



APPLICATIONS PROCESS

&

PROCEDURES

IHE REGISTER OF ROAD SAFETY AUDITORS

Introduction

This document sets out the application process, quality approach and appeals procedure that will be followed with regard to applications for the following:

- IHE Register of Road Safety Auditors

This document also provides details of 3 separate levels of Road Safety Auditor competency and sets out the requirement to demonstrate on an annual basis continual competency and development in the fields of Road Safety Audit, Collision Investigation and Road Safety Engineering.

The IHE Register of Road Safety Auditors is overseen by the Institute's Membership & Qualifications Committee.

The IHE Register of Road Safety Auditors is open to all appropriately competent corporate members of a relevant professional body.

Registrants must remain a corporate member of IHE or another relevant/similar institute in order to stay on the Register.

The IHE Register of Road Safety Auditors recognises competent Road Safety Auditors, in line with Design Manual for Roads and Bridges Standard (DMRB) GG119, or subsequent versions of this Standard. Although other similar Road Safety Audit Procedures could be considered when applications are made to the IHE.

Relevant training and demonstrated sound understanding of Road Safety Engineering, Collision Investigation and Road Safety Audit processes are required (See Definitions).

Application Process

Applicants must:

- Be corporate members of a recognised and relevant professional institution (e.g. IHE, CIHT, ICE, IRSO)
- Meet or exceed the minimum training and competence requirements set out in the IHE Register of Road Safety Auditors application form which generally aligns with the guidance in GG119. Note: Applicants will be required to provide 5No appropriate Road Safety Audits undertaken in the previous 12 months.
- Meet the minimum annual Continuing Professional Development requirements as recommended in HD GG119
- Have membership of a relevant professional body (if not an IHE member)
- If not an IHE member, provide a £50 application fee (£100 if applying for Lead Practitioner)
- All applicants must complete the appropriate Register of Road Safety Auditors application form and submit the completed form to the IHE for consideration (via email to Membership@theihe.org)
- **(Lead Practitioner)** - In addition to completing the application form applicants for lead practitioner must submit a 1000 word report demonstrating their relevant leadership, training and policy experience in the fields of Road Safety Engineering, Collision Investigation and Road Safety Audit

Applicants should be aware that the information provided must be sufficient for the IHE Road Safety Review Panel to assess their ability as a Road Safety Auditor.

A confirmation of receipt of application form will be sent via email to the applicant.

All applications will then be passed to members of the IHE Road Safety Panel for consideration. (See Quality Procedures)

Each application will be reviewed by two assessors from the IHE Road Safety Panel who are from a separate employer from the applicant. (See Quality Procedures below)

Each application will be judged on its own merits and referenced to the appropriate criteria set out by the IHE to ensure that the candidate meets the requirements set out in GG119 and the further requirements in the application form. If the IHE Road Safety Panel requires more information to support the application then they will make a single request to the applicant for this additional information, before making a final decision. (Applicants will be given 28 days to respond to the single request for further information).

The IHE Road Safety Panel will then either approve or reject the application. If the application is approved it will then be forwarded to the IHE Membership Panel with the recommendation that the applicant meets the specific criteria set out within the application form and a certificate will be awarded and the applicant added to the IHE's list of Registered Road Safety Auditors for a 12 month period.

If the application is rejected, the IHE Road Safety Panel will clearly state why the application has failed to meet the criteria, so that the IHE Membership Panel can give the appropriate advice and support to the candidate.

Successful Applicants:

- Following IHE approval, a Certificate of Registration will be issued confirming the level of registration for the next 12 month period.
- For the next 12 month period Registrants at Practitioner and Lead Practitioner levels may describe themselves as:

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RegRSA (IHE)

- Non-members of IHE will be charged a £50 annual fee (£100 for Lead Practitioner), which will be immediately payable on appointment to the IHE Register of Road Safety Auditors
- The IHE Register will be published on the IHE website and any Member Directory.

Quality Procedures

1. The IHE Road Safety Panel will be made up of experienced professionals who have specialist knowledge and experience of the discipline of Road Safety Engineering, Collision Investigation and Road Safety Audit.
2. Each application will be reviewed by two assessors from the IHE Road Safety Panel.
3. An IHE Register of Road Safety Auditors reviewer assessment sheet will be completed by each assessor. This ensures that consistency is embedded within the review process.
4. If the Assessors recommendations are not unanimous, the decision will be referred to a third member of the IHE Road Safety Panel or the IHE Membership & Qualifications (M&Q) Committee.
5. Assessors from the IHE Road Safety Panel may be periodically reviewed by the IHE, and this will include a review of the assessments previously undertaken. A sample of reviews undertaken by the assessors may be periodically checked to ensure that assessments have been undertaken in a fair and consistent manner.

Appeal Procedure

If an IHE Register of Road Safety Auditors application is unsuccessful, the candidate will receive feedback on the submission and the reasons why it has not been approved. If the candidate feels that this is unjust or incorrect then they have the right to appeal.

The candidate should give notice in writing to IHE that they intend to appeal and clearly state the reasons as to why they feel that the decision warrants further consideration. The IHE upon request of the appeal will set up an Appeal Review Panel in a similar way that professional review appeals are undertaken.

The Appeal Review Panel will consist of two members of the IHE Road Safety Panel who have not previously been involved with the applicant's original submission. One member from the IHE Membership and Qualifications committee and two members from the IHE Executive Board will then review the IHE Road Safety Panels appeal findings.

Once all the appropriate documentation has been considered a final decision will be made as to whether the appeal is upheld or rejected.

The candidate will then be notified in writing of the final decision.

The above Appeals Procedure will also apply to the process of annually reviewing Members skills, training and experience as part of the IHE Register of Road Safety Auditors.

Competence

3 levels of competency in Road Safety Audit are offered

Standards of Competence

IHE Foundation Applicant should have attended 10 days of formal Collision Investigation or Road Safety Engineering training and have at least one year's Collision Investigation or Road Safety Engineering.

(This meets the minimum recommended requirements for an **Observer** under GG119)

You should be able to apply proven techniques and procedures and know where to access relevant legislation and best practice. You may have detailed knowledge of specific areas and/or you may exercise supervisory responsibilities.

Your submission should demonstrate your experience of applying knowledge gained.

IHE Practitioner Applicants should, in addition to meeting the Foundation requirements, have two years Collision Investigation and / or Road Safety Engineering, have completed at least 5 appropriate RSAs in the previous 12 months as Road Safety Audit team member, leader or observer and have 2 days relevant CPD in Collision Investigation, Road Safety Engineering and / or Road Safety Audit in the past 12 months.

(This exceeds or generally aligns with the minimum recommended requirements for an **Audit Team Member** under GG119)

IHE Lead Practitioner Applicants should, in addition to meeting the Practitioner requirements, have two further years Collision Investigation or Road Safety Engineering experience (i.e. 4 years in total).

(This meets the minimum recommended requirements for an **Audit Team Leader** under GG119).

You should be exercising leadership and management and / or have policy responsibilities. You will be responsible for developing in depth and original responses to complicated and unpredictable problems and may be a recognised industry expert in road safety, therefore applicants for Lead Practitioner must submit a 1000 word report demonstrating their relevant leadership, training and policy experience in the fields of road safety engineering and Road Safety Audit.

Applicants who have experience in Collision Investigation or Road Safety Engineering, but have not undertaken such work on a regular basis in the preceding 2 years are unlikely to be accepted, this is in line with recommendations in GG119.

Applicants who have undertaken Road Safety Audit and have used terms of reference which vary from GG119, may be accepted if these alternative procedures are considered comparable to GG119, and that the applicant has clearly detailed the differences in process.

Note: It is not the responsibility of the Road Safety Review Panel to read through various local procedures to clarify observed differences. This shall be undertaken by the applicant.

Continued Competence

As a member of a professional institute registrants are already required to maintain their relevant CPD. IHE members are encouraged to use **MyCareerPath** to record CPD. For guidance of CPD refer to IHE CPD Policy.

MyCareerPath can be found in the Members Area of the IHE website <http://www.theihe.org/>

In summary, IHE Register of Road Safety Auditors Registrants are required to:

- (i) remain a member of a relevant institution and be bound by its code of ethics and conduct
- (ii) undertake a minimum 2 days CPD in the last 12 months, in the fields of Road Safety Audit, Collision Investigation and Road Safety Engineering
- (iii) be a practicing Road Safety Auditor (based on an appropriate procedure) and maintaining their experience in Road Safety Engineering and Collision Investigation

IHE Procedures for reviewing CPD

On an annual basis, IHE Registered Road Safety Auditors will need to provide details of their CPD records and evidence of Road Safety Audits, Road Safety Engineering and / or Collision Investigation for review by the IHE Road Safety Panel. A failure to meet the annual review process will result in removal from the IHE Register of Road Safety Auditors and publication of removal on the website.

The IHE will undertake for the following:

- (i) A check that the registrant has undertaken at least the minimum 2 days CPD in the last 12 months, in the relevant fields of Road Safety Audit, Collision Investigation and Road Safety Engineering.
- (ii) A check that the registrant has undertaken at least a minimum 5 No appropriate Road Safety Audits in the last 12 months
- (iii) A check that the registrant has maintained their skills and experience in Road Safety Engineering and / or Collision Investigation

- (iv) If the annual review is approved, the IHE will write to confirm continuing Registration

If the annual review identifies the application is insufficient, the IHE contacts the applicant for the required evidence.

Following the above, if the information provided is deemed to be inadequate, then the IHE will reject the application and remove the applicants name from the IHE's Register of Road Safety Auditors. This will also result in the registrant no longer being permitted to use **RegRSA (IHE)**.

It is the responsibility of the registrant to ensure they complete and return the annual review application form, within the time frame stipulated at the time of issue.

Any new candidate who receives an award of registration within 100 days of the scheduled annual review process submission date, will not be required to submit an annual review for that particular year.

Registrants may resign from the Register at any time. This must be done formally in writing.

Definitions

Collision Investigation: The collection and examination of historical Personal Injury Collision data over a period of time in order to identify common trends and factors which may have contributed to the injury collisions. This could also include the detailed forensic investigation of single investigations.

Road Safety Engineering: The design and implementation of physical changes to the road network intended to reduce the number and severity of Personal Injury Collisions involving road users, drawing on the results of Collision Investigations.

Road Safety Auditor: An appropriately experienced/qualified/trained member of the Road Safety Audit Team which is evaluating a highway improvement scheme (i) during design, or (ii) at the end of construction, or (iii) after 12 and or 36 months from becoming operational, in order to identify potential road safety problems that may affect users of the highway and to suggest measures to eliminate or mitigate those problems.

Appropriate Road Safety Audits:

A Road Safety Audit undertaken in accordance with the Design Manual for Roads and Bridges Road Safety Audit procedure or a similar comparable procedure as demonstrated by the applicant.