

Traffic Management Plan Documentation Audit Form		
Project Name _____ Project # _____		
Location _____ Duration of Work _____		
Description of Work _____		
Auditor _____ Audit # _____		
<p align="center"><b>DOCUMENTATION AUDIT – PRIOR TO COMMENCEMENT OF WORK</b></p> <p>Rate the Items and Conditions in the Documentation Audit form using these three indicators:</p> <p>✓ acceptable</p> <p>X not acceptable</p> <p>N/A not applicable</p>		
Item	Conditions	Rating
<b>Traffic Management Plan</b>	<p>The Prime Contractor submitted a Traffic Management Plan to the Road Authority.</p> <p>It was submitted within an acceptable time—i.e., at least 15 working days before the planned commencement of project works or as defined by the Standard Specifications.</p> <p>The Project Category determination process was followed for the Traffic Management Plan.</p> <p>The Traffic Management Plan has all the required sub-plans for the identified Project Category (Traffic Control Plan, Incident Management Plan, Public Information Plan, and Implementation Plan).</p> <p>It has been engineered as required by the contract.</p> <p>It was developed as required by the Special Provisions.</p>	

Item	Conditions	Rating
<b>Traffic Control Plan</b>	<p>The Traffic Control Plan meets the Ministry's minimum requirements for the Project Category identified in the contract or in the Project Category determination process.</p> <p>It includes text descriptions of the location of the work zone, proposed work activities, proposed traffic control measures, and the specific times and dates when work will be undertaken on the roadway.</p> <p>It includes traffic control layouts (schematic diagrams) of the roadway showing the placement and general arrangement of traffic control devices.</p> <p>It includes customized layouts where standard layouts are inadequate. Layouts need not be to scale, but should include dimensions and site-specific characteristics. (Drawings are required for a Traffic Control Plan only if standard layouts are not adequate.)</p> <p>It may include customized drawings of the roadway in the vicinity of the work zone that identify the arrangement of traffic control devices in accordance with the standards identified in Sections 6 through 19 (Traffic Control Layouts) of the Ministry's Traffic Management Manual for Work on Roadways.</p> <p>The drawings include dimensions, and show all painted markings, physical features that may affect traffic operations (signing, guard rails, lamp standards, etc.), road geometry, and lane configurations.</p> <p>The Traffic Control Plan is detailed to the extent appropriate for the complexity of the work or incident.</p> <p>It was prepared by the Prime Contractor, and was shared with all responsible parties before the commencement of the work.</p>	

Item	Conditions	Rating
<b>Incident Management Plan</b>	<p>For large, complex projects, the Incident Management Plan addresses procedures for handling unplanned events and incidents, and includes provisions for incident response.</p> <p>The Incident Management Plan specifically identifies:</p> <ul style="list-style-type: none"> <li>• types of traffic incidents that may occur in the work zone and planned estimated resumption times</li> <li>• procedures for detecting and verifying incidents that occur within the work zone</li> <li>• procedures for responding to incidents</li> <li>• procedures for restoring traffic flow around an incident site as quickly as possible, including the use of detours</li> <li>• procedures for clearing the incident and restoring pre-incident traffic operations as soon as possible</li> <li>• procedures for identifying estimated resumption times</li> <li>• procedures for immediately informing the Road Authority of the incident occurrence, response measures taken, clearance measures planned, estimated clearance time, and actual incident clearance time</li> <li>• procedures for informing major user groups and the travelling public of anticipated delays and the estimated duration of the unplanned traffic pattern change</li> <li>• procedures for reviewing incidents and proposing modifications to the Traffic Management Plan that will enhance the work site's safety and ease of use</li> <li>• duties and responsibilities of the Traffic Control Manager, Traffic Control Supervisor, and Traffic Control Persons with respect to incident response operations</li> <li>• a contact list for emergency response agencies</li> </ul>	

Item	Conditions	Rating
<b>Public Information Plan</b>	<p>The Public Information Plan identifies:</p> <ul style="list-style-type: none"> <li>• major stakeholders and road users that may be affected by the work</li> <li>• types of communication processes that will be used to notify stakeholders and road users of the work</li> <li>• actions/procedures for informing the Road Authority, travelling public, and project stakeholders of current traffic operations and planned changes to traffic operations</li> <li>• actions/procedures for informing major user groups and the travelling public of anticipated delays</li> <li>• actions/procedures for informing major user groups of the estimated duration of unplanned traffic pattern changes</li> </ul>	
<b>Implementation Plan</b>	<p>The Implementation Plan identifies:</p> <ul style="list-style-type: none"> <li>• project phases and milestones for periods when traffic operations may change</li> <li>• specific changes required to traffic operations during various phases of the work</li> <li>• responsibilities and procedures for ensuring that the sub-plans in the Traffic Management Plan are implemented</li> <li>• qualifications, responsibilities, and duties of the management and supervisory personnel who are responsible for implementing the Traffic Management Plan (i.e., Traffic Control Manager and Traffic Control Supervisor)</li> </ul>	

[illegible][illegible]

**Recipient signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_