



Work Instruction Status: Completed Approved

Reason Code: n/a

Reason Notes:

n/a

Client / Contract No: National Highways / C2668A00
Contract Title: Area 7 SDF

Job Title: TSCO Duties (Speed Check)
WI Number: 461880
NEMS Number: 393344

Road / First Sign: A14 WB & EB

Job Type: TSCO
TM Activity: Maintenance

Location:

Start Date: 03/12/2025

Contacts:

Start Time: 06:00

██████████ (M: ██████████)

First Cone: N/A

Last Cone: N/A

Task Details:

Daily maintenance checks of speed system is the main part of your role on this site, it keeps the site safe and to the approved TM Design. Below is a schedule of day-to-day activities for dayshift and nightshift to keep the site up to the high standards we and our clients expect.

Site checks should be made at regular intervals; these are normally at 2-hour intervals but more frequent checks and other conditions, such as adverse weather means it will be required more frequently.

1 x video run to be undertaken on each shift as evidence that all signs are in line with the TM design

Signs become dirty more so during the winter months, wash them at regular intervals, always following safe working practices when doing so.

In extreme weather conditions, pay attention to advanced warning signs, extra ballast could be required during in adverse weather.

In the event of traffic management debris in the live carriageway, assistance from National Highways Traffic officers shall be requested if it is deemed a hazard, contact with the ROC for RRB blocks if required.

Report sheets must be filled in in real time if possible

Ensure you write down all actions taken of what has been done & actioned so all parties have the same record of events, give a much details as possible when recording activities

Any near misses to be reported on the My Relay App giving as much detail as possible in real time, The My Relay App should be already downloaded on the tablet / work pad you use, we recommend having the App on your phone as well.

Remember to keep safe at all times when undertaking all the above activities.

Shared Roadspace

Activity	Contact
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Location specific hazards

Location Specific Hazard	Risk	Control Measure
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Overhead structure and services protection

Question	Answer
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Are coloured cones required	No
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Are GS6 goalposts required	No
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Shift staff

Name	Position	Shift Hours
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██████████ (RP)	TSCO	12:00
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Shift vehicle details

TM Number	Registration	Vehicle Type
N/A	██████████	Car

Briefing checklists

Location: no briefing has been given.

Start of shift briefing

Question	Answer	Reason
Has a pre-start vehicle check been done?	Yes	
Have all personnel got full PPE in acceptable condition?	Yes	
Have all personnel received site specific induction?	Yes	
Have you been in contact with the client to confirm works location & briefing requirements?	N/A	
If the works were aborted have the ROC/RCC/NCC been informed?	N/A	
Has the Method Statement been read and understood by each member of the crew?	Yes	
By signing this document, I agree that I have had sufficient instruction and training to understand fatigue and its effects. I am fit to work on this shift and have had sufficient rest. If at any stage I feel the effects of fatigue I will make my foreman, supervisor or line manager aware immediately	Yes	

Staff briefing signatures



Works instruction items

Task Order	Description	Completion Time
1	Arrive On Site	03/12/2025 05:40
2	Weather	03/12/2025 18:23
3	Area Call Protocol	See Below
4	Client Signature	N/A

Works instruction details

1. Arrive on site - 03/12/2025 05:40

Question	Answer	Reason
Has the Diversion Route been Installed / checked?	N/A	

2. Weather - 03/12/2025 18:23

Question	Answer	Reason
Clear	Yes	
Light Winds	Yes	

3. Area call protocol

Area: Area 7

NCC Number: N/A

RCC Number: 0115 8552037

No.	RCC Details	RCC Time	NCC Details	NCC Time
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Activity log

Date	Note
03/12/2025 05:05	Vehicle checks at home and all is compliant with chapter 8 and RTB39.
Date	Note
03/12/2025 05:40	Leave home to travel to the site.
Date	Note
03/12/2025 06:01	Arrive on site.
Date	Note
03/12/2025 07:40	<p>Site Inspection Report Time: Commenced at 07:00 and completed at 07:20 Location: A14 – Junctions 11 to 14 Total Distance Covered: Approximately 12 miles Duration: 20 minutes Overview A site inspection was carried out along the A14, commencing from Junction 12. The route proceeded westbound to Junction 11, where a turnaround was made to travel eastbound. The eastbound speed limit was reviewed up to the deregulation end point at Junction 13. I then continued to Junction 14, where another turnaround was made to assess the westbound carriageway. All speed limit signage on both carriageways was found to be present, compliant with requirements, and clearly visible. Layby Closures Eastbound Carriageway: 43/0 – In good order 44/6 – In good order Westbound Carriageway: 50/2 – In good order 48/1 – In good order All closures were correctly installed, well maintained, and presented no issues. Traffic Flow Traffic conditions during the inspection were light and free-flowing. No delays, congestion, or obstructions were observed on either carriageway. Weather and Road Conditions Sunny and light winds with a thin mist. Ambient temperature approximately 3°C Road surface damp and in good condition Summary: The inspection confirmed that all signage and closures along the section between Junctions 11 and 14 are in satisfactory condition, with no defects or visibility concerns identified. Traffic and weather conditions were favourable, and no safety issues were noted during the inspection.</p>
Date	Note
03/12/2025 09:30	<p>Site Inspection Report Time: Commenced at 09:00 and completed at 09:20 Location: A14 – Junctions 11 to 14 Total Distance Covered: Approximately 12 miles Duration: 20 minutes Overview A site inspection was carried out along the A14, commencing from Junction 12. The route proceeded westbound to Junction 11, where a turnaround was made to travel eastbound. The eastbound speed limit was reviewed up to the deregulation end point at Junction 13. I then continued to Junction 14, where another turnaround was made to assess the westbound carriageway. All speed limit signage on both carriageways was found to be present, compliant with requirements, and clearly visible. Layby Closures Eastbound Carriageway: 43/0 – In good order 44/6 – In good order Westbound Carriageway: 50/2 – In good order 48/1 – In good order All closures were correctly installed, well maintained, and presented no issues. Traffic Flow Traffic conditions during the inspection were light and free-flowing. No delays, congestion, or obstructions were observed on either carriageway. Weather and Road Conditions Sunny and a gentle breeze. Ambient temperature approximately 7°C Road surface damp and in good condition Summary: The inspection confirmed that all signage and closures along the section between Junctions 11 and 14 are in satisfactory condition, with no defects or visibility concerns identified. Traffic and weather conditions were favourable, and no safety issues were noted during the inspection.</p>
Date	Note
03/12/2025 11:36	<p>Site Inspection Report Time: Commenced at 11:00 and completed at 11:20 Location: A14 – Junctions 11 to 14 Total Distance Covered: Approximately 12 miles Duration: 20 minutes Overview A site inspection was carried out along the A14, commencing from Junction 12. The route proceeded westbound to Junction 11, where a turnaround was made to travel eastbound. The eastbound speed limit was reviewed up to the deregulation end point at Junction 13. I then continued to Junction 14, where another turnaround was made to assess the westbound carriageway. All speed limit signage on both carriageways was found to be present, compliant with requirements, and clearly visible. Layby Closures Eastbound Carriageway: 43/0 – In good order 44/6 – In good order Westbound Carriageway: 50/2 – In good order 48/1 – In good order All closures were correctly installed, well maintained, and presented no issues. Traffic Flow Traffic conditions during the inspection were light and free-flowing. No delays, congestion, or obstructions were observed on either carriageway. Weather and Road Conditions Sunny and a gentle breeze. Ambient temperature approximately 8°C Road surface wet and in good condition Summary: The inspection confirmed that all signage and closures along the section between Junctions 11 and 14 are in satisfactory condition, with no defects or visibility concerns identified. Traffic and weather conditions were favourable, and no safety issues were noted during the inspection.</p>
Date	Note

03/12/2025 13:46

Site Inspection Report Time: Commenced at 13:00 and completed at 13:20
Location: A14 – Junctions 11 to 14 Total Distance Covered: Approximately 12 miles Duration: 20 minutes Overview A site inspection was carried out along the A14, commencing from Junction 12. The route proceeded westbound to Junction 11, where a turnaround was made to travel eastbound. The eastbound speed limit was reviewed up to the deregulation end point at Junction 13. I then continued to Junction 14, where another turnaround was made to assess the westbound carriageway. All speed limit signage on both carriageways was found to be present, compliant with requirements, and clearly visible. Layby Closures Eastbound Carriageway: 43/0 – In good order 44/6 – In good order Westbound Carriageway: 50/2 – In good order 48/1 – In good order All closures were correctly installed, well maintained, and presented no issues. Traffic Flow Traffic conditions during the inspection were light and free-flowing. No delays, congestion, or obstructions were observed on either carriageway. Weather and Road Conditions Gusty winds and light rain showers. Ambient temperature approximately 8°C Road surface wet and in good condition Summary: The inspection confirmed that all signage and closures along the section between Junctions 11 and 14 are in satisfactory condition, with no defects or visibility concerns identified. Traffic and weather conditions were favourable, and no safety issues were noted during the inspection.

Date

Note

03/12/2025 15:56

Site Inspection Report Time: Commenced at 15:00 and completed at 15:20
Location: A14 – Junctions 11 to 14 Total Distance Covered: Approximately 12 miles Duration: 20 minutes Overview A site inspection was carried out along the A14, commencing from Junction 12. The route proceeded westbound to Junction 11, where a turnaround was made to travel eastbound. The eastbound speed limit was reviewed up to the deregulation end point at Junction 13. I then continued to Junction 14, where another turnaround was made to assess the westbound carriageway. All speed limit signage on both carriageways was found to be present, compliant with requirements, and clearly visible. Layby Closures Eastbound Carriageway: 43/0 – In good order 44/6 – In good order Westbound Carriageway: 50/2 – In good order 48/1 – In good order All closures were correctly installed, well maintained, and presented no issues. Traffic Flow Traffic conditions during the inspection were light and free-flowing. No delays, congestion, or obstructions were observed on either carriageway. Weather and Road Conditions Sunny with a gentle breeze. Ambient temperature approximately 7°C Road surface wet and in good condition Summary: The inspection confirmed that all signage and closures along the section between Junctions 11 and 14 are in satisfactory condition, with no defects or visibility concerns identified. Traffic and weather conditions were favourable, and no safety issues were noted during the inspection.

Date

Note

03/12/2025 17:37

Site Inspection Report Time: Commenced at 17:00 and completed at 17:20
Location: A14 – Junctions 11 to 14 Total Distance Covered: Approximately 12 miles Duration: 20 minutes Overview A site inspection was carried out along the A14, commencing from Junction 12. The route proceeded westbound to Junction 11, where a turnaround was made to travel eastbound. The eastbound speed limit was reviewed up to the deregulation end point at Junction 13. I then continued to Junction 14, where another turnaround was made to assess the westbound carriageway. All speed limit signage on both carriageways was found to be present, compliant with requirements, and clearly visible. Layby Closures Eastbound Carriageway: 43/0 – In good order 44/6 – In good order Westbound Carriageway: 50/2 – In good order 48/1 – In good order All closures were correctly installed, well maintained, and presented no issues. Traffic Flow Traffic conditions during the inspection were light and free-flowing. No delays, congestion, or obstructions were observed on either carriageway. Weather and Road Conditions Partly cloudy with a gentle breeze. Ambient temperature approximately 5°C Road surface wet and in good condition Summary: The inspection confirmed that all signage and closures along the section between Junctions 11 and 14 are in satisfactory condition, with no defects or visibility concerns identified. Traffic and weather conditions were favourable, and no safety issues were noted during the inspection.
