

CLAC360 — Work-Zone Traffic Management Inspection Sheet

General professional field-recording template — adapt to applicable project, contract, authority and jurisdictional requirements. | v1.0

1. PROJECT & INSPECTION IDENTIFICATION

Project Name:		Project ID / Contract:		Inspection ID:					
Inspection Date:		Time:		Day / Night:		Inspection Type:		Weather / Visibility:	
Inspector Name:		Inspector Organization:		Contractor:		Consultant / Engineer:			
Road / Route:		Station / Chainage / Ref.:		Direction / Carriageway:		Lane / Shoulder / Space:			
Work-Zone Activity:		Work-Zone Configuration:		Work-Zone Limits:					
Previous Inspection Ref.:		Applicable Standard / TCP Ref.:		Traffic Conditions (observed):					

2. IMMEDIATE SAFETY CONCERN

Immediate Safety Concern Identified? YES / NO		Location / Condition:		Person Notified / Time:	
Immediate Action Taken:					

3. INSPECTION CHECKLIST (Status: S = Satisfactory | D = Deficiency Observed | NA = Not Applicable | NV = Not Verified / Could Not Be Verified)

ID	Category	Inspection Requirement / Observation Point	Status	Location	Deficiency / Observation	Priority	Action / Remarks
SIG-01	Traffic-Control Signs	Temporary traffic-control signs present and consistent with the intended arrangement					
SIG-02	Traffic-Control Signs	Sign type, legend and message appropriate for the work-zone condition					
SIG-03	Traffic-Control Signs	Sign placement, orientation and mounting provide adequate visibility to approaching traffic					
SIG-04	Traffic-Control Signs	Signs are legible, clean, undamaged and free from obstruction					
SIG-05	Traffic-Control Signs	Signs are stable and securely mounted / supported					
SIG-06	Traffic-Control Signs	Night-time visibility / illumination of signs (where night operations apply)					
CHN-01	Channelization / Delineation	Channelizing devices (cones, drums, panels, delineators) present and continuous along the intended path					
CHN-02	Channelization / Delineation	Device alignment guides traffic clearly without abrupt or confusing transitions					
CHN-03	Channelization / Delineation	Devices are upright, stable, undamaged and of appropriate condition					
CHN-04	Channelization / Delineation	Spacing and continuity consistent with project / authority requirements where applicable					
CHN-05	Channelization / Delineation	Devices free from excessive dirt, damage or displacement that reduces effectiveness					
TAP-01	Tapers / Transitions / Buffers	Approach taper / transition provides clear guidance into the work-zone arrangement					

Continue checklist on following pages. Record Status (S/D/NA/NV), Location, brief Deficiency, Priority (Immediate/High/Routine/Monitor) and Action/Remarks. Use Deficiency Register for detailed corrective-action tracking.

CLAC360 — Work-Zone Traffic Management Inspection Sheet (continued) | v1.0

Project / Inspection ID: _____ Date: _____ Location: _____

3. INSPECTION CHECKLIST (continued) (Status: S | D | NA | NV)

ID	Category	Inspection Requirement / Observation Point	Status	Location	Deficiency / Observation	Priority	Action / Remarks
TAP-02	Tapers / Transitions / Buffers	Merge / shift area is clear and free from conflicting devices or markings					
TAP-03	Tapers / Transitions / Buffers	Buffer space (where provided) is maintained and free from encroachment					
TAP-04	Tapers / Transitions / Buffers	Termination / downstream transition returns traffic safely to normal alignment					
TAP-05	Tapers / Transitions / Buffers	Device continuity through taper / transition is maintained					
MRK-01	Temporary Pavement Markings	Temporary lane lines, edge lines and guidance markings are present where required					
MRK-02	Temporary Pavement Markings	Temporary markings are visible, continuous and consistent with the active traffic path					
MRK-03	Temporary Pavement Markings	Obsolete or conflicting permanent markings are covered, removed or otherwise neutralized					
MRK-04	Temporary Pavement Markings	No conflicting guidance created by combination of old + temporary markings					
MRK-05	Temporary Pavement Markings	Arrows, symbols and special markings (if used) are clear and correctly oriented					
BAR-01	Barriers / Protective Devices	Temporary barriers / protective devices present where required for separation or protection					
BAR-02	Barriers / Protective Devices	Barriers are correctly aligned, continuous and free from obvious displacement or gaps					
BAR-03	Barriers / Protective Devices	End treatments / transitions (where present) appear properly positioned					

CLAC360 — Work-Zone Traffic Management Inspection Sheet (continued) | v1.0

Project / Inspection ID: _____ Date: _____ Location: _____

3. INSPECTION CHECKLIST (continued) (Status: S | D | NA | NV)

ID	Category	Inspection Requirement / Observation Point	Status	Location	Deficiency / Observation	Priority	Action / Remarks
BAR-04	Barriers / Protective Devices	Barriers free from visible damage, missing sections or conditions that compromise intended function					
BAR-05	Barriers / Protective Devices	Impact attenuators / crash cushions (where present) appear correctly placed and undamaged					
PED-01	Pedestrian Facilities	Continuous, usable pedestrian route provided where pedestrians are affected					
PED-02	Pedestrian Facilities	Pedestrian route adequately separated from live traffic and work activity					
PED-03	Pedestrian Facilities	Surface condition of temporary walkways / paths is free from significant trip / slip hazards					
PED-04	Pedestrian Facilities	Ramps, level changes and crossings are manageable and signed where required					
PED-05	Pedestrian Facilities	Pedestrian wayfinding / signage is clear; no abrupt terminations of pedestrian path					
CYC-01	Cyclist Facilities	Continuity of cycling route maintained or clearly detoured where cyclists are affected					
CYC-02	Cyclist Facilities	Cyclist path adequately separated from live traffic and work activity					
CYC-03	Cyclist Facilities	Surface condition suitable for cycling; free from major hazards					
CYC-04	Cyclist Facilities	Signage and guidance for cyclists is clear and consistent					
FLG-01	Flagging / Manual Traffic Control	Traffic-control personnel are visible to approaching traffic					

CLAC360 — Work-Zone Traffic Management Inspection Sheet (continued) | v1.0

Project / Inspection ID: _____ Date: _____ Location: _____

3. INSPECTION CHECKLIST (continued) (Status: S | D | NA | NV)

ID	Category	Inspection Requirement / Observation Point	Status	Location	Deficiency / Observation	Priority	Action / Remarks
FLG-02	Flagging / Manual Traffic Control	Personnel positioned appropriately for the control task and with safe escape area					
FLG-03	Flagging / Manual Traffic Control	Instructions / signals to traffic are clear and consistent between personnel					
FLG-04	Flagging / Manual Traffic Control	Communication between flaggers / controllers is effective					
SEP-01	Worker / Traffic Separation	Adequate separation maintained between live traffic and workers / work activity					
SEP-02	Worker / Traffic Separation	No uncontrolled openings or gaps that permit vehicle intrusion into work area					
SEP-03	Worker / Traffic Separation	Equipment and materials do not create unnecessary encroachment into traffic space					
SEP-04	Worker / Traffic Separation	Unauthorized access points into the work area are controlled					
VEH-01	Work Vehicles / Equipment	Work vehicles and equipment do not unnecessarily obstruct traffic-control devices					
VEH-02	Work Vehicles / Equipment	Access / egress points for work vehicles are managed without creating undue conflict					
VEH-03	Work Vehicles / Equipment	Parking / storage of equipment does not compromise channelization or visibility					
ACC-01	Access Management	Adjacent property, business and residential access is maintained or reasonably accommodated					
ACC-02	Access Management	Side-road and driveway access is controlled without creating unexpected conflicts					

CLAC360 — Work-Zone Traffic Management Inspection Sheet (continued) | v1.0

Project / Inspection ID: _____ Date: _____ Location: _____

3. INSPECTION CHECKLIST (continued) (Status: S | D | NA | NV)

ID	Category	Inspection Requirement / Observation Point	Status	Location	Deficiency / Observation	Priority	Action / Remarks
ACC-03	Access Management	Emergency access routes remain available / identifiable					
OPS-01	Traffic Operations	Traffic queues and delays remain within acceptable operational limits for the arrangement					
OPS-02	Traffic Operations	No evidence of widespread driver confusion, abrupt maneuvers or conflict at transitions					
OPS-03	Traffic Operations	Spillback does not block critical intersections, accesses or create secondary hazards					
OPS-04	Traffic Operations	Merging / shifting movements appear orderly and guided by the devices in place					
NGT-01	Night-Time / Visibility	Work-zone lighting (where provided) adequately illuminates critical areas without excessive glare					
NGT-02	Night-Time / Visibility	Devices, signs and markings remain visible under night conditions					
NGT-03	Night-Time / Visibility	Worker and pedestrian visibility is maintained under night operations					
NGT-04	Night-Time / Visibility	Dark or poorly lit zones that could hide hazards or confuse drivers are addressed					
GEN-01	General Observations	Overall arrangement is consistent with the intended / approved traffic-control plan (where known)					
GEN-02	General Observations	No other observed condition that materially affects road-user or worker safety					

CLAC360 — Work-Zone Traffic Management Inspection Sheet — DEFICIENCY & CORRECTIVE ACTION REGISTER

Link each deficiency to the originating Inspection Item ID. | v1.0

Project Name / ID:				Inspection ID:			Date:			
Def. ID	Item ID	Location	Deficiency Description	Priority	Required Corrective Action	Responsible Party	Target Date/Time	Action Status	Verified By / Date	Photo Ref.
DEF-01										
DEF-02										
DEF-03										
DEF-04										
DEF-05										
DEF-06										
DEF-07										
DEF-08										
DEF-09										
DEF-10										
DEF-11										
DEF-12										

Action Status values: Open | Action Initiated | Corrected | Verified | Deferred | Superseded | Not Verified. Priority: Immediate | High | Routine | Monitor (project procedures may override).

CLAC360 — Work-Zone Traffic Management Inspection Sheet — REMARKS, SIGN-OFF & LIMITATIONS

Project / Inspection ID: _____ Date: _____ | v1.0

4. GENERAL REMARKS / UNUSUAL CONDITIONS / INCIDENTS / TRAFFIC BEHAVIOUR

5. INSPECTION SIGN-OFF

Inspector Signature:		Printed Name:		Date:	
Reviewed By (optional):		Signature:		Date:	

6. PHOTO / EVIDENCE REFERENCE (optional — maintain external photo files)

Photo No.	File / Reference	Linked Def. / Item ID	Location	Description
P-01				
P-02				
P-03				
P-04				
P-05				
P-06				

LIMITATIONS: This CLAC360 resource is a general professional field-recording template. It does not replace an approved traffic-management plan, project specification, applicable authority requirement, legal requirement, engineering judgment, or qualified inspection procedure. Users must adapt the form to the applicable project, contract, jurisdiction and work-zone conditions. Status codes: S = Satisfactory / Acceptable Condition; D = Deficiency Observed; NA = Not Applicable; NV = Not Verified / Could Not Be Verified. Priority terms (Immediate / High / Routine / Monitor) are generic; project-specific risk procedures or authority requirements may override. This form records observations and does not constitute design approval, legal certification or formal acceptance of a traffic-control arrangement.

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