**SoRSA Membership/Upgrade including International Membership**

**Application Form**

Applicants should complete the form as stipulated for the various levels of SoRSA membership. For details of membership grades, see below or [here](https://www.ciht.org.uk/sorsa/join-sorsa/) – (<https://www.ciht.org.uk/sorsa/join-sorsa/>)

Once completed this application should be submitted to [membership@ciht.org.uk](mailto:membership@ciht.org.uk).

1. **Applicants Personal and Contact Details**

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| --- | --- | --- | --- |
| **Title:** |  | **Surname:** |  |
| **Forename(s):** |  | | |
| **Job Title:** |  | | |
| **Company/Authority:** |  | | |
| **Work Address:** |  | | |
| **Country in which you are working:** |  | | |
| **Preferred Contact Telephone No:** |  | | |
| **Contact email address:** |  | | |
| **Brief description of responsibilities:** |  | | |

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| --- | --- | --- | --- |
| **Grade of Membership being applied for (***Please mark as appropriate)* | | | |
| Fellow |  | Associate |  |
| Member |  | Affiliate |  |

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*For details of Membership Grades, see* [*here*](https://www.ciht.org.uk/sorsa/join-sorsa/) *(*<https://www.ciht.org.uk/sorsa/join-sorsa/>)

*Version August 2019*

**2. Professional Institution Membership**

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| --- | --- | --- |
| Are you currently a Member of CIHT? *Delete as applicable* | Yes | No |
| If you are a Member of CIHT, what is your Membership Number? |  | |

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| --- | --- | --- |
| Are you currently a Member of SoRSA? *Delete as applicable* | Yes | No |
| If you are a Member of SoRSA, what is your current grading? |  | |

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| **Please provide details of memberships of other professional Institutions, including your grading and date of election.** |

1. **Professional Qualifications**

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| --- |
| **Please provide details of your professional qualifications, including awarding body and date of award.** |

1. **Certificate of Competency**

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| **Do you hold a** [**Certificate of Competency**](https://www.ciht.org.uk/sorsa/certificate-of-competency/)**?** *(delete as appropriate)*  **More information is available** [**here**](file:///\\serverdc\communications\Communications\Projects\SoRSA\More%20information%20is%20available%20here%20on%20the%20Certificate%20of%20Competency.) **on the Certificate of Competency.** | Yes | No |
|  |  |  |
| **If you answered no to the above would you like to find out more about applying?** |  |  |

**5. Background Experience**

Please provide a short resume (maximum 500 words) demonstrating **how your existing training, skills and experience meets with the latest DMRB guidance “Road Safety Audit” requirements or to the local Standard applicable in the County/Country in which you are working.** CVs or continuation sheets are NOT acceptable. Please provide a copy of your local standard, in English, if not working to DMRB.

*Persons applying for the Fellow membership grade of SoRSA do not need to provide this resume. This information should be referred to in your 2000-word report.*

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1. **Collision Investigation and Road Safety Engineering**

Please provide a short resume (maximum 500 words) of your **Collision Investigation and/or Road Safety Engineering experience** **as defined in the latest DMRB guidance “Road Safety Audit” or to the local Standard applicable in the County/Country in which you are working**. Please include dates and identify duties undertaken. This section must demonstrate your competence for the grade of membership applied for. CVs or continuation sheets are NOT acceptable.

*Persons applying for the Fellow membership grade of SoRSA do not need to provide this resume. This information should be referred to in your 2000-word report.*

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1. **Examples of Collision Investigation/Road Safety Engineering projects.**

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| You must show how you meet the guidelines defined in the latest DMRB guidance “Road Safety Audit” document in regard to collision investigation/road safety engineering experience in the last 24 months **or to the local Standard applicable in the County/Country in which you are working.** | | | |
| **Scheme Name and Client** | **Date** | **Type of Project\*** | **Summary of work undertaken, no. of collisions and outcomes (max. 150 words per scheme)** |
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**\*Please state if local safety scheme, forensic collision investigation, part of a transport assessment, road safety research etc.**

SoRSA may request a copy of any of the reports listed above if they deem it necessary to validate your experience.

1. **Formal Road Safety Training**

**Copies of Certificates of attendance are required for formal training.**

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| --- | --- | --- | --- |
| **Formal Courses\* in Road Safety Audit/Collision Investigation and Prevention/ Road Safety Engineering** | **Days / Hours** | **Date** | **Organiser** |
|  |  |  |  |
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**\*** Formal training is that which will meet directly the requirements set out in the latest DMRB guidance “Road Safety Audit” or to the local Standard applicable in the County/Country in which you are working. Formal courses do not include seminars, conferences, exhibitions etc. , but these may be recorded as CPD below if completed within the last 12 months. **Please use a continuation sheet if you need more space to demonstrate a total of 10 days formal training.**

1. **Continuing Professional Education**

Where appropriate copies of certificates of attendance and lessons learnt reports should be provided. A template can be found below. Self-reading will NOT be accepted as suitable CPD unless it is structured with, and agreed by, the Applicants Line Manager listing relevant topics and lessons learned. **A copy of the signed agreement is to be provided.**

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| **Other Road Safety Audit/Collision Investigation and Prevention/Road Safety Engineering CPD undertaken in the last 12 months. Minimum of 2 days or 12 hours required.** | **Days** | **Date** | **Organiser** |
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1. For the purposes of this application, the CPD must conform with the conditions set out in the latest DMRB guidance “Road Safety Audit” or to the local Standard applicable in the County/Country in which you are working.
2. Please use a continuation sheet if you need more space to demonstrate that you have achieved a minimum of 2 days relevant CPD in the last 12 months.

**CPD Lessons Learnt Report**

|  |  |
| --- | --- |
| **Title of document/ seminar etc.** |  |
| **Company presenting or document reference** |  |
| **Date of CPD** |  |
| **No. of approved CPD hours** |  |
| **Summary of document/ seminar etc.** |  |
| **Lessons learnt for CPD** |  |

**Signed by Applicant:**

**Signed by Line Manager:**

1. **Road Safety Audits**

List a minimum of **5 Road Safety Audits** at a range of stages, undertaken **in the last 24 months**.

Applicants must provide a copy of one of the listed Audit reports, with supporting information for review. The applicant **must ensure that the Audit submitted is written by them and contain a minimum of 6 Problems identified (you may provide a maximum of 2 reports to achieve this number of Problems).**

Applicants should be aware that the information provided must be sufficient for the SoRSA Membership Panel to assess their ability as a Road Safety Auditor. Problem identification and recommendations should be clearly defined. Checklist attached.

SoRSA reserves the right to request the provision of additional examples of your Audit work. Any additional examples requested will be drawn from the information you provide.

SoRSA will respect Client confidentiality.

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| **Scheme Name and Client** | **Date** | **Leader / Member / Observer** | **Stage** | **Brief description of scheme and notable issues raised (approx. 50 – 100 words per scheme)** |
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**Applicant Checklist prior to submission**

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| **Does your Road Safety Audit report include the following?** | **Yes or No (if no provide details)** |
| Inclusion of Table D1 (GG119) |  |
| Identification of the RSA Stage including a unique reference document number and any details of revisions |  |
| A brief description of the highway scheme including details of its location and objective |  |
| Details of who supplied & approved the audit brief, who approved the audit team. |  |
| Did the RSA team formally accept the brief? (Statement in the RSA introduction report) |  |
| Was the process followed for third party lead RSA’s? if applicable |  |
| Identification of the RSA team membership, as well as the names of other contributing such as the Police, maintaining Agent, specialist advisors |  |
| Identification of Certificate of Competence accreditation |  |
| Details of who was present at the site visit, the date and time period(s) when the visit was undertaken, site conditions, weather, pedestrians, cyclists) |  |
| The terms of reference of the RSA (Copy of relevant standard to be provided in English if not GG119) |  |
| Has a review of any previous RSA been carried out and actions noted? |  |
| The Audit team statement as given in GG119 Appendix D or to the terms identified earlier |  |
| A list of the documents and drawings provided with the audit brief |  |
| A clear location plan based on a scheme plan, marked up and referenced clearly to the problems in the report and photographs, if available |  |
| **Road Safety Audit Report Problems and Recommendations?** | **Yes or No (if no provide details)** |
| The RSA report shall contain a separate statement for each identified road safety problem describing the location and nature of the problem and the type of collisions. |  |
| The RSA team shall provide proportionate and viable RSA recommendations to eliminate of mitigate the identified RSA problem. Recommendations shall not use the words ‘consider’ and ‘must’. |  |
| The RSA team shall not include any issues in the RSA report that have no implications of road user safety or any other items not covered by the RSA brief. |  |

1. **DECLARATIONS**

**IMPORTANT UNDERTAKING TO BE SIGNED BY THE APPLICANT**

I declare that the information as to my qualifications and work experience submitted with this application form is, in every respect, complete and accurate.

If I am applying to join SoRSA by the non-CIHT Membership route, I confirm that I agree to be bound by the [**rules and codes of conduct**](https://www.ciht.org.uk/become-a-member/ciht-membership-for-individuals/membership-code-of-conduct/) of the Chartered Institution of Highways and Transportation (CIHT).

Applicant’s Signature …………………………………………………… Date ......................................

1. **IMPORTANT UNDERTAKING TO BE SIGNED BY THE APPLICANTS SPONSOR**

Applications for membership of SoRSA must be sponsored by a current Member or Fellow of SoRSA or an individual recognised in the profession, e.g. a chartered member of an Institution registered with the Engineering Council. **The sponsor must be willing to vouch for the abilities of the candidate to meet the requirements of the grade applied for and may be contacted by the SoRSA Membership Secretary as part of the application process.**

I confirm that the evidence and information provided by ............................................................in this application is complete and true to the best of my knowledge.

I also confirm that ....................................................... has undertaken the Road Safety Audits and other activities/projects highlighted in this application.

Sponsors Name: ..............................................................

Sponsors Signature: ......................................................... Date: ...............................................

Sponsor Contact Details *(Telephone and/or e-mail address*:

.......................................................................................................................................................

1. **PAYMENTS**

**Cost of SoRSA Membership (as of 1st January 2019)**

**Membership of SoRSA at all grades is free for CIHT members.**

Non CIHT members are welcome to become members of SoRSA. An **annual** fee of currently £79.00 is applicable for non CIHT members and a £21.00 administration fee is also applicable in terms of the initial membership application to cover administration costs.

**PAYMENT**

I enclose payment for £……………. by cheque  debit/credit card

 Visa: MasterCard: Maestro Issue No. ……

Card No. ///Security No. 

Valid from Valid to

Cheques are to be made payable to CIHT.

A direct debit service is also available. Please contact CIHT directly to get further information with regard to this method of payment.

**Authorisation:** I give my permission for CIHT to hold the information provided in this form on its membership database

I declare that the information as to my CPD and current work experience submitted with this form is, in every respect, complete and accurate.

I confirm that I have reviewed CIHT’s membership terms and conditions ([**available here**](https://www.ciht.org.uk/terms-and-conditions/) **- https://www.ciht.org.uk/terms-and-conditions/**) and privacy statement ([**available here**](https://www.ciht.org.uk/privacy-statement/) - **https://www.ciht.org.uk/privacy-statement/**) that indicates how we use data and store personal details

Applicant’s Signature ………………………………………………………… Date…………………

**To have your name added to the SoRSA Register of Members/Fellows**

**CLICK HERE**

**NOTES**

**Sponsorship of Application**

Applications for membership of SoRSA must be sponsored by a current Member or Fellow of SoRSA or an individual recognised in the profession, e.g. a chartered member of an Institution registered with the Engineering Council. **The sponsor must be willing to vouch for the abilities of the candidate to meet the requirements of the grade applied for and may be contacted by the SoRSA Membership Secretary as part of the application process.**

**SoRSA Membership**

As a SoRSA Member or Fellow you will be audited by the SoRSA membership committee on an annual basis to ensure that you continue to meet the requirements of the grade of membership to which you have been elected. The review is undertaken annually commencing in **January** and is a requirement of continuous membership. All members of greater than 12 months standing will be required to undergo the review process which is managed and coordinated by the SoRSA Membership Secretary.

It is not necessary for applicants to be members of CIHT, however, those joining SoRSA via the non-CIHT route are bound by the rules and [code of conduct](https://www.ciht.org.uk/become-a-member/ciht-membership-for-individuals/membership-code-of-conduct/) of the Chartered Institution of Highways and Transportation (CIHT).

**Definitions**

**Road Safety Engineering:** The design and implementation of physical changes to the road network intended to reduce the number and severity of collisions involving road users, drawing on the results of Collision Investigation.

**Collision Investigation:** The collection and examination of historical collision data over a period of time in order to identify patterns, common trends and factors which may have contributed to the collisions.

**Continuing Professional Development: -** ‘The systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities, necessary for the execution of professional and technical duties throughout the practitioner’s life.’ See <http://www.ciht.org.uk/en/education-training/continuing-professional-development/> for full details on what constitutes CPD.

**Appeals**

Any applicant offered a grade of SoRSA membership other than that applied for is entitled to appeal against that decision.

The appeals procedure is the same as that for CIHT membership and includes a member of the SoRSA Membership Committee on the Appeals Panel.

**Queries**

If you have any queries regarding the application process or requirements, please contact the SoRSA Membership Secretary on [sorsa@ciht.org.uk](mailto:sorsa@ciht.org.uk).