

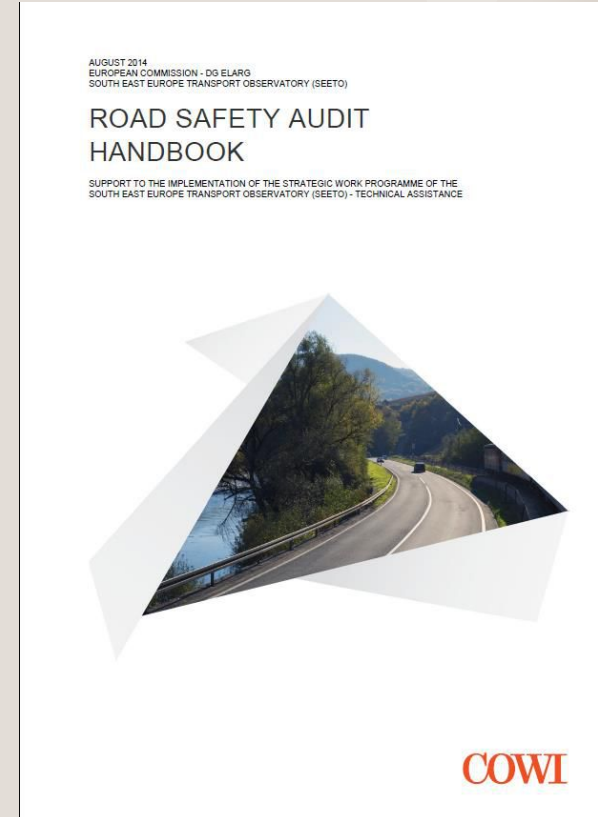
Road Safety Audit training course

Response to and finalising Road Safety Audit report

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Completing Road Safety Audit

- > Completed report sent for comments
- > Client consider indicated problems and recommendations
- > Client may send report to designer for comments
- > Following reply from designer client may ask for completion meeting

Completion meeting

- > Should foster a constructive dialogue centered on the audit report findings
- > Provides an opportunity to resolve any confusion on the exact meaning of the audit findings and recommendations, and to discuss possible remedial measures for problems identified
- > All parties - audit team leader, design leader and client – should be present at the meeting – and if relevant e.g. representatives from road safety unit

Completion meeting

- > Important elements of a successful Completion Meeting include:
 - > A positive, constructive and co-operative attitude on the part of all participants
 - > Designers must appreciate that the audit is not a criticism of their performance
 - > The audit team leader and the designers must respect the fact that the Client alone will make the decision on whether and what action is to be taken to correct the safety problems identified in the audit; it is not necessary for all three parties to agree.
- > Client will usually make a decision on each audit point at the meeting, but may prefer to wait for further consultation or investigation
- > Decisions are noted/added but the audit report should not be changed

Response to the Audit report

- › Response to the Road Safety Audit report should be the responsibility of the Client
- › The Road Safety Audit report is reviewed by the Client and each of the identified problems is to be considered and the recommendations assessed
 - › All recommendations must be given due consideration.
 - › The designer may be asked by the Client to comment and provide response to the recommendations but the Client bears the responsibility to decide whether recommendations are to be adopted or not
- › The Client determines whether, and to what extent, the remarks and proposals in the audit report will lead to design modifications
 - › The Client then instructs the designer to modify the design.
 - › The ones accepted should be applied at once.

Road owners decision in case of conflict

- > Problems and recommendations not accepted should be documented in a formal response:
 - > should be provided to the auditor, e.g. via the RSU
 - > should include documentation of reasons why the recommendations are not accepted (whether physical, economic, social, etc.).
 - > may e.g. be added in the audit report either as an additional heading in the normal report format or in the dedicated column in the table format
- > The response should be filed with the audit report and acts as an evidence trail through the decision making process
- > The Road Safety Audit reports and response from the Client are important documents which should be part of the design and construction documents of the project
- > Rejection by the Client of audit recommendations that may lead to serious negative effects on road safety the auditor should where relevant inform the RSU in a written way

Closing road safety audit

- › The written response to the audit report should become part of the project documentation
- › When response has been received the auditor may close the audit
- › It is recommended that the road safety audit reports are published to ensure transparency, public awareness and involvement
- › It may be desirable for the audit team leader to continue to provide advice and technical support to the designers and those responsible for supervising the construction

Discuss with neighbor(s)

- > Why may completion meeting be important?
- > Who should attend completion meeting?
- > Who decides in case of disagreement?