

TTM NOTICE: IMPLEMENTATION OF STAGE 1 OF TRAINING & COMPETENCY MODEL

FOR LEAD SAFETY ADVISOR, ROADS & ROADSIDES

10 MARCH 2021

1.0

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 of this TTM Notice

To update the November 2018 version of the Fourth Edition of the CoPTTM for the implementation of stage 1 of Training & Competency model:

- introduction of categories of road environment (A, B, C)
- renaming of the Site Traffic Management Supervisor (STMS) role to Site Traffic Management ~~Supervisor~~ **Specialist** (STMS) and amendments to the role responsibilities
- amendments to responsibilities of a TC
- introduction of additional roles of Traffic Management Operative (TMO) and STMS Mobile operations - STMS (M)
- amendments to A6 Training to list the learning blocks covered in the Waka Kotahi training and competency model and link to the Waka Kotahi website for details of each learning block
- amendments to the requirements for shoulder and roadside activities
- amendments to clarify which TTM signs can be placed in a cycle lane
- amendments to requirements for inspection type activities.

CONTENTS

OBJECTIVE OF THIS TTM NOTICE	1
SUMMARY OF EFFECTIVE DATES	3
EXPLANATIONS AND IMPLICATIONS.....	4
OTHER INFORMATION	6
A4 LEVELS OF TEMPORARY TRAFFIC MANAGEMENT (TTM).....	7
A5.8 SITE TRAFFIC MANAGEMENT SUPERVISOR SPECIALIST (STMS)	12
A5.9 TRAFFIC CONTROLLER (TC).....	39
A5.10 TRAFFIC MANAGEMENT OPERATIVE (TMO)	52
A6 TRAINING AND ASSESSMENT	61
C8 SHOULDER AND LANE CLOSURES	72
C13.3 CYCLIST REQUIREMENTS	74
D4 SHADOW VEHICLES	74
D7.6 INSPECTIONS AND NON-INVASIVE WORKS	75

Summary of effective dates

Unless specifically noted in this TTM Notice, all changes take effect from 1 April 2021.

Specific effective dates

As notified in the TTM Notify issued 18/12/2020:

- removal of the STMS responsibilities for designing and drafting traffic management plans take effect from 1 January 2021.
- from 1 January 2021 TMPs will only be able to be submitted by:
 - practising TTM Planners (those who have been assessed as competent at planning TTM for worksites), or
 - non-practising TTM Planners (those who have attended the TTM Planner workshop but have not yet passed the assessment)
- from 1 May 2021 all TMPs have to be submitted by a practising TTM Planner (or a non-practising TTM planner submitting a TMP for assessment).

Effective 1 April 2021

The following amendments take effect from 1 April 2021:

- amendments to the requirements for shoulder and roadside activities
- amendments to clarify which TTM signs can be placed in a cycle lane
- amendments to requirements for inspection type activities.

Effective 1 October 2021

The effective date for the removal of exceptions that allow an STMS-NP to take charge (subject to conditions) of the TTM for shoulder closures, capital projects and mobile operations on level 2 roads where all activity is at least two metres clear of the edgeline, is 1 October 2021.

Changes to the TC responsibilities take effect from 1 October 2021. This date allows time for existing TCs to undertake STMS training, practice and assessment, where the STMS training is required by the company for that TC.

From 1 October 2021, all existing TC warrant holders will only be able to perform the **revised** TC responsibilities listed in this Notice. Anyone holding the practising TMO warrant will only be able to undertake the TMO responsibilities listed in this Notice.

Explanations and implications

Introduction of categories of road environment

There have been no changes to the levels of road for temporary traffic management.

An additional subsection has been added to allow for the introduction of categories of road environment. These road environment categories have been based on common network risks.

The TTM training, assessments and warrants are linked to these categories.

Existing warrants will continue to their expiry date (subject to some changes in responsibilities).

The warrant holder refreshes their warrant by successfully completing the refresher workshop associated with their warrant which qualifies them for a non-practising warrant.

If the practising warrant is required, then the person successfully completes the practical assessment for that warrant and category of road.

Renaming of the role to Site Traffic Management Specialist (STMS) and amendments to responsibilities

The role of Site Traffic Management Supervisor has been renamed to **Site Traffic Management Specialist** and there have been some changes to the responsibilities of an STMS:

- removal of responsibilities for designing and drafting traffic management plans (TMPs) – TMPs are to be completed by a Temporary Traffic Management Planner (TTMP)
- removal of the exemptions for an STMS-NP (when under the supervision of a practising L2/3 STMS) to take responsibility for worksites on a shoulder, for a capital project or for a mobile operation at least two metres clear of the edgeline
- revised the instructions for site safety briefings.

The existing STMS warrants continue to expiry (subject to some changes in responsibility).

Unless specifically noted in this TTM Notice, the changes to STMS responsibilities take effect from 1 April 2021.

Once in place the new practising STMS warrants will enable the practising STMS to take charge of TTM at worksites in the road environments (categories) they are warranted for. For example, a new category A practising STMS can be in charge of worksites on roads with permanent speeds of 60km/h or less which includes LV, level 1, 2LS and level 2 roads as in existing CoPTTM.

Until they have attended the new training and been deemed practically competent through the assessment process holders of existing STMS warrants can only take charge of TTM on the level of roads they are warranted for. For example a level 1 STMS can take charge of worksites on LV and level 1 roads.

Amended responsibilities of a TC

The responsibilities of a TC have been changed to reduce risk associated with activities that the TC role has previously been allowed

to perform. For example, the following activities will not be the responsibility of the TC from 1st October 2021:

- set up and remove TTM that impacts the lane at static worksites
- leading a mobile operation.

The TC warrant will be phased out over the next 3 years and be replaced by the Traffic Management Operative (TMO) warrant (see information below).

Role of Traffic Management Operative (TMO)

The role of Traffic Management Operative (TMO) has been added to the Waka Kotahi Training and Competency model to replace the TC role. All existing TC warrants will be phased out over the next 3 years as current holders requalify into the roles in the new model.

The TMO has similar responsibilities to the **revised** TC responsibilities (see above), though holders of a practising TMO warrant will be able to operate on Category A and B roads (which may include level 2 and 2LS roads). This is an enhancement to the existing TC warrant where the holder can only operate on level LV and level 1 roads.

Additional role of STMS Mobile operations

An additional STMS role has been added for those STMSs who regularly undertake work activities that require a mobile closure.

This allows those completing these moving activities (eg mowing activities) on multiple road environments to only require a single warrant for the implementation of the mobile activity. The training, mentoring and assessment is specific to mobile operations rather than being related to static operations.

This STMS mobile operations learning block specifically excludes mobile operations to install, amend, maintain and remove TTM for static worksites. These tasks are covered in the STMS category A, B and C learning blocks.

Amendments to the training section

This section now lists the learning blocks and provides a link to the Waka Kotahi website for details of the implementation of the new training and competency model and the progressive phasing out of the current warrants.

Existing warrants (eg TC, L1 STMS, L2/3 STMS-NP and L2/3 STMS) will continue until their date of expiry.

Changes will be made to the responsibilities of some of the existing warrant holders (eg removal of responsibility of an STMS to design and draft TMPs).

Amendments to the requirements for shoulder and roadside activities

Minor change to clarify that pedestrians are not to be diverted into or across a live lane when undertaking roadside activities on level LV, level 1 and 2 roads with speed limits of 60km/h or less.

Amendments to requirements for cyclists

Minor change to clarify where TTM signs and equipment may be placed in a cycle lane.

Amendments to requirements for inspection type activities

Changes to clarify the requirements for inspection activities.

Amendment also required due to the introduction of Inspector warrant (which replaces TC-Inspector) and the allowance for a practising TMO to undertake inspections on category A and B road environments.

Note: In addition to holding either the Inspector, practising TMO, STMS, TC or TC-Inspector warrant, the inspector must also undertake any network training or briefings required by the RCA.

Other information

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.

Legend

~~Deleted text~~

New text added

A4 Levels of Temporary traffic management (TTM)

Overview of changes

There have been no changes to the levels of road for temporary traffic management at this time.

An additional subsection has been added to allow for the introduction of categories of road environment. These road environment categories have been based on common known network risks.

The current levels of road (LV, level 1, level 2 and level 3) have to be maintained as existing warrants are tied to these levels. The existing warrants relate to the levels of road (eg STMS L2/3). Once the existing warrants are phased out then the industry can decide whether to continue with levels of road or align to the categories of road that are being used for training, assessment and warrants.

What happens to existing warrants?

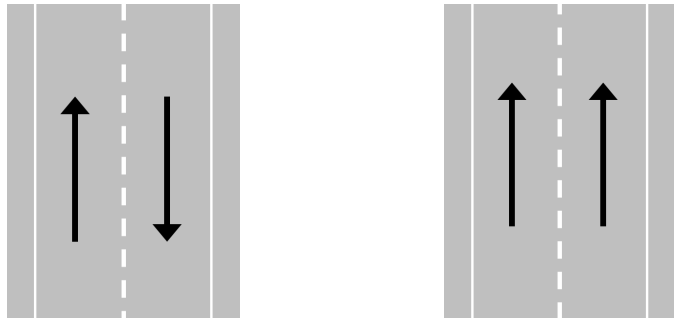
Existing warrants will continue to their expiry date (subject to some changes in responsibilities covered later in this Notice).

The warrant holder refreshes their warrant by successfully completing the refresher workshop associated with their warrant which qualifies them for a non-practising warrant in the relevant categories of road environment (eg level 1 STMS successfully completes the category A and B refresher they would become a non-practising STMS category A and B).

If practising STMS warrants are required, the person successfully completes the practical assessment for each category of road environment and the relevant warrant(s) will be issued.

A4.7 Categories of road environment

CoPTTM ref.	Change	Explanation
A4.7.1 Risk management	<p>There are different risk considerations for low speed (60km/h and less) and high speed (70km/h and more) roads.</p> <p>Considerations on low speed roads include:</p> <ul style="list-style-type: none">• accessibility• pedestrians and pedestrian crossings• cyclists and cycle lanes• shared pedestrian and cyclist paths• restricted parking areas in the form of bus stops, loading zones, taxi stands, coupon parking, resident parking• higher number of intersections and accessways• traffic volumes. <p>Considerations on high speed roads include:</p> <ul style="list-style-type: none">• higher speed – longer stopping distances• higher volume of heavy vehicles• visibility of the worksite (vertical and horizontal curves)• shoulder and roadside areas• traffic volumes.	<p><i>Explains the different risk considerations for low and high speed roads.</i></p>

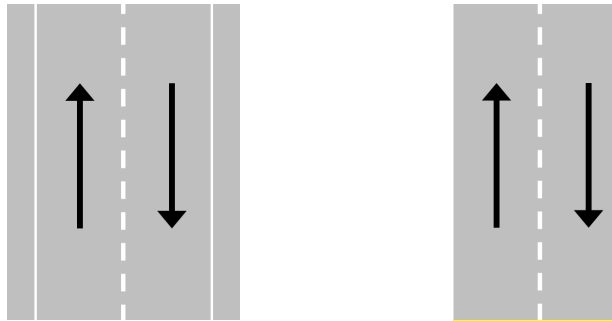
CoPTTM ref.	Change	Explanation
A4.7.2 Categories of road environment	<p>The TTM training, assessments and warrants are based on the following categories of road environment:</p> <ul style="list-style-type: none"> category A: Low speed roads (60km/h and less) category B: High speed two-way two-lane roads (70km/h and more) category C: High speed multi-lane roads (70km/h and more). 	<p><i>Introduces the 3 categories of road environment. These categories are based on common network risks associated with each category of road environment</i></p>
A4.7.3 Category A: Low speed roads (60km/h and less)	<p>This category of road environment includes low volume, level 1 and level 2 low speed roads with a permanent speed limit of 60km/h or less and includes the use of both type A and B signs (depending on RCA requirements).</p> <p>Two-way two-lane and multi-lane roads are included in this category.</p>	<p><i>Clarifies types of road environments included in category A</i></p>
		

CoPTTM ref.	Change	Explanation
-------------	--------	-------------

A4.7.4 Category B: High speed two-way two-lane roads (70km/h and more)

This category of road environment includes low volume, level 1 and level 2 high speed two-way two-lane roads with a permanent speed limit of 70km/h or more and includes the use of both type A and B signs (depending on RCA requirements).
Includes roads with or without shoulders.

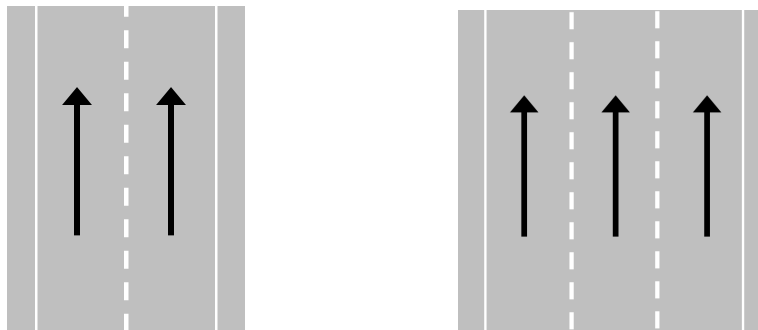
Clarifies types of road environments included in Cat B



A4.7.5 Category C: High speed multi-lane roads (70km/h and more)

This category of road environment includes level 1, level 2 and level 3 multi-lane roads with a permanent speed limit of 70km/h or more and includes the use of both type A and B signs (depending on RCA requirements).

Clarifies types of road environments included in Cat C



CoPTTM ref.	Change	Explanation
A4.7.6 Effective date for introduction of categories of road environment	The effective date for the introduction of categories of road to be used for TTM training, assessments and warrants is 1 April 2021.	<i>This allows for the roll out of the training, mentoring and assessment associated with the introduction of the Waka Kotahi training and competency model</i>

A5.8 Site traffic management ~~supervisor~~ specialist (STMS)

Overview of changes

The role of an STMS has been renamed to **Site Traffic Management Specialist (STMS)** and the responsibilities have been amended as follows:

- remove the design and drafting of TMPs from the role. These responsibilities are now completed by a TTM Planner
- remove the exemptions for an STMS-NP (when under the supervision of a practising STMS) to be responsible for worksites on a shoulder, for a capital project or for a mobile operation at least two metres clear of the edgeline
- revised the instructions for site safety briefings.

The existing **A5.8 Site Traffic Management Supervisor** subsection has been amended as follows.

Unless specifically noted in this TTM Notice, the changes to STMS responsibilities take effect from 1 April 2021.

Amendments - A5.8 Site traffic management specialist (STMS)

CoPTTM ref.	Change	Explanation
A5.8.1 General	<p>Appropriately trained and qualified staff must oversee TTM duties and implemented controls at all worksites.</p> <p>The person in charge of TTM at each worksite is the STMS.</p> <p>The qualified staff for level LV and level 1 roads are:</p> <ul style="list-style-type: none"> • TC • STMS. <p>The qualified staff for level 2 and 3 roads are:</p> <ul style="list-style-type: none"> • STMS-NP in limited situations (eg shoulder closures) • STMS <p>As a rule, the person in charge of TTM at each worksite is the STMS.</p> <p>As an exception to this rule, the requirement to report to an STMS where an inspection activity is carried out by an in charge practising TMO or Inspector (or until phased out TC or TC-Inspector) is removed.</p>	<p><i>Reinforces that the STMS is managing TTM controls at the worksite</i></p> <p><i>This text has been replaced by the information below</i></p> <p><i>As a result of industry feedback, the requirement for the person in charge of an Inspection activity to report to an STMS has been removed.</i></p> <p><i>The rationale for this decision relates to the inclusion of the briefing in the Inspection training as deemed to be sufficient for the Inspector to have an ongoing understanding of the requirements of the approved TMP. The only time a briefing would be required is when the content of the TMP is changed.</i></p>

CoPTTM ref.	Change	Explanation
	<p>The STMS must be warranted for the category of road environment they are working on (or level of road for existing warrant holders).</p>	<p><i>The new STMS warrants enable the STMS to take charge of TTM at worksites in the category of road environments they are warranted for. Holders of existing STMS warrants can only take charge of TTM on the level of roads they are warranted for.</i></p>
	<p>Exceptions to this are:</p> <ul style="list-style-type: none"> • an inspection activity as defined in section D7 where a practising STMS of any category can complete inspections in category A and B road environments 	<p><i>A practising TMO can complete inspection activities in category A and B road environments.</i></p> <p><i>As a practising TMO warrant is a prerequisite to a practising STMS warrant, it has been decided that a practising STMS on any category of road will be able to complete inspection activities in category A and B road environments.</i></p>

CoPTTM ref.	Change	Explanation
	<ul style="list-style-type: none"> <li data-bbox="472 204 1444 496">A mobile operation (excluding operations to install, amend, maintain and remove TTM) where a practising STMS Mobile can take charge of a mobile operation on a category A and B road environment and on the shoulder or roadside 2m clear of the edgeline of a category C road environment. Mobile operations within 2m of the edgeline or on the lane of a category C road must be under the control of a practising STMS category C (or a L2/3 STMS). <p data-bbox="472 842 1444 951">Under certain conditions, an STMS may delegate responsibility for a static worksite to a TMO in category A and B road environments (or a TC on a level LV or level 1 road).</p>	<p data-bbox="1462 204 2101 608"><i>The training and competency model now includes a new learning block of STMS Mobile operations. The Universal STMS is a prerequisite to this learning block. This allows those completing moving work activities (eg mowing activities) on multiple road environments to only require a single warrant for their activity. The training and assessment are specific to mobile operations rather than being related to static operations</i></p> <p data-bbox="1462 627 2101 807"><i>The mobile operations learning block specifically excludes operations to install, amend, maintain and remove TTM for static worksites. These tasks are covered in the STMS category A, B and C learning blocks</i></p>

CoPTTM ref.	Change	Explanation
A5.8.2 Authority of the STMS	<p>The STMS has the authority to:</p> <ul style="list-style-type: none"> postpone, cancel or modify operations due to adverse traffic, weather or other conditions that affect the safety of the worksite permit visitor entry to the worksite order people off the worksite for issues of non-compliance or safety. <p>Note: Where a visitor is wearing a compliant high visibility vest this will be enough to enter the worksite. The visitor may be denied entry to the working space if a higher level of personal protective equipment (PPE), such as safety helmets, is required.</p> <p>Note: The STMS cannot amend TSLs without delegated authority or prior approval of the RCA or the engineer.</p> <p>The qualified STMS is responsible for designing and drafting TMPs. An STMS who prepares a TMP incorporating road safety hardware (eg barriers) and/or devices (eg cones, tubular delineators) is considered an Installation Designer. They must ensure the installation design will protect both workers and the public and is fit for purpose.</p>	<p><i>No change</i></p> <p><i>Delegated authority is a planning function that is the role of the TTM Planner.</i></p> <p><i>This confirms that the STMS is no longer able to submit TMPs for approval. TMPs are now submitted by a Temporary Traffic Management Planner (TTMP) who is now considered an Installation Designer</i></p>

CoPTTM ref.	Change	Explanation
<p>A5.8.3 STMS's general responsibilities on category A, B and C road environments (level LV, 1, 2 and 3 roads)</p>	<p>A5.8.3.1 Effective date for removal of STMS planning responsibilities</p> <p>As notified in the TTM Notify issued 18/12/2020:</p> <ul style="list-style-type: none"> • removal of the STMS responsibilities for designing and drafting traffic management plans take effect from 1 January 2021 • from 1 January 2021 TMPs will only be able to be submitted by: <ul style="list-style-type: none"> - practising TTM Planners (those who have been assessed as competent at planning TTM for worksites), or - non-practising TTM Planners (those who have attended the TTM Planner workshop but have not yet passed the assessment) • from 1 May 2021 all TMPs have to be submitted by a practising TTM Planner (or a non-practising TTM planner submitting a TMP for assessment). 	<p><i>The planning responsibilities have been removed from the STMS role from 1 January 2021</i></p> <p><i>To help address an industry shortage of TTM Planners, this amendment allows practising and non-practising TTM Planners to submit TMPs until 30 April 2021</i></p>

CoPTTM ref.	Change	Explanation
	<p data-bbox="465 204 965 236">A5.8.3.2 General responsibilities</p> <p data-bbox="465 256 1444 325">The general responsibilities of the appointed STMS for each worksite are to:</p> <ul data-bbox="465 346 1444 1299" style="list-style-type: none"> <li data-bbox="465 346 1444 453">• check that the TMP is appropriate to the worksite. Where the TMP is not suitable, halt proceedings until the necessary actions have been taken. Refer subsection C11.1.1 General. <li data-bbox="465 474 1444 740">• arrange on-site meetings for discussions concerning TTM measures at: <ul data-bbox="539 564 1444 740" style="list-style-type: none"> <li data-bbox="539 564 913 596">– the start of each set-up <li data-bbox="539 617 981 649">– on a regular basis (eg daily) <li data-bbox="539 670 1444 740">– each change of a TTM measure due to a change in worksite conditions <li data-bbox="465 761 1444 868">• ensure all personnel and visitors on-site are wearing compliant high-visibility clothing in accordance with section B3 High-visibility garments, and any other safety equipment required by the activity <li data-bbox="465 888 1444 1075">• ensure all personnel entering the worksite are briefed on the safety hazards and the safety procedures to be followed receive a TTM briefing. Visitors All briefed persons are to sign the relevant worksite health and safety documentation confirming they have understood the briefing <li data-bbox="465 1096 1444 1171">• train MTC on how confirm a MTC understands and is competent to carry out their function <li data-bbox="465 1192 1444 1299">• record and notify the RCA or engineer as appropriate within 24 hours of all crashes at the worksite and any complaints about the TTM 	<p data-bbox="1464 204 1621 236"><i>No change</i></p> <p data-bbox="1464 895 2069 1038"><i>Clarifies that the STMS is only responsible for ensuring that the TTM briefings are completed. Also clarifies which documents are to be signed at end of briefing</i></p> <p data-bbox="1464 1107 2092 1351"><i>STMS will no longer be required to train MTC as they will have been trained as part of their TTM Worker training (or other similar training) before being assigned to a worksite as TTM crew. The STMS now needs to confirm that the MTC is competent to carry out the function</i></p>

CoPTTM ref.	Change	Explanation
	<ul style="list-style-type: none"> ensure there is a copy of the approved TMP available on-site at all times when the worksite is attended and that this is available for inspection review record all changes to TTM on the TMP or the on-site record record and inform the TTM Planner RCA or engineer immediately of any STMS proposed significant modifications (eg change of detour) to TTM measures not included in the approved TMP. All other changes are to be noted on TMP and RCA or engineer to be advised as soon as possible or no later than the following working day <p>Note: For level LV and level 1 roads if:</p> <ul style="list-style-type: none"> the STMS has been delegated authority to approve TMPs, and the changes are not significant or are in excess of the minimum requirements, then <p>the STMS records any changes on the TMP or the on-site record, and notification is not required. Any modifications changes must be in accordance with CoPTTM</p>	<p><i>Minor edit to increase clarity</i></p> <p><i>Clarifies that changes to TTM are recorded on the TMP or the On-site record</i></p> <p><i>Words removed as this is now covered in the new bullet point above</i></p> <p><i>Text removed as already covered by the previous bullet points</i></p>
	<ul style="list-style-type: none"> ensures contingency plans are implemented when excessive traffic delays, emergencies, weather conditions or other factors occur ensure that they can be contacted by mobile phone or two-way radio at all times, for the duration of the installation, maintenance and removal of TTM at the worksite where shift work is involved, brief the STMS for the next shift (at the worksite) on the TTM and inspection requirements before 	<p><i>No change</i></p>

CoPTTM ref.	Change	Explanation
	<p>handing over responsibility. Briefing must be confirmed in writing to acknowledge the handover</p> <ul style="list-style-type: none"> • brief the TMO (or in the interim the TC) on the TTM requirements of the worksite before handing control of the worksite to the TMO. Briefing must be confirmed in writing and signed by both parties involved to acknowledge the handover • ensure that persons on the worksite operate in terms of the traffic regulations and the requirements of <i>The official New Zealand road code</i> • complete a traffic count before setting up closure and delay set-up if traffic count as deemed appropriate and detailed in the TMP is too high • ensure traffic is monitored for queuing and delays. Take appropriate action as required. Refer to subsection C16.2.1 Queuing. • ensure worksite inspections checks of all TTM equipment is are completed at least two-hourly or as detailed in the minimum inspection frequency table in subsection C19.5.1 Monitoring frequency for TTM measures. • ensure that all corrective action detailed in an improvement notice a notice of non-conformance is undertaken within the required time frame • ensure any TTM changes required by the New Zealand Police, WorkSafe NZ, RCA or engineer are made immediately and documented on the TMP. The TMC is to be informed within 24 hours. 	
	<p>Where the TTM for one worksite interferes with the TTM of another worksite (eg any signs or other devices overlap on the same piece of</p>	

CoPTTM ref.	Change	Explanation
	<p>road) the STMS seeking to undertake activity on the affected piece of road must meet with the STMS of the established worksite.</p>	
	<p>They should establish whether both worksites can co-exist by adjusting the TMP and agreeing either:</p> <ul style="list-style-type: none"> • one STMS takes responsibility for the TTM (eg the other organisation works within the existing worksite) • each STMS remains responsible for their section of the worksite (to be recorded on each on-site record). <p>If the TMPs cannot be easily adjusted on site to accommodate the two worksites a new TMP must be drawn up.</p>	<p><i>Text removed as the guidance given in the 2 bullet points do not encompass the full range of options for resolving the issue of overlapping worksites</i></p>
	<p>If the matter cannot be resolved the STMSs must refer the issue to the TTM Planner(s), TMC or RCA for a decision.</p> <p>Conditions and responsibilities within the works access permit (WAP) remain with the WAP applicant for each working space.</p> <p>If the matter cannot be resolved the issue must be referred to the TMC or RCA for a decision.</p>	<p><i>The addition of TTM Planner(s) acknowledges their role in these situations</i></p>

CoPTTM ref.	Change	Explanation
-------------	--------	-------------

On level LV and level 1 roads A practising STMS category A and/or B (or an existing L1 STMS) may undertake other worker roles in addition to their STMS duties. The STMS role must take priority. The STMS is restricted to managing a maximum of six attended worksites.

This is a relaxation.
Category A and B road environments may include level 2 or 2LS roads. A practising category A and/or B STMS will be able to undertake other worker roles on what have traditionally been level 2 and 2LS roads. This relaxation does not apply to an existing level 1 STMS

A5.8.4 Responsibilities of a practising STMS on in category A and B road environments (or level LV and level 1 roads for those with existing STMS warrants)

The STMS, or TMO in a category A or B road environment (or TC on a level LV or level 1 road) to whom the STMS has delegated worksite control, must be on-site at all times on an attended worksite.

This is a relaxation.
A TMO may be delegated responsibility to mind worksites in category A and B road environments.

During the period of delegation to a TMO (or TC on a level LV or level 1 road) or for unattended worksites the STMS must be within the following requirements:

These road environments may include level 2 and 2LS roads.

Level of road Road type	Attended worksite delegated to a TMO (or TC)	Unattended worksite
Category A and B (Level 1 and 2LS)	30 minutes travel time of each worksite	60 minutes travel time of each worksite
Category A and B under 500vpd (Level LV)	60 minutes travel time of each worksite	120 minutes travel time of each worksite

This relaxation has been granted as the TMO will have been assessed as competent in the tasks required for the role.
This relaxation does not apply to an existing TC who is only allowed to be delegated responsibility for worksites on level LV and level 1 roads

CoPTTM ref.	Change	Explanation
	<p>The STMS must limit the number of unattended worksites they are responsible for subject to their ability to satisfactorily perform all their duties to the required standards at all times.</p> <p>To ensure CoPTTM requirements continue to be met any attended worksite that has been delegated to a TMO (or TC on a level LV or level 1 road) must be inspected by the STMS:</p> <ul style="list-style-type: none"> for worksites in place for a full day or longer the worksite must be inspected, at least on a daily basis where a TMO (or TC) is in charge of static or mobile activities that move from worksite to worksite within a day the STMS must inspect one of the worksites on a daily basis. 	
	<p>These worksite inspections must be documented by the STMS.</p> <p>Note: The STMS does not have to undertake a worksite inspection of an activity being controlled by a TC where that activity is an inspection as defined in section D.</p>	
	<p>For inspection activities, as defined in section D, the STMS must be immediately contactable but does not have to be within 30 minutes travel time of the worksite.</p> <p>The STMS is not required to be in charge (or undertake briefings/worksite checks) of inspection activities undertaken by a practising TMO or Inspector (or for those holding existing TC or TC-I warrants) where that activity is an inspection as defined in section D.</p>	<p><i>This allows a practicing TMO or Inspector (and until phased out, a TC or a TC-Inspector) to undertake inspection activities without the need for an STMS to be in charge</i></p>
	<p>For a capital project (projects funded under the capital works vote as opposed to maintenance works) an STMS is permitted to control all worksites at any one time subject to the following:</p> <ul style="list-style-type: none"> the STMS remains within 30 minutes of all worksites 	<p><i>Confirms that on capital projects (and subject to conditions):</i></p> <ul style="list-style-type: none"> <i>a practising TMO can be responsible for an attended worksite in a category A and</i>

CoPTTM ref.	Change	Explanation
	<ul style="list-style-type: none"> that a person with a minimum qualification warrant of practising TMO on category A or B road environments (or TC on level LV or level 1 roads) must be present and take charge of each attended worksite that practising TMO (or TC) must have been briefed by the STMS and the briefing documented. <p>For mobile operations and short-term work activities operations, which do not require more than five personnel in total to satisfactorily undertake the work, the worksite STMS may also undertake other aspects of the work.</p>	<p><i>B road environment (which could include level 2 or 2LS roads)</i></p> <ul style="list-style-type: none"> <i>a TC can be responsible for an attended static worksite on a level LV or level 1 road</i>

CoPTTM ref.	Change	Explanation
<p>A5.8.5 Responsibilities of STMS on level 2 and 3 roads practising STMS category C (or an existing L2/3 STMS)</p>	<p>A5.8.5.1 When the level 2/3 practising STMS can take another role</p> <p>On level 2 and level 3 roads the STMS responsibilities must be limited to TTM and activities of site safety officer.</p> <p>The responsibilities of a practising STMS category C (or an existing L2/3 STMS) must be limited to TTM and activities of site safety officer. The only permitted exceptions to this rule are:</p> <ul style="list-style-type: none"> • mobile operations • short-term static closures which require no more than five people to perform the activity. <p>In the above situations exceptions, the STMS may also perform another function within the closure working space, providing that this does not interfere with the TTM duties of the STMS which must always take first priority.</p> <p>A5.8.5.2 When the level 2/3 practising STMS must be on-site</p> <p>The STMS practising STMS category C (or an existing L2/3 STMS) must be present at an attended worksite at all times except during a drive through when the STMS may need to leave the worksite to gain access to the front of the worksite. In this case the STMS may be away from the worksite for up to 30 minutes.</p> <p>The effective date for the removal of exceptions that allow an STMS-NP to take charge (subject to conditions) of the TTM for shoulder closures, capital projects and mobile operations on level 2 roads where all activity is at least two metres clear of the edgeline, is 1 October 2021.</p> <p>Exceptions to this rule are as follows:</p> <ul style="list-style-type: none"> • Shoulder closures 	<p><i>Removal of the exemptions for an STMS-NP (when under the supervision of a practising L2/3 STMS) to take responsibility for worksites on a shoulder, for a capital project or for a mobile operation at least two metres clear of the edgeline.</i></p>

CoPTTM ref.	Change	Explanation
	<p>An STMS is permitted to control up to four attended shoulder closure worksites on level 2 and level 3 roads at any one time subject to the following:</p> <ul style="list-style-type: none"> —an STMS remains within 30 minutes of all worksites —a person with a minimum qualification of STMS-NP is present and takes charge of TTM at each attended worksite —that STMS-NP must have been briefed by the STMS and the briefing documented <ul style="list-style-type: none"> • the STMS must be present for the set up, alteration and removal for each of the worksites • Capital projects <p>An STMS is permitted to control all worksites for a capital project at any one time subject to the following:</p> <ul style="list-style-type: none"> —the STMS remains within 30 minutes of all worksites —that a person with a minimum qualification of STMS-NP is present and takes charge of TTM at each attended worksite —that STMS-NP must have been briefed by the STMS and the briefing documented —the STMS must be present for the set up, alteration and removal for each of the worksites 	<p><i>The effective date for the removal of these exemptions is 1 October 2021. This date allows time for existing STMS-NPs, where the practising STMS warrant is required by the company for that STMS-NP, to gain experience through practice and undertaking the practical assessment to be warranted as a practising STMS:</i></p> <p><i>The rationale for this change is that a non-practising STMS has not been competence assessed in any on-site tasks that they may need to perform when responsible for a worksite on level 2 and level 3 roads in category A, B and C road environments.</i></p> <p><i>A practising TMO can be delegated worksite responsibility for worksites in category A and B road environments. This may include some level 2 and 2LS roads:</i></p> <p><i>The rationale for this decision is that the practising TMO will have been assessed as competent in the tasks required for the role.</i></p>
	<p>A5.8.5.3 When the level 2/3 practising STMS is not on-site</p> <p>The STMS must limit the number of unattended worksites they are responsible for subject to their ability to satisfactorily perform all their duties to the required standards at all times.</p> <p>The STMS must be within 60 minutes travel time of each unattended worksite.</p>	

CoPTTM ref.	Change	Explanation
	<p>A5.8.5.4 Mobile operations on level 2 roads</p> <p>On level 2 roads where all activity is at least two metres clear of the edgeline, an STMS-NP may take the role of an STMS and set up, maintain, alter and remove TTM under the following conditions:</p> <ul style="list-style-type: none">the STMS must brief the STMS-NP in charge of the operation on the TTM requirementsall the above actions must be documented by the STMS.	<p><i>See explanation for removal of the exemptions for an STMS-NP above</i></p>

CoPTTM ref.	Change	Explanation
<p>A5.8.6 Site safety briefings</p>	<p>A5.8.6.1 Toolbox briefing TM crew briefing</p> <p>Prior to activity commencing, everyone with an involvement with the activity at the worksite must be briefed by the STMS and/or the TC using the approved TMP to explain:</p> <ul style="list-style-type: none"> • identified hazards • the TTM requirements for the worksite • safety zone requirements and limits. <p>Briefings are to be completed:</p> <ul style="list-style-type: none"> • at the start of each set-up • on a regular basis (eg daily) • at each new phase of the works. <p>Prior to the activity commencing, everyone with an involvement with the task of installing, maintaining, changing and/or removing TTM at the worksite must be briefed by the STMS or TMO/TC. The briefing is to include:</p> <ul style="list-style-type: none"> • the TTM procedure to be followed • hazards and associated risks • how risks will be managed <p>TM crew briefings are to be completed:</p> <ul style="list-style-type: none"> • before TTM is installed • before changes are made to TTM at the worksite • before the TTM is removed • at the beginning of a shift • where a TMO (or TC) is delegated responsibility of the TTM at a worksite 	<p><i>This clarifies that the STMS or TMO/TC are responsible for briefing those involved in any TTM tasks at the worksite</i></p> <p><i>The amendment also clarifies what TM briefings are to cover (emphasizing the risk management approach) and when TM crew briefings are to be completed</i></p>

CoPTTM ref.	Change	Explanation
	<p data-bbox="465 193 1290 228">A5.8.6.2 Site induction briefing TTM induction briefing</p> <p data-bbox="465 245 1411 319">All people arriving on-site must receive a worksite induction before proceeding around the worksite. This will include the following:</p> <ul data-bbox="465 341 999 481" style="list-style-type: none"> <li data-bbox="465 341 801 368">• staff of subcontractors <li data-bbox="465 395 999 422">• engineer and/or their representatives <li data-bbox="465 450 680 477">• the principal. <p data-bbox="465 504 1010 531">The approved TMP is used to explain:</p> <ul data-bbox="465 558 1144 699" style="list-style-type: none"> <li data-bbox="465 558 779 585">• the worksite hazards <li data-bbox="465 612 994 639">• site driving and parking requirements <li data-bbox="465 667 1144 694">• the method of entering and leaving the worksite. <p data-bbox="465 721 1411 794">The contractor must keep a record of induction sessions held, who attended and the TTM configuration(s) explained.</p>	<p data-bbox="1462 204 2085 344"><i>This clarifies that the STMS or TMO/TC is responsible for completing worksite TTM Induction briefings for all people arriving at the worksite</i></p> <p data-bbox="1462 368 2078 475"><i>The amendment also clarifies what TM briefings are to cover (emphasizing the risk management approach)</i></p>

CoPTTM ref.	Change	Explanation
	<p>All people when arriving on-site must receive a worksite TTM induction from the STMS/delegated TMO (or TC). This includes anyone arriving at the worksite to:</p> <ul style="list-style-type: none"> • enter the worksite or the working space • deliver materials to the worksite • assist with TTM • audit the TTM (or the activity within the working space). <p>The TTM induction briefing includes:</p> <ul style="list-style-type: none"> • the role of the person responsible for TTM • PPE requirements • activity and closure type • hazards and controls to manage the risks • safety (no go) zones • first aid/emergency procedures and evacuation point. <p>The contractor's STMS must keep a record of induction sessions held, who attended, the TTM configuration(s) explained and the visitor's confirmed understanding and acknowledgement of the briefing.</p>	
<p>A5.8.7 Identification of STMS</p>	<p>The STMS must have with them their NZTA Waka Kotahi warrant card (or suitable certified documentation as evidence of qualification a current warrant) with them when in charge of TTM at any worksite.</p>	<p><i>Change of name to Waka Kotahi</i></p> <p><i>Minor edit to clarify that the qualification referred to in this subsection is a STMS warrant</i></p>

CoPTTM ref.	Change	Explanation
	<p>The STMS must ensure that they are readily identifiable on-site by wearing a fluorescent STMS garment in accordance with section B3 High-visibility garments.</p> <p>On a level LV and level 1 road where there are less than three personnel on-site the STMS may wear the fluorescent red-orange high-visibility garment</p>	<p><i>Category A and B roads includes existing level 2 roads and the removal of the relaxation for STMS to wear orange vest removes confusion</i></p>

Revised - A5.8 Site traffic management specialist (STMS)

A5.8.1 General

Appropriately trained and qualified staff must supervise TTM duties and implemented controls at all worksites.

As a rule, the person in charge of TTM at each worksite is the STMS.

As an exception to this rule, the requirement to report to an STMS where an inspection activity is carried out by an in charge practising TMO or Inspector (or until phased out TC or TC-Inspector) is removed.

The STMS must be warranted for the category of road environment they are working on (or level of road for existing warrant holders).

Exceptions to this are:

- an inspection activity as defined in section D7 where a practising STMS of any category can complete inspections in category A and B road environments
- a mobile operation (excluding operations to install, amend, maintain and remove TTM) where a practising STMS Mobile can take charge of a mobile operation on a category A and B road environment and on the shoulder or roadside 2m clear of the edgeline of a category C road environment. Mobile operations within 2m of the edgeline or on the lane of a category C road must be under the control of a practising STMS category C (or a L2/3 STMS).

Under certain conditions, an STMS may delegate responsibility for a static worksite to a TC or TMO in category A and B road environments (or a TC on a level LV or level 1 road).

A5.8.2 Authority of the STMS

The STMS has the authority to:

- postpone, cancel or modify operations due to adverse traffic, weather or other conditions that affect the safety of the worksite
- permit visitor entry to the worksite
- order people off the worksite for issues of non-compliance or safety.

Note: Where a visitor is wearing a compliant high visibility vest this will be enough to enter the worksite. The visitor may be denied entry to the working space if a higher level of personal protective equipment (PPE), such as safety helmets, is required.

Note: The STMS **cannot** amend TSLs without prior approval of the RCA or the engineer.

A5.8.3 STMS's general responsibilities on category A, B and C road environments (level LV, 1, 2 and 3 roads)

A5.8.3.1 Effective date for removal of STMS planning responsibilities

As notified in the TTM Notify issued 18/12/2020:

- removal of the STMS responsibilities for designing and drafting traffic management plans take effect from 1 January 2021
- from 1 January 2021 TMPs will only be able to be submitted by:
 - practising TTM Planners (those who have been assessed as competent at planning TTM for worksites), or
 - non-practising TTM Planners (those who have attended the TTM Planner workshop but have not yet passed the assessment)
- from 1 May 2021 all TMPs have to be submitted by a practising TTM Planner (or a non-practising TTM planner submitting a TMP for assessment).

A5.8.3.2 General responsibilities

The general responsibilities of the appointed STMS for each worksite are to:

- check that the TMP is appropriate to the worksite. Where the TMP is not suitable, halt proceedings until the necessary actions have been taken. Refer subsection [C11.1.1 General](#).
- arrange on-site meetings for discussions concerning TTM measures at:
 - the start of each set-up
 - on a regular basis (eg daily)
 - each change of a TTM measure due to a change in worksite conditions
- ensure all personnel and visitors on-site are wearing compliant high-visibility clothing in accordance with section [B3 High-visibility garments](#), and any other safety equipment required by the activity
- ensure all personnel entering the worksite receive a TTM briefing. All briefed persons are to sign the relevant worksite health and safety documentation confirming they have understood the briefing
- confirm a MTC understands and is competent to carry out their function
- record and notify the RCA or engineer as appropriate within 24 hours of all crashes at the worksite and any complaints about the TTM
- ensure there is a copy of the approved TMP available on-site at all times when the worksite is attended and that this is available for review

- record all changes to TTM on the TMP or the on-site record
- inform the TTM Planner immediately of any STMS proposed significant modifications (eg change of detour) to TTM measures included in the approved TMP
- ensures contingency plans are implemented when excessive traffic delays, emergencies, weather conditions or other factors occur
- ensure that they can be contacted by mobile phone or two-way radio at all times, for the duration of the installation, maintenance and removal of TTM at the worksite
- where shift work is involved, brief the STMS for the next shift (at the worksite) on the TTM and inspection requirements before handing over responsibility. Briefing must be confirmed in writing to acknowledge the handover
- brief the TMO (or in the interim the TC) on the TTM requirements of the worksite before handing control of the worksite to the TMO. Briefing must be confirmed in writing and signed by both parties involved to acknowledge the handover
- ensure that persons on the worksite operate in terms of the traffic regulations and the requirements of *The official New Zealand road code*
- complete a traffic count before setting up closure and delay set-up if traffic count as deemed appropriate and detailed in the TMP is too high
- ensure traffic is monitored for queuing and delays. Take appropriate action as required. Refer to subsection [C16.2.1 Queuing](#).
- ensure worksite checks of all TTM equipment are completed at least two-hourly or as detailed in the minimum inspection frequency table in subsection [C19.5.1 Monitoring frequency for TTM measures](#).
- ensure that all corrective action detailed in an improvement notice is undertaken within the required time frame
- ensure any TTM changes required by the New Zealand Police, WorkSafe NZ, RCA or engineer are made immediately and documented on the TMP. The TMC is to be informed within 24 hours.

Where the TTM for one worksite interferes with the TTM of another worksite (eg any signs or other devices overlap on the same piece of road) the STMS seeking to undertake activity on the affected piece of road must meet with the STMS of the established worksite.

If the matter cannot be resolved the STMSs must refer the issue to the TTM Planner(s), TMC or RCA for a decision.

Conditions and responsibilities within the works access permit (WAP) remain with the WAP applicant for each working space.

**A5.8.4
Responsibilities of
STMS in category
A and B road
environments (or
level LV and level 1
roads for those
with existing STMS
warrants)**

A practising STMS category A and/or B (or an existing L1 STMS) may undertake other worker roles in addition to their STMS duties. The STMS role must take priority. The STMS is restricted to managing a maximum of six attended worksites.

The STMS, or TMO in a category A or B road environment (or TC on a level LV or level 1 road) to whom the STMS has delegated worksite control, must be on-site at all times on an attended worksite.

During the period of delegation to a TMO (or TC on a level LV or level 1 road) or for unattended worksites the STMS must be within the following requirements:

Road type	Attended worksite delegated to a TMO (or TC)	Unattended worksite
Category A and B (Level 1 and 2LS)	30 minutes travel time of each worksite	60 minutes travel time of each worksite
Category A and B under 500vpd (Level LV)	60 minutes travel time of each worksite	120 minutes travel time of each worksite

The STMS must limit the number of unattended worksites they are responsible for subject to their ability to satisfactorily perform all their duties to the required standards at all times.

To ensure CoPTTM requirements continue to be met any attended worksite that has been delegated to a TMO (or TC on a level LV or level 1 road) must be inspected by the STMS:

- for worksites in place for a full day or longer the worksite must be inspected, at least on a daily basis
- where a TMO (or TC) is in charge of static activities that move from worksite to worksite within a day the STMS must inspect one of the worksites on a daily basis.

These worksite inspections must be documented by the STMS.

The STMS is not required to be in charge (or undertake briefings/worksite checks) of inspection activities undertaken by a practising TMO or Inspector (or for those holding existing TC or TC-I warrants) where that activity is an inspection as defined in [section D](#).

For a capital project (projects funded under the capital works vote as opposed to maintenance works) an STMS is permitted to control all worksites at any one time subject to the following:

- the STMS remains within 30 minutes of all worksites
- that a person with a warrant of practising TMO on category A or B road environments (or TC on level LV or level 1 roads) must be present and take charge of each attended worksite
- that practising TMO (or TC) must have been briefed by the STMS and the briefing documented.

For mobile and short-term work activities which do not require more than five personnel in total to satisfactorily undertake the work, the worksite STMS may also undertake other aspects of the work.

**A5.8.5
Responsibilities
of practising STMS
category C (or an
existing L2/3 STMS)**

A5.8.5.1 When the practising STMS can take another role

The responsibilities of a practising STMS category C (or an existing L2/3 STMS) must be limited to TTM. The only permitted exceptions to this rule are:

- mobile operations
- short-term static closures which require no more than five people to perform the activity.

In the above exceptions, the STMS may also perform another function within the working space, providing that this does not interfere with the TTM duties of the STMS which must always take first priority.

A5.8.5.2 When the practising STMS must be on-site

The practising STMS category C (or an existing L2/3 STMS) must be present at an attended worksite at all times except during a drive through when the STMS may need to leave the worksite to gain access to the front of the worksite. In this case the STMS may be away from the worksite for up to 30 minutes.

The effective date for the removal of exceptions that allow an STMS-NP to take charge (subject to conditions) of the TTM for shoulder closures, capital projects and mobile operations on level 2 roads where all activity is at least two metres clear of the edgeline, is 1 October 2021.

A5.8.5.3 When the practising STMS is not on-site

The STMS must limit the number of unattended worksites they are responsible for subject to their ability to satisfactorily perform all their duties to the required standards at all times.

The STMS must be within 60 minutes travel time of each unattended worksite.

A5.8.6 Site safety briefings

A5.8.6.1 TM crew briefing

Prior to the activity commencing, everyone with an involvement with the task of installing, maintaining, changing and/or removing TTM at the worksite must be briefed by the STMS or TMO/TC. The briefing is to include:

- the TTM procedure to be followed
- hazards and associated risks
- how risks will be managed

TM crew briefings are to be completed:

- before TTM is installed
- before changes are made to TTM at the worksite
- before the TTM is removed
- at the beginning of a shift
- where a TMO (or TC) is delegated responsibility of the TTM at a worksite

A5.8.6.2 TTM induction briefing

All people when arriving on-site must receive a worksite TTM induction from the STMS/delegated TMO (or TC). This includes anyone arriving at the worksite to:

- enter the worksite or the working space
- deliver materials to the worksite
- assist with TTM
- audit the TTM (or the activity within the working space).

The TTM induction briefing includes:

- the role of the person responsible for TTM
- PPE requirements
- activity and closure type
- hazards and controls to manage the risks
- safety (no go) zones
- first aid/emergency procedures and evacuation point.

The contractor's STMS must keep a record of induction sessions held, who attended, the TTM configuration(s) explained and the visitor's confirmed understanding and acknowledgement of the briefing.

A5.8.7 Identification of STMS

The STMS must have their Waka Kotahi warrant card (or suitable certified documentation as evidence of a current warrant) with them when in charge of TTM at any worksite.

The STMS must ensure that they are readily identifiable on-site by wearing a fluorescent STMS garment in accordance with section [B3 High-visibility garments](#).

A5.9 Traffic Controller (TC)

Overview of changes

The responsibilities of a TC have been changed to reduce risk associated with activities that the TC role has previously been allowed to perform, for example:

- set up and remove TTM that impacts a live lane at static worksites
- leading a mobile operation.

The changes will take effect from 1 October 2021.

From **1 October 2021**, all existing TC warrant holders will only be able to perform the TC responsibilities included in this TTM Notice.

Existing TC warrants will continue to the expiry date and are refreshed by attending TMO Refresher training and completing the TMO practical assessment if the practising warrant is required.

A new role of Traffic Management Operative (TMO) has been established. The TMO has similar responsibilities to the revised TC responsibilities which take effect from 1 October 2021.

One key difference is that the TC can be delegated responsibility for worksites on level LV and level 1 roads whereas the TMO can be delegated responsibility for worksites on category A and B roading environments (which may include level LV, level 1, level 2 and 2LS roads). The rationale for this difference is that the TMO has been trained, mentored and practically assessed as competent on the tasks they are required to perform as a TMO.

Amendments - A5.9 Traffic Controller (TC)

CoPTTM ref.	Change	Explanation
A5.9.1 Effective date	<p>The TC responsibilities continue as they are until 30 September 2021.</p> <p>From 1 October 2021, all existing TC warrant holders will only be able to perform the TC responsibilities included in this TTM Notice.</p> <p>Existing TC warrants will continue to the expiry date and are refreshed by attending TMO Refresher training and completing the TMO practical assessment if a practising warrant is required.</p> <p>Anyone holding the practising TMO warrant will only be able to undertake the TMO responsibilities.</p> <p>Note: Holders of a TMO-NP warrant will not be able to be delegated responsibility for a worksite.</p>	<p><i>The responsibilities of a TC have been changed to reduce risk associated with activities that the TC role has previously been allowed to perform, for example:</i></p> <ul style="list-style-type: none"> <i>set up and remove TTM that impacts a live lane at static worksites</i> <i>leading a mobile operation</i> <p><i>The changes will take effect from 1 October 2021. This date allows time for existing TCs to undertake STMS training, practice and assessment, where the STMS training is required by the company for that TC</i></p> <p><i>Existing TC warrants will continue to the expiry date and are refreshed by attending TMO Refresher training and completing the TMO assessment if the practising warrant is required</i></p> <p><i>This new role of Traffic Management Operative (TMO) has been established to replace the TC role</i></p>

CoPTTM ref.	Change	Explanation
A5.9.2 Authority of the TC	<p>When delegated control of a worksite, the TC has the authority to:</p> <ul style="list-style-type: none"> postpone, cancel or modify or cancel operations due to adverse traffic, weather or other conditions that affect the safety of the worksite permit visitor entry to the worksite order people off the worksite for issues of non-compliance or safety. <p>Note: Where a visitor is wearing a compliant high visibility vest this will be enough to enter the worksite. The visitor may be denied entry to the closure or working space if a higher level of personal protective equipment (PPE), such as safety helmets, is required.</p>	<p><i>A TC will not be able to modify a static worksite outside of its current phase, so the term modify has been removed. The TC will be able to install, maintain and remove TTM for shoulder closures that are clear of the lane and roadside activities</i></p>

CoPTTM ref.	Change	Explanation
A5.9.3 The TC role	<p>For level LV and level 1 roads a delegated TC may: take the role of an STMS and set up, maintain, alter and remove TTM for the worksite under the following conditions:</p> <ul style="list-style-type: none"> • set up, maintain and remove a static worksite where the permanent speed is 60km/h or less provided: <ul style="list-style-type: none"> - the work activity is carried out on the roadside or a footpath - the associated work vehicle is legally parked - the vehicle is only accessed from the non-traffic side • maintain TTM at an existing static worksite when the in charge STMS is away from the worksite. The STMS must return to the worksite to carry out any required changes • set up, maintain and remove a static worksite provided ALL associated TTM equipment is either: <ul style="list-style-type: none"> - out of the live lane, or - outside an edgeline (on the shoulder), or - outside the edge of seal (roadside) • undertake an inspection activity on level LV and level 1 roads <p>Note: In addition to holding a TC warrant, the inspector must also undertake any network training or briefings required by the RCA</p>	<p><i>The TC can only be delegated responsibility for worksites on level LV and level 1 roads</i></p> <p><i>The TC will be able to install, maintain and remove TTM for roadside activities as detailed in:</i></p> <ul style="list-style-type: none"> • C8.1.2.1 Roadside activities on level LV and level 1 roads with speed limits of less than 65km/h • F2.5 <p><i>The TC will no longer be able to install, modify and remove TTM on the lane. They can maintain the TTM within the current phase while the STMS is absent from the worksite</i></p> <p><i>The TC will be able to install, maintain and remove TTM for a shoulder closure as per F2.7 provided all TTM including the TTM vehicles are clear of the lane</i></p> <p><i>Some RCAs require inspectors to attend briefings/additional training sessions before being allowed to undertake inspection activities on their network. The TC must attend these in addition to holding the TC warrant</i></p>

CoPTTM ref.	Change	Explanation
	<p>On worksites where the TC has been delegated responsibility for the TTM at the worksite the TC can:</p> <ul style="list-style-type: none">• undertake inspection activities as part of the installation, maintenance and removal of TTM at a worksite. These activities could include:<ul style="list-style-type: none">- installing a cone threshold- reinstating a centreline cone that has been knocked over- removing a sign that has fallen into the live lane.	<p><i>TCs have been completing inspection activities as part of installation, maintenance and removal of TTM. This amendment now recognises these type of inspection activities and puts more of a framework around how they are completed</i></p>

CoPTTM ref.	Change	Explanation
<p>A5.9.4 When TC can take the role of an STMS TC delegated responsibility on a level LV and level 1 road</p>	<p>Before a TC is delegated responsibility for the TTM at a worksite on a level LV and level 1 road the following must be in place:</p> <ul style="list-style-type: none"> • there is an approved (and where required, accepted) TMP for the worksite • the STMS must brief the TC in charge of the worksite on the TTM requirements • to ensure CoPTTM requirements continue to be met the worksite is to be inspected by the STMS: <ul style="list-style-type: none"> – for worksites in place for a full day or longer the worksite must be inspected at least on a daily basis – where a TC is in charge of static or mobile activities that move from worksite to worksite within a day the STMS must inspect one of the worksites on a daily basis • all the above actions must be documented by the STMS. <p>The TC may also perform other duties (eg foreman, grader driver) however TTM responsibilities must take priority.</p>	<p><i>Clarification that the TC is only delegated responsibility for the worksite and that they cannot take the role of the STMS</i></p>

CoPTTM ref.	Change	Explanation
<p>A5.9.5 TC's general responsibilities for level LV and level 1 roads</p>	<p>The general responsibilities of the TC who has been delegated worksite control are to:</p> <ul style="list-style-type: none"> • where required, check that the TMP is appropriate to the worksite. Where the TMP is not suitable, halt proceedings until the necessary actions have been taken. Refer subsection C11.1.1 General • carry out on-site briefings as described in subsection Error! Reference source not found. Error! Reference source not found. The approved TMP is used to explain <ul style="list-style-type: none"> —the worksite hazards —site driving and parking requirements —the method of entering and leaving the worksite • keep a record of induction sessions held, who attended and the TTM configuration(s) explained • ensure all personnel and visitors on-site are wearing compliant high-visibility clothing in accordance with section B3 High-visibility garments and any other safety equipment required by the activity • ensure traffic is monitored for queuing and delays 	<p><i>If the TC is delegated responsibility for a worksite on the lane the TTM will already have been installed. Therefore, the check that the TMP is appropriate to the worksite will have been completed by the STMS.</i></p> <p><i>The TC will still have to check the TMP for other worksites (eg shoulder closures and roadside activities)</i></p> <p><i>The site safety briefings section now includes more guidance about the content of a safety briefing. Therefore, this information is not needed in the TC responsibilities section</i></p> <p><i>The TC is not responsible for checking that visitors have other safety equipment required by the activity. This is the responsibility of the person in charge of safety inside the working space</i></p>

CoPTTM ref.	Change	Explanation
	<ul style="list-style-type: none"> ensure a worksite inspections check of all TTM equipment is completed at least two hourly when accepting a delegation of authority and that check is confirmed in writing and then repeated at a minimum of two-hourly intervals or as detailed in the minimum inspection frequency table in subsection C19.5.1 Monitoring frequency for TTM measures contact the in charge STMS immediately if there is a need to complete modifications to the current phase of TTM measures not included in the approved TMP unless TTM is an Inspection activity ensure contingency plans are implemented when excessive traffic delays, emergencies or weather conditions or other factors occur record and notify the STMS or contractor as appropriate within 24 hours of all crashes at the worksite and any complaints about the TTM (definition of a crash is provided in Error! Reference source not found. Error! Reference source not found.) immediately notify the in charge STMS of all crashes and incidents at the worksite immediately notify the line manager or TTM Planner of all crashes and incidents at an Inspection worksite record and notify all complaints about the TTM ensure that they can be contacted by mobile phone or two-way radio at all times, for the duration of the installation, maintenance and removal of temporary traffic measures at the worksite ensure that all corrective action detailed in an improvement notice a notice of non-conformance is undertaken within the required time frame 	<p>Sets an expectation that the TC does a check of the worksite as part of delegation of responsibilities for the worksite. The STMS can then make any amendments to TTM at the worksite before they leave the worksite</p> <p>A TC will not have the necessary authority to make major change to a closure. Therefore, this remains as an STMS responsibility. The requirement to contact the STMS is detailed in the bullet point above if a change is required.</p> <p>This requirement is replaced by the 3 bullet points below which provide more clarity about who the TC should notify</p>

CoPTTM ref.	Change	Explanation
	<ul style="list-style-type: none"> ensure any TTM changes required by the New Zealand Police, WorkSafe NZ, RCA or engineer are made immediately. and documented on the TMP. Notify the STMS immediately. The TMC is to be informed within 24 hours. These changes are to be notified to the in charge STMS, or the TTM Planner and documented on the TMP or on-site record. The TMC is to be informed, in writing, within 24 hours ensure that persons on the worksite operate in terms of the traffic regulations and the requirements of <i>The official New Zealand road code</i> 	<p><i>This provides more clarity about who the TC should notify (in charge STMS or TTM Planner) and allows documentation to be recorded on the on-site record</i></p>
<p>A5.9.6 Identification of TC</p>	<p>The TC must have with them their NZTA warrant card (or suitable certified documentation as evidence of qualification).</p> <p>The TC must have their Waka Kotahi warrant card (or suitable certified documentation as evidence of a current warrant) with them when delegated responsibility for TTM at any worksite.</p> <p>The TCs must wear the fluorescent red-orange high-visibility garment detailed in section B3 High-visibility garments.</p>	

Revised - A5.9 Traffic Controller (TC)

A5.9.1 Effective date

The TC responsibilities continue as they are until 30 September 2021.

From 1 October 2021, all existing TC warrant holders will only be able to perform the TC responsibilities included in this TTM Notice.

Existing TC warrants will continue to the expiry date and are refreshed by attending TMO Refresher training and completing the TMO practical assessment if a practising warrant is required.

Anyone holding the practising TMO warrant will only be able to undertake the TMO responsibilities.

Note: Holders of a TMO-NP warrant will not be able to be delegated responsibility for a worksite.

A5.9.2 Authority of the TC

When delegated control of a worksite, the TC has the authority to:

- postpone or cancel operations due to adverse traffic, weather or other conditions that affect the safety of the worksite
- permit visitor entry to the worksite
- order people off the worksite for issues of non-compliance or safety.

Note: Where a visitor is wearing a compliant high visibility vest this will be enough to enter the worksite. The visitor may be denied entry to the closure or working space if a higher level of personal protective equipment (PPE), such as safety helmets, is required.

A5.9.3 The TC role

For **level LV and level 1** roads a delegated TC may:

- set up, maintain and remove a static worksite where the permanent speed is 60km/h or less provided:
 - the work activity is carried out on the roadside or a footpath
 - the associated work vehicle is legally parked
 - the vehicle is only accessed from the non-traffic side
- maintain TTM at an existing static worksite when the in charge STMS is away from the worksite. The STMS must return to the worksite to carry out any required changes
- set up, maintain and remove a static worksite provided **ALL** associated TTM equipment is either:
 - out of the live lane, or
 - outside an edgeline (on the shoulder), or
 - outside the edge of seal (roadside)
- undertake an inspection activity on level LV and level 1 roads

Note: In addition to holding a TC warrant, the inspector must also undertake any network training or briefings required by the RCA

On worksites where the TC has been delegated responsibility for the TTM at the worksite the TC can:

- undertake inspection activities as part of the installation, maintenance and removal of TTM at a worksite. These activities could include:
 - installing a cone threshold
 - reinstating a centreline cone that has been knocked over
 - removing a sign that has fallen into the live lane.

A5.9.4 TC delegated responsibility on a level LV and level 1 road

Before a TC is delegated responsibility for the TTM at a worksite on a level LV and level 1 road the following must be in place:

- there is an approved (and where required, accepted) TMP for the worksite
- the STMS must brief the TC in charge of the worksite on the TTM requirements
- to ensure CoPTTM requirements continue to be met the worksite is to be inspected by the STMS:
 - for worksites in place for a full day or longer the worksite must be inspected at least on a daily basis
 - where a TC is in charge of static or mobile activities that move from worksite to worksite within a day the STMS must inspect one of the worksites on a daily basis
- all the above actions must be documented by the STMS.

The TC may also perform other duties (eg foreman, grader driver) however TTM responsibilities must take priority.

A5.9.5 TC's general responsibilities for level LV and level 1 roads

The general responsibilities of the TC who has been delegated worksite control are to:

- where required, check that the TMP is appropriate to the worksite. Where the TMP is not suitable, halt proceedings until the necessary actions have been taken. Refer subsection [C11.1.1 General](#)
- carry out on-site briefings as described in subsection **Error! Reference source not found. Error! Reference source not found..**
- keep a record of induction sessions held, who attended and the TTM configuration(s) explained
- ensure all personnel and visitors on-site are wearing compliant high-visibility clothing in accordance with section [B3 High-visibility garments](#)
- ensure traffic is monitored for queuing and delays

- ensure a worksite check of all TTM equipment is completed when accepting a delegation of authority and that check is confirmed in writing and then repeated at a minimum of two-hourly intervals or as detailed in the minimum inspection frequency table in subsection [C19.5.1 Monitoring frequency for TTM measures](#)
- contact the in charge STMS immediately if there is a need to complete modifications to the current phase of TTM measures unless TTM is an Inspection activity
- immediately notify the in charge STMS of all crashes and incidents at the worksite
- immediately notify the line manager or TTM Planner of all crashes and incidents at an Inspection worksite
- record and notify all complaints about the TTM
- ensure that they can be contacted by mobile phone or two-way radio at all times, for the duration of the installation, maintenance and removal of temporary traffic measures at the worksite
- ensure that all corrective action detailed in an improvement notice is undertaken within the required time frame
- ensure any TTM changes required by the New Zealand Police, WorkSafe NZ, RCA or engineer are made immediately. These changes are to be notified to the in charge STMS, or the TTM Planner and documented on the TMP or on-site record. The TMC is to be informed, in writing, within 24 hours
- ensure that persons on the worksite operate in terms of the traffic regulations and the requirements of [The official New Zealand road code](#).

A5.9.6 Identification of TC

The TC must have their Waka Kotahi warrant card (or suitable certified documentation as evidence of a current warrant) with them when delegated responsibility for TTM at any worksite.

The TCs must wear the fluorescent red-orange high-visibility garment detailed in section [B3 High-visibility garments](#).

A5.10 Traffic Management Operative (TMO)

Overview of changes

A new learning block of Traffic Management Operative (TMO) has been established. This learning block is the stepping-stone from a TTM Worker to an STMS. It allows the company to assess the TMO's ability to handle increased responsibility before committing to STMS training, mentoring and assessment.

The TMO role has similar responsibilities to the revised TC responsibilities that take effect from 1 October 2021. However, the TMO can operate on category A and category B road environments (which may include level LV, level 1, level 2 and 2LS roads) whereas the TC can only be delegated responsibility for worksites on level LV and level 1 roads.

The rationale for this difference is that the TMO has been trained and assessed as competent on the tasks they are required to perform as a TMO.

The TMO role replaces the TC role.

The effective date for the introduction of the TMO role and responsibilities is 1 April 2021.

Amendments - A5.10 Traffic Management Operative (TMO)

CoPTTM ref.	Change	Explanation
A5.10.1 Effective date	<p>The responsibilities for the TMO role take effect from 1 April 2021.</p> <p>Existing TC warrants will continue to the expiry date and are refreshed by attending TMO Refresher training and completing the TMO practical assessment if a practising warrant is required.</p> <p>Anyone holding the practising TMO warrant will only be able to undertake the TMO responsibilities detailed in this TTM Notice.</p> <p>Note: Holders of a TMO-NP warrant will not be able to be delegated responsibility for a worksite.</p>	<p><i>The TC warranted role will be phased out over the next 3 years</i></p> <p><i>It is being replaced by the TMO warranted role which can be either practising or non-practising</i></p>
A5.10.2 The TMO role	<p>The practising TMO is the warranted person who:</p> <p>On category A road environments</p> <ul style="list-style-type: none"> • sets up, maintains and removes a static worksite provided: <ul style="list-style-type: none"> - the work activity is carried out on the roadside or a footpath - the associated work vehicle is legally parked - the vehicle is only accessed from the non-traffic side 	<p><i>The practising TMO will be able to install, maintain and remove TTM for roadside activities as detailed in:</i></p> <ul style="list-style-type: none"> • C8.1.2.1 Roadside activities on level LV, level 1 and 2 roads with speed limits of less than 65km/h, and • F2.5

CoPTTM ref.	Change	Explanation
	<p>On category A and B road environments</p> <ul style="list-style-type: none"> maintains TTM at an existing static worksite when the in charge STMS is away from the worksite. The STMS must return to the worksite to carry out any required changes sets up, maintains and removes a static worksite provided ALL associated TTM equipment is either: <ul style="list-style-type: none"> out of the live lane, or outside an edgeline (on a shoulder), or outside the edge of seal (roadside) 	<p><i>The practising TMO will be able to mind a worksite whilst the STMS is absent. The TMO cannot modify the worksite outside of its current phase</i></p> <p><i>The practising TMO will be able to install, maintain and remove TTM for a shoulder closure, provided all TTM including the TTM vehicles are clear of the lane</i></p>
	<p>On category A and B road environments</p> <ul style="list-style-type: none"> undertakes inspection activities <p>Note: In addition to holding the practising TMO warrant, the inspector must also undertake any network training or briefings required by the RCA.</p>	<p><i>RCA's may require inspectors to attend briefings/additional training sessions before being allowed to undertake inspection activities on their network. The practising TMO must attend these in addition to holding the practising TMO warrant</i></p>
	<p>On worksites where the TMO has been delegated responsibility for the TTM at the worksite</p> <ul style="list-style-type: none"> undertakes inspection activities as part of the installation, maintenance and removal of TTM 	<p><i>This amendment recognises inspection activities completed as part of installation, maintenance and removal of TTM</i></p>

CoPTTM ref.	Change	Explanation
A5.10.3 Authority of the delegated practising TMO	<p>The delegated practising TMO has the authority to:</p> <ul style="list-style-type: none"> postpone or cancel operations due to adverse traffic, weather or other conditions that affect the safety of the worksite permit visitor entry to the worksite order people off the worksite for issues of non-compliance or safety. <p>Note: Where a visitor is wearing a compliant high visibility vest this will be enough to enter the worksite. The visitor may be denied entry to the closure or working space if a higher level of personal protective equipment (PPE), such as safety helmets, is required.</p>	<p><i>A TMO will not be able to modify a static worksite outside of its current phase so the authority to modify TTM at a worksite is not included in the TMO authorities.</i></p>
A5.10.4 Practising TMO delegated responsibility	<p>Before a TMO is delegated responsibility for the TTM at a worksite on a category A or category B road environment the following must be in place:</p> <ul style="list-style-type: none"> an approved and fit for purpose TMP for the worksite a briefing to the delegated practising TMO covering details within the approved TMP from the STMS, which is recorded on the On-site record. <p>The delegated practising TMO may also perform other duties in the working space (eg excavator operator, grader driver) however TTM responsibilities must take priority.</p>	<p><i>Clarification that the TMO can be delegated responsibility for worksites on category A or category B road environments (which may include level LV, level 1, level 2 and 2LS roads)</i></p>

CoPTTM ref.	Change	Explanation
A5.10.5 Practising TMO's general responsibilities	<p>The general responsibilities of the practising TMO are to:</p> <ul style="list-style-type: none"> • where required, check that the TMP is appropriate to the worksite and road environment. Where the TMP is not suitable, halt proceedings and contact the in charge STMS or in the case of an Inspection activity the TTM Planner for direction on how to proceed • carry out and document, once completed, the on-site briefings as described in subsection Error! Reference source not found. Error! Reference source not found. • ensure all personnel and visitors on-site are wearing compliant high-visibility clothing in accordance with section B3 High-visibility garments • ensure traffic is monitored for queuing and delays • ensure a worksite check of all installed TTM equipment is completed when accepting a delegation of authority and that check is confirmed in writing and then repeated at a minimum of two-hourly intervals or as detailed in the minimum inspection frequency table in subsection C19.5.1 Monitoring frequency for TTM measures • contact the in charge STMS immediately if there is a need to complete modifications to the current phase of TTM measures unless TTM is for an Inspection activity 	<p><i>These are the same conditions as the revised TC responsibilities that take effect on 1 October 2021</i></p> <p><i>A TMO will not have the necessary authority to make major change to a closure. Therefore, this remains as an STMS responsibility. The requirement to contact the STMS is detailed in the bullet point above if a change is required.</i></p>

CoPTTM ref.	Change	Explanation
	<ul style="list-style-type: none"> • immediately notify the in charge STMS of all crashes and incidents at the worksite • immediately notify the line manager or TTM Planner of all crashes and incidents at an Inspection worksite • record and notify all complaints about the TTM • ensure that all corrective action detailed in an improvement notice is undertaken within the required time frame • ensure any TTM changes required by the New Zealand Police, WorkSafe NZ, RCA or engineer are immediately notified to the in charge STMS or the TTM Planner, made at the worksite and documented on the TMP or on-site record. The TMC is to be informed, in writing, within 24 hours • ensure that persons on the worksite operate in terms of the traffic regulations and the requirements of The official New Zealand road code. 	
A5.10.6 Identification of TMO	<p>The TMO must have their Waka Kotahi warrant card (or suitable certified documentation as evidence of a current warrant) with them when delegated responsibility for TTM at any worksite.</p> <p>The TMO must wear the fluorescent red-orange high-visibility garment detailed in section B3 High-visibility garments.</p>	<p><i>These are the same requirements as the revised TC responsibilities that take effect on 1 October 2021</i></p>

New version - A5.10 Traffic Management Operative (TMO)

A5.10.1 Effective date

TMO responsibilities take effect from the date of issue of this TTM Notice.

Existing TC warrants will continue to the expiry date and will then need to be refreshed by attending TMO Refresher training and completing the TMO practical assessment if a practising warrant is required.

Anyone holding the practising TMO warrant will only be able to undertake the TMO responsibilities detailed in this TTM Notice.

Note: Holders of a TMO-NP warrant will not be able to be delegated responsibility for a worksite.

A5.10.2 The TMO role

The practising TMO is the warranted person who:

On category A road environments

- sets up, maintains and removes a static worksite provided:
 - the work activity is carried out on the roadside or a footpath
 - the associated work vehicle is legally parked
 - the vehicle is only accessed from the non-traffic side

On category A and B road environments

- maintains TTM at an existing static worksite when the in charge STMS is away from the worksite. The STMS must return to the worksite to carry out any required changes
- sets up, maintains and removes a static worksite provided **ALL** associated TTM equipment is either:
 - out of the live lane, or
 - outside an edgeline (on the shoulder), or
 - outside the edge of seal (roadside)

On category A and B road environments

- undertakes inspection activities

Note: In addition to holding the practising TMO warrant, the inspector must also undertake any network training or briefings required by the RCA.

On worksites where the TMO has been delegated responsibility for the TTM at the worksite

- undertakes inspection activities as part of the installation, maintenance and removal of TTM
-

A5.10.3 Authority of the delegated practising TMO

The delegated practising TMO has the authority to:

- postpone or cancel operations due to adverse traffic, weather or other conditions that affect the safety of the worksite
- permit visitor entry to the worksite
- order people off the worksite for issues of non-compliance or safety.

Note: Where a visitor is wearing a compliant high visibility vest this will be enough to enter the worksite. The visitor may be denied entry to the closure or working space if a higher level of personal protective equipment (PPE), such as safety helmets, is required.

A5.10.4 Practising TMO delegated responsibility

Before a TMO is delegated responsibility for the TTM at a worksite on a category A or category B road environment the following must be in place:

- an approved and fit for purpose TMP for the worksite
- a briefing to the delegated practising TMO covering details within the approved TMP from the STMS, which is recorded on the On-site record.

The delegated practising TMO may also perform other duties in the working space (eg excavator operator, grader driver) however TTM responsibilities must take priority.

A5.10.5 Practising TMO's general responsibilities

The general responsibilities of the practising TMO are to:

- where required, check that the TMP is appropriate to the worksite and road environment. Where the TMP is not suitable, halt proceedings and contact the in charge STMS or in the case of an Inspection activity the TTM Planner for direction on how to proceed
- carry out and document, once completed, the on-site briefings as described in subsection [Error! Reference source not found.](#) [Error! Reference source not found.](#)
- ensure all personnel and visitors on-site are wearing compliant high-visibility clothing in accordance with section [B3 High-visibility garments](#)
- ensure traffic is monitored for queuing and delays
- ensure a worksite check of all installed TTM equipment is completed when accepting a delegation of authority and that check is confirmed in writing and then repeated at a minimum of two-hourly intervals or as detailed in the minimum inspection frequency table in subsection [C19.5.1 Monitoring frequency for TTM measures](#)
- contact the in charge STMS immediately if there is a need to complete modifications to the current phase of TTM measures unless TTM is for an Inspection activity
- immediately notify the in charge STMS of all crashes and incidents at the worksite
- immediately notify the line manager or TTM Planner of all crashes and incidents at an Inspection worksite
- record and notify all complaints about the TTM
- ensure that all corrective action detailed in an improvement notice is undertaken within the required time frame
- ensure any TTM changes required by the New Zealand Police, WorkSafe NZ, RCA or engineer are immediately notified to the in charge STMS or the TTM Planner, made at the worksite and documented on the TMP. The TMC is to be informed, in writing, within 24 hours
- ensure that persons on the worksite operate in terms of the traffic regulations and the requirements of [The official New Zealand road code](#).

A5.10.6 Identification of TMO

The TMO must have their Waka Kotahi warrant card (or suitable certified documentation as evidence of a current warrant) with them when delegated responsibility for TTM at any worksite.

The TMO must wear the fluorescent red-orange high-visibility garment detailed in section [B3 High-visibility garments](#).

A6 Training and Assessment

Explanation of changes

The training section of CoPTTM (A6) has been amended to outline the implementation of the new training and competency model and provide a link to the Waka Kotahi website for details of each learning block.

The Waka Kotahi Training and Competency model has been amended as follows:

- The TC learning block has been replaced by the Traffic Management Operative (TMO) learning block. Existing TC warrants will continue to the expiry date and are refreshed by attending TMO Refresher training and completing the TMO practical assessment if the practising warrant is required
- The STMS Role/learning block has been renamed Site Traffic Management Specialist (STMS). This better reflects the role and activity at a worksite.
- A new learning block has been added for STMSs who are in charge of mobile work activities (excluding operations for TTM installation, maintenance and removal) on category A, B and C roads. This allows the warrant holder to take charge of the TTM for moving work activities on category A and B roads without the need to be a warranted STMS category A and/or category B.

The existing subsection A6 has been deleted and replaced with the following information.

The effective date for the introduction of the revised training and assessment requirements is 1 April 2021.

A6.1 General

A6.1.1 Effective date

The effective date for the introduction of the revised training and assessment requirements is 1 April 2021.

A6.1.2 Who must complete training

All personnel who have TTM responsibilities (refer to [Record of warranted and non-warranted roles](#)) must have demonstrated required competence for:

- categories of road, and
- TTM tasks that they are undertaking.

This includes:

- submitting and approving TMPs
- installing, monitoring and maintaining or removing TTM
- inspecting or auditing TTM.

It is recommended that other workers receive General worker training or similar general workplace safety training. Refer to subsections [Details of courses](#).

A6.1.3 The role of Waka Kotahi NZ Transport Agency

The Transport Agency is the controlling organisation for all warranted TTM training and assessment.

The Transport Agency is tasked with:

- development of TTM training and assessment
 - issuing TTM warrants to trainers, mentors and assessors
 - moderating Waka Kotahi developed training and assessments
 - maintaining a database of TTM warranted people
 - issuing and withdrawing TTM warrants
 - setting and collecting registration fees.
-

A6.1.4 About TTM training and assessment

The TTM training and competency model has been developed and is being implemented progressively over several years. Existing TTM training workshops will be phased out as replacement workshops are developed and introduced.

The training and competency model introduces a career path for TTM warranted and non-warranted roles and has been developed in association with the Certificate in TTM which is registered on the NZ Qualifications Framework.

A6.1.5 TTM warrants

The TTM warranted roles can be either non-practising or practising:

- | | |
|---------------------|---|
| Non-practising (NP) | The person has been assessed as competent in their knowledge learning. |
| Practising | The person has been assessed as competent in the practical skills associated to the role. |

A6.1.6 TTM warranted roles related to training and assessment

TTM warranted roles related to training and assessment include:

TTM Trainer	<p>TTM Trainers are warranted by the Transport Agency to deliver a range of training including:</p> <ul style="list-style-type: none"> • TMO • STMS • Inspector. <p>Specialist TTM trainers alongside subject matter experts (SMEs) deliver training and assessment in other specialist areas.</p> <p>From time to time, the Transport Agency will hold a train the trainer workshop for one or more of the trainer roles. Suitably qualified and experienced individuals may apply to attend these workshops.</p>
TTM Mentor	<p>This is an STMS who coaches staff on the practical aspects of a role and prepares them for assessment.</p> <p>As part of preparing a trainee for assessment the TTM Mentor will be required to verify that the trainee has successfully performed selected tasks.</p> <p>STMSs can become TTM Mentors by successfully completing a TTM Mentor workshop and meeting the assessment requirements for that role.</p>
TTM Assessor	<p>The person selected by the Transport Agency to assess competence in a specific specialist activity (eg TMO practical assessment, STMS category A, B or C practical assessment, TTM Planner practical assessment).</p> <p>The TTM Assessor must have the relevant TTM unit standards included in their NZQA assessor scope of registration.</p>

A6.2 Training and competency model

A6.2.1 Implementation of the training and competency model

The following steps will be taken as each learning block is implemented:

- dates will be set for implementation of new training material
- TTM Trainers, TTM Mentors and TTM Assessors will attend the required training for each new learning block
- warrants will be issued upon successful completion of the knowledge and practical assessments for the new learning block.

During the implementation of new warrants, some responsibilities included in the existing warrant description may change. Effective dates for these changes will be notified to the industry as part of the implementation of the learning block.

A6.2.2 Phase out of existing warrants

Existing warrants (eg TC, L1 STMS, STMS-NP and L2/3 STMS) will continue until the expiry date. Changes may be made to the responsibilities of some of the warrant holders (see [Explanations and implications](#) at the beginning of this Notice)

The new training and assessment process begins before the current warrant expires. The warrant holder attends the non-practising refresher workshop to renew their non practising warrant. The non-practising warrant will expire three years from the date of completion of the refresher workshop.

If the warrant holder requires the practising warrant, they will complete the appropriate mentoring and undertake the practical assessment.

Upon successful completion of the practical assessment, a practising warrant will be issued. The practising warrant will expire on the same date as the non-practising warrant.

A6.3 Learning blocks

A6.3.1 Learning blocks

The following learning blocks are included in the training:

Learning blocks for TTM Crew

- TTM Worker
- TTM Driver
- Traffic Management Operative (TMO)
- Universal Site Traffic Management Specialist (STMS)
- STMS category A
- STMS category B
- STMS category C
- STMS mobile activities

Learning blocks for roles which interact with TTM Crews

- General Worker
- Manager of activities requiring TTM

Learning blocks for specialist TTM activities

- Inspector
- Use of specialist TTM equipment on-site

Learning blocks for audit, planning and network management

- TTM Planner
- TTM Audit
- TMP Approver
- Corridor Manager & TMC

Learning blocks for specialist STMS

- Specialist activities

Learning blocks for training and assessment

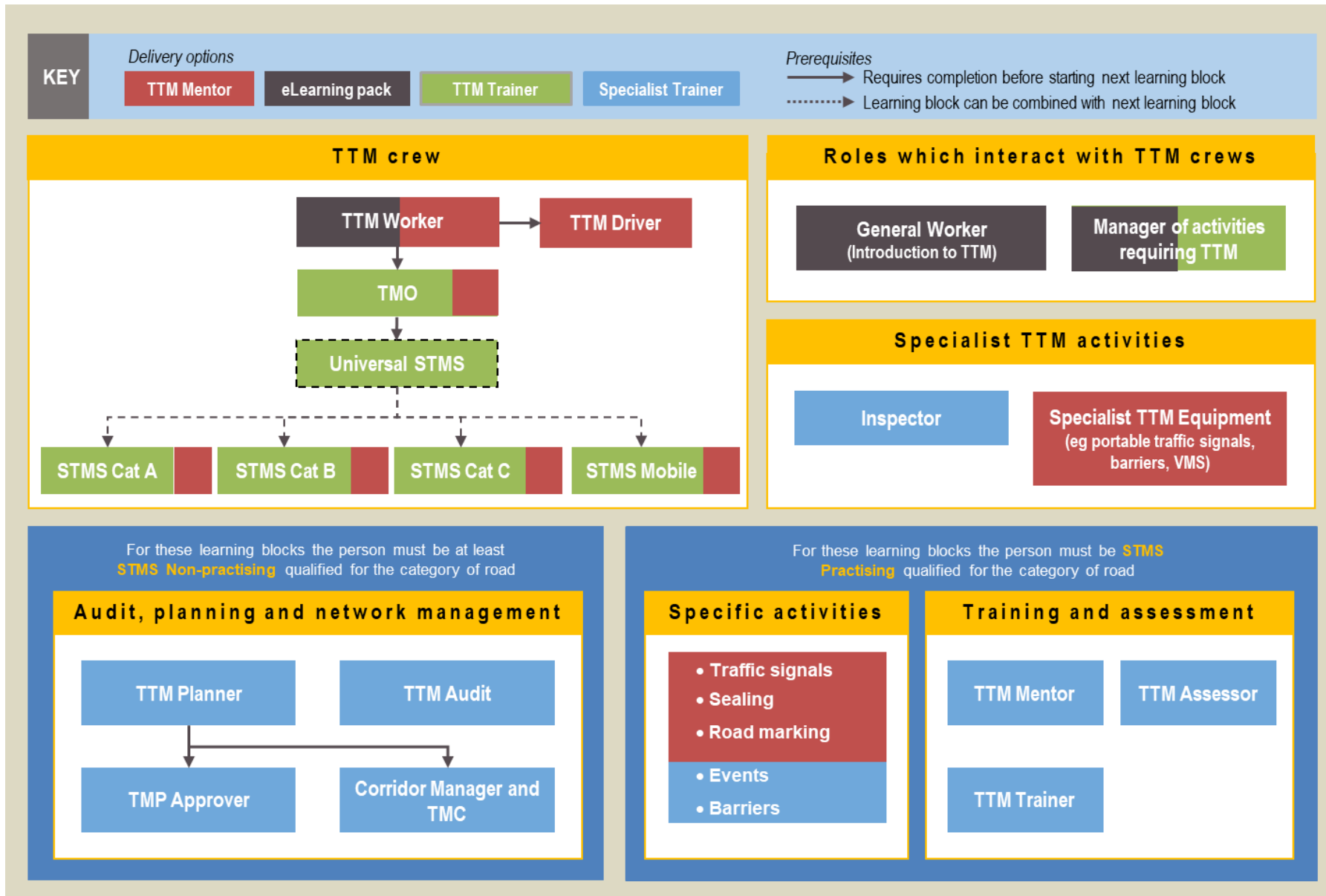
- TTM Mentor
 - TTM Assessor
 - TTM Trainer
-

A6.3.2 About the map of TTM learning blocks

The map of the TTM learning blocks on the following page shows:

- the primary delivery options for each learning block
 - the prerequisites for each learning block
 - the learning blocks that:
 - must be completed before starting next learning block
 - can be combined with other learning blocks.
-

A6.3.3 Map of TTM learning blocks



A6.4 Record of warranted and non-warranted roles

A6.4.1 Codes for warrants

Details of the new warrants will be recorded in the Transport Agency database, displayed on the TTM ID cards and on the public search of warrant holders. The following codes are used for the warrants:

Learning block	Non practising warrant	Practising warrant
TTM Crew		
TMO	TMO -NP	TMO
Universal STMS	STMS -U	None
STMS category A	STMS (A) -NP	STMS (A)
STMS category B	STMS (B) -NP	STMS (B)
STMS category C	STMS (C) -NP	STMS (C)
STMS Mobile activities	STMS (M) -NP	STMS (M)
Specialist TTM activities		
Inspector	<i>None</i>	Inspector
Audit, Planning and Network management		
TTM Planner	TTM Planner -NP	TTM Planner
TMP Approver	TMP Approver -NP	TMP Approver
TTM Audit	<i>None</i>	TTM Auditor example STMS (AB) Auditor
Corridor Manager and TMC	TMC -NP	TMC
Training and assessment		
TTM Mentor	<i>None</i>	Mentor
TTM Trainer	<i>None</i>	(T)
TTM Assessor	<i>None</i>	Assessor

A6.4.2 Company records for non-warranted roles

The following learning blocks do not have a warrant associated with them:

- TTM Worker
- General Worker
- Manager of activities requiring TTM
- Specialist TTM equipment
- Other specialist activities

Training records for these roles will **NOT** be stored in the Transport Agency database.

Details of successfully completed training to be recorded in the company's training record.

Successful completion of the learning blocks associated with unit standards to be registered through the NZ Qualifications authority on the persons record of learning.

A6.5 Refresher training

A6.5.1 Refresher training requirements

Warrant	Expiry period and required action
TMO, STMS category A, B, C and M	<p>Practising and non-practising warrants expire at the three year anniversary of the successful completion of a non-practising (or refresher) theory workshop.</p> <p>Once expired, the holder can no longer fulfil that warranted role.</p> <p>If the warrant has expired for over 12 months, the candidate will be required to successfully complete a full workshop for their expired warrant before being re-warranted.</p> <p>The non-practising warrant is renewed on successful completion of a refresher workshop for the warrant.</p> <p>The practising element of the warrant is refreshed:</p> <ul style="list-style-type: none"> • on successful completion of the practical reassessment for the warrant, or • the person qualifies, by successful completion of the ROPE process. <p>The practical reassessment option must be used for all STMSs who have not previously been assessed in the role.</p> <p>ROPE</p> <p>The ROPE process can be used for every alternate renewal. The candidate submits details of, and documentation for six closures completed while holding a current warrant.</p>

	<p>The six closures must be carried out during the nine months preceding submission of the ROPE application.</p> <p>Candidates who have received an improvement notice, or who have an unsatisfactory report from referees may not be considered for ROPE. However, if an improvement notice is followed by a 12-month period of satisfactory performance the ROPE may still be allowed.</p>
Inspector	<p>The Inspector warrant expires three years after the date of the successful completion of the Inspector workshop and assessment.</p> <p>Once expired, the holder can no longer fulfil the Inspector role.</p> <p>If the warrant has expired for over 12 months, the candidate will be required to successfully complete a full Inspector workshop before being re-warranted.</p> <p>The Inspector warrant is refreshed on:</p> <ul style="list-style-type: none"> • completion of a briefing on the TTM changes relating to Inspection activities, and • successful completion of the Inspector practical reassessment.
TTM Planner, TMP Approver, Corridor Manager and TMC, TTM Mentor, TTM Assessor	<p>There is no standard refresher workshop for these warrants. The need for a refresher workshop will be determined by the Transport Agency if procedures and requirements for these roles change significantly.</p> <p>The holder of this warrant refreshes their TTM knowledge by successfully completing an STMS Refresher workshop for the categories of road they are warranted for.</p>
TTM Trainer	<p>The TTM Trainer warrant expires three years after the date of the successful completion of the TTM Trainer (or Refresher) workshop.</p> <p>Once expired, the holder can no longer fulfil the TTM Trainer role.</p> <p>If the warrant has expired for over 12 months, the candidate will be required to successfully complete a full TTM Trainer workshop before being considered for re-warranting.</p> <p>The TTM Trainer warrant is renewed on successful completion of a TTM Trainer Refresher.</p>
TTM Auditor	<p>The TTM Auditor warrant expires three years after the date of the successful completion of the TTM Auditor workshop (or practical reassessment).</p>

Once expired, the holder can no longer fulfil the TTM Auditor role.

If the warrant has expired for over 12 months, the candidate will be required to successfully complete a full TTM Auditor workshop before being considered for re-warranting.

The TTM Auditor warrant is renewed on successful completion of a TTM Auditor practical reassessment.

The need for a refresher workshop will be determined by the Transport Agency if procedures and requirements for the audit role significantly change.

The holder of this warrant refreshes their TTM knowledge by successfully completing an STMS Refresher workshop for the categories of road they are warranted for.

A6.6 NZ certificate in temporary traffic worksite management

A6.6.1 Completion of NZ Certificate of Temporary Traffic Worksite Management

To supplement the training and competency model there is a NZ Certificate of Temporary Traffic Worksite Management registered on the NZ Qualifications Framework.

Completion of this certificate (and related unit standards) is optional except for selected Transport Agency warranted roles including TTM Mentor, TTM Assessor and TTM Trainer.

The certificate includes the following unit standards:

TTM Worker	US 31958: Explain the role of and operate as a TTM worker on the worksite under temporary traffic management
TMO Non-practising	US 31959: Demonstrate knowledge of temporary traffic management
TMO Practising	US 31960: Maintain the worksite under temporary traffic management
Universal STMS	US 31961: Explain the requirements for the worksite under temporary traffic management
STMS Non-practising	US 31962: Explain the requirements for the worksite under temporary traffic management for a road environment as defined in CoPTTM
STMS Practising	US 31963: Operate as a practising Site Traffic Management Specialist (STMS) on a road environment as defined in CoPTTM

A6.6.2 Details of courses

For further information about learning blocks, refer to the learning block outlines on the CoPTTM pages of the Waka Kotahi website

[Training & assessment | Waka Kotahi NZ Transport Agency \(nzta.govt.nz\)](https://nzta.govt.nz)

Further information may be obtained from:

Senior Advisor Technical Training and Education
NZ Transport Agency
National Office
PO Box 5084
Wellington 6140
Email: copttm.qual@nzta.govt.nz

C8 Shoulder and lane closures

Explanation of changes

Minor change to clarify that when undertaking roadside activities on level LV, level 1 and 2 roads with speed limits of 60km/h or less, pedestrians are not to be diverted into or across the lane.

A corresponding amendment has been made to the last bullet point of the traffic management diagram F2.5.

C8.1 Shoulder and roadside activities

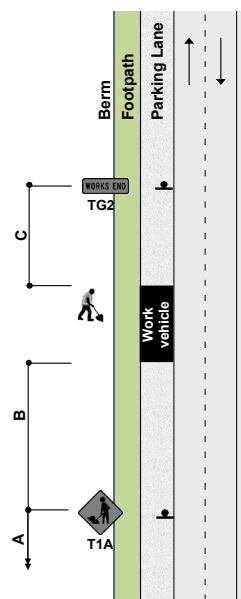
C8.1.2 Shoulder closures and roadside activities

If the activity is restricted to a sealed or unsealed shoulder, a T138 SHOULDER CLOSED supplementary plate attached to the T1A/T1B road works sign is used.

C8.1.2.1 Roadside activities on **category A road environments (level LV, level 1, level 2LS and level 2 roads with speed limits of less than 65km/h 60km/h or less)**

~~On level LV, level 1 and level 2 roads with speed limits of less than 65km/h,~~ On category A road environments (level LV, level 1, level 2LS and level 2 roads with speed limits of 60km/h or less), the activity may be carried out as follows:

- Advance warning T1A/B and WORKS END TG2 are optional if:
 - the work vehicle (light truck or smaller) is parked in a legal parallel car park, and
 - vehicle is only accessed from the off traffic side
- Large plant and machinery must not be used in this situation; a more substantial closure is required
- Traffic management must be provided where pedestrians or cyclists are affected
- **This closure may only be used where pedestrians do not have to cross over a kerb or edgeline.**



C8.2.21 Worksite overlaps Category A and B road environments

C8.2.21.1 STMS Cat A installing TTM equipment on an adjacent category B road environment

An STMS Cat A can place TTM equipment on a category B road environment if:

- The closure is only on the category A road environment (no part of the closure including safety zones and taper can be placed on the category B road environment)
- Signs and delineation in the category B environment are installed in the shoulder (no TTM equipment to be installed in the lane)
- A shadow vehicle is used and the TTM vehicles when stopped are clear of the lane during the installation process.

If these conditions cannot be met, then an STMS Cat B must install and remove the TTM on the category B road environment.

C8.2.21.2 STMS Cat B installing TTM equipment on an adjacent category A road environment

An STMS Cat B can place TTM equipment on a category A road environment if:

- The closure is only on the category B road environment (no part of the closure including safety zones and taper can be placed on the category A road environment)
- Signs and delineation in the category A environment are installed in the shoulder (no TTM equipment to be installed in the lane)
- A shadow vehicle is used and the TTM vehicles when stopped are clear of the lane during the installation process.

If these conditions cannot be met, then an STMS Cat A must install and remove the TTM on the category A road environment.

C8.2.21.3 STMS Cat C installing TTM equipment on an adjacent category A or B road environments

An STMS Cat C can place TTM equipment on a category A or B road environment if:

- The closure is only on the category C road environment (no part of the closure including safety zones and taper can be placed on the category A or B road environments)
- Signs and delineation in the category A or B environments are installed in the shoulder (no TTM equipment to be installed in the lane)
- A shadow vehicle is used and the TTM vehicles when stopped are clear of the lane during the installation process.

If these conditions cannot be met, then an STMS Cat A or B must install and remove the TTM on the category A and B road environments.

C13.3 Cyclist requirements

Explanation of changes

Minor change to clarify where TTM signs and equipment may be placed in a cycle lane.

C13.3.1 General

Cyclists must be accommodated in the TMP. Signs and equipment can only be placed in a marked cycle lane at a point where the cycle lane is deemed to be closed.

D4 Shadow vehicles

Explanation of changes

Minor change to clarify requirements for rear visibility on level 2LS roads. The current CoPTTM requirement for 2LS roads is 100m rear visibility for a shadow vehicle. This has now been aligned to the level LV and level 1 rear visibility of 50m.

Amendments

D4.1.3 Vehicle position

The ~~rear~~ visibility required for a road user approaching the rear of a shadow vehicle is at least:

- 50m on **level LV**, ~~and level 1~~ and **level 2LS** roads (if a shadow vehicle is not used then this distance applies to the rear of the work vehicle)
- 100m on **level 2 (excluding 2LS)** and **level 3** roads.

Revised version of this subsection

D4.1.3 Vehicle position

The visibility required for a road user approaching the rear of a shadow vehicle is at least:

- 50m on **level LV**, **level 1** and **level 2LS** roads (if a shadow vehicle is not used then this distance applies to the rear of the work vehicle)
- 100m on **level 2 (excluding 2LS)** and **level 3** roads.

D7.6 Inspections and non-invasive works

Overview of changes

The requirements for inspections and non-invasive works have been amended to:

- clarify the types of activities that can be undertaken as an inspection activity
- allow the introduction of category A, B and C road environments
- allow the introduction of the Inspector warrant (which replaces the TC-Inspector (TCI) warrant which will be phased out progressively as the TCI warrants are refreshed)
- introduces the TMO warrant which replaces the TC warrant
- clarify the training requirements for inspection activities
- clarify the vehicle requirements for inspection activities.

Amendments – D7.6 Inspections and non-invasive works

CoPTTM ref.	Change	Explanation
D7.6.1 Factors affecting inspections	<p>The general principle for inspection and non-invasive activities is that the person undertaking the inspection, when on the live lane, must move off the live lane to avoid traffic on the road, ie they must not expect traffic to move or slow down for their ir inspection activity.</p> <p>The TTM measures required for the activities involved in road inspections, investigations, measurement and/or testing, etc depend on:</p> <ul style="list-style-type: none"> • the time taken for the activity • the CSD required for the permanent speed limit on the road or the operating speed as defined by the RCA for the road, and • the traffic volume on the road at the time. <p>For a summary of the inspection requirements refer to subsection D7.7 Summary of requirements for inspections.</p>	<i>Minor edits</i>
D7.6.2 Planned inspection and non-invasive work activities	<p>Planned inspection and non-invasive activities are those where the inspector(s) are on foot and undertaking simple tasks such as:</p> <ul style="list-style-type: none"> • observation, using a measuring wheel, surveys, traffic counts • installing traffic count equipment • road maintenance activities such as removal of litter, cleaning signs, cleaning edge markers, installing edge marker posts, temporary pothole repairs, hand clearing vegetation from culvert headwalls and inlet/ outlets or taking photographs. 	<i>This amendment reduces the non-invasive works that can be completed as an inspection activity</i>

CoPTTM ref.	Change	Explanation
	<p>Activities when operators are on foot that require a spotter may also be used when installing, maintaining, and removing TTM at a worksite. These activities could include:</p> <ul style="list-style-type: none"> • setting up cone threshold for Stop/Go operator • reinstating a centreline cone that has been knocked over by a vehicle • removing a sign that has fallen into the live lane. <p>More complex activities, or those which cannot immediately move off the live lane, require mobile or static TTM.</p> <p>More complex activities, or those where the person cannot immediately move off the live lane on approach of a vehicle, require a more substantial mobile closure or static closure.</p>	<p><i>Clarifies that inspection type activities can be used when installing, maintaining, and removing TTM at a worksite</i></p> <p><i>Minor edit to reinforce that inspectors must move off the lane on the approach of a vehicle</i></p>
<p>D7.6.3 Basic requirements</p>	<p>Before commencing an inspection activity:</p> <ul style="list-style-type: none"> • the intended worksite area within the road environment is assessed for risk • the TMP is reviewed • hazards and mitigations are identified • others involved in the inspection activity are briefed on the activity, hazards and mitigations. <p>Inspectors must move from live lanes to avoid traffic. They must not expect traffic to drive slowly or drive around them.</p> <p>On level LV, level 1 and level 2 roads A person completing an inspection or non-invasive works cannot be on a live lane for more than five minutes.</p>	<p><i>Additional requirements to reinforce the risk management approach</i></p> <p><i>Minor edit to remove reference to levels of road as this requirement also applies to inspections on category A and B road environments</i></p>

CoPTTM ref.	Change	Explanation
	<p>Unless otherwise approved by the RCA, all inspections on the live lane of category A and B road environments (or for existing TC, TC-I or STMS warrants on the live lane of level 1 and/or level 2 roads) require a spotter.</p>	<p><i>Changes to clarify requirements for inspections on category A and B road environments.</i></p> <p><i>Inspection activities are included in the TMO and Inspector learning blocks.</i></p>
	<p>The RCA may provide a list of roads, times and/or activities suitable for inspection by a single inspector (eg where no level LV roads have been declared by the RCA).</p>	
	<p>A spotter is not required for inspections and non-invasive works on level LV roads low volume (less than 500vpd) category A and B road environments (or for existing TC, TC-I or STMS warrants, on level LV roads).</p>	<p><i>Amendment to allow single person inspections on low volume (less than 500vpd) category A and B road environments</i></p>
	<p>Where an unaccompanied inspector is not able to maintain adequate attention to approaching road users when in the lane (eg due to work tasks or poor visibility reduced clear sight distance), a spotter person will be required, or another type of traffic management operation used.</p>	<p><i>Minor edit</i></p>
	<p>The requirements of TTM such as wearing a high-visibility garment must apply.</p>	

CoPTTM ref.	Change	Explanation
	<p>For inspection activities that are carried out by a TC on level LV and level 1 roads the STMS must be immediately contactable but does not have to be within 30 minutes travel time of the worksite.</p>	<p><i>As a result of industry feedback, the requirement for the person in charge of an Inspection activity to report to an STMS has been removed.</i></p>
	<p>Inspection activities can be undertaken by a TC, TC-Inspector, practising TMO or Inspector without the need for the operation to be under the control of an STMS.</p>	<p><i>The rationale for this decision relates to the inclusion of the briefing in the Inspection training as deemed to be sufficient for the Inspector to have an ongoing understanding of the requirements of the approved TMP. The only time a briefing would be required is when the content of the TMP is changed.</i></p>
	<p>A copy of the approved TMP for the inspection being carried out must be available on-site.</p>	
	<p>There must be CSD to the inspector when on the live lane.</p>	
	<p>If this cannot be achieved, a spotter must be placed in a position where CSD can be attained by the spotter and be able to give verbal instructions to the inspector. If this is not possible, a static or mobile operation is required.</p>	
	<p>Where high speed and high vehicle numbers On busy roads where traffic levels affect access to the lane, peak periods these roads must be avoided or higher levels of TTM applied.</p>	
	<p>An unaccompanied inspector may walk unimpeded across a level LV, level 1 or 2 road category A or B road environment (or for existing TC, TC-I or STMS warrants, a level LV, level 1 or level 2 road).</p>	<p><i>Edit required for introduction of categories of road environment</i></p>
	<p>Climbing over median barriers is not permitted on any level road unless you are protected on both sides (ie by a barrier or closure both sides).</p>	<p><i>Removed reference to level of road as this requirement applies on any road</i></p>
	<p>Inspection activities are not permitted on a live lane of level 3 roads category C road environments (or for existing TC-I or L2/3 STMS warrants, a level 3 road). Mobile or static closures must be implemented for these inspection activities.</p>	<p><i>Edit required for introduction of categories of road environment</i></p>

CoPTTM ref.	Change	Explanation
D7.6.4 Vehicle requirements	<p>Vehicles associated with the activity must:</p> <ul style="list-style-type: none"> • be parked clear of the live lane, and • have an operating amber flashing beacon(s) operating which must be visible from all road user approach paths • The vehicle must have a rear-mounted sign eg TV3 ROAD INSPECTION indicating the type of activity taking place. and to give advance warning (of more than CSD) for approaching drivers <p>The vehicle, amber beacon(s) and sign must give the required CSD advance warning for approaching drivers.</p> <p>The following exemptions apply. The vehicle, sign and beacon(s) are not required:</p> <ul style="list-style-type: none"> • on a level LV, level 1 or level 2 road on roads with a permanent speed of 60km/h or less than 65km/h if the inspector remains clear of the carriageway remains on a footpath • where an inspection type activity is carried out within a static worksite. • On roads with a permanent speed of less than 65km/h an amber flashing beacon is not required on the vehicle if the inspector or non-invasive works is on an unsealed shoulder (or further away from the carriageway – including a footpath). <p>D7.6.4.1 LV roads Low volume category A and B road environments</p> <p>A vehicle-mounted sign is not necessary for inspections on level LV roads category A and B road environments with less than 500vpd (LV roads for existing warrant holders)</p>	<p><i>Relaxation to allow inspection activity to be completed without a vehicle when the inspector is clear of the carriageway (eg on the front or back berm) on a 60km/h or less road</i></p> <p><i>Relaxation to allow inspection type activities to be completed as part of installation, maintenance and removal of TTM</i></p> <p><i>Edit required for introduction of categories of road environment</i></p>

CoPTTM ref.	Change	Explanation
D7.6.5 Training requirements	<p>D7.6.5.1 Level LV and level 1 roads</p> <p>For inspection activities on level LV and level 1 roads the minimum training requirement is TC or TC Inspector.</p> <p>D7.6.5.2 Level 2 or level 3 roads</p> <p>For level 2 and level 3 roads where the activity is totally outside the edgeline, the inspection activity must be under the control of:</p> <ul style="list-style-type: none"> • a level 2/3 STMS, or • a STMS-NP, or • a TC Inspector. <p>For level 2 roads under 65km/h where the activity is on the lane of a road, the onsite control must be by an STMS L2/3, or an STMS-NP or a TC Inspector.</p> <p>For level 2 roads, over 65km/h where the activity is on the lane of a road, the onsite control must be by an STMS L2/3 or an STMS-NP. The inspection must only be carried out with RCA approval and may be subject to RCA conditions (eg locations, times).</p>	<p><i>Changes to clarify the training requirements for inspection activities.</i></p>
D7.6.5 Training requirements	<p>D7.6.5.1 Network training/briefing</p> <p>In addition to having a warrant that allows the holder to be in charge of an inspection activity, the warrant holder must also undertake any network specific training or briefings required by the RCA.</p>	<p><i>Some RCAs require inspectors to attend briefings/additional training sessions before being allowed to undertake inspection activities on their network. This reinforces that the inspector must attend these in addition to holding a warrant for inspection activities</i></p>

CoPTTM ref.	Change	Explanation
	<p>D7.6.5.2 Low volume (less than 500vpd) category A or B road environment</p> <ul style="list-style-type: none"> • Spotter optional – can be a one person activity <p>Onsite control must be by either a practising STMS of any category, a practising TMO or an Inspector and in the interim until the warrants are phased out, an STMS of any level or a TC-Inspector.</p> <p>D7.6.5.3 Category A road environment</p> <p>On shoulder or roadside</p> <ul style="list-style-type: none"> • Spotter optional - can be a one person activity <p>On live lane</p> <ul style="list-style-type: none"> • Spotter required. <p>On-site control must be by either a practising STMS of any category, a practising TMO or an Inspector and in the interim until the warrants are phased out, for level 1 roads a TC, a TC-Inspector or an STMS, and for level 2 roads, a L2/3 STMS, an STMS-NP, or a TC-Inspector.</p>	<p><i>Amendment required due to the introduction of:</i></p> <ul style="list-style-type: none"> • <i>categories of road environment</i> • <i>inspector warrant (which replaces TC-Inspector warrant)</i> • <i>practising STMS requirements</i> • <i>TMO warrant (and the allowance for a practising TMO to undertake inspections on category A and B road environments)</i>

CoPTTM ref.	Change	Explanation
	<p>D7.6.5.4 Category B road environment</p> <p>On shoulder or roadside:</p> <ul style="list-style-type: none"> • Spotter optional - can be a one person activity <p>On live lane:</p> <ul style="list-style-type: none"> • Spotter required. <p>Onsite control must be by either a practising STMS of any category, a practising TMO or an Inspector and in the interim until the warrants are phased out:</p> <ul style="list-style-type: none"> • for level 1 roads a TC, a TC-Inspector or an STMS • a shoulder, berm or footpath of a level 2 road, a L2/3 STMS, an STMS-NP, or a TC-Inspector • on the lane of a level 2 road with speed 70km/h or more, either a L2/3 STMS or an STMS-NP. <p>The inspection must only be carried out with RCA approval and may be subject to RCA conditions (eg locations, times).</p> <p>D7.6.5.5 On shoulder or roadside of category C road environment</p> <p>Onsite control must be by either a practising STMS (C) or an Inspector and in the interim until the warrants are phased out, a L2/3 STMS, an STMS-NP, or a TC-Inspector.</p> <p>Note: <i>Inspection activities cannot be completed on the lane of category C road environments.</i></p>	
<p>D7.6.6 Summary of requirements for inspections</p>	<p>The following pages summarise the requirements for inspections.</p>	<p><i>Minor edit to amend incorrect numbering in CoPTTM</i></p>

Type of road	On-shoulder, berm or footpath – no time limit	On-live-lane – up to 5 minutes	Over 5 minutes
Level LV	Spotter optional – can be one person activity: <ul style="list-style-type: none"> • Working under the approved TMP, following the STMS' briefing • Onsite control must be by an STMS, or a TC or a TC Inspector. 		
Level-1	Spotter required – minimum two person activity: <ul style="list-style-type: none"> • Working under the approved TMP, following the STMS' briefing • Onsite control must be by an STMS, or a TC or a TC Inspector. 		
Level-2 under 65km/h	Spotter optional – can be one person activity: <ul style="list-style-type: none"> • Working under the approved TMP, following the STMS' briefing • Onsite control must be by an STMS L2/3, or an 	Spotter required – minimum two person activity: <ul style="list-style-type: none"> • Working under the approved TMP, following the STMS' briefing • Onsite control must be by an STMS L2/3, or an STMS-NP or a TC Inspector. 	

Replaced by summary on the following pages

<p>Level 2 over 65km/h</p>	<p>STMS-NP or a TC Inspector.</p>	<p>Inspection must only be carried out with RCA approval and may be subject to RCA conditions (eg locations, times). Spotter required – minimum two-person activity:</p> <ul style="list-style-type: none"> • Working under the approved TMP, following the STMS briefing • Onsite control must be by an STMS L2/3 or an STMS-NP. 	
<p>Level 3</p>			

Inspection activities must be completed as detailed in the approved TMP.			
Type of road	On shoulder or roadside – no time limit	On live lane – up to 5 minutes	Over 5 minutes
Low volume (less than 500vpd) category A or B road environment	Spotter optional – can be one person activity Onsite control must be by either a practising STMS of any category, a practising TMO or an Inspector <i>and in the interim until the warrants are phased out, an STMS of any level or a TC-Inspector</i>		Inspection not permitted. Must use a mobile, semi-static, or static closure.
	Category A	Spotter optional – can be one person activity	
Onsite control must be by either practising STMS of any category, practising TMO or Inspector <i>and in the interim until the warrants are phased out:</i>			
Road level	Onsite control		
Level 1 road	TC, TC-Inspector or STMS		
Level 2 road	L2/3 STMS, STMS-NP, or TC-Inspector		
Category B	Spotter optional – can be one person activity	Spotter required – minimum two person activity	
Onsite control must be by either a practising STMS of any category, a practising TMO or an Inspector <i>and in the interim until the warrants are phased out:</i>			
Road level	Onsite control		
Level 1 road	TC, TC-Inspector or STMS		

Amendment required due to the introduction of:

- categories of road environment
- inspector warrant (which replaces TC-Inspector warrant)
- TMO warrant (and the allowance for a practising TMO to undertake inspections on category A and B road environments)

	Level 2 road (shoulder, roadside or on the lane with speed 60km/h or less)	L2/3 STMS, STMS-NP or TC-Inspector	
	Level 2 road (on the lane with speed 70km/h or more)	L2/3 STMS or STMS-NP	
Category C	Spotter optional – can be one person activity: Onsite control must be by either a practising STMS (C) or an Inspector <i>and in the interim until the warrants are phased out, a L2/3 STMS, STMS-NP, or TC-Inspector</i>	Inspection not permitted. Must use a mobile, semi-static, or static closure.	

Summarises amendments made earlier in this section

General rules (apply to all the above)

Inspectors must move to avoid traffic. They must not expect traffic to move or slow down to avoid them.

There must be CSD to the inspector when on the live lane.

On busy roads where traffic volumes and speed affect access to the live lane, **peak periods inspection type activities on these roads** should be avoided or a higher level of TTM **considered** provided for the activity.

~~Crossing a level LV, 1 or 2 road does not constitute being on a live lane but crossing a level 3 road does, unless a pedestrian crossing facility is being used.~~

Vehicle

Advance warning in the form of an ~~inspection~~ vehicle fitted with one and preferably two amber flashing beacons and a rear-mounted sign indicating the type of activity taking place must be positioned in advance of the inspection site.

A vehicle is not required **to provide advance warning on a level LV, level 1 or level 2 road on roads** with a permanent speed of ~~less than 65km/h~~ 60km/h or less if the inspector remains **clear of the carriageway on a footpath**.

~~On roads with a permanent speed of less than 65km/h an amber flashing beacon is not required on the vehicle if the inspector or non-invasive works is on an unsealed shoulder (or further away from the carriageway – including a footpath).~~

Spotter

A spotter is not required for inspections and non-invasive works on **level LV roads low volume (less than 500vpd) roads**.

Unless otherwise approved by the RCA, all inspections on the live lane of **level 1 and level 2 roads category A and B road environments** require a spotter. The RCA may provide a list of ~~level 1~~ roads, times and/or activities suitable for inspection by a single inspector (eg where no level LV roads have been declared by the RCA)

Where an unaccompanied inspector is not able to give adequate attention to approaching road users (eg due to work tasks or poor CSD visibility), a spotter will be required, or another type of traffic management operation used.

Revised D7.6 Inspections and non-invasive works

D7.6.1 Factors affecting inspections

The general principle for inspection and non-invasive activities is that the person undertaking the inspection, when on the live lane, must move off the live lane to avoid traffic on the road, ie they must not expect traffic to move or slow down for their activity.

The TTM measures required for the activities involved in road inspections, investigations, measurement and/or testing, etc depend on:

- the time taken for the activity
- the CSD required for the permanent speed limit on the road or the operating speed as defined by the RCA for the road, and
- the traffic volume on the road at the time.

For a summary of the inspection requirements refer to subsection [Error! Reference source not found. Error! Reference source not found.](#)

D7.6.2 Planned inspection and non-invasive work activities

Planned inspection and non-invasive activities are those where the inspector(s) are on foot and undertaking simple tasks such as:

- observation, using a measuring wheel, traffic counts
- installing traffic count equipment
- road maintenance activities such as removal of litter, cleaning signs, cleaning edge markers or taking photographs.

Activities when operators are on foot that require a spotter may also be used when installing, maintaining and removing TTM at a worksite. These activities could include:

- setting up cone threshold for Stop/Go operator
- reinstating a centreline cone that has been knocked over by a vehicle
- removing a sign that has fallen into the live lane.

More complex activities, or those where the person cannot immediately move off the live lane on approach of a vehicle, require a more substantial mobile closure or static closure.

D7.6.3 Basic requirements

Before commencing an inspection activity:

- the intended worksite area within the road environment is assessed for risk
- the TMP is reviewed
- hazards and mitigations are identified
- others involved in the inspection activity are briefed on the activity, hazards and mitigations.

Inspectors must move from live lanes to avoid traffic. They must not expect traffic to drive slowly or drive around them.

A person completing an inspection or non-invasive works cannot be on a live lane for more than five minutes.

Unless otherwise approved by the RCA, all inspections on the live lane of category A and B road environments (or for existing TC, TC-I or STMS warrants on the live lane of level 1 and/or level 2 roads) require a spotter.

The RCA may provide a list of roads, times and/or activities suitable for inspection by a single inspector (eg where no level LV roads have been declared by the RCA).

A spotter is not required for inspections and non-invasive works on low volume (less than 500vpd) category A and B road environments (or for existing TC, TC-I or STMS warrants, on level LV roads).

Where an unaccompanied inspector is not able to maintain adequate attention to approaching road users when in the lane (eg due to work tasks or reduced clear sight distance), a spotter will be required or another type of traffic management operation used.

The requirements of CoPTTM such as wearing a high-visibility garment must apply.

Inspection activities can be undertaken by a TC, TC-Inspector, practising TMO or Inspector without the need for the operation to be under the control of an STMS.

A copy of the approved TMP for the inspection being carried out must be available on-site.

There must be CSD to the inspector when on the live lane.

If this cannot be achieved, a spotter must be placed in a position where CSD can be attained by the spotter and be able to give verbal instructions to the inspector. If this is not possible, a static or mobile operation is required.

Where high speed and high vehicle numbers affect access to the lane these roads must be avoided or higher levels of TTM applied.

An unaccompanied inspector may walk unimpeded across a category A or B road environment (or for existing TC, TC-I or STMS warrants, a level LV, level 1 or level 2 road).

Climbing over median barriers is **not** permitted on any road unless you are protected on both sides (ie by a barrier or closure both sides).

Inspection activities are not permitted on a live lane of category C road environments (or for existing TC-I or L2/3 STMS warrants, a level 3 road). Mobile or static closures must be implemented for these inspection activities.

D7.6.4 Vehicle requirements

Vehicles associated with the activity must:

- be parked clear of the live lane, and
- have an operating amber flashing beacon(s) which must be visible from all road user approach paths.
- have a rear-mounted sign eg TV3 ROAD INSPECTION indicating the type of activity taking place.

The vehicle, amber beacon(s) and sign must give the required CSD advance warning for approaching drivers.

The following exemptions apply. The vehicle, sign and beacon(s) are not required:

- on roads with a permanent speed of 60km/h or less if the inspector remains clear of the carriageway
- where an inspection type activity is carried out within a static worksite.

D7.6.4.1 Low volume category A and B road environments

A vehicle-mounted sign is not necessary for inspections on category A and B road environments with less than 500vpd (LV roads for existing warrant holders)

D7.6.5 Training requirements

D7.6.5.1 Network training/briefing

In addition to having a warrant that allows the holder to be in charge of an inspection activity, the warrant holder must also undertake any network specific training or briefings required by the RCA.

D7.6.5.2 Low volume (less than 500vpd) category A or B road environment

- Spotter optional – can be a one person activity

Onsite control must be by either a practising STMS of any category, a practising TMO or an Inspector and in the interim until the warrants are phased out, an STMS of any level or a TC-Inspector.

D7.6.5.3 Category A road environment

On shoulder or roadside

- Spotter optional - can be a one person activity

On live lane

- Spotter required.

On-site control must be by either a practising STMS of any category, a practising TMO or an Inspector (and in the interim until the warrants are phased out, for level 1 roads a TC, a TC-Inspector or an STMS, and for level 2 roads, a L2/3 STMS, an STMS-NP, or a TC-Inspector).

D7.6.5.4 Category B road environment

On shoulder or roadside:

- Spotter optional - can be a one person activity

On live lane:

- Spotter required.

Onsite control must be by either a practising STMS of any category, a practising TMO or an Inspector and in the interim until the warrants are phased out:

- for level 1 roads a TC, a TC-Inspector or an STMS
- a shoulder, berm or footpath of a level 2 road, a L2/3 STMS, an STMS-NP, or a TC-Inspector
- on the lane of a level 2 road with speed 70km/h or more, either a L2/3 STMS or an STMS-NP.

The inspection must only be carried out with RCA approval and may be subject to RCA conditions (eg locations, times).

D7.6.5.5 On shoulder or roadside of category C road environment

Onsite control must be by either a practising STMS (C) or an Inspector (and in the interim until the warrants are phased out, a L2/3 STMS, an STMS-NP, or a TC-Inspector).

Note: *Inspection activities cannot be completed on the lane of category C road environments.*

D7.6.6 Summary of requirements for inspections

The following pages summarise the requirements for inspections.

Inspection activities must be completed as detailed in the approved TMP.			
Type of road	On shoulder or roadside – no time limit	On live lane – up to 5 minutes	Over 5 minutes
Low volume (less than 500vpd) category A or B road environment	Spotter optional – can be one person activity Onsite control must be by either a practising STMS of any category, a practising TMO or an Inspector <i>and in the interim until the warrants are phased out, an STMS of any level or a TC-Inspector.</i>		Inspection not permitted. Must use a mobile, semi-static, or static closure.
Category A	Spotter optional – can be one person activity	Spotter required – minimum two person activity	
	Onsite control must be by either practising STMS of any category, practising TMO or Inspector (<i>and in the interim until the warrants are phased out</i>):		
	Road level	Onsite control	
	Level 1 road	TC, TC-Inspector or STMS	
Level 2 road	L2/3 STMS, STMS-NP, or TC-Inspector		
Category B	Spotter optional – can be one person activity	Spotter required – minimum two person activity	
	Onsite control must be by either a practising STMS of any category, a practising TMO or an Inspector <i>and in the interim until the warrants are phased out</i> :		
	Road level	Onsite control	
	Level 1 road	TC, TC-Inspector or STMS	
	Level 2 road (shoulder, roadside or on the lane with speed 60km/h or less)	L2/3 STMS, STMS-NP or TC-Inspector	
Level 2 road (on the lane with speed 70km/h or more)	L2/3 STMS or STMS-NP		
Category C	Spotter optional – can be one person activity: Onsite control must be by either a practising STMS (C) or an Inspector (<i>and in the interim until the warrants are phased out, a L2/3 STMS, STMS-NP, or TC-Inspector</i>).	Inspection not permitted. Must use a mobile, semi-static, or static closure.	

General rules (apply to all the above)

Inspectors must move to avoid traffic. They must not expect traffic to move or slow down to avoid them.

There must be CSD to the inspector when on the live lane.

On busy roads where traffic volumes and speed affect access to the live lane, inspection type activities on these roads should be avoided or a higher level of TTM provided for the activity.

Vehicle

Advance warning in the form of a vehicle fitted with one and preferably two amber flashing beacons and a rear-mounted sign indicating the type of activity taking place must be positioned in advance of the inspection site.

A vehicle is not required to provide advance warning on roads with a permanent speed of 60km/h or less if the inspector remains clear of the carriageway.

Spotter

A spotter is not required for inspections and non-invasive works on low volume (less than 500vpd) roads.

Unless otherwise approved by the RCA, all inspections on the live lane of category A and B road environments require a spotter. The RCA may provide a list of roads, times and/or activities suitable for inspection by a single inspector (eg where no level LV roads have been declared by the RCA)

Where an unaccompanied inspector is not able to give adequate attention to approaching road users (eg due to work tasks or poor CSD visibility), a spotter will be required, or another type of traffic management operation used.