



Implement Traffic Control Plans Skill Set

RIISS00041

Third Party Assessment Kit

Learner Name: _____

Trainer / Assessor Name: Z- DIEZAL

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Date:

What do I have to do?

You have completed the Theory component of the course.

You are now required to complete the Assessment process of the course which requires you to collect particular information in order for the training organisation to deem you competent and advise Roads and Maritime Services to process your Photocard.

The Statement of Completion you received is valid for 90 days. During this time you can gain work in the Industry at which point you need to ensure you gather sufficient evidence to demonstrate you have gained the necessary skills to complete the assessment process.

Third Party Observations

You will need to get a Third Party such as your Supervisor or Manager to sign the reports attached within this Observation Kit. The Third Party must observe you completing the performance criteria on the job over (2) occasions. The Third Party may be contacted by the training organisation to validate the information.

Videos / Photographs

You will need to attach video or photographic evidence of Implementing Traffic Control Plans at (3) worksites.

Logbook

As a traffic control worker you should be keeping a record of the work you conduct. You **MUST** provide evidence of your logbook or journal of work completed with a Supervisors signature. A template is contained within.

Traffic Control Plans

You **MUST** provide copies of the certified Traffic Control Plans you have implemented.

Road Occupancy Licence / Permits

You **MUST** supply the Road Occupancy Licence or Permits that relate to the worksite you worked on.

Signatures

Please ensure you sign all areas where your name and signature is required to minimise delays.

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Third Party Report

The Learner must get a Third Party / Supervisor to complete this section as supporting evidence.

Unit Title: Communicate in the Workplace	Unit Code: RIICOM201D
Unit Title: Work Safely and Follow WHS Policies and Procedures	Unit Code: RIIWHS201D
Unit Title: Implement Traffic Control Plans	Unit Code: RIIWHS302D
Candidate's name	
Referee's name <i>(Name of person providing this evidence)</i>	Michael ROGERS / Liam COVI
Position/title	Training Services Manager
Workplace	ACES Group
Workplace address	79-81 Regent Street, Redfern, NSW 2016
Telephone numbers	02 9699 7711 / 0402 969 508
Email address	zdiezal@affirmtraining.com.au
This report was completed	via interview by Assessor <input checked="" type="checkbox"/> independently by referee <input type="checkbox"/>
Interview conducted by <i>(if applicable)</i>	Z. DIEZAL
Date of interview	
Instructions	<p>As part of the assessment for Implement Traffic Control Plans Skill Set the candidate requires evidence from a third party (employer, supervisor or equivalent). This evidence will be used to validate the candidate's skills and experience.</p> <p>A letter of support from the organisation validating a range of tasks performed by the candidate over a period of time is useful in identifying competence.</p>

I confirm the Learner has regularly completed the following activities to an acceptable workplace/industry standard within this organisation and I have accurately ticked the activities he has been observed over two occasions on the job.

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List of activities completed by the Learner in the workplace. Communicate in the Workplace – RIICOM201D	YES	NO
Question 1.1: The Learner knows where the site safety procedures are located and uses them when completing job tasks to ensure compliance.	<input type="checkbox"/>	<input type="checkbox"/>
Question 1.2: The Learner can identify and access communication equipment and system components	<input type="checkbox"/>	<input type="checkbox"/>
Question 1.3: The Learner can establish and maintain communication with others	<input type="checkbox"/>	<input type="checkbox"/>
Question 1.4: The Learner can access and apply communication equipment and systems safety procedures	<input type="checkbox"/>	<input type="checkbox"/>
Question 2.1: The Learner can identify and select the most appropriate method of communication	<input type="checkbox"/>	<input type="checkbox"/>
Question 2.2: The Learner can use communication equipment and systems	<input type="checkbox"/>	<input type="checkbox"/>
Question 2.3: The Learner can acknowledge and respond to communication	<input type="checkbox"/>	<input type="checkbox"/>
Question 2.4: The Learner takes, confirms and passes messages on promptly to others	<input type="checkbox"/>	<input type="checkbox"/>
Question 2.5: The Learner can communicate to others in a clear and concise manner	<input type="checkbox"/>	<input type="checkbox"/>
Question 2.6: The Learner follows safety procedures, including the passing of reports and observance of local communications and emergency procedures	<input type="checkbox"/>	<input type="checkbox"/>
Question 2.7: The Learner can identify and report faults with communication equipment	<input type="checkbox"/>	<input type="checkbox"/>
Question 3.1: The Learner speak clearly and listen carefully to promote understanding	<input type="checkbox"/>	<input type="checkbox"/>
Question 3.2: The Learner asks questions of the audience and confirms meaning of information	<input type="checkbox"/>	<input type="checkbox"/>
Question 3.3: The Learner maintains communication processes with others to assist flow of work activities	<input type="checkbox"/>	<input type="checkbox"/>
Questions 3.4: The Learner uses site approved signaling methods to convey information	<input type="checkbox"/>	<input type="checkbox"/>

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Questions 3.5: The Learner participates in discussion to obtain information and clarify meaning	<input type="checkbox"/>	<input type="checkbox"/>
Questions 3.6: The Learner communicates cooperatively and effectively with others	<input type="checkbox"/>	<input type="checkbox"/>
Questions 4.1: The Learner completes written documentation clearly, concisely and on time	<input type="checkbox"/>	<input type="checkbox"/>
Question 4.2: The Learner uses approved documents	<input type="checkbox"/>	<input type="checkbox"/>
Question 4.3: The Learner passes on written information to others	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.1: The Learner can identify different communication strategies and systems in the workplace	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.2: The Learner participates in group discussions and engages with group members respectfully	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.3: The Learner can interpret other communications such as flags, lights, signs, bells and whistles.	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.4: The Learner can identify faults and deficiencies with communication devices.	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.5: The Learner can follow the emergency communication procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.6: The Learner can contribute to and understand the record maintenance policies.	<input type="checkbox"/>	<input type="checkbox"/>
I understand the evidence/tasks the candidate has performed on which I am required to comment.	<input type="checkbox"/>	<input type="checkbox"/>
I am willing to be contacted if further verification of my statements is required.	<input type="checkbox"/>	<input type="checkbox"/>
I confirm the information provided is true and accurate to the best of my knowledge.	<input type="checkbox"/>	<input type="checkbox"/>
Third Party Signature:	Date #1:	
Third Party Signature:	Date #2:	

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List of activities completed by the Learner in the workplace. Work Safely and Follow WHS Policies and Procedures – RIIWHS201D	YES	NO
Question 1.1: The Learner knows where the site safety procedures are located and uses them when completing job tasks.	<input type="checkbox"/>	<input type="checkbox"/>
Question 1.2: The Learner can isolate machinery, equipment, and plant and immobilise energy sources.	<input type="checkbox"/>	<input type="checkbox"/>
Question 1.3: The Learner can follow site plans and understand the symbols and information on them.	<input type="checkbox"/>	<input type="checkbox"/>
Question 1.4: The Learner can identify and act on safety breaches in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>
Question 2.1: The Learner can select and wear appropriate P.P.E / P.P.C and maintain it to organisation requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Question 2.2: The Learner keeps their work areas clean and safe from potential hazards	<input type="checkbox"/>	<input type="checkbox"/>
Question 2.3: The Learner can obtain the relevant permits and clearances for specialised work to be carried out.	<input type="checkbox"/>	<input type="checkbox"/>
Question 2.4: The Learner follows safe manual handling practices.	<input type="checkbox"/>	<input type="checkbox"/>
Question 2.5: The Learner can identify and apply procedures relating to high-risk activities.	<input type="checkbox"/>	<input type="checkbox"/>
Question 3.1: The Learner can recognise alarms and can respond accordingly.	<input type="checkbox"/>	<input type="checkbox"/>
Question 3.2: The Learner can identify the responsibilities associated with emergencies.	<input type="checkbox"/>	<input type="checkbox"/>
Question 3.3: The Learner can apply basic firefighting principles.	<input type="checkbox"/>	<input type="checkbox"/>
Questions 3.4: The Learner can identify emergency escape routes and procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Questions 4.1: The Learner can identify personal risks to my wellbeing and recognise preventative strategies.	<input type="checkbox"/>	<input type="checkbox"/>

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Question 4.2: The Learner can identify, act on, and report situations which may endanger others.	<input type="checkbox"/>	<input type="checkbox"/>
Question 4.3: The Learner can explain the requirements for fitness for duty.	<input type="checkbox"/>	<input type="checkbox"/>
Question 4.4: The Learner comply with all work health and safety policies including smoking, alcohol and drug use.	<input type="checkbox"/>	<input type="checkbox"/>
Question 5.1: The Learner can recognise and communicate incident and injury statistics.	<input type="checkbox"/>	<input type="checkbox"/>
Question 5.2: The Learner can report and prepare written records of incidents and injuries.	<input type="checkbox"/>	<input type="checkbox"/>
Question 5.3: The Learner contribute to and participate in incident investigations.	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.1: The Learner listens to WHS instructions, clarify information and comply with reasonable requests associated with WHS policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.2: The Learner can report safety issues to the relevant workers/management within the organisation.	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.3: The Learner can determine the safety requirements for equipment, plant, machinery and hazardous substances on site.	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.4: The Learner can read and comply with Safety Data Sheets and apply site safety requirements and procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.5: The Learner can identify unsafe manual handling practices and apply safer alternative methods.	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.6: The Learner participate in WHS consultation in the workplace with fellow workers and management.	<input type="checkbox"/>	<input type="checkbox"/>
Questions SH.7: The Learner understand the effects of stress, fatigue, heat stress and hypothermia on the body and put methods in place to minimise personal harm.	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.8: The Learner is aware they cannot use alcohol or narcotics at work and complies with the relevant workplace polices.	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.9: The Learner can use emergency equipment including fire extinguishers, fire blankets, hoses, alarm systems and first aid equipment.	<input type="checkbox"/>	<input type="checkbox"/>

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I understand the evidence/tasks the candidate has performed on which I am required to comment.	<input type="checkbox"/>	<input type="checkbox"/>
I am willing to be contacted if further verification of my statements is required.	<input type="checkbox"/>	<input type="checkbox"/>
I confirm the information provided is true and accurate to the best of my knowledge.	<input type="checkbox"/>	<input type="checkbox"/>
Third Party Signature:	Date #1:	
Third Party Signature:	Date #2:	

List of activities completed by the Learner in the workplace. Implement Traffic Control Plans – RIIWHS302D	YES	NO
Question 1.1: The Learner can access, interpret and apply traffic management documentation and ensure the work activity is compliant	<input type="checkbox"/>	<input type="checkbox"/>
Question 1.2: The Learner can obtain, read, interpret, clarify and confirm work requirements	<input type="checkbox"/>	<input type="checkbox"/>
Question 1.3: The Learner can identify, address and report potential risks, hazards and environmental issues and implement control measures	<input type="checkbox"/>	<input type="checkbox"/>
Question 1.4: The Learner can select and wear personal protective equipment appropriate for the work activity	<input type="checkbox"/>	<input type="checkbox"/>
Question 1.5: The Learner can identify, obtain and implement traffic control signage and devices	<input type="checkbox"/>	<input type="checkbox"/>
Question 1.6: The Learner can select, and check for faults, tools and equipment to carry out tasks	<input type="checkbox"/>	<input type="checkbox"/>
Question 1.7: The Learner can identify, confirm and apply environmental protection requirements	<input type="checkbox"/>	<input type="checkbox"/>
Question 1.8: The Learner can check the designated traffic controllers' training and qualifications for currency	<input type="checkbox"/>	<input type="checkbox"/>
Question 1.9: The Learner can advise traffic controllers of the traffic flow requirements	<input type="checkbox"/>	<input type="checkbox"/>
Question 2.1: The Learner select traffic guidance scheme to suit site conditions, traffic volumes and work activities	<input type="checkbox"/>	<input type="checkbox"/>
Question 2.2: The Learner determine and ensure adherence to work schedule, maximum traffic delays, signals and site communications	<input type="checkbox"/>	<input type="checkbox"/>

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List of activities completed by the Learner in the workplace. Implement Traffic Control Plans – RIIWHS302D	YES	NO
Question 2.3: The Learner ensures signs and devices are correctly positioned on the approaches to the work area	<input type="checkbox"/>	<input type="checkbox"/>
Question 2.4: The Learner ensures that signs and devices are positioned and displayed on each approach	<input type="checkbox"/>	<input type="checkbox"/>
Question 2.5: The Learner ensures signs and devices are positioned and displayed laterally	<input type="checkbox"/>	<input type="checkbox"/>
Question 2.6: The Learner ensures traffic is controlled effectively to protect the work crew	<input type="checkbox"/>	<input type="checkbox"/>
Question 3.1: The Learner ensures traffic flow is monitored and effectiveness of guidance scheme determined	<input type="checkbox"/>	<input type="checkbox"/>
Question 3.2: The Learner monitors work activities and provide guidance to adjust scheme	<input type="checkbox"/>	<input type="checkbox"/>
Question 3.3: The Learner can apply process for dealing with traffic controllers who fail to adhere to approved procedures	<input type="checkbox"/>	<input type="checkbox"/>
Questions 3.4: The Learner can apply procedures to deal with offending motorists	<input type="checkbox"/>	<input type="checkbox"/>
Questions 4.1: The Learner ensures traffic is controlled to protect work crew removing traffic control devices	<input type="checkbox"/>	<input type="checkbox"/>
Question 4.2: The Learner ensures signs are removed in sequence to provide maximum warning during removal	<input type="checkbox"/>	<input type="checkbox"/>
Question 4.3: The Learner ensures guidance scheme details are recorded and reported as required	<input type="checkbox"/>	<input type="checkbox"/>
Question 4.4: The Learner ensures incidents are recorded and reported as required	<input type="checkbox"/>	<input type="checkbox"/>
Question 5.1: The Learner ensures work area is appropriately cleared	<input type="checkbox"/>	<input type="checkbox"/>
Question 5.2: The Learner ensures tools and equipment are cleaned, checked, maintained and stored	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.1: The Learner works effectively with others to undertake and complete the traffic management plans	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.2: The Learner can comply with written and verbal reporting requirements and procedures	<input type="checkbox"/>	<input type="checkbox"/>

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List of activities completed by the Learner in the workplace. Implement Traffic Control Plans – RIIWHS302D	YES	NO
Question SK.3: The Learner can communicate clearly and concisely with others to resolve coordination requirements prior to commencing and during work activities	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.4: The Learner can has worked on and complied with State/Territory regulations on three separate live traffic projects	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.5: The Learner has implemented a traffic control plan on a site where a construction vehicle was present and controlled	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.6: The Learner can identify and select traffic guidance scheme according to conditions and directions received	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.7: The Learner can select and implement signage and device requirements, position and display according to site plan	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.8: The Learner can monitor and adjust scheme according to variances in requirements	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.9: The Learner can apply procedures to deal with non-compliant crew and motorists	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.10: The Learner can use Safe Work Method Statements relevant to the traffic management industry	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.11: The Learner can identify equipment types, their characteristics, technical capabilities and limitations	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.12: The Learner can identify site isolation and traffic control responsibilities and authorities	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.13: The Learner can identify quality requirements	<input type="checkbox"/>	<input type="checkbox"/>
Question SK.14: The Learner can apply civil construction terminology	<input type="checkbox"/>	<input type="checkbox"/>

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I understand the evidence/tasks the candidate has performed on which I am required to comment.		<input type="checkbox"/>	<input type="checkbox"/>
I am willing to be contacted if further verification of my statements is required.		<input type="checkbox"/>	<input type="checkbox"/>
I confirm the information provided is true and accurate to the best of my knowledge.		<input type="checkbox"/>	<input type="checkbox"/>
Third Party Signature:	Date #1:		
Third Party Signature:	Date #2:		

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Logbook Template

Implement Traffic Control Plans Logbook

This document should be completed to record any activities you conduct on a road whilst performing duties as a Traffic Controller or when Implementing Traffic Control Plans. If this Logbook is being used as evidence for any traffic control training you have received it must be completed in full.

Alternatively you can provide Photos of worksites you have worked on controlling traffic.

Implement Traffic Control Plans (Three Worksites Required):

Date:		TGS Number:	HOLK001
Location:	HOLKER BUS WAY	ROL / Permit Number:	SOPA001
	HOME BUSH	Timeframe of works:	3 HRS
Type of Work:	ACCESS CONTROL TO CONSTRUCTION ZONE	Supervisor Initials:	

Date:		TGS Number:	LOOP001
Location:	LOOP ROAD	ROL / Permit Number:	SOPA001
	HOME BUSH	Timeframe of works:	1 HRS
Type of Work:	LANE CLOSURE / CONTRAFLOW	Supervisor Initials:	

Date:		TGS Number:	HOLK002
Location:	HOLKER BUS WAY	ROL / Permit Number:	SOPA001
	HOME BUSH	Timeframe of works:	3 HRS
Type of Work:	LANE CLOSURE / DETOUR / CONTRAFLOW	Supervisor Initials:	

Date:		TGS Number:	TCP084
Location:	P5 CAR PARK – HILL ROAD	ROL / Permit Number:	SOPA001
	HOME BUSH	Timeframe of works:	1 HRS
Type of Work:	MERGE TAPER – CAR PARK CONDITIONS	Supervisor Initials:	