

COPTTM NOTICE: MULTIPLE CHANGES

LEAD SAFETY ADVISOR, ROADS & ROADSIDES

1 JULY 2020

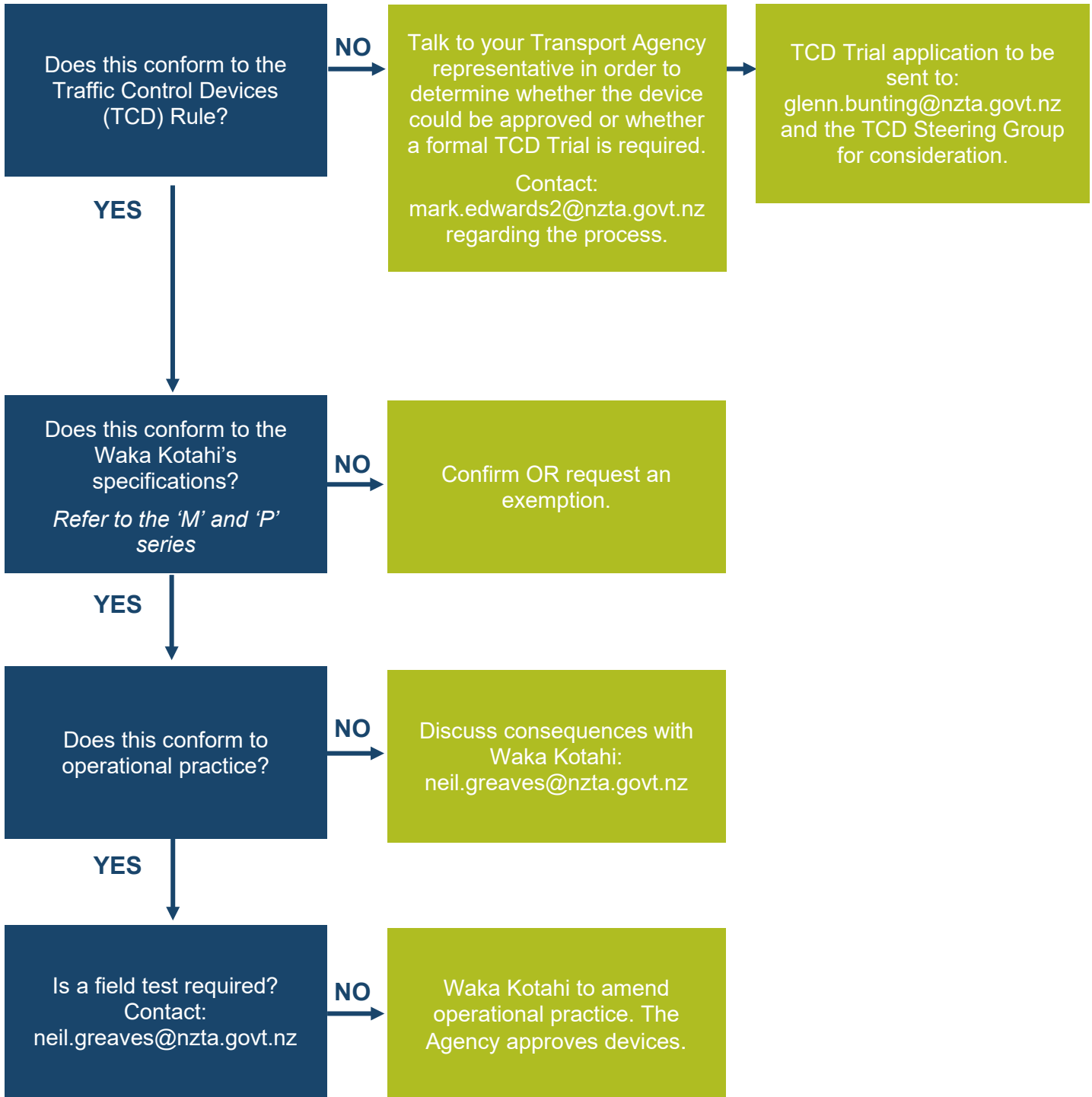
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Item	Comment
Circulation	All users of the Code of Practice for Temporary Traffic Management and the Waka Kotahi website. Please forward to other interested parties.
Objective	<p>To update the November 2018 version of the Fourth Edition of the CoPTTM for:</p> <ul style="list-style-type: none"> • introducing the procedure for requesting approval for a new traffic control device • changes to the full TMP: <ul style="list-style-type: none"> ○ additional fields added to the full TMP for temporary safety barrier systems ○ change to the title of the TMP approval section of the full TMP form ○ changes to the STMS details in the TMP • additional field (Barrier deflection area is clear?) added to the worksite monitoring section of the On-site record • addition of an On-site record for mobile operations • amendments to A7.9 Engineering exception decisions.
Effective date	1 July 2020
Implications	<p>Clearer guidance for those seeking approval of new traffic control devices.</p> <p>A list of STMSs to be supplied as part of the TMP is now optional. The On-site record must be used to confirm the in charge STMS for all worksites.</p> <p>If a temporary safety barrier system is to be used, a statement from the temporary safety barrier installation designer must be attached to the TMP.</p> <p>TMP approvers must confirm that where a temporary road safety barrier design statement has been included in the TMP, it has been independently reviewed as being fit for purpose.</p> <p>Ability for the STMS to record checks to ensure that any barrier deflection areas remain clear.</p> <p>Improved On-site records for mobile operations.</p>
Reminder for all holders	It is important to keep holders of our documents up to date. Holders can update by copying the relevant sections from the Waka Kotahi website: www.nzta.govt.nz/copttm
Additional copies	These may be downloaded from Waka Kotahi's website, free of charge or purchased direct from our distributor either via the website, or directly to NZ Print, PO Box 2491, Wellington, 6140.

Procedure for requesting approval for a new traffic control device

This procedure is designed to clarify the process for requesting approval to use new TTM equipment as traffic control devices on the NZ roading network. It has been added to section I-19: Register of TTM equipment.

Example: New temporary traffic light system



[Link to Section I-19: Register of TTM equipment](#)

Changes to the full TMP

Temporary safety barrier systems

An additional field has been added to **Site safety measures** section of the full TMP dealing with **Temporary safety barrier systems**.

Site safety measures				
Temporary safety barrier system	Will a temporary safety barrier system be used at this worksite?	Yes No	If yes, has the temporary safety barrier system been designed by an installation designer and independently reviewed as being fit for purpose?	Yes No
	Statement from temporary safety barrier installation designer attached		Attached Not attached	

If a temporary safety barrier system is to be used at the worksite, this section requires the person preparing the TMP to confirm that the temporary safety barrier system has been designed by an installation designer and independently reviewed as being fit for purpose. The person is also required to attach the Temporary Safety Barrier Statement from the barrier installation designer. This form is available in the forms section of the CoPTTM pages of the Waka Kotahi website.

The Temporary Safety Barrier Statement has been widely utilised within the industry in several different formats. In order to ensure a consistent approach for all Traffic Management Plans (TMP) which include a temporary safety barrier design, the use of **this Waka Kotahi form will now be a mandatory requirement** to allow designers to state any assumptions, summarise any issues that have arisen as part of the design, understand the hazards and the outline the mitigations required to correct these.

An additional field has also been added to the signoff section of the full TMP.

Engineer/TMC to complete following section when approval or acceptance required		
Temporary safety barrier system	The attached temporary road safety barrier design has been independently reviewed as being fit for purpose	Yes No Not required

This section requires the person approving the TMP to confirm that the temporary road safety barrier design has been attached and has been independently reviewed as being fit for purpose.

[Link to Full TMP](#)

[Link to Guidelines for completion of Full TMP](#)

TMP Approved field of Full TMP

As TMPs are often approved by people other than TMCs and engineers, the title of this field has been amended to **TMP Approved**

Previous version

Approved by TMC/engineer (delete one)						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>

Revised version

TMP Approved						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>

The full TMP and Guidelines for completion of the full TMP available in the forms section of the CoPTTM pages of the Waka Kotahi website have been updated for this change.

The example full TMP and guidelines for completion included in CoPTTM section E will be updated at a later date.

[Link to Full TMP](#)

[Link to Guidelines for completion of Full TMP](#)

Change to the guidelines for completion of the STMS field of the full TMP

The guidelines for completion of the STMS field in the **Contact details** section of the TMP have been amended. It is now optional to supply a list of STMSs. The On-site record must be used to confirm the STMS in charge for each individual worksite.

A revised copy of the guidelines is available in the Forms section of the CoPTTM pages of the Waka Kotahi website.

Reference in 4 th Edition	Current CoPTTM November 2018		Change in CoPTTM November 2018		Comment
Guidelines for completion of full TMP	STMS field in the Contact details section of the TMP	<p>Name</p> <p>Where multiple names are included in the TMP, the STMS in charge of the site (attended and unattended) must be identified on the list prior to occupying the site and this must be notified to the TMC unless otherwise specified by the RCA. The the name of the STMS in charge must be written on the On-site record</p>	STMS field in the Contact details section of the TMP	<p>Name</p> <p>Where multiple names are included in the TMP, the name of the STMS in charge must be written on the On-site record</p>	<p>A list of STMSs to be supplied as part of the TMP is now optional.</p> <p>The On-site record must be used to confirm the in charge STMS for all worksites.</p> <p>The guidelines for completing the full TMP in section E have been amended.</p> <p>The footer in section E has not been amended due to the minor nature of this change.</p>

[Link to Guidelines for completion of Full TMP](#)

Additional field added to the On-site record

An additional field has been added to the **Worksite monitoring** section of the On-site record.

Items to be inspected	TTM set-up	2 hourly check	2 hourly check	2 hourly check	2 hourly check	2 hourly check	TTM removal
Barrier deflection area is clear? <i>(Refer to Barrier design statement)</i>							

This field allows the STMS/TC to record checks to ensure that any barrier deflection areas remain clear.

[Link to On-site record](#)

Introduction of On-site record for Mobile operations

An On-site record for mobile operations is now available in the forms section of the CoPTTM pages of the Waka Kotahi website. Guidelines for completion of the On-site record are also provided.

[Link to On-site record for Mobile operations](#)

[Link to Guidelines for completion of on-site record for Mobile operations](#)

Amendments to A7.9 Engineering exception decisions

Reference in 4 th Edition	Current CoPTTM November 2018	Change in CoPTTM November 2018	Comment
<p>A7.9.1 About EEDs</p>	<p>Variations to the requirements of CoPTTM may be considered on a case by case basis if the road environment constraints make the design and installation of TTM impractical and/or unreasonable. Any variation to CoPTTM must be in terms of a written EED statement. An EED cannot be used to avoid a legal requirement.</p> <p>The EED statement must describe:</p> <ul style="list-style-type: none"> • What the problem is: <ol style="list-style-type: none"> 1. Describe the road environment constraint. 2. State CoPTTM requirements for the proposed activity. • Why CoPTTM-compliant TTM should not be installed. • How will safety be ensured? <p>The EED is a signed formal agreement. The EED proposal is submitted by the principal to the contract, and/or their contractor/supplier and approved by the RCA.</p>	<p>Variations to the requirements of the CoPTTM may be considered on a case by case basis if the road environment constraints make the design and installation of TTM impractical and/or unreasonable. Any variation to the CoPTTM must be in terms of a written EED statement (refer subsection E1.7 Engineering exception decision).</p> <p>An EED cannot be used to avoid a legal requirement.</p> <p>The EED statement must describe:</p> <ul style="list-style-type: none"> • What the problem is: <ol style="list-style-type: none"> 1. Describe the road environment constraint. 2. State CoPTTM requirements for the proposed activity. • Why the CoPTTM-compliant TTM should not/cannot be installed? • How will safety be ensured? the identified/introduced risks will be managed. <p>The EED is a signed formal agreement between the RCA and the principal and/or supplier responsible for the provision of the TTM.</p> <p>The EED proposal is submitted by the principal to the a a contract, and/or their contractor/supplier and approved for inclusion in the proposed/associated TMP by the RCA.</p>	<p><i>This clarifies the requirements for submission and approval of engineering exception decisions.</i></p>

Reference in 4 th Edition	Current CoPTTM November 2018	Change in CoPTTM November 2018	Comment
	<p>The EED must be attached to, and form part of, the TMP for the activity. The EED must be applied for across boundaries where applicable. All NZTA offices or their consultants must send a copy of all generic EEDs and the relevant plan for approval to the:</p> <p>Senior Traffic and Safety Engineer (CoPTTM) NZ Transport Agency National Office Private Bag 6995 Wellington 6141</p> <p>Phone: +64 4 894 6355 Email: stuart.fraser@nzta.govt.nz</p> <p>RCA staff and their representatives may forward any generic EEDs to the above address for information and/or feedback if appropriate. See example EED on following page.</p>	<p>The EED once agreed, must be attached to, and form part of, the TMP for the named worksite activity. The EED must be applied for, agreed and approved across boundaries where applicable. Where a generic EED application is made for State Highway use All all NZTA offices or their consultants must send a copy of all the generic EED(s) and the associated TMP for consideration and approval to the:</p> <p>Senior Traffic and Safety Engineer (CoPTTM) NZ Transport Agency National Office Private Bag 6995 Wellington 6141</p> <p>Phone: +64 4 894 6355 Email: stuart.fraser@nzta.govt.nz</p> <p>Principal CoPTTM Advisor NZ Transport Agency National Office PO Box 5084 Wellington 6140</p> <p>Phone: +64 21340245 Email: neil.greaves@nzta.govt.nz</p> <p>Non-state highway RCA staff and their representatives may forward any generic EEDs to the above address for sharing of information and/or to receive feedback if appropriate.</p> <p>See an example EED on the following page.</p>	