Road Safety Audit: Request brief template

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| **Document title** | Road Safety Audit: Request brief template |
| **Contact details** | Department of Infrastructure, Planning and Logistics, Transport and Civil Services Division |
| **Approved by** | Bruce Michael, Executive Director Transport Planning |
| **Date approved** | 10 October 2019 |
| **Document review** | As and when required |
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| Version | Date | Author | Changes made |
| 1.0 | 10 October 2019 | Sam Hatzivalsamis | Document first release |
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| Acronyms | Full form |
| CAR | Corrective Action Report |
| DIPL | Department of Infrastructure, Planning and Logistics |
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# Road Safety Audit Request Criteria

## DIPL Project Details

| **DIPL Project Manager** |  |
| --- | --- |
| **Contact Tel. No.** |  |
| **Email Address** |  |
| **Road Safety Audit Stage** | Choose an item.  |
| **Project Location** | Describe project location including its extents  |
| **Project Description** | Describe the Project |
| **Project Number (Internal Project Number)** | XXX/XXXX |

## Design Manager Contact Details

| **Organisation / Department** |  |
| --- | --- |
| **Contact Name** |  |
| **Contact Tel. No.** |  |
| **Email Address** |  |
| **Date the Final Audit is Required** | / /  |

## Audit Team Contact Details

| **Organisation / Department** |  |
| --- | --- |
| **Senior Road Safety Auditor** |  |
| **Contact Tel. No.** |  |
| **Email Address** |  |

## Previous Road Safety Audits Undertaken

|  |  |
| --- | --- |
| **Previous Road Safety Audit** | Choose an item. |
| **Road Safety Audit Stage** | Choose an item. |
| **Previous Audit Date** |  |
| **Previous Audit Organisation** |  |
| **Previous Audit Team Leader** |  |
| **Copy of Audit and CAR Provided** | Choose an item. |

## Project Information

|  |  |
| --- | --- |
| **Project Objective** |  |
| **Speed Limit/Design Speed** |  |
| **Standards, Departures from Standards and Mitigation** |  |
| **Existing Traffic Flows** | Choose an item. |
| **Forecast Traffic Flows** | Choose an item. |
| **Crash Data (5 Years)** | Choose an item. |
| **Speed Survey Data** | Choose an item. |

## List of Documents / Drawings Supplied

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| **Document Ref.** | **Document Title** | **Date** |
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| **Audit Requested By** |  |  |

## Road Safety Audit Team Response

|  |  |
| --- | --- |
| **Date Request Received** |  |
| **Audit Reference Number** |  |
| **Date of Day Audit Site Visit** |  |
| **Date of Night Audit Site Visit** |  |