



creating customised traffic solutions



Summary of Approach

TTM Audits and Delivery of Training

This approach uses the Full Audit Form and Short Audit Form as included in the NZ Transport Agency's CoPTTM Edition 4. It provides for audits carried out on a regular, scheduled basis and un-scheduled audits as necessary at any time.

The training includes:

- a morning session covering the rationale for auditing, examples, the audit methodology, skills and tools
- afternoon session where a real site audit is completed. Participants are assessed in the practical session.

KEY STEPS

SUMMARY

<h3>1. Rationale</h3>	<pre> graph TD A[Reduce risk for people...] --> B[Working on the site] A --> C[Passing by (or through the site)] D[Reduced risk means increased safety] </pre>
<h3>2. Principles</h3>	<p>All audits are:</p> <ul style="list-style-type: none"> Consistent Fair To encourage compliance <p>Related to a standard</p>
<h3>3. Implement Audits</h3>	<p>Audits can be either:</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <div style="background-color: #666; color: white; border-radius: 50%; padding: 5px 15px; display: inline-block;">Scheduled</div> <p>(i.e. On this date I will do 3 audits in this area)</p> </div> <div style="text-align: center;"> <div style="background-color: #DDD; border-radius: 50%; padding: 5px 15px; display: inline-block;">Unscheduled</div> <p>(i.e. I am driving past a site and observe risks to people working on site or people passing by or through the site)</p> </div> </div>

Continued over

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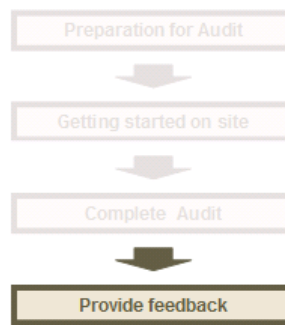


Summary of Approach TTM Audits and Delivery of Training

4. Complete Assessment

5. Provide Feedback

...Summary of process



- Provide feedback
- Ensure they understand any standards not met
- Get STMS or TC to sign the audit form
- Hand a hard copy of the assessment to the STMS/TC
- File own copy of assessment as appropriate
- Forward a copy to Principal if required
- Schedule follow up as required

6. Record Feedback

Record of feedback

- If any aspect is rated either:
 - NI: Needs improvement
 - or
 - D: Dangerous
- Then record actions to be taken for the site and timeframes for completion

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