4 Implementation report (IR)

Once the CL and PR forms have been entered in the monitoring system at Land Transport NZ, an implementation report (IR) will be produced and returned to you. The IR is a printout of the recommendations translated into plain English. It can include dates of the implementation of recommendations, and estimated and actual costs of remedial works. At the initial stage, however, the implementation date entries and actual costs will be blank.

Use the IR to check that the recommended remedial works have been correctly entered into the monitoring system. This report can then be taken on-site when checking whether remedial works have been completed. As each recommendation is completed and the implementation dates and costs are known, you can fill in the blanks on the report. When the IR is complete, return it to the local Land Transport NZ office. If the IR has some incomplete implementation dates, the available information will be entered in the system and new forms sent to you. Complete these as the works are implemented and return them to the local Land Transport NZ office.

Examples of IRs are shown in Appendix B (B5–B7).

B5 is an example of an IR produced by the monitoring system. This report shows that a number of the recommendations have been implemented.

B6 is an example of how the report should be updated and edited with new data.

B7 illustrates an alternate report that only lists crash locations and recommendations with missing implementation dates. It includes examples of how this report should be filled in before it is returned to Land Transport NZ.

4.1 Structure of the implementation report

The following lists the components of the IR and notes where the information is sourced from. Information from most sections of the PR form is automatically transferred to the IR.

- Study (report) name (from section 3.2 of the PR form)
- Location name (from section 3.3 of the PR form)
- ID number (from section 3.1 of the PR form)
- Location number (from section 3.4 of the PR form)

- Entry date (date on which data entered)
- Study report date (MM/YYYY format)
- Latest entry (date of latest edit on the system)
- Recommendations (from section 3.6 of the PR form)

  The recommendations and effect numerically coded on the PR form (section 3.6) are translated into words on the IR. This report can be taken on-site for ease of checking the remedial works.

  Where the original recommendations have been modified, ie other changes implemented *in addition to or instead of* the ones recommended in the report, the new changes should be coded on the IR, along with the date and status of implementation of those changes. Just add to the numbering sequence of recommendations already coded. Enter/code any additional works on the IR, using the procedures for coding recommendations on the PR form. If you are unsure how to do this, simply write a brief description so Land Transport NZ can code the new works. Only add changes that are likely to have a major or minor effect on crashes.

- Implementation status and date (from section 3.8 of the PR form)

  Implementation status

  This shows the status code of each recommendation. Update the code to reflect the status of the recommendations at the crash location. See Appendix B (B5 and B6) for examples of IRs.

Status	Description
1	Yes – the recommendation was implemented as suggested. Add the date of implementation of works under the implementation date column.
2	No – the recommendation has not yet been implemented. No date required.
3	This code is no longer available. Previously used as 'monitor only'.
4	Never – this recommendation will not be implemented. (Changes have occurred or the recommendation has been rejected.)
5	Prior works – works were scheduled or completed at the location prior to the study and are not recommendations made as part of the CRS. Add the date on which prior works were completed under the implementation date column.
6	Environmental/minor changes only. Environmental changes have occurred or additional minor works have been implemented, but are not considered to supersede the effects of recommendations already implemented. Continue monitoring, as indicated by other implementation dates. Date is optional but desirable. Use this code with all recommendations that have effect = 3 (refer section 3.6).

This information is also repeated in the crash reduction monitoring system quick reference chart (Appendix E).

Implementation date

Enter the date (the format is year then month, ie YYYYMM, eg 200211) on which the recommended work was implemented. You must enter a date if implementation status is coded 1 or 5. Do not enter a date if the recommended work is not implemented.

- Cost of works

Estimated cost

This is transferred from section 3.9 on the PR form.

Actual cost

Enter the total (actual) cost of remedial works completed. Note that this figure can be updated if additional works are completed. If the exact actual cost is difficult to obtain, a refined estimate is an acceptable alternative.

- Stop monitoring

Enter a date *only* if monitoring of the implemented works at the crash location should discontinue. The format is year then month, ie YYYYMM, eg. 200306. Fill in the date once monitoring should be stopped, ie do not fill in a date five years in the future. Refer to section 1.6 for more detail.

Note: Land Transport NZ periodically completes a check of the database for totally completed locations and automatically adds a stop monitoring date six years after the last implementation date.

- Environmental changes

Give a brief written description of environmental changes that have occurred and which may affect crashes at the crash location, eg a large shopping complex and access point has been constructed adjacent to the crash location.

Note: This panel can also be used to note any editing that may have been done to the crash location study details, eg a crash location may have been on a state highway that has now been changed to a local road. The crash location can be transferred to the appropriate local authorities study for future monitoring.