Date of expiry	
Others as required	Name	24/7 contact number	Optional	Optional	Optional	
TMP preparation (or approval if STMS delegated authority to approve TMPs)						
Delete the option that does not apply (either prepared or approved)						
Prepared / Approved	Name of the STMS who prepared/approved the TMP. If STMS has been delegated authority to approve TMPs, it may not need to be submitted to the RCA.	Date actioned	STMS signature	CoPTTM ID number	Level of qualification	Date of expiry
	Name	Date	Signature	ID no.	Qualification	Expiry date
This TMP meets CoPTTM requirements			Number of diagrams attached			
TMP returned for correction		Date actioned	Signature	CoPTTM ID number	Level of qualification	Date of expiry
	Name	Date	Signature	ID no.	Qualification	Expiry date

Engineer/TMC to complete following section when approval or acceptance required

Approved by TMC or engineer (delete one)		<i>Date actioned</i>	<i>Signature</i>	<i>CoPTTM ID number</i>	<i>Level of qualification</i>	<i>Date of expiry</i>
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
Acceptance by TMC (only required if TMP approved by engineer)		<i>Date actioned</i>	<i>Signature</i>	<i>CoPTTM ID number</i>	<i>Level of qualification</i>	<i>Date of expiry</i>
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>

Qualifier for engineer or TMC approval

Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams.

This TMP is approved on the following basis:

1. To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM.
2. This plan is approved on the basis that the activity, the location and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant.
3. The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system.
4. The STMS for the activity is reminded that it is the STMS's duty to postpone, cancel or modify operations due to the adverse traffic, weather or other conditions that affect the safety of this site.

Superseded

E1.4 Example of TMP – full form

RCA consent (eg CAR/WAP) and/or RCA contract reference							
TRAFFIC MANAGEMENT PLAN (TMP) – FULL FORM							
Use this form for complex activities. Refer to the NZ Transport Agency's Traffic control devices manual, part 8 Code of practice for temporary traffic management (CoPTTM), section E, appendix A for a guide on how to complete each field.							
Organisations /TMP reference	TMP reference:	Contractor (Working space):		Principal (Client):			
		Contractor (TTM):		RCA:			
Location details and road characteristics	Road names and suburb			House no./RPs (from and to)	Road level	Permanent speed	
Traffic details (main route)	AADT			Peak flows			
Description of work activity							
Planned work programme							
Start date			Time		End date		Time
Consider significant stages, for example:							
<ul style="list-style-type: none"> road closures detours no activity periods. 							
Alternative dates if activity delayed							

Road aspects affected <i>(delete either Yes or No to show which aspects are affected)</i>						
Pedestrians affected?	Yes	No	Property access affected?	Yes	No	Traffic lanes affected?
Cyclists affected?	Yes	No	Restricted parking affected?	Yes	No	Delays or queuing likely?
Proposed traffic management methods						
Installation <i>(includes parking of plant and materials storage)</i>						
Attended (day)						
Attended (night)						
Unattended (day)						
Unattended (night)						
Detour route						
	Does detour route go into another RCA's roading network? Yes No <i>(delete either Yes or No)</i> If Yes, has confirmation of acceptance been requested from that RCA? Yes No <i>(delete either Yes or No)</i> Note: Confirmation of acceptance from affected RCA must be submitted prior to occupying the site.					
Removal						

Proposed TSLs (see TSL decision matrix for guidance)				
	TSL details as required Approval of Temporary Speed Limits (TSL) are in terms of Section 5 of Land Transport Rule: Setting of Speed Limits 2003, Rule 54001 (List speed, length and location)	Times (From and to)	Dates (Start and finish)	Diagram ref. no.s (Layout drawings or traffic management diagrams)
Attended day/night	A temporary maximum speed limit of km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and (House no./RP) on (street or road name)			
Unattended day/night	A temporary maximum speed limit of km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and (House no./RP) on (street or road name)			
TSL duration	Will the TSL be required for longer than six months? <i>If yes, attach the completed checklist from section I-18: Guidance on TMP Monitoring Processes for TSLs to this TMP.</i>			Yes No
Positive traffic management measures				
Contingency plans				
Generic contingencies for: <ul style="list-style-type: none"> major incidents incidents pre planned detours. <i>Remove any options which do not apply to your job</i>	Major Incident A major incident is described as: <ul style="list-style-type: none"> Fatality or notifiable injury - real or potential Significant property damage, or Emergency services (police, fire, etc) require access or control of the site. 	Actions The STMS must immediately conduct the following: <ul style="list-style-type: none"> stop all activity and traffic movement secure the site to prevent (further) injury or damage contact the appropriate emergency authorities render first aid if competent and able to do so notify the RCA representative and / or the engineer under the guidance of the officer in charge of the site, reduce effects of TTM on the road or remove the activity if safe to do so re-establish TTM and traffic movements when advised by emergency authorities that it is safe to do so Comply with any obligation to notify WorkSafe. 		

	<p>Incident</p> <p>An incident is described as:</p> <ul style="list-style-type: none"> excessive delays - real or potential minor or non-inquiry accident that has the potential to affect traffic flow structural failure of the road. 	<p>Actions</p> <p>The STMS must immediately conduct the following:</p> <ul style="list-style-type: none"> stop all activity and traffic movement if required secure the site to prevent the prospect of injury or further damage notify the RCA representative and / or the engineer STMS to implement a plan to safely remove TTM and to establish normal traffic flow if safe to do so re-establish TTM and traffic movements when it is safe to do so and when traffic volumes have reduced.
	<p>Detour</p> <p>If because of the on-site activity it will not be possible to remove or reduce the effects of TTM once it is established a detour route must be designed. This is likely for:</p> <ul style="list-style-type: none"> excessive delays when using an alternating flow design for TTM redirecting one direction of flow and / or total road closure and redirection of traffic until such time that traffic volumes reduce and tailbacks have been cleared. <p>The risks in the type of work being undertaken, the risks inherent in the detour, the probable duration of closure and availability and suitability of detour routes need to be considered.</p> <p>The detour and route must be designed including:</p> <ul style="list-style-type: none"> pre- approval from the RCA's whose roads will be used or affected by the detour route ensure that TTM equipment for the detour - signs etc are on site and pre-installed. 	<p>Actions</p> <p>When it is necessary to implement the pre-planned detour the STMS must immediately undertake the following:</p> <ul style="list-style-type: none"> Notify the RCA and / or the engineer when the detour is to be established Drive through the detour in both directions to check that it is stable and safe Remove the detour as soon as it practicable and safe to do so and the traffic volumes have reduced and tailbacks have cleared Notify the RCA and / or the engineer when the detour has been disestablished and normal traffic flows have resumed.
	<p>Note also the requirements for no interference at an accident scene:</p> <p>In the event of an accident involving serious harm the STMS must ensure that nothing, including TTM equipment, is removed or disturbed and any wreckage article or thing must not be disturbed or interfered with, except to:</p> <ul style="list-style-type: none"> save a life of, prevent harm to or relieve the suffering of any person, or make the site safe or to minimise the risk of a further accident; or maintain the access of the general public to an essential service or utility, or prevent serious damage to or serious loss of property, or follow the direction of a constable acting in his or her duties or act with the permission of an inspector. 	
<p>Other contingencies to be identified by the applicant (i.e. steel plates to quickly cover excavations)</p>		

Authorisations				
Parking restriction(s) alteration authority	Will controlled street parking be affected?	Yes No	Has approval been granted?	Yes No
Authorisation to work at permanent traffic signal sites	Will portable traffic signals be used or permanent traffic signals be changed?	Yes No	Has approval been granted?	Yes No
Road closure authorisation(s)	Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)?	Yes No	Has approval been granted?	Yes No
Bus stop relocation(s) – closure(s)	Will bus stop(s) be obstructed by the activity?	Yes No	Has approval been granted?	Yes No
Authorisation to use portable traffic signals	Make, model and description/number			
	NZTA compliant?	Yes No	(delete either Yes or No)	
EED				
Is an EED applicable?	Yes No (delete either Yes or No)	EED attached?	Yes	
Delay calculations/trial plan to determine potential extent of delays				
Public notification plan				
Public notification plan attached?	Yes No (delete either Yes or No)			

On-site monitoring plan					
Attended (day and/or night)					
Unattended (day and/or night)					
Method for recording daily site TTM activity (eg CoPTTM on-site record)					
Site safety measures					
Other information					
Site specific layout diagrams					
Number	Title				
Contact details					
	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date
Principal					
TMC					
Engineers' representative					
Contractor					
STMS					
TC					
Others as required					

TMP preparation						
Preparation						
	Name (STMS qualified)	Date	Signature	ID no.	Qualification	Expiry date
This TMP meets CoPTTM requirements				Number of diagrams attached		
TMP returned for correction (if required)						
	Name	Date	Signature	ID no.	Qualification	Expiry date
Engineer/TMC to complete following section when approval or acceptance required						
Approved by TMC/engineer (delete one)						
	Name	Date	Signature	ID no.	Qualification	Expiry date
Acceptance by TMC (only required if TMP approved by engineer)						
	Name	Date	Signature	ID no.	Qualification	Expiry date
Qualifier for engineer or TMC approval						
<p>Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams.</p> <p>This TMP is approved on the following basis:</p> <ol style="list-style-type: none"> 1. To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM. 2. This plan is approved on the basis that the activity, the location and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant. 3. The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system. 4. The STMS for the activity is reminded that it is the STMS's duty to postpone, cancel or modify operations due to the adverse traffic, weather or other conditions that affect the safety of this site. 						
Notification to TMC prior to occupying worksite/Notification completed						
Type of notification to TMC required		Notification completed	Date	<input type="text"/>		
			Time	<input type="text"/>		

E1.5 Guidelines for completion of TMP – full form

RCA consent (eg CAR/WAP) and/or RCA contract reference		Add RCA consent reference, for example the corridor access request (CAR) or work access permit (WAP) and/or any RCA contract reference.			
--	--	---	--	--	--

TRAFFIC MANAGEMENT PLAN (TMP) – FULL FORM							
Use this form for complex activities. Refer to the NZ Transport Agency's Traffic control devices manual, part 8 Code of practice for temporary traffic management (CoPTTM), section E, appendix A for a guide on how to complete each field.							
Organisations /TMP reference	TMP reference: Add the RCA's and contractor's reference number	Contractor (Working space): State the name of the contractor responsible for the working space		Principal (Client): State the name of the principal or client for this project (eg NZTA or Chorus)			
		Contractor (TTM): State the name of the contractor responsible for the TTM		RCA: State the name of the RCA who controls the road that the worksite will be on. Note: There can be more than one RCA.			
Location details and road characteristics	Road names and suburb		House no./RPs (from and to)	Road level	Permanent speed		
	Include the road name/s and any affected intersections. Also include the suburb		Enter house numbers, route positions or power pole numbers where applicable	Enter RCA designation	Enter highest permanent limit		
	As above		As above	As above	As above		
Traffic details (main route)	AADT Include AADT where available. The RCA or engineer must provide this information if available.		Peak flows Include peak hour and heavy vehicle counts where available. The RCA or engineer must provide this information if available.				
Description of work activity							
Briefly provide an accurate and complete description of the work or activity eg repairs to median barrier							
Planned work programme							
Start date	Enter earliest date activity may start	Time	Enter earliest time activity may start	End date	Enter latest date activity may finish allowing for unforeseen issues	Time	Enter latest time activity may finish allowing for unforeseen issues
Consider significant stages, for example:	Provide details of any significant stages						
Alternative dates if activity delayed	For larger activities, identify any alternative dates that can be scheduled if the work is delayed						

Road aspects affected <i>(delete either Yes or No to show which aspects are affected)</i>								
Pedestrians affected?	Yes	No	Property access affected?	Yes	No	Traffic lanes affected?	Yes	No
Cyclists affected?	Yes	No	Restricted parking affected?	Yes	No	Delays or queuing likely?	Yes	No
<i>Use the 'Aspects affected' field to identify how the activity will affect the road. These effects will need to be covered in the layout drawings/TMDs or later in your TMP</i>								
Proposed traffic management methods								
Installation <i>(includes parking of plant and materials storage)</i>	<i>Provide full description of all installation procedures for operations that involve TTM</i>							
Attended (day)	<i>Provide full description of all procedures for operations that involve TTM or impact upon TTM for operation where the activity is underway</i>							
Attended (night)	<i>Provide full description of all procedures for operations that involve TTM or impact upon TTM for operation where the activity is underway</i> <i>Provide details of night overhead lighting</i>							
Unattended (day)	<i>Provide full description of all procedures for operations that involve TTM or impact upon TTM for operation where the activity is incomplete but there is a hazardous situation remaining that requires TTM to protect road users</i>							
Unattended (night)	<i>Provide full description of all procedures for operations that involve TTM or impact upon TTM for operation where the activity is incomplete but there is a hazardous situation remaining that requires TTM to protect road users</i>							
Detour route	<i>Include details of the route of the detour (provide a map if detour is complex)</i>							
	Does detour route go into another RCA's roading network? Yes No <i>(delete either Yes or No)</i> If Yes, has confirmation of acceptance been requested from that RCA? Yes No <i>(delete either Yes or No)</i> Note: Confirmation of acceptance from affected RCA must be submitted prior to occupying the site. <i>If the detour transfers road users to another RCA's roading network, request confirmation of acceptance from that RCA. The confirmation of acceptance from affected RCA must be submitted prior to occupying the site.</i>							
Removal	<i>Provide full description of all removal procedures for operations that involve TTM</i>							

Proposed TSLs (see TSL decision matrix for guidance)				
	TSL details as required Approval of Temporary Speed Limits (TSL) are in terms of Section 5 of Land Transport Rule: Setting of Speed Limits 2003, Rule 54001 (List speed, length and location)	Times (From and to)	Dates (Start and finish)	Diagram ref. no.s (Layout drawings or traffic management diagrams)
Attended day/night	<p>A temporary maximum speed limit of km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and (House no./RP) on (street or road name)</p> <p><i>If a TSL is appropriate, add the TSL details - temporary speed (eg 70km/h), approximate length (eg 200m) and the location (eg RP 01N-0260/0.50 or 23-53 Chews Lane).</i></p> <p><i>Add additional rows into this section if required.</i></p> <p><i>Note: When the worksite is set up, the actual location of the TSL signs will need to be recorded on the on-site record or the equivalent company sheet that records the same information.</i></p> <p><i>For legal purposes (eg speed enforcement), this information must be retained for 12 months and be provided on request.</i></p>	<p><i>Include the hours that the activity will take place</i></p> <p>Note: Activity hours may be restricted by the RCA or contract documents.</p>	<p><i>Add the date or date range for this activity</i></p>	<p><i>List the reference for either:</i></p> <ul style="list-style-type: none"> <i>the site specific layout drawing(s) that are attached to the TMP (eg layout drawing 1, 2), or</i> <i>the appropriate traffic management diagram(s) from the TTM handbook, if worksite is on a level LV or level 1 road where the RCA has approved the use of generic TMDs.</i>
Unattended day/night	<p>A temporary maximum speed limit of km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and (House no./RP) on (street or road name)</p> <p><i>As above</i></p>	<i>As above</i>	<i>As above</i>	<i>As above</i>
TSL duration	<p>Will the TSL be required for longer than six months?</p> <p><i>If yes, attach the completed checklist from section I-18: Guidance on TMP Monitoring Processes for TSLs to this TMP.</i></p>			<p>Yes No</p> <p><i>Delete either Yes or No to indicate whether the TSL will be required for longer than 6 months. If yes, attach the completed checklist from section I-18</i></p>

Positive traffic management measures		
<p>Refer to section C10.1.1</p> <p>Positive traffic management measures must be used when installing TSLs of:</p> <ul style="list-style-type: none"> less than 70km/h in areas with permanent posted speed limits of 100km/h, or less than 50km/h in areas with a permanent posted speed limit of 70 or 80km/h. <p>Detail the extent of positive traffic management to be undertaken when:</p> <ul style="list-style-type: none"> temporary speed restrictions below 70km/h in areas with existing permanent speed limits of 100km/h, or below 50km/h in areas with existing permanent speed limits of 70km/h or 80km/h, or less than 30km/h in a 50km/h area traffic is stopped to allow work to proceed traffic is reduced to one lane. 		
Contingency plans		
<p>Generic contingencies for:</p> <ul style="list-style-type: none"> major incidents incidents pre planned detours. <p>Remove any options which do not apply to your job</p>	<p>Record the contingencies for the worksite. Consider the items listed and add or amend as required. Also add additional contingencies appropriate to the worksite</p>	
	<p>Major Incident</p> <p>A major incident is described as:</p> <ul style="list-style-type: none"> Fatality or notifiable injury - real or potential Significant property damage, or Emergency services (police, fire, etc) require access or control of the site. 	<p>Actions</p> <p>The STMS must immediately conduct the following:</p> <ul style="list-style-type: none"> stop all activity and traffic movement secure the site to prevent (further) injury or damage contact the appropriate emergency authorities render first aid if competent and able to do so notify the RCA representative and / or the engineer under the guidance of the officer in charge of the site, reduce effects of TTM on the road or remove the activity if safe to do so re-establish TTM and traffic movements when advised by emergency authorities that it is safe to do so Comply with any obligation to notify WorkSafe.
	<p>Incident</p> <p>An incident is described as:</p> <ul style="list-style-type: none"> excessive delays - real or potential minor or non-inquiry accident that has the potential to affect traffic flow structural failure of the road. 	<p>Actions</p> <p>The STMS must immediately conduct the following:</p> <ul style="list-style-type: none"> stop all activity and traffic movement if required secure the site to prevent the prospect of injury or further damage notify the RCA representative and / or the engineer STMS to implement a plan to safely remove TTM and to establish normal traffic flow if safe to do so re-establish TTM and traffic movements when it is safe to do so and when traffic volumes have reduced.

	<p>Detour</p> <p>If because of the on-site activity it will not be possible to remove or reduce the effects of TTM once it is established a detour route must be designed. This is likely for:</p> <ul style="list-style-type: none"> excessive delays when using an alternating flow design for TTM redirecting one direction of flow and / or total road closure and redirection of traffic until such time that traffic volumes reduce and tailbacks have been cleared. <p>The risks in the type of work being undertaken, the risks inherent in the detour, the probable duration of closure and availability and suitability of detour routes need to be considered.</p> <p>The detour and route must be designed including:</p> <ul style="list-style-type: none"> pre- approval form the RCA's whose roads will be used or affected by the detour route ensure that TTM equipment for the detour - signs etc are on site an pre-installed. 	<p>Actions</p> <p>When it is necessary to implement the pre-planned detour the STMS must immediately undertake the following:</p> <ul style="list-style-type: none"> Notify the RCA and / or the engineer when the detour is to be established Drive through the detour in both directions to check that it is stable and safe Remove the detour as soon as it practicable and safe to do so and the traffic volumes have reduced and tailbacks have cleared Notify the RCA and / or the engineer when the detour has been disestablished and normal traffic flows have resumed. 		
	<p>Note also the requirements for no interference at an accident scene:</p> <p>In the event of an accident involving serious harm the STMS must ensure that nothing, including TTM equipment, is removed or disturbed and any wreckage article or thing must not be disturbed or interfered with, except to:</p> <ul style="list-style-type: none"> save a life of, prevent harm to or relieve the suffering of any person, or make the site safe or to minimise the risk of a further accident; or maintain the access of the general public to an essential service or utility, or prevent serious damage to or serious loss of property, or follow the direction of a constable acting in his or her duties or act with the permission of an inspector. 			
<p>Other contingencies to be identified by the applicant (i.e. steel plates to quickly cover excavations)</p>	<p><i>Add additional contingencies appropriate to the worksite</i></p>			
<p>Authorisations</p>				
<p>Parking restriction(s) alteration authority</p>	<p>Will controlled street parking be affected?</p>	<p>Yes No</p>	<p>Has approval been granted?</p>	<p>Yes No</p>
<p><i>If no approval has been granted, make application</i></p>				
<p>Authorisation to work at permanent traffic signal sites</p>	<p>Will portable traffic signals be used or permanent traffic signals be changed?</p>	<p>Yes No</p>	<p>Has approval been granted?</p>	<p>Yes No</p>
<p><i>If no approval has been granted, make application</i></p>				
<p>Road closure authorisation(s)</p>	<p>Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)?</p>	<p>Yes No</p>	<p>Has approval been granted?</p>	<p>Yes No</p>
<p><i>If no approval has been granted, make application</i></p>				
<p>Bus stop relocation(s) – closure(s)</p>	<p>Will bus stop(s) be obstructed by the activity?</p>	<p>Yes No</p>	<p>Has approval been granted?</p>	<p>Yes No</p>
<p><i>Required where a bus stop/s is obstructed by activity. If no approval has been granted, make application</i></p>				

Authorisation to use portable traffic signals	Make, model and description/number	<i>Include make, model and description number of the portable traffic signals</i>	
	NZTA compliant?	Yes No (delete either Yes or No) <i>Confirm that the signals are approved for use by the NZTA.</i>	
EED			
Is an EED applicable?	Yes No (delete either Yes or No) <i>Indicate if an EED has been agreed for this worksite</i>	EED attached?	Yes <i>If yes then attach the EED to the TMP</i>
Delay calculations/trial plan to determine potential extent of delays			
Required where potential delays may occur. RCA will define when these are required once draft plan is submitted.			
Public notification plan			
<i>Required where activity may cause disruption to community. RCA to define when these are required Include details of notices proposed to be advertised via local radio or newspapers or distributed to local residents. Refer contract documentation and RCA requirements</i>			
Public notification plan attached?	Yes No (delete either Yes or No)		
On-site monitoring plan			
Attended (day and/or night)	<i>Identify the frequency of monitoring the continued effectiveness of the traffic management measures Detail the monitoring of attended and unattended worksites both overnight and during weekends or holiday breaks For example, at an attended static worksite with the STMS or TC on-site, the inspection frequency may be:</i> <ul style="list-style-type: none"> • 2 hourly for signs, portable channelling and delineation devices and arrow boards • Daily for cleanliness of safety garments, non-portable equipment and flashing beacons on vehicles • Continuously for wearing of safety jackets. 		
Unattended (day and/or night)	<i>This field must be completed for any unattended sites On unattended worksites (overnight, weekends etc,) the STMS assesses the needs of that site and includes details of monitoring in the TMP</i>		

Method for recording daily site TTM activity (eg CoPTTM on-site record)

State how on-site TTM activity will be recorded.

This could be the CoPTTM on-site record or the equivalent company document provided it covers the following information:

- details of the STMS who is in charge of the worksite (name, qualification, ID and expiry date of qualification)
- If worksite delegated to a TC (level 1) or STMS-NP (only on limited level 2 worksites), details of the TC/STMS-NP who is in charge of the worksite (name, qualification, ID and expiry date of qualification)
- the worksite monitoring including:
 - site set-up
 - 2-hourly monitoring
 - site removal
- details of any TSLs installed:
 - date installed
 - time installed
 - placement (RPs or street numbers)
 - length of TSL (in metres)
 - date removed
 - time removed.

If using a company on-site record instead of the CoPTTM on-site record, you must attach that document to the TMP.

Site safety measures

In this section include special items such as overhead lighting for night time MTC

Other information

Further details may be required as a result of specific site conditions or contractual requirements.

In addition, TMPs should also include the following as appropriate:

- liaison with emergency services and public transport operators (if they could be affected by the worksite)
- changes to parking controls
- traffic environment details of speed limit, parking, traffic signals, pedestrian crossings, road alignment and hierarchy
- specialised equipment such as pilot vehicles, use of temporary traffic signals
- materials storage
- pedestrian barriers and equipment to be used
- queuing
- plant operational requirements, eg truck waiting and filling areas.

TMPs for mobile operations should also include the following additional information:

- the type and function of each vehicle in the mobile operation
- the vehicles that will be equipped with attenuators and arrow boards and their location within the worksite
- the number, location and, duration of exposure and tasks of personnel who are permitted to leave their vehicles
- the method of inter-vehicle communication.

Site specific layout diagrams					
Number	Title				
<i>Enter applicant diagram number. Also consider whether a layout diagram is required for set-up /removal of the worksite.</i>	<i>Enter name of attached diagram</i>				
<i>As above</i>	<i>As above</i>				
<i>As above</i>	<i>As above</i>				
<i>As above</i>	<i>As above</i>				
Contact details					
	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date
Principal	<i>Organisation named on permit</i>	<i>24/7 contact number</i>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>
TMC	<i>Name</i>	<i>24/7 contact number</i>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>
Engineers' representative	<i>Independent person employed by engineer whose responsibilities include TTM</i>	<i>24/7 contact number</i>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>
Contractor	<i>State name of the contracting company and the name of their contact person</i>	<i>24/7 contact number</i>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>
STMS	<i>Name Where multiple names are included in the TMP, the STMS in charge of the site (attended and unattended) must be identified on the list prior to occupying the site and this must be notified to the TMC unless otherwise specified by the RCA. The name of the STMS in charge must be written on the On-site record</i>	<i>24/7 contact number</i>	<i>CoPTTM ID number</i>	<i>Level of qualification</i>	<i>Date of expiry</i>
TC	<i>Name</i>	<i>24/7 contact number</i>	<i>CoPTTM ID number</i>	<i>Level of qualification</i>	<i>Date of expiry</i>
Others as required	<i>Name</i>	<i>24/7 contact number</i>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>

TMP preparation						
Preparation	<i>STMS signature</i>	<i>Date prepared</i>	<i>STMS signature</i>	<i>CoPTTM ID number</i>	<i>Level of qualification</i>	<i>Expiry date</i>
	<i>Name (STMS qualified)</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
This TMP meets CoPTTM requirements				Number of diagrams attached		
TMP returned for correction (if required)	<i>Name of TMC or engineer returning TMP</i>	<i>Date accepted</i>	<i>Signature</i>	<i>CoPTTM ID number</i>	<i>Level of qualification</i>	<i>Expiry date</i>
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
Engineer/TMC to complete following section when approval or acceptance required						
Approved by TMC/engineer (delete one)	<i>Name of TMC or engineer approving TMP</i>	<i>Date accepted</i>	<i>Signature</i>	<i>CoPTTM ID number</i>	<i>Level of qualification</i>	<i>Expiry date</i>
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
Acceptance by TMC (only required if TMP approved by engineer)	<i>Name of TMC</i>	<i>Date accepted</i>	<i>Signature</i>	<i>CoPTTM ID number</i>	<i>Level of qualification</i>	<i>Expiry date</i>
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
Qualifier for engineer or TMC approval						
<p>Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams.</p> <p>This TMP is approved on the following basis:</p> <ol style="list-style-type: none"> 1. To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM. 2. This plan is approved on the basis that the activity, the location and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant. 3. The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system. 4. The STMS for the activity is reminded that it is the STMS's duty to postpone, cancel or modify operations due to the adverse traffic, weather or other conditions that affect the safety of this site. 						
Notification to TMC prior to occupying worksite/Notification completed						
Type of notification to TMC required	<i>Describe the notification procedure to be used</i>	Notification completed	Date	Record date notification was completed		
			Time	Record time notification was completed		

E1.6 Example of on-site record

TMP or generic plan reference						
ON-SITE RECORD On-site record must be retained with TMP for 12 months.					Today's date	
Location details	Road names(s):	House number/RPs:	Suburb:			
Working space Person responsible for working space <div> <div>Name</div> <div>Signature</div> </div> Where the STMS/TC is responsible for both the working space and TTM they sign above and in the appropriate TTM box below						
TTM						
STMS in charge of TTM						
	Name	TTM ID Number	Warrant expiry date	Signature	Time	
Worksite handover accepted by replacement STMS						
	Name	ID Number	Warrant expiry date	Signature	Time	
	Tick to confirm handover briefing completed					
Delegation						
Worksite control accepted by TC/STMS-NP						
	Name	ID Number	Warrant expiry date	Signature	Time	
	Tick to confirm briefing completed					
Temporary speed limit						
Street/road name (RPs or street numbers):		TSL action	Date:	Time:	TSL speed:	Length of TSL (m)
From: To:		TSL installed				
		TSL remains in place				
		TSL removed				
Street/road name (RPs or street numbers):		TSL action	Date:	Time:	TSL speed:	Length of TSL (m)
From: To:		TSL installed				
		TSL remains in place				
		TSL removed				
Street/road name (RPs or street numbers):		TSL action	Date:	Time:	TSL speed:	Length of TSL (m)
From: To:		TSL installed				
		TSL remains in place				
		TSL removed				

Worksite monitoring

TTM to be monitored and 2 hourly inspections documented below.

Items to be inspected	TTM set-up	2 hourly check	2 hourly check	2 hourly check	2 hourly check	2 hourly check	TTM removal
High-visibility garment worn by all?							
Signs positioned as per TMP?							
Conflicting signs covered?							
Correct delineation as per TMP?							
Lane widths appropriate?							
Appropriate positive TTM used?							
Footpath standards met?							
Cycle lane standards met?							
Traffic flows OK?							
Adequate property access?							
<i>Add others as required</i>							
Time inspection completed:							
Signature:							
Comments:							
Time	Adjustment made and reason for change						

E1.7 Engineering exception decision

ENGINEERING EXCEPTION DECISION				
Name of RCA				EED No
Basic description of the activity associated with EED				
Location detail and scheduled dates				
Location	This EED relates to TTM activities at:	Dates:	From:	
			To:	
It is proposed to vary the requirements of CoPTTM.				
WHAT the problem is: (a) describe the road environment constraint, (b) state CoPTTM requirements for the proposed activity.				
a. The road environment constraint				
b. CoPTTM requirements for the proposed activity				
WHY CoPTTM compliant TTM should not/cannot be installed.				
HOW will safety be ensured?				
This EED must be attached to the TMP. Any generic EEDs must be forwarded to the NZ Transport Agency.				
EED – Proposal				
Signed for and behalf of:		Insert contractor's name		
Signed by:	Name	Designation	ID number	Expiry date
	Signature		Date	
EED – Approved by				
Signed for and behalf of:		Insert RCA name		
Signed by:	Name	Designation	ID number	Expiry date
	Signature		Date	

E1.8 Example of checking process for generic traffic management plans (TMPs)

Checking process for generic TMPs					
<i>This form, or a similar company record, must be completed prior to set up of a worksite where a generic TMP is used.</i>					
Location details					
Road name(s):		House number/RP(s):		Suburb:	
				Generic TMP reference no.:	
Category	Points to consider	Y	N	Comment/Mitigation	
Road level	Is this at the correct road level?				
Shape	Are the following catered for in the generic TMP? <ul style="list-style-type: none"> • Intersections • Vertical Curves (hills) • Horizontal Curves (corners) • Sufficient advance warning 				
Direction and protection	Check that there is: <ul style="list-style-type: none"> • sufficient length to place the planned direction and protection • sufficient road width to place the planned direction and protection ie minimum lane width is 2.75m • adequate sight distance on both sides • sufficient room to accommodate required positive traffic control 				
Proposed speed restrictions	Is a TSL required? Refer to the TSL decision matrix in CoPTTM (section E Appendix B)				
Plant and equipment	Will your plant and equipment fit within the designated working space?				
Personal safety	Are all workers able to carry out their work within the designated working space? If not are they covered by the rules for inspections?				
Layout diagrams	Is diagram detailed in the generic TMP? Does the diagram match the written section of the TMP?				
RCA notification	Has the RCA been notified?				
Completed by:					
STMS/TC in charge of worksite (All names to be entered before site set-up)					
	Name	Signature	Date	Qualification	ID number
	Name	Signature	Date	Qualification	ID number

Additional information about completion of traffic management plans (TMPs)

E1.8.1 Generic TMPs

Generic TMPs should, in addition to the above requirements:

- allow for an annual review by the RCA
 - be readily changeable at any time over the term to allow for worksite and personnel changes
 - allow for the conditions under which the RCA may be prepared to delegate authority to fix temporary speed limits.
-

E1.8.2 Mobile operation TMPs

TMPs for mobile operations should also include the following additional information:

- the type and function of each vehicle in the mobile team
 - the vehicles that will be equipped with attenuators and arrow boards, and their location within the closure
 - the number, location and duration of exposure, and tasks of personnel who are permitted to leave their vehicles
 - the method of inter-vehicle communication.
-

E1.8.3 Additional information

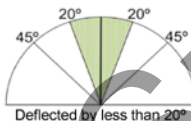
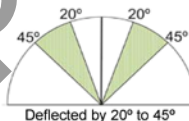
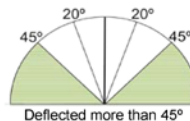
In addition, TMPs should also include the following as appropriate:

- liaison with emergency services and public transport operators (if they could be affected by the worksite)
 - changes to parking controls
 - traffic environment details of speed limit, parking, traffic signals, pedestrian crossings, road alignment and hierarchy
 - specialised equipment such as pilot vehicles, use of portable traffic signals
 - materials storage
 - pedestrian safety fences and delineation and equipment to be used
 - queuing
 - plant operational requirements, eg truck waiting and filling areas.
-

E1.9 Example of schedule of specific job requirements for traffic management and safety

SCHEDULE OF SPECIFIC JOB REQUIREMENTS FOR TRAFFIC MANAGEMENT AND SAFETY	
<i>To be included in contract documents.</i>	
Contract number	
Contract name	
Operational requirements	
1. Level of temporary traffic management	
	The temporary traffic management must be to: <i>(delete those that do not apply)</i>
	<ul style="list-style-type: none"> • Level LV • Level 1 • Level 2 • Level 3
2. Hours of work	
	The contractor must programme work to ensure that contract activities affecting traffic flow are not carried out on-site between the hours specified below, Monday to Friday inclusive.
	No work other than emergency or maintenance work must be undertaken on weekends without prior approval of the engineer. Hours/days when work is prohibited or restricted.
3. Project specific conditions	
4. Excessive traffic delays	
	The steps outlined in the traffic management plan to deal with excessive traffic delays must be implemented once the traffic delay exceeds minutes. The contractor is responsible for monitoring of traffic delay.
5. Advice to other parties	
	Public notification is not required/is required. If required, the details are:
	Parties with access affected
6. Temporary traffic management	
	Temporary traffic management must conform to the CoPTTM.
7. Condition of road surface	
	Deduction made for temporary road not being sealed and maintained for greater than days at \$ calendar day
8. Basis of payment	
	Payment must be in accordance with:
	<ul style="list-style-type: none"> • lump sum \$ • daily rate \$ per 24 hours • provisional sum \$ per 24 hours
9. Positive traffic management - specific requirements	

E2 Appendix B: Temporary speed limit (TSL) decision matrix worksheet

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.				Appendix B Possible Temporary Speed Limit
		EXCELLENT	AVERAGE	BELOW AVERAGE	POOR	
		100 90	80 70	60 50	40 30 20	
1.	Minimum Lane Width	3.5m	3.25m	3.00m	2.75m	
2.	Pavement / Surface Condition	The shoulder and lane is clear of loose or greasy material and the traveled way is smooth	The road is close to normal condition except for a few minor defects (eg small pot holes or a few pieces of loose aggregate) 70km/h where new seal has been swept but not marked	Defects and / or loose material on the lane (eg unattended reseals) 50km/h for protection of a new seal	There are major defects and / or significant loose material on the lane (eg recently milled surface, large stones, steel plates)	
3.	Visibility and Alignment	There is greater than 140m visibility to the first cone in taper, and the worksite has not imposed a change in alignment	There is less than 140m visibility to the first cone in taper, or vehicles are deflected by 20 degrees or less from the original direction of travel 	There is less than 60m visibility to the first cone in taper, or vehicles are deflected by 20-45 degrees from the original direction of travel 	There is less than 30m visibility to the first cone in taper, or vehicles are deflected by more than 45 degrees from the original direction of travel 	
4.	Site Clutter	Low site clutter, clear vehicle lanes, cycle lanes and footpaths	Some site clutter either plant or materials, vehicle lanes, cycle lanes and footpaths are lightly trafficked	Considerable site clutter requires additional management to guide vehicles though the site. Some queues of road users	Has numerous driver distractions including construction traffic. Cycle lanes or footpaths are closed. 30km/h 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)	
Is the LOWEST TSL at least: - 20km/h below the permanent speed on roads greater than 50km/h - 10km/h below the permanent speed on roads 50km/h or less						
Yes → Use this Temporary Speed Limit No → No Temporary Speed Limit Required						

E3 Appendix C: Procedures for safety audit of worksites

E3.1 TTM safety audit methodology

E3.1.1 General methodology

The general methodology recommended for using these procedures is:

- select the full audit or short audit
- fill out the top section of the audit form
- proceed through the worksite (including intersecting roads) in both directions making notes of defects and/or non-compliance with the NZTA's *Traffic control devices manual*, part 8 *Code of practice for temporary traffic management* (CoPTTM), and recording them on the audit form

If at any stage the auditor considers the worksite rating falls into the dangerous category, immediate corrective action must be initiated.

- address all other prompts on the audit form that have not been considered
 - establish the site rating:
 - for the full audit:
 - tally the points on the audit form to arrive at a site condition rating (SCR)
 - for the short audit:
 - enter the number of scores for each rating
 - take the appropriate actions with respect to audit outcomes (refer appendix C, subsection [E3.4 Actions following audits](#))
 - where non-compliance with subsection [A7.3.1 Principles](#) is noted, but these matters are not included in the numerical SCR, these matters must be recorded and provided to the contractor. A copy may also be provided to the principal if appropriate
 - for attended worksites, review the TMP to ensure it is approved and appropriate for the worksite. Refer to appendix C, subsection [E3.3 Sighting traffic management plans \(TMPs\)](#))
 - for attended worksites, the auditor approaches the site traffic management supervisor (STMS)/traffic controller (TC) to be inducted onto the worksite
 - photographs or videos may be taken of the activity to record items of interest.
-

E3.2 Site condition rating (SCR)

E3.2.1 Full audit - site condition

The SCR evaluates temporary traffic management (TTM) compliance with the minimum requirements of the CoPTTM.

Each element of non-compliance is given a value that reflects its importance in terms of TTM at the worksite and is tallied to give the SCR.

E3.2.1.1 SCR categories

0 - 10	11 - 25	26 - 50	51+
High standard	Acceptable	Needs improvement	Dangerous

A notice of non-conformance may be issued when the worksite is rated dangerous.

E3.2.2 Short audit - site condition

The SCR evaluates TTM compliance with the minimum requirements of the CoPTTM.

Short audit ratings are as follows:

- Acceptable
- Needs improvement
- Dangerous.

If an item is rated dangerous it must be rectified at once.

If there are one or more dangerous ratings the auditor must consider issuing a notice of non-conformance.

In the case of issuing a notice of non-conformance, the auditor must either provide a detailed report, and if possible photographs, or an SCR using the full audit.

E3.3 Sighting traffic management plans (TMPs)

At attended worksites the TMP is sighted to ensure:

- that the worksite layout complies with the approved TMP (including any engineering exception decisions (EEDs) approved for the worksite)
- that the plan, which may include an EED, is appropriate to the actual situation.

For unattended worksites the auditor must request and sight the TMP if the SCR is within the Needs improvement or Dangerous categories.

Where the approved TMP varies from the CoPTTM and an EED has been approved, the SCR should be reworked to reflect the worksite's compliance with the approved TMP and the EED.

E3.4 Actions following audits

E3.4.1 SCR of high standard or acceptable	<p>The auditor need not take any action on-site when the SCR is either within the High or Acceptable categories. It is recommended however, that the STMS be advised of these good audit results at the time of the audit.</p>
E3.4.2 SCR of needs improvement	<p>Where the SCR category is Needs improvement, the STMS must be informed of the audit result immediately. The auditor must discuss the TTM features that are non-complying with the STMS and make recommendations on how the worksite can be made safer.</p> <p>The STMS must undertake remedial action as soon as possible and has a maximum of four hours to bring the site rating to an Acceptable category or better.</p>
E3.4.3 SCR of dangerous	<p>Where the SCR category is Dangerous, the STMS must be informed of the audit result immediately.</p> <p>All activity must cease on the worksite immediately and the TTM be brought up to an Acceptable category or better. If the TTM cannot be improved to the required standard, the worksite must be cleared and left in a safe condition.</p> <p>A Dangerous rating is grounds for the issue of a notice of non-conformance against the STMS and/or any other responsible party.</p> <p>It may be necessary to supplement the SCR form with an attached memo or fax coversheet on which the auditor may add additional comments regarding the audit and /or the condition of the activity that was inspected.</p> <p>Where an auditor issues a notice of non-conformance a copy of the notice and of the SCR form must be forwarded to the senior traffic and safety engineer (CoPTTM) and be recorded in the NZTA's database.</p>
E3.4.4 Non-compliance with TMP principles	<p>Where non-compliance with TMP principles is recorded and forwarded to the contractor (and principal if appropriate) in accordance with appendix C, subsection E3.1 TTM safety audit methodology, the contractor must either make prompt changes to address the issues raised or forward reasons why the issues should not be addressed to the TMC within 24 hours.</p>

E3.4.5 Appropriate action for non-complying TTM**E3.4.5.1 If the TTM is being completed under contract**

Appropriate action for identified non-complying TTM may include the following:

- issue notice to contractor detailing non-compliance and expected corrective action
- replacement of the contractor's nominated STMS
- arrange for another contractor to make the worksite safe
- apply liquidated damages
- close the worksite down.

E3.4.5.2 If the activity is not being completed under contract to the RCA

Standards for safety must still be met. Authorisation for activities on roads must require the appropriate standard for traffic management to be met.

Appropriate action for identified non-compliance may include the following:

- issue a notice to the person carrying out the activity detailing the non-compliance and expected corrective action
 - close down the worksite as an unauthorised worksite
 - lay a complaint with the police
 - lay a complaint with WorkSafe NZ
 - arrange for another contractor to make the worksite safe.
-

E3.5 Example of site condition rating (SCR) form – full audit

SITE CONDITION RATING (SCR) FORM – FULL AUDIT									
Auditor									
Phone				Location					
Name				Activity				Level of TTM	
Qualification/Registration number				RCA			Client		
Audit SCR	0-10: High			11-25: Acceptable			25-50: Needs improvement		51+: Dangerous
Audit result (SCR)				TMP sighted	Yes	No	TMP appropriate to site	Yes	No
Action taken									
Contractor									
Name						Phone			
Qualification/Registration number				STMS/TC					
Signs	Points	Tally	Total						
Missing (including side road and TSL)	5 for each sign								
Spacing (too close/far)	2 for each sign								
Not visible	3 for each sign								
Wrong sign	5 for each sign								
Condition marginal	1 for each sign								
Condition unacceptable	4 for each sign								
Permanent signs not covered	2 for each sign								
Unapproved signs used/too small	4 for each sign								
Sign on wrong side	2 for each sign								
Sign too low	1 for each sign								
Faulty TSL	5 for each occasion, 51 if contravenes section C4 of CoPTTM								
Speed limit not correctly aligned	2 for each occasion								
Sign not upright	1 for each sign								
Non-compliant support	2 for each support								
Lateral location wrong	1 for each sign								
			Subtotal						
Miscellaneous	Points	Tally	Total						
Working in live lanes	20 for each occasion								
Flashing beacons not used/not compliant	1 for each vehicle								
High visibility garment not worn/not acceptable	5 for each individual								
Parking/stopping features not relocated	5 for each occasion where required								
Unsafe and/or illegal parking of plant/equipment	20 for each occasion								
Poor surface condition	30 for each occasion								
Safety (lat and/or long) zone insufficient	20 for each safety zone compromised								
Excavation not protected	10 if excavation protection not acceptable								
VMS message incorrect	10 for displaying incorrect information								
Barrier defects	10 for each barrier defect								
TMP not approved/not on attended site	Non-conformance unless produced within 30 min								
No qualified person on attended site	Non-conformance								
Inadequate property access	20 if no arrangement made when entrance blocked								
			Subtotal						
Delineation devices	Points	Tally	Total						
Missing (including chicane) when required	30 where delineation is missing								
Tapers too short	5 for each shifting taper, 20 for each merging taper								
Spacing between multiple tapers	5 for each missing or inappropriate space								
Spacing in tapers	3 for each taper where spacing too great to be effective								
Spacing in lanes	2 where spacing in lanes / around work area is too great								
Condition marginal	1 for each device where classified in marginal condition								
Condition unacceptable	5 for each device where classified in unacceptable condition								
Using non-approved device	4 for each non-approved device								
Road marking incorrect	30 where not adjusted at long term sites								
Inadequate site access	10 where there is inadequate site access where required								
			Subtotal						
Pedestrians/cyclists	Points	Tally	Total						
Inadequate provision for pedestrians	10 where inadequate provision made								
Inadequate provision for cyclists	10 where inadequate provision made								
			Subtotal						
Mobile operations	Points	Tally	Total						
Tail pilot vehicle omitted	30 for missing or incorrect location								
Lead pilot vehicle omitted	20 for missing or incorrect location								
Shadow vehicle omitted	20 for missing or incorrect location								
Signs omitted	5 for missing or incorrect signs								
TMA missing or non-compliant	20 for each occasion								
Arrow board missing	20 for each occasion								
Arrow board message	20 for no message or incorrect message								
			Subtotal						
Total of each section = SITE CONDITION RATING									
SITE INDUCTION	5 Bonus points - deducted from total if induction is carried out								
OVERALL SITE CONDITION RATING									
Audit comments:									

E3.6 Full audit site condition rating (SCR) – defect descriptions

Multiple deficiencies relating to one item of TTM may only be recorded as a single defect assigned against the rating that is the highest. For example, a sign in marginal condition located on the wrong side of the road is to be assigned as 'sign on wrong side' as this item has a rating higher than the 'condition marginal' item.

E3.6.1 Signs

Sign missing (including side road and TSL)	Any signs that should have been erected that are missing.
Sign spacing (too close/far)	Any signs where the spacing is too close or where the spacing is too far from other signs or the work area.
Not visible	Any TTM sign that should be erected at the worksite, which is not visible, (eg knocked down or visibility blocked by a parked vehicle).
Wrong sign	The wrong sign has been used, eg TL2L or TL2R sign showing the wrong lane being closed.
Condition marginal	Refer to section C19 Maintenance standards .
Condition unacceptable	Refer to section C19 Maintenance standards .
Permanent signs not covered	Permanent signs not relevant to road users because of the activity, which have not been covered.
Unapproved signs used/too small	Signs used that are not approved for use at worksites, includes using level 1 signs at level 2 and 3 TTM worksites.
Sign on wrong side	Sign erected on the right hand side (or not gated) and not on the left hand side.
Sign too low	Sign mounted lower than the accepted minimum as described in the CoPTTM.
Faulty TSL	The speed limit (including de-restriction) is not appropriate or correct. If the TSL is too low (refer to subsection C4.4.6 Excessive or inappropriate use of TSLs), a notice of non-conformance is issued.
Speed limit not correctly aligned	The speed limit or location of the speed limit change is not the same for opposing lanes on the same carriageway.
Sign not upright	Signs on a vertical lean outside the maximum permitted in the CoPTTM.
Non-compliant supports	Using banned supports or supports that fail to meet the requirements of subsection B1.3.4 Sign stands and supports .
Lateral location wrong	Signs located too far from or too close to the vehicle travel path. This includes signs located on footpaths, cycle lanes and cycle travel paths where other alternative/safer locations exist.

E3.6.2 Delineation devices

Missing (including Chicane) when required	Where major sections of delineation are missing. Chicane omitted when required for level 3 TTM.
Tapers too short	Taper has been formed but is too short.
Spacing between multiple tapers	No or insufficient spacing between multiple tapers.
Spacing in tapers	Taper has been formed but spacing of delineation devices is too great.
Spacing in lanes	Cones placed in rows, which are generally parallel to the centreline, but spacing of delineation devices is too great.
Condition marginal	Refer to section C19 Maintenance standards .
Condition unacceptable	Refer to section C19 Maintenance standards .
Using non-approved device	Delineation or channelling devices that fail to meet the criteria specified in the CoPTTM.
Road marking incorrect	Road marking not correctly adjusted at long-term level 2 and 3 TTM static worksites where alterations are required.
Inadequate site access	Inadequate site access where required.

E3.6.3 Miscellaneous

Working in live lanes	People associated with the activity are in the live lane outside the established working space.
Flashing beacons not used/not compliant	Amber flashing beacons are not in operation or have been omitted from vehicles where required or do not comply with the CoPTTM requirements.
High-visibility garments not worn/not acceptable	Refer to section C19 Maintenance standards .
Parking/stopping features not relocated	Work encroaches on parking or stopping feature, which has not been relocated to a position clear of the worksite. Such features could include a taxi stand, bus stop, loading zone and/or a drop off area.
Unsafe and/or illegal parking of plant/equipment	Plant and equipment is unsafely or illegally parked.
Poor surface condition	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.
Safety (lateral and/or longitudinal) zone insufficient	Where either the lateral or longitudinal safety zone is insufficient (eg too small or missing). Score points for each zone compromised.
Excavation not protected	Refer to subsection C12.3 Excavations . An unattended excavation is not protected with a safety fence or other approved method. Safety fences must meet the minimum design requirements specified in section B6 Safety fences .
VMS message incorrect	VMS displaying incorrect messages in relation to activities.
Barrier defects	Includes, missing or incorrect end treatment on barrier, 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.
TMP not approved/not on attended worksite	TMP must be at all attended worksites.
Non-qualified person on attended worksite	Site must be under control of: <ul style="list-style-type: none"> level LV and level 1, an STMS or a briefed TC level 2/3, an STMS or a briefed STMS NP (where allowed).
Inadequate property access	If property access is blocked arrangements need to be made with the property owners.

E3.6.4 Pedestrians and cyclists

Inadequate provision for pedestrians	Footpath obstructed by activity and neither temporary path nor direction to alternative pedestrian facilities provided.
Inadequate provision for cyclists	Work in cycle lane or high cycle use area and temporary cycle lanes have not been provided.

E3.6.5 Mobile and semi-static operations

Tail pilot vehicle omitted	Missing when required or location (lateral or longitudinal) is incorrect.
Lead pilot vehicle omitted	Missing when required or location (lateral or longitudinal) is incorrect.
Shadow vehicle omitted	Missing when required or location (lateral or longitudinal) is incorrect.
Signs omitted	Signs missing or incorrect when required for mobile operation plant. This item must also be rated when tail pilot, and/or lead pilot and/or shadow vehicles have been omitted. This item also includes any 'static signs' that must be erected as part of the mobile or semi-static operation.
Truck-mounted attenuator (TMA) missing or non-compliant	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 (NCHRP 350) and section B11 Truck-mounted attenuator (TMA) .
Arrow board missing	Arrow board not fitted or used on mobile operation vehicles when it is required.
Arrow board message	Arrow board is being used but displays the wrong message.

E3.7 Example of site condition rating (SCR) form – short audit

SITE CONDITION RATING FORM (SHORT AUDIT)						
Street name(s)			RCA permit reference			Attended / Unattended
Number (from/to)			Principal			
Employer of site STMS			Audit commences	am / pm	Date	
Rating	A = Acceptable		NI = Needs improvement		D = Dangerous	
SUMMARY OF STANDARDS		A	NI	D	ACTION NEEDED	
1. Responsible party	STMS / TC at attended site? Name: Registration number:					
2. TMP	On site? Appropriate to situation?					
3. High-visibility garments	Worn by all? Done up? Condition acceptable?					
4. Signs	All necessary signs present? Correct positions? Sand bagged for expected wind? Conflicting signs covered? Signs in good condition? Other:					
5. Delineation	Protects working space/other features? Taper lengths compliant? Correct spacing of cones? Sufficient positive traffic control? Other:					
6. Pedestrian needs	Footpath widths OK? Safe passage for pedestrians? Surfaces / ramps OK? Other:					
7. Cyclist needs	Cycle widths OK? Safe passage for cyclists? Surfaces OK? Other:					
8. Traffic needs	Lane widths OK? Speed limit appropriate? No significant delays? Surfaces OK? Other:					
9. Property access	Property access OK?					
10. Site scores	Number in each rating					
		A	NI	D		
Action agreed by STMS/TC						

Auditor				STMS/TC	
	(Name)	(Warrant Number)	(Signature)		(Signature)

CONTRACTOR COPY – Hand to contractor once audit has been completed

Audit finished

am / pm

E3.8 Examples of ratings (short audit)

EXAMPLES OF RATINGS (SHORT AUDIT)			
ASPECT	A = Acceptable (Standard met)	NI = Needs improvement (Moderate risk)	D = Dangerous (High risk)
1. Responsible party	<ul style="list-style-type: none"> STMS/TC is at attended site 	<ul style="list-style-type: none"> TC at attended site but STMS arrives after allowed time limit 	<ul style="list-style-type: none"> No STMS/TC at attended site, or No STMS responsible for the site
2. TMP (only for attended sites)	<ul style="list-style-type: none"> TMP on site, and Appropriate to the situation 	<ul style="list-style-type: none"> TMP on site, and Appropriate to the situation, but There are some safety issues 	<ul style="list-style-type: none"> TMP not on site, or TMP not appropriate to situation
3. High-visibility garment	<ul style="list-style-type: none"> Worn by all Done up Condition acceptable 	<ul style="list-style-type: none"> Worn by all, and All high-visibility garments done, and Condition of high-visibility garments marginal 	<ul style="list-style-type: none"> Not everyone wearing high-visibility garments, or Some high-visibility garments not done up, or High-visibility garments have unacceptable condition
4. Signs	<ul style="list-style-type: none"> All necessary signs present Correct order and distances Conflicting signs covered 	<ul style="list-style-type: none"> Some signs are either missing, of poor quality, or inadequate distance and visibility, but An adequate message given to motorists, or Some conflicting signs not covered, or Some signs not well supported 	<ul style="list-style-type: none"> Some signs are either missing, not visible or conflict with other signs, or blown over, or Motorists are not reasonably warned; causing a hazard to road users
5. Delineation	<ul style="list-style-type: none"> Protects working space/other features Taper lengths compliant Spacings of cones close enough Sufficient positive traffic control 	<ul style="list-style-type: none"> Protects working space/other features but could be better, or Taper lengths should be longer, or Cone spacings need to be reduced, or Not sufficient positive traffic control 	<ul style="list-style-type: none"> Does not protect working space/other features, or Does not provide sufficient positive traffic control
6. Pedestrian needs	<ul style="list-style-type: none"> Footpath widths OK Surfaces and ramps in place Appropriate protection provided 	<ul style="list-style-type: none"> Safe passage for pedestrians but footpath width could be greater, ramps and surfaces could be better, entry point could be more obvious 	<ul style="list-style-type: none"> Insufficient footpath widths, or No safe passage for pedestrians, or Surfaces not suitable for pedestrians, or Pedestrians forced onto road close to fast traffic or past a dangerous site without sufficient protection Pedestrians not using option provided
7. Cyclist needs	<ul style="list-style-type: none"> Cycle widths OK Surfaces OK Safe passage provided 	<ul style="list-style-type: none"> Safe passage provided for cyclists, but Widths need to be greater, or Surfaces need to be better, or Signage more appropriate 	<ul style="list-style-type: none"> Cycle widths not acceptable, or No safe passage for cyclists provided, or Surfaces not suitable for cyclists, or No positive traffic management to enable cyclists to merge
8. Traffic needs	<ul style="list-style-type: none"> Sufficient lane widths OK Speed limit appropriate No significant delays Surfaces OK 	<ul style="list-style-type: none"> Lane widths not narrow enough for positive traffic management needs, or Too narrow and causing a nuisance, or Some unnecessary delays Surfaces rough and uneven 	<ul style="list-style-type: none"> Lane widths causing hazard by failing to positively control traffic, or Speed limit not appropriate to site, or Surfaces unacceptably rough
9. Property access	<ul style="list-style-type: none"> Occupants well catered for and informed 	<ul style="list-style-type: none"> Some minor access difficulties 	<ul style="list-style-type: none"> Serious access difficulties

E4 Appendix D: Measure and payment for traffic management (guidelines only)

E4.1.1 Installation, uplift and removal

Payment will be made on a lump-sum basis for the following:

- Preparation and approval of the TMP, and all advertising and notifications necessary.
- Establishment on worksite of all vehicles, equipment, materials and personnel sufficient to undertake the installation of all traffic management as per the approved TMP.
- Establishment on worksite of all vehicles, equipment, materials and personnel sufficient to undertake the uplifting and reestablishment of any traffic management measures required as part of the changing road works operation throughout the project.
- Establishment on worksite of all vehicles, equipment, materials and personnel sufficient to remove all traffic management measures on final completion as per the approved TMP, and leave the worksite in an equivalent or better condition than originally.

Fifty percent of the lump-sum payment will be made on successful installation of the first phase of the TMP. The remaining payment will be made on completion of all traffic management activities and tidy up of the worksite.

E4.1.2 Maintenance of the TTM

Payment will be made on a daily basis for the duration of the traffic management services. This payment must cover all costs associated with:

- the daily maintenance of **conforming traffic management** at the worksite including the supply of all vehicles, equipment, materials and personnel sufficient to maintain the traffic management measures as specified in the accepted TMP
- inspections and maintenance of quality assurance records
- any other costs associated with traffic management on site that have not otherwise been allowed for.

There will be no payment for any day or days when traffic management occurs on worksite that does not conform to the approved TMP.

Non-conforming traffic management is deemed to occur when signs, delineation devices and/or any other traffic management equipment are not positioned or used as required by the accepted TMP for any period exceeding the inspection cycle as specified in subsection [C19.5.1 Monitoring frequency for TTM measures](#).

E5 Appendix E: Newspaper advertisement standard

Advert format to be as follows:

Width: Double column

On top: Road controlling authority logo

Title: Brief description of the activity

Wording '(RCA) **wishes to advise that, weather permitting,** (if appropriate) the (local description of affected road including start and finish points if necessary) will be closed between the hours of (time format to be 9.00 am) and (time format to be 7.00 pm) on (date format to be 11 April 2012) for (brief description of activity).'

Where activity could be delayed the following provision may also be added:

However if (give reasons for possible delay) prevents activity at these times, the activity will be carried out on the next available day/night (give alternative dates and times as detailed above) road users are requested to follow the sign posted detours whilst the closure is in operation.

(RCA) *regrets any inconvenience caused.*

(Name of RCA representative)

E6 Appendix F: Example of notice of non-conformance

NOTICE OF NON-CONFORMANCE			
Date of audit		Time	
Audited by		of	
Contractor		Contract/consent number	
STMS/Responsible parties:			
This notice is to inform you that the temporary traffic management at the following worksite is not in accordance with accepted traffic management practices:			
Roads:			
Location: RS: RP:			
This notice of non-conformance is issued in respect of the following temporary traffic management defects <i>(delete those that do not apply)</i> :			
<ul style="list-style-type: none"> • STMS nominated in TMP not on worksite • TC nominated in TMP and briefed by STMS (level LV and level 1) not on worksite • Copy of signed and approved TMP not on worksite • Safety audit of temporary traffic management site condition rating 'dangerous' • Temporary traffic management not in accordance with the CoPTTM • Inappropriate or excessive TSL 			
The details of non-conforming temporary traffic management are:			
The actions required to be implemented are:			
Notice handed / mailed / faxed <i>(delete those that do not apply)</i> to on at Note: For attended sites, notification must be given to the site STMS or TC before auditor leaves the worksite			
Signed:		Received:	
Engineer :		Contractor:	

E7 Appendix G: Example of notification of road closure/lane closure of state highways/local authority road

NOTIFICATION OF ROAD CLOSURE/LANE CLOSURE OF STATE HIGHWAYS/LOCAL AUTHORITY ROADS				
RCA			Road/State highway	
Locality				RP
Closed at	am / pm	Date		
Reason (add Yes as appropriate)				
Snow	Drop out	Vehicle blockage/crash	Fatal crash	
Ice	Wash out	Toxic spill	Planned closure	
Slip	Flooding			
Other:				
Estimated duration closure (add Yes as appropriate)				
<2 hours	<12 hours			
<6 hours	>12 hours (see below)			
Closed by (add Yes as appropriate)				
Police	Fire Service			
RCA	Other			
Alternative route/s available and conditions that apply				
Reporting officer				
For closures >12 hours AND crashes/spills				
Open at:	am / pm	Date:		
Remaining restrictions:	No / Yes (specify):			
Work outstanding:	No / Yes (specify):			
Reporting officer:	Lane km closed: (divided carriageways only)			
Head Office use only: cc				
HCM	CE	File		

E8 Appendix H: (Ex-LRS – only applies to STMS-delegated authority to self-approve) Example of application for delegated authority to approve TMPs for selected level LV and level 1 roads

APPLICATION FOR DELEGATED AUTHORITY TO APPROVE TMPs FOR SELECTED LEVEL LV AND LEVEL 1 ROADS (Ex LRS – only applies to STMS delegated authority to self-approve)			
To the traffic management coordinator			
RCA name			Date
RCA address			
I agree to comply with the requirements of the CoPTTM and I apply for delegated authority to approve TMPs on RCA selected level LV and level 1 roads in the manner outlined in the CoPTTM.			
Signed by			
	Signature	Full name	
STMS ID number			
	ID number	Expiry date (CoPTTM qualification expiring)	
Company			
	Name		
	Postal address		
	Contact telephone number	After hours contact details	
Road controlling authority response (should delegation be considered appropriate)			
<p>The traffic management coordinator hereby delegates the power to approve traffic management plans and TSLs in accordance with the procedures and requirements set out in the CoPTTM.</p> <p>Please note that TMC approval is still required for:</p> <ol style="list-style-type: none"> Those situations stated in the CoPTTM section A7.2.1 STMS delegated authority – situations for TMC approval (these situations are repeated in the TMC approval required section of the level LV and level 1 TTM handbook) and the following extra situations/circumstances of this RCA <p>The delegation of this power must only continue in effect while you remain in the employment of the above Company or until:</p> <ol style="list-style-type: none"> Your STMS qualification expires, or is withdrawn as a result of non-conformance, or The RCA specifically revokes this delegation, or years from the date of this delegation (to a maximum of 5 years), or (date to be entered by TMC no more than 5 years from date of this delegation), whichever is soonest. 			
Signed by			
	Signature	Full name	Date
On behalf of			
	RCA name		

E9 Appendix I: (Ex-LRS – only applies to STMS-delegated authority to self-approve) Example of application for traffic management coordinator's (TMC) approval of traffic management plan (TMP)

APPLICATION FOR TRAFFIC MANAGEMENT COORDINATOR'S (TMC) APPROVAL OF TRAFFIC MANAGEMENT PLAN (TMP) (Ex LRS)			
<i>This is a cover letter explaining why a TMP is submitted for approval. Behind this form attach a TMP form. Also include any site specific layout drawings.</i>			
TO			
RCA name		Date	
From			
Company			
Return address			
Email		Fax	
TMP form attached Yes / No			
Site specific layout drawings attached (Please provide a separate reference numbers/names for each page attached) Yes / No			
Number of pages attached:			
<p>TMC approval of this traffic management plan is needed for the following reason(s): <i>(mark appropriate options with an X)</i></p> <p>Approval has been requested by the RCA as part of planning process</p> <p>A STMS person with delegated authority is not available within the organisation to approve the plan</p> <p>There is no TMD in the level LV and level 1 handbook to represent the worksite</p> <p>A road needs to be closed or traffic delays for more than 5 minutes at any one time during the day or for a cumulative period of 30 minutes in any 1 hour period (except where otherwise specified by the RCA)</p> <p>A footpath will be closed and users will have to cross a live lane</p> <p>A cycle lane will be closed</p> <p>A pedestrian crossing or traffic signal installation is affected</p> <p>Restricted parking, bus stop, loading zones and/or taxi stands will be affected</p> <p>Portable traffic signals are to be used</p> <p>State model details <i>(maker and model description/number)</i>:</p> <p>A lane closure is required at an intersection</p> <p>Signs need to be placed on a flush median</p> <p>Traffic moving in one direction is split around a closure</p> <p>Mobile operations are on roads with posted speed limit exceeding 50km/h (except for grading operations)</p> <p>The activity is an event</p> <p>Other:</p>			
Comments			
<p>The information provided correctly represents all phases of the works, plans for contingencies, and identifies accurately the location and road environment. Any inaccuracy in portrayal of this information is the responsibility of the applicant.</p> <p>It is the responsibility of the STMS to postpone, cancel or modify operations due to adverse traffic, weather or other conditions that may affect the safety of this site.</p> <p>STMS/Applicant signature</p>			
Signature		Full name	

E10 Appendix J: (Ex-LRS – only applies to STMS-delegated authority to self-approve) Database to record delegations to STMS

A Microsoft Excel spreadsheet using these column headings is available on the NZTA's website.

The list below details personnel who are permitted to approve TMPs on roads within (*name RCA road network*) that are designated as levels LV and 1, and where the exceptions listed in subsection [A7.2.1 STMS-delegated authority – situations for TMC approval](#) and any additional conditions set out in the (*name RCA*) TTM operating manual (*refer to page*) do not apply. The delegation is conditional on the following:

- The STMS remaining in the employ of the employer named below.
- The STMS maintaining his/her qualification in accordance with CoPTTM where the period extends beyond their qualification expiry date.
- The authority given to the STMS not being revoked by (*name RCA*).
- The STMS developing the TMP.
- The STMS being paid by his/her employer to develop, consider and approve the TMP, and
- The STMS's employer having current professional indemnity insurance in place to indemnify the RCA of consequent actions arising from the approval of the TMP to the value of \$X,XXX,XXX (*RCA to complete*) except as required by New Zealand law.

Name	ID	Qualification	Expiry date	Employer	Contact details (including after hours contact)	Authority granted on	Period (years)	Authority expires
Example - Joe Bloggs	100000	L1 STMS	10/1/11	ABC Contractors Ltd	027 432XXXX	11/1/11	4	10/1/16









































































E11 Appendix K: Report on incident at roadworks site

Reporting company reference:			CoPTTM.Incident reference:		
Reference added by reporting company			Reference added by the CoPTTM.Incident database administrator		
REPORT ON INCIDENT AT ROADWORKS SITE					
Send to: CoPTTM.Incident@nzta.govt.nz and the RCA in charge of the network (including NZTA for state highways)					
Date of incident			Time of incident		
Reported by			Company		
STMS name			STMS No.		
Contractor /TTM Company			Contact number		
Road location (include direction and lane)					
Description of work being undertaken					
Incident type	Near miss	Vehicle entered TTM	Vehicle entered working space	TMA hit	Other
Operation type	Static	Mobile	Semi-static	Shoulder	Unattended
Phase of operation	Install		Static, mobile, semi-static		Removal
Damage to	Vehicles		Plant		TTM equipment
Injuries	Number of people in each injury category	Enter the number of people in each injury category	Minor	Notifiable	Fatal
		Road workers			
		Road users			
Crash code	From Appendix 1 attached		Road user vehicle	Vehicle type	Reg. number
If TMA hit, which TMA			Which lane		
Police attended	(Officer name/number)		Further information	For a more detailed internal report (contact)	
Description of events					

Crash diagram (or scan and attach) - photos can also be attached

Superseded

Appendix 1: Vehicle movement coding sheet

	TYPE	A	B	C	D	E	F	G	O
A	OVERTAKING AND LANE CHANGE	 PULLING OUT OR CHANGING LANE TO RIGHT	 HEAD ON	 CUTTING IN OR CHANGING LANE TO LEFT	 LOST CONTROL (OVERTAKING VEHICLE)	 SIDE ROAD	 LOST CONTROL (OVERTAKEN VEHICLE)	 WEAVING IN HEAVY TRAFFIC	OTHER
B	HEAD ON	 ON STRAIGHT	 CUTTING CORNER	 SWINGING WIDE	 BOTH OR UNKNOWN	 LOST CONTROL ON STRAIGHT	 LOST CONTROL ON CURVE		OTHER
C	LOST CONTROL OR OFF ROAD (STRAIGHT ROADS)	 OUT OF CONTROL ON ROADWAY	 OFF ROADWAY TO LEFT	 OFF ROADWAY TO RIGHT					OTHER
D	CORNERING	 LOST CONTROL TURNING RIGHT	 LOST CONTROL TURNING LEFT	 MISSED INTERSECTION OR END OF ROAD					OTHER
E	COLLISION WITH OBSTRUCTION	 PARKED VEHICLE	 CRASH OR BROKEN DOWN	 NON VEHICULAR OBSTRUCTIONS (INCLUDING ANIMALS)	 WORKMANS VEHICLE	 OPENING DOOR			OTHER
F	REAR END	 SLOWER VEHICLE	 CROSS TRAFFIC	 PEDESTRIAN	 QUEUE	 SIGNALS	 OTHER		OTHER
G	TURNING VERSUS SAME DIRECTION	 REAR OF LEFT TURNING VEHICLE	 LEFT TURN SIDE SWIPE	 STOPPED OR TURNING FROM LEFT SIDE	 NEAR CENTRE LINE	 OVERTAKING VEHICLE	 TWO TURNING		OTHER
H	CROSSING (NO TURNS)	 RIGHT ANGLE (70° TO 110°)							OTHER
J	CROSSING (VEHICLE TURNING)	 RIGHT TURN RIGHT SIDE	 OPPOSING RIGHT TURNS	 TWO TURNING					OTHER
K	MERGING	 LEFT TURN IN	 RIGHT TURN IN	 TWO TURNING					OTHER
L	RIGHT TURN AGAINST	 STOPPED WAITING TO TURN	 MAKING TURN						OTHER
M	MANOEUVRING	 PARKING OR LEAVING	 "U" TURN	 "U" TURN	 DRIVEWAY MANOEUVRE	 ENTERING OR LEAVING FROM OPPOSITE SIDE	 ENTERING OR LEAVING FROM SAME SIDE	 REVERING ALONG ROAD	OTHER
N	PEDESTRIANS CROSSING ROAD	 LEFT SIDE	 RIGHT SIDE	 LEFT TURN LEFT SIDE	 RIGHT TURN RIGHT SIDE	 LEFT TURN RIGHT SIDE	 RIGHT TURN LEFT SIDE	 MANOEUVRING VEHICLE	OTHER
P	PEDESTRIANS OTHER	 WALKING WITH TRAFFIC	 WALKING FACING TRAFFIC	 WALKING ON FOOTPATH	 CHILD PLAYING (INCLUDING TRICYCLE)	 ATTENDING TO VEHICLE	 ENTERING OR LEAVING VEHICLE		OTHER
Q	MISCELLANEOUS	 FELL WHILE BOARDING OR ALIGHTING	 FELL FROM MOVING VEHICLE	 TRAIN	 PARKED VEHICLE RAN AWAY	 EQUESTRIAN	 FELL INSIDE VEHICLE	 TRAILER OR LOAD	OTHER

* = Movement applies for left and right hand bends, curves or turns

New Zealand Government