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| ON-SITE RECORD MOBILE OPERATIONS *On-site record must be completed and retained with the applied TMP for 12 months.* | | | | | **Today’s date** |  | |
| STMS in charge of TTM | | | | | | | |
| *The name of the STMS who is in charge of the TTM for the mobile operation* | *Type of warrant held* | *The STMS ID number* | *Expiry date shown on the STMS warrant card* | *The STMS’ signature* | | | *Time signed by STMS* |
| *Name* | *NZTA warrant* | *TTM ID Number* | *NZTA warrant expiry date* | *STMS signature* | | | *Time* |

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| In charge STMS pre-start check | | | | | | |
| Mandatory Items to be checked as fit for purpose | High-visibility garments are fit for purpose, in an acceptable condition and worn correctly? | Vehicle Xenon (or LED)/Beacons are fit for purpose? | LAS/RD6/AWVMS/VMS/Horizontal arrow boards are fit for purpose? | TMAs are fit for purpose | Two-way radios available, operating OK and batteries are fully charged | Correct signs for work operation are fitted to all vehicles and are fit for purpose |
| *Enter: OK, Not OK or N/A as appropriate in all boxes.*  *Note: if Not OK is entered, details must be recorded in Comments section of this form. Include resolution detail where applicable* | *Check that warning systems are operating correctly* | *This includes hand operated controllers* | *This includes being mounted on vehicle of correct weight range* | *Complete comms check to confirm batteries are operational* | *These must not be visible to road users until the undertaking is deemed operational* |
| Time the check was completed: | *Time prestart check was completed* | In charge STMS signature: | *Signature of STMS completing prestart check* | | | |

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| Operation record *To be completed for all inspection worksites/runs, mobile runs, semi-static sites* | | | | |
| Affected Road Environment Details | | | Work Activity Timing | |
| Affected Road name(s) | Worksite start point | Worksite end point | Start | End |
| *Include all streets included in in the route. For inspection type activities, record location of each stops as it occurs* | *Record start point of mobile run, inspection or if semi static, location of advance warning sign* | *Record end point of mobile run, inspection or if semi static, location of end of line of cones* | *Record start time for mobile operation* | *Record end time of mobile operation* |

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| Checks *(must be completed and documented at least every 30 minutes)* | | | | | | | | |
| Mobile closure | | | | | | | | |
| Time | Distances between vehicles maintained | | Lateral positioning of vehicles maintained | LAS/RD6/AWVMS/VMS/Horizontal arrowboards continue to operate correctly | Road clear and available for planned work? | Static equipment maintained? | Safety zones maintained? | Working space adequate and maintained? |
| *Record time of each check* | *Check that mobile operation vehicles continue to operate within the appropriate distances* | | *Check that vehicles are as far left as possible* | *Check that all electronic displays are showing the correct message and are operating correctly* | *Check traffic conditions for volumes and/or incidents and suitability of operation to road conditions continue to be suitable for the activity* | *For example, signs and cones*  *For semi static operations, complete following worksite installation before commencing the undertaking* | *Check that the 10m roll ahead distance is maintained and that the 1m lateral safety zone between workers on foot and traffic is maintained* | *Check that there is enough working space for the activity and there is adequate protection for the working space* |
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| Comments relating to any changes and or improvements to the approved TTM/TMP | | | | | | | | |
| Time of comment | | Detail | | | | | | |
| *Time of the entry or comment* | | *Specific details of an adjustment made and the reason for the adjustment.*  *Can also add any other information relevant to the operation.* | | | | | | |
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