**COLOUR_SoRSA_logo (A4)**COLOUR_ciht_logo (Custom A4)

|  |
| --- |
| **Scheme**  **Stage X Road Safety Audit**  **Response Report** |

*Scheme Photo or Company Front Page*

**Date: xx Month 202x Revision: 1.0**

Document Control

|  |  |
| --- | --- |
| Document Title | *Scheme*  *Stage X Road Safety Audit Response Report* |
| **Author** | *Name* |
| **Reference Number** | *Report Reference Number* |
| **Owner** | *Name* |
| **Revision** | *1.0* |
| **Document Status** | *Final* |
| **Control Date** | *xx Month 202x* |

**Record of Issue**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Issue** | **Status** | **Author** | **Date** | **Check** | **Date** | **Issued** | **Date** |
| 1 |  |  | xx.xx.xx |  | xx.xx.xx |  | xx.xx.xx |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Distribution**

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Contact** | **Copies** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Table of Contents

[1. Project Details 4](#_Toc74818066)

[1.1 Project Details 4](#_Toc74818067)

[1.2 Authorisation Sheet 4](#_Toc74818068)

[2. Introduction 5](#_Toc74818069)

[2.1 Background 5](#_Toc74818070)

[2.2 Key Personnel 5](#_Toc74818071)

[3. Items Raised At The Stage 2 Audit 6](#_Toc74818072)

[3.1 General 6](#_Toc74818073)

[3.2 Local Alignment 7](#_Toc74818074)

[3.3 Junctions 7](#_Toc74818075)

[3.4 Non-Motorised User Provision 8](#_Toc74818076)

[3.5 Road Signs, Carriageway Markings, and Lighting 9](#_Toc74818077)

[4. Design Organisation Statement 10](#_Toc74818078)

[5. Overseeing Organisation Statement 11](#_Toc74818079)

1. Project Details
   1. Project Details

|  |  |
| --- | --- |
| **Report Title:** | *Scheme*  *Stage X Road Safety Audit Response Report* |
| **Date:** | *xx Month 202x* |
| **Document Reference & Revision:** | *Report Reference Number*  *Rev. – 1.0* |
| **Prepared By:** | *Name* |
| **On Behalf of:** | *Company* |

* 1. Authorisation Sheet

|  |  |
| --- | --- |
| **Project** | *Scheme* |
| **Report Title:** | *Scheme*  *Stage X Road Safety Audit Response Report* |
| **Prepared By:** |  |
| **Name:** | *Name* |
| **Position:** | *Position* |
| **Organisation:** | *Company* |
| **Signed:** | *Signature* |
| **Date:** | *xx Month 202x* |
| **Approved By:** |  |
| **Name:** | *Name* |
| **Position:** | *Position* |
| **Organisation:** | *Company* |
| **Signed:** | *Signature* |
| **Date:** | *xx Month 202x* |

1. Introduction

* 1. Background
     1. This Road Safety Audit Response Report results from a Stage X Road Safety Audit carried out on the *Scheme*. The Road Safety Audit has been undertaken at the request of *xxx*, the *Overseeing Organisation Project Manager*. The audit was carried out during *Month 202x*.
     2. The scheme is to *– Brief description of the scheme that was audited*.
     3. The Design Team have carefully considered the problems and recommendations raised in the Stage X Road Safety Audit Report. This Response Report includes all the problems and recommendations raised by the Road Safety Audit Team, as well as the Designer’s Response, the Overseeing Organisation Response and Agreed Actions to the issues raised.
  2. Key Personnel
     1. Overseeing Organisation

*Overseeing Organisation Project Manager – Name*

* + 1. Road Safety Audit Team

Audit Team Leader – *Name – Position*

Audit Team Member – *Hugh Turner – Senior Engineer*

* + 1. Design Organisation.

*Position – Name*

1. Items Raised At The Stage 2 Audit

* 1. General
     1. PROBLEM 1

Location A: *Copy from Road Safety Audit Report*

Summary: *Copy from Road Safety Audit Report*.

*Copy from Road Safety Audit Report*

RSA RECOMMENDATION

*Copy from Road Safety Audit Report*.

DESIGN ORGANISATION RESPONSE

*Agree/Disagree – Designers Response*.

OVERSEEING ORGANISATION RESPONSE

*Agree/Disagree – Overseeing Organisation Project Managers Response*.

AGREED RSA ACTION

*Agreed action to the problem raised*.

* 1. Local Alignment
     1. *No specific road safety issues have been identified at this stage.*
  2. Junctions
     1. PROBLEM 2

Location A: *Copy from Road Safety Audit Report*

Summary: *Copy from Road Safety Audit Report*.

*Copy from Road Safety Audit Report*

RSA RECOMMENDATION

*Copy from Road Safety Audit Report*.

DESIGN ORGANISATION RESPONSE

*Agree/Disagree – Designers Response*.

OVERSEEING ORGANISATION RESPONSE

*Agree/Disagree – Overseeing Organisation Project Managers Response*.

AGREED RSA ACTION

*Agreed action to the problem raised*.

* 1. Non-Motorised User Provision
     1. PROBLEM 3

Location A: *Copy from Road Safety Audit Report*

Summary: *Copy from Road Safety Audit Report*.

*Copy from Road Safety Audit Report*

RSA RECOMMENDATION

*Copy from Road Safety Audit Report*.

DESIGN ORGANISATION RESPONSE

*Agree/Disagree – Designers Response*.

OVERSEEING ORGANISATION RESPONSE

*Agree/Disagree – Overseeing Organisation Project Managers Response*.

AGREED RSA ACTION

*Agreed action to the problem raised*.

* 1. Road Signs, Carriageway Markings, and Lighting
     1. PROBLEM 4

Location A: *Copy from Road Safety Audit Report*

Summary: *Copy from Road Safety Audit Report*.

*Copy from Road Safety Audit Report*

RSA RECOMMENDATION

*Copy from Road Safety Audit Report*.

DESIGN ORGANISATION RESPONSE

*Agree/Disagree – Designers Response*.

OVERSEEING ORGANISATION RESPONSE

*Agree/Disagree – Overseeing Organisation Project Managers Response*.

AGREED RSA ACTION

*Agreed action to the problem raised*.

1. Design Organisation Statement

|  |  |
| --- | --- |
| On behalf of the Design Organisation I certify that:  1) The RSA actions identified in response to the Road Safety Audit Report have been discussed and agreed with the Overseeing Organisation. | |
| **Name:** | *Name* |
| **Position:** | *Position* |
| **Organisation:** | *Company Name & Address* |
| **Signed:** | *Signature* |
| **Date:** | *xx Month 202x* |

1. Overseeing Organisation Statement

|  |  |
| --- | --- |
| On behalf of the Overseeing Organisation I certify that:  1) The RSA actions identified in response to the Road Safety Audit Report have been discussed and agreed with the Design Organisation; and  2) The agreed RSA actions will be progressed | |
| **Name:** | *Name* |
| **Position:** | *Position* |
| **Organisation:** | *Overseeing Organisation Name & Address* |
| **Signed:** | *Signature* |
| **Date:** | *xx Month 202x* |