**Certificate of Competency**

**Application Form**

Applicants must complete the form as stipulated for a Certificate of Competency awarded by SoRSA using the Portfolio of Evidence Route as defined in the latest Highways England DMRB guidance.

An applicant is required to provide a Portfolio of Evidence based on the requirements set out in latest DMRB guidance “Road Safety Audit”. The Portfolio should be sufficiently detailed to ensure that the SoRSA Membership Committee can determine the application and fully satisfy the requirements of the Standard.

**Your application and submitted documents must be in an electronic format** and should be e-mailed to [membership@ciht.org.uk](mailto:membership@ciht.org.uk)

**Section A: Applicants Personal and Contact Details**

Note: Existing Members/Fellows of SoRSA should only supply their name, email address and details of any changes since their original Application for Membership or Annual Review whichever is most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** |  | **Surname:** |  |
| **Forename(s)** |  | | |
| **Job Title:** |  | | |
| **Company/Authority** |  | | |
| **Work or home address: (Please specify which)** |  | | |
| **Contact telephone number:** |  | | |
| **Contact email address:** |  | | |
| **Brief description of your responsibilities** |  | | |

**General Data Protection Act 2018**

The information you provide in this form is required to communicate with members to fulfil the requirements of the Chartered Institution of Highways and Transportation’s (CIHT) Memorandum and Articles of Association. The CIHT is required by the GDPA to ensure that such data is accurate and up to date and you are requested to inform the Education & Membership Department of any changes. Neither the Chartered Institution of Highways and Transportation or the Society of Road Safety Auditors sell our contact lists.

To review CIHT’s membership terms and conditions (please see here - https://www.ciht.org.uk/terms-and-conditions/) and privacy statement (please see here - https://www.ciht.org.uk/privacy-statement/) that indicate how we use data and store personal details.

**Section B: Professional Institution Membership**

Note: Existing Members/Fellows of SoRSA do not need to supply this information unless something has changed since your original Application for Membership or Annual Review whichever is most recent.

|  |  |  |
| --- | --- | --- |
| **Are you currently a Member/Fellow of CIHT?** *Delete**as applicable* | **Yes** | **No** |
| **If you are a Member/Fellow of CIHT, what is your Membership Number?** |  | |

|  |  |  |
| --- | --- | --- |
| **Are you currently a Member/Fellow of SoRSA?** *Delete as applicable* | **Yes** | **No** |
| **If you are a Member/Fellow of SoRSA what is your current Grading?** |  | |

|  |
| --- |
| **Please provide details of Memberships of other professional institutions, including your Grade and date of election.** |

**Section C: Professional Qualifications**

Note: Existing Members/Fellows of SoRSA do not need to supply this information unless something has changed since your original Application for Membership or Annual Review whichever is most recent.

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| --- |
| **Please provide details of your professional qualifications, including the Awarding body and date of award.** |

**Section D: Background Experience**

Note: Existing Members/Fellows of SoRSA are not required to supply the following information.

Please provide a short resume (maximum 500 words) outlining your overall experience in **Highways and** **Traffic Engineering Design** and demonstrating that your existing training, skills and experience meets with the latest DMRB guidance “Road Safety Audit”. CVs or continuation sheets are NOT acceptable.

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Please provide a short resume (maximum 500 words) of your **Collision Investigation and Road Safety** **Engineering** experience as defined in **latest DMRB guidance “Road Safety Audit”**.

Reference needs to be made to demonstrate that you have undertaken Collision Investigation and Road Safety Engineering on a regular basis in the previous 24 months. Please include dates and identify duties undertaken. CVs or continuation sheets are NOT acceptable.

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| **Section E: Examples of 5 Collision Investigation and Road Safety Engineering projects**  **Note: Existing Members/Fellows of SoRSA who have been successful in their Annual Review should only supply details of projects completed since submission of their Review.**  You must show how you meet the Collision Investigation and Road Safety Engineering experience guidance set out in the latest DMRB guidance “Road Safety Audit”. At least one example should demonstrate relevant work undertaken in the last 24 months | | | |
| **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.**

**Section F: Core Modules**

You must demonstrate that you have an acceptable level of knowledge and experience of the four Core Modules as listed below.

You should firstly assess your level of knowledge and experience, including your expertise, for each of the three Core Modules as Knowledge or Experience using the following Assessment Criteria:

|  |  |
| --- | --- |
| **Self Assessment of Your Level of Understanding** | **Brief Description of Level of Knowledge, Experience and Expertise** |
| ***Knowledge*** | Have an understanding and knowledge of the subject and the method and context of its application to Road Safety Audit |
| ***Experience*** | Have a significant level of practical experience, expertise and achievement in the subject, the context of its application to Road Safety Audit and an ability to produce a coherent and comprehensive report. |

You should then demonstrate your knowledge and experience, including your expertise, for each of the four Core Modules in support of your Assessment. The information provided demonstrating your knowledge, experience and expertise shall not exceed 1000 words for each of the Core Modules. Supporting documents should be provided where necessary.

You should note your application will be assessed against your own Assessments for each of the four Core Modules and as a whole. Successful applicants will need to demonstrate, at least, a sound knowledge in each of the four Core Modules.

**Applicants are encouraged to make use of bullet points**

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| **Section F1: Core Module 1: Road Safety Legal Issues, Legislation and Policy** |
| **Example Module Content**  Review of the reasons why Road Safety Audit is undertaken, in terms of:   * The 1980 Highways Act and 1988 Road Traffic Act; * Introduction to the 2007 Road Death Investigation Manual; * The Corporate Manslaughter Act and Corporate Homicide Act 2007; * The Manslaughter by Gross Negligence Common Law; * The EC Directive 2008/96/EC; and * Road Safety Policies, Targets and Strategies. |
| **Self Assessment of Your Level of Knowledge and Experience**  Knowledge/Experience *(delete as appropriate)* |
| **Applicants Evidence** (in between 500 and 1000 words)  *Continue on next page* |

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| **Section F2: Core Module 2: Collision Investigation** |
| **Example Module Content**   * Understanding and applying collision investigation techniques; and * Update on any developments in collision trends. |
| **Self Assessment of Your Level of Understanding, Experience and Expertise**  Knowledge/Experience *(delete as appropriate)* |
| **Applicants Evidence** (in between 500 and 1000 words) |
| **Section F3: Core Module 3: Road Safety Audit** |
| **Example Module Content**  This module should focus on areas for improvement and clarification of known potential issues. It should cover:   * Roles and Responsibilities; * Road Safety Audit administration and practice; and * Road Safety Audit reporting. |
| **Self Assessment of Your Level of Understanding, Experience and Expertise**  Knowledge/Experience *(delete as appropriate)* |
| **Applicants Evidence** (in between 500 and 1000 words)  *Continue on next page* |
| **Section F4: Core Module 4: Road Safety Engineering/Road Design** |
| **Example Module Content**  This module should cover the developments in Road Safety Engineering and its influence on road design, with focus on the motorway and trunk road network/high speed routes/TERN and local authority major roads. The EC Directive specifically requires training and experience in road design. Road Safety Auditors should understand the Highways England Design Manual for Roads and Bridges (DMRB) design Standards, and how good design principles reduce collision risk. The module could include the following:  Road/Junction Geometry and Design   * Design Speed; * Horizontal and vertical alignment, including cross sections, drainage, Stopping Sight Distances and adverse camber; * Appropriateness of junction type; and * Road Surfaces, including the use of high friction surfacing.   Roadside Features   * Passive infrastructure; * Road Restraint Systems and guard railing; * Landscaping; and * Highway lighting.   Facilities for Vulnerable Road Users   * Pedestrian/Cycling/Equestrian Facilities; and * Mobility and Visually Impaired. |
| **Self Assessment of Your Level of Understanding, Experience and Expertise**  Knowledge/Experience *(delete as appropriate)* |
| **Applicants Evidence** (in between 500 and 1000 words) |

**Section G: Formal Road Safety Training**

**Note: Existing Members/Fellows of SoRSA do not need to supply this information, unless further Training has been attended since initial membership Application or Annual Review, whichever is most recent.** For definition of what constitutes Training and/or CPD see Notes pages.

Copies of certificates of attendance **must** be provided.

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| **Formal Courses\* in Road Safety Audit/Collision Investigation and**  **Prevention/Road Safety Engineering** | **Days** | **Date** | **Organiser** |
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\*Formal courses do not include seminars, conferences, exhibitions, etc, but these may be recorded as CPD below if completed within the last 12 months. **Please use a continuation sheet if you need more space to demonstrate a total of 10 days formal training if required.**

**Section H: Continuing Professional Development**

**Note: Existing Members/Fellows of SoRSA need only provide information of CPD attended since submission of their Membership Application or Annual Review, whichever is most recent.**

Copies of certificates of attendance and short lessons learnt reports **must** be provided, outlining what was learnt and how you have used or will use this new knowledge in your work, template attached.

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| **Other Road Safety Audit/Collision Investigation & Prevention/Road Safety Engineering CPD undertaken in the last 12 months** (this must be within 12 months of the date of your submission) | **Days** | **Date** | **Organiser** |
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1. For the purposes of this application, CPD must conform with the conditions set out in the latest DMRB guidance “Road Safety Audit”.
2. Please use a continuation sheet if you need more space to demonstrate that you have achieved a minimum of 2 days (12 hours) relevant CPD in the last 12 months.

**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:**

**Section J: Road Safety Audits**

Please list a **MINIMUM** of 5 Road Safety Audit reports written by you. These should, where possible focus on the TERN / UK Motorways and Trunk Road (preferred) or local authority high speed roads and have been carried out during the last 24 months. The Audits listed should desirably include examples across the range of Audit Stages and scheme types and should contain a minimum of 6 different Problems.

Where an Auditor does not have experience of audits on TERN / UK Motorways and Trunk Roads, a special case must be made for the use of Road Safety Audits that have been carried out on local authority high speed routes and **this must be agreed** by the SoRSA Membership Secretary in advance of a submission of a Certificate of Competency application.

For all Road Safety Audit reports submitted, please clearly indicate whether the Audit was undertaken on schemes being introduced on the UK Motorway and Trunk Road network; the TERN network; inter-urban high speed non-trunk roads or local authority major routes.

You should be aware that the information provided must be sufficient for the Certificate of Competency Review Panel to assess your ability as a road safety auditor. **The reports should contain a sufficient number of PROBLEMS (minimum of 6 problems) to enable the Review Panel to be able to judge how you describe the problem and the appropriateness of the recommendation.**

**You MUST provide copies of TWO of either the listed Audit reports or those previously listed on your Annual Review form. These should be at different Audit Stages, include their problem location plans and Audit Briefs.** **You** **must ensure that the Audit reports submitted were written by yourself as a member of the Audit Team.** Your sponsor will need to confirm that the reports were written by you. Checklist attached for compliance to GG119.

SoRSA reserves the right to request the provision of additional examples of your Audit work or further documents to support your application. Any additional examples requested will be drawn from the information you provide.

SoRSA will respect Client confidentiality.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Scheme Name and Client*** | ***Date*** | ***Leader/Member*** | ***Report Author/***  ***Checker*** | ***Stage*** | **Brief description of scheme and notable issues raised (approx. 50 – 100 words per scheme)**. |
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***Continue on additional sheets if necessary***

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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. |  |
| RSA team acceptance of the brief (media type & date) |  |
| Has the process been 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 of mitigate the identified RSA problem. Recommendations shall not use the words ‘consider’ and ‘must’. |  |
| The recommendation must begin with ‘It is recommended that….’ |  |
| 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. |  |

**Section K: DECLARATIONS**

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

I declare that the information as to my qualifications and work experience submitted with this application form is, in every respect, complete and accurate. I also confirm that I wrote or reviewed the Audit report submitted.

If I am not a member of CIHT Membership route, I confirm that I agree to be bound by the [**rules and codes of conduct**](https://www.ciht.org.uk/become-a-member/ciht-membership-for-individuals/membership-code-of-conduct/) **of** the Chartered Institution of Highways and Transportation (CIHT).

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 Signature …………………………………………………… Date......................................**

**IMPORTANT UNDERTAKING TO BE SIGNED BY THE APPLICANTS SPONSOR**

Applications for Certificate of Competency via SoRSA must be sponsored by a current Member or Fellow of SoRSA or an individual recognised in the profession, e.g. a chartered member of an Institution registered with the Engineering Council. **The sponsor must be willing to vouch for the abilities of the candidate to meet the requirements the Certificate of Competency** **and may be contacted by the SoRSA Membership Secretary as part of the application process.**

The applicant should also be personally known to the Sponsor in a professional capacity.

I confirm that the evidence and information provided **by** ............................................................ in this application is complete and true to the best of my knowledge.

I also confirm that ....................................................... has undertaken the Road Safety Audits and other activities/projects highlighted in this application and has written or reviewed the Audit report submitted as part of this application.

**Sponsors Name:** ..............................................................

**Sponsors Signature:** ......................................................... **Date:** ...............................................

**Qualifications**: ……………………………………………………………..

**Sponsor Contact Details** *Telephone and/or e-mail address*:

.......................................................................................................................................................

**PAYMENTS**

**Cost of Assessing a Certificate of Competency Application (as of 01 January 2019)**

A fee of £125.00 (£100.00 for CIHT members) is applicable for **all** applicants.

I am enclosing a cheque (made payable to CIHT) for £…………………..

## Please charge my Credit Card with the sum of £…………………………

Only MasterCard/Visa card is accepted. *Please tick one box*: MasterCard Visa card

Print Name on card if different to Members name:

Card No.

Card Expiry Date:

Security Code:

**Signature: ………………………………………… Date: ………………………………**

**GENERAL DATA PROTECTION ACT (GDPA) 2018**

The information you provide in this form is required to enable CIHT and its regions to communicate with members, and to fulfil the requirements of CIHT’s Charter and Bye Laws. CIHT is required by the GDPA 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/en/privacy**.

**Authorisation**: I give my permission for CIHT to hold the information provided in this form on its membership database and use it to communicate with me regarding relevant services. I agree to inform CIHT of any changes to this information in accordance with the General Data Protection Act 2108.

**Signature: ………………………………………… Date: ………………………………**

**NOTES**

**Quality Reviews**

The Certificate of Competency Review process will be reviewed on an annual basis by an at least 2-person Panel formed of persons trained in accordance with ISO 9001. The Review will include the assessment and management process used to ensure a consistency of approach and compliance with the requirements. Changes will be made to these processes as necessary.

**Reviewer’s Assessment Forms**

Successful or unsuccessful applicants may request copies of the Reviewer’s Assessment Forms. Requests should be forwarded in writing to the SoRSA Membership Secretary.

**Sponsorship of Application**

Applications for Certificate of Competency via SoRSA must be sponsored by a current Member or Fellow of SoRSA or an individual recognised in the profession, e.g. a chartered member of an Institution registered with the Engineering Council. The sponsor must be willing to vouch for the abilities of the candidate to meet the requirements the Certificate of Competency and may be contacted by the SoRSA Membership Secretary as part of the application process.

The applicant should also be personally known to the Sponsor in a professional capacity.

**Definitions**

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

**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.

**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 practitioners life.’

See <http://www.ciht.org.uk/en/education-training/continuing-professional-development/> for details on what constitutes CPD. In addition to this list, the following forms of training are also acceptable CPD arrangements:

* Courses leading to relevant qualifications;
* Attendance at relevant professional society branch meetings;
* Distance Learning packages;
* Structured (not routine) reading on particular themes or topics;
* Lecturing on relevant topics;
* Active involvement in CIHT (and similar professional bodies) Boards and Panels;
* Acting as a consultant on topics of relevant professional interest;
* Secondment to a post which adds relevant knowledge and expertise;
* Giving relevant CPD presentations to colleagues;
* Giving relevant careers presentations to educational establishments;
* Structured in-house training sessions; and
* Structured in-house training not leading to a formal and certificated qualification.

**Appeals**

Any applicant who has their application for a Certificate of Competency rejected is entitled to appeal against that decision.

An Appeals Panel will consider the appeal. The Panel will be appointed by the SoRSA Chairman and will be independent of the Certificate of Competency Review Panel. The SoRSA Chairman or Vice Chairman will chair the Appeals Panel. One member of the Panel will be independent of SoRSA and will probably be a senior member of CIHT who is not involved in Road Safety Audit activities.

The fee payable for an appeal to be conducted is £50. The appeal fee may be repaid, in whole or part, if the appeal is successful.

The Appeal’s Panel verdict is final.

**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)