Good Practice Note – **Working Draft** **Checklist for TTM ISG Reviewers**	**GO TEMPORARY TRAFFIC MANAGEMENT** INDUSTRY STEERING GROUP

Minimum Document Requirements

☐ Title – must clearly state what activity the operational practice note applies to.

☐ Practice note owner – company or organisation who owns the operational practice note.

☐ Contact person – name of person responsible for the operational practice note.

☐ Author – who wrote the operational practice note. Needs to be a person.

☐ Consulted – who was consulted with when preparing the operational practice note. Needs to identify the comments/responses not just list people "consulted"

☐ Peer reviewer – who reviewed the Good Practice Note. Need to note supports document

☐ Approver – who approved the Good Practice Note. Needs to be a named individual

☐ Document version control – date and version number.

☐ Continuous Improvement – plan for monitoring/evaluation and improvements. When the document needs to be reviewed/updated (max 5 years).

☐ Statement about legal considerations and compliance (laws, regulations etc).

☐ Roles and Competencies - Specific NZGTTM roles and competence levels should be precisely referenced to ensure compliance.

Discussion / Explanations

☐ Objectives, scope, and key components.

☐ Activity description – must clearly detail the activity the operational practice note applies to, including contextual information.

☐ Activity exclusions – list any activity the note doesn't apply to, so the practice is not applied incorrectly.

☐ Activity specific safety risks – list and assess all risks specific to the activity if no controls were in place (i.e. doing the activity without any TTM).

☐ Incident Response / Emergency Provisions - state emergency response or incident notification processes as required by HSWA

Alignment with Industry Standards

☐ Alignment with HSAW – reference to NZGTTM should not be a pass or fail criterion.
☐ Reference/alignment with other Good Practice Notes.

Risk Assessment and Management

☐ Comprehensive assessment of relevant risks related to the activity and environment.

☐ Identification and selection of controls using a 'hierarchy of controls' approach to achieve lowest total reasonably practicable risk. Explicit accountability pathways as per HSWA need to be included (PCBU responsibilities)

☐ Residual risks and associated controls are identified. Shows how to ensure all workers can input into the risk identification

☐ Risk commentary – capture key risk decision points (e.g. trade-offs between risks, effects on different parties, lowest total risk). This helps users determine applicability to future activities.

☐ Traffic management diagrams (if applicable) – showing risk controls in a diagram, including dimensions and the TTM zone, exclusion zone, and worksite.

Trialling the GPN (within the application form, not the GPN)

☐ Review consultation and development of the process (from the application form).

☐ Review the testing.

☐ Were there performance metrics to measure success of the pilot/trial against?

☐ What were the results of the pilot/trial? Lessons learnt incorporated into the latest version of the GPN.