Road Traffic Manager (RTM) Mentoring Checklist

One of the pre-requisites to become an RTM is that the aspiring RTM will be required to satisfactorily carry out one or more TMP audits under the mentorship of an accredited RTM (mentor). The mentoring process is used to assist the aspiring RTM in the preparation of the TMP Audit report.

The role of the Mentor is to support the aspiring RTM in the preparation, execution and presentation of the TMP compliance and suitability audit report.

The aspiring RTM should meet with the mentor before the start of the audit to clarify and confirm the roles that each will have during the audit.

The aspiring RTM will be required to lead the audit and prepare the report. It shall be the Mentor’s responsibility to check over the final report ensuring it follows the requirements of the Austroads Road Safety Audit Guidelines, Traffic Management for Works on Roads Code of Practice and the Client’s brief.

The Mentor may need to assist the aspiring RTM if required by making suggestions during the conduct of the audit about the process being followed, the findings of the audit and/or preparation of the report. In extreme circumstances the Mentor may need to take over leading the team in order to achieve a satisfactory report, but this should be a last resort.

The Mentor will be required to complete a mentoring of trainee checklist immediately after the completion of each audit. On the application the aspiring RTM is to forward the mentored audit report(s) together with checklists with their application to become a Main Roads accredited RTM.

Before forwarding the completed checklist to Main Roads, the aspiring RTM must sign the checklist, indicating whether or not they agree with it or if not, why not.

**Temporary Traffic Management Audit - Checklist for Mentoring of aspiring RTMs**

*This section to be completed by the Mentor.* Please answer these questions about the aspiring RTMs performance when undertaking the TMP Audit. If the performance was less than satisfactory for any of the criteria, please give an explanation. Your assessment will be used by the RTM Panel in deciding whether to support a Trainee’s application to be an RTM.

Name of Trainee Name of Mentor

Project Audited

1. How did the Trainee perform regarding the following aspects of the audit:

a. Leading the Audit?

b. Understanding the project?

c. Meeting the Project Manager/Designer at the Commencement Meeting?

d. Identifying road safety and traffic management issues?

e. Preparing the report, including structure, clarity, recommendations and the CAR?

f. Presenting the findings?

2. Do you consider that the Trainee has shown the necessary capability to lead audit teams and prepare TMP compliance and suitability audit reports in the future without the support of a Mentor?

Signed (Mentor) Date

*This section to be completed by the Trainee Team Leader.* Do you agree with the above assessment by your Mentor? If not, please say why not.

Signed (Trainee Team Leader) Date

The mentor should forward the completed checklist to the Main Roads WA Road Safety Policy Coordinator, via [roadsafety@mainroads.wa.gov.au](mailto:roadsafety@mainroads.wa.gov.au).