

PROPOSED TIMETABLE

DEVELOP DRAFT EDITION 4 COPTTM

ACTION	WHO	WHEN BY
Complete amendments – Section B	Edit team	7 Jan 2011
Issue Section C (Static operations) for review	Edit team	4 Feb 2011
Issue Section D (Mobile operations) for review	Edit team	18 Feb 2011
Return proposed amendments - Section C	Reference group	11 Mar 2011
Reference group meeting to review Section C amendments	Reference group	16 Mar 2011
Complete amendments – Section C	Edit team	28 Mar 2011
Return proposed amendments - Section D	Reference group	31 March
Reference group meeting to review Section D amendments	Reference group	6 April 2011
Complete amendments – Section D	Edit team	20 April 2011
Section E (Appendices) completed as each section is developed	Edit team	29 April 2011
Complete layout of diagrams: <ul style="list-style-type: none"> Section F Level 1 - including Level 1 field book (Stella Associates) Section G Level 2 (Dean Hurford) Section H Level 3 (Dean Hurford) 		11 February to 20 April
Issue layout diagrams to Reference Group for: <ul style="list-style-type: none"> Section F Level 1 Section G Level 2 Section H Level 3 	Edit team	20 April 2011
Return proposed diagram amendments for: <ul style="list-style-type: none"> Section F Level 1 Section G Level 2 Section H Level 3 	Reference group	26 May 2011
Reference group meeting to review layout diagrams for: <ul style="list-style-type: none"> Section F Level 1 Section G Level 2 Section H Level 3 	Reference group	31 May 2011
Complete amendments to layout diagrams: <ul style="list-style-type: none"> Section F Level 1 	Edit team	3 June

<ul style="list-style-type: none"> • Section G Level 2 • Section H Level 3 		
Section I (Specific Activity procedures and diagrams) will be made available on the internet only and will not go through the normal edit process at this stage		

LAYOUT AND PROOF READING

NZTA Coms completes layout and proof reading of Sections A and B	NZTA Coms	14 Jan 2011 to 28 Mar 2011
Check layout and editing changes from NZTA Coms for Sections A and B	Edit team	1 April 2011
NZTA Coms completes layout and proof reading of Section C	NZTA Coms	28 Mar 2011 to 30 April
Check layout and editing changes from NZTA Coms for Section C	Edit team	6 May 2011
NZTA Coms completes layout and proof reading of Section D	NZTA Coms	20 April 2011 to 6 May
Check layout and editing changes from NZTA Coms for Section D	Edit team	6 May 2011
NZTA Coms completes layout and proof reading of Section E, F, G, and H	NZTA Coms	3 June to 15 June 2011
Check layout and editing changes from NZTA Coms for Section E, F, G, and H	Edit team	20 June 2011

FINALISE EDITION 4 COPTTM

ACTION	WHO	WHEN BY
Final Draft COPTTM 4 th Edition submitted to IRG for approval to release to industry for consultation	Edit team	23 June 2011 meeting
Final Draft COPTTM 4 th Edition made available for industry comment through the IRG and RCA Forum	Edit team and industry members	27 June 2011
Industry comments to the edit team	Industry	27 July 2011
Make final amendments to Final Draft COPTTM 4 th Edition		
Final Edition 4 COPTTM issued by National Traffic and Safety Manager (NTSM) - available on NZTA website	NTSM Edit team	15 August 2011
Printed copies can be ordered directly from website		