TRAFFIC MANAGEMENT AUDIT

# Traffic management audit checklist

An audit checks whether the arrangements work and keep working, not only whether controls are in place today. Look at records, watch real movements at different times, and talk to people. Carried out by someone independent of the area.

| Site | Auditor | Independent of the area? (yes / no) | Date(s) |
|---|---|---|---|
| | | | |

| Question | Evidence looked at | Finding | Action, owner, date |
|---|---|---|---|
| **The plan: is the traffic management plan and site map current, and does it match the site today?** | | | |
| **The plan: when was it last reviewed, and what triggered it?** | | | |
| **Inspections: are they done at the planned frequency? How fast do findings close? Do the same ones repeat?** | | | |
| **Observation: real movements watched at peak, at night and at shift change. Is the plan followed? Where are the shortcuts?** | | | |
| **People: drivers authorised and refreshed; visiting drivers and agency workers briefed; supervision in place?** | | | |
| **Learning: the last three near misses followed through. What changed?** | | | |
| **Change: did the last layout or process change trigger a risk assessment review?** | | | |
| **Reporting: who receives this audit, and what did they decide?** | | | |

| Reported to | Date reported | Next audit due |
|---|---|---|
| | | |