



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY  
GOVERNOR

LYNDO TIPPETT  
SECRETARY

August 15, 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 July 30, 2008 at 10am in the Century Center Work Zone Traffic Control Conference Room in Raleigh to further discuss requirements of a Work Zone Qualification and Training Program. **Action items are recorded in bold.**

A brief overview of recent developments of this program was given for the benefit of new attendees. The draft Work Zone Installer Minimum Training Elements (Document #7) was reviewed and discussed. The revised document is attached. All of the comments were specific to better defining the role of the installer under Planning and Preparation. **Committee members are to review this document and have comments back to Meredith McDiarmid by August 27<sup>th</sup>.**

A brief overview of recent developments of this program was given for the benefit of new attendees. The draft Work Zone Supervisor Minimum Training Elements (Document #8) was reviewed and discussed. The revised document is attached. **Committee members are to review this document and have comments back to Meredith McDiarmid by August 27<sup>th</sup>.**

The revised draft Traffic Control Requirements for Encroachers (Document #9) was redistributed. This document was revised to include guidance for "open cut" work zones as well as those that don't include open cuts. The revised document is attached. **Committee members are to review this document and have comments back to Meredith McDiarmid by August 27<sup>th</sup>.**

A draft Work Zone Traffic Control Certification and Training Definitions was distributed for review. Input during the meeting has been included as well. The revised document is attached. **Committee members are to review this document and have comments back to Meredith McDiarmid by August 27<sup>th</sup>**

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

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RALEIGH, NORTH CAROLINA 27610

Work Zone Qualification and Training Program

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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 September 24, 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  
Kevin Lacy, PE  
Division Engineers  
Division Construction Engineers  
Division Maintenance Engineers  
Division Operation Engineers