Applicant Checklist prior to submission

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	

Association Chair: Stewart Knowles, BSc (Hons), CMILT, FCIHT, FSoRSA
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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.	