

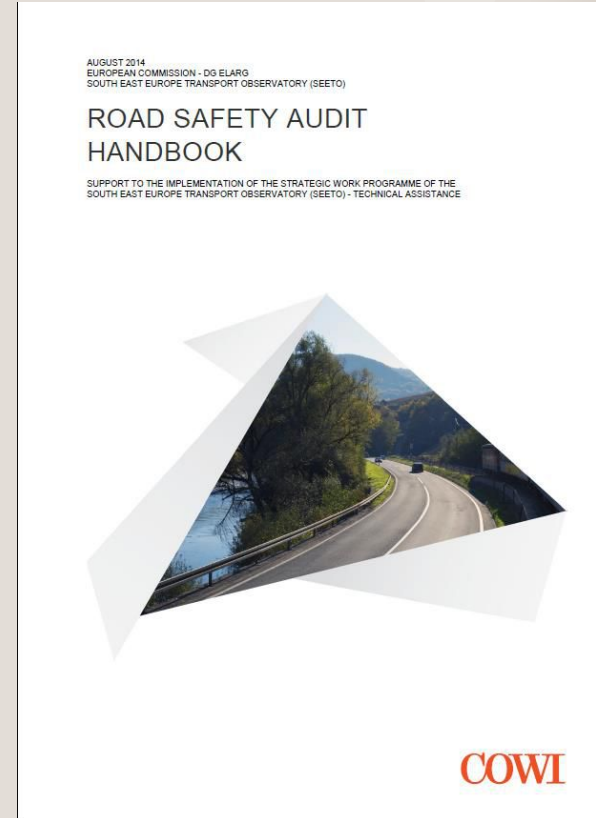
Road Safety Audit training course

Road Safety Audit reporting

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Agenda

1. What to include
2. What not to include
3. different structures



Road Safety Audit - Report elements

- > Project information
 - > Background information
 - > Findings & recommendations
 - > Formal, signed statement
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- > Can be prepared in report form or table form but basic contents the same

What should the report contain?

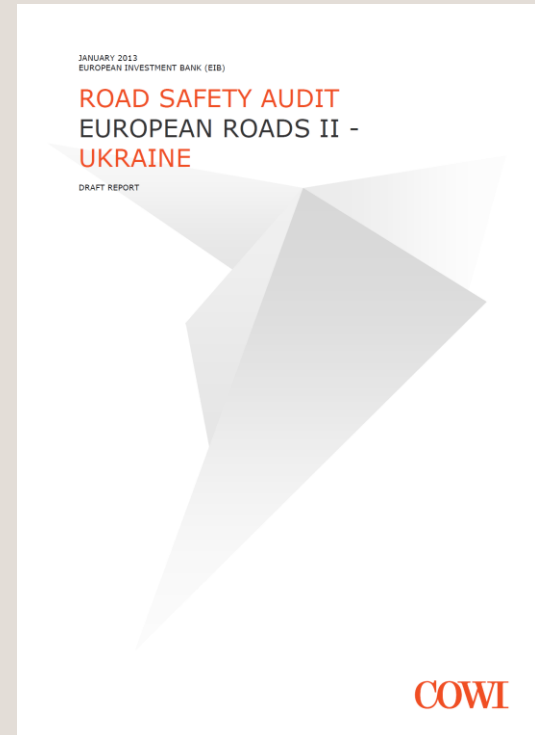
- > Name of project
- > Audit stage
- > Name and position of auditor
- > Date of audit and dates and time of inspection
- > Relevant information on weather condition during inspections
- > All unusual circumstances
- > Indication of all special traffic problems
- > Sketches of proposals for eliminating or alleviating dangerous factors that has been indicated as problems
- > Indication of all measures considered necessary for mitigating the effects of non-compliance with road standards
- > Statement of significance of the recommendations and comments
- > Parts of plan that show the problems indicated to avoid voluminous descriptions
- > Keep it short

What should the report not contain?

- > Verbosity – keep it simple and go straight to the point
- > No CV for the auditor
- > No assertions to the effect that there are no problems
- > No comments not related to the road safety of the project
- > No copies of the documents received from designer
- > No checklists – use them but do not append them
- > No extract from manual
- > Generally no comment from designer

How should a road safety audit report be structured?

- > Introduction and background
 - > Name of project
 - > Audit stage
- > General presentation of road
 - > Type
 - > Classification
 - > Accidents
 - > Speed
 - > Etc.
- > Problems and recommendations
 - > General problems
 - > Specific problems
- > Remarks
- > Auditors statement
- > Appendices



How should a road safety audit report as table be structured?

REF:	PROBLEMS/FINDINGS	RECOMMENDATIONS	CLIENTS RESPONSE	
			✓ ×	Comment
A1	Very many pedestrians will be walking along the road on the section from ch. Y+YYY to Z+ZZZ (XX centre) yet there is no provision for them other than a wide shoulder. There will be a high degree of conflict between pedestrian movement and vehicles parking / unparking and crossing the shoulder to access the roadside shops.	Segregate the pedestrians from the vehicles and control access	✓	designer to produce a detailed design for a footway with limited openings for vehicular access to roadside development
A2	There is no provision for street lighting on the section through XX centre (ch. Y+YYY to Z+ZZZ) yet this area is busy at night and darkness will increase the risk of crashes, especially between pedestrians and vehicles	Provide street lighting	×	insufficient funds for street lighting - road will be illuminated by lights of roadside commercial buildings

Advantages and disadvantages of both type of reporting

- > In report format – allows for more use of sketches but maybe more difficult for the receiver to reply/comment – could add subsections
- > In table format a column could be added for clients reply but less space for sketches

Discuss with neighbors

- > How would you use checklists?
- > What is important to think of when preparing report?
- > How to ensure feedback from client?