

SoRSA Annual Review completion guidance 2025

Introduction

From 2023 SoRSA changed the structure of the Annual Review process, introducing a self-certification form. This is being repeated for 2025.

The self-certification form is mandatory for all membership grades. Failure to return the form will result in removal of M/FSoRSA post nominals, demotion to Associate Member and 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 during the same period. So, you may also receive a request to complete a full application in January.

How it will operate

A link to the self-certification form will be sent to all members, including Associates & Affiliates. Completion is mandatory for all Members and Fellows, Associates and Affiliates may choose to complete the on-line form as a way of demonstrating their ongoing interest in Road Safety Audit.

At the same time as completion of the form, members at Fellow and Member grade will be subject to a sample screening for their Annual Review.

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

Members at Fellow and Member grade can submit a full Annual Review if they choose without being selected by the SoRSA Committee during the sampling, you may wish to continue 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 entails

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

Section 1 - Membership

- Detail information about your membership and use of data.

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
- Declaration confirms that membership fees for 2025 are fully paid up.

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.

Further information

- Automatic acknowledgement will appear on completion of form.
- Partial submissions can be saved for later completion.
- On submission of the completed form an acknowledgement of submission will be sent to the email address included within the form.
- Receipt of acknowledgement activates your SoRSA membership for 2025.

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-notice/>

Help and Support

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

For other queries please contact the CIHT membership team: membership@ciht.org.uk