TMS Consultancy

DEVELOPMENT SERVICES
24 MAY 2010
RECEIVED

INFORMATION CHECKLIST

INFORMATION REQUIRED FOR EACH AUDIT STAGE

Please tick if available and return with audit instruction.

Please note that ALL information in the following checklist should be provided in hard copy format.

STAGE 1 AUDIT (Preliminary Design)

(Please provide hard copies of any drawings or plans for the scheme)

- ☐ Audit Brief (reasons for project, background information, any departures from standard)
- ☐ Location plan of site
- ☐ General arrangement drawing
- ☐ A3 or A4 drawing of scheme (to be marked up by audit team to show locations of problems identified, and attached to audit report)
- ☐ 3 year accident data, if available
- ☐ Traffic flow data, if available

STAGE 2 AUDIT (Detailed Design) or COMBINED STAGE 1 and 2 AUDIT

(Please provide hard copies of any drawings or plans for the scheme)

- ☐ Audit Brief (reasons for project, background information, any departures from standard)
- ☐ Copy of Stage 1 Audit (if not carried out by TMS) including designers' responses and exception reports if appropriate
- ☐ Location plan of site (if Stage 1 not carried out by TMS)
- ☐ Detailed drawings (full set of contract drawings if available), showing:-
  - ☐ Signs ☐ Road markings ☐ Lighting ☐ Drainage ☐ Pavements
  - ☐ Kerbing (including any tactile paving) ☐ Construction Details ☐ Landscaping
  - ☐ Other info
- ☐ A3 or A4 drawing of scheme (to be marked up by audit team to show locations of problems identified, and attached to audit report)
- ☐ 3 year accident data (if available) ☐ Traffic flow data (if available)

STAGE 3 AUDIT (Post Construction / Pre-Opening)

- ☐ Audit Brief (reasons for project, background information, any departures from standard)
- ☐ Copies of Stage 2 audit (if not carried out by TMS) including designers' responses and exception reports if appropriate
- ☐ Location plan of site and general arrangement drawing (if Stage 2 not carried out by TMS)
- ☐ Contact details of people who should attend audit, normally:
  - ☐ Police ☐ Highway Authority Representative ☐ Any other interested parties

STAGE 4 AUDIT (12 and 36 month Monitoring)

- ☐ Audit Brief (reasons for project, background information, any departures from standard)
- ☐ Copies of Stage 3 audit (if not carried out by TMS) including designers' responses and exception reports if appropriate. (Completion date of scheme should be indicated)
- ☐ Location plan of site and general arrangement drawing (if Stage 3 not carried out by TMS)
- ☐ Detailed Accident data, indicating locations and details of each individual accident
- ☐ Details of people who may need to be contacted, normally:
  - ☐ Police ☐ Highway Authority Representative ☐ Any other interested parties
- ☐ Traffic flow data (if available)