

# **RIIWHS302E Implement Traffic Management Plan RIIRIS301E Apply Risk Management- Renewal**

**Currency of Industry Practice**

January 2021

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# Candidate Instructions

To renew your Traffic Management Implementation accreditation in Queensland you are required to successfully complete the Transport and Main Roads (TMR) approved training program and demonstrate currency of industry practice in Traffic Management Implementation. Your TMR Traffic Management Implementation Card must be renewed every **three (3) years**. It is your responsibility to ensure that you maintain current accreditation when performing traffic management duties.

**Participants are required to supply evidence of current industry experience in implementing each stage of a traffic guidance scheme on live roadwork job sites and submit the required list of documents upon enrolment.**

## Currency of industry practice mandatory requirements

### You are required to submit with your enrolment application:

- a copy of your current TMR Traffic Management Implementation Card
- a copy of the Certificate of completion for Working in Proximity to Traffic Part 1 & Part 2
- evidence of your currency as per the checklist below
- three (3) site Traffic Guidance Schemes (TGS) types from the following list - at least one project controlling site construction vehicles plus a lane closure or lateral shift or TMP at intersection

You must submit three (3) Supervisor Reports with the following signed site documents:

Site One Documents	Site Two Documents	Site Three Documents
<ul style="list-style-type: none"> <li>• Supervisor Report No.1</li> <li>• Site TGS implemented, monitored and removed</li> <li>• Pre-start/site toolbox meetings – identify on the TGS where this occurred</li> <li>• JSA/SWMS</li> <li>• Risk Management Plan:                             <ul style="list-style-type: none"> <li>▪ including selected controls in detail</li> <li>▪ authorisation for the selected controls</li> <li>▪ communication information on the controls</li> <li>▪ implemented monitoring procedure</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Supervisor Report No.1</li> <li>• Site TGS implemented, monitored and removed</li> <li>• Pre-start/site toolbox meetings – identify on the TGS where this occurred</li> <li>• JSA/SWMS</li> <li>• Risk Management Plan:                             <ul style="list-style-type: none"> <li>▪ including selected controls in detail</li> <li>▪ authorisation for the selected controls</li> <li>▪ communication information on the controls</li> <li>▪ implemented monitoring procedure</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Supervisor Report No.1</li> <li>• Site TGS implemented, monitored and removed</li> <li>• Pre-start/site toolbox meetings – identify on the TGS where this occurred</li> <li>• JSA/SWMS</li> <li>• Risk Management Plan:                             <ul style="list-style-type: none"> <li>▪ including selected controls in detail</li> <li>▪ authorisation for the selected controls</li> <li>▪ communication information on the controls</li> <li>▪ implemented monitoring procedure</li> </ul> </li> </ul>

The Supervisor Reports are to verify all tasks associated with the process of implementing, monitoring and removal of a Traffic Guidance Scheme on public roads.

## Instructions for the Supervisor

People such as supervisors, trainers, team members - can report what they see or hear to the assessor. Evidence collected in this manner is called 'third party evidence'.

Involving a supervisor in the collection of evidence allows assessors to gather authentic and valid evidence in difficult circumstances in a cost-effective way. It is common to use a supervisor for evidence-gathering in cases where workplace evidence is required, but where it is not possible for the assessor to directly observe the learner at work.

We request that you assist in making this judgement by completing this supervisor report. We value your contribution and ask that you answer the questions honestly.

1. The identified skill(s) and knowledge must be observed and recorded on a minimum of three occasions.
2. The nominated supervisor or experienced co-worker must be well placed to observe the candidate for extended periods of time and he/she must understand the aspects of competency that they will be observing.
3. Thorough preparation is essential. Make sure you have read the attached third party report.
4. Ensure you understand how to use these observation tools.
5. Any questions or concerns with regard to completing this supervisor report, or if you would like to discuss any aspects of the candidate's performance in relation to this unit, please contact the Registered Training Organisation.
6. Accountability is essential. Ensure you are willing to sign your name to the evidence, to defend your record and participate in quality assurance monitoring.
7. We recommend that you have a short discussion with the candidate about each of the points in the attached checklist as a way of satisfying yourself that the candidate meets the organisation's requirements.
8. You are asked to provide 'third party' verification as accurately as possible that the candidate can apply the workplace skills and knowledge as specified.
9. The evidence you provide will be checked to confirm evidence gathering and recording practices.

# Supervisor Report – Site One

As part of the assessment for renewal, we require evidence from the candidate's manager/supervisor who work closely with the candidate to support the candidate's currency of industry practice. Please complete and sign the observation checklist with comments to support your observations of the candidate demonstrating the identified skill(s) and knowledge.

Candidate Details			
Candidate Name:		Date:	
Candidate Job Role:	TMI Card No:	Work contact number:	
Candidate Organisation:		Signature:	
Site location:			
<b>Tick the site TGS setup type below:</b>			
Lane closure	<input type="checkbox"/>	Lateral shift	<input type="checkbox"/>
		TMP at intersection	<input type="checkbox"/>
		Controlling site construction vehicles	<input type="checkbox"/>
Supervisor Details			
Supervisor Name:		Date:	
Supervisor Job Role:	TMI Card No:	Work Contact number:	
Supervisor Organisation:		Signature:	

To be completed by the Supervisor who is gathering the evidence		
Do you understand which evidence/tasks the candidate is to demonstrate that you are required to comment on?	<b>Yes</b>	<b>No</b>
Has the assessor explained the purpose of the supervisor report and the candidate's assessment requirements?	<b>Yes</b>	<b>No</b>
Are you willing to be contacted should further verification of this report be required?	<b>Yes</b>	<b>No</b>
Are you aware that the candidate will see a copy of this form?	<b>Yes</b>	<b>No</b>

During the observation period, did you observe the candidate demonstrate the following observable actions to an industry best practice standard? Please complete the observation checklist below, including detailed comments for each task.

SITE ONE	Observable behaviour	Ye s	No	Comment
<b>1. Prepare to implement traffic management plan.</b> <b>Did the candidate?</b>				
1.1 Review the traffic management plan and traffic guidance scheme and identify worksite requirements. <ul style="list-style-type: none"> <li>● location</li> <li>● type of work</li> <li>● timeframe</li> <li>● permit requirements</li> </ul>				
1.2 Confirm the traffic management plan and traffic guidance scheme where suitable for the site conditions, traffic volumes and work activities. <ul style="list-style-type: none"> <li>● signage sequence</li> </ul>				
1.3 Identify, address and report potential risks, hazards and environmental issues and determine control measures. Including: <ul style="list-style-type: none"> <li>● involving others in risk process</li> <li>● waste / litter</li> <li>● documenting</li> <li>● toilets</li> <li>● gaining approval where necessary to implement</li> <li>● noise</li> <li>● environment</li> <li>● parking</li> </ul>				
1.4 Identifies/ participates in the identification of adjustments required to SWMS/JSA and risk documentation based on site conditions and likelihood and risk of an incident occurring				
1.5 Identify and confirm all necessary resources where available including: <ul style="list-style-type: none"> <li>● number of personnel required &amp; qualifications</li> <li>● vehicles</li> <li>● request personnel if required</li> <li>● equipment</li> <li>● signs and devices</li> </ul>				

<p>1.6 Confirm required liaison and communication activities are carried out according to instructions</p> <ul style="list-style-type: none"> <li>● confirm contacts of relevant people</li> <li>● UHF channels</li> <li>● Prestart</li> <li>●</li> </ul>			
<p>1.7 Provide clear instructions to Traffic control personnel on TGS set up and TC station positioning, clarifying and confirming their understanding, when needed.</p>			

SITE ONE	Observable behaviour	Yes	No	Comment
<p><b>2. Set out the traffic guidance scheme.</b></p> <p><b>Did the candidate?</b></p>				
<p>2.1 Check TGS signs and devices are positioned and installed correctly, including:</p> <ul style="list-style-type: none"> <li>● on approaches to the work area</li> <li>● clearly displayed and facing approaching traffic</li> </ul>	<ul style="list-style-type: none"> <li>● clear from the path of travel for bicycles</li> <li>● drive through of site.</li> </ul>			
<p>2.2 Check and confirm pedestrian pathways and signs and devices are positioned and installed correctly and are safe for use, including:</p> <ul style="list-style-type: none"> <li>● pathway is clear of slip or trip hazards</li> <li>● cables and hoses clear of pathways or appropriately covered</li> <li>● walk through of pedestrian control measures.</li> </ul>				
<p>2.3 Coordinate/carry out any adjustments of signage or devices within tolerances and their role</p>				



2.4 Contact the TMD if modifications were required to the TGS, to reduce risk to acceptable level <ul style="list-style-type: none"> <li>clearly communicated issue/s with TMD and document communication with a text or email</li> <li>document discussion and outcomes - make clear written notes on TGS</li> <li>coordinate/carry out modification if authorised</li> </ul>			
2.5 Confirm traffic management plan is implemented correctly and report to supervisor in charge of site so roadwork crew can begin activities <ul style="list-style-type: none"> <li>After checking TGS and getting and necessary adjustments of modifications carried out</li> </ul>			
2.6 Confirm roadwork crew were protected from work site hazards <ul style="list-style-type: none"> <li>Work site isolated</li> </ul>			

SITE ONE	Observable behaviour	Yes	No	Comment
<b>3. Monitor traffic guidance scheme.</b>				
<b>Did the candidate?</b>				
3.1 Confirm the monitoring of traffic flow by required personnel <ul style="list-style-type: none"> <li>as per TGS</li> <li>regular reports</li> </ul>				
3.2 Maintain traffic flow by moving signage within tolerances when and if required				
3.3 Monitor work activities and apply required measures to mitigate and address non-conformance <ul style="list-style-type: none"> <li>roadwork crew</li> <li>road user</li> </ul>				

3.4 Monitors worksite for hazards that may impact on traffic management and workers safety and implements appropriate risk response:			
<ul style="list-style-type: none"> <li>• Reports</li> <li>• Consults</li> <li>• Identifies possible risk controls</li> </ul>	<ul style="list-style-type: none"> <li>• Recommends risk controls</li> <li>• Gains authorisation</li> <li>• Documents</li> </ul>		
3.5 Respond to offending road users appropriately			
<ul style="list-style-type: none"> <li>• document</li> <li>• report</li> </ul>			
3.6 Confirm and ensure separation between workers and live traffic.			
<ul style="list-style-type: none"> <li>• monitored site traffic flow to confirm TGS working.</li> </ul>			

SITE ONE	Observable behaviour	Yes	No	Comment
4. Close down traffic guidance scheme. Did the candidate?				
4.1 Ensure traffic is controlled to protect work crew removing traffic control devices.				
4.2 Close of site: Direct and provide clear instructions to personnel removing signs and devices as per the TGS				
<ul style="list-style-type: none"> <li>• correct sequence</li> <li>• regulatory signs uncovered, where required</li> </ul>	<ul style="list-style-type: none"> <li>• clarifying and confirming understanding, when needed.</li> <li>• radio communications</li> </ul>			

4.3 Unattended site: Direct and provide clear instructions to personnel covering and removing signs and devices as per the TGS.

- drive through to confirm compliance with TGS/TMD instructions

4.4 Complete site paperwork for example: signage record keeping, incident reports, site documents.

## 5. Clean up

Did the candidate?

5.1 Ensure the work area is appropriately cleared and no signage and devices are left behind.

5.2 Ensure tools and equipment are cleaned, checked, maintained and stored.

# Supervisor Report – Site Two

As part of the assessment for renewal, we require evidence from the candidate's manager/supervisor who work closely with the candidate to support the candidate's currency of industry practice. Please complete and sign the observation checklist with comments to support your observations of the candidate demonstrating the identified skill(s) and knowledge.

Candidate Details			
Candidate Name:		Date:	
Candidate Job Role:	TMI Card No:	Work contact number:	
Candidate Organisation:		Signature:	
Site location:			
Tick the site TGS setup type below:			
Lane closure	<input type="checkbox"/>	Lateral shift	<input type="checkbox"/>
		TMP at intersection	<input type="checkbox"/>
		Controlling site construction vehicles	<input type="checkbox"/>
Supervisor Details			
Supervisor Name:		Date:	
Supervisor Job Role:	TMI Card No:	Work Contact number:	
Supervisor Organisation:		Signature:	

To be completed by the Supervisor who is gathering the evidence		
Do you understand which evidence/tasks the candidate is to demonstrate that you are required to comment on?	<b>Yes</b>	<b>No</b>
Has the assessor explained the purpose of the third party report and the candidate's assessment requirements?	<b>Yes</b>	<b>No</b>
Are you willing to be contacted should further verification of this report be required?	<b>Yes</b>	<b>No</b>
Are you aware that the candidate will see a copy of this form?	<b>Yes</b>	<b>No</b>

During the observation period, did you observe the candidate demonstrate the following observable actions to an industry best practice standard? Please complete the observation checklist below, including detailed comments for each task.

SITE TWO	Observable behaviour	Ye s	No	Comment
<b>1. Prepare to implement traffic management plan.</b> <b>Did the candidate?</b>				
1.1 Review the traffic management plan and traffic guidance scheme and identify worksite requirements. <ul style="list-style-type: none"> <li>● location</li> <li>● type of work</li> <li>● timeframe</li> <li>● permit requirements</li> </ul>				
1.2 Confirm the traffic management plan and traffic guidance scheme where suitable for the site conditions, traffic volumes and work activities. <ul style="list-style-type: none"> <li>● signage sequence</li> </ul>				
1.3 Identify, address and report potential risks, hazards and environmental issues and determine control measures. Including: <ul style="list-style-type: none"> <li>● involving others in risk process</li> <li>● waste / litter</li> <li>● documenting</li> <li>● toilets</li> <li>● gaining approval where necessary to implement</li> <li>● noise</li> <li>● environment</li> <li>● parking</li> </ul>				
1.4 Identifies/ participates in the identification of adjustments required to SWMS/JSA and risk documentation based on site conditions and likelihood and risk of an incident occurring				
1.5 Identify and confirm all necessary resources where available including: <ul style="list-style-type: none"> <li>● number of personnel required &amp; qualifications</li> <li>● vehicles</li> <li>● request personnel if required</li> <li>● equipment</li> <li>● signs and devices</li> </ul>				

1.6 Confirm required liaison and communication activities are carried out according to instructions <ul style="list-style-type: none"> <li>confirm contacts of relevant people</li> <li>UHF channels</li> <li>Prestart</li> <li></li> </ul>			
1.7 Provide clear instructions to Traffic control personnel on TGS set up and TC station positioning, clarifying and confirming their understanding, when needed.			

SITE TWO	Observable behaviour	Yes	No	Comment
<b>2. Set out the traffic guidance scheme.</b>				
<b>Did the candidate?</b>				
2.1 Check TGS signs and devices are positioned and installed correctly, including: <ul style="list-style-type: none"> <li>on approaches to the work area</li> <li>clearly displayed and facing approaching traffic</li> </ul>	<ul style="list-style-type: none"> <li>clear from the path of travel for bicycles</li> <li>drive through of site.</li> </ul>			
2.2 Check and confirm pedestrian pathways and signs and devices are positioned and installed correctly and are safe for use, including: <ul style="list-style-type: none"> <li>pathway is clear of slip or trip hazards</li> <li>cables and hoses clear of pathways or appropriately covered</li> <li>walk through of pedestrian control measures.</li> </ul>				
2.3 Coordinate/carry out any adjustments of signage or devices within tolerances and their role				

2.4 Contact the TMD if modifications were required to the TGS, to reduce risk to acceptable level <ul style="list-style-type: none"> <li>clearly communicated issue/s with TMD and document communication with a text or email</li> <li>document discussion and outcomes - make clear written notes on TGS</li> <li>coordinate/carry out modification if authorised</li> </ul>			
2.5 Confirm traffic management plan is implemented correctly and report to supervisor in charge of site so roadwork crew can begin activities <ul style="list-style-type: none"> <li>After checking TGS and getting and necessary adjustments of modifications carried out</li> </ul>			
2.6 Confirm roadwork crew were protected from work site hazards <ul style="list-style-type: none"> <li>Work site isolated</li> </ul>			

<b>SITE TWO</b>	<b>Observable behaviour</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>3. Monitor traffic guidance scheme.</b>				
<b>Did the candidate?</b>				
3.1 Confirm the monitoring of traffic flow by required personnel <ul style="list-style-type: none"> <li>as per TGS</li> <li>regular reports</li> </ul>				
3.2 Maintain traffic flow by moving signage within tolerances when and if required				
3.3 Monitor work activities and apply required measures to mitigate and address non-conformance <ul style="list-style-type: none"> <li>roadwork crew</li> <li>road user</li> </ul>				

3.4 Monitors worksite for hazards that may impact on traffic management and workers safety and implements appropriate risk response:			
<ul style="list-style-type: none"> <li>• Reports</li> <li>• Consults</li> <li>• Identifies possible risk controls</li> </ul>	<ul style="list-style-type: none"> <li>• Recommends risk controls</li> <li>• Gains authorisation</li> <li>• Documents</li> </ul>		
3.5 Respond to offending road users appropriately			
<ul style="list-style-type: none"> <li>• document</li> <li>• report</li> </ul>			
3.6 Confirm and ensure separation between workers and live traffic.			
<ul style="list-style-type: none"> <li>• monitored site traffic flow to confirm TGS working.</li> </ul>			

SITE TWO	Observable behaviour	Yes	No	Comment
4. Close down traffic guidance scheme. Did the candidate?				
4.1 Ensure traffic is controlled to protect work crew removing traffic control devices.				
4.2 Close of site: Direct and provide clear instructions to personnel removing signs and devices as per the TGS				
<ul style="list-style-type: none"> <li>• correct sequence</li> <li>• regulatory signs uncovered, where required</li> </ul>	<ul style="list-style-type: none"> <li>• clarifying and confirming understanding, when needed.</li> <li>• radio communications</li> </ul>			



4.3 Unattended site: Direct and provide clear instructions to personnel covering and removing signs and devices as per the TGS.

- drive through to confirm compliance with TGS/TMD instructions

4.4 Complete site paperwork for example: signage record keeping, incident reports, site documents.

## 5. Clean up

Did the candidate?

5.3 Ensure the work area is appropriately cleared and no signage and devices are left behind.

5.4 Ensure tools and equipment are cleaned, checked, maintained and stored.

## Supervisor report – Site Three

As part of the assessment for renewal, we require evidence from the candidate's manager/supervisor who work closely with the candidate to support the candidate's currency of industry practice. Please complete and sign the observation checklist with comments to support your observations of the candidate demonstrating the identified skill(s) and knowledge.

Candidate Details							
Candidate Name:			Date:				
Candidate Job Role:		TMI Card No:		Work contact number:			
Candidate Organisation:			Signature:				
Site location:							
Tick the site TGS setup type below:							
Lane closure	<input type="checkbox"/>	Lateral shift	<input type="checkbox"/>	TMP at intersection	<input type="checkbox"/>	Controlling site construction vehicles	<input type="checkbox"/>
Supervisor Details							
Supervisor Name:			Date:				
Supervisor Job Role:		TMI Card No:		Work Contact number:			
Supervisor Organisation:			Signature:				

To be completed by the Supervisor who is gathering the evidence		
Do you understand which evidence/tasks the candidate is to demonstrate that you are required to comment on?	<b>Yes</b>	<b>No</b>
Has the assessor explained the purpose of the third party report and the candidate's assessment requirements?	<b>Yes</b>	<b>No</b>
Are you willing to be contacted should further verification of this report be required?	<b>Yes</b>	<b>No</b>
Are you aware that the candidate will see a copy of this form?	<b>Yes</b>	<b>No</b>

During the observation period, did you observe the candidate demonstrate the following observable actions to an industry best practice standard? Please complete the observation checklist below, including detailed comments for each task.

SITE THREE	Observable behaviour	Ye s	No	Comment
<b>1. Prepare to implement traffic management plan.</b> <b>Did the candidate?</b>				
1.1 Review the traffic management plan and traffic guidance scheme and identify worksite requirements. <ul style="list-style-type: none"> <li>● location</li> <li>● type of work</li> <li>● timeframe</li> <li>● permit requirements</li> </ul>				
1.2 Confirm the traffic management plan and traffic guidance scheme where suitable for the site conditions, traffic volumes and work activities. <ul style="list-style-type: none"> <li>● signage sequence</li> </ul>				
1.3 Identify, address and report potential risks, hazards and environmental issues and determine control measures. Including: <ul style="list-style-type: none"> <li>● involving others in risk process</li> <li>● waste / litter</li> <li>● documenting</li> <li>● toilets</li> <li>● gaining approval where necessary to implement</li> <li>● noise</li> <li>● environment</li> <li>● parking</li> </ul>				
1.4 Identifies/ participates in the identification of adjustments required to SWMS/JSA and risk documentation based on site conditions and likelihood and risk of an incident occurring				
1.5 Identify and confirm all necessary resources where available including: <ul style="list-style-type: none"> <li>● number of personnel required &amp; qualifications</li> <li>● vehicles</li> <li>● request personnel if required</li> <li>● equipment</li> <li>● signs and devices</li> </ul>				

1.6 Confirm required liaison and communication activities are carried out according to instructions <ul style="list-style-type: none"> <li>confirm contacts of relevant people</li> <li>UHF channels</li> <li>Prestart</li> <li></li> </ul>			
1.7 Provide clear instructions to Traffic control personnel on TGS set up and TC station positioning, clarifying and confirming their understanding, when needed.			

SITE THREE	Observable behaviour	Yes	No	Comment
<b>2. Set out the traffic guidance scheme.</b>				
<b>Did the candidate?</b>				
2.1 Check TGS signs and devices are positioned and installed correctly, including: <ul style="list-style-type: none"> <li>on approaches to the work area</li> <li>clearly displayed and facing approaching traffic</li> </ul>	<ul style="list-style-type: none"> <li>clear from the path of travel for bicycles</li> <li>drive through of site.</li> </ul>			
2.2 Check and confirm pedestrian pathways and signs and devices are positioned and installed correctly and are safe for use, including: <ul style="list-style-type: none"> <li>pathway is clear of slip or trip hazards</li> <li>cables and hoses clear of pathways or appropriately covered</li> <li>walk through of pedestrian control measures.</li> </ul>				
2.3 Coordinate/carry out any adjustments of signage or devices within tolerances and their role				

2.4 Contact the TMD if modifications were required to the TGS, to reduce risk to acceptable level <ul style="list-style-type: none"> <li>clearly communicated issue/s with TMD and document communication with a text or email</li> <li>document discussion and outcomes - make clear written notes on TGS</li> <li>coordinate/carry out modification if authorised</li> </ul>			
2.5 Confirm traffic management plan is implemented correctly and report to supervisor in charge of site so roadwork crew can begin activities <ul style="list-style-type: none"> <li>After checking TGS and getting and necessary adjustments of modifications carried out</li> </ul>			
2.6 Confirm roadwork crew were protected from work site hazards <ul style="list-style-type: none"> <li>Work site isolated</li> </ul>			

<b>SITE THREE</b>	<b>Observable behaviour</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>3. Monitor traffic guidance scheme.</b>				
<b>Did the candidate?</b>				
3.1 Confirm the monitoring of traffic flow by required personnel <ul style="list-style-type: none"> <li>as per TGS</li> <li>regular reports</li> </ul>				
3.2 Maintain traffic flow by moving signage within tolerances when and if required				
3.3 Monitor work activities and apply required measures to mitigate and address non-conformance <ul style="list-style-type: none"> <li>roadwork crew</li> <li>road user</li> </ul>				

3.4 Monitors worksite for hazards that may impact on traffic management and workers safety and implements appropriate risk response:			
<ul style="list-style-type: none"> <li>• Reports</li> <li>• Consults</li> <li>• Identifies possible risk controls</li> </ul>	<ul style="list-style-type: none"> <li>• Recommends risk controls</li> <li>• Gains authorisation</li> <li>• Documents</li> </ul>		
3.5 Respond to offending road users appropriately			
<ul style="list-style-type: none"> <li>• document</li> <li>• report</li> </ul>			
3.6 Confirm and ensure separation between workers and live traffic.			
<ul style="list-style-type: none"> <li>• monitored site traffic flow to confirm TGS working.</li> </ul>			

SITE THREE	Observable behaviour	Yes	No	Comment
4. Close down traffic guidance scheme. Did the candidate?				
4.1 Ensure traffic is controlled to protect work crew removing traffic control devices.				
4.2 Close of site: Direct and provide clear instructions to personnel removing signs and devices as per the TGS				
<ul style="list-style-type: none"> <li>• correct sequence</li> <li>• regulatory signs uncovered, where required</li> </ul>	<ul style="list-style-type: none"> <li>• clarifying and confirming understanding, when needed.</li> <li>• radio communications</li> </ul>			

4.3 Unattended site: Direct and provide clear instructions to personnel covering and removing signs and devices as per the TGS.

- drive through to confirm compliance with TGS/TMD instructions

4.4 Complete site paperwork for example: signage record keeping, incident reports, site documents.

5. Clean up

Did the candidate?

5.5 Ensure the work area is appropriately cleared and no signage and devices are left behind.

5.6 Ensure tools and equipment are cleaned, checked, maintained and stored.

# RTO Assessor Verification Form

## Instructions to the Assessor

The Currency of Industry Practice Evidence Verification Form is to be used to verify the evidence submitted in the Currency of Industry Practice document (candidate's use).

The evidence provided in the Currency of Industry Practice document must confirm that the Traffic Management Implementer is able to demonstrate they have valid, sufficient, authentic and current skills and knowledge relevant to the unit.

In making the assessment judgement the assessor is to confirm that the evidence provided by a Traffic Management Implementer:

- directly relates to the competency being assessed
- is sufficient to allow the assessor to make a valid judgement
- is the Traffic Management Implementer's own work
- shows currency of the skills and knowledge required.

The evidence must meet the rules of evidence:

- Validity** The evidence presented demonstrates the Traffic Management Implementer has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.
- Sufficiency** The quality, quantity and relevance of evidence presented enables a judgement to be made of a Traffic Management Implementer competency.
- Currency** The evidence presented is from either the present or the very recent past.
- Authenticity** The evidence presented for assessment is the Traffic Management Implementer own work.

## How to verify Currency of Industry Practice evidence?

When verifying evidence ensure that it:

- reflects the skills, knowledge and attributes defined in the unit of competency
- shows application of the skills in the context described in the range statement in the unit of competency
- demonstrates competence over a period of time
- demonstrates repeatable competence



- is the work of the candidate
- can be verified
- demonstrates the candidate's current skills and knowledge.

RTO assessor's name:

Date:

Signature:

**Minimum Evidence requirements:**

- a copy of your current TMR Traffic Management Implementation Card
- a copy of the Certificate of completion for Working in Proximity to Traffic Part 1 & Part 2
- evidence of your currency as per the checklist below
- three (3) site Traffic Guidance Schemes (TGS) types from the following list - at least one project controlling site construction vehicles plus a lane closure or lateral shift or TMP at intersection

**RTO assessor's name:**

**Date:**

**Signature:**

**Site One**

- Supervisor Report No. 1
- Site Traffic Guidance Schemes (TGS) implemented, monitored and removed

**Site Two**

- Supervisor Report No.2
- Site Traffic Guidance Schemes (TGS) implemented, monitored and removed

**Site Three**

- Supervisor Report No.3
- Site Traffic Guidance Schemes (TGS) implemented, monitored and removed

**Assessor notes regarding how verification occurred**

*Where insufficient or unclear information is provided by the candidate and/or third party, the assessor is to clarify by contacting the third party/employer company evidence provider. The information gathered is to be transcribed in this section. The assessor may ask additional questions of the candidate to clarify findings, or to seek additional information that is then used towards making a final judgement.*

List any additional evidence methods utilised to verify currency and competency and justify your choice of method (refer to Traffic Management Implementation guidelines)

**Candidate name:**

**COIP accepted**

**COIP not accepted**

**(circle your decision)**

Provide the detailed rationale for your judgement decision: