

## Applicant Checklist prior to submission

Have you included: -

- a) A completed and signed Annual Review form
- b) A copy of your CIHT receipt
- c) Copies of certificates (where provided) **and a 'Lessons Learnt' report for each CPD entry** on what you have learnt and how you have or intend to use this new knowledge in your work must be supplied.  
If **'self-reading'** is being used it should be structured, listing relevant topics and a 'Lessons Learnt' report provided
- d) A copy of a Road Safety Audit report written by **YOU** in the last 24 months which has not previously been submitted which is compliant to the latest DMRB' Road Safety Audit' Standard (or your local standard). The report should contain a minimum of 6 different types of problems. A maximum of 2 reports may be supplied to reach this number of problems. (See overleaf)
- e) A copy of the local standard if it differs to DMRB GG 119 Rev 2

Please remember to check your acceptance emails from last year to ensure comments that were made on your 2023 Annual Review are not repeated this year. Continued failure to take onboard SoRSA comments on your Annual Review will result in your membership being revoked.

	<b>Does the Road Safety Audit report include the following?</b>	<b>Yes or No (if no provide details)</b>
1	Is the submitted RSA undertaken to GG 119?	
2	Inclusion of Table D1 (GG119)	
3	Identification of the RSA Stage including a unique reference document number and any details of revisions	
4	A brief description of the highway scheme including details of its location and objective	
5	Details of who supplied & approved the audit brief, who approved the audit team.	
6	Was the process followed for third party lead RSA's? if applicable	
7	Identification of the RSA team membership, as well as the names of other contributing such as the Police, maintaining Agent, specialist advisors	
8	Identification of Certificate of Competence accreditation	
9	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)	
10	The terms of reference of the RSA (Copy of relevant standard to be provided in English if not GG119)	
11	Has a review of any previous RSA been carried out and actions noted?	
12	The Audit team statement as given in GG119 Appendix D or to the terms identified earlier	
13	A list of the documents and drawings provided with the audit brief	
14	A clear location plan based on a scheme plan, marked up and referenced clearly to the problems in the report and photographs, if available	
15	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.	
16	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'.	
17	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.	