January 2022

Conducting Road Safety Audits

Group Assignment 5: Develop a Terms of Reference for a RSA

Background

The development of the Terms of Reference (TOR) for a Road Safety Audit or Appraisal can potentially influence the quality and the outcome of the Road Safety Audit/Appraisal report. The Client (or Design Engineer) responsible for the compilation of the TOR should ensure that sufficient information is provided in the TOR so that any prospective bidder will understand the scope, the risks as well as Client specific requirements.

Overview of assignment

Each group must identify a project for a Road Safety Appraisal or Audit needs to be conducted. The project can be any project for which a member of the project team has some background information. The objective of this assignment is to present the critical aspects of a Road Safety Audit or Appraisal, which should be disclosed or specified by the Client during the call for proposals which will have an impact on the quality and the output of the Road Safety Audit/Appraisal.

Format

Each team must prepare a PowerPoint Slideshow in which the content of the Terms of Reference is presented in bullet format. Make use of photos, drawing or graphics in the presentations. The following slides should be prepared:

1. Project Description, Scope and Background
    a. Brief description of the project
    b. Locality
2. Available Drawings and project information
    a. Project information included in TOR
    b. Project information which will be made available after appointment
3. Previous road safety studies/ audits
4. Applicable RSA phases
5. Specific audit requirements
    a. Any specific safety issues which need to be addressed or regarding which a specific opinion is required as part of the appraisal/audit
6. Audit team requirements
    a. Skills required for the audit
7. Pricing Schedule
    a. List the critical tasks which should be included in the pricing schedule.
8. Requirements for method statement
    a. Specific requirements for the Consultant's Method Statement

Preparation

This task needs to be completed during the next three days, in each group's own time, or when there is spare time during the day. Approximately 30 minutes will be available on day 5 to finalise the presentations in class.

Presentation time

Each team should identify one or two persons who will present the TOR and will have 10 to 15 minutes to do so. Keep slides concise and to the point.