

## The RSA report – Some practical advice (RSA part 3)

by

L. Pfeiffer  
Road Safety Audit Expert

Consortium:  
WYG Engineering as Leading Partner  
TRADEMCO S.A.  
VIENNA CONSULT  
TRL Ltd

## Content of presentation

1. First part of report – basic information
2. Core part – problems and findings

## Content of RSA report

The report should clearly and concisely describe the

- Project,
- The audit stage,
- The audit team members and
- The audit process!

But the main role of the audit report is to describe aspects of the project that involve road safety concerns and make recommendations about corrective actions.

## ...Content of RSA report

- The written audit report lists the safety deficits that have been identified.
- The auditors should suggest how to eliminate or mitigate the defects.
- It is not within the auditors remit to create a new design
- but he may make proposals to avoid the safety deficits.

## 1. First part of report – basic information

**First part of report - Description of the project:**

- Name, length, location, kind of project,
- Name of client and designer
- Year of design
- Construction costs

## First part of report...

- **Description of audit stage, audit team members and audit process:**
- Audit/project stage,
- Name of team member, team leader, (and guests),
- When was it done,
- If there was a site visit... when was it done, special conditions.

## First part of report...

- **Additional information:**
- For audit stage 1 and 2: a list of audited documents,
- Some sketches to illustrate some findings (appendix)
- For audit stage 3 and 4: photographs in an appendix,
- And... official statement signed at least by the team leader

## 2. Core part – problems and findings

### Structure and ranking of findings

- To give the client a better possibility to appraise the audit results the deficiencies should be structured into two levels **problems** and **remarks**.
- Lead the focus to the most important findings.
- To sort the findings according to the topics in the checklists is recommended, try to make the reports in a uniform way.

## Problems and remarks...

- The **problems** are findings with a clear relationship to the road safety. That means that deficiency will increase the accident risk or severity. With the initiated changes of design accidents and risks should be reduced. The auditor could illustrate his recommendations verbal or with sketches but it is never the auditor's job to design the change.
- The **remarks** should be made regarding findings which will probably not lead to more accidents but could improve the sustainability of the project or can ease the demands to the road user etc. Content of the remarks can also be related to the next project steps to lead special attention of the designer to safety relevant issues.

## Need of precise documentation...

- It is very important to write down findings on the drawings or other working documents and this things must be kept as evidence.
- Also the checklists can be helpful as working document in that way. In the last row "comments" the auditor could make remarks if later the client is asking for some explanation.
- In the case of findings which are finally not relevant and not part of the formal report would be helpful to remark them there.

**Please keep all this documents as evidence for later questions!**

## Non – safety issues?

- It can happen during the audit procedure that the auditor find deficiencies in the project documentation which are not safety related.
- It is recommended not to include this findings in the audit report furthermore it is recommended to mentioned this in a cover letter or in a separate (informal) annex.

## Design proposals ?

**The auditor is not responsible for design changes this is clear out of his responsibilities,**

- It is recommended to be careful with proposals!
- But some precise information about how the problems
- could be improved, some sketches or cross reference to guidelines, literature a.s.o. could be helpful to push the project forward.
- If there is any completion meeting the auditor can give some helpful explanations and advice.

**Thank you for your attention!**

**Any Questions?**



RWR/RSA Consultant: WVG - TRADEMO - VIENNA CONSULT - TRI

