



Managing the road safety audit process

How can you put road safety audit to work in your road authority?



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2. A national RSA policy,
3. Accreditation of auditors,
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1 Getting it started in your organisation

- Have your CEO make a formal commitment to improving road safety. Empowerment is critical to creating a “safety culture” in your road authority.
- Develop a Road Safety Plan. Include a blackspot program as well as the road safety audit process.
- Nominate someone to “champion” the cause of road safety audit in your organisation.
- Hold a meeting of senior technical staff to discuss and address the important road safety audit issues that will arise in your organisation.
- Develop an audit policy and a set of basic audit practices which meet your organisation’s needs.

Points to discuss:

- How will the organisation get adequate road safety audit skills and resources?
- Designers may initially resist having their work audited.
- How much training is required? (Managers, designers, potential auditors)
- What road projects are to be audited in your organisation?
- How will road safety audit be incorporated into design and construction contracts?
- At what design stages will audits be conducted?
- Who will be conducting audits? Who manages the national register of auditors? Who can give you advice on these issues?
- How will audit recommendations be dealt with? Who decides to accept or reject the recommendations?
- How will audit findings be used to improve future designs?

- Get started.
- Consider engaging a team of experienced road safety auditors to undertake pilot projects of your road designs.
- Follow your agreed road safety audit policy.
- Get feedback from your auditors, your designers and your managers and then modify your audit policy and the audit process to best suit your authority as experience grows.
- Be prepared for some mistakes but learn from those mistakes so that the road safety audit process can develop and grow in your organisation.

- Let your senior executives know how the audit process is progressing in your organisation. Give them examples of where your road users have benefited because of the road safety improvements generated through the audit process.
- Let them know how staff members are learning new skills as a result of the process.
- Keep it going! Even when road safety audit becomes established in your organisation do not believe that it will continue automatically. Monitor the quality and the quantity of audit reports. Maintain a training and awareness program.
- Ensure your “champion” of road safety audit is empowered to promote the process with continued energy and passion. Road safety audit needs to be used widely in your authority well into the future. The safety of your road users demands it.

2 A national RSA policy

Suggestion for a national RSA Policy

Audit	Tollways / Expressways	National Highways	Other Highways	Major Rural Roads	Urban Arterial Roads	Local Streets & Village Roads
Planning	✓	✓	Optional	Optional	Optional	N/A
Preliminary Design	✓	✓	✓	Optional	✓	Optional
Detailed Design	✓	✓	✓	✓	✓	✓
Construction	✓	✓	✓	Optional	Optional	Optional
Pre-opening	✓	✓	✓	✓	✓	✓
Safety Inspections of Existing Roads	According to local policy and resources					
No. of Audits	4	4	Minimum 3	Minimum 2	Minimum 2	Minimum 2

What do you think of this? Too much? Too little?

3 The national register of road safety auditors is administered by the Ministry of Transport.

Access to the register is via an agreed website

To be registered as a Senior Road Safety Auditor an applicant should:

- have completed an approved road safety audit training workshop, and
- have a minimum of two years practical experience in a road or road safety related field, and
- have completed at least five road safety audits under the guidance of a Senior Road Safety Auditor. At least three of the five audits must be at a design stage.

A Road Safety Auditor should:

- have completed an approved road safety audit training workshop, and
- have a minimum of two years practical experience in a road or road safety related field.

4 Draft ToR's for audits

a. Background

The [insert name of road authority] has developed a proposal to [insert a brief description of the type and location of the proposal] in order to provide improved capacity as well as increased safety for all road users.

b. The Task

The task in this assignment is to carry out a [insert stage name] stage road safety audit of the proposed [insert name of project] so that potential road safety problems can be identified, discussed and minimised before the project is completed.

The audit shall be undertaken in accordance with the process detailed in the current edition of the CAREC “Road Safety Audit” manual.

c. Scope of Services

The scope of services required of the audit team will include the following:

1. That the audit be undertaken by an audit team of at least two auditors.
2. That the Team Leader is a registered Senior Road Safety Auditor in the national register of road safety auditors.
3. Attendance by the Team Leader at a Commencement Meeting with the Project Manager and designers in order to obtain full information about the proposal and an understanding of the background to the project.
4. A review of the all documents provided by the Project Manager prior to inspecting the site and again prior to finalising the audit report.
5. Day and night time inspections of the entire site so as to get a better understanding of the existing traffic situation and an insight into how the finished project will look.
6. The auditors should consult the appropriate checklist in the CAREC “Road Safety Audit” manual, but not limit their concerns to those listed. They should look at the safety needs of all future road users of this location, especially vulnerable road users.
7. Preparation of a concise road safety audit report in the format outlined in the current edition of the CAREC “Road Safety Audit” manual.

5 What to do with an audit report.

- The audit team leader is responsible for the audit report.
- It gets sent to the Client (usually the Project Manager)
- The Project manager is required to respond in writing to all the recommendations. Not always agree, but certainly respond in writing.
- If there is uncertainty, meet and discuss. Get more inputs to make a considered decision.
- The Project Manager is then responsible for getting all changes to the design made, and followed up.



Comments, questions, thoughts?