

ISO 39001
Road Traffic Safety
Management System



Self-assessment questionnaire

How ready are you for ISO 39001?

This document has been designed to assess your company's readiness for an ISO 39001 Road Traffic Safety Management System (RTSMS). By completing this questionnaire your results will allow you to self-assess your organization and identify where you are in the ISO 39001 process. If you would like us to do this analysis for you, please complete the questionnaire (including your contact details), save and email it to us at certification.sales@bsigroup.com

Information provided will not be disclosed and will be destroyed immediately after use. Please mark your answers for **Yes** and **leave blank for No**. To order a copy of ISO 39001 please visit www.bsigroup.com/SE39001

Contact: Job title:
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Address: Town:
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1. The organization and its context

Have the issues that will drive the RTSMS been defined?

Has your organization identified its role in the road traffic system together with its processes, activities and functions that could have an impact on RTS, and the intended outcomes of the system?

2. Needs and expectations of interested parties

Have you identified the interested parties that are relevant to the RTSMS and their requirements?

Is there a process in place to determine, take into account and maintain information on the applicable legal and other requirements related to the RTSMS?

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3. Scope of the RTSMS

Has the scope of the RTSMS been determined and documented?

Does the scope define the RTSMS in terms of its extent, purpose and the needs and expectations of your interested parties in a way that is appropriate to your organization?

Are there any exclusions from scope, and if so, are you satisfied that these exclusions won't affect your ability to establish, implement, maintain and improve the RTSMS successfully?

4. Leadership and management commitment

Do you have visible leadership and commitment to the RTSMS and has the elimination of death and serious injury in road traffic crashes been adopted as a long-term Road Traffic Safety (RTS) objectives?

Is there a RTS policy, objectives and programme with assigned roles to evidence top management commitment to RTS?

Have you worked with interested parties in developing your RTSMS?

Has top management been appropriately involved in the implementation of the RTSMS and its review through a formal management review process?

5. Road Traffic Safety policy

Is there a documented RTS policy that is appropriate and provides a framework for setting objectives, satisfying applicable requirements and for achieving continual improvement of the RTSMS?

Is the policy communicated within your organization and available to interested parties as appropriate?

6. Roles and responsibilities

Are roles within the RTSMS clearly defined and communicated?

7. Risks and opportunities of RTSMS implementation

Have you reviewed your current RTS performance?

Have the risks and opportunities necessary for the implementation of the RTSMS been determined?

Has an appropriate and repeatable risk assessment methodology been used?

Has a plan to manage the identified risks and opportunities been developed?

8. RTS performance factors

Have relevant RTS performance factors from the list of

- risk exposure factors (e.g. distance travelled, vehicle and road user type)
- final safety outcome factors (e.g. number of deaths and serious injuries); and
- intermediate safety outcome factors (e.g. road design, safe speed, fitness of drivers and vehicles, etc.)

been considered, taking into account the context of the organization and the risks and opportunities identified?

Have you considered the need for additional RTS performance factors?

9. Objectives and planning to achieve them

Have measurable RTS objectives and targets been established, documented and communicated?

In setting your objectives, have you determined what needs to be done, by whom and when?

Is the achievement of these objectives and targets evaluated through the management review process?

10. Resources, competence and awareness

Is the RTSMS adequately resourced?

Is there a process for determining competence for RTSMS roles?

Are those undertaking RTSMS roles competent, and is this competence documented appropriately?

Is everyone under your organization's control aware of your RTS policy and their contribution to the effectiveness of the RTS management system together with the implications of not conforming?

Is information and lessons learned concerning major relevant road traffic incidents experienced by the organization communicated to everyone under the organizations control?

11. Coordination and communication

Has the need for internal and external communications relevant to the RTSMS been determined?

Have you determined what you will communicate, with whom, and when?

Is there appropriate coordination and consultation with internal and external interested parties to fully exploit the potential benefits of the RTSMS?

12. Documented information

Is the RTSMS sufficiently documented to meet the requirements of ISO 39001?

Are there processes in place for the creation, control and updating of necessary documentation addressing identification, description, format, review and approval, availability, protection, retention, and disposition?

Do these processes also address documentation of external origin necessary for the RTSMS?

13. Operational planning and control

Are processes devised and implemented to ensure the RTSMS achieves its intended outcomes?

Are planned changes managed and outsourced processes controlled?

14. Emergency preparedness and response

Does your organization respond to actual death and serious injuries caused by road traffic crashes or incidents in which it is involved, and where possible take preventative actions?

Do you periodically review and test emergency preparedness and response procedures relating to RTS?

15. Monitoring, measurement, analysis and evaluation

Has it been determined how and when performance of the RTSMS will be monitored and measured?

Has the performance and effectiveness of the RTSMS been analysed, evaluated and documented?

Has a process been established and implemented for periodically evaluating compliance with applicable RTS legal and other requirements?

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16. Road traffic crash and other road traffic incident investigation

Has a procedure been established and implemented for recording, investigating and analysing those road traffic crashes and other incidents in which it has been involved?

Are the investigations documented and do they determine the underlying factors that can be controlled or influenced including any applicable corrective actions?

17. Internal audit

Are internal audits conducted periodically to check that the RTSMS is effective and conforms to both ISO 39001 and your organization's requirements?

Is the audit conducted using an appropriate methodology taking into account the importance of the processes concerned and the results of previous audits?

Are audits conducted utilizing auditors that ensure that the objectivity and impartiality of the audit process is maintained?

Are audit results documented and reported to relevant management?

18. Management review

Do top management undertake a periodic review of the RTSMS?

Does the management review of the RTSMS capture the outlined input and output requirements?

Does the output from the RTSMS management review identify necessary changes and improvements?

Are the results of the management review documented, acted upon and communicated to interested parties as appropriate?

19. Improvement

Are corrective actions determined for any identified non-conformities and are these appropriate to the consequences of the nonconformities encountered?

Do these corrective actions address the nonconformity, determine the causes and prevent recurrence?

Is there evidence of continual improvement of the RTSMS?

For BSI to complete the analysis on your behalf, please click the submit button below or email a saved copy of your completed questionnaire to:

certification.sales@bsigroup.com