

Road Safety Auditor Suitability Checklist

This checklist can be used by any design organisation when appointing a Road Safety Audit Team on behalf of Leicestershire County Council (i.e. for work on the LCC highway network). This checklist requires competencies in line with GG 119 (Table 3.8.2). It is strongly recommended that when appointing an RSA Team that the design organisation review the competency of the team against the below checklist prior to the undertaking of the RSA.

Leicestershire County Council reserve the right to request copies of the RSA CVs for the Audit Team upon review of the audit and, should they be found to not meet the competencies listed below, request that a new audit be undertaken at the cost of the RSA commissioning team.

| Project: | | | | Stage of RSA: | |
|-------------------------------------|-------|--|--------------------|----------------------|----------|
| Names of Proposed Audit Team | | | | | |
| Team Leader: | | | | | |
| Team Member: | | | | | |
| Name of LCC Project Sponsor: | | | | | |
| GG119 Paragraph | | Requirement | Pass (P) / Fail(F) | | Comments |
| | | | Team Leader | Team Member | |
| General | 3.3 | The Audit Team shall be independent from the Design Team (<i>separate organisation or team within the same organisation</i>). | | | |
| Competencies / Experience | 3.8 | Proposed members of the RSA team shall demonstrate their competency by means of a road safety specific curriculum vitae (CV) detailing training, continuing professional development (CPD) and experience. | | | |
| | 3.8.1 | Experience should be relevant to the type of scheme being subject to RSA and identified in the proposed RSA team members' CV. (<i>e.g. urban / rural, high speed, residential / commercial, signals, roundabout schemes, cycle routes etc</i>) | | | |

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|------------|-------|---|--|--|--|
| CPD | 3.8.2 | A minimum of 2 days CPD in the field of RSA, collision data analysis or road safety engineering in the last 12 months (See 3.8.1 notes 1,2 & 3) | | | |
| Training | 3.8.2 | 10 days of formal collision data analysis or road safety engineering/road design training | | | |
| Experience | 3.8.2 | Team Leader 4 year of collision data analysis or road safety engineering/road design experience | | | |
| | | Team Member 2 year of collision data analysis or road safety engineering/road design experience | | | |
| | | Team Leader Completion of at least 5 Road Safety Audits in the past 12 months as an Audit Team Leader or Member. | | | |
| | | Team Member Completion of at least 5 Road Safety Audits in the past 24 months as an Audit Team Leader or Member or Observer. | | | |