Traffic Control Devices Manual
Part 8

Code of practice for temporary traffic management (CoPTTM)

manual number: SP/M/010

Section E

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Code of practice for temporary traffic management

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More information

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Section E – Standard forms and descriptions

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.

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: • 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 6 of Land Transport Rule: Setting of Speed Limits 2017, Rule 54001/2017 *(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 12 months? ***If yes**, attach the completed checklist from section I-18: Guidance on TMP Monitoring Processes for TSLs to this TMP.*			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) *Delete the option that does not apply (either prepared or approved)*						
Prepared / Approved						
	Name	Date	*Signature*	*ID no.*	*Qualification*	*Expiry date*
This TMP meets CoPTTM requirements			**Number of diagrams attached**			
TMP returned for correction						
	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)*						
	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

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.

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.*							
Organisation/ 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 desig-nation*	*Enter highest permanent limit*	*Include AADT and/or peak hour and heavy vehicle counts where avail-able.* *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: • road closures • detours • no activity periods.	*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 *(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 6 of Land Transport Rule: Setting of Speed Limits 2017, Rule 54001/2017 *(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:* • *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 12 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 12 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:

Listed above are some common contingencies for worksites. Strike out any contingencies that are not applicable to the worksite.

Record additional contingencies for the worksite in this field.

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	*Detail optional - 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)*		*Date actioned*	*Signature*	*CoPTTM ID number*	*Level of qualification*	*Date of expiry*
	Name	Date	*Signature*	*ID no.*	*Qualification*	*Expiry date*
Acceptance by TMC *(only required if TMP approved by engineer)*		*Date actioned*	*Signature*	*CoPTTM ID number*	*Level of qualification*	*Date of expiry*
	Name	Date	*Signature*	*ID no.*	*Qualification*	*Expiry date*

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.

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: • 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

Proposed traffic management methods	
Installation *(includes parking of plant and materials storage)*	
Attended (day)	
Attended (night)	
Unattended (day)	
Unattended (night)	
Detour route	
	Does detour route go into another RCA's roading network? Yes No *(delete either Yes or No)* *If Yes, has confirmation of acceptance been requested from that RCA?* Yes No *(delete either Yes or No)* ***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 6 of Land Transport Rule: Setting of Speed Limits 2017, Rule 54001/2017 *(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 12 months? ***If yes**, attach the completed checklist from section I-18: Guidance on TMP Monitoring Processes for TSLs to this TMP.*			Yes No

Positive traffic management measures

Contingency plans		
Generic contingencies for: • major incidents • incidents • pre planed detours. *Remove any options which do not apply to your job*	**Major Incident** A major incident is described as: • 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: • 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.

<table>
<tr><td rowspan="3"></td><td>Incident
An incident is described as:
excessive delays - real or potential
minor or non-inquiry accident that has the potential to affect traffic flow
structural failure of the road.</td><td>Actions
The STMS must immediately conduct the following:
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.</td></tr>
<tr><td>Detour
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:
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.
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.
The detour and route must be designed including:
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 and pre-installed.</td><td>Actions
When it is necessary to implement the pre-planned detour the STMS must immediately undertake the following:
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.</td></tr>
<tr><td colspan="2">Note also the requirements for no interference at an accident scene:
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:
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.</td></tr>
<tr><td>Other contingencies to be identified by the applicant
(i.e. steel plates to quickly cover excavations)</td><td colspan="2"></td></tr>
</table>

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

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.

Notification to TMC prior to occupying worksite/Notification completed			
Type of notification to TMC required		**Notification completed**	Date Time

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: • road closures • detours • no activity periods.	*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 *(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
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								

Proposed traffic management methods	
Installation *(includes parking of plant and materials storage)*	*Provide full description of all installation procedures for operations that involve TTM*
Attended (day)	*Provide full description of all procedures for operations that involve TTM or impact upon TTM for operation where the activity is underway*
Attended (night)	*Provide full description of all procedures for operations that involve TTM or impact upon TTM for operation where the activity is underway* *Provide details of night overhead lighting*
Unattended (day)	*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*
Unattended (night)	*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*
Detour route	*Include details of the route of the detour (provide a map if detour is complex)*
	Does detour route go into another RCA's roading network? Yes No *(delete either Yes or No)* *If Yes, has confirmation of acceptance been requested from that RCA?* Yes No *(delete either Yes or No)* ***Note:*** *Confirmation of acceptance from affected RCA must be submitted prior to occupying the site.* *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.*
Removal	*Provide full description of all removal procedures for operations that involve TTM*

Proposed TSLs *(see TSL decision matrix for guidance)*				
	TSL details as required Approval of Temporary Speed Limits (TSL) are in terms of Section 6 of Land Transport Rule: Setting of Speed Limits 2017, Rule 54001/2017 *(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) *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:* • *the site specific layout drawing(s) that are attached to the TMP (eg layout drawing 1, 2), or* • *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.*
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 12 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 12 months. If yes, attach the completed checklist from section I-18*

<table>
<tr><th colspan="3">Positive traffic management measures</th></tr>
<tr><td colspan="3">Refer to section C10.1.1
Positive traffic management measures must be used when installing TSLs of:
• 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.
Detail the extent of positive traffic management to be undertaken when:
• 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.</td></tr>
<tr><th colspan="3">Contingency plans</th></tr>
<tr><td rowspan="2">Generic contingencies for:
• major incidents
• incidents
• pre planed detours.
Remove any options which do not apply to your job</td><td colspan="2">Record the contingencies for the worksite. Consider the items listed and add or amend as required. Also add additional contingencies appropriate to the worksite</td></tr>
<tr><td>Major Incident
A major incident is described as:
• Fatality or notifiable injury - real or potential
• Significant property damage, or
• Emergency services (police, fire, etc) require access or control of the site.</td><td>Actions
The STMS must immediately conduct the following:
• 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.</td></tr>
<tr><td></td><td>Incident
An incident is described as:
• excessive delays - real or potential
• minor or non-inquiry accident that has the potential to affect traffic flow
• structural failure of the road.</td><td>Actions
The STMS must immediately conduct the following:
• 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.</td></tr>
</table>

	Detour 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: • 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. 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. The detour and route must be designed including: • 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.	**Actions** When it is necessary to implement the pre-planned detour the STMS must immediately undertake the following: • 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.
	Note also the requirements for no interference at an accident scene: 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: • 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.	
Other contingencies to be identified by the applicant *(i.e. steel plates to quickly cover excavations)*	*Add additional contingencies appropriate to the worksite*	

Authorisations				
Parking restriction(s) alteration authority	**Will controlled street parking be affected?**	Yes No	**Has approval been granted?**	Yes No
	If no approval has been granted, make application			
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
	If no approval has been granted, make application			
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
	If no approval has been granted, make application			
Bus stop relocation(s) – closure(s)	**Will bus stop(s) be obstructed by the activity?**	Yes No	**Has approval been granted?**	Yes No
	Required where a bus stop/s is obstructed by activity. If no approval has been granted, make application			

Authorisation to use portable traffic signals	**Make, model and description/number**	*Include make, model and description number of the portable traffic signals*	
	NZTA compliant?	Yes No *(delete either Yes or No)* *Confirm that the signals are approved for use by the NZTA.*	
EED			
Is an EED applicable?	Yes No *(delete either Yes or No)* *Indicate if an EED has been agreed for this worksite*	**EED attached?**	Yes *If yes then attach the EED to the TMP*
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			
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*			
Public notification plan attached?	Yes No *(delete either Yes or No)*		
On-site monitoring plan			
Attended *(day and/or night)*	*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:* • *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)*	*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*		

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**
Enter applicant diagram number. *Also consider whether a layout diagram is required for set-up /removal of the worksite.*	*Enter name of attached diagram*
As above	*As above*
As above	*As above*
As above	*As above*

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	*Detail optional - 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* *Where multiple names are included in the TMP, the name of the STMS in charge must be written on the On-site record*	*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						
Preparation	*STMS signature*	*Date prepared*	*STMS signature*	*CoPTTM ID number*	*Level of qualification*	*Expiry date*
	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 of TMC or engineer returning TMP*	*Date accepted*	*Signature*	*CoPTTM ID number*	*Level of qualification*	*Expiry date*
	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 of TMC or engineer approving TMP*	*Date accepted*	*Signature*	*CoPTTM ID number*	*Level of qualification*	*Expiry date*
	Name	*Date*	*Signature*	*ID no.*	*Qualification*	*Expiry date*
Acceptance by TMC *(only required if TMP approved by engineer)*	*Name of TMC*	*Date accepted*	*Signature*	*CoPTTM ID number*	*Level of qualification*	*Expiry date*
	Name	*Date*	*Signature*	*ID no.*	*Qualification*	*Expiry date*

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.

Notification to TMC prior to occupying worksite/Notification completed				
Type of notification to TMC required	*Describe the notification procedure to be used*	**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		
	Name	*Signature*
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):**
		TSL installed				
		TSL remains in place				
From:	To:	TSL removed				

Street/road name (RPs or street numbers):		**TSL action**	**Date:**	**Time:**	**TSL speed:**	**Length of TSL (m):**
		TSL installed				
		TSL remains in place				
From:	To:	TSL removed				

Street/road name (RPs or street numbers):		**TSL action**	**Date:**	**Time:**	**TSL speed:**	**Length of TSL (m):**
		TSL installed				
		TSL remains in place				
From:	To:	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?							
Add others as required							
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					
This form, or a similar company record, must be completed prior to set up of a worksite where a generic TMP is used.					
Location details					
Road name(s)		**House number/RP(s)**		**Suburb**	
Road name(s)		**House number/RP(s)**			
Generic TMP reference no.		**TMD no(s).**		***Note:*** *The checking process must include all the TMDs to be used*	

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? • Intersections • Vertical Curves (hills) • Horizontal Curves (corners) • Sufficient advance warning			
Direction and protection	Check that there is: • 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(s) detailed in the generic TMP? Does the diagram(s) 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*

E1.9 Additional information about completion of traffic management plans (TMPs)

E1.9.1 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.

E1.9.2 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.

E1.9.3 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.

E1.10 Example of schedule of specific job requirements for traffic management and safety

SCHEDULE OF SPECIFIC JOB REQUIREMENTS FOR TRAFFIC MANAGEMENT AND SAFETY

To be included in contract documents.

Contract number	
Contract name	

Operational requirements

1. Level of temporary traffic management

The temporary traffic management must be to*: (delete those that do not apply)*

- 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:

- lump sum $
- daily rate $ per 24 hours
- provisional sum $ per 24 hours

9. Positive traffic management - specific requirements

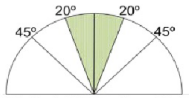
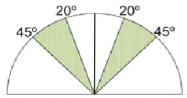
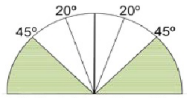
E2 Appendix B: Temporary speed limit (TSL) decision matrix worksheet

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 (110, 100, 90)	AVERAGE (80, 70)	BELOW AVERAGE (60, 50)	POOR (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  Deflected by less than 20°	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  Deflected by 20° to 45°	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  Deflected more than 45°
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 speed 80km/h or less and at least 10km/h below the permanent speed?

Yes → **Use this Temporary Speed Limit**

No → **No Temporary Speed Limit Required**

E3 Appendix C: Procedures for safety audit/review of worksites

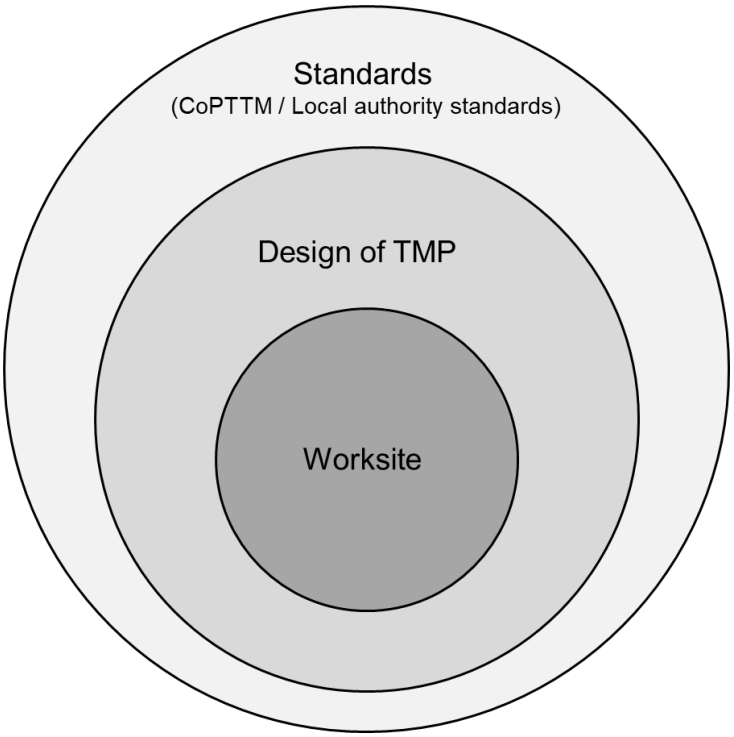
E3.1 Introduction

E3.1.1 Focus for auditor/reviewer

The initial focus for the auditor/reviewer is the worksite.

The auditor/reviewer also assesses:

- the design of the TMP
- application of CoPTTM and Local authority standards.



E3.1.2 Audit principles

Key principles that underpin all audits/reviews are:

- auditors/reviewers are consistent in their approach
- audits/reviews are fair
- where required, auditors/reviewers reference the relevant standard (either CoPTTM or local authority standards) when explaining issues
- auditors/reviewers take time to educate and encourage high standard/acceptable TTM work activities.

E3.1.3 Audit/review resources

Audit/review forms are available from the CoPTTM pages of the NZTA website (refer to Forms used for traffic management).

Audit/review resources are also available in section I: 21 Audit/review resources of the CoPTTM pages of the NZTA website.

E3.2 TTM safety audit/review methodology

E3.2.1 General methodology

An audit/review includes the following:

- a review of the worksite
- completion of the site condition rating (SCR) form
- a review of the TMP and onsite record (where required).

The general methodology recommended for using these procedures is:

- proceed through the worksite (including intersecting roads) making note of issues and recording them on the SCR form. Photographs or videos are recommended to record items of interest

  If at any stage the auditor/reviewer considers the worksite to be of high risk to road users/workers, immediate corrective action must be initiated

- review the on-site documentation (TMP and on-site record) as required. Refer to appendix C, subsection E3.4 Sighting TMPs rework the SCR to reflect any approved variances to the CoPTTM and local authority standards
  Note: Where there are issues with the design and/or approval of the TMP, these are recorded on the SCR for follow-up
- establish the site condition rating:
  - for the full audit/review:
    - SCR is based on the total accumulated points for the worksite and other worksite aspects
  - for the short audit:
    - total the number of scores for each rating given against each standards category
- take appropriate actions with respect to SCR outcomes (refer appendix C, subsection E3.5 Actions following SCR).

A copy of the SCR is to be provided to the STMS and the company responsible for the TTM. A copy may also be provided to the company responsible for the working space and the principal if required.

E3.3 SCR for full and short audit/review

E3.3.1 Full audit/review - site condition rating

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

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.

E3.3.1.1 SCR categories

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

Unacceptable (Other)	Unacceptable	Unacceptable (multiple issues)
SCR **under 51** and item(s) in OTHER WORKSITE ASPECTS are **marked N**	SCR **51+** and Item(s) in OTHER WORKSITE ASPECTS are **marked Y**	SCR **51+** and item(s) in OTHER WORKSITE ASPECTS are **marked N**

Dangerous
51+ and LOW RISK? is **rated No**

A notice of non-conformance may be issued when the worksite is rated Unacceptable (Other), Unacceptable, Unacceptable (multiple issues) or Dangerous. Refer to appendix C, subsection E3.4 Sighting TMPs and subsection E3.6 Notice of non-conformance.

E3.3.2 Short audit - site condition rating

The SCR evaluates TTM compliance with the minimum requirements of the CoPTTM and Local Authority standards.

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/reviewer must consider issuing a notice of non-conformance.

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

E3.4 Sighting TMPs

E3.4.1 When to site onsite documentation

Reviewing the onsite documentation (TMP and on-site record) confirms that:

- there is an approved TMP for the worksite
- the worksite layout complies with the approved TMP (including any engineering exception decisions (EEDs) approved for the worksite)
- the TMP, which may include an EED, is appropriate to the actual situation
- any authorised TSLs are appropriate to the worksite and activity
- the on-site record has been completed and is correct.

Guidelines for when to review the onsite documentation are set out below:

For both attended and unattended worksites	
High standard (0 – 10)	**Optional**
Acceptable (11 – 25)	**Optional** (unless worksite SCR is high risk)
Needs improvement (26 – 50)	**Optional** (unless worksite SCR is high risk)
Unacceptable	**Must check documentation**
Dangerous	**Must check documentation**

RCAs may establish their own policies for when onsite documentation is to be reviewed.

E3.5 Actions following SCR

E3.5.1 SCR of high standard or acceptable

The auditor/reviewer need not take any action on site when the SCR is either within the High Standard or Acceptable categories. It is recommended however, that the STMS be advised of these good audit/review results at the time of the audit/review.

E3.5.2 SCR of needs improvement

Where the SCR is Needs improvement, the STMS must be informed of the audit/review result immediately. The auditor/reviewer must discuss the TTM features that are non-complying with the STMS and make recommendations as to how the worksite safety can be improved.

The STMS must undertake remedial action as soon as possible and has a maximum of four hours to bring the SCR to an Acceptable standard or better.

E3.5.3 SCR of Unacceptable (Other)

Where the SCR is Unacceptable (Other) the STMS and/or organisation must be informed of the audit/review result immediately. The auditor/reviewer will advise the STMS/Contractor as to expected actions. This may include anything from the STMS implementing immediate remedial actions through to the ceasing of all activity/work and making the site safe until such time as the TTM is improved to Acceptable SCR or better.

A stop works order (SWO) may be issued in some circumstances such as where no approval exists for the activity/TMP.

E3.5.4 SCR of Unacceptable, Unacceptable (multiple issues) and Dangerous

Where the SCR is Unacceptable, Unacceptable (multiple issues) or Dangerous the STMS and/or organisation must be informed of the audit/review result immediately.

A rating of Dangerous is grounds for the issuing of a SWO. In some circumstances, a rating of Unacceptable, or Unacceptable (multiple issues) could also result in the issuing of a SWO such as where the STMS and/or organisation is unable to or unwilling to voluntarily implement the required corrective actions.

Where a SWO has been issued, the activity/work may not recommence at the worksite until the auditor/reviewer (or appropriately RCA authorised person) is satisfied that the site TTM is appropriately managed and releases the SWO. During the period the SWO is in effect, the contractor may only undertake actions that maintain or improve the safety of the site.

Where no SWO has been issued, all work activity must cease immediately and the TTM be improved to an Acceptable SCR or better as determined by the STMS in consultation with the auditor/reviewer. If the TTM cannot be improved to the required rating, the worksite must be cleared and the road left in a safe condition.

A notice of non-conformance may be issued against the STMS and/or any other responsible party for worksites with an SCR of Unacceptable (Other), Unacceptable, Unacceptable (multiple issues) or Dangerous.

Where there are widespread and/or consistent issues with the TTM provided by an organisation an Organisational NNC may be applied (see E3.6.2 About Org NNC).

It may be necessary to supplement the SCR form with an attached memo or coversheet on which the auditor/reviewer may add additional comments regarding the audit/review.

Where an auditor/reviewer issues a notice of non-conformance a copy of the NNC and of the SCR form must be forwarded to the senior traffic and safety engineer (CoPTTM) for consideration and be recorded in the NZTA's database.

E3.5.5 Non-compliance with TMP principles

Where non-compliance with TMP principles is recorded and forwarded to the contractor (and principal if required) in accordance with appendix C, subsection E3.2 TTM safety audit/review 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.

E3.5.6 Appropriate action for non-complying TTM

E3.5.6.1 If the TTM is being completed under contract

Appropriate action for identified non-complying and/or unsafe TTM may include the following:

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

E3.5.6.2 If the activity is not being completed under contract to the RCA

Safety standards must still be met. The authorisations for activities on roads must require the appropriate standard for traffic management to be met.

Actions for identified non-compliance may include the following:

- issue an advisory note requiring a corrective action plan
- 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.

E3.6 Notice of non-conformance

E3.6.1 Who can be issued a notice of non-conformance (NNC)

A rating of Unacceptable (Other), Unacceptable, Unacceptable (multiple issues) or Dangerous is grounds for the issue of a notice of non-conformance.

A NNC can be issued to:
- The STMS and/or delegate in charge of the worksite
- The designer of the TMP

Continued non-conformance from a company/organisation may result in the issue of an organisational NNC (Org NNC).

E3.6.2 About Org NNC

An Org NNC applies if there are widespread and/or consistent issues with the TTM provided by an organisation. The RCA may issue an Org NNC for a one-off incident or for multiple failures.

A 3 strikes approach is used with sanctions being applied if 3 strikes have been issued within 12 months of the issue of the first strike. Strikes 1 and 2 will lapse if no further strike is issued within 12 months of the issue of the first strike.

Any warnings and sanctions may be applied:
- at the branch level of a company
- within an RCA boundary.

Where subcontractors receive an Org NNC a 'please explain' letter will be sent to the principal contractor asking how they propose to overcome the failure(s).

Appeals may be submitted to the Senior Traffic and Safety Engineer (CoPTTM), NZ Transport Agency National Office, Private Bag 6995, Wellington 6141.

E3.6.3 Org NNC 3 strikes process

Strike 1 Org NNC Warning	• The RCA notifies the company/organisation that it will be applying a **Strike 1 Org NNC**. Notification is also sent to NZTA. • On receipt of **Strike 1 Org NNC**, NZTA registers the event and sends a warning letter to the company/organisation/subcontractor to warn of the consequences of continued non-compliant activity • The company/organisation submits a plan to the RCA detailing actions to prevent reoccurrence of the non-compliant activity
Strike 2 Org NNC Final warning	• A similar process is followed for the issue of a **Strike 2 Org NNC**. • On receipt of a **Strike 2 Org NNC** within 12 months of the issue of the first strike, NZTA sends a final warning letter to the company/organisation/subcontractor also outlining the consequences of continued non-compliant activity • The company/organisation submits a plan detailing actions to prevent reoccurrence of the non-compliant activity

Strike 3 Org NNC Apply sanctions	• On receipt of **Strike 3 Org NNC** within 12 months of the issue of the first strike, NZTA sends a letter detailing the sanctions to be applied and the time period for these sanctions to the branch manager and CEO of the company/organisation/subcontractor. A copy of the letter is also sent to the relevant RCA **Specific NZTA sanctions** • This non-conformance will affect an organisation's NZTA Pre-Qualification status • The information will be forwarded to the appropriate standards organisation and may affect the company/organisation's ISO9000 or TQS1 quality rating. **Other sanctions which may be applied by RCAs include but are not limited to the following** • Denied access to the road network for a period of time • The company/organisation may not be allowed to provide their own TTM for their and their clients worksites and will be required to employ an RCA approved TTM provider for their and their client's worksites on the network for a period of time • Undergo retraining for CoPTTM warrants

E3.7 Example of site condition rating (SCR) form – full audit/review

TTM SITE CONDITION RATING FORM

SITE DETAILS			
RCA			
Suburb			
Road name			
CAR/WAP number		Road ID	
Date/Time		TTM level	

OPERATIONAL DETAILS	
Activity description	
TTM method	
TTM Contractor	
Contractor- working space	
Client / Principal	

SIGNS			Weighting	Tally	Total
A1	Missing	Sign	5		
A2	Position	Sign	2		
A3	Not visible/fallen over	Sign	5		
A4	Wrong sign	Sign	5		
A5	Condition unacceptable	Sign	4		
A6	Permanent sign	Sign	5		
A7	Unapproved sign used / too small	Sign	4		
A8	Non-compliant support / sign too low	Support	2		
				Subtotal	

MOBILE & SEMI STATIC			Weighting	Tally	Total
B1	Tail pilot vehicle/AWVMS omitted or incorrect location	Vehicle	30		
B2	Lead pilot vehicle omitted or incorrect location	Vehicle	20		
B3	Shadow vehicle omitted or incorrect location	Vehicle	26		
B4	TMA missing or non compliant	TMA	26		
B5	AWVMS/arrowboard non compliant	Vehicle	26		
				Subtotal	

PEDESTRIANS / CYCLISTS			Weighting	Tally	Total
C1	Inadequate provision for pedestrians	Feature	10		
C2	Inadequate provision for cyclists	Feature	10		
				Subtotal	

DELINEATION			Weighting	Tally	Total
D1	Missing or ineffective taper	Leading taper	26		
D2	Tapers too short	Leading taper	15		
D3	Taper too short or missing	Trailing taper	5		
D4	Spacing in taper	Taper	5		
D5	Spacing along lanes	Per 100m	3		
D6	Missing or ineffective delineation along lanes	Per section	10		
D7	Condition unacceptable	Device	2		
D8	Using non-approved device	Device	4		
D9	Road marking incorrect at long term level 2 or 3 roads	Site	30		
D10	Inadequate/missing site access	Access	10		
				Subtotal	

MISCELLANEOUS			Weighting	Tally	Total
E1	Working in live lanes	Individual	20		
E2	Missing or ineffective controller	Individual	20		
E3	Safety zone compromised	Individual	10		
E4	High visibility garment not acceptable	Individual	5		
E5	Marginal surface condition (carriageway only)	Occasion	15		
E6	Unacceptable surface condition (peds, cyclists or carriageway)	Occasion	30		
E7	Barrier defects (missing or incorrect components)	Component	10		
E8	Unsafe or redundant TTM	Equipment	5		
E9	VMS message incorrect or inappropriate	VMS	15		
E10	Flashing beacons / indicator lights not used or ineffective	Vehicle	3		
E11	Parking / stopping features not relocated	Feature	5		
E12	Unsafe and illegal parking of plant/equip.	Feature	20		
E13	Marginal items (signs, delineators, Hi vis garments)	Feature	1		
				Subtotal	

OTHER WORKSITE ASPECTS		
G1	Qualified person on site *[refer to A5 of CoPTTM]*	Yes / Unacceptable
G2	TSL appropriate *[refer to C4 of CoPTTM]*	Yes / Unacceptable
G3	Road user flow acceptable	Yes / Unacceptable
G4	On-site record *[form must include STMS authority, 2 hourly checks and TSL details]*	Yes / Unacceptable
G5	TMP approved?	Yes / Unacceptable
G6	Approved TMP sighted?	Yes / Unacceptable
G7	Approved TMP applicable?	Yes / Unacceptable
G8	TTM in accordance with approved TMP?	Yes / Unacceptable

FINAL RESULT				
Score	✓ Rating		✓ Rating	
		High standard (0-10)		**Unacceptable** (51+ **only**)
		Acceptable (11-25)		**Unacceptable – Multiple** (both 51+ and Other Aspects)
		Needs Improvement (26-50)		**DANGEROUS** (LOW RISK? rated NO)
		Unacceptable - **Other** (Other Aspects **only**)		
Actions planned by STMS			**Site activity ceased by**	
Site fixed?	Yes / No			

KEY POINTS									
	Complaint callout?	**Site activity status**	Attended/Unattended	**Notification to RCA** *[does not affect score]*	Yes/No	**TMP design issues?**	**LOW RISK?**	**Yes / No**
	Yes / No	**Audit/review**	Planned/Unplanned	**Good site induction?** *[does not affect score]*	Yes/No	Yes / No		

ACTIONS TO BE TAKEN

AUDITED / REVIEWED BY			
Signature			
Auditor/Reviewer name			
Qualifications		NZTA ID No.	
Auditor mobile number			

STMS DETAILS			
Received by / signed		SCR left onsite?	Yes / No
STMS name			
Qualifications		NZTA ID No.	
STMS mobile number			

In submitting this form, the auditor/reviewer specified above agrees that they have explained the significant issues and proposed remedies to the relevant parties specified above and have provided these parties a physical copy of the audit (does not apply for unattended sites)

E3.8 Full audit/review 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 which is concealed by a tree and is in the wrong position is to be assigned as 'Not visible/fallen over' as this item has a rating higher than the 'Position' item.

E3.8.1 Signs

A1	**Missing**	Any signs that should have been erected that are missing. A sign and supplementary plate combination is to be counted as one sign eg T1A plus T144. If either the sign or a supplementary plate is missing from a combination when required, then, it is counted as one sign missing.
A2	**Position**	Any signs where the spacing is too close or too far from other signs or the working space. Refer to CoPTTM worksite layout distance tables. Also includes signs that are too close or too wide apart across the road (eg gated speed signs that are placed on the back berm); signs that are offset by more than the approved allowance (eg TSL signs offset by more than 20m); signs blocking bus stops, cycle lanes or footpaths. Minor amendments should be noted on the TMP. Movement of TSL signs should be notified to RCA to maintain legality.
A3	**Not visible / fallen over**	Any TTM sign that should be erected at the worksite, which is not visible (eg knocked down or visibility blocked by a parked vehicle, vegetation or street furniture). If obstruction is noted in on-site record and best endeavours have been made, do not include in tally.
A4	**Wrong sign**	The wrong sign has been used, eg TL2L or TL2R sign showing the wrong lane being closed. Inappropriate signage. Incorrect TSL signage (eg TSL reinstatement incorrect for permanent speed limit). Wrong use of the sign from its intended purpose including detour arrows, NO ENTRY instead of ROAD CLOSED, or use of a sign with similar message but not the correct sign as per CoPTTM definition of use. Non-standard signs should be approved as part of TMP.
A5	**Condition unacceptable**	Refer to CoPTTM Section C19 Maintenance Standards. Includes signs unreadable at sign visibility distance and graffiti affecting the message of the sign. Marginal signs not included in the tally but must be advised to STMS.
A6	**Permanent sign**	Permanent signs that have not been covered and are no longer relevant to road users because of the activity. Includes curve advisory if advisory speed higher than TSL (chevron must be left visible), permanent speed limits, permanent lane advisory signs, passing lane advisory signs and permanent signs removed from site to facilitate works but still required. Consider suitability of sign coverage (eg must not affect the reflectivity of the sign when cover is removed). Includes permanent signs blocked by temporary signs. Parking features when relocated but signs not covered recorded under E11.

A7	**Unapproved sign 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. Also includes using signs not approved in TMP (excludes applicable CoPTTM sign where appropriate) and use of a small sign when full sign could be implemented when not approved on TMP or use of small sign in combination with full sized sign (eg small main sign with full size supplementary plate). RD6 sign - CoPTTM does not include use of cone mounted single arrow, twin disc preferred, not counted in SCR but advise TTM provider to phase out use. If smaller sign is required due to environmental factor this should be approved in the TMP.
A8	**Non-compliant support / sign too low**	Using supports that fail to meet the requirements of subsection B1.3.4 Sign stands and supports. Also includes signs mounted lower than the accepted minimum as described in the CoPTTM, stop/go paddles not in direct physical control by the MTC, attaching a sign to a regulatory sign pole or street furniture where it will cause obstruction or damage to the asset. Also includes signs not being appropriately delineated.

E3.8.2 Mobile & semi static

B1	**Tail pilot vehicle / AWVMS omitted or incorrect location**	Missing when required or location (lateral or longitudinal) is incorrect. **Note:** If arrow is incorrect record under E9.
B2	**Lead pilot vehicle omitted or incorrect location**	Missing when required or location (lateral or longitudinal) is incorrect.
B3	**Shadow vehicle omitted or incorrect location**	Missing when required or location (lateral or longitudinal) is incorrect. **Note:** If arrow is incorrect record under E9. When shadow vehicle is missing and requires a TMA record in both B3 and B4.
B4	**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 NCHRP 350 and section B11 Truck mounted attenuators including the tare weight requirements for the vehicle. Crash cushion not deployed when required. Also includes TMA in centre lane with no additional TMAs to close adjacent lanes.
B5	**AWVMS / arrowboard non compliant**	AWVMS, European arrow board or horizontal arrow board not displaying the correct message (eg the right lane is closed but the arrow is directing traffic to the right). Also includes arrow board not fitted or is not used on mobile operation vehicles when it is required.

E3.8.3 Pedestrians/ cyclists	C1	**Inadequate provision for pedestrians**	Footpath obstructed by activity and neither temporary path nor direction to alternative pedestrian facilities provided. Features (recorded individually) include footpath width, ramps, gradient (including cross fall), visibility, location, any obstructions from exiting environment (low hanging tree branches, street furniture blocking path etc.). Ramp surface must be non-slip, must not move around and must be of sufficient width. Surface of footpath to be recorded under E6. Signs and delineation for pedestrian management covered under the other relevant sections in A and B.
	C2	**Inadequate provision for cyclists**	Work in a cycle lane or a high cycle use area and temporary facilities for cyclists have not been provided. Features (recorded individually) include cycle lane width, ramps, gradient (including cross fall), visibility, location, any obstructions from existing environment (low hanging tree branches, street furniture blocking etc.). Surface of cycle lane to be recorded under E6. Signs and delineation for cyclist management covered under the other relevant sections in A and B.
E3.8.4 Delineation	D1	**Missing or ineffective taper – leading taper (including chicane)**	Where leading taper delineation is missing which is required for traffic to shift from normal alignment. If due to environmental factors a short taper is required (but not allowed by the layout distances tables) then it must be included in the approved TMP with appropriate EED and mitigation measures. If 75% of the taper is installed it would be marked as too short rather than ineffective. Any less than 75% installed is ineffective. Also includes if there are too few cones installed to form the taper.
	D2	**Tapers too short – leading taper**	Taper has been formed but is too short. CoPTTM requires that two thirds of a taper must be visible. Refer to spacing tables for length requirements.
	D3	**Taper too short or missing – trailing taper**	Taper has been formed but is too short. CoPTTM requires that two thirds of a taper must be visible. Refer to spacing tables for length requirements.
	D4	**Spacing in taper**	Taper has been formed but spacing of delineation devices is too great (eg 1 to 1.5 x the spacing required in CoPTTM). If more than 1.5 x record under ineffective. Refer to spacing table for requirements.
	D5	**Spacing along lanes**	Delineation placed in rows, which are generally parallel to the centreline, but spacing of delineation devices is too great (eg 1 to 1.5 x spacing required in the CoPTTM). If stop/go centreline delineation is missing record in D6. Refer to spacing tables for requirements. Refer to D6 for ineffective where spacing is greater than 1.5 x spacing required.
	D6	**Missing or ineffective delineation along lanes**	Where delineation is missing or where the delineation is ineffective at separating lanes or ensuring the road user continues on the desired travel path, misleads traffic or provides conflicting message (eg traffic is required to travel on right but left side appears open and delineation does not effectively keep traffic in the correct lane). Refer to spacing tables for requirements. Refer to D5 for spacing in lanes. **Note:** Requirements for chip seal and paving operations allows double cone spacing.

D7	**Condition unacceptable**	Refer to section C19 Maintenance Standards, specifically C19.3.4. Includes punctures, large areas of staining, and significant area of missing or stained reflective material. **Note**: Non-compliant logos may be considered unacceptable if visible to vehicles. Auditor/reviewer to note marginal devices and advise STMS but not include in the SCR result.
D8	**Using non-approved device**	Delineation or channelling devices that fail to meet the criteria specified in the CoPTTM. Includes marker posts, drums and barriers or other devices used in the place of compliant delineators.
D9	**Road marking incorrect at long term level 2 or 3 roads**	Road marking not correctly adjusted at long term level 2 and 3 TTM static worksites where alterations are required as part of the approved TMP and other delineation is not implemented. **Note:** Consider if TTM is applicable for the construction methodology in which case record in "other checks". Where it is not identified in the TMP, a worksite will be considered as long term where the closure is in a continuous configuration for more than 72 hours.
D10	**Inadequate / missing site access**	Inadequate site access where required as defined in the CoPTTM. No site access visible for level 2 and 3 sites (exception is re-surfacing operations where site access is frequently moved). Site access in poor location. Vehicles accessing site in unapproved manner including against the flow of traffic or impeding traffic flow in unacceptable manner. Signs missing recorded under missing signs. Delineation of site access recorded under D5. Location and spacing of access gap recorded in D10.

E3.8.5 Miscellaneous

E1	**Working in live lanes**	Personnel associated with the activity are in the live lane outside the established working space and established safety zones. **Note:** If personnel cross the road without any equipment this is not classified as working in live lane but if carrying or moving equipment/materials from one side of the carriageway to the other, then this is classified as working as their full focus is not on task of crossing road. If there is no traffic flowing, then it is permissible for personnel to cross the road (not allowed on a level 3 road). **Note:** Consider proximity to pedestrian crossing if available but not used. Traffic must not be expected to slow down or stop for personnel to cross the road. If under stop/go operation and MTCs change flow to stop/stop for all traffic approaches then lanes are not to be considered as live. If MTC needs to speak to motorist this should be done via the vehicle passenger side.
E2	**Missing or ineffective controller**	Manual traffic controller not at stop/go position, footpath controllers not available to manage pedestrian movements where identified as required in the TMP, or spotter not being used when required for inspection activities. Also includes where the MTC is on the right hand side of approaching traffic rather than the left hand side to stop traffic. **Note:** It is acceptable for a cone to be placed in front of the first vehicle provided the MTC remains on the left hand side of the road until the vehicle has come to a complete stop prior to positioning the cone. The cone must only be retrieved whilst the stop paddle remains in place. The MTC must be able to easily reach the paddle if required (eg to prevent the paddle from turning in the wind). If SCR result is High Standard or Acceptable consideration to be given to "road user flow acceptable" in Other Checks.

E3	**Safety zone compromised**	Where either the lateral or longitudinal safety zone is insufficient (eg too small or missing). Tally each zone compromised for each occasion whether for plant, materials or personnel. **Note:** This is not applicable if under a stop/go operation and all traffic flows are on stop.
E4	**High visibility garment not acceptable**	Refer to section C19 Maintenance Standards, specifically B3, C19.3.6, C19.3.7, C19.4.2 and C19.4.3. Includes garments not done up, torn garments, large areas of staining, and significant area of missing or stained reflective material. Also includes STMS not wearing STMS garment (exception A5.8.7).
E5	**Marginal surface condition (carriageway only)**	Surface is rough and likely to be dangerous for any type of road user for the temporary or permanent speed limit at the worksite. Marginal to be applied if advised speed on site is 1 step higher than the speed determined by using the TSL decision matrix. **Note:** If a TSL is not implemented when required due to surface condition, record in this section but if a TSL is implemented when it is not required record in G2. For example, record in E5 as marginal surface condition a 100km/h rural road with chip seal surface not swept with no TSL. Record in G2 a 100km/h rural road with swept chip seal and line marked with 50km/h TSL in place. Also includes steel plates used to protect excavation but not appropriately secured in place.
E6	**Unacceptable surface condition (peds, cyclists or carriageway)**	Surface is unacceptably rough and likely to be dangerous for any type of road user for the temporary or permanent speed limit at the worksite. Unacceptable if advised speed on site is 2 steps higher than the speed determined by using the TSL decision matrix. For pedestrians and cyclists this includes trip hazards, wet concrete, obstructions, or soft/impaired surfaces (including weather affected).
E7	**Barrier defects (missing or Incorrect components)**	Includes missing or incorrect end treatments on barriers, non-compliant barriers, end flares too sharp, barrier too close to live lane, barriers not linked, barriers not pinned where required and barrier not used when required. **Note:** Multiple defects for this item must be counted individually. Also includes device that is being used as a barrier but does not meet the CoPTTM requirements and barriers deployed not in accordance with manufacturer's specifications (eg water filled barriers not filled with water). Component are defined as leading terminal, trailing terminal (if required), flare if not terminal end, barrier alongside work site, linkage of barriers, installation in accordance with manufacturers specifications, damage to individual units (eg Leaking water filled barrier, cracked concrete barrier sufficient to compromise integrity of barrier etc.). Consideration should also be given to the surface the barriers are installed on if the surface would prevent the barrier performing as expected (eg on or in front of a kerb). Delineation of barriers to be recorded under delineation. If barriers not needed but deployed incorrectly record as redundant TTM.

E8	**Unsafe or redundant TTM**	Redundant TTM to be removed from site if not to be used within 48 hours (eg site reviewed on Friday with signs not required for unattended site stored on site, but further works taking place Sunday night, therefore time between active sites extends past the 48 hours permitted so signs should be removed). TTM equipment stored inappropriately on site when not required for an active closure. Also includes when TTM equipment is stored in front berm, frame and base left upright with sign panel on ground, or frame and base left upright with signs turned to have back panel facing traffic or the sign turned 90° to the travelled path. Includes signs/stands/bases in cycle lanes or footpaths, cones stacked to side not required for unattended sites, TTM equipment left in manner which causes hazard to road user (eg equipment not delineated). Hierarchy for storing TTM equipment: remove from site, then back berm, finally front berm if permanent speed limit is under 65km/h and there is a kerb and channel. Footpaths must not be impacted by the storage of equipment regardless of the width of the footpath available. Storage is only permitted in suburban or commercial areas but not near schools or shopping areas. To be recorded for each sign/stand/base that is unsafe or redundant and once for every 10 delineation devices. Also includes barriers when deployed but not needed.
E9	**VMS message incorrect or inappropriate**	VMS displaying incorrect messages in relation to activities or VMS board message not approved by RCA.
E10	**Flashing beacons / indicator lights not used or ineffective**	Amber flashing beacons are not in operation or have been omitted from vehicles where required or do not comply with the CoPTTM requirements. Record in E10 if vehicle indicator lights used in hazard mode to access/exit site. **Note:** Vehicle indicators should only be used to give direction to road users of a pending site access movement.
E11	**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 bus/transit lane, clearway (during enforceable timeframes), taxi stands, bus stops, bus parking locations, loading zones, mobility spaces and/or drop off areas. This SCR element is different to E12 where the feature is being used to park in but not as part of work site. E11 refers to feature being within work site but not appropriately relocated.

E12	**Unsafe and illegal parking of plant / equipment**	Plant and equipment is unsafely parked or illegally parked. Includes plant and equipment parked outside of designated work area on footpaths, cycle lanes, broken yellow lines, clearways, bus/transit lanes, bus stops, bus parking spaces, loading zones, taxi stands, mobility spaces, or restricted parking spaces. Also includes plant and equipment on site when unattended and not appropriately protected from public (for example milling machine with no shoulder closure protection). Consideration to be given to the manner in which plant or equipment is parked eg if forcing road user across a centreline. Vehicles must be parked in the direction of traffic flow. Shoulder closures to protect parked plant/equipment must be approved as part of the TMP. Parked plant and equipment must be visible to drivers of vehicles, cyclists and pedestrians so they can see the hazard. **Note:** While a vehicle may be legal under the Land Transport Rule to be on the road it may be classified differently under the Health and Safety at Work Act.
E13	**Marginal items (signs, delineators, Hi vis garments)**	Refer to section C19.3 Evaluation for classification of TTM devices. **Note:** Non-compliant logos may be considered unacceptable if visible to approaching road users. A sign is marginal if there are many surface abrasions throughout the sign face and many are within the individual letters or symbol of the message; the surface is marked by material (such as asphalt, bitumen, cement slurry or dirt) not obscuring the lettering or symbol; some colour fading is evident, the background colour and reflectivity are still apparent; the message is legible and matches the approved design as per section B1 Signs. A delineator is marginal if the surface is marked by material (such as asphalt, bitumen, cement slurry or dirt) and cannot be readily cleaned; the reflective bands have numerous tears and scratches; the reflective bands are largely free of residue. A high-visibility garment is marginal if the garment has numerous tears and scratches; the garment has some marks (from materials such as asphalt splattering, bitumen, dirt or cement slurry) and may not be readily cleaned due to abrasion or discoloration. However, it is free of large areas of residue or missing reflective material.

E3.8.6 Other worksite aspects

G1	**Qualified person on site [refer to A5 of CoPTTM]**	The worksite must be under the control of an STMS or briefed TC for level Low Volume and level 1 sites and an STMS L2/3 Practising or a briefed STMS NP (where allowed) for level 2 and 3 sites. If control of the worksite has been delegated by the STMS, there must be correct documentation of the delegation and or handover including time and briefing. Briefing must include reference to site specific details such as delivery movements or any minor amendments made to the TMP. Delegated STMS-NP/TC must be satisfied with the site condition they are taking responsibility for prior to accepting delegation. STMS delegating the site must ensure that the person they are delegating to is suitably qualified. Auditor/reviewer should allow some flexibility if the physical handover of the site has not been possible, eg if the STMS in control of the site has gone home sick. Auditor/reviewer should allow time for the STMS to be away for auditing purpose (to gain access to the start of the site and while conducting site checks).
G2	**TSL appropriate [refer to C4 of CoPTTM]**	The TSL must be appropriate in accordance with the CoPTTM TSL decision matrix. The speed limit, including de-restriction, is not appropriate for the physical works or correct for permanent speed limit derestriction. If the TSL is too low (refer to subsection G4.4.6 Excessive or inappropriate use of TSLs), a notice of non-conformance is issued. Consideration should also be given if the speed limit is too high (eg if a 70km/h TSL has been installed however the CoPTTM TSL decision matrix determines a 50km/h is appropriate). Also refer to notes under E5.
G3	**Road user flow acceptable**	Road users are flowing appropriately through the site; any queues do not extend past first advance warning sign and there are no unreasonable delays or delays in excess of five minutes or durations as approved in the TMP. Unacceptable flows include any instances of vehicular conflict eg two directions of traffic sent on "go" during a stop/go operation or where minimum lane widths are not maintained. G3 can be used to record where access for residents or businesses are not maintained or alternative solutions have not been agreed with the relevant parties, including the RCA. **Note:** 5 minute delay is to be in addition to the normal traffic flow on the road for that time period.
G4	**On-site record [form must include STMS authority, 2 hourly checks and TSL details]**	On-site record available on site which includes information required under the CoPTTM example form. **Note:** This does not need to be the CoPTTM form. Required checks have been conducted in accordance with approved TMP and CoPTTM and are appropriate to the time of the audit/review (eg not completed ahead of the time of the audit/review). Site checks should be robust and provide a high level of confidence in the effective management of the site. Any TSL implementation must be recorded correctly including the installation start time and all individual street names with defined TSL and derestriction sign locations recording where the TSL signs are positioned on that street (eg driveway for a street number or fixed identifying location). If a TSL is not required the STMS should record N/A for the TSL section of the documentation.

G5	TMP approved?	TTM documentation must be at all attended worksites and include TMP proforma, diagrams and other attachments eg the WAP including RCA conditions. Documents must be stamped with the CAR approval stamp and the CAR reference applicable to the TMP must match for all documents. Where applicable documentation must be available for time extensions. Verifiable information is acceptable (eg if approval is via a phone call and there is a record of the date, time and who was involved in the conversation thus allowing confirmation of the approval to take place where required).
G6	Approved TMP sighted?	TTM documentation must be at all attended worksites and include the TMP proforma, diagrams and other associated documents eg the WAP including RCA conditions. A copy of the TMP must be available on site (within 30 minutes of request from auditor/reviewer). Hard copies or electronic copies are acceptable however if using electronic format consideration should be given to a charging device and a mechanism for being able to record information including induction information, on-site record and TSL requirements etc.
G7	Approved TMP applicable?	The approved TMP accurately reflects the road environment including lane configurations, pedestrian features (including signalised crossings, zebra crossings and refuge islands), bus stops, parking features and other site specific features. If not, minor amendments are accurately recorded and notified to the RCA with evidence available of this notification (eg email or phone call with record of who was spoken to, time of conversation and agreed mitigation). Amendments of a significant nature may require submission of a revised TMP for approval. If the TMP is not applicable this is followed up off site with the TMP designer and/or CAR Manager who approved the TMP.
G8	TTM in accordance with approved TMP?	The TTM measures implemented on site match the approved TMP. Minor amendments, as long as they are noted on TMP, with the date, time and signature are acceptable if for reasons of improving road user safety or traffic flow. Minor amendments must not be for benefit of cost or ease of construction. Any significant changes must have been agreed with the RCA and correctly documented and approved (refer G7). **Note:** Example of an unacceptable amendment being a shoulder closure upgraded to contraflow with no documented evidence of approval. Significant changes must be agreed following consultation with the RCA/TMC/CAR Manager prior to implementation.

E3.9 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**

E3.10 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	• STMS/TC is at attended site	• TC at attended site but STMS arrives after allowed time limit	• No STMS/TC at attended site, or • No STMS responsible for the site
2. TMP (only for attended sites)	• TMP on site, and • Appropriate to the situation	• TMP on site, and • Appropriate to the situation, but • There are some safety issues	• TMP not on site, or • TMP not appropriate to situation
3. High-visibility garment	• Worn by all • Done up • Condition acceptable	• Worn by all, and • All high-visibility garments done, and • Condition of high-visibility garments marginal	• Not everyone wearing high-visibility garments, or • Some high-visibility garments not done up, or • High-visibility garments have unacceptable condition
4. Signs	• All necessary signs present • Correct order and distances • Conflicting signs covered	• 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	• 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	• Protects working space/other features • Taper lengths compliant • Spacings of cones close enough • Sufficient positive traffic control	• 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	• Does not protect working space/other features, or • Does not provide sufficient positive traffic control
6. Pedestrian needs	• Footpath widths OK • Surfaces and ramps in place • Appropriate protection provided	• Safe passage for pedestrians but footpath width could be greater, ramps and surfaces could be better, entry point could be more obvious	• 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	• Cycle widths OK • Surfaces OK • Safe passage provided	• Safe passage provided for cyclists, but • Widths need to be greater, or • Surfaces need to be better, or • Signage more appropriate	• 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	• Sufficient lane widths OK • Speed limit appropriate • No significant delays • Surfaces OK	• 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	• Lane widths causing hazard by failing to positively control traffic, or • Speed limit not appropriate to site, or • Surfaces unacceptably rough
9. Property access	• Occupants well catered for and informed	• Some minor access difficulties	• 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 *(delete those that do not apply)*:

- 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 *(delete those that do not apply)* 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)			
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. Please note that TMC approval is still required for: 1. 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 2. 3. The delegation of this power must only continue in effect while you remain in the employment of the above Company or until: 1. Your STMS qualification expires, or is withdrawn as a result of non-conformance, or 2. The RCA specifically revokes this delegation, or 3. years from the date of this delegation (to a maximum of 5 years), or 4. (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)***			
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.			
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:

TMC approval of this traffic management plan is needed for the following reason(s): *(mark appropriate options with an X)*

- Approval has been requested by the RCA as part of planning process
- A STMS person with delegated authority is not available within the organisation to approve the plan
- There is no TMD in the level LV and level 1 handbook to represent the worksite
- 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)
- A footpath will be closed and users will have to cross a live lane
- A cycle lane will be closed
- A pedestrian crossing or traffic signal installation is affected
- Restricted parking, bus stop, loading zones and/or taxi stands will be affected
- Portable traffic signals are to be used

  State model details (maker and model description/number):
- A lane closure is required at an intersection
- Signs need to be placed on a flush median
- Traffic moving in one direction is split around a closure
- Mobile operations are on roads with posted speed limit exceeding 50km/h (except for grading operations)
- The activity is an event
- Other:

Comments

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.

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.

STMS/Applicant signature

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/road user 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*

NZ TRANSPORT AGENCY WAKA KOTAHI

Safer Journeys

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 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	REVERSING 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

E11.1 Appendix K: Guidelines for completion of Report on incident at roadworks site

Reporting company reference: *Reference Number which associates this report to an internal Job number/Contract number/Incident number*	***CoPTTM.Incident reference:*** *NZTA OFFICE USE ONLY*
Reference added by reporting company	*Reference added by the CoPTTM Incident database administrator*

REPORT ON INCIDENT/CRASH 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	*This is the date of the incident/crash NOT the date when this form is completed*	**Time of incident**	*This is the time of the incident/crash NOT the date when this form is completed. If no-one on site to record the time, please state this was the case*
Reported by	*This is the name of the person who has access to all of the details of the incident/crash and is completing this form*	**Company**	*This is the name of the company who was directly involved with the incident/crash:* • *The owner of the worksite* • *The owner of vehicle/plant involved* • *The employer of the person or persons involved* *If sub-contractor to main contractor give both names and identify which was directly involved*
STMS name	*Give the full name of the STMS in charge of the TTM at the worksite at the time of the incident/crash*	**STMS No.**	*Give the CoPTTM ID number of the STMS in charge of the TTM at the worksite at the time of the incident/crash*
Contractor /TTM Company	*Give the name of the company/ contractor carrying out the work activity within the working space* *Give the name of the TTM contractor supplying the TTM at the time of the incident/crash*	**Contact number**	*Give the telephone contact number(s) for the company/contractor carrying out the work activity within the working space* *Give the telephone contact number(s) for the TTM contractor supplying the TTM at the time of the incident/crash*
Road location *(include direction and lane)*	*Wherever possible give GPS positioning of the worksite/incident/crash* *Give the name of the road on which the incident/crash happened and the name of any side road(s) affected by the incident/crash* *Give the suburb and region of where the road is located* *Identify the direction of travel and the lane(s) vehicle(s) were travelling in prior to the incident/crash*		
Description of work being undertaken	*Describe the work activity being carried out, and how the road environment was affected by the work activity and installed TTM at the time of the incident/crash* *Attach a copy of the TMP being used at the time of the incident/crash to this form when submitted* *Attach a copy of the On-Site Record being used at the time of the incident/crash to this form when submitted* *Attach a copy of the Hazard ID form being used by the working space contractor at the time of the incident/crash to this form when submitted* *Attach photographs of the worksite layout showing all TTM equipment installed at the time of the incident/crash to this form when submitted* *Attach a drawing of the worksite layout showing all TTM equipment installed at the time of the incident/crash and the position of the vehicle(s)/road users involved to this form when submitted* *If a video is available of the incident occurring or of the incident/crash site following the incident/crash then include when the form is submitted – NOTE the video is not to replace the required photographs*		

Incident type	**Near miss**	**Vehicle entered TTM**	**Vehicle entered working space**	**TMA hit**	**Other**

	Indicate either YES or NO – further detail to be given below in Description of events box	*Indicate either YES or NO – further detail to be given below in Description of events box*	*Indicate either YES or NO – further detail to be given below in Description of events box*	*Indicate either YES or NO – further detail to be given below in Description of events box*	*Indicate either YES or NO – further detail to be given below in Description of events box*
Operation type	**Static**	**Mobile**	**Semi-static**	**Shoulder**	**Unattended**
	Confirm if the operation at the time of the incident/crash was Static TTM	*Confirm if the operation at the time of the incident/crash was Mobile TTM*	*Confirm if the operation at the time of incident/crash was Semi- Static TTM*	*Confirm if the operation at the time of the incident/crash was a TTM Shoulder closure*	*Indicate either YES or NO – further detail to be given below in Description of events box*

Phase of operation	**Install**	**Static, mobile, semi-static**	**Removal**
	Indicate either YES or NO – further detail to be given below in Description of events box	*Indicate either YES or NO – further detail to be given below in Description of events box*	*Indicate either YES or NO – further detail to be given below in Description of events box*
Damage to	**Vehicles**	**Plant**	**TTM equipment**
	Indicate either YES or NO – further detail to be given below in Description of events box	*Indicate either YES or NO – further detail to be given below in Description of events box*	*Indicate either YES or NO – further detail to be given below in Description of events box*

Injuries	**Number of people in each injury category**	*Enter the number of people in each injury category*	**Minor**	**Notifiable**	**Fatal**
		Road workers	*Confirm the number of persons injured*	*Confirm the number of persons injured*	*Confirm the number of persons injured*
		Road users	*Confirm the number of persons injured*	*Confirm the number of persons injured*	*Confirm the number of persons injured*

Crash code	**From Appendix 1 attached**	**Road user**	**Vehicle/road user type**	**Reg. number**
	Use the associated coding sheet to confirm type of crash		*Give the type of road user i.e. car; truck; motorbike; bus; cycle; pedestrian*	*Give registration numbers of all vehicles involved*
If TMA hit, which TMA	*Give the position of the TMA in relation to any other TTM vehicles and any installed TTM signs or electronic signs being used at the time of the incident/crash*	**Which lane**	*Confirm which lane the TMA was operating in and where the work vehicle/work activity was being carried out* *Confirm the position of the Tail pilot vehicle, in relation to the TMA that was hit, at the time of the incident/crash*	
Police attended	*Please indicate either YES or NO – If YES then give the in charge Police officers' name/number and any contact details available – mobile number/email address*	**Further information**	*If there is to be more information added or is available through another source, then give the name and contact details – mobile number/email address - of the person to contact for that further information*	
Description of events	*Where you have indicated YES in any of the boxes above give further details to confirm and collaborate your decision* *Explain your understanding of what happened or what you witnessed of the incident/crash. If you have other company forms to assist you with recording the detail, then attach that form to this form as your explanation* *Record as much detail as possible of what happened. It is important to give as much information as you can as this will assist with the understanding of the incident/crash and will help with the development of safe operating procedures into the future* *The information supplied is used to look at how we can improve in the road safety and temporary traffic management area*			