

## November 2010 Evidence guide for Traffic Management Companies

This evidence guide is a guide only. Other pieces of evidence may be appropriate so please contact us to confirm suitability.

The Traffic Management Registration Unit will provide feedback to companies who send their **draft** applications and evidence by email to [tmcregistration@tmr.qld.gov.au](mailto:tmcregistration@tmr.qld.gov.au).

All certificates provided must be certified by a Justice of the Peace or Commissioner of Declarations.

Element	Acceptable Evidence
<b>Occupational Health and Safety</b>	Copy of JAS-ANZ accredited 3rd party certification to Australian Standard AS/NZS 4801-2001.
<b>Quality</b>	Copy of JAS-ANZ accredited 3rd party certification to ISO 9001-2008 OR Certification through the Civil Contractors Federation Management system OR Certification through the Department of Transport and Main Roads' 2nd party certification process to ISO 9001-2008.
<b>Financial Stability</b>	Financial Statements in accordance with the Building Services Authority's (BSA) financial model from appropriately qualified financial practitioner (as defined by the BSA). You do not need to have a BSA license.  Please do not send the forms to the BSA for assessment - this information will be verified by TMR Financial Assessors.
<b>Industrial Relations</b>	Fully complete the checklist within the application form.  No evidence of Industrial Relations documents or policies needs to be included in your application. We will verify the suitability of this documentation when the desktop compliance assessments occur during 2011 and onwards.
<b>Personnel – Staff Training Ratios</b>	Provide a list of key personnel and a CV for each of these key personnel. This only includes traffic controllers if they hold a significant and diverse amount of experience and their loss would impact the business's ability to deliver work (Section 8 of the application form).  Provide a list of all licensed traffic controllers (Section 9a of the application form). You may attach a separate list of traffic controllers if you have existing records, however if you use your own records please ensure all information requested in Section 9a is covered.  Please ensure you provide the total company headcount (number of people) and the traffic controller headcount to allow us to determine the appropriate ratios for your company.
<b>Experience</b>	Copy of the Traffic Management Plan. The definition of a Traffic Management Plan and what should be included can be found in the MUTCD. If appropriate, a Traffic Management Plan may also include the details of a Traffic Guidance Scheme. The definition of when a Traffic Guidance Scheme should be used can also be found in the MUTCD.  Complete Section 7 of the application form. Please ensure referee contact information is provided.