Traffic Management Set-Up Checklist

Checks before, during and after working on the highway: signage layout, cones, lighting, safety zones and removal.

Location

Road / location *	
Date *	_____ / _____ / _____
Supervisor *	
Permit / licence reference	
Road speed limit *	☐ 20 ☐ 30 ☐ 40 ☐ 50 ☐ 60 ☐ 70
Layout type *	☐ Mobile works ☐ Lane closure ☐ Footway works ☐ Convoy ☐ Stop / go

Set-up

Item	Yes	No	N/A
Signs placed per layout and visible *	☐	☐	☐
Cones and taper correct *	☐	☐	☐
Safety zones maintained *	☐	☐	☐
Lighting where required *	☐	☐	☐
Pedestrian route maintained and accessible *	☐	☐	☐
Vehicle beacons on *	☐	☐	☐
Operatives in correct hi-vis *	☐	☐	☐
Set-up photographed *	☐	☐	☐

Set-up photo 1	*Attach photo or sketch*
Set-up photo 2	*Attach photo or sketch*

Removal

Time removed	_____ : _____
All equipment removed and road reopened *	☐ Yes ☐ No
Additional comments	
Supervisor name *	
Supervisor signature *	
Date signed *	_____ / _____ / _____

* Required