

F SMS stage 3 document review checklist and meeting agenda

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F.1 Safety management systems stage 3: review meeting

Background For background information on the document review meeting and a suggested list of meeting attendees refer to these guidelines.

Objectives

- Ultimate

A SMS is developed that is useful to the RCA, is easy to use by all staff and satisfies the requirement detailed in the guideline and is expected to produce a consistently safe road environment for all users.
- Meeting

Review the SMS document using the document review checklist (part 3–F.2) to identify that:

 - suitable existing /current systems are included
 - existing /current systems have been modified if required
 - new systems are included if required
 - additional systems are identified to be included
 - users are able to operate in accordance with of the SMS
 - an appropriate audit regime exists

Agree future actions required of the parties

Draft stage 3 review meeting agenda

10.30 am	Welcome and housekeeping	Chairperson: Land Transport NZ representative Scribe: SMS consultant Open review and confirm objectives
10:45 am	Endorsement and introduction section	Endorsements, purpose and users Shape, size, structure and detail
10.55 am	Road safety strategy (RSS) section	Is the RSS contained within the document or not Key reference document should be listed, eg, RCA strategic plan, asset management plan, regional land transport strategy
11.15 am	Management section	Who will own and operate, ensure ongoing development and compliance with SMS Management structure, organisational chart
11.40 am	Standards, guidelines, policies and procedures	Split -network hierarchy/activity/asset Structure – list or template Is what's required included
12.00 pm	Lunch	
12.30pm	Roles and responsibilities	Is what is required included Any gaps
12:45pm	Management systems	Who will own, operate, ensure ongoing development and compliance with the SMS Management structure and organisational chart
1.15pm	Audit systems	Level of monitoring evaluation and review detail Key performance indicators (KPIs) Land Transport NZ role/involvement
1.45pm	Appendices	Is what required included in OFI's list Any gaps
2.15pm	Where to from here	Establish who does what/how/when
3.00pm	Finish	

F.2 SMS document review checklist

For

Completed by:

Date:

Land Transport NZ ranking	Item	Included in SMS	Not included in SMS but should be	Comments
	Endorsement of the SMS			
**	Appropriate endorsement			
Introduction/executive summary/philosophy				
	Philosophy			
	Linkage to other documents			
Other				
Road safety strategy				
**	Vision			
*	Key stakeholders and partners in the community			
	Problem analysis			
	Local crash reporting database			
**	Key safety issues			
	Scope			
*	Community education initiatives			
*	Enforcement initiatives			
Other				

Land Transport NZ ranking	Item	Included in SMS	Not included in SMS but should be	Comments
Delivery of the strategy				
**	Crash reduction studies			
	Technical auditing including:			
**	<ul style="list-style-type: none"> • project safety audit 			
**	<ul style="list-style-type: none"> • existing road safety audit. 			
**	Temporary traffic management including approval and auditing			
**	Deficiency analysis and database			
**	Road safety hazard register of environmental items			
**	Road hierarchy			
**	Traffic counting			
**	Speed management			
	Maintenance of traffic control devices including:			
**	<ul style="list-style-type: none"> • signs 			
**	<ul style="list-style-type: none"> • delineation 			
**	<ul style="list-style-type: none"> • roadmarking 			
	<ul style="list-style-type: none"> • traffic signals 			
	<ul style="list-style-type: none"> • any other devices. 			

Land Transport NZ ranking	Item	Included in SMS	Not included in SMS but should be	Comments
Delivery of the strategy, continued				
	Traffic management facilities, ie, LATM			
**	Land use planning and regulatory controls including district plan and bylaws			
*	Street lighting			
**	Landscaping and vegetation control			
	Overdimension and overweight routes			
*	Vulnerable road users			
*	Cycle facilities			
*	Pedestrian facilities			
*	Footpaths			
	Drainage systems including:			
*	<ul style="list-style-type: none"> • bridges and culverts 			
	<ul style="list-style-type: none"> • catchpits and sumps 			
	<ul style="list-style-type: none"> • kerb and channel 			
*	<ul style="list-style-type: none"> • deep drains and irrigation channels 			
*	<ul style="list-style-type: none"> • swale drains. 			

Land Transport NZ ranking	Item	Included in SMS	Not included in SMS but should be	Comments
Delivery of the strategy, continued				
*	Vehicle crossings and accessways			
	Stock control, crossings and underpasses			
	Effluent disposal facilities			
	Weighbridges			
	Rest areas			
	Safety barrier			
	Retaining structures			
	Parking			
*	Emergency response			
	Road closures			
	Pavement maintenance including:			
*	<ul style="list-style-type: none"> • scrim analysis 			
	<ul style="list-style-type: none"> • potholes 			
*	<ul style="list-style-type: none"> • physical defects 			
	<ul style="list-style-type: none"> • RAMM data and analysis 			
*	<ul style="list-style-type: none"> • grading unsealed roads. 			
*	Clear zones			

Land Transport NZ ranking	Item	Included in SMS	Not included in SMS but should be	Comments
Delivery of the strategy, continued				
	Railway crossings			
	Road openings by utility and other external service authorities.			
	Road openings by other departments within the RCA.			
	Roads under the control of other RCA's including:			
	<ul style="list-style-type: none"> • ports 			
	<ul style="list-style-type: none"> • airports 			
	<ul style="list-style-type: none"> • Department of Conservation. 			
Other				
Standards, guidelines and policies				
**	Standards			
**	Guidelines			
*	Policies			
**	Compliance with standards, guidelines and policies			
Other				

Land Transport NZ ranking	Item	Included in SMS	Not included in SMS but should be	Comments
Expertise, qualifications and roles				
*	Staff training and competence			
**	External service authorities and other commercial road occupiers			
**	Appointment of consultants and contractors			
Other				
Management of the SMS				
**	Management/ownership of road safety			
**	Monitoring of staff compliance with the SMS			
**	Ongoing system development			
	Operational/management structure			
Other				
Audit				
**	Review, monitoring and evaluation of the RSS			
**	SMS audit			
Other				

Land Transport NZ ranking	Item	Included in SMS	Not included in SMS but should be	Comments
General comments				

