

Highway Work Zone Traffic Control Inspection Checklist

Site / Project	_____	Address	_____
Inspector name	_____	Company	_____
Date	_____	Time	_____

Documentation aid only. Adapt this resource to the site, manufacturer instructions, and applicable local requirements. It does not replace a competent person, professional judgment, legal advice, or a required statutory form.

Inspection checklist

Advance Warning Area

☐ Are all advance warning signs clearly visible and not obstructed by vegetation, parked vehicles, or other objects?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are advance warning signs placed at the correct distances from the work zone based on the posted speed limit (refer to MUTCD Table 6C-1)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are the correct types of advance warning signs used for the specific type of work being performed (e.g., Road Work Ahead, Right/Left Lane Closed Ahead)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Do all advance warning signs exhibit adequate retroreflectivity, especially during nighttime conditions?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are advance warning signs mounted at the correct height (minimum 7 feet above the roadway for overhead signs, minimum 5 feet for shoulder-mounted signs)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are all advance warning signs securely mounted and resistant to wind and vibration?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ If a PCMS is used, is it displaying clear, concise, and accurate information about the work zone?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are all advance warning signs free from damage, graffiti, or other obstructions that could reduce their effectiveness?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Do the advance warning signs match the approved Temporary Traffic Control (TTC) plan?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Taper Area

☐	Is the taper length appropriate for the posted speed limit, calculated using the $L = WS$ formula (where L = taper length, W = width of offset, and S = posted speed limit)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are traffic control devices (cones, drums, or barricades) spaced correctly within the taper area (typically equal to the posted speed limit in feet)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are the correct types of traffic control devices used for the taper (e.g., cones, drums, or barricades)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are all traffic control devices in the taper area in good condition, clean, and free from damage?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are all traffic control devices in the taper area highly visible, especially during nighttime conditions?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the taper uniform and gradual, guiding traffic smoothly into the adjacent lane?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is there an adequate buffer space between the taper and the work area to protect workers from errant vehicles?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	If transverse tapers are used, are they properly configured and signed?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is a downstream taper present to return traffic to its original lane configuration?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Work Area

☐	Is positive protection (e.g., concrete barriers or truck-mounted attenuators) provided to shield workers from traffic?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	If an attenuator is used, is it in good working condition and properly positioned?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are all workers wearing high-visibility apparel (ANSI/ISEA 107 Class 2 or 3) appropriate for the work environment?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is equipment positioned to minimize worker exposure to traffic and to avoid obstructing visibility?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the flagger station located in a safe and visible location, protected from traffic?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the flagger equipped with a STOP/SLOW paddle, high-visibility apparel, and a communication device?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐	Are flaggers properly trained and certified in flagging procedures?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is pedestrian access adequately addressed, with safe routes and appropriate signage?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is adequate lighting provided for nighttime work, ensuring worker safety and visibility?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is traffic properly channelized through the work area using cones, drums, or barricades?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Traffic Control Devices

☐	Are all cones at least 28 inches tall and made of retroreflective material?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are all drums clean, undamaged, and filled with ballast to prevent tipping?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are the correct types of barricades used (Type I, II, or III) based on the application?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Do barricades have retroreflective sheeting that meets MUTCD standards?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are channelizing devices spaced appropriately to guide traffic effectively?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are all traffic control devices clean and free of dirt, debris, or other obstructions that could reduce their visibility?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are all traffic control devices stable and resistant to wind and vibration?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are traffic control devices placed according to the approved traffic control plan?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are temporary pavement markings used where necessary to guide traffic?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Do temporary pavement markings exhibit adequate retroreflectivity?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Documentation & Communication

☐	Is the approved Temporary Traffic Control (TTC) plan readily available on-site?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are daily inspection logs being maintained to document the condition of traffic control devices?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐ Are clear communication protocols established between flaggers, supervisors, and equipment operators?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is emergency contact information readily available on-site?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are incident reporting procedures clearly defined and understood by all personnel?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are pre-shift briefings conducted to discuss potential hazards and safety procedures?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Has the public been adequately notified of the work zone and potential traffic delays?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is there a process in place for revising the traffic control plan if conditions change?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Has a competent person been designated to oversee traffic control operations?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				
6				
7				
8				

Signature

Inspector signature _____

Name _____

Date _____