# Road Safety Audit Report Completion Procedure

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| 1. Open the document and go to **Page 2** | 1. **Do not make any changes to Page 1.** The table on page 2 is populated with text highlighted in grey. These highlighted texts are known as "bookmarks" and save time in preparing reports as you can enter a piece of information once and it will populate throughout the rest of the report including the front cover page 1.<br><br>**TO USE BOOKMARKS:**<br><br>• **IMPORTANT:** Do not delete or type over the existing text. You need to type within the already existing text for the bookmark **otherwise the bookmark will not work and you will need to enter all information manually**. The following is an example how to use the bookmark:<br><br>  a. Existing text<br>  Enter The Project Location in This Space Provided – This is a Bookmark So Enter The Text Within This Text<br><br>  b. Enter required information within the existing text<br>  Enter Tonkin HighwayThe Project Location in This Space Provided – This is a Bookmark So Enter The Text Within This Text<br><br>  c. Delete the existing bookmark text leaving only the required information<br>  Tonkin Highway<br><br>  d. Remove the grey highlight (highlight the text and hit [ab icon] and select "No Color")<br>  Tonkin Highway<br><br>  e. Repeat these steps for all bookmarks on page 2.<br><br>  f. Go to File > Print and view the print preview. Viewing the print preview will then cause your entered information to be populated throughout the rest of the report. **There is no need to print.** Simply close the print preview and scroll through the document and you should notice that the information you entered in the bookmarks appears throughout the document. The cover page clearly shows the changes and can be used to see if the bookmarks worked.<br><br>2. The table on page 2 also includes drop down boxes for the Audit Stage and Report Issue Date. Clicking on the text will make the drop down arrow appear and allow you to choose the appropriate option.<br><br> |

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| 2. | Enter required information into <mark>yellow highlighted</mark> fields | Unlike the grey bookmarks, the yellow highlighted fields can simply be deleted or typed over. |

**1.1 Scope of Audit**
- Information should be provided to you by the client requesting the audit. This should include the background and objective of the proposed project which should be entered into this field.

**1.2 The Audit Team**
- Enter the names, auditor numbers (auditor numbers can be found on the list of accredited auditors provided on the IPWEA / Main Roads Road Safety Portal) and the organisation of each person in the audit team.
- The team leader should be listed first (automatically by bookmark) and then the team members listed in alphabetical order by surname.
- Although it may appear to be free text, it should be noted this information is in a table (without borders) so this may affect how you enter information.
- Complete the yellow fields referring to the date, time, site conditions when the audit team visited the site.

**1.3 Specialist Advisors**
- Specialist advisors are people who possess specific knowledge or skill sets which the audit team members do not possess. For example, a traffic signals expert may be requested to provide specialist advice to the audit team for a project which includes the installation of a new set of traffic signals. Specialist advisors do not need to be road safety auditors and do not form part of the audit team.
- Many audits do not require a specialist advisor. If this is the case for your audit, you should annotate the first row with "N/A" and delete subsequent rows in this table.

**1.5 Previous Safety Audits**
- Your client should have provided you with copies of any previous audits which have been conducted for the project. Enter details of previous audits in this section.
- Any items that were raised in previous audits that <u>have</u> been addressed should not be listed again. However, any items that were raised in previous audits but <u>have not</u> been addressed should be included.
- If no previous audits have been undertaken on the project, remove the existing text and table and include the text "No previous safety audits were conducted."

**1.6 Background Data**
*1.6.1 Crash History*
- Details of crash types and groupings need to be listed to highlight the type of crashes occurring on the road being audited. Some examples of what you might list in the summary include:
  - 5 Right angle crashes, 1 of which resulted in a fatality and 2 of which resulted in hospital treatment;
  - 2 Crashes involving vehicles from opposing directions, 1 of which resulted in hospital treatment and 1 of which resulted in medical treatment;
  - 3 Off path, on curve crashes, 1 of which resulted in hospital treatment, 1 of which was major property damage and 1 of which was minor property damage; and
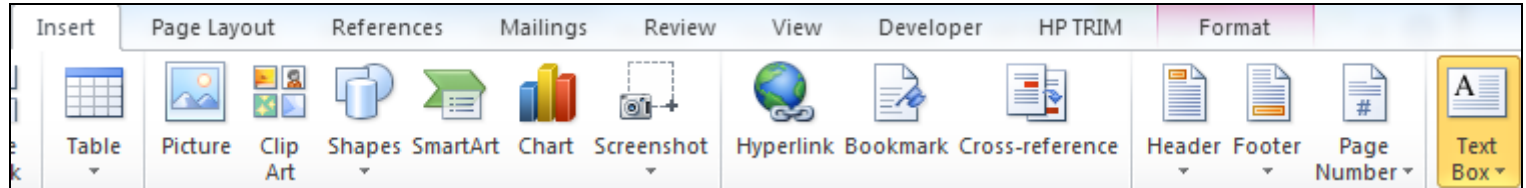  - 2 Pedestrian crashes, both resulting in medical treatment.

*1.6.2 Traffic Data*
- Traffic count data should be entered into the table provided. Remember to include the site number of the traffic count location if available, and include the percentage of heavy vehicles. If the traffic count has been obtained from Main Roads or through one of
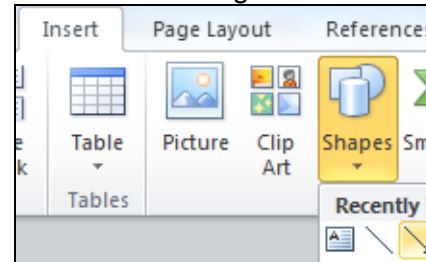
| | | Main Roads system such as CARS (Crash Analysis Reporting System), the source of the data can be listed as IRIS. |
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| 3. | Enter findings in Section 2 of the report | 1. The example findings in the template are all bookmarks and are highlighted in grey and should be completed using the same process as the bookmarks at the start of the report. You may wish to refer back to Step 1 for full instructions on how to use bookmarks.<br><br>**IMPORTANT:** Remember to enter your text within the existing text to ensure the bookmarks work properly.<br><br>The justification to each finding yellow highlighted fields can simply be typed over.<br><br>2. Once all finding information has been entered into the bookmark fields, go to File > Print and view the print preview so the information populates through the rest of the report. The information entered into findings will automatically populate on the Corrective Action Report at end of the report.<br><br>3. The report template includes a number of finding examples. Complete as many findings as you have and delete any unused findings. The Corrective Action Report also has a row for each finding example, so you will also need to go to the Corrective Action Report and delete unused rows. (Highlight all the rows that need to be deleted, right click on the highlight, select Delete Cells and then Delete Entire Row.)<br><br>4. Ensure that any findings identified with the additional annotation "**IMPORTANT**" correspond with the definition of a Safe System finding provided in section 1.4 of the road safety audit report template. |
| 5. | Complete the Audit Team Statement in section 3 of the report | 1. Enter the required information such as job title and contact details in yellow highlighted text, then remove the yellow highlight. |

| 6. Insert findings location plan | 1. Use an electronic copy of design plans provided by the Client, or find the audit location in your mapping system (eg. Google maps, Nearmap, IMS), zoom into the location, take a snapshot of the map using the PrintScreen key, and then paste the map into the report. |
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| | 2. To indicate the finding locations on the map, go to the **Insert** tab, click on **Text Box**, choose **Draw Text Box** near the bottom of the options menu, then click on the map and drag the mouse to create a text box. Type the Finding number in the box. |
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| | 3. To create an arrow to point for the text box to the finding location, go to the **Insert** tab, select **Shapes** (as indicated below), select the arrow and drag the mouse from the text box to the finding location. |
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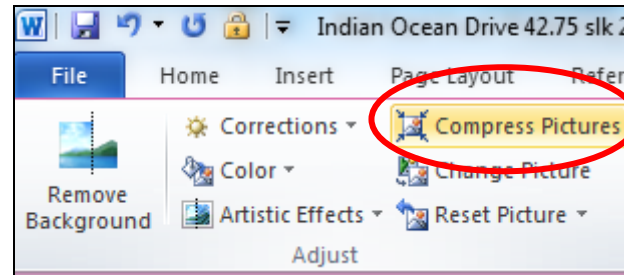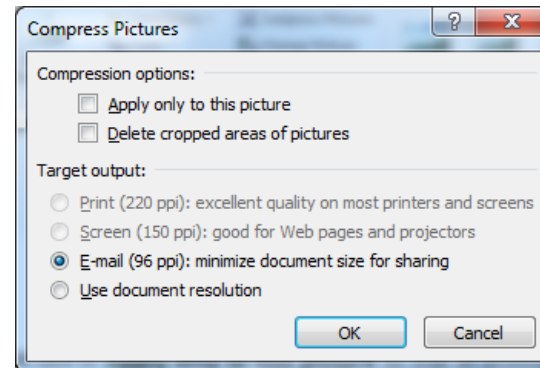| | |
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| 6. Insert audit photographs | 1. To add photographs simply insert each photograph and add new blank pages as required and write a caption beneath it. The photo and caption should be centred. Two landscape photographs with captions will fit on one page. Your page should look something like the example below. (**Note:** Yellow highlights should be removed once information is entered.)<br><br><br>Finding 2.1 – Tree obscuring visibility to the south at the intersection<br><br><br>Finding 2.2 – Available Safe Intersection Sight Distance to the north |

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| 7. Compress photographs | 1. Inserting photographs into the audit report will make the file very large therefore all photographs within the document should be compressed. |
| | 2. To compress all photographs, left click and select any photo within the document. |
| | 3. A **Format** tab will appear at the top of the page under a red **Picture Tools** heading as shown below: |
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| | 4. Click on the **Format** tab and select **Compress Pictures.** |
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| | 5. Untick the check box to **Apply only to this picture** so that all photographs are compressed and click **OK**. |
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| 8. Complete Appendix C | 1. All drawings and documents used in the preparation of the audit report need to be listed on the table in Appendix C. Enter all drawing and document details into the table and remove the yellow highlights. |