**SoRSA Fellow and Member Annual Review Form 2020**

Applicants should complete the form as stipulated for renewal of their SoRSA Fellow and Member grading.

Once completed this application form and all other documents should be submitted to [**sorsa@ciht.org.uk**](mailto:sorsa@ciht.org.uk)

**Forms and all required documentation are to be submitted by**

**Midnight on Friday 31st March 2020**

**1 Applicants Personal and Contact Details**

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| --- | --- | --- | --- |
| **Title:** |  | **Surname:** |  |
| **Forename(s):** |  | | |
| **Job Title:** |  | | |
| **Company/Authority:** |  | | |
| **Work Address:** |  | | |
| **Contact telephone No:** |  | | |
| **Contact email address:** |  | | |
| **Brief description of duties:** |  | | |

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| **What is your current SoRSA Membership grade?** *(Please mark with an X as appropriate)* | | | |
| Fellow |  | Member |  |

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| --- | --- | --- |
| Are you currently a Member/Fellow of CIHT? *Delete which is not applicable* | Yes | No |
| If you are a Member/Fellow of CIHT, what is your current Membership Number? |  | |

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| Have you a [Certificate of Competency](https://www.ciht.org.uk/sorsa/certificate-of-competency/)? *Delete which is not applicable.* | Yes | No |

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| Please provide details of any changes to your Professional Qualifications, Professional Memberships and Job Role since your original Membership Application or you last SoRSA Annual Review. |

**2 Confirmation of payment of fees**

Applicants must supply a copy of their receipt showing they have paid their CIHT Membership fees for 2019 (receipts are available from your MyCIHT page) or that they have paid the required annual fee if they are NOT Members/Fellows of CIHT.

**3 Continuing Professional Development (CPD)**

Provide details of **Two days\*** (or 12 hours total) of Road Safety Audit; Collision Investigation and Prevention; Road Safety Engineering and/or Road Safety Auditing CPD undertaken in the last **12 months (January 2019 to December 2019).**

**Certificates and a short ‘Lessons Learnt’ report on what you learnt and how you have or intend to use this new knowledge in your work should be provided, template attached**.

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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| **If you attended the 2019 SoRSA 2-day Annual Conference and AGM, please indicate here. Please Note: you will still need to supply a validated CPD Certificate i.e. page 2 has been completed.** | | | |  |
| Details of CPD attended within the last 12 months | Days / hours | Date | Organiser | |
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\*For the purposes of this application, the CPD must conform with the conditions set out in the latest DMRB guidance “Road Safety Audit” or any local standard, for which a copy, in English, must be provided.

**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:**

|  |  |
| --- | --- |
| **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:**

**4 Collision Investigation and/or Road Safety Engineering**

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| --- | --- | --- | --- |
| **List examples of Collision Investigation and/or Road Safety Engineering projects.** You must show how you meet the guidelines within **latest DMRB guidance “Road Safety Audit”** (or any local standard, for which a copy, in English, must be provided) in Collision Investigation and Prevention and/or Road Safety Engineering experience within the last **24** months. **Please Note: the 24-month period will be January 2018 to December 2019.**  **A copy of one of these reports may be requested by the Review Panel.** | | | |
| **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.

**5 Road Safety Audits**

List a **minimum** of **5 Road Safety Audits showing a range of differing stages and scheme types undertaken in the last 24 months** as either an Audit Team Leader or Audit Team Member.

**Please Note: the 24-month period will be January 2018 to December 2019.**

Applicants must provide a copy of one of the listed Audit reports for review. Applicants should be aware that the information provided must be sufficient for the SoRSA Review Panel to assess their ability as a road safety auditor. **The applicant should ensure that the Audit submitted is written by them, (unless previously agreed with the Membership Secretary.)**

The report should contain **a minimum of 6 different types of Problems** (a maximum of 2 reports may be submitted to achieve this number of problems).

Where the road safety audit report does not **fully** conform to **latest DMRB guidance “Road Safety Audit”** (for example where it is written to a local authority standard, please state within the **Description** below how this Standard differs from the **latest DMRB guidance “Road Safety Audit”**; i.e. no Problem Location Plan required; no night-time site visit required for Stage 3 RSA.)

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 below. SoRSA will respect Client confidentiality.

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| **Scheme Name and Client** | **Date** | **Leader / Member** | **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 |  |

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| --- | --- |
| **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 or 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. |  |

**6 DECLARATIONS**

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

The information you provide in this form is required to enable CIHT and SoRSA to communicate with members, and to fulfil the requirements of CIHT’s Charter and Byelaws. CIHT is required by the General Data Protection Regulation (GDPR 2018) and the Data Protection Act (DPA 1998) to ensure that such data is accurate and up to date and you are requested to inform the Institution of any changes. We use the information you provide about yourself to fulfil your requests, queries, updates and orders. We do not share this information with outside parties except to the extent necessary to complete your requests. Full details on how CIHT uses its data are available at **www.ciht.org.uk/privacy**.

**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/) and privacy statement (available here - 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**

**7 PAYMENTS**

**Cost of Renewing your SoRSA Membership**

Renewing your SoRSA Membership grade is **FREE** for CIHT members.

For **Non-CIHT** members there is an annual fee for renewing your SoRSA Membership grade as part of this review, please refer to CIHT Membership.

CIHT will remind you of the need to renew your CIHT/SoRSA membership at an appropriate time, usually towards the end of each calendar year. Failure to pay this annual fee may result in your membership of SoRSA being suspended until such time that any out-standing fees are paid.

**8 NOTES**

**Failure to Comply with Requirements**

Any SoRSA Member/Fellow who fails to achieve the continuing requirements for membership will be given a period of 4 weeks to overcome the identified shortfall of their Review submission. A Member/Fellow must inform the SoRSA Membership Secretary during this period of how they intend to overcome this short fall to enable them to achieve the required standard.

Once a course of action has been identified and agreed by the SoRSA Membership Secretary, a further 4 weeks will be allowed to complete these actions. Should the Member/Fellow fail to meet the requirements within this 8 weeks period, their membership status will be **suspended** until such time as they submit a successful Annual Review in **2021**. Any Member/Fellow with post nominals MSoRSA/FSoRSA will no longer be allowed to use them until such time that they have been successful in their next Review.

**Appeals**

Any applicant who has their SoRSA membership grade suspended due to the result of their Annual Review 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. For details of this process, please visit [membership@ciht.org.uk](mailto:membership@ciht.org.uk)

**Audit**

All SoRSA Fellows (where they continue to carry out audits) and Members will be reviewed by the SoRSA Committee on an annual basis to ensure that they continue to meet the requirements of their grade of SoRSA membership.

**Definitions:**

**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, leading to remedial measure schemes where feasible.

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

**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 working life.’ See <http://www.ciht.org.uk/en/education--training/continuing-professional-development/> for full details of what constitutes CPD.

**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)

**Finally**….

Have you included: -

1. A completed and signed Annual Review form,
2. A copy of your CIHT receipt;
3. Copies of validated CPD Certificates along with a short ‘**Lessons Learnt’** report should be provided outlining what was learnt on the course and how this new knowledge has been/will be used. If ‘**self-reading’** is being used it should be structured, listing relevant topics and a ‘Lessons Learnt’ report provided. This way of achieving CPD must have been agreed by your Line Manager. A copy of the signed Agreement between yourself and your Line Manager must be provided;
4. A copy of a Road Safety Audit report written by you in the last 24 months (**Note: the 24 months is January 2018 to December 2019**). The report should contain a minimum of 6 different types of problems. A maximum of 2 reports may be supplied to reach this number of problems.