



Part 8 of the Traffic Control Devices Manual (TCD Manual)

Code of Practice for Temporary Traffic Management (CoPTTM)

(CoPTTM) - (SP/M/010)

Fourth Edition - Technical Note: Changes to the recognition of previous experience (ROPE) process

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Circulation	Regional Operations Managers, holders of the Code of Practice for Temporary Traffic Management and NZTA website. Please forward to your consultants and contractors
Objective	To update the ROPE process for the July 2015 version of the Fourth Edition of the CoPTTM.
Effective date	1 st November 2016
Reminder for all holders	It is important to keep holders of our documents up to date.

Background

In 2014 a review of the ROPE applications revealed that many of the STMS 'experiences' were not recorded, in short there was no evidence to support the STMS claim. Companies were only recording the correct STMS on the on-site record, but not the TMP. Rather than knock back potentially valid claims, on 1st April 2014 NZTA made it a mandatory requirement to provide on-site records for the 'experience' claimed with the application.

Many firms have fully met the requirement and their staff have had their qualifications renewed without any issues arising. Unfortunately, the record keeping of some firms has been rather poor and specific recording issues identified include:

- Inconsistent dates (a few)
- Inconsistent times e.g. post installation inspection at the same time as the start time on the application (a lot)
- Operating outside TMP times/dates (a few)
- Missing road details (a lot particularly side roads)
- Missing and/or inconsistent TSL details eg a 50m long TSL for an MTC operation (a lot)
- Ticks in inspection boxes when the diary shows problems (most records show no problems and no diary notes):
 - Lack of detail of when and how problems were fixed (a few)
 - No post removal inspection recorded (most).

NZTA has evidence that where record keeping is lax, the safety culture is often poor. To ensure that all firms have high standards the assessor has been asked to ensure the following requirements continue to be met in all ROPE applications:

- Applicants must not have received a NNC within 12 months of application
- Candidates must not receive poor or inconsistent feedback from referees
- Candidates must not operate after the expiry date of previous L2/3 STMS qualification
- A candidate is ineligible if a ROPE was awarded on previous occasion that L2/3 STMS qualification was renewed
- A rope will not be awarded where the candidate fails to provide a daily on-site records for each of the claimed operations.

For applications where the on-site records that are dated after 1st November 2016, the assessor will be required to disallow the following:

- Operations outside dates or times of approved TMPs, however site records showing approved extensions will be accepted.
- Inaccurate records for TSL locations, lengths and times for all affected roads.
- Use of incomplete TMP forms that do not have all of the fields required by CoPTTM, however, personalised company formats that provide the correct fields will be accepted.
- Failing to notify the RCA (TMC) of:
 - the actual dates of operations, and
 - correct name and telephone number of the STMS
- Where there is frequent failure to fully complete the daily on-site records. This will include items such as:
 - Recording all affected road start and finish points and names
 - Accurately recording dates and start times
 - Carrying out and recording inspections at least every 2 hours including post removal inspection
 - Fully recording issues both in tick boxes and diary.

Note: Operations on level 2 low speed (2LS) roads may be used in the ROPE application.