

Part 8 of the Traffic Control Devices Manual (TCD Manual)

## Code of Practice for Temporary Traffic Management (CoPTTM)

(CoPTTM) - (SP/M/010)

## Fourth Edition – Update Note June 2015

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Date of Issue:	1 July 2015

Circulation	Regional Operations Managers, holders of the Code of Practice for Temporary Traffic Management and NZTA website. Please forward to your consultants and contractors
Objective	To update the January 2015 version of the Fourth Edition of the CoPTTM.
Effective Date	1 August 2015
Status	This document is a guideline for use by the roading industry, road controlling authorities, network utility operators and event holders.
Implications	The majority of amendments are clarifications to the fourth edition. Some relaxations have been included in this update. The June 2015 version of CoPTTM is available online.
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 NZTA website: www.nzta.govt.nz/copttm
Additional Copies	These may be downloaded from NZTA's website, free of charge or purchased direct from our distributor either via the website, or directly to NZ Print, PO Box 2491, Wellington, 6140

Key to changes	Additional text	Highlighted in yellow
	Deleted text	Red strike through
	Comments about the change	Italic text

Changes of note from January 2015 to June 2015			
Reference in 4 <sup>th</sup> Edition	Change	Implementation / implications	
Glossary of terms	<b>Closure</b> In the context of road works a closure is the physical area from which the traffic is road users are to be excluded. This includes but is not limited to shoulder closures, lane closures and road closures.	Clarification	
Glossary of terms	Shoulder The sealed or unsealed surface outside the edgeline or an inferred line along the outside edge of a lane. A sealed or unsealed part of the road outside the edgeline, or an inferred edgeline, which is trafficable and flush with the pavement.	Clarification	
A5.3.1: Responsibilities of the RCA	<ul> <li>Added the following wording:</li> <li>designating the level of each road within the network</li> <li>Added the following wording:</li> <li>An RCA acts not only as an RCA, but when carrying out its own work the RCA becomes the principal to the contract for that work and must ensure the contractors and consultants meet the standards laid out in the CoPTTM.</li> </ul>	Clarification	
A5.6 Engineer	Amended sub-section heading as follows A5.6 Engineer to an RCA contract	Clarification	
A5.6.1 Engineer's responsibilities	<ul> <li>Added the following wording:</li> <li>approving compliant TMPs and sending to TMC for acceptance. Where the TMC will not accept the TMP, the engineer must meet with the TMC to reach an agreement. If agreement cannot be reached the RCA must set up a meeting with all parties to facilitate a decision.</li> </ul>	Clarification of process	
A5.7.4 Recording crashes and briefing the engineer and /or the RCA TMC, the RCA (and for an RCA construction project the engineer to the project)	The contractor must record all crashes at worksites and, within 24 hours of any crash, brief the TMC, the RCA (and for an RCA construction project the engineer to the project) engineer and/or the RCA on the details of the crash, including the following:	Clarification	
A5.8.2 Authority of the STMS	Added the following note: <b>Note:</b> 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. Deleted following text:	Clarification	

Changes of note from January 2015 to June 2015			
Reference in 4 <sup>th</sup> Edition	Change	Implementation / implications	
	Note: Where a visitor is wearing a standard high visibility garment this will be enough to enter the worksite but not the working space. Where other equipment such as steel cap footwear, helmets or fire retardant garments are required in the working space, the visitor may be denied entry to the working space.		
A5.9.1 Authority of the TC	<ul> <li>Added the following note:</li> <li>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.</li> <li>Deleted following text:</li> <li>Note: Where a visitor is wearing a standard high visibility garment this will be enough to enter the worksite but not the working space. Where other equipment such as steel cap footwear, helmets or fire retardant garments are required in the working space, the visitor may be denied entry to the working space.</li> </ul>	Clarification	
A5.9.3 TC's general responsibilities for level LV and level 1 roads	The general responsibilities of the <del>appointed</del> TC <mark>who has been</mark> delegated <del>for a</del> -worksite control are to:	Clarification	
A7.7.2 Copy kept for one year	For selected level LV and level 1 roads, if the TMP has been approved by the STMS under delegated authority, a copy of the TMP must be kept for one year. Whether approved under delegated authority or by the RCA, the TMP (and any associated on-site records) must be must be kept for one year.	Clarification	
A7.9.1 About EEDs	The EED is a form of contractual arrangement and must be approved and signed by both the contractor and RCA (or their delegated agent). The EED is a signed formal agreement. The EED proposal is submitted by the principal to the contract, and/or their contractor/supplier and approved by the RCA.	Clarification	
B1.3.2.3 900mm warning and regulatory signs for shoulders, medians and roadside areas	Where shoulders and medians are less than 1.2m in width contractors may, with the RCA's permission, use a 900mm warning or regulatory sign including a speed limit. Where shoulders, medians and roadside areas will not accommodate a full size sign, a 900mm warning or regulatory sign including a speed limit sign may be used with the RCA's permission.	Clarification	
B1.4.2 Direction and protection Centre lane closed Three-lane one-	Deleted following text: A supplementary distance plate is used for signs on level 2 and level 3 roads. Added the following note:	Clarification	

Changes of note from January 2015 to June 2015			
Reference in 4 <sup>th</sup> Edition		Change	Implementation / implications
way road	TL31	This sign must not be used on level 2 or level 3 roads, any state highways or roads with a speed limit in excess of 50km/h. Refer subsection C8.2.9 Centre lane closures.	
<b>B1.4.2 Direction and protection</b> <b>Centre lane closed</b> Three-lane one- way road	TL32	Deleted following text: A supplementary distance plate is used for signs on level 2 and level 3 roads. Added the following note: This sign must not be used on level 2 or level 3 roads, any state highways or roads with a speed limit in excess of 50km/h. Refer subsection C8.2.9 Centre lane closures.	Clarification
B2.4 Dimensions	Added the fo Company lo no greater th the logo beir surface.	llowing note: gos applied to the sides of delineation devices must be nan 5000mm <sup>2</sup> (eg 50mm x 100mm) with the top of ng no higher than 200mm <mark>(± 20mm)</mark> from the road	Clarification
B3.4.2 STMS sleeveless vest Identifying vests for STMS and TC	Amended her B3.4.2.1 STM In circumstand TC will assum Retroreflective standard Class identify the TC responsibility Note: If the at it may only be delegated to the Removable TC garment with fastening sewue • on the upp x 100mm ( This panel front and the • on the upp reflective to with the leg	Added the following note: Company logos applied to the sides of delineation devices must be no greater than 5000mm <sup>2</sup> (eg 50mm x 100mm) with the top of the logo being no higher than 200mm (± 20mm) from the road surface. Amended headings and added subsection for identifying vest for TC <b>3.4.2.1 STMS sleeveless vest</b> r circumstances where an STMS is supervising a number of sites, a C will assume control of the TTM at the worksite. stroreflective fluorescent yellow green panels located on the andard Class F (or Class NF) orange high visibility garment will entify the TC. These panels must only be displayed when sponsibility for the site is delegated to the TC. <b>Ote:</b> If the above TC panels are permanently affixed to the garment may only be donned when the responsibility for the site is elegated to the TC. emovable TC designation panels will be securely attached to the arment with the addition of either clear pockets or hook and loop stening sewn onto the front left and centre back of the garment: on the upper left front of the garment a panel measuring 100mm x 100mm (±5mm) with the letters T C in 75mm helvetica bold. This panel may cover some of the retro-reflective element at the front and the compliant 7500mm <sup>2</sup> logo area on the upper centre back of the garment, between the retro- reflective braces a panel measuring 100mm x 250mm (±5mm) with the letters T C in 75mm helvetica bold. This panel may cover some of the retro-reflective element at the front and the compliant 7500mm <sup>2</sup> logo area on the upper centre back of the garment, between the retro- reflective braces a panel measuring 100mm x 250mm (±5mm) with the letters T C in 75mm helvetica bold. This panel may	

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	<ul> <li>each panel may be reversible; with the back of each panel being compliant Class F (or Class NF) orange garment material such that when reversed the garment will become a standard orange garment</li> <li>the orange reverse side of the front TC panel may include the 7500mm<sup>2</sup> logo that would appear on other standard garments.</li> </ul>		
B6.1.2.2 Child proof in-fill	In line with the building code the following dimensions for safety fences have been set (refer to website below for guidance) http://www.dbh.govt.nz/UserFiles/File/Publications/Building/Guidance- information/pdf/barrier-design-guidance.pdf) : Where vertical members are used they must be no greater than 100mm apart.	Clarification	
	Where netting mesh is used, the diagonal gap in the mesh must be no greater than 75mm, which is achieved by a 50mm x 50mm mesh as shown.		
	Tommax Tommax Tommax Tommax Tommax Tommax		
	Effective date for this change is 1 July 2016.		
B9.1.1 Types of variable message signs (VMS)	<ul> <li>Added note that specification P37 is available on request from the NZTA. This has also been added to other references to specification P37 in sections B, C and D</li> <li>standard VMS (covered in the NZTA's P37 Specifications for mobile variable message signs (in press, available on request from the NZTA).</li> </ul>	Clarification	
B12.1.5 Visibility screens	Visibility screens are used to help prevent motorists being distracted by the works to facilitate improved and safer traffic conditions.	New requirement	

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Reference in 4 <sup>th</sup> Edition	Change	Implementation / implications	
	Visibility screens:		
	<ul> <li>Must be opaque (eg shade cloth, corrugated plastic or corriboard or other similar frangible materials). Rigid materials are not to be used unless it can be demonstrated (by crash testing or similar means) that such material will not cause injury when impacted</li> <li>Must provide a continuous screen a minimum of 2m in height above the pavement</li> <li>Must be designed to be attached to the rear of a temporary barrier or be free standing</li> </ul>		
	<ul> <li>Must have a smooth and visually uncluttered surface of uniform colour. The same surface and colour must be used for the whole system.</li> </ul>		
	The frames supporting visibility screens must be manufactured in such a manner so as not to present a hazard to worker, pedestrians or vehicle occupants when impacted.		
	All joints must be welded or similarly connected. Mechanical fixings (pipe clamp, bolted joints etc.) are not to be used.All tube bends or frame corners must have a radius of greater than 100mm.		
	Visibility screens and their supporting structures must be capable of accommodating all environmental loads imposed during normal operating conditions including wind loads and the wind load generated from all passing vehicles. Under such imposed loads the screens are not to move out of line or move in any way that may distract motorists.		
	No advertising or corporate marketing may be applied to a visibility screen. A single corporate logo not exceeding the maximum allowed under <u>subsection B4.1.2 Area requirements for signs</u> may be applied in the upper right-hand corner of the visibility screen.		
C2.1.1 General	Added following wording and made corresponding amendments to Level 2 and Level 3 layout tables	Clarification	
	For levels 2 and 3 temporary traffic management (TTM) the layout of the approach signing sign distances and spacings, the initial taper(s) and any longitudinal safety zone associated with that taper must be based on the permanent speed limit. The temporary speed limit (TSL) may be used for the layout of any subsequent tapers and the remainder of the worksite. The layout distances of the remainder		

Changes of note from January 2015 to June 2015				
Reference in 4 <sup>th</sup> Edition	Change			Implementation / implications
	of the worksite, including any subsequent tapers, <del>is</del> may be based on the TSL, provided the TSL is applied prior to the first taper.			
C2.6 Level 2 worksite layout distances	Approach signage sign distances and spacings, the initial taper(s) and any longitudinal safety zone associated with that taper must be based on the permanent speed limit. The layout distances of the remainder of the worksite, including any subsequent tapers, is may be based on the TSL, provided the TSL is applied prior to the first taper.			Clarification
C2.7 Level 3 worksite layout distances	Minimum distance between tapers (m) ***	80	100 <u>***</u>	Minor edits
C2.7 Level 3 worksite layout distances	Amended footnote in table as follows and made corresponding amendments to Level 3 layout table shown in other places within CoPTTM ***Must be altered if required to meet the supplementary TLS TSL distance. Amended footnote in table as follows and made corresponding amendments to Level 3 layout table shown in other places within CoPTTM			Minor edits
C2.7 Level 3 worksite layout distances	Approach signage sign distances and spacings, the initial taper(s) and any longitudinal safety zone associated with that taper must be based on the permanent speed limit. Any subsequent tapers, and the remainder of the worksite, are based on the applicable permanent or TSL. The layout distances of the remainder of the worksite, including any subsequent tapers, may be based on the TSL, provided the TSL is applied prior to the first taper.			Clarification
C2.7 Level 3 worksite layout distances	For temporary and permanent speeds less than 80km/h use the C2.6 Level 2 worksite layout distances table.			Clarification
C3.3.1 Location of temporary warning and TSL signs	On level 1, level 2 and level 3 multi-lane roads additional temporary warning and speed limit signs must be located on the right-hand side of the road. On level 2 and level 3 roads, and multi-lane level 1 roads additional temporary warning and speed limit signs must be located on the right-hand side of the road.		Relaxation	
C3.3.2 Positioning of signs	<ul> <li>All signs must be mounted on stands except as below:</li> <li>in the case of road closures, signs may be mounted on a barricade/barrier</li> <li>In the case of level LV/LR activities, advance warning signs may be mounted on a stationary vehicle with an amber flashing beacon if sign visibility clear sight distance is available.</li> </ul>		Minor edit to align to wording in level 1 layout tables	
C4.3.1 Sign location	On level 1 roads with a permanent speed limit of 100km/h, cones are required from the TSL to the taper or hazard area where no taper is installed (with cones at same spacing as along working space) if the speed is reduced by more than 30km/h.		Clarification	

Changes of note from January 2015 to June 2015			
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C4.3.1 Sign location	On <b>level 1</b> roads with a permanent speed limit of 100km/h, cones are required from the TSL to the taper or hazard area where no taper is installed (with cones at same spacing as along working space) if the speed is reduced by more than 30km/h.	Clarification	
C4.4.2 Duration	TSLs must be removed as soon as the circumstances under which the speed restriction was imposed no longer exist.	Clarification	
	TSLs can only be <del>approved</del> installed for up to six months.		
	Should a TSL be required for more than six months, the RCA must review the TSL, and if it is still required, a new TMP must be approved.		
	Explanation		
	Under the Land Transport Rule Setting of Speed Limits 2003 (Rule 54001) the definition of a temporary speed limit means speed limit that is in force for a period of less than six months and is set under this rule.		
	Under section 5.1 of this rule it states a temporary speed limit applies from the time a temporary speed limit is installed.		
	An authority to use a temporary speed limit by way of a TMP can be for a longer period. It is only the installation period that is limited to less than 6 months.		
C7.3.3 Lengths of tapers for a lateral shift of less than 3.5m	On level 1, level 2 and level 3 roads with lateral shifts of less than 3.5m the length of the taper may be reduced. For low volume roads, no allowance can be given as the taper lengths have already been reduced.	Clarification	
C8.1 Shoulder <del>s</del> and roadside activities <del>areas</del>	C8.1.1 General Shoulder closures are used to provide minimal disruption to traffic on all roads where the works are restricted to a trafficable shoulder that is typically 2m or more wide.	Clarification	
	Shoulder closure: The activity is outside the edgeline (or an inferred edgeline) on the trafficable area of the carriageway.		
	Roadside activity: The activity is outside the carriageway.		
C8.1.2 Shoulder closures and roadside activities	If the activity is <del>on</del> restricted to a sealed or unsealed shoulder, the shoulder should be closed with a T138 (TW-1.6) Shoulder Closed supplementary plate attached to the T1A/T1B (TW-1) road works sign is used.	Clarification	
	C8.1.2.1 Roadside activities on level LV, level 1 and 2 roads with speed limits of less than 65km/h		
	On level LV, level 1 and level 2 roads with speed limits of less than 65km/h, <mark>the</mark> activity may be carried out as follows:		
	<ul> <li>Activity on the berm or footpath does not require advance warning, however, traffic management must be provided where pedestrians or cyclists are affected</li> <li>Advance warning T1A/B (TW-1) and works end TG2 (TW16) are optional if:</li> </ul>		
	o the work vehicle (light truck or smaller) is parked in a legal		

Changes of note from January 2015 to June 2015			
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	<ul> <li>parallel car park, and</li> <li>vehicle is only accessed from the off traffic side</li> <li>Large plant and machinery must not be used in this situation; a more substantial closure is required.</li> <li>Traffic management must be provided where pedestrians or cyclists are affected.</li> </ul>		
C8.2.19 Separation of road users and construction plant and machinery during the reconstruction of an existing road surface C8.2.19 Construction or reconstruction of an existing road surface	<ul> <li>C8.2.19.1 Separation of road users from construction work</li> <li>There are 2 methods of separating road users from construction work: <ul> <li>delineation (or barriers)</li> <li>by ceasing work as the traffic proceeds through the working space.</li> </ul> </li> <li>C8.2.19.2 Use of MTC or portable traffic signals in a lane closure</li> </ul>	Clarification	
C11.2.2 Removing the worksite	For level 2 and level 3 roads where an AWVMS is used to replace the advance warning sign, all signs on one side of the road may be removed in a single pass.	Relaxation	
C12.3.2 Excavations left unattended	Removed requirement for actions to be completed in a preferred order. Any excavation left unattended must either be:      plated, or      fully enclosed by a safety fence, or      backfilled in that order of preference, to prevent road users, such as pedestrians and cyclists from falling into them.  Any excavation left unattended must be made safe by either:     plating, or     fully enclosing with a safety fence, or     backfilling to prevent road users, such as pedestrians and cyclists from falling into them.	Clarification	
C13.2.5 Protecting pedestrians from the working space	Removed example of hazard Safety fences Long-term or unattended worksites where there are hazards present. remaining for example such as >50mm excavations or exposed cables.	Clarification	

Changes of note from January 2015 to June 2015				
Reference in 4 <sup>th</sup> Edition	Chang	e	Implementation / implications	
C13.2.6 Footpath	Barriers		Clarification	
diverted into	Long-term worksites.			
carriageway	Safety fences			
	Long-term worksites.			
	Any unattended worksites.			
	Attended worksites on level 2 roads a	and state highways.		
	All worksites where barriers are not r	equired.		
	Cones connected with cone bars:			
	Attended worksites on:			
	<ul> <li>level LV roads</li> </ul>			
	<ul> <li>level 1 roads (except state high</li> </ul>			
	<ul> <li>level 2 roads less than 65km/ł</li> </ul>			
	Attended worksites on level LV and L			
	Attended worksites on level 2 roads l highways).			
C15.2.4	Added following dimensions to the site access table		Clarification	
Delineation of site access	Road level and speed	Delineation		
	Level 3 roads	<b>20m</b> either side of the opening		
	Level 1 and level 2 roads >65km/h	<b>20m</b> either side of the opening		
	Level 1 and level 2 roads <65km/h	10m either side of the opening		
		·		

C18.8 Visibility screens	Visibility screens are to be used to help prevent motorists being distracted by the works to facilitate improved and safer traffic conditions.	New requirement
	<ul> <li>When installed they:</li> <li>must provide a continuous screen a minimum of 2m in height above the pavement being travelled by the passing vehicles and may be attached securely to or be free standing behind the temporary barriers</li> <li>must have welded or similarly connected joints. Mechanical fixings (pipe clamp, bolted joints etc.) are not to be used</li> <li>must not be attached to the front face of any temporary road safety barrier system</li> <li>must be capable of accommodating all environmental loads imposed during normal operating conditions including wind loads and the wind load generated from all passing vehicles. Under such imposed loads the screens are not to move out of line or move in any way that may distract motorists.</li> <li>Where signs are present or placed behind the barrier, it may be necessary to remove one or more screens so that the signs are visible to the road user.</li> </ul>	
	screen replaced.	
C18.10 Design and installation of temporary barrier systems	NZTA currently provides a series of 3 barrier workshops: 1. Road safety barrier installation maintenance and inspection workshop (RSBIMI) 2. Temporary road safety barrier workshop (TRSB) 3. Road safety barrier design workshop (RSBD) The RSBIMI is a pre-requisite for both the TRSB and the RSBD workshops.	Notification of barriers workshops New requirement from 1 January 2016
	From 1 January 2016 a person qualified on the TRSB workshop will be required to prepare TMPs involving barrier systems and to	

	supervise the installation and maintenance of the temporary barrier system. Currently NZTA is working with Australian state roading authorities to introduce an installer certification system. Should this become available it will be used as a substitute for the NZTA workshops.	
D5.1.1.2 Requirements for level LV and level 1 mobile operations	Clarification due to conflicting information. Refer D1.8.1 Horizontal arrow board requirements. •TV4 (TW-34) PASS WITH CARE sign may be replaced with an arrow board.	Clarification
D5.2.2 Where an activity is more than 5m from an edgeline (zone A)	<ul> <li>The only signing needed is a T1B (TW-1.x) road works sign and any relevant supplementary plate mounted on the rear of the work vehicle(s).</li> <li>Where the work vehicle is more than 5m from the edgeline the work vehicle must have either:</li> <li>the appropriate advance warning sign with supplementary plate if required and the RD6R (RG-34) sign</li> <li>or</li> <li>the TV4 (TW-34) PASS WITH CARE sign and the RD6R (RG-34) sign.</li> </ul>	Relaxation
D5.3.2 Where an activity is more than 5m from an edgeline (zone A)	<ul> <li>The only signing needed is a T1B (TW-1.x) road works sign and any relevant supplementary plate mounted on the rear of the work vehicle(s).</li> <li>Where the work vehicle is more than 5m from the edgeline the work vehicle must have either:</li> <li>the appropriate advance warning sign with supplementary plate if required and the RD6R (RG-34) sign</li> <li>the TV4 (TW-34) PASS WITH CARE sign and the RD6R (RG-34) sign.</li> </ul>	Relaxation
D7.5.1 Requirements	<ul> <li>All onramps feeding into the area of the rolling block must be controlled. Methods available include using the traffic signals, or a semi-static closure.</li> <li>They may only be implemented where delay calculations indicate that any queues forming during a rolling block of five minutes, can be immediately readily dissipated once the block is withdrawn.</li> </ul>	Clarification
Section E On-site record	Amended on-site record to include handover to STMS and record of TC/STMS-NP briefing. Also amended form to include extra room for comments.	Clarification
D7.6.4 Vehicle requirements	<ul> <li>A vehicle is not required on a level LV, or level 1 or level 2 road with a permanent speed of less than 65km/h if the inspector remains on a footpath</li> </ul>	Relaxation
E1.2 Example of traffic management plan (TMP) -	Amended wording of TMC acceptance panel to clarify when TMPs are to be accepted by the TMC. Acceptance by TMC-if required(only required if TMP approved by	Clarification

## CoPTTM 4<sup>th</sup> Edition - Update Note – Effective 1 August 2015

short form	<mark>engineer)</mark>	
	Made same amendment to:	
	E1.3 Guidelines for completion of TMP – short form	
	E1.4 Example of TMP – full form	
	E1.5 Guidelines for completion of TMP – full form	
E1.6 Example of on-site record	<ul> <li>Revised form as follows:</li> <li>Added todays date field at the top of the form</li> <li>Added panel for worksite handover to new STMS and confirmation that briefing completed</li> <li>Revised TC/STMS-NP delegation panel to show worksite control accepted by TC/STMS-NP and confirmation that briefing completed</li> <li>Revised TSL panel to allow better recording of TSLs being installed over multiple days</li> <li>Amended the worksite monitoring panel to allow for easier reading of the items to be inspected and more room for comments</li> </ul>	Revised form
Section F TMDs	Added optional cones from TSL to taper or hazard area to the following TMDs: F2.11, F2.12, F2.13, F2.14, F2.15, F2.16, F2.17, F2.18, F2.19, F2.20, F2.21, F2.27, F2.29, F2.35, F2.36	Clarification
G2.14	Amended TMD to show distance between AWVMS and shadow vehicle as <i>100m to 1,600m (approx.5 to 55 seconds travel time)</i> instead of dimension <i>C</i>	Correction of TMD
Section I.5	Added stock droving/crossing information to Section I-5 of CoPTTM Also included a sample TMP for these activities	New requirement