Fife Council

ROADS & TRANSPORTATION SERVICES

Road Asset Condition Inspections – Policy & Standards








Approved by the Economy, Tourism, Strategic Planning & Transportation Committee for Implementation from 1 April 2020

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1.0 Introduction

The Roads (Scotland) Act 1984 states, "… a local roads authority shall manage and maintain all such roads in their area as are for the time being entered in a list (in this Act referred to as their "list of public roads") prepared and kept by them …"

1.1 Background

Fife Council's Road Asset Condition Inspections – Policy & Standards (RACIPS) has been developed with the aim of providing operational guidance to officers involved in managing road condition inspections. RACIPS promotes a consistent, systematic approach that recommends the frequency of inspections as well as the method of assessing, recording and responding to defects in the road asset. RACIPS is based on a strategy template produced by the Society of Chief Officers for Transportation in Scotland (SCOTS) and is aligned with their *'Risk Based Approach'* guidance.

'Well-Managed Highway Infrastructure: *A Code of Practice'*[1] contains recommendations for inspections of all road elements. This national *Code of Practice* states that roads authorities should adopt a *Risk Based Approach* to all aspects of road maintenance. A *Risk Based Approach* is also recommended by the Institute of Highway Engineers in their guidance, 'Well Managed Highway Liability Risk'[2].

In this context, RACIPS is specifically for road condition inspections. In accordance with the *Code of Practice,* an effective regime of safety inspections is a crucial component of road maintenance and makes the following reference to consistency:

> "To ensure that users' reasonable expectations for consistency are taken into account, the approach of other local and strategic highway and transport authorities, especially those with integrated or adjoining networks, should be considered when developing highway infrastructure maintenance policies."

SCOTS seeks to encourage the benefits that will be gained by harmonising safety inspection procedures across Scotland. Fife Council's RACIPS has therefore been developed in partnership with the Scottish Roads Authorities associated through SCOTS.

Officers across all Scottish Local Authorities recognise that Councils are currently faced with delivering services within an environment of increasing fiscal austerity and are aware

[1] 'Well-Managed Highway Infrastructure: A Code of Practice', UKRLG, October 2016

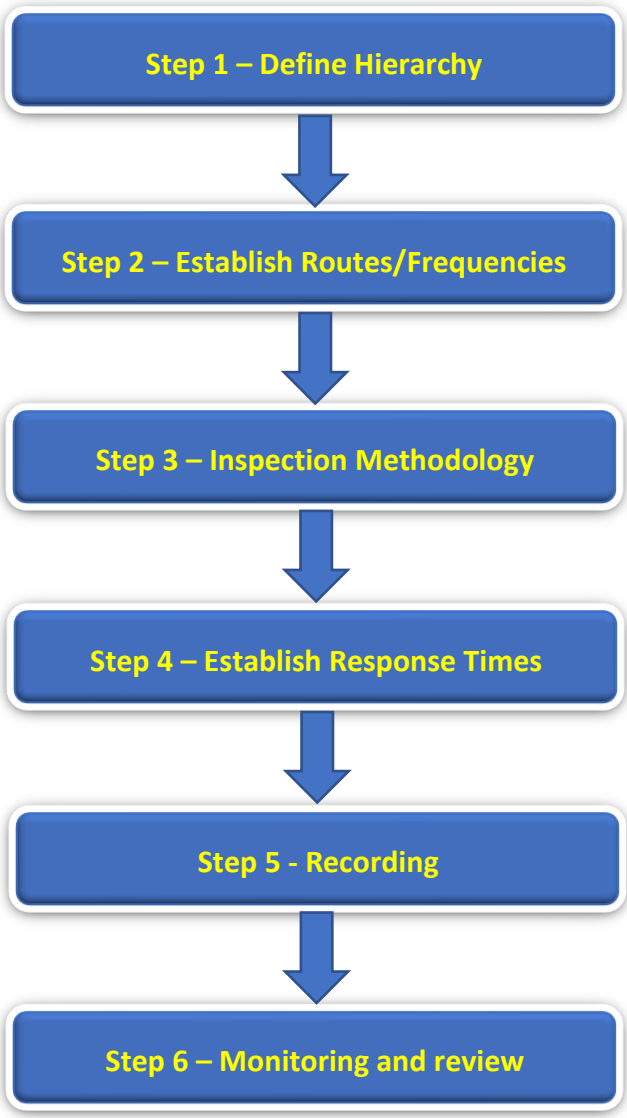
[2] 'Well Managed Highway Liability Risk', IHE, March 2017

of the benefits that can be achieved through a common approach; following the principles of 'Well-Managed Highway Infrastructure'. RACIPS will provide a consistent methodology for the management of the safety of Fife's road asset, while also focusing on delivering a proactive programme of permanent repairs.

The adoption of the *Code of Practice* hierarchy and common SCOTS inspection methodology should, while allowing for management of hierarchies with regard to local circumstances, enable a high degree of continuity of safety and serviceability between neighbouring authorities.

1.2 Process Overview

SCOTS formed a focus group to develop *Risk Based Approach* documentation. The rationale for producing it and the approach taken by Fife Council to develop RACIPS is contained in their 'SCOTS Rationale for Risk Based Approach to RAM Guidance'. RACIPS requires key steps to be followed to ensure alignment with the *Risk Based Approach*:



2.0 Network Hierarchy

The *Code of Practice* indicates that designating a road network hierarchy is the foundation of a risk-based maintenance strategy and is crucial for establishing a commensurate hierarchy of service levels. The hierarchies are based upon those given in the *Code of Practice* and are detailed in the following tables:

2.1 Carriageway Hierarchy

Table 1 – Carriageway Categories

Category	Hierarchy	Description
1	Strategic Route	Routes for fast-moving long-distance traffic with little frontage access or pedestrian traffic. Speed limits generally more than 40mph with few junctions. Parked vehicles are generally not encountered out with urban areas.
2	Main Distributor	Routes between strategic routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40mph or less.
3	Secondary Distributor	In residential and other built up areas these roads have 20 or 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On-street parking is generally unrestricted except for safety reasons. In rural areas these roads link the larger villages, bus routes and LGV generators to the Strategic and Main Distributor Network.
4	Link Road	In urban areas these are residential or industrial interconnecting roads with 20 or 30 mph speed limits, random pedestrian movements and uncontrolled parking. In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two-way traffic.
5	Local Access / Minor Road	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGVs. In urban areas they are often residential loop roads or cul-de-sacs.

In addition, the following should also be taken into consideration:

- character and volume of traffic;
- current usage and proposed usage;
- routes to important local facilities and to the strategic network;
- designation as a traffic sensitive route;
- accident and other risk assessment;
- potential for use as a diversion route;
- special characteristic of certain assets, e.g. historic structures;
- access to schools, hospitals and medical centres;
- vulnerable users or people with special needs, elderly people's homes etc; and
- ceremonial routes and special events.

2.2 Footway Hierarchy

Table 2 – Footway Categories

Category	Hierarchy	Description
1	Prestige Walking Zones	Very busy areas of town centres with high public space and Street-scene contribution.
2	Primary Walking Routes	Busy urban shopping and business areas and main pedestrian routes, including links to significant public transport locations.
3	Secondary Walking Routes	Medium usage routes through local areas feeding into primary routes, local shopping centres etc.
4	Link Footways / Footpaths	Linking local access footways through urban areas and busy rural footways.
5	Local Access Footways / Footpaths	Footways associated with low usage, short estate roads to the main routes and cul-de-sacs.
6	Minor Footways	Little used footways serving very limited numbers of properties.

In addition, the following should also be taken into consideration:

- pedestrian volume,
- current usage and proposed usage,
- contribution to the quality of public space and street scene,
- distribution of the population, proximity of establishments attracting high numbers of specific groups of pedestrians,
- accidents and other risk assessments, and
- character and traffic use of adjoining carriageway.

2.3 Cycle Route Hierarchy

Table 3 – Cycleway Categories

Category	Description
1	Cycle lane forming part of the carriageway, commonly a strip adjacent to the nearside kerb. Cycle gaps at road closure point (no entry to traffic but allowing cycle access).
2	Cycle track - a designated route for cyclists not contiguous with the public footway or carriageway. Shared cycle/pedestrian paths, either segregated by a white line or other physical segregation, or un-segregated.
3	Cycle trails, leisure routes through open spaces, remote from carriageway or footway / path where on the list of public roads.

2.4 Road Network Assessment

It is important that the road network categorisation also reflects the needs, priorities and actual use of the network and infrastructure assets.

SCOTS recommends that roads authorities use a focus group, whose officers are assessed to be appropriately experienced and competent, to assist with the review of the road network against the hierarchy categories. In Fife, the focus group is chaired by the Service Manager (Roads Network Management).

Built on top of this foundation hierarchy, the focus group considers the National Street Gazetteer (NSG) and related information such as traffic sensitivity, special engineering difficulties, etc. Consideration should also be given to additional information relevant for each asset functional hierarchy; example data that can be utilised is:

- Traffic levels (e.g. vehicles, vehicle types, footfall, cyclists, etc)
- Major shopping areas
- Industrial estates
- Emergency service stations
- Cross boundary links to adjacent networks
- Transportation hubs (e.g. bus/train stations, airports, ports, etc)
- Business parks
- Areas of socio-economic development
- Military bases
- User type (e.g. vulnerable users, tourism)

2.5 Review of Road Categories

Road networks are dynamic, therefore road categories should be regularly reviewed taking account of changes in the network as it evolves to ensure that assigned categories remain relevant.

As recommended in the *Code of Practice*, network hierarchies will be reviewed to reflect changes in network characteristics and functionality.

- An annual review will be undertaken for any major changes, such as a major new development, decommissioning of a site or change to functionality of a location (e.g. Industrial estate that is being redeveloped into residential properties).
- Additionally, a more detailed review of functional hierarchies will be undertaken every 3 years.

Review of the road network against the hierarchy categories is undertaken by appropriately experienced and competent officers from Roads & Transportation Services.

3.0 Condition Inspections

Condition inspections should be carried out following routes designed to ensure inspection intervals address the varied levels of risk throughout the entire network.

3.1 Definition of Terms

- Frequency of Inspection – **Monthly** indicates that twelve regular spaced inspections will be carried out per year.
- Frequency of Inspection – **Quarterly** indicates that four regular spaced inspections will be carried out per year.
- Frequency of Inspection – **Six-Monthly** indicates that two regular spaced inspections will be carried out per year.
- Frequency of Inspection – **Annual** indicates that one regular spaced inspection will be carried out per year.
- **Due Date** is the programmed date of an inspection

3.2 Frequencies

Fife Council is adopting the following frequencies for condition inspections based upon the reasonable distribution of resources to address level of risk:

Table 4 Frequency of Inspection – Carriageways

Category	Hierarchy Description	Frequency
1	Strategic Route	Monthly
2	Main Distributor	
3	Secondary Distributor	
4	Link Road	Quarterly
5	Local Access / Minor Road	Annually

Table 5 Frequency of Inspection – Footways & Footpaths

Category	Category Name	Frequency
1	Prestige Walking Zones	Monthly
2	Primary Walking Routes	
3	Secondary Walking Routes	
4	Link Footways / Footpaths	Annually
5	Local Access Footways / Footpaths	
6	Minor Footways	

Table 6 Frequency of Inspections – Cycleways

Category	Frequency
1	As for adjacent road
2	Six Monthly or per Table 5, whichever is more frequent
3	Annually

The frequency of inspections contained within Tables 4 to 6 above represents a starting point that is based on hierarchy alone. In accordance with the *Code of Practice*, and subject to risk assessment, individual sections of the road network may be inspected at a different frequency taking account of local influences. The following considerations may be among those contemplated when considering such changes:

- Type of asset
- Prevalence of safety-critical assets
- Consequences of failure
- Use, characteristics and trends
- Incident and inspection history
- Characteristics of adjoining network elements
- The approach of adjoining Roads Authorities
- Wider policy and operational considerations

All road condition inspections will be carried out to the recommended frequencies detailed within Tables 4 to 6 and should be completed within the tolerances shown in Table 7.

Table 7 – Inspection Tolerances

Frequency of Inspection	Inspection Tolerances
Monthly	± 5 working days of the Due Date
Quarterly	± 10 working days of the Due Date
Six Monthly	± 15 working days of the Due Date
Annual	± 20 working days of the Due Date

3.3 Routes

Inspection routes are determined either manually, by using an optimisation tool, or a through a combination of both. For example, routes may be formulated initially by using an appropriate optimisation tool and then manually sense-checked to take account of local constraints and needs. Ideally, routes that can be shared with other functions that are linked to hierarchy should be considered e.g. winter maintenance routes.

3.4 Contingencies and Alterations to the Inspection Programme

Due to the nature of the weather in Scotland it is probable that the road surface will be wet with some elements of standing or running water whilst an inspection is in progress. However, if the quantity of water is excessive then the inspection should be cancelled and and the circumstances and justification documented.

If an inspection Due Date falls during an extended period of absence e.g. inspector holiday or illness, then the inspection should be allocated to another suitably experienced member of staff who has the capacity to undertake the inspection.

If and for reasons beyond the control of Fife Council (e.g. substantial snow fall), any inspection cannot be carried out in compliance with Table 7, the viability of the inspection being undertaken, taking into account the availability of staff and the prevailing weather conditions, shall be decided upon and the decision documented.

As soon as reasonably practicable following the above events, a deferred programmed inspection should be carried out on the affected length of road.

- Where a monthly inspection is more than 2 weeks late due then the programmed inspection will be missed, and the cycle resumed at the next due inspection date.
- Where substantial unavoidable delays are incurred to other inspection frequencies the manager may assess the impact and adjust the programme.
- A record must be kept of change decisions and reasons for them.

3.5 Inspection Methodology

Road condition inspections are designed to identify defects likely to cause a hazard or serious inconvenience to users of the network or the wider community. Such defects include those that require urgent attention as well as those where the locations and sizes are such that longer periods of response are appropriate.

The inspection regime forms a key aspect of Fife Council's strategy for managing liability and risk. Planned, cyclic inspections are carried out to identify defects which are hazardous (to any road user including drivers, pedestrians, equestrians and cyclists) so that an effective repair can be carried out within a predetermined response time.

The specified frequency of these inspections is dependent upon the **hierarchy category** of each section of road and the overall level of risk associated with each category.

During inspections, observed defects that present a foreseeable risk to users will be recorded and processed for repair as appropriate following the methodology detailed in the 'Risk Management Process' section of this document. Assessing the degree of risk is crucial in determining the nature and speed of response and judgement will always need to take account of circumstances. For example, the degree of risk from a surface defect depends upon not only its depth but also its surface area, its location in relation to traffic and the usage of the road or footway.

The objectives of road condition inspections:

- Minimise the risk of injury and disruption to road users as far as is reasonably practicable,
- Deliver a consistent, commensurate response to identified defects, taking account of available resources,
- Maintain accurate and comprehensive records of inspections and response, and
- Provide a clear, accurate and comprehensive response to claims.

3.6 Items for Inspection

The following are examples of types of defect which, when identified, should be risk-assessed to determine if a repair is required.

Carriageways

- Surface defects
- Abrupt level differences in running surface
- Edge deterioration of the running surface

- Excessive standing water, water discharging onto and / or flowing across the road
- Blocked gullies and obstructed drainage channels or grips which could lead to ponding or flooding
- Debris and/or spillages likely to be a hazard
- Missing road studs
- Badly worn Stop, Give Way, double continuous white line or markings associated with traffic regulation orders
- Missing or significantly damaged ironwork

Footways, Footpaths and Cycleways

- Surface defects
- Excessive standing water and water discharging onto and or flowing across the foot/cycleway
- Dangerous rocking paving slabs
- Large cracks or gaps between paving slabs
- Missing or significantly damaged ironwork
- Debris and / or spillages likely to be a hazard
- Damaged kerbs

Road Furniture

- Damaged vehicle restraint systems, parapets, handrails or guardrails
- Damaged boundary fence where animals or children could gain access
- Damaged or missing signs, such as Give Way, Stop, Speed Limit, Directional

Road Lighting

- Damaged column, cabinet, control pillar, wall mounting, lantern
- Exposed, live electrical equipment

Others

- Overhead wires in dangerous condition
- Sight-lines obstructed by trees and other vegetation,
- Trees in a dangerous condition
- Earth-slips where debris has encroached or is likely to encroach the road or causing the road to fall away
- Rocks or rock faces constituting a hazard to road users
- Damaged road structures

3.7 Statutory Undertakers' Defective Apparatus

Defects may be due to the activities of utility companies, which are governed by the requirements of NRSWA[3]. Where defective apparatus is identified, the defect must be recorded, and the utility contacted. In the case of urgent attention being required, the processes for '*defects causing danger'* identified in the NRSWA Code of Practice for Inspections should be followed.

3.8 Defects that are the Responsibility of Third Parties

Where the defect is the responsibility of another party who is not a Statutory Undertaker, e.g. an adjacent landowner, the defect should be recorded, and the landowner contacted with a request to carry out the necessary remedial works within an appropriate time. Several scenarios may arise from an inspection, which are covered by provisions contained within the Roads (Scotland) Act 1984, for which it may be appropriate to inform the party responsible of their responsibilities under the Act. Some examples of this are;

- Prevention of danger to road users from nearby vegetation and fences etc. or from retaining walls being inadequate (Section 91)
- Deposit of mud from vehicles on road (Section 95)
- Control of flow of water etc. onto roads (Section 99)

A number of these provisions within the Act allow the roads authority to carry out remedial works to address the defect/hazard either immediately or after a suitable period of notice and gives powers to recover any expenses reasonably incurred in doing so.

Any decision to undertake such remedial work should not be done without the agreement of a suitably responsible person, and in the first instance constructive discussion with the responsible party, in order to resolve the issue, is the preferred option.

3.9 Inspection Records and Recording

Routine Inspection instructions and records arising from inspections are held electronically, allowing records to be used for reference at later dates.

All information obtained from condition inspections, together with the response outcomes shall be recorded consistently. The data obtained shall be able to be reviewed independently and in conjunction with other survey information.

[3] New Roads and Street Works Act 1991

4.0 Risk Management Process

Inspectors undertaking inspections or responding to reported incidents require to use judgement in determining likelihood of, and degree of, consequences of observed or reported defects. This approach is consistent with the 'Well-Managed Highway Infrastructure: A *Code of Practice*' recommendation that roads authorities adopt a system of defect risk assessment for determining level of response. This represents a step change in the way that defects are assessed. Taking a *Risk Based Approach*, means that there are **NO** prescriptive investigation or intervention levels to apply. The rationale for removing these is that the same defect will represent a different level of risk in a different context. In the past this has led to inappropriate and often unnecessary, costly, temporary repairs. Instead, by using a *Risk Based Approach*, roads authorities can reduce such blanket reactive interventions and target more of their scarce resources towards programmed work, which in the longer term will lead to an overall improvement of road condition.

While not providing any minimum or default standards, the *Code of Practice* does support the development of local levels of service in accordance with local needs, priorities and affordability. Operational guidance for reference and training to support Fife Council's inspectors will be subject to regular review and update.

4.1 Establishing Context

Establishing context requires the inspector to utilise experience and knowledge during the inspections to assess the road characteristics, such as giving consideration to environment (speed limit, width, rural / urban, road hierarchy, visibility, bend, gradient, road camber, etc.); road user types (pedestrians, cyclists, horse riders, cars, LGV's, PSV's, etc.), traffic volumes; maintenance history; historical incidents / claims / complaints (e.g. experience / knowledge of similar hazards being a contributory factor to incidents / claims within the authority or a neighbouring authority); demographics and key local amenities (proximity to doctor's surgery, hospitals, shopping areas, schools, etc.).

Taking all the context into consideration, the risk assessment process follows these steps:

i) **Hazard Identification –** The inspector identifies a defect associated to a road asset that may pose a hazard to road users.

ii) **Risk Assessment –** Risk is evaluated by assessing the **likelihood** of encountering the hazard and the **most probable** (not worst possible) **consequence** should this occur.

The procedure is designed to mitigate ‘worst case scenario’ thinking and ensure an objective assessment is carried out to determine the appropriate level of risk and corresponding priority response.

4.2 Likelihood

The likelihood of encountering a hazard, within the established context it exists, will be quantified on a scale of ‘Remote’ to ‘Almost Certain’ as follows:

Table 8 – Likelihood

Likelihood	Description	One Might Expect to Encounter for example …?
Highly Likely	Will undoubtedly happen	In any one day
Likely	Will probably happen, but not a persistent issue	Monthly
Possible	May happen occasionally	Annually
Unlikely	Not expected to happen, but it is possible	Once in 10 years
Remote	Improbable	Once in 20 years

4.3 Consequence

Consequence is assessed by considering the most probable (**NOT** always the worst possible) outcome should the hazard be encountered and will be quantified on a scale of Negligible to Catastrophic as follows:

Table 9 – Consequence (Impact / Severity) Categories

Consequence	Description of Impact / Severity			
	Service	**Financial**	**People**	**Reputation**
Severe	Unable to function, inability to fulfil obligations	Severe financial loss	Death	Highly damaging, sever loss of public confidence
Major	Significant impact on services provision	Major financial loss	Extensive injury, major permanent harm	Major adverse publicity, major loss of confidence
Moderate	Service objectives partially achievable	Significant financial loss	Medical treatment required, semi-permanent harm up to 1 year	Some adverse publicity, legal implications
Minor	Minor impact on service objectives	Moderate financial loss	First aid treatment, non-permanent harm up to 1 month	Some public embarrassment, no damage to reputation
Negligible	Minimal impact, no service disruption	Minimal financial loss	No obvious harm/injury	No interest to the press, internal only

4.4 Risk Assessment

The risk factor for a defect is the product of ‘likelihood’ and ‘consequence’. It is this factor that identifies the overall seriousness of the risk and consequently therefore the appropriateness of response to remedy the defect. Accordingly, the priority of response for dealing with a defect can be determined by direct correlation with the risk factor as shown in the risk matrix, table 10:

Table 10 Risk Matrix

Consequence / Likelihood	Negligible	Minor	Moderate	Major	Severe
Remote	Negligible	Negligible	Negligible	Negligible	Medium
Unlikely	Negligible	Negligible	Low	Low	Medium
Possible	Negligible	Low	Low	Medium	High
Likely	Negligible	Low	Medium	High	Critical
Highly Likely	Negligible	Medium	High	Critical	Critical

4.5 Intersections and Multiple Road-user Types

Inspectors should consider the different impacts and consequences for each road user type (e.g. pedestrians, cyclists, vehicle drivers, etc.) and at intersections, consider the hierarchy of each route. Inspectors must therefore assess the likelihood and consequence for each road user type and/or route hierarchy. The priority of the response is based on the highest risk determined from the risk matrix (Table 10).

5.0 Risk Response

RACIPS methodology allows Fife Council to demonstrate that legal responsibilities regarding the inspection and maintenance of adopted roads are fulfilled.

The appropriate control of a risk is in the form of risk response. Maximum response times to each risk category have been developed following guidance by SCOTS and the recommendations of the *Code of Practice.* This provides consistency with neighbouring Authorities if they are also compliant with the *Code of Practice*.

5.1 Priority Response Levels

Having established the risk factor, the appropriate response is identified (Table 11).

Table 11 Response Types

Risk	Priority	Response Type	Repair Target (from date of risk assessment)
Critical	1	Immediate	Within 24 hours (Make safe)
High	2	Rapid	Within 5 Working Days
Medium	3	Include in Cyclic Works Programme	Within 3 Months
Low	4	Include in Area or Route Works Programme	Within a Rolling 12 Months
Negligible	5	Routine Monitoring	Per Inspection Frequency

5.2 Response Types Defined

Priority 1: Immediate

Where there is a critical risk to road users the defect should be corrected or made safe at the time of inspection, if reasonably practicable. In this context, making safe may constitute displaying warning signs and / or coning off to protect the public from the defect. Where reasonably practicable, defects of this Priority should not be left unattended until made safe or, a temporary or permanent repair has been carried out.

Once a P1 defect has been made safe, the risk should be reassessed, and the appropriate response type assigned.

Priority 2: Rapid

This allows a more proactive approach to be adopted, enabling the complete repair of defects that represent a high risk to road users or because there is a risk of short-term structural deterioration (i.e. before next scheduled inspection).

Priority 3: Include in Cyclic Works Programme

While P3 defects require attention, they represent a risk assessed to be at a level that allows a more efficient programmed approach to be taken.

Priority 4: Include in Area or Route Works Programme

The defect is not classed as unsafe but needs to be included in a local works programme e.g. programmed patching or via the Area Roads Programme.

Priority 5: Routine Monitoring

The defect is considered to be of negligible risk, no intervention is required and monitoring will continue as per the routine inspections regime.

5.3 Meeting Target Response Times

It may not be possible, particularly at certain times of year, to meet target response times, due to pressure on resources. This could, but not exclusively, be due to the high number of defects that can arise in a short period of time after periods of adverse weather, such as prolonged spells of heavy rain or snow, or freeze / thaw conditions. Prolonged periods of adverse weather may also prevent remedial measures being carried out. In such circumstances normal response times will resume as soon as is reasonably practicable.

5.4 Service Requests

Fife Council receives reports of road asset defects from several sources, such as the police, general public, public utilities and other agencies. These Service Requests are recorded within Fife Council's Customer service system to ensure that they are investigated, resolved within defined service standards and that the outcome is communicated to the customers. Screening questions shall be asked to identify a provisional level of risk to classify the urgency of ad-hoc inspection.

6.0 Compliance

Compliance with RACIPS can be assured by i) documenting key information to provide evidence (section 3.9 refers), ii) measuring and reporting performance, and iii) maintaining competencies through an appropriate training and development framework.

6.1 Monitoring

Compliance monitoring shall be carried out as follows:

- Inspection Scheduling Audit – An annual programme of condition inspections is produced prior to the start of each financial year. A monthly audit will be carried out to determine if inspections are completed within timescale tolerances.
- Inspection Quality Audit – A quarterly audit will take place to evaluate the degree of consistency in application of the Risk Based Approach. One route per inspector will be chosen at random, one day after the initial inspection, and checked for consistency by the Lead Consultant, Network Condition or delegated officer.
- Repair Response Time Audit – A monthly check to evaluate delivery response time performance with relation to defects. An audit will be carried out by the Lead Consultant, Network Condition or delegated officer to determine if repairs were completed within prescribed timescales.
- Repair Quality Audit – A minimum sample of 5 defects will be checked by an inspector weekly, to determine compliance with repair specifications.

RACIPS compliance monitoring reports shall be used for continuous improvement.

6.2 Inspector Competency

For RACIPS, the term ‘inspector’ is defined as a person who the roads authority has assessed and certified as competent to identify and undertake a risk assessment of a road asset defect and determine the response type. Therefore, within RACIPS, ‘inspector’ is not utilised exclusively for a person who mainly completes the routine road condition inspections, but can include technicians, engineers or other staff within Fife Council who have been assessed as having achieved the required level of competency by the Service Manager (Roads Network Management).

6.3 Training

Appropriate experience and/or training is needed to ensure that personnel responsible for managing and carrying out road asset condition inspections understand the reasons for

and importance of these inspections. These reasons include i) protecting public safety, ii) safeguarding Fife Council's capability to defend liability claims, and iii) fulfilment of the Council's essential responsibility for maintaining the condition of the road asset for the continuing benefit of the Fife economy.

Inspectors will be provided in-house training on the application of RACIPS and will be required to achieve a 'pass' grade on the course assessment to demonstrate competency. Training will be delivered utilising the SCOTS training toolkit supplemented by Fife Council's operational guidance. The person delivering the training will be required to have been assessed as competent by the Service Manager (Roads Network Management).

6.4 Training Plans

Where an inspector has not yet met the required standard of competency, the Lead Consultant, Network Condition, shall work with the inspector to develop, document and implement a Training Plan. The Training Plan is evidence that Fife Council is supporting the inspector, assisting them to achieve the level of competency required and thereby ensuring consistency.

Training Plans are simple, containing but not limited to information such as:

- Training type (e.g. undertake a course, shadowing another inspector, audit of inspections by colleague, etc.)
- (Expected) completion date
- Review date
- Review comments

Upon completion of the plan, it is signed and dated as complete by a competent person. Review of inspector training plans are conducted at regular intervals (minimum annually) to ensure the plan is progressing as anticipated, to sign off key areas completed and to amend the plan, if required.

6.5 Training & Competency Records.

Records of the training plan reviews, actions and outcomes are documented within each inspector's "Training & Competency Record". These records shall be used to evidence the competency of each individual inspector at any time and are reviewed annually to ensure that they continue to meet the minimum competency requirements.