

Combined Course

Implement Traffic	Control	Plans	Skill	Set
RIISS00041				

Traffic Controller Skill Set RIISS00044

Third Party Assessment Kit

Learner Name:	
Trainer / Assessor Name:	Z. DIEZAL
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 of three live sites with a construction vehicle present (traffic utility accepted).

The Third Party may be contacted by the training organisation to validate the information.

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.

Videos / Photographs

You will need to attach video or photographic evidence of Implementing Traffic Control Plans at different 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.

Sianatures

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



Third Party Report

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

Unit Title: Communicate in the	ne Workplace	Unit Code: RIICOM201D
Unit Title: Work Safely and F	ollow WHS Policies and Procedures	Unit Code: RIIWHS201D
Unit Title: Control Traffic with	h Stop Slow Bat	Unit Code: RIIWHS205D
Unit Title: Implement Traffic	Control Plans	Unit Code: RIIWHS302D
Candidate's name		
Referee's name (Name of person providing this evidence)	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 ☑	independently by referee
Interview conducted by (if applicable)	Z. DIEZAL	
Date of interview		
Instructions	As part of the assessment for Implement the candidate requires evidence from a supervisor or equivalent). This evidence candidate's skills and experience. A letter of support from the organisation performed by the candidate over a period competence.	third party (employer, e will be used to validate the

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.



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.		
Question 1.2: The Learner can identify and access communication equipment and system components		
Question 1.3: The Learner can establish and maintain communication with others		
Question 1.4: The Learner can access and apply communication equipment and systems safety procedures		
Question 2.1: The Learner can identify and select the most appropriate method of communication		
Question 2.2: The Learner can use communication equipment and systems		
Question 2.3: The Learner can acknowledge and respond to communication		
Question 2.4: The Learner takes, confirms and passes messages on promptly to others		
Question 2.5: The Learner can communicate to others in a clear and concise manner		
Question 2.6: The Learner follows safety procedures, including the passing of reports and observance of local communications and emergency procedures		
Question 2.7: The Learner can identify and report faults with communication equipment		
Question 3.1: The Learner speak clearly and listen carefully to promote understanding		
Question 3.2: The Learner asks questions of the audience and confirms meaning of information		
Question 3.3: The Learner maintains communication processes with others to assist flow of work activities		
Questions 3.4: The Learner uses site approved signaling methods to convey information		
Questions 3.5: The Learner participates in discussion to obtain information and clarify meaning		



Questions 3.6: The Learner communicates cooperatively and effectivel	y with others	
Questions 4.1: The Learner completes written documentation clearly, c	oncisely and on time	
Question 4.2: The Learner uses approved documents		
Question 4.3: The Learner passes on written information to others		
Question SK.1: The Learner can identify different communication strate	gies and systems in the workplace	
Question SK.2: The Learner participates in group discussions and engarespectfully	ges with group members	
Question SK.3: The Learner can interpret other communications such a whistles.	s flags, lights, signs, bells and	
Question SK.4: The Learner can identify faults and deficiencies with communication devices.		
Question SK.5: The Learner can follow the emergency communication procedures.		
Question SK.6: The Learner can contribute to and understand the record maintenance policies.		
I understand the evidence/tasks the candidate has performed on which I am required to comment.		
I am willing to be contacted if further verification of my statements is required.		
I confirm the information provided is true and accurate to the best of my knowledge.		
Third Party Signature: Date #1:		
Third Party Signature:	Date #2:	



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.		
Question 1.2: The Learner can isolate machinery, equipment, and plant and immobilise energy sources.		
Question 1.3: The Learner can follow site plans and understand the symbols and information on them.		
Question 1.4: The Learner can identify and act on safety breaches in the workplace.		
Question 2.1: The Learner can select and wear appropriate P.P.E / P.P.C and maintain it to organisation requirements.		
Question 2.2: The Learner keeps their work areas clean and safe from potential hazards		
Question 2.3: The Learner can obtain the relevant permits and clearances for specilised work to be carried out.		
Question 2.4: The Learner follows safe manual handling practices.		
Question 2.5: The Learner can identify and apply procedures relating to high-risk activities.		
Question 3.1: The Learner can recognise alarms and can respond accordingly.		
Question 3.2: The Learner can identify the responsibilities associated with emergencies.		
Question 3.3: The Learner can apply basic firefighting principles.		
Questions 3.4: The Learner can identify emergency escape routes and procedures.		
Questions 4.1: The Learner can identify personal risks to my wellbeing and recognise preventative strategies.		
Question 4.2: The Learner can identify, act on, and report situations which may endanger others.		



Question 4.3: The Learner can explain the requirements for fitness for duty.	
Question 4.4: The Learner comply with all work health and safety policies including smoking, alcohol and drug use.	
Question 5.1: The Learner can recognise and communicate incident and injury statistics.	
Question 5.2: The Learner can report and prepare written records of incidents and injuries.	
Question 5.3: The Learner contribute to and participate in incident investigations.	
Question SK.1: The Learner listens to WHS instructions, clarify information and comply with reasonable requests associated with WHS policies and procedures.	
Question SK.2: The Learner can report safety issues to the relevant workers/management within the organisation.	
Question SK.3: The Learner can determine the safety requirements for equipment, plant, machinery and hazardous substances on site.	
Question SK.4: The Learner can read and comply with Safety Data Sheets and apply site safety requirements and procedures.	
Question SK.5: The Learner can identify unsafe manual handling practices and apply safer alternative methods.	
Question SK.6: The Learner participate in WHS consultation in the workplace with fellow workers and management.	
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.	
Question SK.8: The Learner is aware they cannot use alcohol or narcotics at work and complies with the relevant workplace polices.	
Question SK.9: The Learner can use emergency equipment including fire extinguishers, fire blankets, hoses, alarm systems and first aid equipment.	



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I am willing to be contacted if further verification of	my statements is required.		
I confirm the information provided is true and accurate to the best of my knowledge.			
Third Party Signature:	Date #1:		
Third Party Signature:	Date #2:		



List of activities completed by the Learner in the workplace. Control Traffic with Stop Slow Bat – RIIWHS205D	YES	NO
Question 1.1: The learner can access, interpret and apply site traffic plan procedures and ensure the work activity is compliant		
Question 1.2: The learner can obtain, confirm, clarify and apply work instructions		
Question 1.3: The learner can obtain, confirm, clarify and apply safety requirements		
Question 1.4: The learner can identify, obtain and implement signage and devices		
Question 1.5: The learner can select tools and equipment, check for serviceability and rectify or report and faults		
Questions 1.6: The learner can Identify, confirm, clarify and apply environmental protection requirements		
Question 2.1: The learner can position or confirm temporary traffic signs and barriers		
Question 2.2: The learner can direct and control traffic safely and to industry standard		
Question 2.3: The learner can control vehicles and pedestrian traffic and ensure their safety		
Question 2.4: The learner can monitor traffic, make adjustments for changing conditions and position waiting vehicles for smooth traffic flow		
Question 2.5: The learner can use hand held stop/slow bats		
Question 2.6: The learner can use visibly clear and unobstructed hand signals		
Question 2.7: The learner can Report traffic offenders		
Question 3.1: The learner can adjust communication device controls for optimum reception/transmission results		
Question 3.2: The learner can transmit messages clearly and concisely		
Question 3.3: The learner can maintain communication device power supply		



Questions 3.4:			П
The learner can check communications contact after nominated period of non-contact			
Questions 4.1:			
The learner can remove or cover signs and devices sequentially to provide warning to		–	ш
motorists during shutdown Question 4.2:			
	and aguinment		
The learner can clean, check, maintain and store tools and equipment		_	_
Question SK.1:			
The learner can follow site and equipment safety require	ements	U	Ш
Question SK.2:			
The learner can determine equipment types, characteris	stics, technical capabilities and		
limitations			
Question SK.3:			
The learner can explain operational and maintenance p	rocedures for equipment	u	
Question SK.4:			
The learner can describe and understand the effects of	travel speed and vehicle mass on		
stopping distances			
Question SK.5:			
The learner can interpret and implement safe work method statement			ш
Question SK.6:			
The learner can comply with Traffic Control Plans		u	Ш
Lundaratand the avidance/tooks the condidate has r	sorformed on which I am required		
I understand the evidence/tasks the candidate has p to comment.	berrormed on which I am required		
to comment.			
I am willing to be contacted if further verification of my statements is required.			
Tani wining to be contacted if further verification of my statements is required.		_	
I confirm the information provided is true and accur	ate to the hest of my knowledge		
1 committee information provided is title and accur		J	
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		
Question 1.2: The Learner can obtain, read, interpret, clarify and confirm work requirements		
Question 1.3: The Learner can identify, address and report potential risks, hazards and environmental issues and implement control measures		
Question 1.4: The Learner can select and wear personal protective equipment appropriate for the work activity		
Question 1.5: The Learner can identify, obtain and implement traffic control signage and devices		
Question 1.6: The Learner can select, and check for faults, tools and equipment to carry out tasks		
Question 1.7: The Learner can identify, confirm and apply environmental protection requirements		
Question 1.8: The Learner can check the designated traffic controllers' training and qualifications for currency		
Question 1.9: The Learner can advise traffic controllers of the traffic flow requirements		
Question 2.1: The Learner select traffic guidance scheme to suit site conditions, traffic volumes and work activities		
Question 2.2: The Learner determine and ensure adherence to work schedule, maximum traffic delays, signals and site communications		
Question 2.3: The Learner ensures signs and devices are correctly positioned on the approaches to the work area		
Question 2.4: The Learner ensures that signs and devices are positioned and displayed on each approach		
Question 2.5: The Learner ensures signs and devices are positioned and displayed laterally		
Question 2.6: The Learner ensures traffic is controlled effectively to protect the work crew		
Question 3.1: The Learner ensures traffic flow is monitored and effectiveness of guidance scheme determined		
Question 3.2: The Learner monitors work activities and provide guidance to adjust scheme		



List of activities completed by the Learner in the workplace. Implement Traffic Control Plans – RIIWHS302D	YES	NO
Question 3.3:		
The Learner can apply process for dealing with traffic controllers who fail to adhere to approved procedures		
Questions 3.4: The Learner can apply procedures to deal with offending motorists		
Questions 4.1: The Learner ensures traffic is controlled to protect work crew removing traffic control devices		
Question 4.2: The Learner ensures signs are removed in sequence to provide maximum warning during removal		
Question 4.3: The Learner ensures guidance scheme details are recorded and reported as required		
Question 4.4: The Learner ensures incidents are recorded and reported as required		
Question 5.1: The Learner ensures work area is appropriately cleared		
Question 5.2: The Learner ensures tools and equipment are cleaned, checked, maintained and stored		
Question SK.1: The Learner works effectively with others to undertake and complete the traffic management plans		
Question SK.2: The Learner can comply with written and verbal reporting requirements and procedures		
Question SK.3:		
The Learner can communicate clearly and concisely with others to resolve coordination requirements prior to commencing and during work activities	u	
requirements prior to commencing and during work activities Question SK.4: The Learner can has worked on and complied with State/Territory regulations on three separate live traffic projects		
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List of activities completed by the Learner in the workplace.		YES	NO
Implement Traffic Control Plans – RIIWHS302D			
Question SK.10: The Learner can use Safe Work Method Statements relevant to the traffic management			
industry]	
Question SK.11: The Learner can identify equipment types, their characteristics, technical capabilities and			
limitations	nice, teermiear capazinitee and		
Question SK.12:	91.992		
The Learner can identify site isolation and traffic control res	sponsibilities and authorities]	
Question SK.13:			
The Learner can identify quality requirements		J	_
Question SK.14:			
The Learner can apply civil construction terminology]	
I understand the evidence/tasks the candidate has performed on which I am required to comment.			
I am willing to be contacted if further verification of my statements is required.			
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Third Party Signature:	Third Party Signature: Date #1:		
Third Party Signature: Date #2:			



Logbook Template

Traffic Control and 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.

Traffic Control (Two Worksites Required):

		TGS Number:	HOLK001
Location:	HOLKER BUS WAY	ROL / Permit Number:	SOPA001
	HOMEBUSH	Timeframe of works:	3 HRS
Type of Work:	ACCESS CONTROL TO CONSTRUCTION ZONE	Supervisor Initials:	
Date:		TGS Number:	HOLK002
Location:	HOLKER BUS WAY	ROL / Permit Number:	SOPA001
	HOMEBUSH	Timeframe of works:	3 HRS
Type of Work:	LANE CLOSURE / DETOUR / CONTRAFLOW	Supervisor Initials:	

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

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

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

