



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

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February 4, 2008

**MEMO TO:** Work Zone Qualifications and Training Committee Members  
**FROM:** Meredith McDiarmid, PE, Work Zone Traffic Control Project Engineer  
**SUBJECT:** Minutes for Meeting on Work Zone Qualification & Training Program

Committee members met on January 23, 2008 at 10am in the Century Center Work Zone Traffic Control Conference Room in Raleigh to discuss requirements of a Work Zone Qualification and Training Program. **Action items are recorded in bold.**

Meredith McDiarmid began the meeting reviewing revised drafts of 3 documents based on previous comments with the emphasis on the Flagger training since it is the first to be implemented:

- Draft detailed training requirements for Work Zone Flagger courses (Document #6)
- Draft detailed training requirements for Work Zone Installer courses (Document #7)
- Draft detailed training requirements for Work Zone Supervisor courses (Document #8)

Each document was discussed and these comments were made:

Document #6 (Flagger Training Requirements):

- Committee agreed to overall concept of having the supervisor of the operation assess each job/location initially to determine whether it might be necessary for the flagger to encroach into the roadway after the first cars in the queue have stopped.
- Other minor additions/corrections are shown in the attached document
- **Committee Members are to review and comment no later than February 22, 2008**

Document #7 (Installer Training Requirements):

- Are calculations and deductions suggested under Transition Area of the Work Zone Elements would be able to be performed by an average installer
- Installer should be able to implement and modify existing standards to fit a specific application
- Items B, C, D, & E under Planning and Preparation may belong in responsibilities of a supervisor
- Installers should also be able to recognize when an application of work zone traffic control needs or should involve a work zone traffic control supervisor
- Once the flagger training document is finalized, the installer document will be more closely scrutinized
- *(continued from 9-28-07 minutes)* In addition, educate installers concerning:
  - the necessity of coordinating with work zones within the network.
  - the importance of adjusting the work zone installation according to the changes in operations throughout the duration of the activity.
  - peak volume times that should be avoided to reduce exposure to the motorist and worker.
  - the result of misuse of traffic control devices and methods. Misuse breeds lack of motorist confidence in our work zones, reduces the effectiveness of the work zone, and decreases the transportation industry's credibility.
  - The use of Changeable Message Signs according to our NCDOT CMS Policy.
- *(continued from 11-14-07 minutes)* Include an introduction to the concept of how construction staging (how the work is performed by the contractor) affects the traffic control that is necessary
- *(continued from 11-14-07 minutes)* Make sure the installer is able to read a set of traffic control plans and install the required traffic control
- *(continued from 11-14-07 minutes)* Make sure the installer is able to determine proper traffic control necessary for any type of work if there is no traffic control plan

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Document #8 (Supervisor Training Requirements):

- *(continued from 9-28-07 minutes)* Include:
  - everything suggested as additions to the flagger and installer courses.
  - information about the proper clothing for workers
  - interpreting temporary traffic control plans (phasing, ICTs, time restrictions, etc.)
  - tools that can be used to mitigate queues
  - resources for knowledge (DOT contacts, industry associations, company safety director, etc.)
- *(continued from 11-14-07 minutes)* Include detailed instruction about the concept of how construction staging (how the work is performed by the contractor) affects the traffic control that is necessary
- *(continued from 11-14-07 minutes)* Include detailed instruction on the interpretation of traffic control plans (TCP), when to call the TCP designer, how to answer TCP questions, etc.
- Clarify what the CMS policy covers or at least where it can be found
- Include guidelines about when a TCP can be changed, when the sealing engineer should be notified, when it needs to be resealed or sealed by another, etc.

General Comments:

- *(continued from 11-14-07 minutes)* There should be a note briefly describing the expectations of each level of qualification (i.e. the flaggers protect the worker and motorists during a flagging operation, the installers determine where the flagging operation will be installed, supervisors determine that there will be a flagging operation to perform this work either by interpreting the plans or examining the site, etc.)
- *(continued from 11-14-07 minutes)* Training should include sharing with each level what their responsibilities are if there is an incident
- *(continued from 11-14-07 minutes)* Traffic Control decision making should be the responsibility of the Installer and/or Supervisor Levels

The committee continued their discussion from the last meeting about whether these courses should be stand alone or prerequisites of one another. The most important aspect of making this determination is to make sure the right people are at the right course and the course serves the participant. The Work Zone Traffic Control Unit will continue to list the goals of each level of training as stand-alone to make sure each level knows what they are expected to be taught and know. Either method of training would be acceptable as long as it reaches the same goal.

*(continued from 9-28-07 minutes)* In addition to these discussions, **the committee is encouraged to provide small rental company information to Meredith McDiarmid so she can relay that information to the AGC. The AGC will then work with those members to educate them about upcoming requirements.**

*(continued from 9-28-07 minutes)* After lengthy discussion, the committee had these recommendations:

- **NCDOT develop a summary document of all work zone traffic control device requirements to serve as a tool for the industry, especially smaller companies that may not be as familiar with the requirements.**
- **NCDOT develop a documentation protocol for major changes to a temporary traffic control plan.**
- All NCDOT inspectors (including CEIs) be required to have work zone traffic control supervisor status when working on a significant project.

Finally, Meredith reminded attendees that the Work Zone Traffic Control Rodeo will be held February 26, 27, & 28 of 2008. Registration is still open and that information can be found on our web site at [http://www.ncdot.org/doh/preconstruct/wztc/Rodeo/info\\_wz.html](http://www.ncdot.org/doh/preconstruct/wztc/Rodeo/info_wz.html).

Currently, the proposed implementation dates for the Work Zone Qualifications and Training Program are:

- July 2009 Let:** Require properly qualified and trained Work Zone Flaggers on all projects, including encroachments
- January 2010 Let:** Require properly qualified and trained Work Zone Traffic Control Installers on all projects, including encroachments
- July 2010 Let:** Require properly qualified and trained Work Zone Traffic Control Supervisors on all Significant Projects and Encroachments

The group agreed to continue to meet to address these and other issues. Please review these minutes and be prepared to discuss these issues and others at the next meeting on April 9, 2008 at 10:00am in the Traffic Control Conference Room in the Century Center in Raleigh. If you have questions or comments on these minutes, feel free to contact me at (919) 250-4159.

MMM

cc: Steve Varnedoe, PE  
(Attn: Jon Nance, PE)  
(Attn: Lacy Love, PE)  
Jennifer Brandenburg, PE  
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Division Operation Engineers