

Road Safety Audit (RSA) Decision Log Template

A decision log (previously known as a Designer Response) is the Design Team’s recording of their decisions to implement changes to the design arising from comments within a Road Safety Audit report.

This template can be used by any design organisation completing a decision log in response to a Road Safety Audit undertaken on behalf of Leicestershire County Council (i.e. on the LCC highway network). This template is broadly in line with the template found in GG 119 (Appendix F).

Table 1: Project details

Report title (inc. Stage of RSA):	Include stage of RSA
Date:	Insert date
Document Reference and revision:	Insert unique document reference
Prepared by:	Insert design organisation
On behalf of:	Leicestershire County Council
Scheme Summary:	Insert brief overview of the scheme

Table 2: Authorisation sheet

Project:	Insert project title
Report title:	Include stage of RSA
Response prepared by: (Design Team)	Name
	Position
	Organisation
	Date
	Signature
Response Approved by: (Design Team)	Name
	Position
	Organisation
	Date

	Signature
--	-----------

Table 3: Key Personnel

Overseeing Organisation:	Insert details of the personnel from LCC overseeing the approvals process
RSA Team:	Insert details of the personnel from the RSA team
Design organisation:	Insert details of the personnel from the design organisation

Table 4: Road Safety Audit Decision Log

RSA Problem	RSA recommendation	Design organisation response	Overseeing Organisation response	Agreed RSA action
Insert the original problem from the RSA report	Insert the original recommendation from the RSA report	Insert the design organisation's response	Insert the Overseeing Organisation's response	Insert the design organisation's and Overseeing Organisation's agreed action to address the problem
Add rows for each problem from the RSA Report				

Table 5: Other matters considered relevant by the overseeing organisation

MATTER	
Location:	Insert the location of the problem and provide reference to a scheme drawing
Summary:	Provide a summary of the matter of concern
RECOMMENDATION	
Provide a proportionate and viable recommendation to eliminate or mitigate the identified matter. This could include further scheme development to a subsequent RSA stage of further monitoring where insufficient information can be gathered from the available data.	

Table 6: Design organisation and statement

On behalf of the DESIGN ORGANISATION I certify that:	
1) The RSA actions and other matters identified in response to the road safety audit problems in this road safety audit have been discussed and agreed with the Overseeing Organisation; or	<input type="checkbox"/>
2) The RSA actions and other matters identified in response to the road safety audit problems in this road safety audit cannot be agreed and I wish to proceed to an exception report	<input type="checkbox"/>
Name:	
Signed:	
Position:	
Organisation:	
Date:	

Table 7: Overseeing Organisation statement

On behalf of the Overseeing Organisation I certify that:	
1) The RSA actions and other matters identified in response to the road safety audit problems in this road safety audit have been discussed and agreed with the design organisation and will be progressed; or	<input type="checkbox"/>
2) The RSA actions and other matters identified in response to the road safety audit problems in this road safety audit cannot be agreed and I wish to proceed to an exception report	<input type="checkbox"/>
Name:	
Signed:	
Position:	
Organisation:	
Date:	