



Inspection and Documentation of Temporary Traffic Control

A. Documenting Inspections

Monitoring work zone traffic control should be a priority for all transportation agencies. Observations cannot be substantiated unless properly recorded. Inspections and documentation should always be current and accurate. Entries should be brief and factual (no opinions). Never erase mistakes; always cross out errors and make corrections (eraser marks in a diary may raise credibility concerns). Consider taking a video or photographs of the traffic control immediately after it's installed. The TTC Zone Checklist below can be used to help with this documentation process.

Temporary Traffic Control (TTC) Zone Checklist

Project: _____ Inspector's Name: _____
Date: _____ Time of Day: _____

Overall appearance of TTC Zone: _____

A. DRIVE THRU

- Maneuvers easy to follow?
- Adequate warnings of hazards?
- Signing clear?
- Traffic control devices sufficiently visible?
- Consistent with traffic control plan?
- Comments: _____

B. SIGNS

- Need to be removed/repositioned/covered?
- Need to be cleaned/replaced?
- Need additional signs?
- Existing signs need to be covered?
- Sign supports crashworthy?
- Adequate retroreflectivity?
- Correct size?
- Correct spacing?
- Consistent with traffic control plan?
- Comments: _____

C. CHANNELIZING DEVICES

- Adequate taper length?
- Device spacing?
- Need for additional devices?
- In need of repair/cleaning/replacement?
- Adequate retroreflectivity?
- Consistent with traffic control plan?
- Comments: _____

D. ARROW BOARDS

- All elements burning?
- Placement?
- Alignment?
- Capable of dimming?
- Consistent with traffic control plan?
- Comments: _____

E. PAVEMENT MARKINGS

- Conflicting markings?
- Retroreflective?
- Proper width and length?
- Comments: _____

F. FLAGGING

- High visibility clothing?
- Positioned appropriately?
- Proper equipment?
- Professional behavior?
- Comments: _____
- Corrective action required? _____
- Urgent? _____
- Within 3 days? _____
- Within _____ days?

Comments: _____

Signed: _____

B. Documenting Crashes in the Work Zone

When establishing any documentation procedure for work zone crashes, ensure supervisory and legal staff are aware of these records. Special documentation for work zone crashes should consider using this guidance:

- Develop and follow standard procedures.
- Establish and maintain a relationship with local law enforcement.
- Record all pertinent information, but only facts - not opinions.
- Use standard forms, if available.
- Supplement with photos and police reports.
- Describe any resultant revisions in temporary traffic control.
- Analyze any crash data at the completion of the project.