

1. Case Study Currency

1.1 Purpose

To provide guidance for National Road Safety Partnership Program (NRSP) staff on the management and updating NRSP Case Studies.

1.2 Scope

Applies to all case studies produced by the NRSP.

1.3 Policy

To ensure all NRSP case studies remain relevant and continue to accurately represent the organisations they feature, the following steps must be undertaken:

- a. Every six months the principal organisational contact who helped develop the case study needs to be contacted to confirm that it is still current, relevant and is there any issues NRSP should be aware of surrounding the focus of the case study. This needs to be documented along with the outcome.
- b. Formally update the case study every two years.
- c. Ensure the case study that appears on the web site is date stamped on the cover page with both the original date it was published and the date of its most recent update.
- d. Ensure the organisation's principal point of contact details remain current and that the organisation is still willing to be featured by the program.
- e. If the case study relates to a corporate social program which is subsequently discontinued it may, with the company's approval, remain on the NRSP website with a note emphasizing it is no longer active, with the reasons for discontinuation (if provided) documented.

1.4 Management of NRSPP Case Study if the featured organisation is involved in an incident

Should an organisation featured in the case studies be involved in an incident the Steering Committee has the right to suspend the case study. The case study will be re-activated when the Steering Committee approves a revised case study or accompany brief which specifically illustrate how the organisation is ensuring a repeat of the incident will not reoccur or how existing practices managed to minimise the impact of the incident.

NB: Each case study is time stamped to illustrate at the time when it was developed it was a true and current record of the organisations road safety culture and its management.