

Traffic Management Implementer

RIIRIS301E – Apply Risk Management Processes
RIIWHS302E – Implement Traffic Management Plans

Supervisor Report

December 2021

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1.0	D to E Competency	14/12/2020
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1. Unit details

This unit is aimed at persons required to read, interpret, and implement traffic management plans and traffic guidance schemes and install / remove signs and devices in accordance with procedures set out in Queensland Transport and Main Roads Manual of Uniform Traffic Control Devices (Queensland MUTCD) Part 3 and Queensland Guide to Temporary Traffic Management (QGTMM).

This unit requires compliance with the:

- Code of Practice – Traffic Management for Construction or Maintenance Work, Qld
- AS 1742.3-2019: Manual of Uniform Traffic Control – Part 3: Traffic control for works on roads
- Queensland MUTCD Part 3 Traffic Control for Works on Roads
- Queensland Guide to Temporary Traffic Management
- Austroads Guide to Temporary Traffic Management
- Transport Operations Road Use Management Act and Regulations
- Site specific Traffic Guidance Scheme.

The work performance demonstrated by the candidate must show a range of well-developed skills and knowledge. Candidates should use discretion and judgement for individual tasks and take responsibility for their own outputs.

1.1 Foundation skills

Foundation skills and knowledge essential to performance are explicit in the performance criteria of this unit/s RIIWHS302E Implement traffic management plan (Mandatory); RIIRIS301E Apply risk management processes (Optional issuance). Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

1.2 Assessment requirements

The assessment requirements for this unit include that a learner demonstrates implementing traffic management plans, traffic guidance schemes and risk management in a manner that is safe and follows workplace policies and procedures on at least three separate live traffic projects, including:

- completing **at least two** of the following:
 - lane closure
 - lateral shift
 - implementing a traffic management plan at an intersection
- completing **at least one** project controlling site construction vehicles.

Clarification **on assessment requirements:**

- this is a mandatory requirement.
- three separate projects mean three separate sites. Implementation sites can be on the same project (we acknowledge that some projects are long term and may cover a number of differing sites) however does not mean the same site repeated three times.
- live traffic projects mean live. Implementation is to occur on a live road. Not a park, carpark, or industrial yard for example. Where personal safety or environmental damage are limiting factors, the implementation of traffic guidance schemes may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance.

The Supervisor Report is to be verified by the Registered Training Organisation by completing the Verification Form attached to the Supervisor Report.

Each Supervisor Report must be supported by evidence of implementing and closing down each stage of a traffic guidance scheme on live roadwork job site. Copies or photos / video of the supporting

documents listed below should be supplied, with a minimum of 2 TGSs and risk management documents supplied.

You are required to submit with your Supervisor Report			
Three (3) site Traffic Guidance Schemes (TGS) at least one project controlling site construction vehicles; plus, a lane closure or lateral shift or TMP at intersection.			
Tick the boxes below to indicate what is supplied			
<input type="checkbox"/> Lane closure	<input type="checkbox"/> Lateral shift	<input type="checkbox"/> TMP at intersection	<input type="checkbox"/> Controlling site construction vehicles (Mandatory)
You must submit three (3) Supervisor Reports with the following signed site documents:			
Site One Documents	Site Two Documents	Site Three Documents	
<input type="checkbox"/> Supervisor Report No.1 <input type="checkbox"/> Site TGS implemented, monitored and removed <input type="checkbox"/> Pre-start / site toolbox meetings – identify on the TGS where this occurred <input type="checkbox"/> JSA/SWMS <input type="checkbox"/> Risk Management Plan: <ul style="list-style-type: none"> ● including selected controls in detail ● authorisation for the selected controls ● communication information on the controls ● implemented monitoring procedure 	<input type="checkbox"/> Supervisor Report No.1 <input type="checkbox"/> Site TGS implemented, monitored and removed <input type="checkbox"/> Pre-start/site toolbox meetings – identify on the TGS where this occurred <input type="checkbox"/> JSA/SWMS <input type="checkbox"/> Risk Management Plan: <ul style="list-style-type: none"> ● including selected controls in detail ● authorisation for the selected controls ● communication information on the controls ● implemented monitoring procedure 	<input type="checkbox"/> Supervisor Report No.1 <input type="checkbox"/> Site TGS implemented, monitored and removed <input type="checkbox"/> Pre-start/site toolbox meetings – identify on the TGS where this occurred <input type="checkbox"/> JSA/SWMS <input type="checkbox"/> Risk Management Plan: <ul style="list-style-type: none"> ● including selected controls in detail ● authorisation for the selected controls ● communication information on the controls ● implemented monitoring procedure 	

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.

2. Introduction

The following information is intended to assist you to gather appropriate supervisor report (third party) evidence with the candidate and ultimately the assessor.

What is third party evidence?

Evidence is often collected by the assessor. However, other people (third parties) - such as supervisors, trainers, team members, who hold appropriate qualifications / experience - can report what they see or hear to the assessor. Evidence collected in this manner is called 'third party evidence' and is captured in the supervisor report.

Involving a third party 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 third party 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.

The main challenge for RTOs is to ensure that the evidence collected by third parties enables them to make assessment judgements that meet the rules of evidence: Refer to Section 3 Third Party Gatherer's qualifications / experience for minimum requirements.

- **Validity** - the evidence presented is directly related to the unit/s of competency being assessed and reflects real workplace tasks.

- **Sufficiency** - the quality and quantity of evidence presented reflects that all aspects of competency have been satisfied and that competency can be demonstrated repeatedly.
- **Currency** - the evidence presented is from either the present or the very recent past, and
- **Authenticity** - the evidence presented for assessment is the learner's own work.

Assessment involves firstly; gathering evidence and secondly; making professional judgements about competence based on that evidence. Third party gatherers who are not trained assessors can be assigned to gather the evidence. These people, usually supervisors or experienced co-workers, are often incorrectly referred to as third party assessors rather than evidence gatherers.

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

3. Third Party Gatherer's qualifications / experience

Third Party Gatherers must meet the following criteria:

- hold a current Queensland Traffic Management Design or Traffic Management Implementation qualification / card
- must have a minimum of two years traffic management implementation experience.

4. Instructions for third party evidence providers

1. The identified skill(s) and knowledge must be observed and recorded on a minimum of three occasions.
 - a. completing at least two of the following:
 - i. lane closure
 - ii. lateral shift
 - iii. implementing a traffic management plan at an intersection
 - b. completing at least one project controlling site construction vehicles.
2. The nominated supervisor or experienced co-worker must be well placed to observe the learner for extended periods of time and they must understand the aspects of competency that they will be observing.
3. Thorough preparation is essential. Make sure you have read the attached supervisor report.
4. Take part in a comprehensive briefing on your specific part in the evidence gathering process.
5. Ensure you understand how to use these observation tools.
6. If you have any questions or concerns with regard to completing this supervisor report, or if you would like to discuss any aspects of the learner's performance in relation to this unit, please contact the Registered Training Organisation.
7. You may receive as much support as required.
8. Accountability is essential. Ensure you are willing to sign your name to the evidence, to defend your record and participate in quality assurance monitoring.
9. The evidence you provide will be checked to confirm evidence gathering and recording practices.

We recommend that you have a short discussion with the learner about each of the points in the attached checklist as a way of satisfying yourself that the learner meets the organisation's requirements.

5. Supervisor report

In completing this report, you are asked to provide 'third party' verification as accurately as possible that the learner can apply the workplace skills and knowledge required to carry out traffic and risk management duties as specified below.

Please complete the observation checklist and provide comments to support your observations and include the date when you observed the learner demonstrate the identified skill(s) and knowledge.

SITE ONE		Supervisor report checklist for Traffic Management Implementation			
Supervisor's skills and qualifications					
Supervisor's name:				Date:	
Supervisor's job role:					
Supervisor's organisation:					
Work contact no.:			Signature:		
Qualification/Card	Card number	Issued	Expires		
Traffic Management Implementation	o r				
Traffic Management Design					
Learner details					
Learner's name:				Date:	
Learner's job role:					
Learner's organisation:					
Work contact no.:			Signature:		
Qualification/Card	Card number (if applicable)	Issued	Expires		
Traffic Management Implementation	o r				
Traffic Management Design					
Site location:					
Tick the site TGS set up 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"/>	

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

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	Yes	No	Comment
1. Prepare to implement traffic management plan. Did the candidate?				
1.1. Attend the pre-start meeting, obtain the job pack and confirm all required content is provided.				
1.2. Review the traffic management plan (TMP) and traffic guidance scheme (TGS) and identify worksite requirements. <ul style="list-style-type: none"> • location • type of work • timeframe • permit requirements 				
1.3. 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"> • signage sequence • confirm traffic volume is accurate 				
1.4. Review the residual risk from TMP and identify, address and report potential risks, hazards and environmental issues and determine control measures. Including: <ul style="list-style-type: none"> • involving others in risk process • toilets • documenting • noise • gaining approval where necessary to implement • parking • environment • waste / litter • traffic volume and composition 				
1.5. Identify/participate in the identification of adjustments required to SWMS/JSA and risk documentation according to risk management principles, where applicable: <ul style="list-style-type: none"> • consult • identify control options and selects viable controls • identify risk outcomes and acceptability 				

SITE ONE	Observable behaviour	Yes	No	Comment
<ul style="list-style-type: none"> take notes / amends documents 	<ul style="list-style-type: none"> written authorisation, where possible 			
<p>1.6. Identify and confirm all necessary resources where available, including:</p> <ul style="list-style-type: none"> number of personnel required & qualifications request personnel if required vehicles equipment signs and devices 				
<p>1.7. Confirm required liaison and communication activities are carried out according to instructions.</p> <ul style="list-style-type: none"> confirm contracts of relevant people UHF channels Prestart Managing fatigue and breaks 				
<p>1.8. Provide clear instructions to Traffic control personnel on risk management and TGS set up and TC station positioning, clarifying and confirming their understanding, when needed.</p>				
<p>1.9. Implements TGS and risk management strategies in conjunction with others.</p>				
<p>2. Set out the traffic guidance scheme.</p> <p>Did the learner?</p>				
<p>2.1. Check TGS signs and devices are positioned and installed correctly including:</p> <ul style="list-style-type: none"> on approaches to the work area clearly displayed and facing approaching traffic verify sight distances 	<ul style="list-style-type: none"> clear from the path of travel for bicycles correct edge clearances and offsets drive through of site 			

SITE ONE	Observable behaviour	Yes	No	Comment
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"> ● pathway is clear of slip or trip hazards ● cables and hoses clear of pathways or appropriately covered ● walk through of pedestrian control measures. 			
2.3. Coordinate / carry out any adjustments of signage or devices within tolerances and their role.				
2.4. Contact the TMD if modifications where required to the TGS	<ul style="list-style-type: none"> ● clearly communicated issue/s with TMD ● documents discussion and outcomes for example, e-mail, text ● makes clear written notes on TGS ● coordinate / carry out modification if authorised. 			
2.5. Confirm traffic management plan / traffic guidance scheme is implemented correctly and report to supervisor in charge of site so roadwork crew can begin activities	<ul style="list-style-type: none"> ● After checking TGS and getting and necessary adjustments of modifications carried out ● Confirming traffic flow and site monitoring with personnel 			
2.6. Confirm roadwork crew were protected from work site hazards	<ul style="list-style-type: none"> ● Work site isolated 			
3. Monitor traffic guidance scheme.				
Did the learner?				
3.1. Confirm the monitoring TGS and of traffic flow by required personnel	<ul style="list-style-type: none"> ● as per TGS ● regular reports 			

SITE ONE	Observable behaviour	Yes	No	Comment
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"> ● roadwork crew ● road user ● traffic queues 				
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"> ● Reports ● Consults ● Identifies possible risk controls 	<ul style="list-style-type: none"> ● Recommends risk controls ● Gains authorisation ● Documents 			
3.5. Respond to offending road users appropriately <ul style="list-style-type: none"> ● document ● report 				
3.6. Confirm and ensure separation between workers and live traffic. <ul style="list-style-type: none"> ● Monitored site traffic flow to confirm TGS working. 				
4. Close down traffic guidance scheme.				
Did the learner?				
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"> ● correct sequence ● regulatory signs uncovered, where required 	<ul style="list-style-type: none"> ● clarifying and confirming understanding, when needed ● radio communications 			

SITE ONE	Observable behaviour	Yes	No	Comment
4.3. Unattended site: Direct and provide clear instructions to personnel covering and removing signs and devices as per the TGS.	<ul style="list-style-type: none"> • Drive through to confirm compliance with TGS / TMD instructions 			
4.4. Complete site paperwork for example: signage recordkeeping, incident reports, site documents.				
5. Clean up Did the learner?				
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.				

SITE TWO		Supervisor report checklist for Traffic Management Implementation			
Supervisor's skills and qualifications					
Supervisor's name:				Date:	
Supervisor's job role:					
Supervisor's organisation:					
Work contact no.:			Signature:		
Qualification/Card	Card number	Issued	Expires		
Traffic Management Implementation	o r				
Traffic Management Design					
Learner details					
Learner's name:				Date:	
Learner's job role:					
Learner's organisation:					
Work contact no.:			Signature:		
Qualification/Card	Card number (if applicable)	Issued	Expires		
Traffic Management Implementation	o r				
Traffic Management Design					
Site location:					
Tick the site TGS set up 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"/>	

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

SITE TWO	Observable behaviour	Yes	No	Comment
1. Prepare to implement traffic management plan. Did the learner?				
1.1. Attend the pre-start meeting, obtain the job pack and confirm all required content is provided.				
<div style="border: 1px solid black; padding: 5px;"> 1.2. Review the traffic management plan (TMP) and traffic guidance scheme (TGS) and identify worksite requirements. <ul style="list-style-type: none"> <li style="width: 50%;">• location <li style="width: 50%;">• type of work <li style="width: 50%;">• timeframe <li style="width: 50%;">• permit requirements </div>				
1.3. 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"> • signage sequence • confirm traffic volume is accurate 				
<div style="border: 1px solid black; padding: 5px;"> 1.4. Review the residual risk from TMP and identify, address and report potential risks, hazards and environmental issues and determine control measures. Including: <ul style="list-style-type: none"> <li style="width: 50%;">• involving others in risk process <li style="width: 50%;">• toilets <li style="width: 50%;">• documenting <li style="width: 50%;">• noise <li style="width: 50%;">• gaining approval where necessary to implement <li style="width: 50%;">• parking <li style="width: 50%;">• environment <li style="width: 50%;">• waste / litter <li style="width: 50%;">• traffic volume and composition </div>				
<div style="border: 1px solid black; padding: 5px;"> 1.5. Identify/participate in the identification of adjustments required to SWMS/JSA and risk documentation according to risk management principles, where applicable: <ul style="list-style-type: none"> <li style="width: 50%;">• consult <li style="width: 50%;">• identify control options and selects viable controls <li style="width: 50%;">• identify risk outcomes and acceptability <li style="width: 50%;">• written authorisation, where possible <li style="width: 50%;">• take notes / amends documents </div>				

SITE TWO	Observable behaviour	Yes	No	Comment
1.6. Identify and confirm all necessary resources where available, including:	<ul style="list-style-type: none"> ● number of personnel required & qualifications ● request personnel if required ● vehicles ● equipment ● signs and devices 			
1.7. Confirm required liaison and communication activities are carried out according to instructions.	<ul style="list-style-type: none"> ● confirm contracts of relevant people ● UHF channels ● Prestart ● Managing fatigue and breaks 			
1.8. Provide clear instructions to Traffic control personnel on risk management and TGS set up and TC station positioning, clarifying and confirming their understanding, when needed.				
1.9. Implements TGS and risk management strategies in conjunction with others.				
2. Set out the traffic guidance scheme. Did the learner?				
2.1. Check TGS signs and devices are positioned and installed correctly including:	<ul style="list-style-type: none"> ● on approaches to the work area ● clearly displayed and facing approaching traffic ● verify sight distances ● clear from the path of travel for bicycles ● correct edge clearances and offsets ● drive through of site 			
2.2. Check and confirm pedestrian pathways and signs and devices are positioned and installed correctly and are safe for use, including:				

SITE TWO	Observable behaviour	Yes	No	Comment
<ul style="list-style-type: none"> ● pathway is clear of slip or trip hazards ● cables and hoses clear of pathways or appropriately covered ● walk through of pedestrian control measures. 				
2.3. Coordinate / carry out any adjustments of signage or devices within tolerances and their role.				
2.4. Contact the TMD if modifications where required to the TGS <ul style="list-style-type: none"> ● clearly communicated issue/s with TMD ● documents discussion and outcomes for example, e-mail, text ● makes clear written notes on TGS ● coordinate / carry out modification if authorised. 2.5. Confirm traffic management plan / traffic guidance scheme is implemented correctly and report to supervisor in charge of site so roadwork crew can begin activities <ul style="list-style-type: none"> ● After checking TGS and getting and necessary adjustments of modifications carried out ● Confirming traffic flow and site monitoring with personnel 				
2.6. Confirm roadwork crew were protected from work site hazards <ul style="list-style-type: none"> ● Work site isolated 				
3. Monitor traffic guidance scheme. Did the learner?				
3.1. Confirm the monitoring TGS and of traffic flow by required personnel <ul style="list-style-type: none"> ● as per TGS ● regular reports 				
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				

SITE TWO	Observable behaviour	Yes	No	Comment
<ul style="list-style-type: none"> ● roadwork crew ● road user ● traffic queues 				
<p>3.4. Monitors worksite for hazards that may impact on traffic management and workers safety and implements appropriate risk response:</p>	<ul style="list-style-type: none"> ● Reports ● Consults ● Identifies possible risk controls 			<ul style="list-style-type: none"> ● Recommends risk controls ● Gains authorisation ● Documents
<p>3.5. Respond to offending road users appropriately</p> <ul style="list-style-type: none"> ● document ● report 				
<p>3.6. Confirm and ensure separation between workers and live traffic.</p> <ul style="list-style-type: none"> ● Monitored site traffic flow to confirm TGS working. 				
<p>4. Close down traffic guidance scheme. Did the learner?</p>				
<p>4.1. Ensure traffic is controlled to protect work crew removing traffic control devices.</p>				
<p>4.2. Close of site: Direct and provide clear instructions to personnel removing signs and devices as per the TGS</p>	<ul style="list-style-type: none"> ● correct sequence ● regulatory signs uncovered, where required 			<ul style="list-style-type: none"> ● clarifying and confirming understanding, when needed ● radio communications
<p>4.3. Unattended site: Direct and provide clear instructions to personnel covering and removing signs and devices as per the TGS.</p>				

SITE TWO	Observable behaviour	Yes	No	Comment
<ul style="list-style-type: none"> Drive through to confirm compliance with TGS / TMD instructions 				
4.4. Complete site paperwork for example: signage recordkeeping, incident reports, site documents.				
5. Clean up Did the learner?				
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.				

SITE THREE		Supervisor report checklist for Traffic Management Implementation			
Supervisor's skills and qualifications					
Supervisor's name:				Date:	
Supervisor's job role:					
Supervisor's organisation:					
Work contact no.:			Signature:		
Qualification/Card	Card number	Issued	Expires		
Traffic Management Implementation	o r				
Traffic Management Design					
Learner details					
Learner's name:				Date:	
Learner's job role:					
Learner's organisation:					
Work contact no.:			Signature:		
Qualification/Card	Card number (if applicable)	Issued	Expires		
Traffic Management Implementation	o r				
Traffic Management Design					
Site location:					
Tick the site TGS set up 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"/>	

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

SITE THREE	Observable behaviour	Yes	No	Comment
1. Prepare to implement traffic management plan. Did the learner?				
1.1. Attend the pre-start meeting, obtain the job pack and confirm all required content is provided.				
1.2. Review the traffic management plan (TMP) and traffic guidance scheme (TGS) and identify worksite requirements. <ul style="list-style-type: none"> • location • type of work • timeframe • permit requirements 				
1.3. 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"> • signage sequence • confirm traffic volume is accurate 				
1.4. Review the residual risk from TMP and identify, address and report potential risks, hazards and environmental issues and determine control measures. Including: <ul style="list-style-type: none"> • involving others in risk process • toilets • documenting • noise • gaining approval where necessary to implement • parking • environment • waste / litter • traffic volume and composition 				
1.5. Identify/participate in the identification of adjustments required to SWMS/JSA and risk documentation according to risk management principles, where applicable: <ul style="list-style-type: none"> • consult • identify control options and selects viable controls • identify risk outcomes and acceptability • written authorisation, where possible • take notes / amends documents 				

SITE THREE	Observable behaviour	Yes	No	Comment
1.6. Identify and confirm all necessary resources where available, including: <ul style="list-style-type: none"> ● number of personnel required & qualifications ● request personnel if required ● vehicles ● equipment ● signs and devices 				
1.7. Confirm required liaison and communication activities are carried out according to instructions. <ul style="list-style-type: none"> ● confirm contracts of relevant people ● UHF channels ● Prestart ● Managing fatigue and breaks 				
1.8. Provide clear instructions to Traffic control personnel on risk management and TGS set up and TC station positioning, clarifying and confirming their understanding, when needed.				
1.9. Implements TGS and risk management strategies in conjunction with others.				
2. Set out the traffic guidance scheme. Did the learner?				
2.1. Check TGS signs and devices are positioned and installed correctly including: <ul style="list-style-type: none"> ● on approaches to the work area ● clearly displayed and facing approaching traffic ● verify sight distances 	<ul style="list-style-type: none"> ● clear from the path of travel for bicycles ● correct edge clearances and offsets ● drive through of site 			
2.2. Check and confirm pedestrian pathways and signs and devices are positioned and installed correctly and are safe for use, including:				

SITE THREE	Observable behaviour	Yes	No	Comment
<ul style="list-style-type: none"> ● pathway is clear of slip or trip hazards ● cables and hoses clear of pathways or appropriately covered ● walk through of pedestrian control measures. 				
2.3. Coordinate / carry out any adjustments of signage or devices within tolerances and their role.				
2.4. Contact the TMD if modifications where required to the TGS <ul style="list-style-type: none"> ● clearly communicated issue/s with TMD ● documents discussion and outcomes for example, e-mail, text ● makes clear written notes on TGS ● coordinate / carry out modification if authorised. 2.5. Confirm traffic management plan / traffic guidance scheme is implemented correctly and report to supervisor in charge of site so roadwork crew can begin activities <ul style="list-style-type: none"> ● After checking TGS and getting and necessary adjustments of modifications carried out ● Confirming traffic flow and site monitoring with personnel 				
2.6. Confirm roadwork crew were protected from work site hazards <ul style="list-style-type: none"> ● Work site isolated 				
3. Monitor traffic guidance scheme. Did the learner?				
3.1. Confirm the monitoring TGS and of traffic flow by required personnel <ul style="list-style-type: none"> ● as per TGS ● regular reports 				
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				

SITE THREE	Observable behaviour	Yes	No	Comment
<ul style="list-style-type: none"> ● roadwork crew ● road user ● traffic queues 				
<p>3.4. Monitors worksite for hazards that may impact on traffic management and workers safety and implements appropriate risk response:</p>	<ul style="list-style-type: none"> ● Reports ● Consults ● Identifies possible risk controls 			
<p>3.5. Respond to offending road users appropriately</p> <ul style="list-style-type: none"> ● document ● report 	<ul style="list-style-type: none"> ● Recommends risk controls ● Gains authorisation ● Documents 			
<p>3.6. Confirm and ensure separation between workers and live traffic.</p> <ul style="list-style-type: none"> ● Monitored site traffic flow to confirm TGS working. 				
<p>4. Close down traffic guidance scheme. Did the learner?</p>				
<p>4.1. Ensure traffic is controlled to protect work crew removing traffic control devices.</p>				
<p>4.2. Close of site: Direct and provide clear instructions to personnel removing signs and devices as per the TGS</p>	<ul style="list-style-type: none"> ● correct sequence ● regulatory signs uncovered, where required 			
<p>4.3. Unattended site: Direct and provide clear instructions to personnel covering and removing signs and devices as per the TGS.</p>	<ul style="list-style-type: none"> ● clarifying and confirming understanding, when needed ● radio communications 			

SITE THREE	Observable behaviour	Yes	No	Comment
<ul style="list-style-type: none"> Drive through to confirm compliance with TGS / TMD instructions 				
4.4. Complete site paperwork for example: signage recordkeeping, incident reports, site documents.				
5. Clean up Did the learner?				
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.				

RTO Assessor Verification Form

Instructions to the Assessor

The evidence provided in the Supervisor Report 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/s.

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 Supervisor Report 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
- demonstrates competence over a period of time
- is the work of the candidate
- can be verified
- demonstrates the learner's current skills and knowledge.

RTO Assessor's Name:

Date:

Signature:

Site One

- Supervisor Report No. 1
- Site Traffic Guidance Schemes (TGS) implemented, monitored and removed
- Pre-start/site toolbox meetings
- JSA/SWMS
- Risk Management Plan:

Site Two

- Supervisor Report No. 2
- Site Traffic Guidance Schemes (TGS) implemented, monitored and removed
- Pre-start/site toolbox meetings
- JSA/SWMS
- Risk Management Plan:

Site Three

- Supervisor Report No. 3
- Site Traffic Guidance Schemes (TGS) implemented, monitored and removed
- Pre-start/site toolbox meetings
- JSA/SWMS
- Risk Management Plan:

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:

Supervisor Reports **accepted**

Supervisor Reports **not accepted**

(circle your decision)

Provide the detailed rationale for your judgement decision:

