

**STATE OF MAINE
DEPARTMENT OF TRANSPORTATION**

July 26, 2000

Administrative Policy Memorandum
#422

Effective: January 1, 2001

TO: Bureau and Office Directors, Division Heads, Division Engineers

SUBJECT: Maine Department of Transportation (MDOT) Flagger Certification Program

I. Purpose

In May of 1999, the MDOT Quality Council approved recommendations from the Workzone Traffic Control Effectiveness PAT for the implementation of an MDOT flagger certification program, applicable to contractor and Department flaggers. This policy outlines the certification program and the procedures for its implementation.

II. Scope

This policy applies to all individuals involved in flagging traffic at MDOT worksites and is not intended to apply to flaggers at non-MDOT worksites.

III. Responsibility

Division Engineers, Division Heads, Safety Coordinators and all supervisory personnel are responsible for ensuring compliance with this policy.

IV. General Policy

A. "Flaggers"

1. Except in cases of emergency, any individual assigned to control traffic at an MDOT worksite must have passed a "Flagger" certification test.
2. "Flagger" certification tests can be administered and "Flagger" certification cards can be issued only by "Flagger Certifiers".

B. "Flagger Certifiers"

- 1.A "Flagger Certifiers" is an individual who has passed a "Flagger Certifier" test and demonstrated a competency and knowledge of proper flagging techniques and practices.
2. "Flagger Certifier" tests can be administered only by those individuals who have already passed the "Flagger Certifier" test.

V. Specific Policy

A. MDOT will develop a "Flagger" test and a "Flagger Certifier" test. These will be the only acceptable certification tests. MDOT will establish the minimum requirements for successfully passing the tests.

B. MDOT will develop "Flagger" certification cards and provide them to "Flagger Certifiers" upon request. These cards will be the only acceptable method to demonstrate that non-MDOT flaggers are certified.

C. MDOT "Flagger Certifiers" will administer "Flagger Certifier" tests to non-MDOT "Flagger Certifier" candidates, on request of MDOT contractors, and will keep records of the test results.

D. Non-MDOT "Flagger Certifiers" will be responsible for administering "Flagger" tests to non-MDOT employees, as necessary; for completing, signing and issuing "Flagger" certification cards to those who pass the tests; and for keeping records of the test results.

E. Non-MDOT certified "Flaggers" must carry flagger certification cards with them at all times when controlling traffic at MDOT worksites.

F. MDOT "Flagger Certifiers" will be responsible for administering "Flagger" tests to Department employees, as necessary, and for keeping records of the test results.

G. MDOT will ensure that records of all MDOT "Flaggers" and all "Flagger Certifiers" are maintained.

1. Division Engineers will ensure that lists of all MDOT employees certified as "Flaggers" in their respective Divisions are maintained and readily available upon request.

2. The MDOT Director of Health and Safety will ensure that a list of all "Flagger Certifiers" is maintained and readily available upon request.

H. Certifications for "Flaggers" and "Flagger Certifiers" can be revoked for unacceptable performance at any time by the issuing authority or by those MDOT individuals responsible for ensuring compliance with this policy, as outlined in Section III.