# On-Site Record

*This example on-site record form is for use by on-site TTM practitioners to record maintenance and applicability of risk controls*

* 1. Location Details

|  |  |  |
| --- | --- | --- |
| Road name/s | Suburb | Start/finish points |
|  |  |  |
| TMD/s:  | Highest Road Level and Category: *(circle Level and category that applies)* |
| LV | L1 | L2 | L2LS | L3 | CAT A | CAT B | CAT C |

* 1. Activity Space *Person responsible for the activity space*

|  |  |
| --- | --- |
| Person Responsible (name):  | Person Responsible (signature):  |

* 1. Temporary Traffic Management (TTM)

*Where a site is setup by a TMO and the STMS is not present – this must still be completed by the STMS (with handover). Where a full handover is completed – a new on-site record form is commenced by the new in charge person*

|  |  |  |  |
| --- | --- | --- | --- |
| Person in Charge of TTM  | Name:  | ID No.:  | Signature:  |
| Circle which applies: | Full Handover*(New In-charge person)* | Briefing Completed: |  | Return Handover:*(if applicable for STMS returning to site)* |  |
| Delegation*(In-charge person remains)* | Time: | Time: |  |
| New in-charge or delegated person | Name:  | ID No.:  | Signature:  |

* 1. Site Risk Assessment and Installation

*Items can be struck through if not applicable. Any discrepancies or issues must be documented in the comments on Page 2.*

|  |  |
| --- | --- |
| Pre-installation Risk Assessment | Site Installation Risk Assessment |
| Approved TMP is onsite |  | Road and environment conditions are appropriate to commence installation (incl. traffic flows)? |  |
| Site specific risk assessment conducted before deployment (verification that approved TMP is applicable) |  | Mobile operation methodology and controls are appropriate? |  |
| Appropriate controls for all road user groups (vehicles, pedestrians, cyclists etc.) are proposed |  | All required mobile operation resources and equipment are available |  |
| All resources required for deployment (including contingencies) outlined in the TMP are available |  | Detour route is clear (if applicable) |  |

* 1. Temporary Speed Limit *Use ‘checked’ column if TSL is continuous (monitoring existing TSL only)*

|  |  |  |  |
| --- | --- | --- | --- |
| Road name(And start/finish points) | Date & Time | TSL Length *(in metres)* | TSL*(speed)* |
| Installed | Checked*(also filled out if left in place and not removed)* | Removed |
| From: To: | Date: | Time: | Date: | Time: | Date: | Time: |  |  |
| From: To: | Date: | Time: | Date: | Time: | Date: | Time: |  |  |
| From: To: | Date: | Time: | Date: | Time: | Date: | Time: |  |  |
| From: To: | Date: | Time: | Date: | Time: | Date: | Time: |  |  |

* 1. Worksite Monitoring *Monitoring of controls in accordance with the TMD monitoring plan*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| List controls inspected/monitored | TTM set-up | check | check | check | check | check | Site Departure |
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| Time inspection completed: |  |  |  |  |  |  |  |
| Signature |  |  |  |  |  |  |  |

* 1. Comments

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Risk, control, or monitoring records | Time | Risk, control, or monitoring records |
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