

## **Appendix E                      Inspection checklists and forms**

This Appendix contains examples of inspection checklists and forms to be used at traffic control sites. The forms may be modified to suit local requirements provided that the basic information is retained.



TRAFFIC CONTROL AT WORK SITES SAFETY INSPECTION CHECKLIST		
Date:	Time:	
Inspector:	Design & Inspect TCPs Cert No	
RTA Office/Contractor:	Site Supervisor.	
TCP Number:	TCP Modified:	Y/N
Road/Bridge Name:	Location:	
Type of work:		
Duration of work:	days	Time/s of work:
Road configuration:		
Rate in the following manner:		
<input checked="" type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable	<input type="checkbox"/> N/A Not Applicable

### Guidance Notes:

1. Detailed Inspections using this checklist shall only be undertaken by personnel holding a current Design and Inspect Traffic Control Plans certificate.
2. Report to the Site Office or most senior person and attend site induction or be escorted.
3. Desk-top "Audit". Review paperwork and discuss site conditions, to complete Column 1. Check items against TCP and associated documents.
4. Site Inspection. Conduct site verification inspection, discussing issues with random site workers/ operators, to complete Column 2 – what you see on site.
5. Complete your report on site, where possible.
6. If you able to make a copy of the report on site, leave a copy with the supervisors.
7. Forward an additional copy to the engineer.
8. For contractor sites, forward an electronic copy to Manager Contractor Safety, RTA OHS Branch.



No	Conditions	TCWS Section	Rating	
			1	2
I	TCP			
I.1	Does the work require a:- A TMP ? A TCP ? A VMP ? (See I2 below.) A PMP ?	G10		
I.2	Are all required plans approved ?	4.3		
I.3	Is the approved TCP on site ?	4.4.1/2		
I.4	Have signs and devices been set out as in the TCP ?	4.4.1/2		
I.5	If modifications have been made are they approved and marked on the TCP ?	4.5		
I.6	Has a TCWS Appendix D Risk Assessment (RA) been done and been attached to the TCP ?	App D		
I.7	Does the RA cover the risks associated with the work site ?			
I.8	Does the RA cover current risks; including 'out of hours' work ?			
I.9	Is the TCP relevant for the works in progress ?	4.4.2		
I.10	Has a Road Occupancy Licence been issued and is it being complied with ?	G11		
I.11	Are the requirements implemented for safe clearances to workers and pedestrians and traffic approach speeds ?	3.6 9.3		
I.12	Other			
COMMENTS ITEM I				



2	Roadwork Speed Zones (RSZ)		Rating	
			1	2
2.1	Has the RSZ zone been authorised ?	8.2.6		
2.2	Is a copy of the SZA form held on site ?	8.2.6		
2.2	Has the SZA form been sent to local Police ?	8.2.6(a)		
2.3	Are records being kept of the times of RSZ installation ?	8.2.7		
2.4	Where a RSZ is in place, is the limit appropriate for the works being undertaken ?	8.2.3		
2.5	Is the speed limit/s operating within the approved times ?	8.2.6		
2.5	Is the length of the speed zone as per TCWS ?	8.2.4(b)		
2.6	Are Advanced Speed Warning Signs used appropriately ?	8.2.5(a)		
2.7	Are Speed signs duplicated at the start of the speed zone ?	8.2.5(a)		
2.8	Are speed signs the correct size ?	8.2.5(b)		
2.9	Are all signs installed at the correct spacing ?	8.2.5(a)		
2.10	Are all signs installed at the correct height ?	8.2.5(c)		
2.11	Have conflicting speed zone signs and pavement markings been covered/removed ?	8.2.5(e)		
2.12	Are repeater signs installed if required ?	8.2.5(a)		
2.13	Are "ENFORCED" signs required and installed ?	8.2.5(f)		
2.14	At the end of the work, has the pre-existing speed limit been reinstated ?	8.2		
2.15	Are signs covered adequately when not in use ?	3.4.1;8.2		
2.16	Other			
COMMENTS ITEM 2				

3	Record keeping		Rating	
			1	2
3.1	Are records being kept for roadwork speed zones?	8.2.6		
3.2	Are records kept as required in Appendix E?	6.1		
3.2.1	By the Works Supervisor?	6.1.1		
3.2.2	By the Team Leader?	6.1.2		
3.3	RA is available on site and being kept with TCP?	App D		
3.4	Where PTS are used, is the form <i>Record of Approval and Use</i> completed and retained?	T 10.7		
3.5	Other			
COMMENTS ITEM 3				

4	Traffic Controllers (TCs)		Rating	
			1	2
4.1	Are Traffic Controllers (TCs) being used ? (Night work - 4.13)	8.1		
4.2	Are the correct number of TCs being used ?	8.1.3		
4.3	Have TC Certificates been sighted and the No's recorded ?	G10		
4.4	Is TCs high visibility clothing in good repair ?	8.1.1(a)		
4.5	Are all TCs displaying the Road Authority's logo and <i>Authorised Traffic Controller</i> ?	8.1.1(c)		
4.6	Is the traffic speed restricted to a max of 60 km/h ?	8.1.1(d)		
4.7	Is the sight distance to approaching traffic 1.5D or greater?	8.1.1(e)		
4.8	Do TCs have a clear escape route ?	8.1.4		
4.9	Has provision been made to prevent end of queue accidents ?	8.1.1(e)		
4.10	Are TCs able to communicate with each other (line of sight, two way radios, additional TCs) ?	8.1.1(f) 3.5.7		
4.11	Are the PREPARE TO STOP (TI-18) and Traffic Controller Ahead (TI-34, TI-200-2/3) signs correctly displayed ?	8.1.1(a); 8.1.4		
4.12	Are the above signs covered or removed when not required?	8.1.4		



4	Traffic Controllers (TCs) (continued)		Rating	
			1	2
4.13	Are they controlling traffic in accordance with <i>Instructions to Traffic Controllers?</i>	8.1.4		
4.14	If TCs are being used for night work:- a. are they wearing approved clothing ? b. are they safely lit and visible ? c. do they have correct communication ? d. are they using lighted wands ?	8.1.5		
4.15	Other			
COMMENTS ITEM 4				
5	Portable Traffic Signals (PTS)		Rating	
			1	2
5.1	Are PTS being used ?			
5.2	Are the PTS formally approved for use ? (This may be included on the TCP approval.)	4.4.3, 10.5		
5.3	Are the PTS being used marked as complying with RTA Specification PTS/3?	10.2		
5.4	Are the PTS correctly registered ?			
5.5	Is the approach speed of traffic reduced to 60 km/h or less?	10.7.2		
5.6	Is minimum sight distance of 150 metres provided ?	10.7.3		
5.7	Are the PTS been correctly sighted and established ?	10.7.1		
5.8	Has a Holding Line been marked on the roadway ?	TCP43		
5.9	Are procedures in place to review the end-of-queue when PTS are operating?	3.5.7		
5.10	Have all signs associated with PTS been erected correctly ?	TCP43		
5.11	Other			
COMMENTS ITEM 5				

6	Flashing Arrow Sign (FAS)		Rating	
			1	2
6.1	Is a FAS being used ?			
6.2	Is the FAS being used marked as complying with RTA either Specification FAS/4 or FAS/5 ?	11.2		
6.3	Is it located correctly ?	11.4.4		
6.4	Is it the correct size sign ?	3.2.10; 11.4.1		
6.5	Is the correct Mode of Operation being used ?	Table 11.1		
6.6	If Lane Status signs (T2-6 series) are being used in conjunction with FAS, is the message to the motorist the same ?			
6.7	Other			
COMMENTS ITEM 6				
7	Variable Message Sign (VMS)		Rating	
			1	2
7.1	Is a variable message sign being used, as specified in TCWS ?	3.2.8		
7.2	Is the message related to the road or bridge works ?	3.2.8		
7.3	Are there less than 4 words per screen and no more than 2 screens on display ?	3.2.8		
7.4	Is the sign located in a safe position ?			
7.5	Is the VMS fitted with flashing blue and red lights ? If yes have them switched off/removed.			
7.6	Other			
COMMENTS ITEM 7				



7	Safety Barriers		Rating	
			1	2
8.1	Are safety barriers installed correctly ?	9.6		
8.2	Have the correct barriers been installed ?	9.6 & 3.3.7		
8.3	Where barrier sections are used as Safety Barriers, are they in compliance with AS3845 ?	9.6		
8.4	Where non rigid barrier systems are used as safety barriers, is work behind the barrier prohibited from the deflection zone ?	9.6.5		
8.5	Are water filled safety barrier elements full of water ?			
8.6	Is the safety barrier erected as designed (incorporating end protection) ?	9.6.1		
8.7	Has the approach speed of traffic been reduced to the barrier design rating ?			
8.8	Other			
COMMENTS ITEM 8				
9	Signs and Devices		Rating	
			1	2
9.1	Are all signs and devices in good condition ?	4.4.1		
9.2	Are the signs clearly visible and not affected by other signs, plant items, vegetation, shade, light glare etc ?	3.1.1		
9.3	Are sign faces in compliance with AS1742.3 and have Class I retroreflective material ?	3.2.1		
9.4	Are the correct sign sizes being used ?	3.2.2		
9.5	Are signs duplicated, where required ?	3.2.4		
9.6	Are signs erected at the correct height and position ?	3.2.8		
9.7	Are the signs erected to give the correct sight distance ?	3.2.8		
9.8	Are signs displayed on frangible mounts ?	3.2.7		
9.9	Are barrier boards sighted at right angles to the flow of traffic ?	3.3.1		





9	Signs and Devices (contined)		Rating	
			1	2
9.10	Are there any contradictory or superfluous signs, devices or markings?	4.3.2		
9.11	Have the needs of pedestrians been provided for ?	9.3		
9.12	Have the needs of cyclists been provided for ?	9.4		
9.13	Are all property accesses to the site controlled ?	9.7		
9.14	Are all cones and bollards installed at the correct spacing ?	5.2.2		
9.15	Are the correct sized cones and bollards being used ?	3.3.3		
9.16	Where tapers are used, have they been identified as <i>lateral shift</i> or <i>merge</i> tapers and are they the correct length ?	5.2 Table 5.2		
9.17	Where there are 3 lanes of traffic or more in one direction and two lanes are closed, are the separate merge tapers of the correct length ?	5.2.9		
9.18	Are the 2 tapers separated by at least 1.5 D ?	5.2.9		
9.19	Where work is beyond a crest or curve, has the taper been set up before the crest or curve ?			
9.20	Where temporary pavement marking and markers are used, do they comply with the requirements of TCWS Manual ?	3.3.6		
9.21	Other			
COMMENTS ITEM 9				



10	End-of Queue		Rating	
			1	2
10.1	Has the potential for end of queue accidents been considered and appropriate action taken ?	3.5.7(a)		
10.2	Has an assessment of expected queue length been undertaken/documentated ?	3.5.7(b)		
10.3	Has protection been provided where the end-of-queue is likely to be within D of the first downstream PTS sign ?	3.5.7(c)		
10.4	Is a sight distance between approaching motorists and the end-of-queue, being maintained at greater than 2D (open road areas) and 1.5D (built up areas) ?	3.5.7(c)		
10.5	Where the first PTS sign is more than 4D from the control point, are <i>repeater signs</i> placed at intervals of not more than 4D ?	3.5.7(c)		
10.6	Is the traffic queue monitored at all times during the course of the work ?	3.5.7(b)		
10.7	Other.			
COMMENTS ITEM 10				



11	Workers on foot near plant		Rating	
			1	2
11.1	Have workers working within 3 metres of plant been trained/briefed/tool-boxed on requirements of TCWS and RTA TIP Sheet ?	9.23		
11.2	Where workers are working close to revolving plant, are satisfactory risk controls in place ?	9.23		
11.3	Has a VMP been developed where the conditions listed in TCWS occur on site ?	9.23.1		
11.4	Are spotters being used near reversing plant or delivery vehicles ?	9.23		
11.5	Other			
COMMENTS ITEM 11				



12	Works Traffic (VMPs)		Rating	
			1	2
12.1	Have acceleration and deceleration lanes been provided ?	7.2		
12.2	Are U turns being undertaken safely ?	7.3		
12.3	Are reversing movements being undertaken safely ?	7.3		
12.4	Are signs provided for stock pile sites etc ?	7.7		
12.5	Are median crossovers being used correctly ?	7.8		
12.6	Has a VMP been approved and provided ? Written VMP shall be prepared in 100km/h zones.	7.5;7.6 9.23.1		
12.7	Does the person authorising the VMP have traffic control qualifications ? If so, what qualifications ?			
12.8	Have access and egress to the site been safely provided ?	7.2		
12.9	Are delivery vehicles required to report to a designated location/person ? Is it happening on site ?	9.23		
12.10	Other			
COMMENTS ITEM 12				

13	Miscellaneous		Rating	
			1	2
13.1	For intermittent work are all requirements met ?	9.1.2		
13.2	Where a spotter is used, are all requirements being met ?	9.1.2		
13.3	For mobile work are all requirements being met ?	9.17		
13.4	If the work is conducted at night are all requirements being met ?	9.2		
13.5	Where travelling plant or vehicles travel slower than 20 km/h below the normal road speed limit, do they comply with the requirements of TCWS ?	9.1.3, 9.1.10		
13.6	Other			
<b>COMMENTS ITEM 13</b>				
<b>ADDITIONAL COMMENTS</b>				
Signed (Inspector).....				



**DAILY CHECKLIST – TRAFFIC CONTROL AT  
SHORT TERM WORK SITES**

**SITE SUPERVISOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REPORTING OFFICE/COMPANY:** \_\_\_\_\_

<b>SITE:</b>	<b>1</b>		<b>2</b>		<b>3</b>		<b>4</b>	
<b>TCP No:</b>								
<b>INSPECTION:</b>	Pre- Start	Pre- Close	Pre- Start	Pre- Close	Pre- Close	Pre- Start	Pre- Close	Pre- Start
<b>TIME: (24 hrs)</b>								
<i>All signs used during the work are to be recorded below, using the following codes:            Y – signs and devices are in place during pre-start check and between shifts.            N – signs and devices are no longer required at pre-close down check.            X – signs and devices are damaged, vandalised or missing.</i>								
<b>Signs and devices:</b>								
<b>Traffic Signals – time operational</b>	To		To		To		To	
<b>Appr No</b>								
<b>Temp Speed – time operational</b>	To		To		To		To	
<b>Appr No</b>								
<b>Speed (km/h)</b>								
<b>Supervisor’s Initials:</b>								

**SITE 1**

**SITE 2**

**SITE 3**

**SITE 4**



**WEEKLY CHECKLIST – TRAFFIC CONTROL  
AT LONG TERM WORK SITES**

**NATURE OF WORK** \_\_\_\_\_ **TCP No** \_\_\_\_\_

**LOCATION** \_\_\_\_\_

**REPORTING OFFICE/COMPANY** \_\_\_\_\_

<b>DATE</b>								
<b>INSPECTION</b>	Pre- Start	Pre- Close	Pre- Start	Pre- Close	Pre- Close	Pre- Start	Pre- Close	Pre- Start
<b>TIME: (24 hrs)</b>								
<i>All signs used during the work are to be recorded below, using the following codes:            Y – signs and devices are in place during pre-start check and between shifts.            N – signs and devices are no longer required at pre-close down check.            X – signs and devices are damaged, vandalised or missing.</i>								
<b>Signs and devices</b>								
<b>Traffic Signals – time operational</b>	To		To		To		To	
<b>Appr No</b>								
<b>Temp Speed – time operational</b>	To		To		To		To	
<b>Appr No</b>								
<b>Speed (km/h)</b>								
<b>Supervisor’s Initials:</b>								

**COMMENTS:**



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