

## **Guidance on Changes to the SoRSA Annual Review process**

### ***Introduction***

For 2023 SoRSA are changing the structure of the Annual Review process, introducing a Self-Certification form.

The SoRSA Annual Review has been revised following feedback from SoRSA members. The feedback was considered cumbersome and resulted in a lot of work for committee members undertaking the reviews.

These changes will make the Annual Review process more effective and streamline the current system, making it more time efficient for both members to complete, and the SoRSA Committee to facilitate.

The Self-Certification form is mandatory for all membership grades. Failure to return the 'self-certification' survey will result in a call for a full Annual Review from Members and Fellows.

The form requires you to demonstrate how you meet the requirements of the Road Safety Audit Standard you work too.

SoRSA will undertake full Annual Reviews on at least 10% of the membership to ensure compliance.

### ***How it will operate***

The 2023 SoRSA Annual Review process will begin at the start of the year. In January, a Self-Certification form will be sent to all members including Associates & Affiliates. Completion is mandatory and applies to all members.

Following completion of the form, members at Fellow and Member grade will be subject to a sample screening for their Annual Review. If you are chosen to submit an annual review this will take place in the following months of February and March.

Using the completed form and the samples, SoRSA and CIHT will check compliance and estimate wider compliancy based on those results.

Members at Fellow and Member grade can submit an Annual Review if they choose without being selected by the SoRSA Committee during the sampling, you may wish to continue to do this on a yearly basis. If you opt to voluntarily submit an Annual Review this should be done during February and March. Should you wish to do this, you will need to contact SoRSA directly.

In the interest of fairness and transparency, all information put forward to the SoRSA Committee assessors will be double blind, free from identifiable information.

All employers are free to contact SoRSA to confirm a SoRSA membership and/or to obtain advice on compliance of an RSA report.

If you agree for your name to be displayed on the SoRSA pages of the CIHT website, we will add the date of your last review on the public Register of Membership list.

### ***What the form will entail***

Within the form you will be required to complete all sections and subsequent questions.

- ***Section 1 - Membership***
  - Detail Information about your membership
- ***Section 2 - Road Safety Audit (RSA)***
  - Detail five RSAs completed within the last 24 months as team leader, member, or observer
- ***Section 3 - Road Safety Engineering Projects and Accident Studies***
  - Detail how you comply with the latest DMRB standard “Road Safety Audit” (or any local standard, for which a copy, in English, must be provided) in Collision Investigation and Prevention and/or Road Safety Engineering experience within the last 24 months.
  - Include detail of a minimum of 2 years of collision data analysis or road safety engineering/road design experience
- ***Section 4 - Continuing Professional Development (CPD)***
  - Include detail of a minimum of 2 days CPD in the field of RSA, collision data analysis or road safety engineering in the last 12 months
- ***Section 5 – Text box for further information***
  - Detail further information you wish to submit
  - Detail the reasons why you have not been able to meet any of the required criteria within the other sections.
- ***Section 6 – Declaration***
  - Declaration to be made by using an e-signature and dated
  - Declaration gives permission for CIHT to hold the information provided in this form on its membership database
  - Declaration confirms that the information related to your CPD is current and work experience submitted with this form is complete and accurate.
  - Declaration confirms that you have read CIHT’s membership terms and conditions <https://www.ciht.org.uk/terms-and-conditions> and privacy statement <https://www.ciht.org.uk/about-us/about-ciht/privacy-policy/>
- ***Membership information***
  - A tick box to express an interest in becoming a committee member
  - A tick box to express an interest in upgrading membership grade
  - A tick box to express an interest in being paired with a mentor from SoRSA

## ***Compliance***

The SoRSA Constitution outlines the social objectives, membership, composition of committees and election processes. The Constitution was agreed on 20 June 2022. You should familiarise yourself with the constitution: <https://www.ciht.org.uk/media/16484/sorsa-constitution-2022.pdf>

The information provided in the form enables CIHT and SoRSA to communicate with members, and to fulfil the requirements of CIHT's Charter and Byelaws.

CIHT is required by the General Data Protection Regulation (GDPR 2018) and the Data Protection Act (DPA 1998) to ensure that such data is accurate and up to date and you are requested to inform the Institution of any changes.

We use the information you provide about yourself to fulfil your requests, queries, updates, and orders. We do not share this information with outside parties except to the extent necessary to complete your requests unless you have agreed in section 1.

Full details on how CIHT uses its data are available at <https://www.ciht.org.uk/about-us/about-ciht/privacy-policy/>

## ***Help and Support***

If you have any queries regarding the application process or requirements, please contact the SoRSA Membership Secretary: [sorsa@ciht.org.uk](mailto:sorsa@ciht.org.uk)

For other queries please contact the CIHT membership team: [membership@ciht.org.uk](mailto:membership@ciht.org.uk)