|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Contractor Traffic Management Plan compliance checklist | 908 |
| Regional Maintenance |  | For information about this form see procedure: OCP-04 Contractor management |

|  |
| --- |
| RM Project Engineer to strike through [~~strike through~~] non- applicable requirements before issuing to the Contractor.  Project Engineer to check for compliance when completed and returned by the Contractor. **(Delete this box before sending to the Contractor).** |

**This document is to be completed by the Contractor to show how their documentation complies with RMS requirements.**

**Contract**  ….

**Contractor**

| **Part A** | | | **To be completed by Contractor** | | **To be completed by RM** |
| --- | --- | --- | --- | --- | --- |
|  | **References: RM G10, TCWS Man, Tech Direction** | **Traffic Management Plan requirement** | **Y/N** | **Reference to clause/page in your TMP** | **Complies**  **Y/N** |
| 1 | G10.1.5.2 | Details of your company Registration under the RMS Registration Scheme Category G “Traffic Control”. |  |  |  |
| 2 | G10.1.5.3 | Qualifications of your or your subcontractor traffic control personnel. Traffic controllers (Blue card), Apply traffic control plans (Yellow card), Select /modify TCPs (Red card), Design and inspect TCPs (Orange card). |  |  |  |
| 3 | G10.1.5.4 | Names of your proposed traffic controllers, registration numbers and expiry dates on their cards. |  |  |  |
| 4 | G10.1.5.6 & 2.5 (h) | Name, qualifications and roles and responsibilities of the Traffic Control Site Manager (if specified). |  |  |  |
| 5 | G10.2.4 | Copy of Road Occupancy License (ROL). |  |  |  |
| 6 | G10.2.5 (a) & 2.6 | Your Traffic Staging Plans (road design drawings) that show how traffic will pass safely through or around the construction site during various work stages. |  |  |  |
| 7 | G10.2.5 (c) & 2.8.3 | Your Traffic Control Plans (refer checklist below for minimum TCP requirements). |  |  |  |
| 8 | G10.2.5 (d) & 2.8.4 | Your Vehicle Movement Plans (VMPs) that show the preferred travel paths for construction vehicles entering, leaving or crossing through the traffic stream. |  |  |  |
| 9 | G10.2.5 (e) | Your Traffic Management Plan providing for access to adjoining properties affected by the works. |  |  |  |
| 10 | G10.2.5 (f) | Your Traffic Management Plan provides for the safe passage of cyclists and pedestrians. |  |  |  |
| 11 | G10.2.5 (g) & 2.7 | Your Traffic Management Plan providing for Design drawings for any temporary roadways and detours, including alignment and surface levels, pavement widths, pavement cross-sections and drainage (if required). |  |  |  |
| 12 | G10.2.5 (h) | Names and contact details of your nominated personnel (including Traffic Control Site Manager if applicable) responsible for maintenance of traffic control devices and temporary roadways outside normal working hours, together with confirmation that these details have been provided to the Police. |  |  |  |
| 13 | TCWS 8.2.6 | Roadworks speed limit sign authorisation. |  |  |  |
| 14 | TCWS 10.5 | Portable traffic signals record of approval. |  |  |  |
| 15 | TDT 2010/07 | Portable VMS approval details. |  |  |  |

16. **Contractor sign-off**

Contractor Verification

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The Contractor or Contractor’s representative who completes the checklist completes this section to confirm that their documentation complies with RMS requirements.  **Note:** The TMP and associated documentation must be prepared by person(s) suitably experienced in the design and implementation of traffic management plans of equivalent complexity to those required in the contract and holding qualifications acceptable to RM, including as a minimum, a qualification in the RM “Design & Inspect Traffic Control Plans” (Orange Card) course. | | | | | |
| Contractor name: |  | Position: |  | | |
| Company name: |  | Contact Phone: |  | | |
| Orange card no: |  | Expiry date: |  | | |
| Email: |  | | | | |
| Signature: |  | | | Date: |  |

Project Engineer Assessment Part A

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| Traffic Management Plan assessed as complete for this project? | Yes | □ | No | □ |
| Contractor to work under their own Traffic Management Plan? | Yes | □ | No | □ |

If there are non-compliances or if there are specific sections of the RM Traffic Management Plan the contractor is required to work under, list these below. Hard copies of RM RSMP/PSP (or sections thereof) provided to the Contractor must be controlled.

|  |  |  |  |
| --- | --- | --- | --- |
| PE name: |  | Date: |  |
| PE signature: |  | | |

|  |  |
| --- | --- |
| Part B Traffic Control Plan minimum requirements (check to be completed by RM ) | Yes No N/A |
| Designer’s name, signature and certificate number |  |
| Types, locations and size of permanent regulatory and advisory signs |  |
| Types, locations and size of temporary signs, including advance warning signs, Variable Message Signs (VMS) and speed zone signs |  |
| Pavement marking details |  |
| Locations of permanent and temporary traffic signals |  |
| Locations and lengths of tapers and safety buffer zones |  |
| Locations of any required Traffic Controllers |  |
| Locations of entry and exit gates to the working areas, individually numbered and signposted |  |
| Pedestrian and cyclists paths |  |
| Details of side roads and access for adjoining properties and parking |  |
| Locations of any safety barriers, barrier systems and end terminals |  |
| Locations of temporary lighting |  |
| Spacing of cones/bollards |  |

Project Engineer Verification Part B

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Traffic Control Plan/s assessed suitable to start work? | Yes | □ | No | □ |

Where the Contractor will be issued with RM developed TCPs, hard copies must be issued and controlled.

|  |  |  |  |
| --- | --- | --- | --- |
| PE name: |  | Date: |  |
| PE signature: |  | | |

**Guidance notes (delete this section prior to sending to the contractor)**

1. This checklist is prepared by the RM Project Engineer and used once the successful contractor is selected and a Form-901 *Contractor Pre Engagement Questionnaire* has been completed.
2. The intention of this checklist is for the Contractor to list where their Traffic Management Plan and Traffic Control Plan/s meets RM requirements. It will also identify if there are any deficiencies in the contractor’s Traffic Management Plan and TCP/s that need to be supported by RM to ensure compliance in the delivery of works.
3. The flowchart below will assist with the specific parts and questions to be included.



1. The Project Engineer must verify the Contractor’s Traffic Control planning documents using this form prior to commencement of work on site.
2. Once the Checklist is completed and returned by the Contractor, retain a copy for your site records and send a copy to the Procurement Unit.