Checklist – CAC009M  
Traffic Management Plan Implementation (MRTS02, MUTCD Part 3, QGTTM, TMWOR, Conditions of Contract)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contractor |  | Date |  | Review No. |  |
| Contract No. |  | Project No. |  | Project Name |  |

| Reference | Requirements | Addressed | Comments / Observations |
| --- | --- | --- | --- |
| Traffic Management Plan Implementation | | | |
| Conditions of Contract | Is the Contractor complying with minimum traffic restriction in the Conditions of Contract and accompanied by duly completed record? |  |  |
| Does the Traffic Management Plan (TMP) include details of all proposed road closures, detours, staged construction and all other relevant information? |  |  |
| Does the signage comply with the relevant parts of Main Roads Technical Specification MRTS02, MUTCD Part 3, QGTTM, TMWOR, the Traffic Guidance Scheme (TGS) and record(s) of changes? |  |  |
| Has approval of relevant authorities been obtained for road closures / detours? |  |  |
| MRTS02  Clause 5.4 | Has the Contractor followed and improved (where necessary, following appropriate process for adjustment) the TMP’s arrangements for:   * Providing traffic arrangements for any necessary sequencing of the work under the Contract while minimising disruption and confusion to road users, local traffic, public transport, emergency vehicles, pedestrians and cyclists? * Providing physical and visual isolation measures of the construction work area from road users (if appropriate)? Providing access to the community and adjacent private properties and businesses? * Detouring traffic (if appropriate)? * Managing the movement of oversize vehicles through the work site? * Road closures and/or traffic lane restrictions required to undertake the work under the Contract (if appropriate)? * Timely notification and engagement of the community (business owners, road users and other stakeholders) in advance of alterations to existing traffic conditions? * Maintaining the minimum specified number of traffic lanes in each direction, at the nominated minimum operating speed between the hours stated in MRTS02 Clause 5.7.3? |  |  |
|  | * Speed management: * Has the Contractor implemented speed limits in accordance with the approved Traffic Management Plan, the MUTCD Part 3 and the QGTTM taking into consideration: * that speed limits are maintained at permanent limits as much as possible? * when workers are present at site and workers are not present at site? * that reduced speed zones are as short in length as possible, commencing just prior to the work site and concluding immediately at the end of the work site? * that the implemented duration of reduced speed zones are as short amount of time possible, commencing just prior to the start of works and removed as soon as works, requiring the reduced speed zone, are concluded? |  |  |
| Has the Contractor monitored traffic speeds, as detailed in the Speed Management Plan, to monitor the effectiveness of the Traffic Guidance Scheme, in ensuring compliance with posted speed limits?  Has the Contractor taken appropriate measures to ensure that the speed limits are being complied with?  If traffic speeds are excessive, have the remedial actions detailed in the Speed Management Plan been implemented and if these are ineffective, has the TMD been contacted to advise on another course of action?  Records of these surveys and subsequent actions shall be kept and made available to the Administrator upon request. |  |  |
| MRTS02  Clause 5.4 (j) | Has a senior member of the Contractor’s site personnel been on any traffic co‑ordination committee convened by the Principal (if appropriate)? |  |  |
| Has the Contractor updated the names and contact details of the nominated out‑of‑hours representatives as specified in Clause 5.6.3 (if appropriate)? |  |  |
| Has the Contractor updated the name of the Nominated Traffic Officer (if appropriate)? |  |  |
| Has the Contractor updated the details of the Contractor’s organisational structure for traffic management issues, including the list of the duties and responsibilities of each position nominated in that structure (if appropriate)? |  |  |
| MRTS02  Clause 5.5 | Has the Contractor implemented the Traffic Management Plan in accordance with the schedule included in the Plan (if appropriate)? |  |  |
| Has the Contractor provided the details of the Traffic Management Plan, or any changes to that Plan to any bodies nominated by the Administrator (if appropriate)? |  |  |
| Is the Contractor monitoring the continued effectiveness of the Traffic Management Plan during the Contract and revising and updating the Plan where necessary? |  |  |
| MRTS02  Clause 6.2 | Have the Traffic Guidance Schemes been prepared and submitted as specified in MRTS02 Clause 6.2 (if appropriate)? |  |  |
| Has the TGS been submitted at least 14 days (or other duration as nominated in Clause 4 in Annexure MRTS02.1) prior to the date of the proposed traffic re‑arrangement? |  |  |
| Provision for Traffic | | | |
| MRTS02  Clause 6.1 | Has the Contractor prepared the TGS for each stage of the works, showing all temporary signing and other traffic control device layouts? |  |  |
| Is the TGS consistent with the approved TMP? |  |  |
| Does the TGS state the period for which it will be in place (time and date) and the person who is responsible for managing the TGS? |  |  |
| Does the TGS identify which devices will only be in place during periods of actual work on site? |  |  |
| Where the TGS includes changes to regulatory signs or devices, has the Contractor included roadwork signing records in accordance with MUTCD Part 1 Appendix B certified by the Nominated Traffic Officer? |  |  |
| MRTS02  Clause 6.4 | Has the Contractor monitored the effectiveness of the TGS and revised it in response to incidents and/or unexpected traffic disruptions? |  |  |
| MRTS02  Clause 5.6.1 | Is the Traffic Management Company registered on the department’s Traffic Management Registration Scheme? |  |  |
| MRTS02  Clause 5.6.2 | Are the Traffic Controllers accredited under Section 21 of the Transport Operations (Road Use Management) Act 1995 (Qld), and Division 5 (Sections 26 to 29) of the Transport Operations (Road Use Management—Accreditation and Other Provisions) Regulation 2005, to perform the functions of a Traffic Controller, do they possess a Transport and Main Roads issued Traffic Controller Accreditation Scheme accreditation identity card (they must have this at all times while working as a Traffic Controller)? |  |  |
| MRTS02  Clause 5.6.3 | Have the names and contact details of out of hours representatives (minimum two of) nominated as specified in MRTS02 Clause 5.6.3 been kept up to date? |  |  |
| MRTS02  Clause 5.6.4 | Has the Contractor kept a record of all changes to regulatory signs and devices, including location and the time they were displayed? Where regulatory signs and devices are displayed to traffic for part of a day only, the time they are displayed and closed shall be recorded and the record shall be attached to the documentation. |  |  |
| Has the Contractor recorded all changes to traffic control devices in accordance with Appendix B of the MUTCD Part 1 and the QGTTM Part 6 and presented to the Administrator on a monthly basis? A completed and certified record shall be submitted to the Principal and the Administrator within 14 days of a TGS being finalised. |  |  |
| Has the Contractor inspected all traffic control devices and traffic control arrangements in accordance with QGTTM Part 6 Section 7, to ensure the adequacy of such devices and arrangements? (Records of these inspections and subsequent actions shall be kept and made available to the Administrator upon request). |  |  |
| MRTS02  Clause 5.6.5 | For any traffic crash / incident within the site, has the Contractor recorded the date and taken date stamped photographs of the signs / devices present in the vicinity of the crash? |  |  |
| MRTS02  Clause 8.3 | Have all non‑conformances been remedied by the Contractor within two hours of receipt of written notice of the non-conformance? |  |  |
| Are there financial / contractual penalties to be applied arising from non-conformances associated with the audit of the implementation of the Traffic Guidance Scheme? If so, quantify the penalties to be applied. |  |  |
| Has the contractor undertaken the necessary modifications to the TGS to address the issues identified in the Administrator’s audit? |  |  |
| MRTS02  Clause 5.6.6 | Has the Contractor maintained a register of complaints received and the actions taken to address each? |  |  |
| MRTS02  Clause 5.7.2 | Has the Contractor ensured that vertical clearances are not less than 4.6 metres are provided from the trafficked surface to any obstacle? |  |  |
| Where the speed restriction is 40 km/h, has the Contractor ensured the maximum length of roadway with a 40 km/h speed limit, excluding tapers and acceleration zone, is in accordance with Clause 5.5.1 of the QGTTM Part 3? |  |  |
| Has the Contractor conducted the works so that no traffic is allowed during the erection of bridge girders, deck units and other bridge components and/or while lifting and fixing street light poles and sign gantries within the distance the lifted item could fall? (Traffic shall be temporarily stopped or diverted while such work is carried out.) |  |  |
| Has the Contractor stopped work on site Easter Thursday, Anzac Day, or the last working day prior to Christmas Day until New Year’s Day, both inclusive? |  |  |
| Has the Contractor ensured that lane closures are not conducted during any other event deemed by the Administrator as set out in Clause 3.1 of Annexure MRTS02.1 to be a major commercial, sporting or cultural event, where the Administrator considers that such closure would cause an unacceptable level of disruption to the traffic operations associated with such events? |  |  |
| Has the Contractor ensured that no personnel are crossing high speed, multi‑lane divided roads with posted speed limit of 100 km/h or greater? (Contractor is to conform to the requirements of this Prohibition Notice and at all times refrain from crossing these roads without the use of lane closures or speed reductions.) |  |  |
| MRTS02  Clause 6.5.3 | Has the Contractor ensured the restrictions to the passage of vehicular traffic, through the site, has been subject to the limiting requirements stated in Clause 6.5.3? |  |  |
| Where a minimum of one lane (to serve both directions) is allowed, has the Contractor maintained traffic flow under the control of Traffic Controllers, or portable traffic control devices, in such a way that no road user is delayed in excess of the acceptable delay specified in Clause 3.4 of Annexure MRTS02.1? (In all cases, the length of one‑lane, two‑way operation shall be limited to one kilometre.) |  |  |
| Has the Contractor only stopped traffic in both directions simultaneously for purposes of construction of specific work and kept to the specific period and the maximum delays stated in Clause 3.5 of Annexure MRTS02.1? |  |  |
| Has work under the Contract involving lane closures, STOP / SLOW arrangements or construction traffic entering or leaving any through traffic lanes been carried out outside the periods stated in Clause 3.6 of Annexure MRTS02.1 (if not stated, the restrictions shall apply 24 hours per day)? |  |  |
| MRTS02  Clause 5.7.3 | Has the Contractor undertaken surveys (where required by Clause 3.7 of Annexure MRTS02.1) to monitor the effect of the activities on the road user? |  |  |
| MRTS02  Clause 5.7.5 | Has the Contractor only reduced the pre‑existing provisions for the movement of heavy vehicles, including over dimension, over weight and dangerous goods vehicles with the approval from Transport and Main Roads and/or other relevant authorities? |  |  |
| MRTS02  Clause 5.7.6 | Are the existing entrances to private properties affected by the work maintained in useable condition during construction? |  |  |
| Have alternative entrance arrangements been arranged (acceptable to the property owners)? |  |  |
| MRTS02  Clause 5.7.7 | Where necessary, has the Contractor provided temporary pathways in accordance with the requirements of the QGTTM Part 3? |  |  |
| Are the pathways clearly delineated, illuminated, signed and fenced to prevent easy access to the remainder of the work under the Contract? |  |  |
| Where pedestrians have been redirected through / past / around the site, have appropriate facilities as per Clause 5.7.7.1 been provided? |  |  |
| Where cyclists have been redirected through / past / around the site, have appropriate facilities as per Clause 5.7.7.2 been provided? |  |  |
| Has special provision been provided for pedestrians (if required) where the direction of traffic flow is opposite to that normally expected? |  |  |
| MRTS02  Clause 5.8 | Has the Contractor prepared an incident management plan for sites of longer than three days duration and submitted, to the Administrator, the measures to be implemented in the event of a traffic incident that occurs within the work site or on any detour route? |  |  |
| MRTS02  Clause 6.5.1 | Have traffic control devices and their use conformed to the requirements of the MUTCD Part 3 and the QGTTM? |  |  |
| Have all traffic control devices been securely fixed in the correct position and maintained in an effective and clean condition suitable for day and night operations while employed on the work under the Contract? |  |  |
| Has the Contractor complied with the requirements for traffic control devices and ITS installation stated in Clause 5 of Annexure MRTS02.1? |  |  |
| MRTS02  Clause 6.5.2 | Optional Traffic Control Devices   * Has the Contractor prepared a risk assessment to support the use of: * variable message signs and other ITS devices? * Police control? * speed enforcement? |  |  |
| MRTS02  Clause 6.5.3 | Detours, Side‑track and Crossover – refer to Checklist CAC041M |  |  |
| MRTS02  Clause 6.5.4 | Has the Contractor taken adequate precautions to effectively minimise the generation of dust and carried out regular applications of water, or other palliative measures? |  |  |
| MRTS02  Clause 6.5.5 | Has the machinery been fitted with reversing, or other alarms, which adjusts the alarm sound output to no more than 5 dB above the surrounding noise level and an alarm sound output range of 85 dB – 115 dB (from midnight to 6.00 am)? |  |  |
| MRTS02  Clause 6.5.6 | Where plant or materials are stored overnight within 9 m of the edge of any trafficked lane, have they been delineated in accordance with MUTCD Part 3 and the QGTTM, unless located behind a safety barrier? |  |  |
| MRTS02  Clause 6.5.7 | Are end of queue measures in accordance with TMWOR Chapter 1, Clause 2 being used if either nominated as mandatory control measures in Clause 5.8 of Annexure MRTS02.1 or as required by QGTTM Part 3, Section 4.8.3 being used as per Clause 6.5.7, (including high traffic speed situations, or where sight distance is restricted to prevent end of queue crashes)? |  |  |
| MRTS02 Clause 6.5.8.1 | Have additional delineation devices, beyond the requirements of the MUTCD Part 3 and the QGTTM as described in Clause 5.9 of Annexure MRTS02.1, been used? |  |  |
| MRTS02  Clause 6.5.8.2 | Have all temporary pavement marking materials been approved by the Administrator (and when they are used on the final pavement surface, can they be removed without damaging the surface)? |  |  |
| Are all delineators stable and not able to move by the action of the passing traffic or by wind? |  |  |
| Are drums, cylinders and standalone, non‑interconnected, lightweight modules not able to roll if dislodged by impact or wind? |  |  |
| Have star pickets only been used 1 m or more from the edge of adjacent traffic lanes, when the speed is 80 km/h or more? |  |  |
| Are the requirements of Clause 5 of Annexure MRTS02.1 being adhered to (may include the use of direction hazard markers, temporary raised reflective pavement markers, line marking, reflective mesh fencing and/or other such delineation devices to delineate trafficked corridors)? |  |  |
| MRTS02 Clause 6.5.8.3 | Has temporary painted, or thermoplastic line marking only been used on the non‑final layers of the pavement? |  |  |
| Has temporary pavement marking and temporary raised pavement markers been installed in accordance with the requirements of MRTS45 Road Surface Delineation? |  |  |
| MRTS02  Clause 6.5.8.3 | Where access to streets and side roads has been altered during the construction of the works, has the Contractor supplied and erected all temporary signs necessary to assist the travelling public? |  |  |
| MRTS02  Clause 6.5.10 | Are vehicular access points to and from the site in accordance with the Transport and Main Roads Road Planning and Design Manual? |  |  |
| MRTS02  Clause 6.5.11 | Have temporary road safety barriers been provided as per Clause 6.5.11? Refer to Checklist CAC055M. |  |  |
| MRTS02 Clause 6.5.12 | Are anti-gawking screens required and installed as per the requirements of Clause 6.5.12, Clause 5.11 of Annexure MRTS02.1 and the QGTTM Part 3 Clause 5.3.3? |  |  |
| MRTS02 Clause 6.5.13 | Has temporary road lighting been provided as per Clause 6.5.13 and Clause 5.12 of Annexure MRTS02.1? |  |  |
| Has the Contractor ensured that the artificial lighting avoids creating glare towards the drivers of vehicles using adjacent traffic lanes? |  |  |
| Has the Contractor ensured the artificial lighting is not directed towards oncoming traffic? |  |  |
| MRTS02 Clause 7 | Has the Contractor undertaken temporary traffic management (TTM) inspections as per the approved traffic management inspection schedule (where required)? |  |  |
| Were inspections undertaken by a suitably competent officer as per MRTS02 Clause 7.2 (where required)? |  |  |
| Did the inspections cover the minimum requirements identified in MRTS02 Clause 7.3 (where required)? |  |  |
| MRTS02  Clause 5.4 | Where safety barriers are not provided, has the Contractor complied with the minimum worker clearance requirements of the QGTTM Part 3? |  |  |

Note:  
MRTS02 and MRTS02.1 contain references to other technical documents published by the department. Ensure that the TMD has referenced these documents in the preparation of the TMP and associated TGS.

Delete below section if not required

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Reviewed by: |  | |  | |  | |
| Name |  | Signature |  | Date |  |