

Road Safety Audit Overview & Procedures

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TII Road Safety Audit Webinar Series 2021

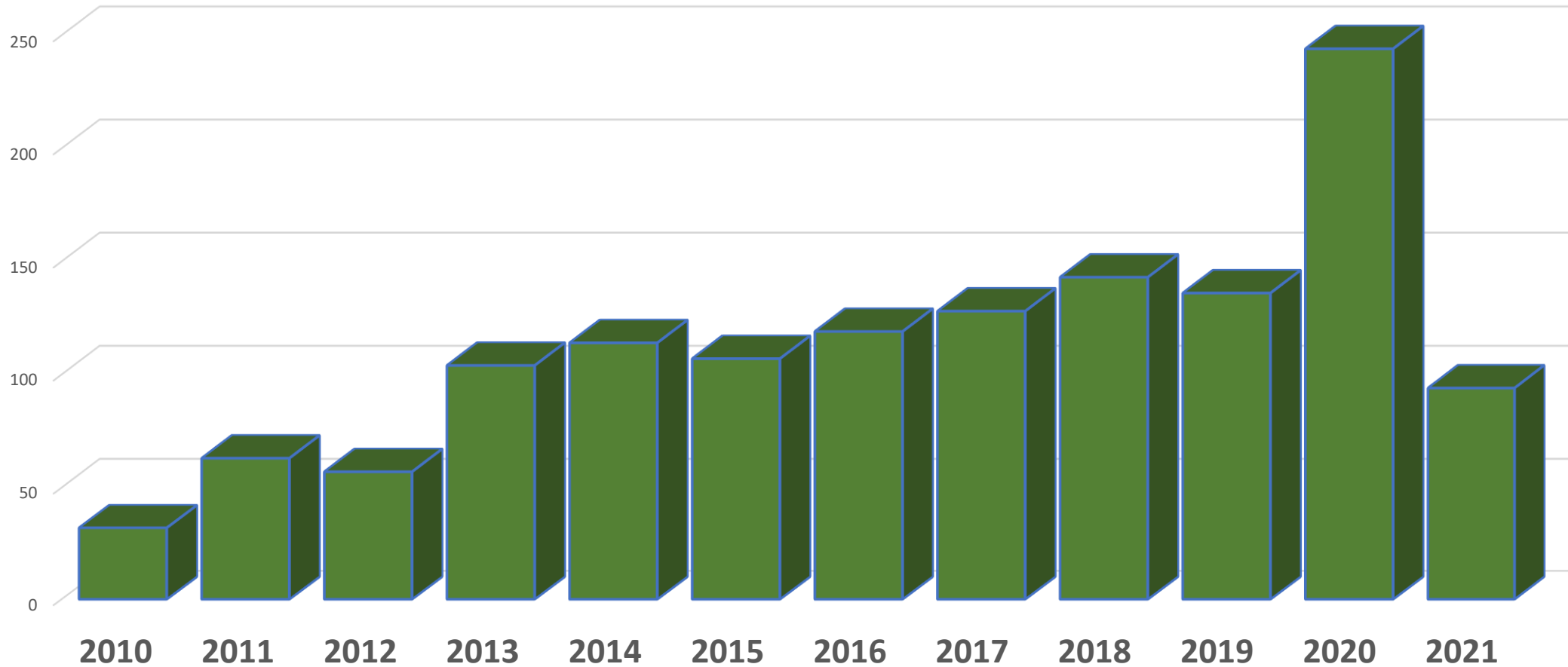
-
- How it's going
 - Audit procedure
 - Tips for easy RSAAS Audit Approval submission
 - Tips for easy RSAAS Close Out
 - Notes on Auditor Approval



How it's going, 21 years on

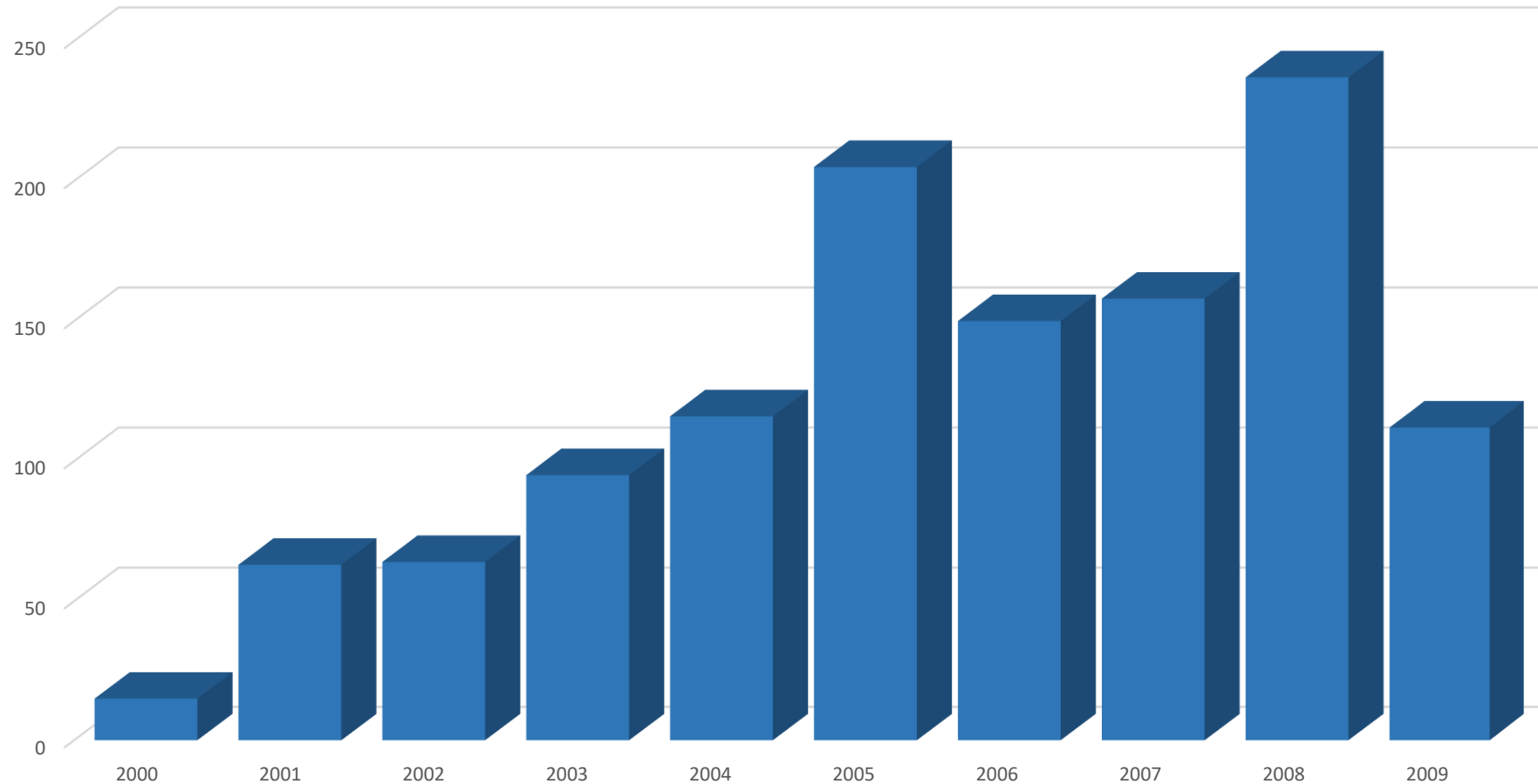
1340 audits since 2010

Audits registered each year since 2010



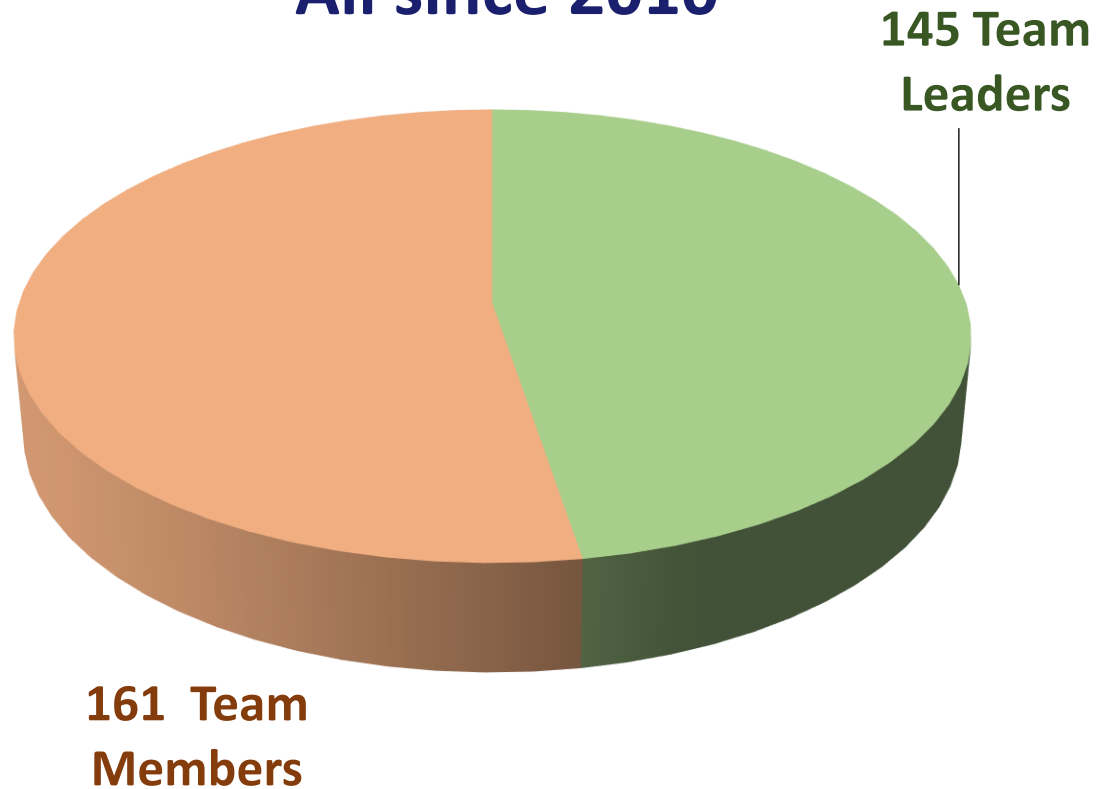
1200 in previous 10 years

Audits registered each year 2000-2009

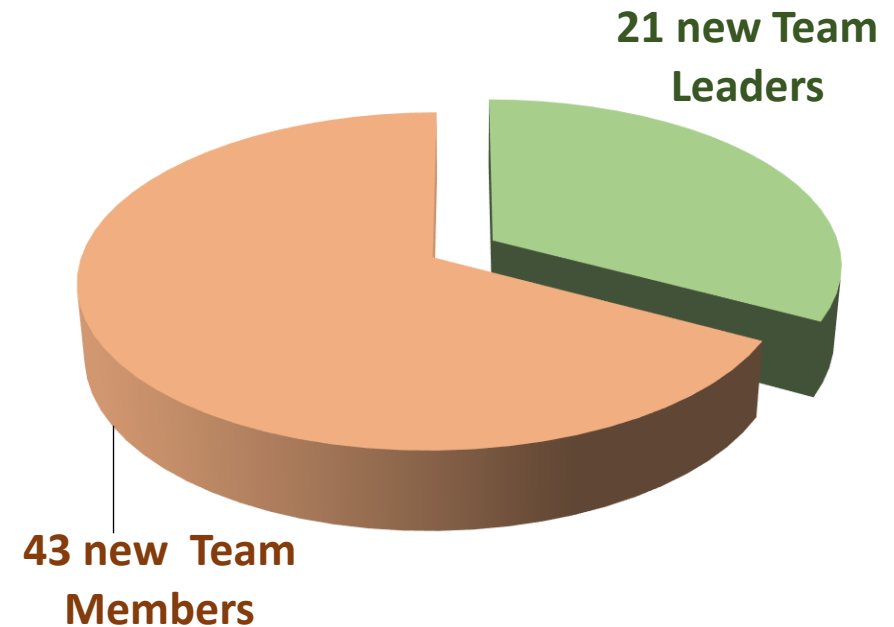


306 Auditors registered on RSAAS since 2010

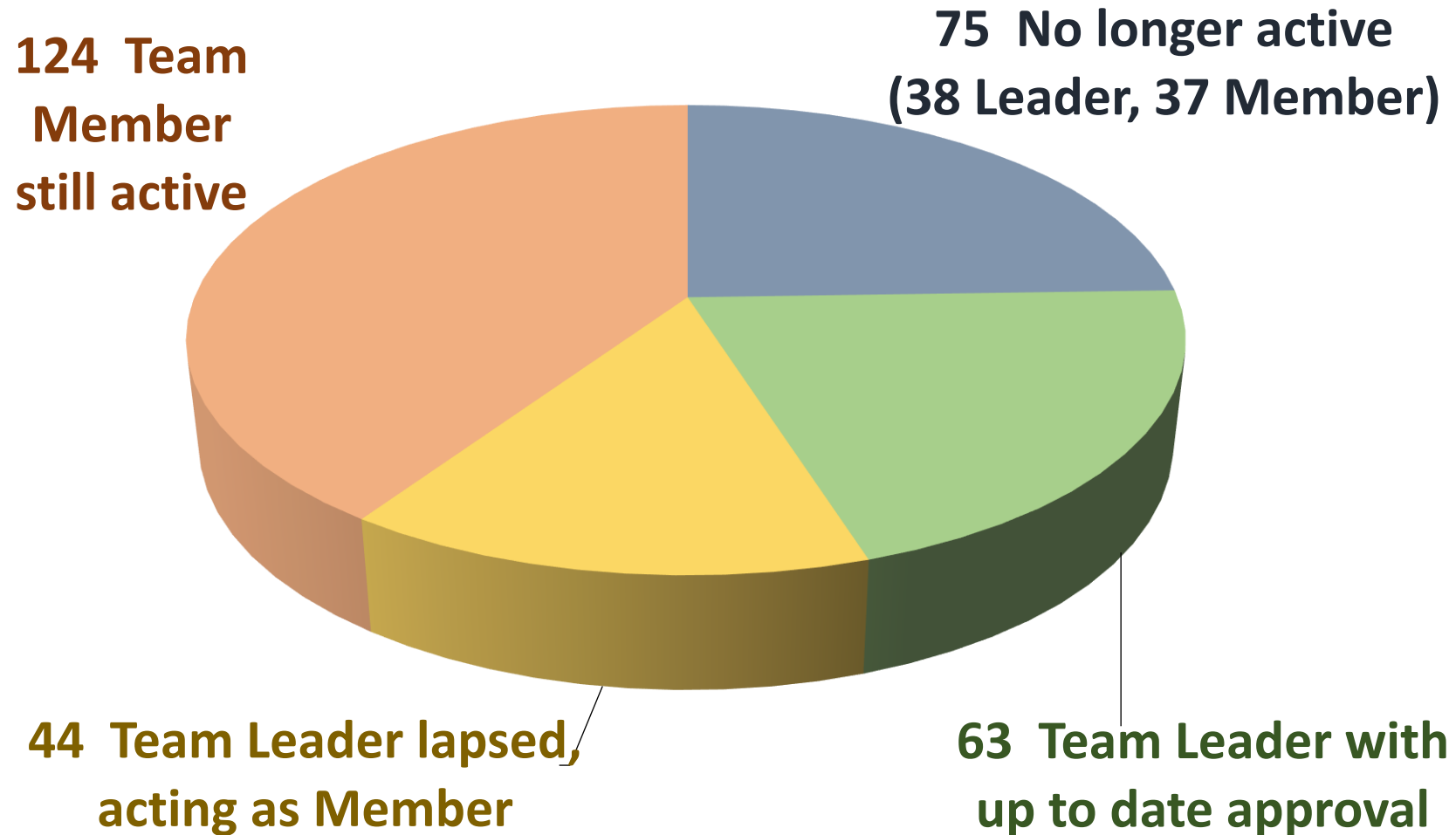
All since 2010



New Auditors registered over past 3 years



63 Team Leaders still active and approved





Procedure

What's the point of Road Safety Audit?

..... to suggest
measures to eliminate or mitigate those problems

And to get those measures implemented

Procedure exists to make sure that

- audit team is competent & knows what they're auditing
- designers take note of issues that audit team has identified
- any necessary changes are made

Procedure set out in the standard

- GE-STY-01024
- Guidelines – GE-STY-01027
- Applies to all schemes on National Roads (Appx A next week)
 - Project Manager – responsible for providing brief, arranging road safety audit & registering audit on RSAAS
 - Audit team – does audit & produces report
 - Designer – assesses audit report and responds in feedback form

Procedure - simplified



First steps

Project Manager / Designer

- Decide whether audit is needed. Change of road layout
Applies to ALL Nat Roads, both urban & rural. Including DMURS
- Which stage.
 - First stage usually stage 1, possibly combined stage 1&2, possibly stage F
 - After that follow on to next stage
- Brief for audit team
- Get team approved

Audit & its report

Audit Team

- Do audit
 - Examine drawings
 - Site visit(s)
 - Discussion – within team and with designer
- Produce audit report
 - Must include audit team statement with signatures of all auditors

The Feedback process

Audit team & Designer

- Feedback from designer in columns 2, 3 & 4 of feedback form
- Response from audit team in column 5
- 3 signatures at bottom of form
 - Designer
 - Audit team leader
 - Employer
- Report uploaded to RSAAS

Paragraph No. In Audit Report	Problem accepted (yes/no)	Recommended measure accepted (yes/no)	Describe alternative measure(s). Give reasons for not accepting recommended measure. Only complete if recommended measure is not accepted	Alternative measures or reasons accepted by Auditors (yes/no)
4.1	Yes	Yes	-	
4.2	Yes	Yes	-	
4.3	Yes	Yes	-	
4.4	Yes	Yes	-	
4.5	Yes	No	Till maintenance area moved to new location. Vehicles will utilize field accesses on either side to access maintenance bay	Yes

Exception report process

- Exception Report is needed if there is any “No” in the final column of Feedback Form
- One exception report for each “No”, but reports can be combined into one document
- Uploaded to RSAAS
- TII decision also uploaded to RSAAS



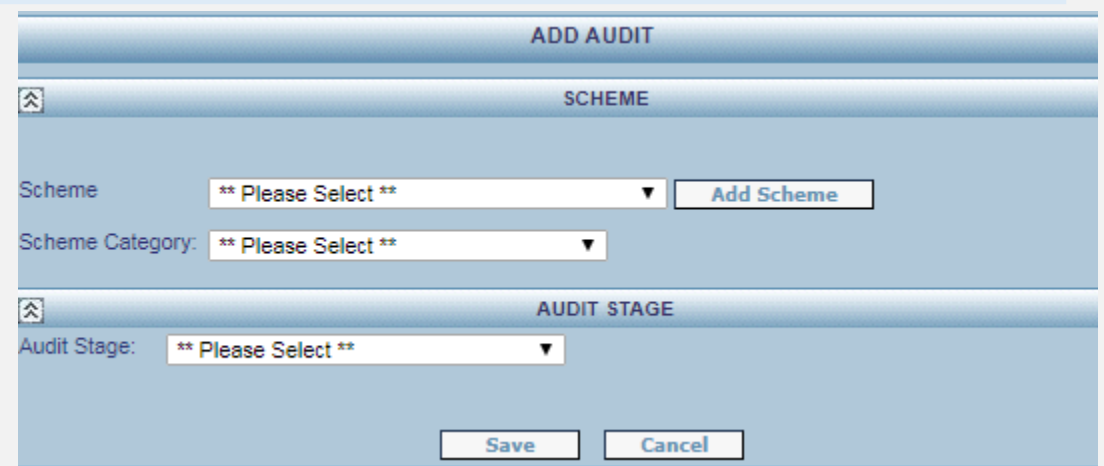
Tips for RSAAS Audit Approval submission

Gather information

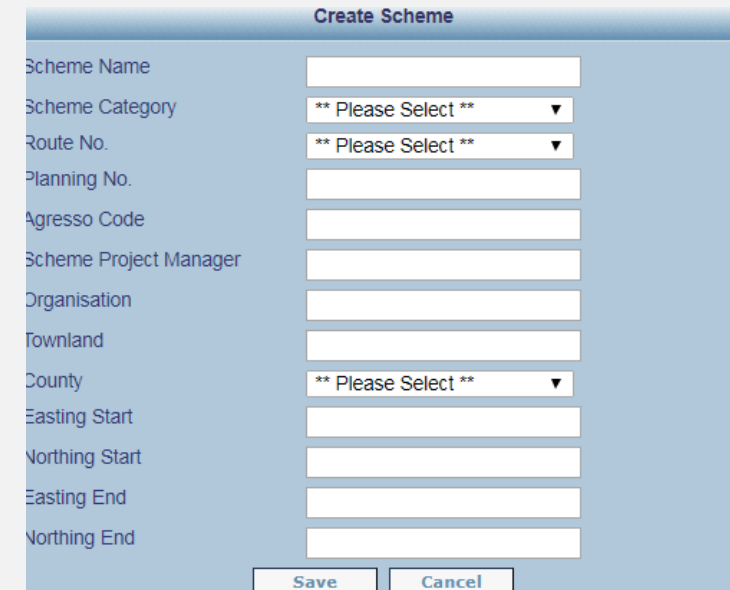
- Name & details of scheme
 - On first audit for a scheme, create a new scheme
 - After that, for following audits, use existing scheme
- Stage of audit
 - Audit process starts at either stage F, stage 1 or stage 1&2
 - Ensure any previous audits have been approved and completed, with reports uploaded and closed out on RSAAS
 - **You cannot start at stage 2 or stage 3. There must be previous audits**
- Auditor IDs of proposed auditors
 - 2, 3 or 4 people in the audit team. No more than 4, no less than 2
 - There must be at least 1 with Team Leader status
 - Trainees are not included in the approval

Create audit – <https://web.tii.ie/safetyaudits/>

- If scheme already exists – choose from dropdown
- If it's new scheme pick "Add Scheme"
 - Create a new scheme. With adequately descriptive name.
 - Details must include Project Manager, Townland, Co-ordinates in ITM
- Pick Category & Stage
- Then Save
- New section for Auditors will appear



The screenshot shows the 'ADD AUDIT' form. It has two main sections: 'SCHEME' and 'AUDIT STAGE'. In the 'SCHEME' section, there is a dropdown menu for 'Scheme' with the text '** Please Select **' and a button labeled 'Add Scheme'. Below it is another dropdown for 'Scheme Category' with the text '** Please Select **'. In the 'AUDIT STAGE' section, there is a dropdown for 'Audit Stage' with the text '** Please Select **'. At the bottom of the form are 'Save' and 'Cancel' buttons.



The screenshot shows the 'Create Scheme' form. It contains several input fields: 'Scheme Name' (text box), 'Scheme Category' (dropdown with '** Please Select **'), 'Route No.' (dropdown with '** Please Select **'), 'Planning No.' (text box), 'Agresso Code' (text box), 'Scheme Project Manager' (text box), 'Organisation' (text box), 'Townland' (text box), 'County' (dropdown with '** Please Select **'), 'Easting Start' (text box), 'Northing Start' (text box), 'Easting End' (text box), and 'Northing End' (text box). At the bottom are 'Save' and 'Cancel' buttons.

Add Auditors

- Add auditors one by one
 - Enter auditor ID & click Find
 - Auditors name will appear
 - Click Add Auditor
 - Repeat for each auditor
- Click Submit for Approval
- Wait for an approval email from RSAAS
- **You cannot proceed with the audit without the approval email**

The screenshot shows a web application interface for adding auditors to an audit. The interface is divided into several sections:

- ADD AUDIT**: The main title of the page.
- SCHEME**: A section containing:
 - Scheme Name: TestScheme August2015 (with a Details... button)
 - Route No.: 99
 - Scheme Category: Road Scheme
- AUDIT STAGE**: A section containing:
 - Audit Stage: Stage 1
- AUDITORS**: A section with the message "No Auditors Associated With Audit!". Below this message are two steps:
 - 1. Find By Ref. No. (with an empty input field and a Find button)
 - 2. Save/Add Auditor (with an Add Auditor button)
- OTHER**: A section containing:
 - Ref. No.: 19061504
 - Approval Status: Pre-submitted

At the bottom of the interface, there are four buttons: "Submit for Approval", "Retrospective Submission" (with an unchecked checkbox), "Delete", and "Cancel".



Tips for RSAAS report upload & close out

Ensure reports are complete & feedback finished

- Each report, including feedback form, fully signed
- Check for need for Exception Report
- Large schemes may have several separate audit reports for the one stage; the works may have been split into areas each with a separate report. Ensure that you have reports to cover the entire scheme.

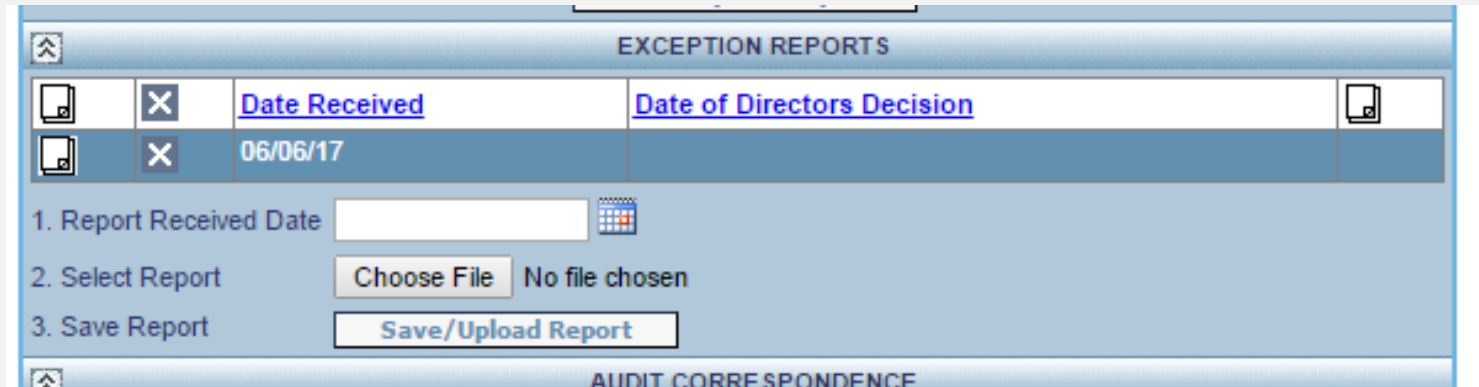
Upload reports to RSAAS

- Upload audit report(s)
 - *5 MB limit on each uploaded file*
- Pick auditors and allocate them to Leader or Member
- Enter dates
 - Execution = Site visit
 - Received = Final signed report
- Tick Exception Report if needed
- Select document & upload
- Repeat for as many documents as is necessary

The screenshot shows the 'AUDIT REPORTS' web application interface. At the top, there is a table with the following columns: 'Date Received', 'Date of Execution', 'Auditors Positions', and 'Exception Report Needed?'. The first row contains the values: '18/01/21', '04/01/21', 'TL1289178-Leader TM1290178-Member', and 'No'. Below the table, the interface is divided into several sections:

- 1. Select Auditor/Position:** This section contains three dropdown menus. The first dropdown is set to 'TM1290178', the second to 'None Member', and the third to 'TL1289178-Leader'. There are 'Add >>' and 'Remove' buttons.
- 2. Report Received Date:** A text input field with a calendar icon.
- 3. Audit Execution Date:** A text input field with a calendar icon.
- 4. Select Report:** A 'Browse...' button followed by the text 'No file selected.'
- 5. Exception Report Needed?:** A checkbox that is currently unchecked.
- 6. Retrospective Upload?:** A checkbox that is currently unchecked.
- 7. Save Report and Associated Auditors:** A 'Save/Upload Report' button.

Exception Report – only if needed

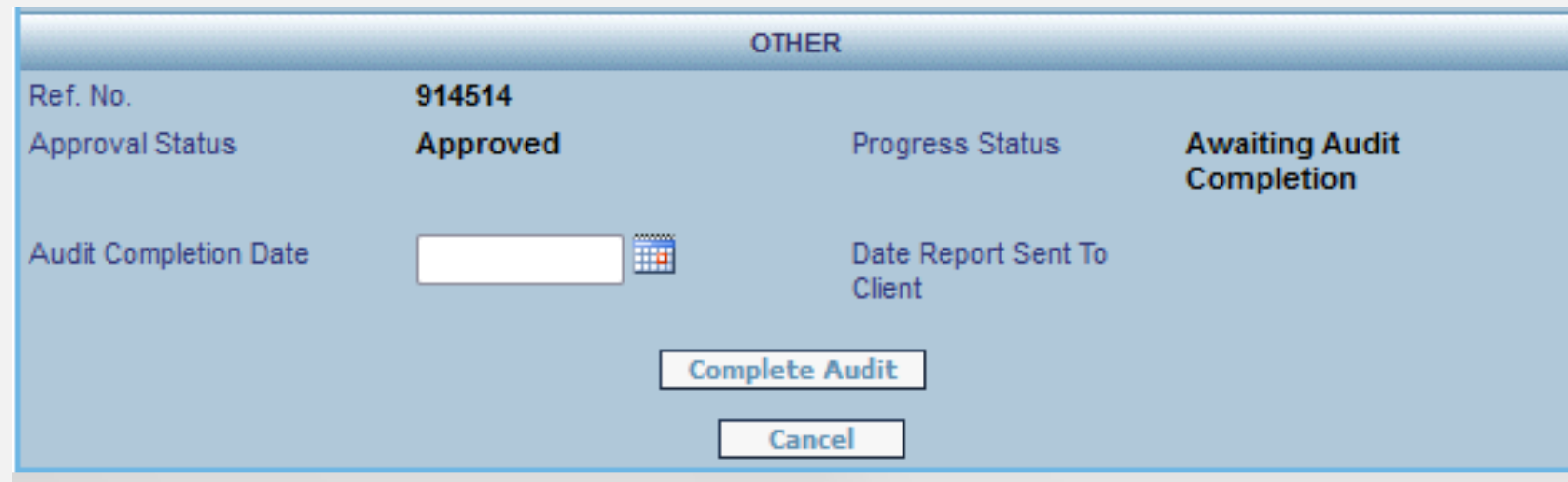


The screenshot shows a web interface titled "EXCEPTION REPORTS". At the top, there is a table with two columns: "Date Received" and "Date of Directors Decision". The first row of the table contains the date "06/06/17". Below the table, there are three numbered steps: "1. Report Received Date" with a date input field and a calendar icon; "2. Select Report" with a "Choose File" button and the text "No file chosen"; and "3. Save Report" with a "Save/Upload Report" button. The interface is part of a larger system, as indicated by the "AUDIT CORRESPONDENCE" label at the bottom.


- If necessary, section for exception report upload will appear
- Enter date, select document & upload
- Repeat if you have several reports
- Wait for TII response – uploaded to audit on RSAAS
Email notification to client, & details will appear in table

Close out the audit

- When all uploads are done close out the audit
Enter date & click on the Complete Audit button



The screenshot shows a software interface for closing an audit. The window title is "OTHER". It contains the following fields and buttons:

Ref. No.	914514	Progress Status	Awaiting Audit Completion
Approval Status	Approved	Date Report Sent To Client	
Audit Completion Date	<input type="text"/> 		

At the bottom of the form are two buttons: "Complete Audit" and "Cancel".



A few notes on Auditor Approval

Auditor Requirements - GE-STY-01025

Team Member

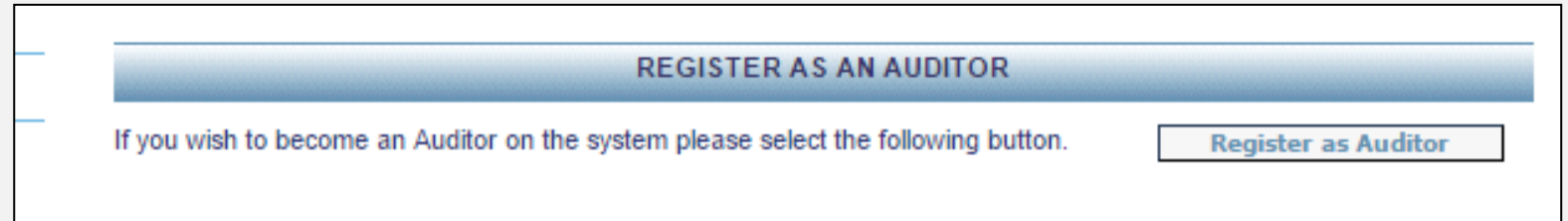
- Basic course (3 days)
- 5 trainee audits

Team Leader

- Certificate of Competence (Sligo course, old UCD course, abroad)
- Experience of road safety work
- CPD
- 5 trainee audits + 5 team member audits
- 5 recent audits (10 if not chartered engineer)
- 2 audits of category & stage of audit in question (4 if not chartered)

Submit through RSAAS <https://web.tii.ie/safetyaudits/>

- Register as auditor

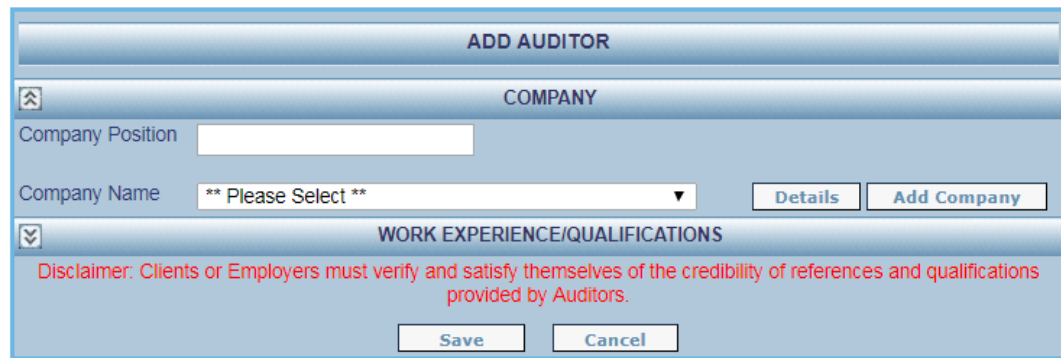


REGISTER AS AN AUDITOR

If you wish to become an Auditor on the system please select the following button.

[Register as Auditor](#)

- Enter details



ADD AUDITOR

COMPANY

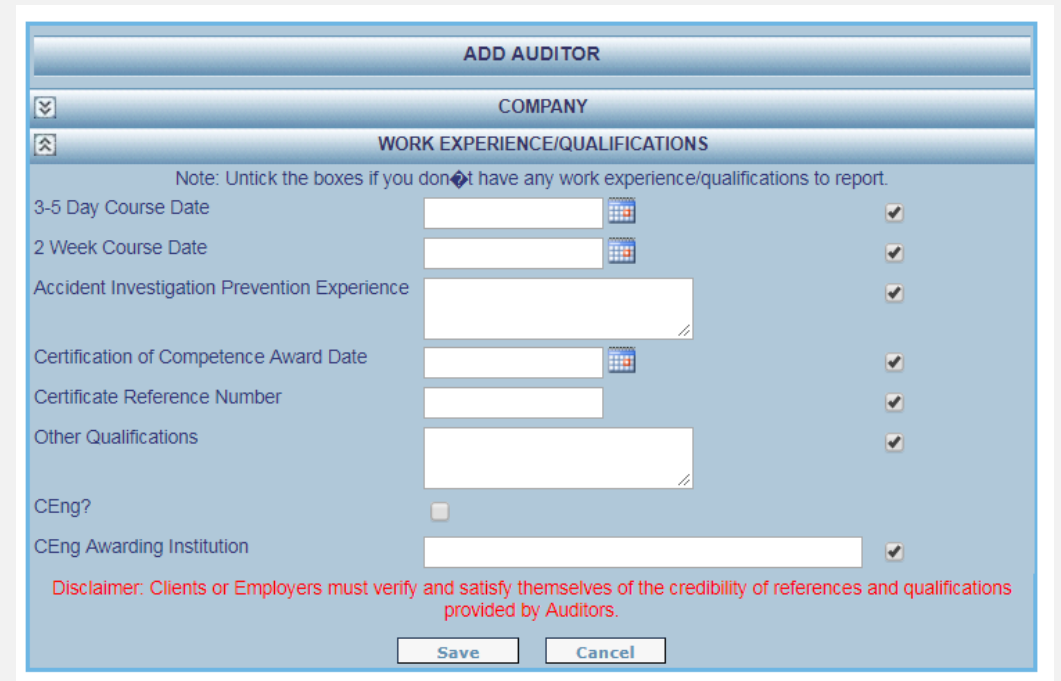
Company Position

Company Name **** Please Select **** [Details](#) [Add Company](#)

WORK EXPERIENCE/QUALIFICATIONS

Disclaimer: Clients or Employers must verify and satisfy themselves of the credibility of references and qualifications provided by Auditors.

[Save](#) [Cancel](#)



ADD AUDITOR

COMPANY

WORK EXPERIENCE/QUALIFICATIONS

Note: Untick the boxes if you don't have any work experience/qualifications to report.

3-5 Day Course Date

2 Week Course Date

Accident Investigation Prevention Experience

Certification of Competence Award Date

Certificate Reference Number

Other Qualifications

CEng?

CEng Awarding Institution

Disclaimer: Clients or Employers must verify and satisfy themselves of the credibility of references and qualifications provided by Auditors.

[Save](#) [Cancel](#)

On first submission list at least 5 audits

- Enter Work History
 - At least 5 audits

WORK HISTORY

This section is for a summary of past audits that are not already recorded by NRA
Enter information ONLY if your history of work on NRA approved audits since 2009 does not meet the desired experience qualification.
Your entire work history is not needed.
Enter sufficient history to meet the desired experience qualification.

<input type="checkbox"/>	<u>Scheme</u>	<u>Scheme Category</u>	<u>Contract</u>	<u>Audit Stage</u>	<u>Auditor Position</u>	<u>Completion Date</u>	<u>Submission Date</u>
<input checked="" type="checkbox"/>	Test1	Road Scheme	Traditional	Stage F	Member	01/10/15	01/11/15
<input checked="" type="checkbox"/>	Test2	Road Scheme	Traditional	Stage 1	Leader	01/10/15	01/11/15
<input checked="" type="checkbox"/>	Test5	Road Scheme	Traditional	Stage 4	None	01/10/15	01/11/15
<input checked="" type="checkbox"/>	Test3	Development Scheme	Traditional	Stage 2	None	04/10/15	01/11/15
<input checked="" type="checkbox"/>	Test4	Development Scheme	Traditional	Stage 3	Member	04/10/15	01/11/15

Scheme Name Scheme Category **** Please Select ****

Contract Type **** Please Select **** Audit Stage **** Please Select ****

Audit Completion Date

Audit Submission Date

Auditor Position **** Please Select ****

- Upload report for each audit listed
 - *5 MB limit on each uploaded file*

DOCUMENTS

<input type="checkbox"/>	<input type="checkbox"/>	<u>Title</u>	<u>Description</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	VTI_CyclistSafety	Roundabouts
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Test1RSARreport	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Test2RSARreport	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Test3RSARreport	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Test4RSARreport	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Test5RSARreport	

Select Document No file selected.

Title

Description

Team Member status does not run out.

Resubmit only if looking for Team Leader status or changing company or address

Submitting for Team Leader, or renewing

- RSAAS records against each auditor all their registered audits
- This and Work History list combine to create an Auditor Record
- Team Leader approval gives a renewal date; to ensure you keep your experience up to date
- Your renewal date is calculated from the date of your 5th most recent audit
- If you are regularly doing National Road audits registered on RSAAS, there is usually no need to add anything more to your Work History
- Only add to it in subsequent submissions if:
 - You have not done enough RSAAS registered audits to qualify as Leader
 - You have not done RSAAS registered audits recently
 - You have Regional & Local road audits of a certain category or stage that you need to record



Thank you