



Bonneagar Iompair Éireann
Transport Infrastructure Ireland

TII Publications



Traffic Signs Approvals Procedure

DN-TSM-03082
December 2017

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TII Publications



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1. Introduction

1.1 General

The purpose of this Standard is to provide guidance to Local Authorities (LA) and their Designers on the Technical Approval procedure for Directional Road Traffic signs, including Tourist signs. Transport Infrastructure Ireland (TII) requires that all sign installation / refurbishment works on National roads, or Regional and Local roads included in TII funded schemes, are subject to Technical Approval by TII unless otherwise agreed with TII. Some Phases of the approvals procedure may not be required dependent on the scale / complexity of the scheme as detailed in Section 2.1.

The objective of this Technical Approval procedure is to ensure, as far as reasonably practicable, that Directional Road Traffic signs are designed in accordance with the latest guidance for traffic sign design, and that a clear, consistent and efficient signing strategy is adopted on all National road schemes to assist in the management of traffic and to ensure the safe and efficient operation of the road network.

1.2 Abbreviations / Terminology

Abbreviation	Terminology
LA	Local Authority (where possible, all liaison with respect to proposed Directional Road Traffic signs will be with the Local Authority's Senior Engineer responsible for the particular scheme or route. Consultation may also be required with Area Engineers with respect to identifying / agreeing locations for proposed signs, etc.).
TII	Transport Infrastructure Ireland (typically, all liaison with respect to proposed Directional Road Traffic signs will be with TII's Sign Approvals Section. However, TII's Senior Project Manager and / or Senior Engineer for the particular jurisdiction may also be involved where necessary.
OS	Ordnance Survey
SD	Sign Designer (individual responsible for the design / checking of proposed Directional Road Traffic signs within a design organisation or design office, who will be dealing with all correspondence, liaison and consultation).
TSM	Traffic Signs Manual (including any supplementary sign design guidance).
PDF	Portable Document Format (Adobe)
DWF	Design Web Format (Autodesk)

2. Procedure

The procedure for the design, check and approval of proposed Directional Road Traffic signs for National roads and sections Regional and Local roads included in TII funded schemes is outlined in the following paragraphs.

2.1 Summary of Phases

TII Traffic Signs Approval procedure consists of three phases:

Phase	
Phase A	Signing Strategy
Phase B	Draft Sign Faces and Sign Locations
Phase C	Final Sign Design

For new-build schemes and large-scale sign refurbishment / re-signing proposals, etc., all three phases will apply. For small-scale Directional sign erection or replacement being carried out by a LA, only Phase C applies.

2.2 Phase A – Signing Strategy

The main objective of this phase is to produce, in agreement with TII and with input from the LA, an overall signing strategy for the scheme or route.

SD produces the following:-

i. Overall Route-Destination Map

- Single large-scale drawing showing entire scheme / route, maximum A1 sheet size.
- Based on OS mapping or other mapping where appropriate.
- Indicates proposed scheme / route.
- All terminals and intermediate terminals should be highlighted along with all other significant destinations, off-route destinations and major tourist attractions as identified in consultation with Fáilte Ireland and which qualify for Directional signage under TII's Tourist & Leisure Signage Policy document.
- A colour hierarchy should be used to highlight all of the above destinations in order of importance.
- Note: The inclusion of destinations on such a drawing does not infer that they will be included on the proposed signage.

ii. Signing Strategy Drawings

- Drawings of the full scheme / route or of sections of the scheme / route, maximum A1 sheet size.
- Based on topographical mapping, OS discovery series mapping or other mapping as appropriate.
- Indicates proposed scheme / route, including all junctions / interchanges.
- Indicates all intersecting roads and corresponding route / road numbers.
- Any traffic management arrangements relevant to the proposed scheme / route eg one-way systems, etc.

- For each junction, all destinations considered applicable should be clearly indicated for each direction. These should include terminal and intermediate terminals, other significant destinations, off-route destinations and major tourist attractions which qualify for Directional signage under TII's Tourist & Leisure Signage Policy document.
- The strategy should also indicate on which signs each of these destinations are to be shown (e.g. on Advanced Directional or Route Confirmatory signs). One method of doing this is to use a 'dots' system, an example of which is given in Appendix D.
- The drawings should specify if the destinations are mandatory or optional with regard to the requirements of the Traffic Sign Manual. (Refer to Appendix D for sample Signing Strategy drawing).

SD sends 2 sets of the *Overall Route-Destination Map* and *Signing Strategy Drawings* to the TII for review.

SD to liaise / meet with TII to agree the signing strategy:-

- Agree main terminal and intermediate terminal destinations and other significant destinations and tourist attractions to be signed.
- Agree route numbers to be included.
- Ensure that proposed signing strategy is consistent with the provisions of the Traffic Signs Manual and TII's national network signing strategy.

SD revises signing strategy to accommodate TII's input and sends **2 sets** of the *Overall Route-Destination Map* and the *Signing Strategy Drawings* to the relevant LA for review.

SD liaises/meets with LA to agree signing strategy:

- Agree destinations including tourist destinations to be signed.
- Agree route numbers to be included.
- Where necessary for new sections of road, or for the reclassification of sections of existing road, an application for a new route classification from TII may be required (refer to TII Circular on Route Classification).

If any changes to the signing strategy are considered necessary following liaison with the LA, the SD reverts to TII to discuss the LA's requirements and to agree the final Signing Strategy.

SD revises and checks the final *Overall Route-Destination Map* and *Signing Strategy Drawings* as per 2.2.1 above, completes Check Certificate A including the schedule of signing strategy drawings (see Appendix A), and then sends **3 sets** to the LA for checking. When checked, the LA signs Check Certificate A and submits **2 sets** to the TII for approval.

On final approval, TII signs Check Certificate A and issues a copy of the completed Certificate to the LA and the SD. (If approval is not granted, TII sends comments to the LA, who in turn forwards them to the SD. Alternatively, a meeting to discuss the Phase A submission may be required).

2.3 Phase B – Draft Sign Faces & Sign Locations

In this phase the SD produces draft hand-drawn sign face sketches and sign location drawings based on the destinations agreed in the signing strategy. The purpose of this phase is for the SD to agree the sign type, sign face layout and relevant details with TII prior to full digital design.

SD produces the following:-

Draft Sign Face Sketches:

- A4 hand drawn pencil sketches of sign faces, each with a unique sign face reference number, designed to the basic parameters of the Traffic Signs Manual.
- Indicates type and layout of sign (e.g. flag, stack, map, gantry etc.) Note: precise dimensions of the sign face designs including clearances to text, etc. are not of concern at this point – see sample in Appendix D.
- Indicates destinations and route numbers (including local road numbers as appropriate) as agreed in Phase A.
- Indicates junction numbers where applicable (refer to TII for approved junction numbering schemes).
- Indicates symbols, etc. where appropriate.
- (Note: SD should give careful consideration to the amount of information provided on sign faces in order to avoid information overload and driver confusion).
- Where not supported by normal upright posts, the type of support should be indicated (e.g. cantilever, gantry, butterfly, etc.)
- Sketches should indicate x-heights, panels, patches, text and background colours, material (Class/Type), mounting heights, etc.
- A schedule of the proposed Traffic Signs should be prepared for inclusion in Check Certificate B (See Appendix B).
- Where non-standard designs have been proposed, SD to include justification in Schedule of Signs.

Sign Location Drawings:

- Indicating approximate location of each proposed directional sign for the scheme / route (see Appendix D for sample sign locations drawing).

SD sends 2 sets of the Sign Face Sketches and Sign Location Drawings to TII* for review.

* Note: Depending on the scheme, the LA may request to be consulted on this phase.

It may prove useful for the SD to meet with the LA, including the relevant Area Engineer(s) as appropriate, for feedback and to discuss locations, available space, setbacks and mounting heights for all signs (it may be preferable to hold such meetings on site).

SD liaises / meets with TII to agree sign face sketches and sign locations.

SD revises sketches and drawings incorporating TII's comments. SD then completes and signs Check Certificate B, and sends **2 sets** of the *Sign Face Sketches*, *Sign Location Drawings* and Check Certificate B directly to TII for Approval.

On approval, TII signs Check Certificate B and issues a copy of the completed Certificate to the LA and the SD. (If approval is not granted, TII sends comments to the SD. Alternatively, a meeting to discuss the Phase B submission may be required).

Note:

Where the LA has been consulted on Phase B, the SD should forward 1 set of the above, including Check Certificate B for signing.

2.4 Phase C – Final Sign Design

In this phase the SD produces the final detailed design of the proposed Directional sign faces and associated post and foundations for the scheme / route, checking that all the information is provided and correct before issuing these to the LA for checking and to TII for final approval.

(Note: For small-scale directional sign erection or replacement being carried out by a LA, references to 'Signing Strategy' may not apply).

SD designs sign faces using AutoSign (Eire) software in accordance with TSM and latest traffic sign design guidance. SD also designs post and foundations:-

- A4 Sign Face drawings to be produced, including all sign face details, post and foundation details, and given unique reference number (Refer to Appendix D for sample Sign Face drawing).
- Checks location of each sign.
- Checks all destinations and route numbers, including sign and panel colours etc.
- Checks that distances shown are correct and checks if any amendments are required on signs on adjacent sections of route(s).
- Checks spelling of both English and Irish versions of destinations (where necessary, Irish translations may be required – these should be sought through the LA from the Irish Place Names Commission).
- Checks that the use of symbols is correct.
- Checks setbacks, mounting heights of all signs.
- Checks post / foundation details (with due regard to the impact of sign supports on road safety).
- Checks if signs can fit within the space available. Particular attention should be paid to signs located on splitter islands (site visit may be required).
- Checks x-heights for all signs.
- Checks sign material (Class / Type) for all signs.
- Where non-standard designs have been proposed, SD includes justification in the Certificate C Schedule of Signs.

SD completes Check Certificate C, and sends 2 sets of the *Designed Sign Face Drawings*, *Sign Location Drawings* (from Phase B), and *Signing Strategy Drawings* (from Phase A) to the LA for review.

LA reviews *Designed Sign Face Drawings* with reference to the *Sign Location* and *Signing Strategy Drawings* making comments on the following if necessary:-

- Location of each sign.
- Destinations and route numbers (note: particular care should be taken with destinations on local roads, and local road numbers)
- Spelling of both English and Irish versions of destinations.
- Set-backs and mounting heights of all signs.
- If signs can fit within the space available.
- Sign material (Class / Type) for all signs.

If changes are required, LA returns a marked up set of the *Designed Sign Face Drawings* to the SD for amending. SD revises drawings incorporating the LA's comments. SD then sends Check Certificate C and 3 sets of the *Designed Sign Face Drawings*, *Sign Location Drawings* and *Signing Strategy Drawings* and Check Certificate C to the LA.

Once the *Designed Sign Face Drawings* and *Sign Location Drawings* are fully agreed and checked, the LA signs Check Certificate C and submits the certificate along with **2 sets** of the final *Designed Sign Face Drawings*, *Signing Strategy Drawings* and *Sign Location Drawings* to TII for Approval.

On approval, TII signs Check Certificate C and issues a copy of the completed Certificate to the LA and the SD. (If approval is not granted, TII sends comments to the LA, who in turn forwards them to the SD. Alternatively, a meeting to discuss the Phase C submission may be required).

Note:

Only versions of the Sign Face drawings which have received full Phase C approval in the form of a completed Check Certificate C from TII may be included in contract documentation and / or passed to a Contractor for manufacture and installation.

3. Submissions for TII Approvals

TII Approvals shall entail the acceptance of the completed Check Certificates and drawings, etc. by TII. Approval shall only be granted by TII if all the necessary information is submitted with the completed Check Certificates.

Note: Where the LA wishes to replace a damaged sign on an existing signage scheme the first two phases A and B can be omitted and the procedure set out in Phase C should be followed. Such signs may be procured using the TII's Sign Maintenance contracts.

3.1 Approval Applications

Traffic Signs Approvals applications should be made to:

**Signs Approvals Section
Networks Operations
Transport Infrastructure Ireland
Parkgate Business Centre
Parkgate Street
Dublin 8
D08 DK10
Phone: 01 6463600
Email: signs@tii.ie**

Applications received electronically (in PDF or DWF format only) will be accepted for processing, however processing cannot be completed until a hard copy (including originals of signed Certificates) is received to the above address. Where PDF or DWF files are used, ensure that drawings are contained within one file rather than individual files for each drawing. Before sending any large e-mails please ensure that a phone call is placed to ensure that the e-mail can be printed / moved immediately in order to avoid clogging the e-mail system for other applications.

Allow a **minimum** of 2 weeks from receipt of applications to TII Signs Approvals Section to the notification of Approval. This time period will take longer for larger schemes with a larger number of signs. Applications should be submitted to TII as soon as possible to avoid delays.

If a scheme with a large number of signs is to be submitted, then advance notice should be given to TII Signs Approvals Section in order that the application can be processed as efficiently as possible.

3.2 Checklist of Application Documents

The following should accompany a Traffic Signs Approval application to TII.

Phase A Approval – Signing Strategy

- Overall Route-Destination Map (max size A1) – 2 sets
- Signing Strategy Drawings (max size A1) – 2 sets
- Completed Check Certificate A signed by SD and LA (including schedule of drawings)

Phase B Approval – Draft Sign Faces and Sign Locations

- Draft Sign Face Sketches (A4 hand-drawn) – 2 sets
- Sign Location Drawings (max size A1) – 2 sets
- Signing Strategy Drawings (max size A1) from Phase A – 2 sets
- Completed Check Certificate B signed by SD (and LA where consulted) including schedule of drawings

Phase C Approval – Final Sign Design

- Designed Sign Face Drawings - prepared using AutoSign (Eire) (size A4) – 2 sets
- Sign Location Drawings (max size A1) from Phase B – 2 sets
- Signing Strategy Drawings (max size A1) from Phase A – 2 sets
- Completed Check Certificate C signed by SD and LA (including schedule of drawings)

(**Note:** Editable versions of the check certificates are available for download from the Downloads section of the TII Publications website www.tiipublications.ie.)

Appendix A:

Check Certificate A – Signing
Strategy - Insert Route No &
Scheme Name

A.1 Scheme Details

Scheme Name: _____

Type of Contract: _____

Client (Local Authority/Road Authority): _____

Client Address: _____

Client Contact (to whom the response will issue – name and address):

Sign Designer Contact: _____

Address: _____

TII Scheme Inspector: _____

Key Scheme Future Dates:

Release Of Tender Documents	
Scheme Construction Start	
Scheme Construction Finish	
Other (please specify):	

A.2 Designers Certification

I hereby certify to the National Roads Authority that the Signing Strategy drawings as listed on pages ___ to ___ of the attached 'Schedule of Signing Strategy Drawings' included with this Check Certificate A, have been designed and checked.

Designed By: Name: _____
Position: _____
Organisation: _____
Office: _____
Signed: _____
Date: _____

A.3 Local Authority Check

I hereby certify to the National Roads Authority that the Signing Strategy drawings as listed on pages ___ to ___ of the attached 'Schedule of Signing Strategy Drawings' included with this Check Certificate A, have been checked.

LA Check By: Name: _____
Position: _____
Local Authority: _____
Office: _____
Signed: _____
Date: _____

A.4 TII Approval*

TII Approval By*: Name: _____
Position: _____
Office: _____
Signed: _____
Date: _____

***NOTE: TII Approval can only be made by the TII Signs Approvals Sect**

A.5 Schedule of Signing Strategy Drawings

Page ___ of ___

To be completed by Sign Designer		
Drawing Number	Revision	Comments

Designed/Checked by: Name: Signature: Date:

LA Check by: Name: Signature: Date:

Appendix B:

Check Certificate B - Draft Sign
Faces & Sign Locations

B.1 Scheme Details

Scheme Name:

Type of Contract:

Client (Local Authority/Road
Authority):

Client Address:

Client Contact (to whom the response will issue – name and address):

Sign Designer Contact:

Address:

TII Scheme Inspector:

Key Scheme Future Dates:

Release Of Tender Documents	
Scheme Construction Start	
Scheme Construction Finish	
Other (please specify):	

B.2 Designers Certification

I hereby certify to Transport Infrastructure Ireland that the drawings as listed on pages ____ to ____ of the attached 'Schedule of Draft Sign Face Drawings and Sign Location Drawings' included with this Check Certificate B, have been designed and checked.

Designed By: Name: _____
Position: _____
Organisation: _____
Office: _____
Signed: _____
Date: _____

B.3 Local Authority Consultation (where requested by LA)

I hereby certify to Transport Infrastructure Ireland that we have been consulted on the development of the draft sign faces and sign locations, the drawings for which are listed on pages ____ to ____ of the attached 'Schedule of Draft Sign Face Sketches and Sign Location Drawings' included with this Check Certificate B.

LA Check By: Name: _____
Position: _____
Local Authority: _____
Office: _____
Signed: _____
Date: _____

B.4 TII Approval*

TII Approval By*: Name: _____
Position: _____
Office: _____
Signed: _____
Date: _____

*NOTE: TII Approval can only be made by TII Signs Approvals Section

B.5 Schedule of Draft Sign Face Sketches & Sign Location Drawings

Scheme Name:.....

Page of.....

To be completed by Sign Designer												
Sign Ref	Sign Type*	Sketch No	Revision	Comments / justification for the use of non-standard designs	All Destinations included?	Are all colours correct?	All Route Nos included and correct?	Are all symbols correct?	Are all X-heights correct?	Are all mounting heights correct?	Are all setbacks correct?	Are sign materials correct?

*Note: Sign Types – Gantry ADS, Cantilever ADS
Map ADS, Stack ADS, Flag DS, RCS etc

Designed/Checked by: Name:	LA Consultation: Name:
Signature:	(where requested) Signature:
Date:	Date:

Appendix C:

Check Certificate C - Final Sign
Design

C.1 Scheme Details

Scheme Name: _____

Type of Contract: _____

Client (Local Authority/Road Authority): _____

Client Address: _____

Client Contact (to whom the response will issue – name and address):

Sign Designer Contact: _____

Address: _____

TII Scheme Inspector: _____

Key Scheme Future Dates:

Release Of Tender Documents	
Scheme Construction Start	
Scheme Construction Finish	
Other (please specify):	

C.2 Designers Certification

I hereby certify to Transport Infrastructure Ireland that the drawings as listed on pages ___ to ___ of the attached 'Schedule of Designed Sign Face Drawings' included with this Check Certificate C, have been designed and checked.

Designed By: Name: _____
 Position: _____
 Organisation: _____
 Office: _____
 Signed: _____
 Date: _____

C.3 Local Authority Check

I hereby certify to Transport Infrastructure Ireland that the drawings as listed on pages ___ to ___ of the attached 'Schedule of Designed Sign Face Drawings' included with this Check Certificate C, have been checked.

LA Check By: Name: _____
 Position: _____
 Local Authority: _____
 Office: _____
 Signed: _____
 Date: _____

C.4 TII Approval*

TII Approval By*: Name: _____
 Position: _____
 Office: _____
 Signed: _____
 Date: _____

***NOTE: TII Approval can only be made by the TII Signs Approvals Section**

C.5 Schedule of Designed Sign Face Drawings

Scheme Name:.....

Page of.....

To be completed by Sign Designer					To be completed by Sign Designer & Local Authority SD / / LA								
Sign Ref	Sign Type*	Drawing No	Revision	Comments /justification for the use of non-standard designs	All Destinations included?	All Route Nos included and correct?	Destinations (English) spelled correctly?	Destinations (Irish) spelled correctly?	Are all symbols correct?	Are all setbacks & mounting heights correct?	Are all post & foundation details correct?	Are sign materials correct?	Can all signs fit into the space available ?**

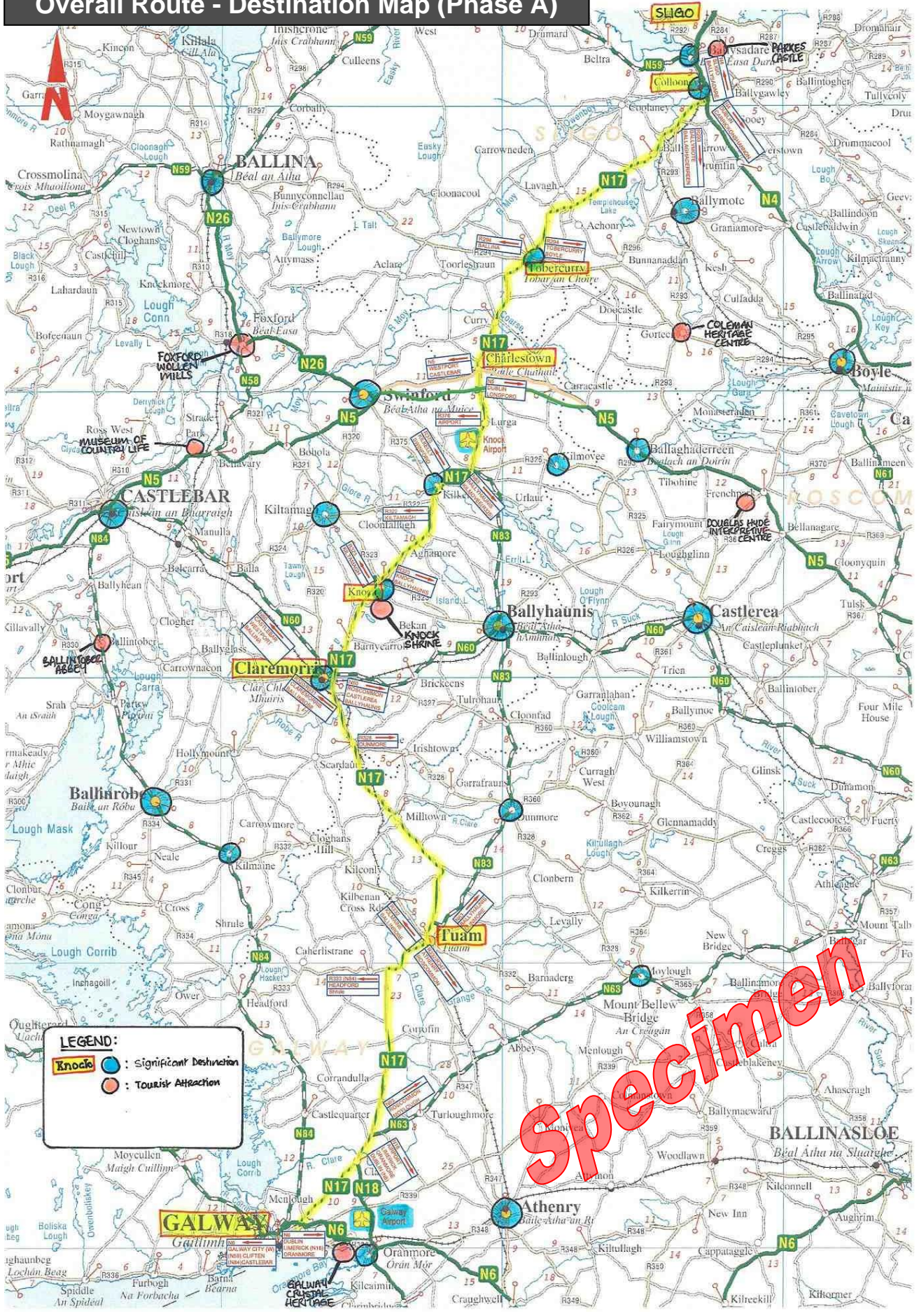
*Note: Sign Types – Gantry ADS, Cantilever ADS, Map ADS, Stack ADS, Flag DS, RCS etc

**Note: i.e. verges, splitter islands, etc.

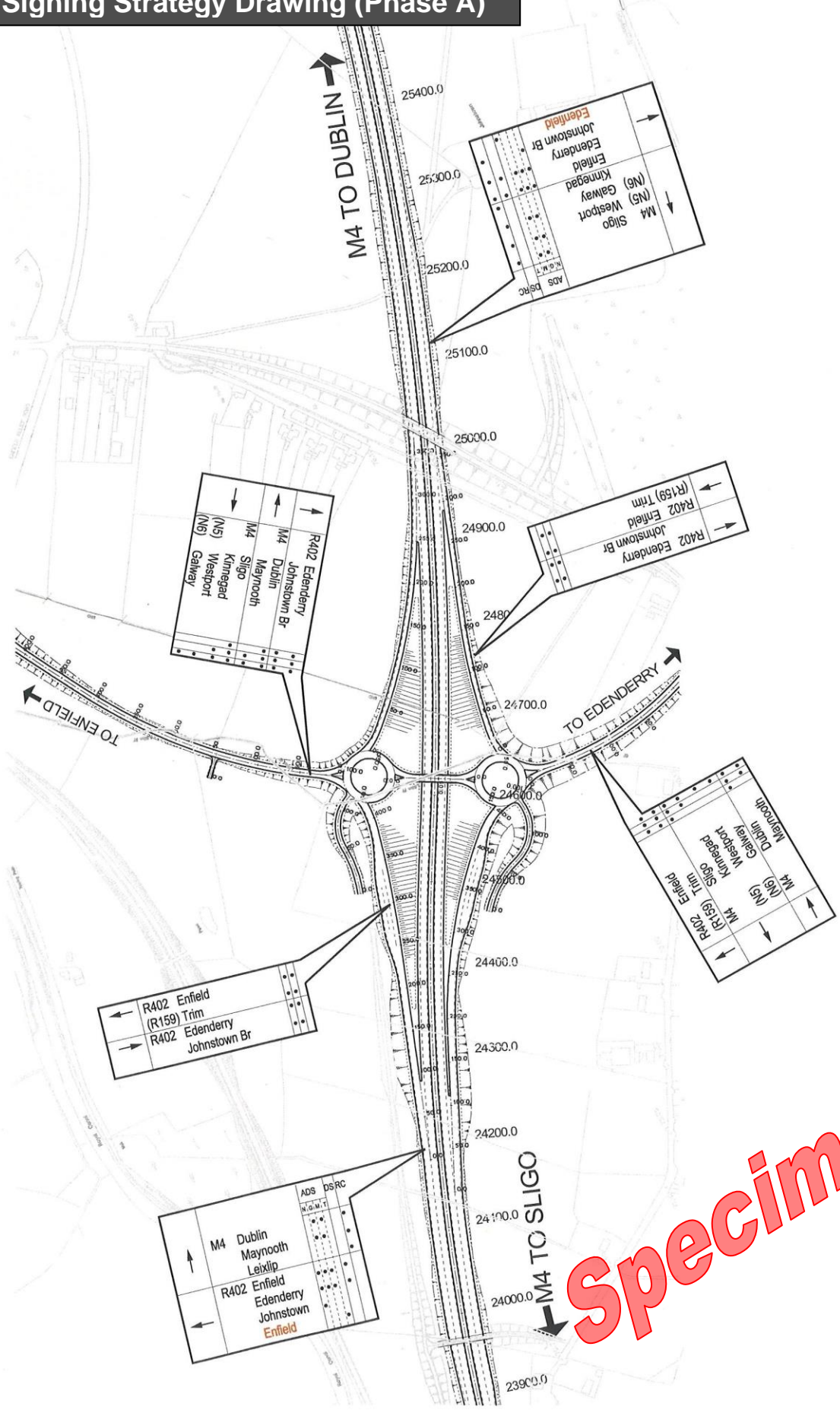
Designed/Checked by: Name:	LA Consultation: Name:
Signature:	Signature:
Date:	Date:

Appendix D: Sample Drawings

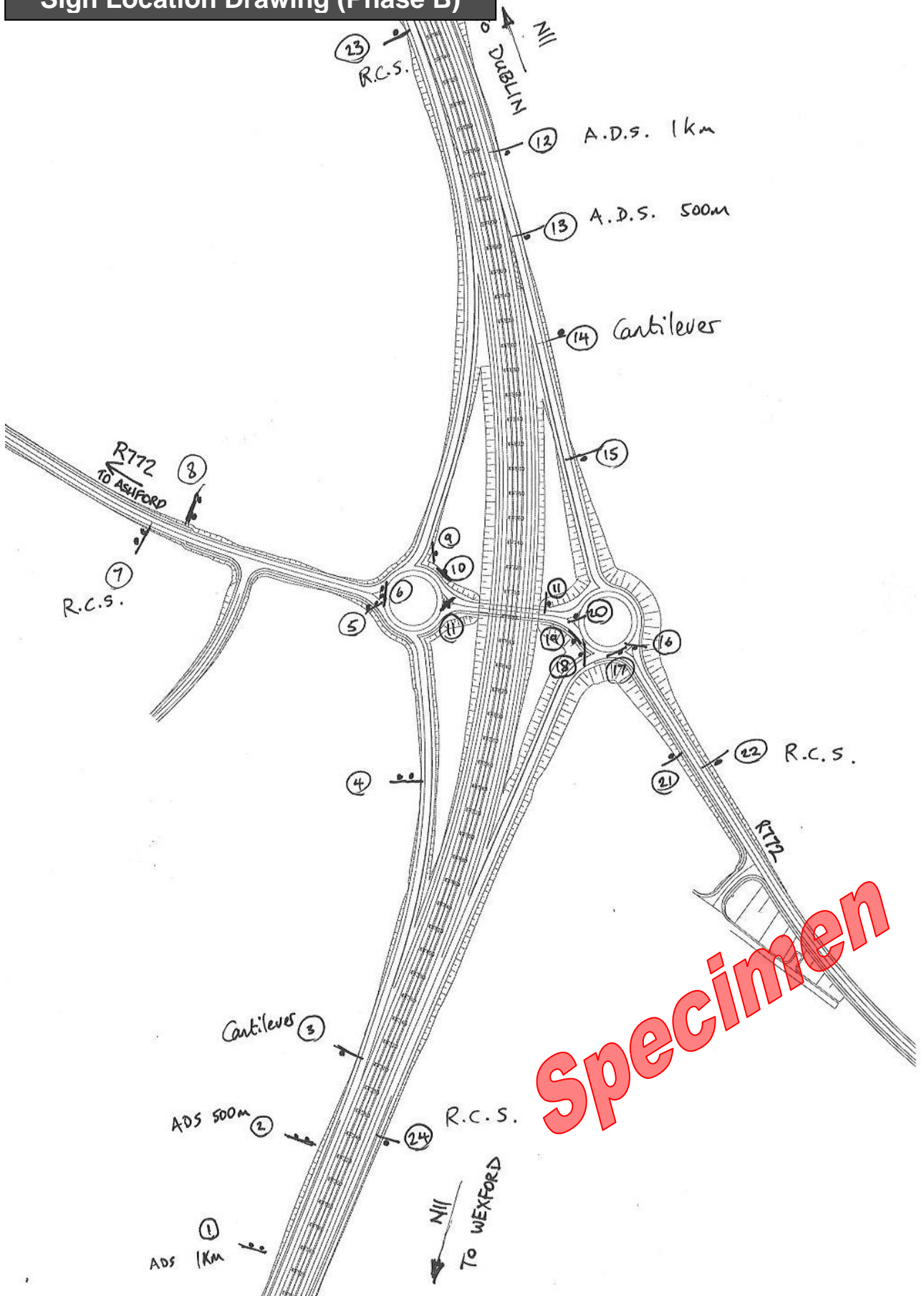
Overall Route - Destination Map (Phase A)



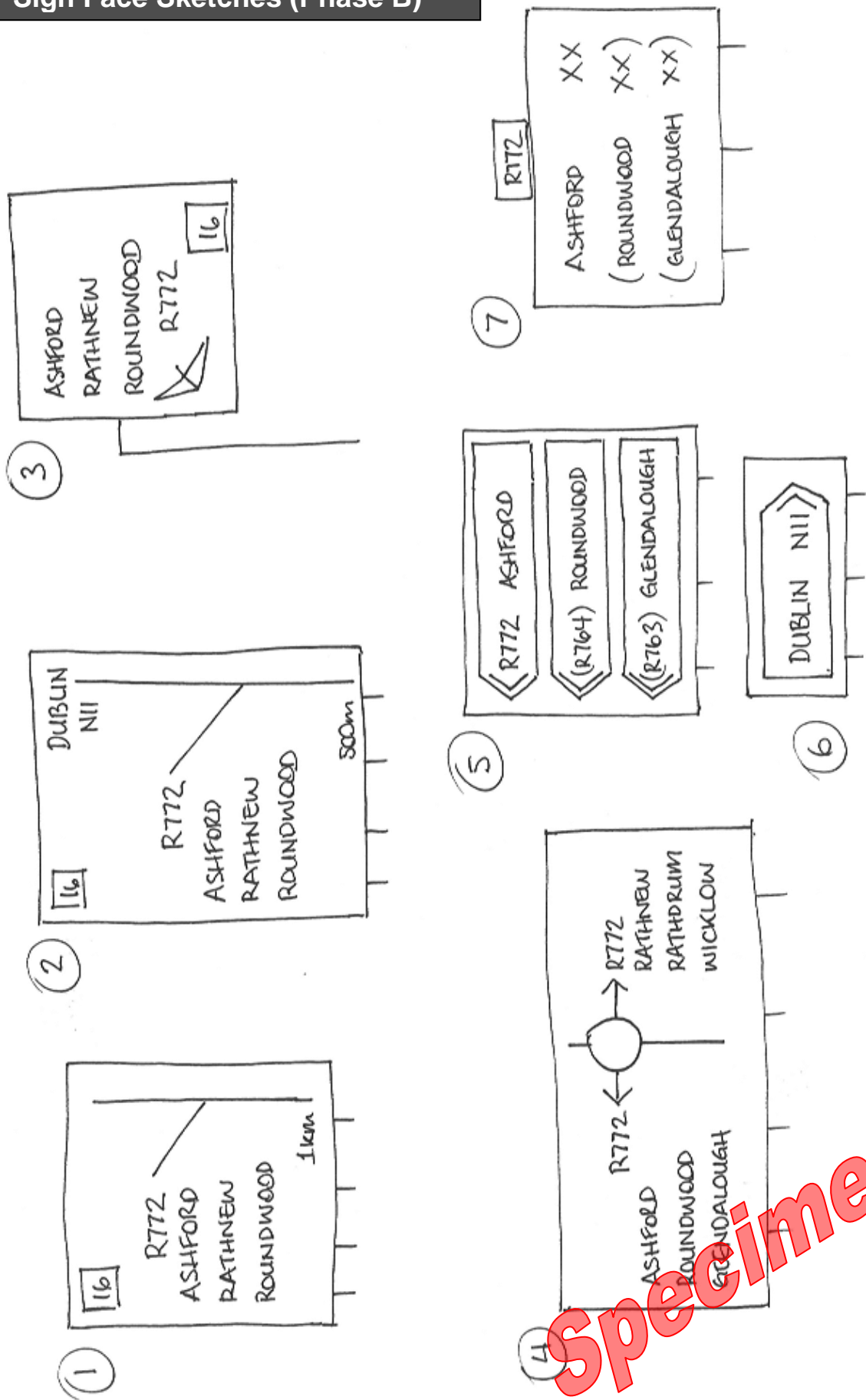
Signing Strategy Drawing (Phase A)



Sign Location Drawing (Phase B)



Sign Face Sketches (Phase B)



Specimen

Sign Face Sketches (Phase B)



Scheme Ref.		
Sign Reference	01/07a	'x'-height 80
Letter colour	WHITE	SIGN FACE
Background	GREEN	Width 1480mm
Border	WHITE	Height 480mm
Material	Class 1	Area 0.71sq.m
NOTE Edge of sign must be at least 750 from edge of carriageway		


Scheme Ref.		
Sign Reference	01/07	'x'-height 80
Letter colour	N\A	SIGN FACE
Background	GREY	Width 1595mm
Border	N\A	Height 1690mm
Material	Class 1	Area 2.70sq.m
NOTE Edge of sign must be at least 750 from edge of carriageway		

POST(S) & FOUNDATIONS			
Mounting Height	2000mm	Bases	Combined
Number	2	Base Width	1800mm
Size	114.3x5CHS	Base Length	1400mm
Length	4390mm	Base Depth	700mm
Centres	1200mm	Base Vol. o/a	1.76 m3
Illumination	No	Earth Cover	0mm

Note :
* Apply 80% condensing factor
+ Apply 90% condensing factor

Specimen



 Ionad Ghnó Gheata na Páirce,
Stráid Gheata na Páirce,
Baile Átha Cliath 8, D08 DK10, Éire

 Parkgate Business Centre,
Parkgate Street,
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